

George Dyson
Town Clerk

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Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Councillors on this Committee:

**EX OFFICIO Cllr. D Seabrook (Chair of Council), Cllr. I Sharkey (Vice Chair of Council),
Cllr Veck (Chairman) Cllr Donovan (Vice Chair), Cllr Alexander, Cllr Harman,
Cllr Studd, Cllr Ashby-Parkin**

10th April 2024

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 16th April 2024 commencing at 7.30pm

A handwritten signature in black ink, appearing to read "G Dyson", with a long horizontal flourish extending to the right.

**George Dyson
Town Clerk**

AGENDA

- 1. CCE411 CHAIRMAN'S ANNOUNCEMENTS**
- 2. CCE412 VERBAL YOUTH MAYOR UPDATE**
- 3. CCE413 PUBLIC QUESTIONS**
There will be a 15-minute period whereby members of the public may ask questions, on any relevant Civic & Community Event matters
- 4. CCE414 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**
- 5. CCE415 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**
- 6. CCE416 TO ADOPT THE MEETING MINUTES OF 27TH FEBRUARY 2024**
- 7. CCE417 TO NOTE THE BUDGETARY UPDATE**
- 8. CCE418 TO NOTE THE COMMUNITY HUB REPORT**
- 9. CCE419 TO NOTE THE D-DAY 80 TFG REPORT**
- 10. CCE420 TO NOTE THE UPDATE TO THE D-DAY TFG MEMBERS**

11. CCE421 TO VOTE TO AGREE TO MOVE THE MERIDIAN WALK TFG FROM THE CIVIC & COMMUNITY EVENTS COMMITTEE TO FULL COUNCIL
12. CCE422 TO AGREE TO THE TWO RECOMMENDATIONS IN THE TFG'S MERIDIAN LINE MEANDER (UNLESS AT ITEM CCE421 IT HAS BEEN AGREED FOR THE TFG TO MOVE TO COUNCIL, WHEREBY THIS REPORT WILL BE PRESENTED AT COUNCIL)
13. CCE423 TO NOTE THE SUSTAINABILITY OF THE E-NEWS TFG REPORT AND CONSIDER RECOMMENDING COUNCIL SET UP A TFG/WORKING PARTY/SUB COMMITTEE ON INFORMATION AND PUBLIC RELATIONS AND COMMUNICATION
14. CCE424 TO NOTE THE VERBAL UPDATE ON THE CLIMATE FAIR
15. CCE425 TO DECIDE ON THE OPTIONS OUTLINED IN THE ARTWAVE EVENT REPORT
16. CCE426 TO NOTE THE RECYCLED FASHION SHOW REPORT AND AGREE TO A TFG
17. CCE427 TO NOTE THE MAYOR'S CIVIC RECEPTION REVIEW
18. CCE428 TO NOTE THE TFG RULES
19. CCE429 TO NOTE THE EVENTS CALENDAR DATES
18. CCE430 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 25th June 2024

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DRAFT Minutes of the meeting of the C&CE Committee meeting held in the Anzac Room, Community House on Tuesday 27th February 2024 at 7.30pm

Present: Cllr. I Sharkey (Vice Chair of Council), Cllr Veck (Chair) Cllr Donovan (Vice Chair), Cllr Alexander, Cllr Harman, Cllr Studd

Officers: Zoe Polydorou (Meetings & Projects Officer), Karen Bray (Information & Community and Facilities Officer).

2 members of the public were in attendance.

1. CCE394 CHAIR ANNOUNCEMENTS

The Chair opened the meeting at 19:30, welcomed members, and briefly went through the health and safety fire procedure.

The Chair then shared the following highlights:

- Bingo is on 13th March
- Cinema is on 20th March - Wicked Little Letters
- Mayors Reception is on 16th March

The Chair updated members that the full alcohol licence application is underway.

2. CCE395 VERBAL YOUTH MAYOR UPDATE

The Chair explained that the youth mayors were not in attendance this evening, and had not received any updates for them.

3. CCE396 PUBLIC QUESTIONS

The Chair explained a letter had been received from members of the public requesting fortnightly bingo rather than monthly. There was general discussion amongst members over whether there was the demand for an additional bingo, if there would be enough helpers, the possibility of having alcohol, and holding the event in the evening.

The Chair explained that the Town Clerk would respond, get further information of the request, and that this item would be included in the next agenda.

At this point, the Chair mentioned that standing orders would be suspended later in the agenda for the two members of public.

4. CCE397 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

There was 1 apology for absence from Cllr. Ashby-Parkin.

5. CCE398 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

6. CCE 399 TO ADOPT THE MINUTES FROM THE 16th JANUARY 2024

It was proposed to adopt the minutes.

Proposed by: Cllr Studd Seconded by: Cllr Donovan
The Committee **resolved** to **adopt** the minutes of the 16th January 2024.

7. CCE400 TO NOTE AND REVIEW THE COMMITTEES BUDGETARY REPORT

Cllr. Donovan mentioned that the advertising budget was used by the license advertisement. The Chair explained this was necessary to go ahead with as a licence was needed.
The budgetary report was **noted**.

8. CCE401 TO AGREE TO THE RECOMMENDATIONS IN THE ARTWAVE 2024 REPORT

The Chair ran through the recommendations.

It was proposed that Peacehaven Town Council PTC would support the event, look into the TFG moving this forward, and ask Telscombe Council if they would like to join too.

Proposed by: Cllr Donovan Seconded by: Cllr Sharkey
The Committee **resolved** to **agree** to the proposal.

The TFG was formed of Cllr. Harman, Cllr. Donovan, Cllr. Alexander, Cllr. Sharkey and Cllr. Studd.

Cllr. Harman expressed several artist friends would like to join too.

Cllr. Alexander will look into whether Lewes District Council will sponsor a room at Peacehaven Town Council for the event.

It was proposed that an Officer would register participation at www.artwavefestival.org.

Proposed by: Cllr Alexander Seconded by: Cllr Sharkey
The Committee **resolved** to **agree** that an Officer would register participation.

9. CCE402 TO DISCUSS AND AGREE THE PROVISION OF A CLIMATE FAIR

Cllr Donovan briefly summarised the report, expressed there was little time to organise the event, and that Officers should have been asked if they have capacity to manage the event. The upcycled fashion show was mentioned.

Members discussed the feasibility of the event going ahead this year, in view of timescales and Officer's work capacity.

It was proposed that the event is postponed to next year to combine with the summer fair, and to organise a recycled fashion show for October this year to work in collaboration with Peacehaven Community School.

Proposed by: Cllr Donovan Seconded by: Cllr Alexander
The Committee **resolved** to **agree** to the proposal.

10. CCE403 TO REVIEW AND AGREE CCE DATES AND UPCOMING EVENTS AND AGREE ANY ACTIONS REQUIRED

The Information Officer confirmed there is:-

- Bingo and Cinema in April,
- Telscombe Fair on July 6th
- Wrestling, and Boxing in March.

The following event dates for this year were provisionally **agreed**:-

Halloween – Friday 25th October.

Proposed by: Cllr Harman Seconded by: Cllr Donovan

Recycled Fashion Show – 18th October 6pm, to avoid half term.

