

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**

**21<sup>st</sup> February 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 27<sup>th</sup> February 2024 commencing at 7.30pm**

A handwritten signature in black ink, appearing to be "G Dyson", written over a horizontal line.

**George Dyson  
Town Clerk**

**A G E N D A**

- 1. CCE394 CHAIRMAN'S ANNOUNCEMENTS**
- 2. CCE395 VERBAL YOUTH MAYOR UPDATE**
- 3. CCE396 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. CCE397 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**
- 5. CCE398 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**
- 6. CCE399 TO ADOPT THE MEETING MINUTES OF 16<sup>TH</sup> JANUARY 2024**
- 7. CCE400 TO NOTE THE BUDGETARY UPDATE**
- 8. CCE401 TO AGREE TO THE RECOMMENDATIONS IN THE ARTWAVE 2024 REPORT**
- 9. CCE402 TO DISCUSS AND AGREE THE PROVISION OF A CLIMATE FAIR**
- 10. CCE403 TO REVIEW AND AGREE CCE DATES AND UPCOMING EVENTS AND AGREE ANY ACTIONS REQUIRED**

11. CCE404 TO AGREE TO THE GRANT APPLICATION IN THE D-DAY TFG REPORT
12. CCE405 TO REVIEW AND AGREE THE RECOMMENDATIONS IN THE UKRAINIAN CULTURAL EVENT REPORT
13. CCE406 TO AGREE ENEWS TFG
14. CCE407 TO NOTE THE MAYORS RECEPTION REPORT
15. CCE408 TO REVIEW AND AGREE THE RECOMMENDATIONS IN THE MERIDIAN LINE WALK REPORT
16. CCE409 TO RECEIVE A VERBAL UPDATE FROM THE TASK & FINISH GROUPS (TFGs):
  - a) Meridian Walk
  - b) D Day
  - c) Council Communications Support TFG
17. CCE410 TO AGREE THE DATE FOR THE NEXT CCE COMMITTEE MEETING AS THE 16<sup>TH</sup> APRIL 2024

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## **DRAFT Minutes of the meeting of Civic & Community Events Committee held at Community House on Tuesday 16th January 2024 at 7.30pm**

Present: Cllr Veck (Chair), Cllr Donovan, Cllr Alexander, Cllr Studd, Cllr Harman, Cllr Seabrook, Cllr Ashby-Parkin, Amber Cullip-Cross (Youth Mayor), Noah Tilley (Deputy Youth Mayor).

Officers: Victoria Onis (Committees & Assistant Projects Officer), Karen Bray (Information and Community Facilities Officer),

No members of the public were present.

### **1 CCE377 CHAIRS ANNOUNCEMENTS**

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

- Next Bingo tomorrow the 17<sup>th</sup> January 2024, 2 – 4pm
- Cinema is 24<sup>th</sup> January 7.30pm showing the Great Escaper.

The Chair welcomed the Youth Mayor, Amber Cross and Deputy Youth Mayor, Noah Tilley, who gave an update. The Youth Mayor reported that she and the Deputy Youth Mayor have recently been involved with many events from the Council, which has been exciting and rewarding for both the school and themselves. The Youth and Deputy Mayor are currently working on ideas for more events and funding; the ideas will follow soon.

Cllr Veck added that we are looking forward to hearing the Youth and Deputy Mayors ideas of future events and also working with Peacehaven Community School.

### **2 CCE378 PUBLIC QUESTIONS**

There were no public questions.

### **3 CCE379 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

All Committee members were present.

### **4 CCE380 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

### **5 CCE381 TO APPROVE AND SIGN THE MINUTES OF THE MEETING OF THE CIVIC AND COMMUNITY EVENTS COMMITTEE MEETING HELD ON 28TH NOVEMBER 2023**

**Proposed** Cllr Donovan **Seconded** Cllr Studd

The minutes of the meeting held on 28<sup>th</sup> November 2023 were **agreed and adopted**.



**6 CCE382 TO NOTE THE BUDGETARY UPDATE**

The Committee **noted** the budgetary update. Cllr Donovan noted that we do still carry some event funding in the budget for this year and it would be good to focus on spending this.

**7 CCE383 TO REVIEW THE CHILDRENS CHRISTMAS PARTY**

The Information and Community Facilities Officer reported on the successful Christmas party. Cllr Donovan suggested this event would be something to consider again for this year.

Report noted.

**8 CCE384 TO REVIEW THE CHRISTMAS AFTERNOON TEA**

Cllr Seabrook reported that the Event went extremely well and gave thanks to the staff for their hard work supporting the event. Positive feedback has been received for this Event.

Report noted.

**9 CCE385 TO REVIEW THE COMMUNITY CAROL CONCERT**

The Information and Community Facilities Officer, reported on the successful Community Carol concert. Positive feedback was given by Committee members who attended the event, including the Deputy Youth Mayor.

Cllr Donovan reported that overall, this was a very successful event and will look forward this year's concert.

Report noted.

**10 CCE386 TO RECEIVE AN UPDATE ON THE PROGRESS OF THE FILMING**

Cllr Donovan reported that the Town Clerk has now contacted the Sussex Film Office and they have now agreed to take on the responsibility for filming in the town; this will be for 20% of the contracts there on in.

**11 CCE387 TO NOTE THE BUSINESS PLAN ITEMS RELEVANT TO THE COMMITTEE**

The Business plan was noted.

**12 CCE388 TO REVIEW AND UPDATE THE COMMITTEE CALENDAR AND ACTION PLAN**

The action plan was noted

**13 CCE389 TO AGREE AN EVENT REVIEW TEMPLATE**

Cllr Veck reported on the new template for reviewing events. It was agreed that this template will be useful in order to keep a record and help organise future events.

Cllr Alexander also proposed that with a few changes this template will be useful to use as a proforma for setting up Events.

**Proposal** Cllr Alexander **Seconder** Cllr Donovan

**All in Favour**



#### 14 CCE390 TO AGREE A TFG TO SUPPORT COUNCIL COMMUNICATIONS

The Chair reported that due to the recent resignation of the Communications Officer, Jerome O' Meara, the Office are looking for support from Committee members who would be interested in supporting with the E news and reviewing the website for fresh ideas.

The Committee agreed that they are happy to support with this and it was agreed to have a TFG to discuss.

The TFG will include Cllr Donovan, Cllr Harman, Cllr Ashby-Parkin. The Youth and Deputy Mayor would also like to support with a monthly column for the E News.

Cllr Alexander made an observation that he is pleasantly surprised with the content of social media and didn't realise the Marketing Officer had left. The Committee are pleased the Marketing role is being covered effectively in the absence of a Marketing Officer.

#### 15 CCE391 TO RECEIVE A VERBAL UPDATE ON THE MERIDIAN WALK

Cllr Donovan requested that Committee form a TFG to support this.

It was agreed that members on this TFG will be Cllr Harman, Cllr Studd, Cllr Ashby-Parkin and Cllr Donovan and resident Cathy Norcott-Jones.

Cllr Donovan reported that herself and Cllrs Harman, Ashby-Parkin and resident Cathy Norcott-Jones attended a meeting on Monday to go through the next steps on creating the walk and creating a trifold leaflet/map to include QR codes. Contact has been made with Hilda and Graham Heap who have written several books on the Meridian line and they have agreed to join the group for a further walk and help plan out the map/leaflet for the Meridian line. An update will be made at the next Committee meeting.

Cllr Harman reported on her progress regarding the design and costing for a A4/A3 leaflet which will be discussed at the next TFG/committee meeting.

Cllr Donovan gave a short explanation of the Meridian line for new Committee members. Cllr Veck agreed that this is a positive project which will promote the town to new residents and people who holiday in the area.

#### 16 CCE392 TO RECEIVE UPDATES FROM THE COMMITTEES TASK AND FINISH GROUPS:

- a. **Community Awards** – Cllr Seabrook reported that due to now limited time before his departure he would propose that the Committee postpone this event until next year and for a TFG to be set up nearer the time to plan effectively.

**Proposed** Cllr Seabrook **Seconded** Cllr Harman

**All in favour**

- b. **D-Day 80**

Cllr Donovan introduced the report and requested that the event is agreed so that Office staff can start to prepare for the event. Cllr Veck reported that a mobile flag pole is currently being sourced from another Council or organization. Cllrs Donovan, Veck and Harman are meeting with the SCDA on Monday to discuss funding ideas to assist with the lantern making; there will be an update at the next Committee meeting.