Proposed by: Cllr Donovan Seconded by: Cllr Harman

Carol Concert – 13th December.

To check with Peacehaven Players first.

Proposed by: Cllr Sharkey Seconded by: Cllr Donovan

Mayors Tea Party/Function – 18th December, daytime.

Proposed by: Cllr Studd Seconded by: Cllr Harman

Children’s Christmas Party – Friday 20th December, 5pm

Proposed by: Cllr Alexander Seconded by: Cllr Studd

The Chair expressed this was a brief schedule of events and that more events could be added, and requested the Information Officer circulate dates to diaries.

The November dates of Remembrance Sunday and Armistice dates were discussed briefly.

11. CCE404 TO AGREE TO THE GRANT APPLICATION IN THE D-DAY TFG REPORT

Cllr Donovan summarised the grant application and requested that it be taken forward.

Cllr Alexander suggested he would find out if LDC would sponsor a room for the event.

It was mentioned by Cllr. Donovan that the Royal British Legion are sponsoring £150 for the Town Crier to sing.

It was proposed to go ahead with application.

Proposed by: Cllr Donovan Seconded by: Cllr Alexander

The Committee **resolved** to **agree** to the grant application.

It was proposed to agree for the office to apply for a TENS licence.

Proposed by: Cllr. Harman. Seconded by: Cllr. Donovan.

12. CCE405 TO REVIEW AND AGREE THE RECOMMENDATIONS IN THE UKRAINIAN CULTURAL EVENT REPORT

20:11 – Standing Orders were suspended.

Proposed by Cllr. Alexander Seconded by Cllr. Sharkey

The two members of public summarised the options for the event, suggested the date as possibly being 11th May 2024. The Chair suggested that the details of this or other suggested dates to be sent to the Information & Community Facilities Officer, and that the room is offered free of charge.

Members were positive about the prospect of the event.

Members discussed the possibility of the Ukrainian group applying for a Peacehaven Town Council grant.

20:19 - Standing Orders were reinstated.

It was proposed that the Council supplies a room for the Ukrainian event for free.

Proposed by: Cllr Alexander Seconded by: Cllr Donovan

It was proposed that the event would be supported by Peacehaven Town Council via E-News and website.

Proposed by: Cllr. Studd Seconded by: Cllr. Sharkey

It was **noted** that the Ukrainian group will liaise with the Information Officer on the proposed date of 11th May. The Committee **resolved to agree** to the proposals.

20:20 - The members of public left.

13. CCE406 TO AGREE ENEWS TFG

The Chair summarised the need for TFG members, what they would do and report back on.

Cllr. Alexander suggested Cllr. Campbell could be asked to join.

The TFG was formed of: Cllr. Studd, Cllr. Harman, with a request to Cllr. Campbell.

Cllr. Donovan requested that the E-News maintains publishing up-to-date information.

14. CCE407 TO NOTE THE MAYORS RECEPTION REPORT

Members discussed how the event has previously been run.

The Information Officer explained the protocol and brief details for this year's event.

The Chair mentioned that although there was enough in the budget for the event, that the Mayor had contributed the Mayor's budget too.

There was discussion surrounding the purchase of a present for the Mayor.

The Mayors Reception Report was **noted**.

15. CCE408 TO REVIEW AND AGREE THE RECOMMENDATIONS IN THE MERIDIAN LINE WALK REPORT

Cllr. Donovan explained the Town Clerk had been asked, that there was some credit left with Madisons and that the Town Clerk had given the TFG permission, if agreed at this meeting, to go forward with that.

It was proposed to use Madison's funds.

Proposed by: Cllr Donovan Seconded by: Cllr Studd

The Committee **resolved to agree** to use the credit PTC has with Madisons.

It was proposed that the TFG should be given the authority to get the quotes for the Meridian Line coins & certificates.

Proposed by: Cllr Donovan Seconded by: Cllr Sharkey

The Committee **resolved to agree** to give the TFG authority to get the quotes.

Members discussed whether the signage for the Meridian Line Walk should be within the Civic and Community Events Committee.

It was proposed to give permission to get a quote for the objects placed along the route.

Proposed by: Cllr Donovan Seconded by: Cllr Studd

The Committee **resolved to agree** to the recommendation.

Members discussed which Committee the monument cleaning falls within for cleaning by the grounds team.

Cllr. Studd suggested an alternative method of cleaning to power washing, and agreed to obtain quotes and write a report for the Leisure, Amenities and Environment Committee.

It was proposed that permission is given to apply for various grants to cover the costs.

Proposed by: Cllr Donovan Seconded by: Cllr Harman

The Committee **resolved to agree** to the give permission.

Cllr. Donovan acknowledged and thanked the Meetings & Projects for their successful grant application for £500 for leaflets, and explained there could be a possibility of further future funding for other event items.

16. CCE409 TO RECEIVE A VERBAL UPDATE FROM THE TASK & FINISH GROUPS (TFGs):

- a) Meridian Walk
There was no further update.
- b) D Day
There was no further update.
- c) Council Communications Support
Cllr. Donovan explained a few articles have been forwarded for last month's E-News to the Town Clerk.

Cllr. Alexander mentioned the new Town Clerk at Lewes Town Council has good grant/funding knowledge.

17. CCE410 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 16TH APRIL 2024

The next meeting was **confirmed** as 16th April 2024.

The Chair requested papers two weeks in advance.

There being no further business the meeting ended at 20:46.

Detailed Income & Expenditure by Budget Heading 10/04/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Civic Events</u>							
1004 D-Day Grant	2,554	0	(2,554)			0.0%	2,554
1358 D-Day Grant	110	0	(110)			0.0%	110
Civic Events :- Income	2,664	0	(2,664)				2,664
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	665	700	35		35	95.0%	
4351 Youth Mayor	17	500	483		483	3.5%	
Civic Events :- Direct Expenditure	682	1,700	1,018	0	1,018	40.1%	0
4331 Mayor's Allowance	436	1,500	1,064		1,064	29.1%	
4332 Mayor's Reception	352	1,000	648		648	35.2%	
4335 Civic Expenses	633	1,200	567		567	52.7%	
4336 Civic Service	209	500	291		291	41.7%	
4338 Remembrance Services	192	550	358		358	34.9%	
4339 National Mourning	0	500	500		500	0.0%	
Civic Events :- Indirect Expenditure	1,821	5,250	3,429	0	3,429	34.7%	0
Net Income over Expenditure	161	(6,950)	(7,111)				
6001 less Transfer to EMR	2,664						
Movement to/(from) Gen Reserve	(2,503)						
<u>120 Marketing</u>							
1048 E-News Advertising	175	100	(75)			175.0%	
1049 Banner Board	2,535	2,500	(35)			101.4%	
1301 Filming	0	2,000	2,000			0.0%	
Marketing :- Income	2,710	4,600	1,890			58.9%	0
4352 Annual Report	0	100	100		100	0.0%	
Marketing :- Direct Expenditure	0	100	100	0	100	0.0%	0
4306 Printing	56	300	244		244	18.5%	
4328 Website	1,765	2,500	735		735	70.6%	
4329 Advertising	485	700	215		215	69.2%	
4502 Events	0	300	300		300	0.0%	
Marketing :- Indirect Expenditure	2,305	3,800	1,495	0	1,495	60.7%	0
Net Income over Expenditure	405	700	295				

Detailed Income & Expenditure by Budget Heading 10/04/2024

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	5,374	4,600	(774)			116.8%	
Expenditure	4,809	10,850	6,041	0	6,041	44.3%	
Net Income over Expenditure	<u>566</u>	<u>(6,250)</u>	<u>(6,816)</u>				
less Transfer to EMR	2,664						
Movement to/(from) Gen Reserve	<u>(2,099)</u>						



Peacehaven Town Council

Event Review Form

Event:	THE COMMUNITY HUB		
Date of Event	NOVEMBER - MARCH	Date of meeting	16 – 4 - 24
Committee	CCE	Agenda Item	CCE418
Report Author(s)	CLLR. WENDY VECK		

Summary of event
<p>The Community Hub has been running since last year on a Monday in Community House between 10am and 1pm. The idea was to provide free tea/coffee to anyone who asked. The event was self-funding by selling small cakes/snacks at a nominal price. There was no cost to the Council apart from the cost of the use of the facilities which would otherwise have not been used. The event was advertised via social media, posters (which the Cllr designed and printed at no cost, although it is classed a hidden cost) and word of mouth. The event was staffed by volunteers who offered a listening ear and informal advice on the services the Council and other local services offer.</p> <p>The take up although not massive was good with regular users coming and going all morning. They have stated that the service will be sadly missed and would like it to return in the future. The Community Hub is now closed as it was directed by Council to provide a space during the cold weather and cost of living crisis, and it was felt that with the warmer weather and Community House being used less during the Summer months there was limited need at this time.</p>

Financial	
Income	
Made through the sale of small cakes/ snacks.	£
Expenditure	
Cost of tea & coffee supplies – funded from the income.	£
Total Surplus	£14.75

Number of people at event	Between 10 – 30
----------------------------------	-----------------

Officers report

A huge thank you to Cllr Veck for her work in implementing the Community Space this year which was originally only meant to run until Christmas 2023, however, due to factors out of our control was extended into March 2024. The Community Hub has been successful in bringing people in need of support into Community House, as well as providing additional support for current users of Community House.

The space was run at zero cost to the Council and made a slight surplus which has been put as a donation into the Mayors fund. The Hub was well received and of significant social value during the ongoing cost of living crisis.

Councillor's report

This was a good event for connecting the elderly and lonely members of our community. Special thanks should be made to Gillian Veck for her assistance serving tea and coffee. It has been fun to assist with and has taught me a lot as a Cllr. on how we should be targeting our support and assistance. I am happy to return in the coming Winter months should Council decide to offer the service again should the need arise.

Climate change / sustainability factors

None

Social value/ impact factors

Huge – there are a lot of people in Peacehaven who are lonely or in need of a listening ear. These people cannot be reached via social media alone and benefit immensely from talking face to face. It is a great way to connect with the electorate and show that we are willing to listen. It has highlighted that there are a lot of people who simply fall through the cracks and benefit from face-to-face engagement.

What would we do differently if we ran the event again?

The possibilities are endless! We could incorporate advice from police, fire service, neighbourhood 1st and even reinstate the Cllr. Surgery which we no longer offer if the event was to return.

More volunteers would always be welcome.

We could ask for local charities to run a coffee morning on a regular basis, although the uptake could be patchy due to the amount of profit which can be made.

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Committee:	CCE	Agenda Item:	CCE419
Meeting date:	16 th April 2024	Authors:	TFG
Subject:	D Day 80		
Purpose:	Update and TO NOTE		

Recommendation(s):

To NOTE the up-dates and draft itinerary of the two events (at the memorial and Centenary Park).

1. Background

To commemorate D Day 80 – see previous reports

A clear record of expenditure is kept to comply with the guidance from SCDA.

2. Options for Council

To invite all residents to join in with the celebrations.

To invite the Mayor and Councillors at Telscombe Town Council and all Peacehaven Councillors.

3. Reason for recommendation

To note the first draft itinerary (Appendix A).

To note the following:-

Item number	Item	Status
1	The availability of the paid staff members assigned to erect and take down the marquees, and to deliver the mobile beacon, chairs & tables (at 5.00pm) and return it to PTC after the event – at Centenary Park	Confirmed and agreed by the Parks Officer
2	The TENS license application	In progress
3	2 wreaths have been ordered for the morning event. One for the Mayor and a smaller one for the Youth Mayor.	Completed
4	Peacehaven's participation registration via the following site, www.d-day80beacons.co.uk , the certificate will be downloaded, and the event will be advertised on social media platforms.	In progress
5	That a copy of the 'Cry for Peace' will be downloaded for the Town Crier (www.d-day80beacons.co.uk)	In progress
6	The Town Crier's kit will be sponsored by the RBL.	In progress

7	The Youth Mayor will source sourced 'Peace' poems and a commemorative booklet will be distributed during the evening.	In progress
8	A photographer has been confirmed for both events at no cost.	Completed
9	The RBL will organise the health and safety checks for both events.	In progress

4. Expected benefits

a. The community

Organised workshops have been arranged to make paper lanterns, ready for the evening event, these will take place during the last week of May. Those who make the lanterns are expect to participate in the 'Lamp light of Peace' parade. The community groups who will accessing the workshops are: -

- Cats Club – at Cats Club, Wednesday 29th 9.00am -12.00 noon
- The Family Centre – at the Family Centre – date TBA
- Kempton House – At Kempton House, Tuesday 28th 2.00pm – 4.00pm
- PCS - TBA
- Community House – Wednesday 29th 1.30pm– 3.00pm

b. The environment

Careful consideration has been thought of regarding the environment.

c. Other

Items are in the process of being ordered ready for the activities and lantern making. This also includes the flagpole, flag and tin lanterns (these items will be ordered by the Finance Officer).

Nicola (Gateway Café) has been briefed and will sell (as advised nationally) fish and chips and refreshments from 6.00pm onwards. The community can bring their own picnics.

Posters will be designed.

Jon Borthwick, Town Crier has also been briefed and has confirmed that he will comperre the proceedings. The RBL have agreed to fund Jon's kit.

To officially thank Vicki and Lucy from Make it Happen (SCDA) for the grant to enable us to deliver these two events

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	

5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

- Itinerary - Appendix A
- Workshops and Promotional Posters - Appendix B
- Certificate – Appendix C
- Town Criers Proclamation – Appendix D
- Flagpole – Appendix E

CCE419 – Appendix A

D Day 80 Itinerary (first draft)

Thursday 6th June 2024

Morning event

10.45am:

To mark the 80th Anniversary of D Day, in collaboration with the Royal British Legion, the Mayors of Peacehaven and Telscombe, members of the public, the Youth Mayor and students from PCS, other local schools with residents, will meet at the War Memorial site for a short service.

The Royal British Legin will lead the service, with the vicar from the parish church.

Milita Brett, Bugler will perform.

11.00am - Both Mayors will lay wreaths with other handmade tributes from schools and from residents.