Cllr Veck reported that an idea is to have lantern making, with possibly the older children at PCS helping younger children to make these. The aim of this activity will be to form a circle

of light while the beacon is being lit. The funding for the lanterns will need to be discussed at the next TFG and then PCS and the Youth mayors will be updated.

The committee agreed to this Event.

**Proposed** Cllr Donovan **Seconded** Cllr Studd

All in favour.

Cllr Studd informed the Committee that the Chamber of Commerce are already taking donations to support this event.

The next D DAY TFG will meet on the 29<sup>th</sup> January at 4pm and Councillor Ashby-Parkin also requested to join this TFG.

**17 CCE393 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING AS THE 27<sup>TH</sup> FEBRUARY 2024**

*There being no further business the meeting ended at 20:15*

## Detailed Income &amp; Expenditure by Budget Heading 15/02/2024

Month No: 11

## 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>							
4349 Civic Training	0	500	500		500	0.0%	
4350 Mayors Badge	542	700	158		158	77.4%	
4351 Youth Mayor	17	500	483		483	3.5%	
Civic Events :- Direct Expenditure	<b>559</b>	<b>1,700</b>	<b>1,141</b>	<b>0</b>	<b>1,141</b>	<b>32.9%</b>	<b>0</b>
4331 Mayor's Allowance	436	1,500	1,064		1,064	29.1%	
4332 Mayor's Reception	0	1,000	1,000		1,000	0.0%	
4335 Civic Expenses	609	1,200	591		591	50.7%	
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	<b>1,446</b>	<b>5,250</b>	<b>3,804</b>	<b>0</b>	<b>3,804</b>	<b>27.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,005)</b>	<b>(6,950)</b>	<b>(4,945)</b>				
<b>120 Marketing</b>							
1048 E-News Advertising	175	100	(75)			175.0%	
1049 Banner Board	2,175	2,500	325			87.0%	
1301 Filming	0	2,000	2,000			0.0%	
Marketing :- Income	<b>2,350</b>	<b>4,600</b>	<b>2,250</b>			<b>51.1%</b>	<b>0</b>
4352 Annual Report	0	100	100		100	0.0%	
Marketing :- Direct Expenditure	<b>0</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>0.0%</b>	<b>0</b>
4306 Printing	56	300	244		244	18.5%	
4328 Website	1,765	2,500	735		735	70.6%	
4329 Advertising	435	700	265		265	62.1%	
4502 Events	0	300	300		300	0.0%	
Marketing :- Indirect Expenditure	<b>2,255</b>	<b>3,800</b>	<b>1,545</b>	<b>0</b>	<b>1,545</b>	<b>59.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>95</b>	<b>700</b>	<b>605</b>				
Grand Totals:- Income	<b>2,350</b>	<b>4,600</b>	<b>2,250</b>			<b>51.1%</b>	
Expenditure	<b>4,260</b>	<b>10,850</b>	<b>6,590</b>	<b>0</b>	<b>6,590</b>	<b>39.3%</b>	
<b>Net Income over Expenditure</b>	<b>(1,910)</b>	<b>(6,250)</b>	<b>(4,340)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(1,910)</b>						





**Agenda Item: CCE401**

**Committee: CCE**

**Date: 27<sup>th</sup> February 2024**

**Title: Artwave 2024**

**Report Authors: Cllr. Deborah Donovan**

**Purpose of Report: To agree recommendations**

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### **Introduction**

Artwave is an inclusive un-curated festival with no jury selection, and local artists are encouraged with makers of all ages, any discipline, and at all stages of their career, to take part. Artwave are proud to have supported work by school and college students, marginalised artists and outreach groups, alongside established artists.

This year's festival take place from 7<sup>th</sup> – 22<sup>nd</sup> September. Artwave is subsidised by Lewes District Council to keep the entry fee affordable and encourage as many people in the Lewes District as possible to take part.

The cost for exhibiting in this year's festival are not yet advertised.

### **Background**

There are just a handful of artists who exhibit in this annual festival, in Peacehaven. I feel that we need to encourage our local artists to take part and put Peacehaven on the Artwave map.

### **Analysis**

Artwave Aims To:

- Champion and promote creative talent in the Lewes District
- Provide artists and makers with a platform in the Lewes District to sell their work direct to art lovers
- Support artists with opportunities and facilitate partnerships
- Create opportunities for the public to engage with, learn from, and be inspired by the creative community of the Lewes District
- Encourage local tourism by animating the area with art
- Nurture and build pride in the community
- Provide a safe and shared space that is accessible to people from all communities

### **Conclusions**

With the support from Peacehaven Town Council we could encourage our local schools, artists, local shop owners (window displays) and local organisations to take part, spreading across to Telscombe and East Saltdean.

### **Recommendations**

#### **To agree**

- That PTC support this event within the town and with marketing & promotion encourage exhibitors.
- For artists who are unable to show in their own homes, PTC to provide a suitable secure room for our local artists to exhibit. PTC will be supporting local culture and inspire visitors to the town.

- To agree a TFG to take this festival forward to enable Peacehaven's artists to become part of showcasing their artistic skills and abilities.
- To register participation at [www.artwavefestival.org](http://www.artwavefestival.org). Which is FREE

### **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>	<p>Cost of a room to exhibit?</p> <p>TFG to find ways to cover this fee (perhaps a local business could sponsor the hire of the room, or to become an official sponsor for Peacehaven exhibitors) to be discussed further</p> <p>FREE to register to take part</p>
<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>	
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"> <li>• Accessibility?</li> <li>• Equalities?</li> </ul>	
<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	
<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>	
<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>	
<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>	<p>Please refer to Artwave's Aims, under the Analysis section of this report.</p>
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	

### **Appendices/Background papers**

Three quotes?

Location map?

Location pictures?

Supporting doc's?



Agenda Item: CCE402

Committee: Civic & Community Events

Date: 27/02/2024

Title: Climate Fair

Report Authors: David Seabrook

Purpose of Report: To discuss and agree the provision of a Climate Fair

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### Introduction & Background

The event will include exhibitors that will cover the entire range of climate change issues including energy, transport, housing, food, waste, wellbeing and biodiversity. The event will be open to the public between 10am and 3pm with no admission charge. Exhibitors will not be charged either although commercial organisations are being encouraged to donate or enter into a sponsorship arrangement.

### Analysis

- **Purpose of the event**  
To enable a greater understanding of Climate Change and what residents can do to mitigate the effects of global warming.
- **How will it be funded**  
Through funding from OVCA £2500 and the balance from the previous event in an earmarked reserve.
- **What resources are needed**  
The use of The Hub and Part of Centenary Park in front of and to the side of the Café. This will be a car free event. Seaford Bonfire Society may be able to provide marshalling for the event avoiding the need for excessive overtime.
- **Officer time required**  
To be decided. See recommendations
- **How long will the event take to organise**  
5 months. The Event is scheduled for Saturday July 13<sup>th</sup> 2024. (booked in)  
It needs to be during term time and avoid Telscombe Summer Fair, football activities and hopefully with good weather as it will be outside.
- **How will it be marketed?**
  - Will it require digital marketing - social media, PTC website, eNews **Yes**
  - survey/questionnaire? **No**
  - Print marketing – poster, banner, booklet? **Banner on the Dell, posters in shops etc.**
  - Combination of both? **See above**
  - What key information will go in the poster? **Date, time, location and details of the event.**
  - Does it need the inclusion of other organisations logos? **OVCA, Rampion and any other sponsors**
  - When it needs to be advertised **six weeks before the event**

### Conclusions

Putting on a major climate event in Peacehaven will contribute to reducing carbon emissions and will assist residents in making the right decisions as well as supporting local companies. It meets objectives in the Climate Change declaration made by Council.

## Recommendations

The Climate Change Working Party is recommending that this becomes a Council organised event planned and managed by officers.

An alternative of employing an events organiser was considered but maybe too expensive.