11.10am – if possible and weather permitting, refreshments to be served in the park (Community House not available).

11.30am end

Evening Event

5.00pm – TFG and to meet at Centenary Park to set up the evening event.

Marquees to be erected and the mobile beacon with mobile flag pole/flag to be delivered on site, with 40 chairs plus 8 large gopak tables ready for the event.

6.00pm – participants arrive – Jon Borthwick, Story Teller, Bugler, singers, vehicles (Aimee please clear with Kevin Bray)

Spare lanterns to be kept in one of the marquees, with Tea Lights (Gloria)

6.25pm – Jon Borthwick (Town Crier) to introduce the event. Welcome the Mayor's of Peacehaven and Telscombe (and other dignitaries).

6.30pm – RINGING OUT FOR PEACE – to co-inside with local church bells.

6.32pm - Town Crier to read the Peace cry

6.33pm - Jez (Church of the Ascension) to open the commemoration with a reading

6.40pm – Town Crier to announce that Fish & Chips are available from the Gateway Café, which a selection of drinks

Background music

7.20pm – Live Music, 40's songs (music/song sheets supplied by RBL)

8.10pm – Xavier, Story Teller – children's activities, medal making

8.50pm – The booklet of poems will be handed out

8.55pm – Peace Poems – Read by, the Youth Mayor, students from PCS and the RBL. Guitarist will play whilst the lantern holders assemble. The beacon will be in the centre of a ring of lanterns.

9.15pm – LAMP LIGHT OF PEACE - The Town Crier will ask the Mayor of Peacehaven to light the beacon and for all lantern lights to be switched on.

The Mayor will read a poem of Peace (holding the official lantern).

The vicar will read a closing prayer, the Bugler will play and Johan (RBL) will read the exhortation.



D Day 80

In commemoration of the
80th Anniversary of D Day

The Mayor of Peacehaven
invites all residents to two events on
Thursday 6th June 2024

Our first event will be held at Meridian Park and will be lead by the Royal British Legion, please gather at 10.45am; refreshments will be provided by Kempton House afterwards.

Our evening event will take place at Centenary Park from 6.00pm (on the green by the Gateway cafe) where we will take part in the national
LAMP LIGHT OF PEACE at 9.15pm

Live music, activities, food & drink available.

A full itinerary is available via the Peacehaven Town Council website and social media platforms





Lantern making workshops

In preparation for D Day 80



Wednesday 15th May
Kempton House 2.00pm - 4.00pm

Tuesday 28th May
Peacehaven Town Council
2.00pm - 4.00pm Anzac Room

Cats Club will be hosting a session on Wednesday 29th May from
9.00 -12.00 noon

Check with Vicky Philips at Cats Club for places.

Wednesday 29th May
Peacehaven Town Council will hold the last session
from 1.00pm - 4.00pm in the Main Hall



**These are FREE events
and are open to everyone!**





Certificate of Grateful Recognition *6th June 2024*

With sincere thanks for your contribution to D-Day 80
the international commemoration of the 80th anniversary of the D-Day landings
on the five beaches in Normandy, France, on 6th June 1944.



Sailors



American GIs



British Soldiers



Canadian Soldiers



Airmen



Merchant Seamen



French Allies



Air Wardens



Fishermen



Women's Land Army

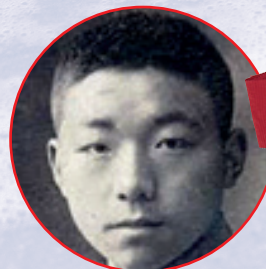


Doctors



Nurses

Despite the extraordinary courage displayed by so many on 6th June 1944, just one Victoria Cross was awarded. It went to Company Sergeant Major Stanley Hollis of the 6th Battalion, The Green Howards.



Chinese naval officer Huang Tingxin received the French Legion d'honneur, the highest order of military and civil honours that France bestows, 2006 in recognition of his bravery during D-Day.

THE LARGEST NAVAL, AIR AND LAND OPERATION IN HISTORY

The D-Day 80 Proclamation

8am - 6th June 2024

Oyez, Oyez, Oyez

Today we commemorate the 80th anniversary of the D-Day landings in Normandy, France - an incredible achievement in military planning and logistics uniting brave service personnel from air, sea and land forces at the beginning of Operation Overlord.

By the day's end, over one hundred and fifty thousand Allied troops had successfully stormed the now famous Gold, Juno, Sword, Utah and Omaha beaches to achieve a toehold in France.

In the weeks that followed, the Allies fought bitterly against a determined foe from the unforgiving countryside of Normandy to the liberation of Paris two months later.

We should all remember and never forget the selfless sacrifice and courage of all those involved and use this Commemoration to pay our tribute to those who gave so much to secure the freedom we all enjoy today.

God Save the King

Christian Ashdown
Ex Household Cavalry



The D-Day 80 Proclamation

Participating Town Criers Worldwide



ENGLAND

Bedfordshire

Carlton Avison Potton
Kelvin Horton Ampthill
Christopher Morgan Leighton-Linslade

Berkshire

Chris Brown Royal Borough of Windsor and
Maidenhead
Nigel Hopkins Reading
Brian Sylvester Newbury
Julian Tubb Town and Manor of Hungerford

Buckinghamshire

Jane Dodd Chesham
Matt Ireland Stony Stratford
Patrick Laws Buckingham
Dick Smith Beaconsfield

Cambridgeshire

Pearl Capewell Peterborough
Cecilia de-Boer Ely
Joel Hutsell Hilton
Matthew Sinclair Chatteris

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Ben Booth Winsford
Devlin Hobson Nantwich
David Mitchell Chester
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cum-Peel



Jane Smith
International Co-ordinator
D-Day 80 Town Criers
(Bognor Regis Town Crier)

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Hilary Fairhurst Calstock
Alan Giles Fowey
David Green Torpoint
Jim Henderson Penryn
Christopher Hindley-Matic Millbrook
Lionel Knight Truro
Philip Northcott Penzance
Kevin Roberts St Columb Major
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Anthony Harry Stentiford Callington
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Terry Williams Bodmin

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Alan Brown Barrow and Dalton-in-Furness
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Simon Unsworth Kendal
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Karen Bailey Swadlincote

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Simon Bartlett Bampton
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Patrick Brophy Teignmouth
Rosalind Charlton Chard Manor of Hatherleigh
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Nicolas Goodwin Axminster
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Rogan Meadows Topsham
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David Scott Modbury
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The D-Day 80 Proclamation

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Massachusetts

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Eric Goddard Nantucket

Daniel Gomez Llata Provincetown

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John Neitz Minneapolis

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Dennis Austin Warren County

Tom Diemer Haddonfield (Indian King
Tavern Museum)

Cliff Hochberg Plainsboro

William Joseph Belvedere

Richard LaLena New Jersey League of
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Rosario Licciardello Haddonfield (Indian King
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Stanley Saperstein Pennington

Veronica Stevans Hampton

Tim Yuskaitis Fairlawn

Philip Zoebisch Haddonfield (Indian King
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Tom Imars Sanford (House in the
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David Danner Newtown