## 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>	A grant is available from OVCA to support this event for £2500 There is some money available in an earmarked reserve from the previous event.
<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>	This event is within the powers of Peacehaven Town Council to organise.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	A detailed risk assessment is required that can be based on the Summer Fair 2023
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	Planning permission is not required although a licence for the sale of Alcoholic drinks may be required.
<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>	Plastic Free Policy applies The event will assist in meeting some of the policies of the Neighbourhood Development plan; PT1, PT5, PT6, PT11, PT13, PT14, PT17, PT18, PT19, PT20, PT21, PT22 & PT23. It is also a part of the Councils Climate Change Resolution 2019
<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>	Marshalling will be required to manage vehicle movements and public safety. This could be provided by Seaford Bonfire Society who are experienced in these matters.
<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>	This event will assist to enable a greater understanding of Climate Change and what residents can do to mitigate the effects of global warming.
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li><li>• Materials?</li><li>• Recycling?</li></ul>	The event will assist to enable a greater understanding of Climate Change and what residents can do to mitigate the effects of global warming.  Single use Plastic Policy applies

## Appendices/Background papers

### **Funding** is available for this event:

£2500 from Ouse Valley Climate Action

£300 from reserve from pervisou event - check exact amount with Zoe

Discuss further sponsorship with Rampion

OVCA require a breakdown of costs before final agreement:

Quotes to be obtained for:

Provision of Big Lemon Bus for the day (must be electric)

Hire of portaloos

Peacehaven Staff overtime

Use of the Hub

### **Exhibitors to be invited.**

Contact to be made and letters need to be written and sent out. Need to ask what facilities will be required. Note that Power will not be available and petrol generators are not acceptable. A list of potential exhibitors has been compiled, approx 80. And will include the Undersea Virtual Reality Experience in the Hub.

### **Dignatories and press to be invited**

Mayors of Newhaven, Seaford, Telscombe, Lewes, Brighton and Eastbourne and MP

### **Risk Assessment**

To be written.

Base this on Summer Fair from 2023 and needs approval from Town Clerk.

### **Site Layout Plan**

The Hub

Main marquee

Small marque for talks and presentations

Outside space

Parking for exhibitors and people with disabilities

**Hub hire** to be confirmed for the Undersea Experience and possible repair café.

### **Refreshments to be organised:**

Discuss with Nicola at Gateway Café

Coffee vouchers?

Identify and book Vegan Food Truck or similar

Beer tent?

### **Provision of Tables and Chairs**

Will require assistance from staff – overtime

The Councils Marquees will be needed - overtime

### **Advertising:**

Banner on the Dell Banner Board need to order and book space with Karen

Web Page for the event

Social Media posts

Press release for Argus and Sussex Express

Seahaven FM Community People interview

Chamber of Commerce

Peacehaven Directory

### **Organise programme of talks on climate change:**

Identify speakers and make contact.



<b>Travel to the Event:</b> This will be a car free event apart from exhibitors and people with disabilities. Bus timetable around the Town to be agreed. (similar to Summer fair 2023) Walking and Cycling to be encouraged. Advertise how to reach the fair.
<b>Signposting</b> Will be required.
<b>Opening the Event</b> Mayor of Peacehaven if available
<b>Volunteers and Marshalls</b> Seaford Bonfire Society may be able to assist with marshalling the car park.
<b>First Aid Provision and Lost Children</b> AED available by café Is separate area (tent) needed Who can provide this?
<b>PA System</b> will be required



# Peacehaven Town Council

Agenda Item: CCE403

Committee: Civic and Community Events

Date: 27<sup>th</sup> February 2024

Title: Committee Action Plan & Events Calendar

Purpose of Report: To Inform

General Action Plan				
Date	Task	Action	Responsible Person(s)	Update
October 2023	Community Space	Community Space taking place every Monday morning in the Community House Foyer	CCE Committee	Started 2 <sup>nd</sup> October 2023 – First session seemed a success, although some problems due to COVID Vaccinations taking place at the same time.
November 2023	Meridian Walk	To promote the Meridian Walk	CCE Committee	Several Councillors have been on the walk and taken photos as a first step towards this.