Nate Dunlop Murrysville

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Ben Fiore-Walker Alexandria

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Ed Christopher Hamilton

E Michael Jones St George's

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Les Whiting Petrolia
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New South Wales

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Stephen Clarke Central Coast Council
Graham Keating City of Sydney
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Alan Moyses Bega Valley Shire
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Kevin Howarth Toowoomba Regional Council
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The D-Day 80 Proclamation

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Myriam Sips Mechelen

East Flanders

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Kurt De Smet Oudenaarde
Patrick Descamps Drongen
Philip De Vetter Wondelgem
Bjorn Haegeman Lokeren
Denis Herman Deinze
Bart Heynderickx Temse
Nick Hollevoet Deinze
Ben Philips Lokeren
Anthony Stolarek Gent
Jean-Pierre (Pieter) Pools Geraardsbergen
Filip Van Keer Lede
Hans Van Laethem Ninove
Tim Van Laethem Haaltert
Jody Van Praet Baasrode

Flemish Brabant

Emiel Walravens Lennik

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West Flanders

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Piet De Vos Waregem
Joris Goens Veurne

Andre Pauwels Moorslede
Nick Pauwels Wervik
Marnix Vermeulen Zedelgem



NEW ZEALAND

Auckland

Jim Donald Howick

Manawatu-Whanganui

Lyal Brenton Palmerston North

Southland

Lynley McKerrow Southland Provinces

ACKNOWLEDGEMENTS

We would like to thank the following for their generous support:

Christian Ashdown Ancient and Honourable Guild of Town Criers

James Stewart Nova Scotia Guild of Town Criers

Alan Moyle & Judy Campbell Ancient and Honourable Guild of Australian Town Criers

Kurt De Smet Orde de Belleman

David Rose & Daniel Gomez Llata American Guild of Town Criers

Jonathan Smith National and Overseas Researcher

Newton Newton Flags Ltd

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The Bishop Tozer's Chapel, Middlemarsh Road, Burgh-le-Marsh, Lincolnshire. PE24 5AD

Official D-Day 80 'Flag of Peace'

The Nation will come together at **9am on 6th June** to raise the **Official D-Day 80 'Flag of Peace'** and start a day of commemorations on this the 80th Anniversary of D-Day Worldwide.

Flags will fly across the Nation as we remember Operation Overlord which brought together the largest naval, air and land operation in history, and remember over 209,00 casualties.

From Government, Civic Authorities, Municipal, Borough, City, Town and Parish Councils, Schools, Churches, Businesses, Associations - anyone and everyone is encouraged to fly the official **D-Day 80 'Flag of Peace'**

To make this event as inclusive to as many people as possible, especially in these current economic times, we have put together a range of different sized flags to cover all budgets. These flags are fit for purpose and you can choose either a traditional rope and toggle or an eyelet fitting.

Each order will be dispatched with a Certificate of Grateful Recognition for your involvement in D-Day 80



We are deeply humbled to have been appointed the sole manufacturer for the Official D-Day 80 "Flag Of Peace" by Bruno Peek CVO, OBE, OPR and D-Day 80 Pageantmaster.

Flags can be purchased HERE

Commercial clients can be invoiced on account. Please email for details



Over 4 generations our family have given 104 years to Crown and Country 1914 -2018.

We are a small family business who founded in 1975 by Clifford (Dad) & Georgina (Mum) Newton. Cliff's interest in flags was first stimulated as a boy after his Father bought home a German flag from the end of WWII. Cliff's Father (our Grandad) played the saxophone and had lost his instrument in Norway in 1941. He needed another as it was a way of earning a living with his dance band as weekends. After being de-mobbed in 1945, he took Cliff with him to London when he went to purchase a new saxophone and on the same visit, took Cliff to the London flag makers of Turtle & Pearce in Tanner Street to get his first flag - a brand new Union flag. This was how Cliff's interest in vexillology was stirred. Fast forward and we enjoy a reputation for being a highly respectful company, now run by daughters Selina Newton and Tracy Turner and have an enviable client portfolio. Our core work is the manufacture of Ceremonial Standards and we are the preferred supplier to many Associations including The Royal British Legion, The Royal Naval Association, The Royal Signals Association and The Royal Engineers. We also work directly with all branches of His Majesty's Armed Forces. Next year we celebrate 50 years in business.

George Dyson
Town Clerk

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✉ TownClerk@peacehaventowncouncil.gov.uk



Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	CCE	Agenda Item:	CCE422
Meeting date:	16 th April 2024	Authors:	TFG
Subject:	Meridian Walk		
Purpose:	To agree next stages		

Recommendation(s):

1. To identify further grants, ideally from The House Project and Heritage Fund, to enable the next stages of the project.
2. To request officer help – the project is taking longer than expected as it is difficult to gather members of the TFG together to enable decision making!

1. Background

Meridian Line Meander – see previous reports.

The TFG are next meeting on 13th April (after this report was written) so there may be further up-dates.

2. Options for Council

To agree next stages.

3. Reason for recommendation

To Note: the quote from Madisons for the QR coding and the suggestion that Matt Chambers (owner of Madisons) is willing to sponsor the project.

Stage one: to complete the design of the two leaflets – funding has been received for this stage. Meeting arranged 10th April.

Stage two: to complete the IT and interactive App possibilities (more intricate) , once funding has been sourced.

Stage three: to research other requirements, possible signage for a clearer direction around the route.

Stage four: to source the cost of certificates once the walker has completed the course and the activities have been actioned and found. The certificates would be downloadable via the website.

Stage five: to devise a new walk along the lower promenade, taking in the fossils

To request officer help - the project is taking a long time to complete, especially trying to gather the TFG together to agree the way forward! We would like to include the walk alongside the ArtWave event in September, to enable visitors to explore the town as well as visit the exhibition.

4. Expected benefits

a. The community

- To highlight the fact that Peacehaven is the first town in the UK where the Meridian Line enters
- To encourage a healthy walk along the line
- To advertise this to the community, including the schools and other towns in Sussex.

b. The environment

Healthy walk for the community and visitors to the town

c. Other

Share knowledge of the Town's history along the route and other places of interest

Implications

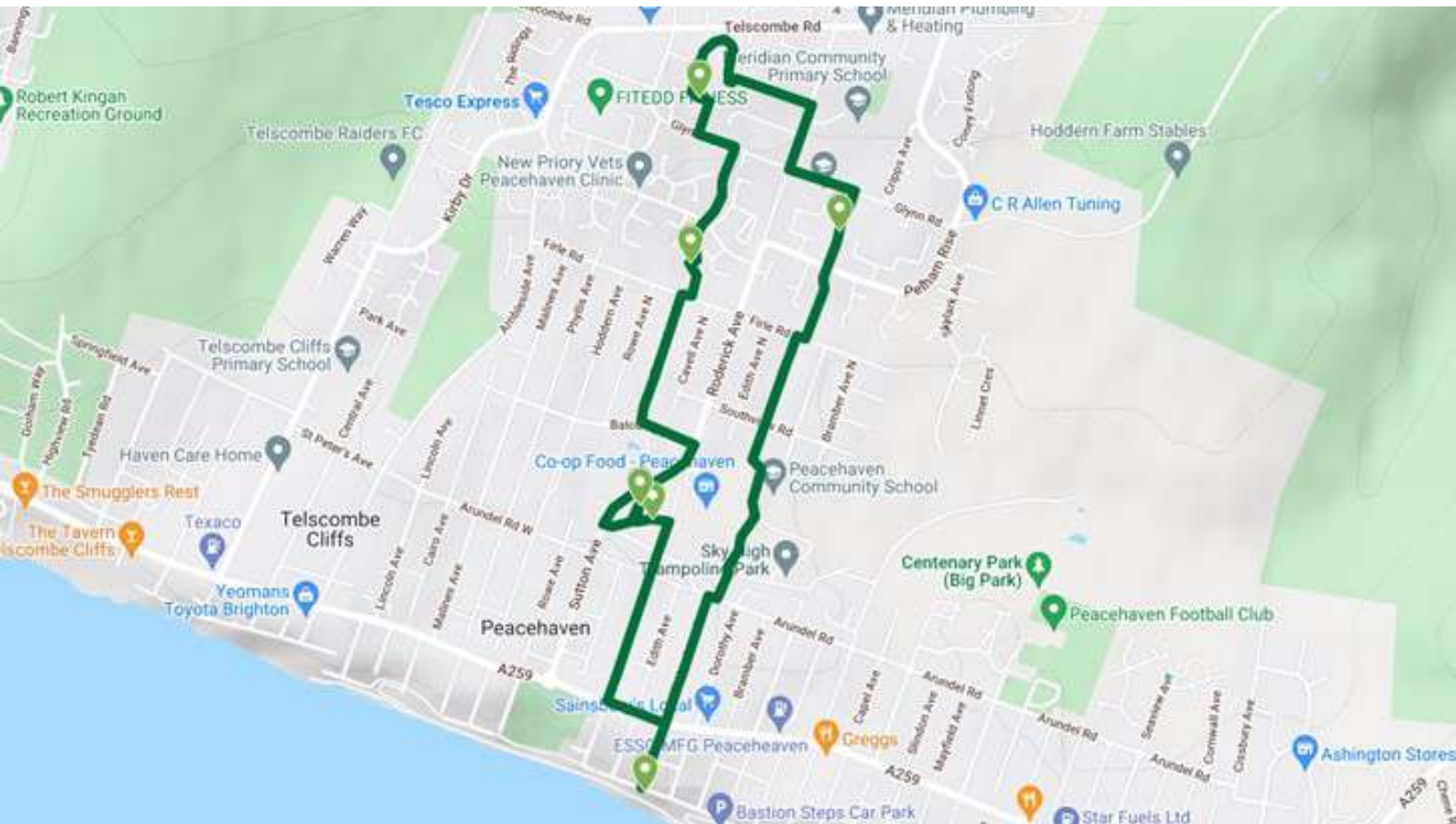
5.1 Legal	
5.2 Risks	
5.3 Financial	Self-funding from grants
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

5. Appendices

- Quote from Madisons (Appendix A)
- Draft map and information (from 2022) (Appendix B), and which can also be viewed here: <https://www.peacehaventowncouncil.gov.uk/meridian-meander/>

CCE422 - APPENDIX A

Server:	Suggested Phase	Back-end estimate	Front-end estimate	Design estimate				
Setup and launch	Phase 1	1	0	0		Total Hours		
						Phase 1	Phase 2	Phase 3
Specification Item					Back-end	6.0	0.0	0.0
Map page template	Phase 1	1	3	2	Front-end	27.0	0.0	0.0
Hard coded POIs on the map functionality	Phase 1	1.5	6	1	Design	6.0	0.0	0.0
20x POI	Phase 1	0.5	4	1	PM + Testing	14.0	0.0	0.0
Option to share the page on social media at the final POI	Phase 1	0	0.5	1	Total Cost:	£5,035.00	£0.00	£0.00
QR codes for the holding page and POIs	Phase 1	0.5	0	0				
Holding page	Phase 1	1	1	1				
PWA - No videos when offline	Phase 1	0	7	0				
same certificate without the ability to add a picture	Phase 1	0.5	0.5					
Content entry	Phase 1	0	5	0				



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Community House,
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Committee:	CCE	Agenda Item:	CCE423
Meeting date:	April 16 2024	Authors:	TFG on E-News
Subject:	Preliminary Consideration of E-News		
Purpose:	To provide some initial thoughts and analysis about the way forward		

Recommendation(s):

1. That Committee Note the Contents of the Report
2. That Committee consider recommending Council to set up a TFG/Working Party/Sub-Committee on Information+Public Relations+Communication

1. Background

For many years, Peacehaven Town Council's (PTC) information, public relations and communication work (henceforth 'Communication') has been subject to staff turnover/absence and uncertainty. In December 2023 the most recent (part-time) Council Officer responsible resigned. Council is about to appoint a full-time replacement. The single most prominent (and costly) instrument for PTC communication has been E-News. At its last meeting, CCE set up a TFG to consider E-News (CCE406). The TFG met on April 3.

The members of the TFG found it impossible to consider E-News without also considering the context: that is, PTC's whole communications policy. However, conscious of the scale of this subject and the incoming new PTC officer, it concentrated on assembling data (and data needs), pointing a way forward and presenting options for E-News in particular within the overall context. Data (and data gaps) will be reported verbally at the Meeting.

E-News is prepared monthly and is published electronically/A5 printed format at varying dates each month. It contains a 'page' written by the Town Clerk and other articles and information both on civic and community events, and on other issues. Characteristically, it is sent electronically to 1,200 – 1,400 subscribers and is available via the PTC website (and, in print, at the PTC Information Desk). A rough estimate (based on the number opened, the number of clicks on particular articles etc measured against an estimated 6,000-7,000 dwellings in Peacehaven) suggests that it is reaching 10-15% of households. Its cost is estimated at £850+ per month in staff time (including pension contributions, NI, overheads) which is partly recouped by advertising: £850 per month is over £10,000 per year. Councillors should note the words 'rough' in connection with these estimates.

In addition to E-News, PTC's instruments for communication include the following: (a) Facebook and other social media platforms; (b) The PTC Website; (c) a single page, which we understand is provided free of charge, in the monthly Peacehaven Directory, a 64-page magazine which we believe is delivered free to all addresses in Peacehaven (but is not always read); (d) a section called 'News' from Villages in the Newhaven-Seaford-Peacehaven-Telscombe edition of the local weekly newspaper, the *Sussex Express* (also, we believe free of charge); (e) PTC noticeboards, updated weekly, e.g. in bus-shelters.

We understand that updating at present is done by the Committees and Assistant Projects Officer, on top of normal work.

The TFG also noted that Telscombe Town Council (with a much smaller population than Peacehaven) distributes an 8-page `magazine` in A-4 format to residents` homes: the *Telscombe Town Crier*. The last issue the TFG had to hand (Jan-Feb) included e.g. a two-page consultation on grass verge cutting, accounts of Christmas events, reports from the MP, the East Sussex councillor, and the Neighbourhood Plan Steering Group Chair.

2. Options for Council

(I) Procedural Options:

(a) Treat E-News and other instruments of communication as separate entities, limiting its content to civic and community events.