Events Calendar				
Date	Event	Description	Responsible Person(s)	Update
14 <sup>th</sup> February 2024	Bingo	Monthly Bingo at Community House		
21 <sup>st</sup> February 2024	Cinema	Monthly Cinema showing One Life		
16 <sup>th</sup> March 2024	Civic Reception	Civic reception for end of 2023/24 Civic Year. Possibly link in with Community Awards.	Town Clerk & Cllr Seabrook to discuss plans	Hall & entertainment booked, invites sent out.
6 <sup>th</sup> June 2024	D-Day 80		D-Day 80 TFG	Report to come to Committee.
6 <sup>th</sup> July 2024	Climate Fair		Cllr Seabrook	
13 <sup>th</sup> July 2024	Telscombe Summer Fair			
TBC	Ukrainian Cultural Event			
TBC	Halloween Event			
TBC	Christmas Event(s)			





**Agenda Item: CCE404**

**Committee: CCE**

**Date: 27<sup>th</sup> February 2024**

**Title: D DAY 80**

**Report Authors: Cllr. Deborah Donovan (on behalf of the TFG)**

**Purpose of Report: To agree recommendations**

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### **Introduction**

**A follow up report from that detailed in report CCE392b**

### **Background**

To organise a community event to commemorate D Day 80 on June 6<sup>th</sup> 2024 from 6.00pm to 9.30pm at Centenary Park, Peacehaven

### **Analysis**

A TFG was assigned to research the possibilities of organising a commemorative D Day 80 event following the National Guidelines from the Padget Master, Bruno Peek.

### **Conclusions**

The TFG have met three times and have outlined an itinerary, which includes: Community Lantern Making prior to the event, with the following groups: Cats Club, Kempton House, The Family Hub and PTC.

The Gateway café have agreed to stay open during the evening and will provide fish & chips at a reasonable cost.

Entertainment (Story Teller, Peacehaven Players, bell ringers) and activities during the evening of the event.

Lighting of the mobile beacon

To ask permission to use the council's 3 marquees and to employ 4 members of staff to erect and dismantle them after the event, at a cost of £400.

A TENs licence will be applied for.

A grant application will be submitted for a Sparks small grant from SCDA. All expenditures will be included within the application.

Advertising will be required by PTC in support of the event: Social Media Platforms, ENews. Also, Peacehaven Directory, Sussex Express, Seahaven FM, Latest TV and Meridian News

Supporting officer to invite local dignitaries to include the High Sheriff and Lord Lieutenant

Supporting officer to register for the Certificate of Grateful Recognition to enable the council to take part in this national event. A guide will be sent for reference.

### **Recommendations**

**That the committee agrees to submit an application for a grant to cover the organisation and expenditure for the event specifically to Sparks (SCDA)**

## 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>	The grant will cover all expenditure – This will be a free public event to attend. No parking except for those with disabled stickers
<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>	
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	Battery lights will be used in the lanterns  Mobile beacon will be checked for safety before event  flag to be fitted to the mobile flag pole prior to the event  The RBL will carry out the relevant RAMS
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	TENs licence will be applied for
<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>	This is an open event to the public – no parking, walking to the event will be publicised
<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>	PCSO to be notified by supporting officer
<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>	This event will cover charitable organisations, local children's groups, RBL Kempton House, Chamber of Commerce and voluntary organisations
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li><li>• Materials?</li><li>• Recycling?</li></ul>	Portaloo's, bins etc will be provided

## Appendices/Background papers

Three quotes?

Location map?

Location pictures?

Supporting docs?

**Agenda Item:** CCE405

**Committee:** Civic & Community Events

**Date:** 27/02/2024

**Title:** Ukrainian Cultural Event

**Report Authors:** David Seabrook

**Purpose of Report:** To discuss a Ukrainian Cultural Event at Community House

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### **Introduction & Background**

Since the Russian invasion of Ukraine two years ago, significant numbers of Ukrainians have settled in the UK including Peacehaven. Their culture is very different to the UK and many of us know very little about their customs, language, traditions, food, and heritage.