(b) Recommend that Council reassess all communication instruments (and others not currently used by PTC) by setting up a TFG/Working Party/Sub-Committee on Communications.

(II) Options on E-News (in all instances improving the quality of the content, presentation and timeliness)

(a) Continue as at present, but with more effective use of other existing outlets, e.g. PTC noticeboards

(b) Replace/Supplement E-News via a quarterly (say) 16-page Paper communication delivered through doors

(c) Replace/Supplement E-News via a regular four-page section in the monthly Peacehaven Directory

(d) Exterminate!

3. Reason for recommendation

(I) Procedural

Discussions at the TFG could not be contained within the limits of CCE or E-news. E-News is (and should be?) an instrument for the Council as a whole, not limited to CCE. The TFG agreed that PTC`s communications need a complete overhaul.

The TFG also kept coming up against the issue of the poor quality of the current PTC communications. Would E-News have more impact if its content were of higher quality? The quality issue is **emphatically not** a criticism of officers or councillors – circumstances and financial constraints have made this outcome inevitable, given other more important priorities for PTC in the last two years. And the Committees and Assistant Projects Officer`s `extra` work is commendable. However, in view of the imminent appointment of an extra officer and the opportunity for change, we note the following:

- If E-News continues monthly, it should be published strictly on/around the same date in each month.
- In some/all outlets, updating seems to be random and both up-to-date information and archiving inadequate. For example, the website is reporting the advertisement of a job for a caretaker and the filling of the post. The *Sussex Express* entry, published on Fridays sometimes advertises events that have already happened.
- Existing outlets are not used even to minimum possible effect: in a recent *Sussex Express*, the Peacehaven entry was 14 column-centimetres, the Seaford entry was 39 centimetres. PTC seems to restrict the information it publicises to PTC events, excluding even events at Community House: other Councils use free outlets to publicise a variety of things going on in their towns. Photo-reducing an A4 (or bigger) poster to a quarter the size (see PTC Page in *Peacehaven Directory*, December 2023) makes the facts about the event all but illegible. (Also, note that the *Sussex Express* newspaper has put up its price a lot recently and seems to be moving increasingly online).

- Sometimes, existing outlets are even wrongly used. Again, in the same issue of the *Peacehaven Directory*, a quarter of PTC space was used to advertise the Peacehaven and Telscombe App in such a way as to make it seem to be a PTC publication, with all that implies in terms of liability.

II E-News options

(a) With improved quality and regularity, and e.g. a `relaunch,` with the content closer to the *Telscombe Crier*, E-News could improve its `reach`.

(b) Unless wholly funded by advertising, this option would be expensive. But it would reach the many Peacehaven residents who are not habitually online. Not being online is likely to be more characteristic of Peacehaven than Telscombe. It would also take up more officer time: the content might be transferable, but advertising and production would mean substantially more officer time.

(c) Supplement E-news with an expanded entry into *Peacehaven Directory* that goes through doors monthly. In this case, the advertising and production costs would be carried by the Directory, but no extra advertising revenues would be received. Once widely known, this should enable residents to be reached monthly even if they are not online. Decisions here will depend on actual readership of the Directory as well as extra costs.

(d) This would mean relying entirely on e.g. Facebook and other social media outlets, plus the noticeboards, and free pages in e.g. *Peacehaven Directory*; it would save about £850 a month in officer time (which could, perhaps, have been recouped in part by increased advertising once improvements in quality have increased the readership).

4. Expected benefits

- a. **The community:** Better and more timely information, with a much wider (but not 100%) reach if a paper version were to be distributed to each household either directly or via extra pages in *Peacehaven Directory*
- b. **The environment:** Failing to communicate paperless would be retrograde, but wider reach would enable better communication of `green` policies
- c. **Other:** Financial: depending on options chosen

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

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Community House,
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Committee:	Community & Civic Events	Agenda Item:	CCE425
Meeting date:	16 th April 2024	Authors:	TFG
Subject:	ArtWave Event Update		
Purpose:	To agree to Community House being used as a venue for the Art wave festival		

Recommendation(s):

To discuss and decide on the options outlined in the report

1. Background

At the last CCE meeting, it was resolved to form a TFG to investigate what could be done to take part in this popular and successful LDC open house art festival.

Committee also resolved to agree that Peacehaven Town Council would support the event, look into the TFG moving this forward, and ask Telscombe Council if they would like to join too.

ArtWave 2024 runs from Saturday 7th to Sunday 22nd September.

On the 27th of March, the TFG held their first meeting attended by Councillor Sharkey, Councillor Donovan, Councillor Studd and Councillor Harman. Helen Browning-Smith (LDC Tourism and Arts Officer) also attended, as did the meetings & projects Officer. The TFG will meet again to discuss details and once the artist list is finalised will meet with them to agree on the space available for each.

LDC's Tourism and Arts Officer explained that weekend events tend to be the most popular.

The cost of registration varies depending on the number of artists involved with the venue, as outlined below:-

Number of artists	Registration Cost (ex vat)
2 - 5	£125
6 - 9	£160
10 - 19	£200
20+	£250

- The registration cost will provide an entry in the festival brochure and provide a banner and signs.
- The artists would each pay to cover the cost of registration, with 19 artists this amounts to about £10 each.
- The combined cost to hire each of the rooms for the 4 days at the community rate is £403.20.
- The total cost for registration and room hire is £603.20 (excluding vat).
- Venues can, should they choose, charge artists a commission on any sales.
- Some of the artists may also hold workshops during the exhibit times and we hope to have a cafe to encourage people to stay longer.

The TFG agreed on:-

- Hosting up to 19 artists.

- Using both the Copper and Charles Neville Room from 9am – 4pm (with visitors from 11am).
- Holding the event on Fridays and Saturdays (which The Community and Information Officer confirmed would be possible on Saturday 7th, Friday 13th, Saturday 14th, Friday 20th but not on Saturday 21st).

As the rooms are not available on the final Saturday, the TFG looked at other possible options including the foyer (this is unavailable); the Greenwich House entrance (this is not very inviting). Cllr Donovan has suggested using a marquee in the memorial park, which for the hire, install and take down, from PTC will cost £200.

There is no pre-set budget for this event.

The (general) events budget is set at £500 to provide a float to allow PTC to put on community events with the money being replaced once the event is done. All community events are self-funded. If this budget is used for room hire, registration etc there will be no money left in the budget for other events (i.e. Children’s Halloween, Christmas Party, Mayor’s Tea Party etc, which have already been agreed).

2. Options for Council

- The registration fee and/or the room cost is paid by PTC, on the agreement that it will be recouped from the event.
- The registration fee is paid by PTC but the other costs are sourced elsewhere (i.e. through sponsorship, for instance Cllr Alexander to approach LDC about this and Cllr Studd to approach local businesses).
- That Peacehaven Town Council support the event by promoting it only.
- The venue is agreed, including for the final Saturday.

3. Reason for recommendation

Peacehaven has only played a very small part in this festival in previous years, and it would be good to increase cultural events in the town.

4. Expected benefits

a. The community

Local artists at all levels will have the opportunity to showcase their work.

Local residents will be able to visit the exhibition.

b. The environment

c. Other

5. Implications

5.1 Legal	
5.2 Risks	Rooms will need to be locked between the Fridays and Saturdays. Artworks will need to be removed outside of the hire room times. An attendant will be required throughout the event dates. Not enough artists are interested to recoup the outgoing expenses.
5.3 Financial	See appendices section
5.4 Time scales	7th – 21st of September
5.5 Stakeholders & Social Value	Artists and cultural opportunities
5.6 Contracts	
5.7 Climate & Sustainability	
5.8 Crime & Disorder	

5.9 Health & Safety	The rooms will need to be laid out to meet H&S requirements
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	All artists welcome; no necessary level of skill needed.

6. Appendices - none

George Dyson
Town Clerk

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Community House,
Meridian Way,
Peacehaven,
East Sussex,
BN10 8BB.

Committee:	Civic & Community Events	Agenda Item:	CE426
Meeting date:	16 th April 2024	Authors:	Meetings & Projects Officer
Subject:	Recycled Fashion Show Report		
Purpose:	To update Committee on the status of the fashion show		

Recommendation(s):

1. To note the report.
2. To agree to form a Recycled Fashion Show TFG

1. Background

At Civic & Community Events on 27th February 2024 the Committee resolved to agree to the proposal to organise a recycled fashion show for October this year to work in collaboration with Peacehaven Community School.

The date proposed was 18th October at 6pm, as this date avoids half term.

Peacehaven Town Council's hall, kitchen, Cooper and Charles Neville room is available on 18th October 4pm - 10pm at a community rate cost of £252.00.

Cllr. Sharkey, Cllr Donovan, Cllr. Lee Ashby-Parkin, and Cathy Norcott Jones are interested in forming the Recycled Fashion Show TFG.

Cathy Norcott Jones has said she will look into possible grants. Another option is for the event to be ticketed.

On Monday 15th April potential members of the TFG will be meeting with a teacher at PCS, who is very keen to be involved.

The school have an enrichment week in July, where Cllr. Sharkey has agreed to run some workshops for the students to upcycle and customise clothing.

There has also been discussion around suitable catering idea for the evening that will encompass the idea of food waste as well as clothing waste.

2. Options for Council

Form a Recycled Fashion Show TFG.

3. Reason for recommendation

To help move this event forward.

4. Expected benefits

a. The community

- i. To bring the community together in a positive way.

b. The environment

- i. To highlight sustainability.

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Consider how the rooms will be paid for.
5.4 Time scales	
5.5 Stakeholders & Social Value	
5.6 Contracts	
5.7 Climate & Sustainability	Education on sustainability and re-using.
5.8 Crime & Disorder	
5.9 Health & Safety	A risk assessment to be carried out for the event
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	All welcome

6. Appendices



Peacehaven Town Council

Event Review Form

Event:	Mayor's Reception		
Date of Event	16/03/2024	Date of meeting	16/04/2024
Committee	CCE	Agenda Item	CCE427
Report Author(s)	David Seabrook		

Summary of event

The Mayor's Annual Reception was held in the main hall at Community House on 16th March 2024 at 7:30pm - 10pm. The theme was Sussex by the Sea, with the hall being decorated to reflect this, and the entertainment was provided by Doves Vagaries.

Smart dress was the requisite for the evening, and drinks and canapes were served throughout the event.

The Lord Lieutenant of East Sussex, The High Sherriff, the chair of Lewes District Council and Mayors from Seaford, Newhaven, Lewes and Telscombe, Councillors and members of staff were invited along with residents and volunteers who had contributed to the community

Financial

Income

Click or tap here to enter text.

£0

Expenditure

This is a preliminary figure as of 10.04.24

£1390.34

Total Surplus

£Click or tap here to enter text.

Number of people at event

60

Officers report

The evening was great fun. The guests were entertained by the band, and the evening filled with barn dancing, light snacks and a mixture of non-alcoholic and alcoholic drinks. Guests were encouraged to join in with the dances as much as possible, and despite there being a number of no-shows, the event was a success.

Councillor's report

The event was successful in that everyone appeared to enjoy themselves. A wide variety of diets were catered for and the entertainment was exceptional in that everyone present had the opportunity to participate. The event was well organised and managed by Council Staff in particular Karen Bray. Special thanks go to all staff who participated in the preparation. The hall was tastefully and sustainably decorated. The sound systems were effective.

Climate change / sustainability factors

The event did not generate any plastic waste. There was food wastage that perhaps should be considered in future years. Balloons were not included as they are single use plastic. It would be useful to look into how effective recycling items was.

Guests were encouraged to use sustainable methods of travel, and the single use plastics policy was adhered to.

Social value/ impact factors

Thanking those who have supported the Council's Civic Function.

What would we do differently if we ran the event again?

The format for the event in future years is for discussion with the incoming Mayor. Each reception is different.

TASK & FINISH GROUPS

A TFG meeting can take place in any forum (including online via Teams/Zoom),

1. TFG's are set up by Council or a Committee to perform a single task, by a certain date. TFGs are informal and may not always require Officer involvement.
2. TFG's have no financial authority.
3. TFG's have no authority to make decisions.
4. The Committee (or Council) that created the TFG is responsible for its operation and reporting arrangements.
5. TFG's should only normally consist of two or three Councillors maximum and it is best for the TFG to agree a lead person. Additionally, TFGs can be opened up to non-members, including members of the public to be involved.

Officers can support as required and if available.

6. The work of the TFG is shared amongst its members equally. Officers that participate are there in support.
7. TFG's have no formal Terms-of-Reference; their purpose is set out in the minutes of the meeting where they were created.
8. TFG's do not produce formal minutes. They produce summary reports or make verbal reports at meetings.
9. TFG's do not progress Committee/Council business.
10. TFG's can become inappropriate, unwieldy and ineffective if they detract from any of the above. If that happens, then either a formal Sub-Committee/Committee should replace them, but in any case, the role of the TFG must be continually reviewed and it should be disbanded if necessary.

Subject to availability of meeting rooms, space will be provided in Community House, however, this must be booked and confirmed via the Information Office in advance otherwise we may not be able to facilitate this. If/when you would like to book space, either pop into the Information Office and speak with Karen, or you can email her (info@peacehaventowncouncil.gov.uk) or contact by phone (01273 585493).

Please also let Karen know that it is for a Council TFG meeting so that we know not to charge for the space!

CCE429 EVENTS CALENDAR DATES

EVENT	DATE	TIME
Bingo	Monthly	Various
Cinema	Monthly	7:30pm
Annual Town Meeting	Tuesday 23 rd April	7pm
Annual Full Council	Tuesday 21 st May	7:30pm
Climate Fair (Centenary Park and the Hub)	Saturday 13 th July	
Recycled Fashion Show	Friday 18 th October 2024	6pm
Halloween	Friday 25 th October 2024	
Remembrance	Sunday 10th November 2024	
Armistice	Monday 11 th November 2024	
Carol Concert	Friday 13 th December	
Mayors Tea Party/Function	Wednesday 18 th December	Daytime
Children's Christmas Party	Friday 20 th December	5pm