### **Analysis**

- **Purpose of the event**  
To enable a greater understanding of Ukrainian Culture in Peacehaven and to raise funds for the Ukraine.
- **How will it be funded**  
Through admission charges to the event.
- **What resources are needed**  
The use of the main hall, kitchen, and foyer for one evening.
- **Officer time required**  
Possibly none depending on how we organise the event. This needs to be discussed by CCE Committee.
- **How long will the event take to organise**  
Approximately 8 weeks.
- **How will it be marketed?**
  - Will it require digital marketing - social media, PTC website, eNews? **Yes**
  - Survey/questionnaire? **No**
  - Print marketing – poster, banner, booklet? **Banner perhaps on the Dell**
  - Combination of both? **See above**
  - What key information will go in the poster? **Date, time, location and details of the event.**
  - Does it need the inclusion of other organisations logos? **No other organisation logos**
  - When does it need to be advertised? **As soon as the event is agreed by CCE committee.**

### **Conclusions**

Please see attached plan that has been devised by the Ukrainian community for details of the event which will seek to foster a greater understanding of Ukrainian culture, to raise awareness and to raise funds for the Ukraine.



## Recommendations

There are two options:

1. The event is organised as a Council Event by officers with funds going to the Ukraine. Should this option be accepted a small TFG will be required with officer support.
2. We request the Ukrainians to organise the event themselves with support from Peacehaven Town Council such as a reduced hire fee for the hall and facilities.

## 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>	Ticket price needs to cover all expenses and generate a surplus. The event could include a raffle and donations from participants.
<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>	This is with the power of PTC to organise.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	Normal health and safety requirements for a large event in the hall apply together with a suitable risk assessment. Due consideration will need to be given to any constraints posed by the redevelopment of the Meridian Centre.
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	Not required
<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>	In line with PTC policy this should be a single use plastic free event. Waste should be recycled where possible.
<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>	Not applicable although a licence may be required if alcoholic drinks are served.
<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>	The event will benefit residents of Peacehaven and the Ukrainian Community in Peacehaven.
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li><li>• Materials?</li><li>• Recycling?</li></ul>	Single use plastic free policy to be adhered to. Any waste to be recycled where possible / practical.



## Appendices/Background papers

This plan has been devised by the Ukrainian Community in Peacehaven.

### "UKRAINE CULTURE DAY"

The **purpose** of the event is to acquaint the audience with Ukrainian culture, creativity and traditions.

The **date** will need to avoid other planned events such as D Day.

The **number** of invitees is 100-150 people

The **duration** of the event is 3 hours

Entrance fee - ?

### EVENT PLAN

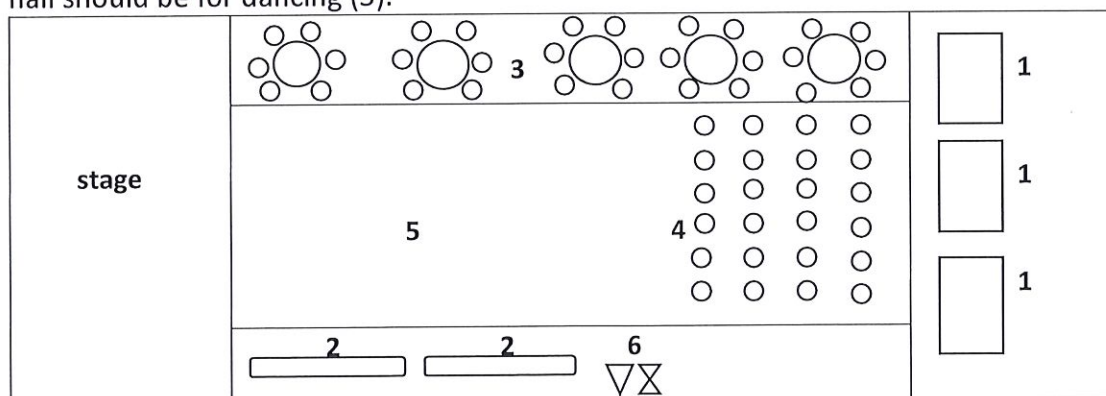
1. Opening speech of the organizers
2. Buffet
3. Watching a film about Ukraine
4. The speech of the announcer
5. The theatre group performance
6. The speech of the announcer
7. The choir performance
8. The speech of the announcer
9. The performance of the youth singing group
10. The speech of the announcer
11. Musical folk band
12. Auction
13. The thanks speech of the organisers

### ORGANISATION OF THE SPACE

In the back of the hall or in the hall before the entrance there will be shops (1)

- a bench of Ukrainian souvenirs
- a Ukrainian folk doll bench
- the exhibition of folk costume
- the information stand

Along one of the walls of the hall (closer to the kitchen) there will be tables with food and goodies (2).  
Along the other - tables with chairs (3) and separate rows with additional chairs (4). The middle of the hall should be for dancing (5).



At the entrance to the hall will stand girl and boy (6) and hospitably welcome guests with bread and salt on an embroidered towel, as in ancient Ukrainian traditions. Also each guest will be given a small congratulatory souvenir (ribbon, badge, etc.).




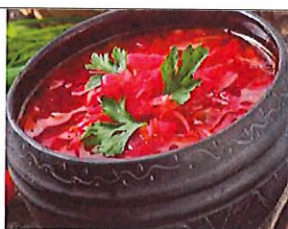
The hall will be decorated with balloons and a ribbon of Ukrainian flags. 2-3 large flags of Ukraine and Great Britain will also be placed.

### 1. OPENING SPEECH OF THE ORGANIZERS

Speech of the mayor and the person in charge: to introduce representatives of the Ukrainian community, tell about the purpose of the event, inform about the plan of the event and invite to a buffet and watch a film.

### 2. BUFFET

Main dishes:

Dumplings with potatoes	Meatballs	Garlic bread	Borsch
			

Sweets:

Poppy roll	Honey cake	Grated cake
		

Drinks: Bottled water and juices

### 3. WATCHING A FILM ABOUT UKRAINE

During the food tasting, guests will be offered to watch a short film about Ukraine: landscapes of different regions of the country, national costume, folk dance, etc.

The film has a historical and cultural character.

Guests will be able to comfortably eat while watching and then go to the active part of the program.

Duration - 15 min.

### 4. THE SPEECH OF THE ANNOUNCER

The leading girls will tell TOP-10 interesting facts about Ukraine. It will be about the economy, achievements in science and sports, and about world-famous Ukrainians.

The presentation is entertaining.

The duration - 15 min.

### 5. THE THEATER'S GROUP PERFORMANCE

In the previous informative parts of the event we talk about the fact that Ukraine has its own identity: culture, language, traditions. We are a separate sovereign state with our own values.



But in the next performance we want to show how our life changed with the beginning of the war. What people had to go through and what willpower they have.

It will be a theatrical performance - the love story of a young couple separated by the war. Ukrainian songs, ritual dances, sirens and explosions will be in the performance. At the end of the performance young people will be together, but the path to this will be difficult.

The duration - 20 min.

#### **6. THE SPEECH OF THE ANNOUNCER**

It will take a few minutes for the next artists to come on stage and set up the microphones. Meanwhile the announcer will introduce the team.

#### **7. THE CHOIR PERFORMANCE**

A choir of 9 women will sing 4-5 Ukrainian folk songs. During the performance the artists will tell what the next song is about. The last song will be partially translated into English.

The duration is 15-20 minutes.

#### **8. THE SPEECH OF THE ANNOUNCER**

It will take a few minutes for the next artists to come on stage and set up the microphones. Meanwhile, the presenter will introduce the team.

#### **9. PERFORMANCE OF YOUTH SINGING GROUP**

Youth Ukrainian band will sing modern well-known Ukrainian pop songs. The team consists of 5 girls. They will sing 4-5 songs. Usually the audience sings along and starts dancing.

The duration - 20 min.

#### **10. THE SPEECH OF THE ANNOUNCER**

It will take a few minutes for the next artists to come on stage and set up the microphones. Meanwhile, the presenter will introduce the team.

#### **11. MUSICAL FOLK BAND**

Guests will be invited to continue dancing with a British folk music band. Artists play well-known music to which everyone dances in a circle.

The duration - 20 min.

#### **12. AUCTION**

If it is appropriate, our volunteer group can offer to support Ukrainians and buy interesting slots at the auction. All funds go to help the army, an orphanage in the city of Kharkiv city or an animal shelter. We help with medical supplies, animal feed, things and equipment for the army. We receive different requests at different times.

Duration - 30 minutes.

Among the slots we can offer the following:

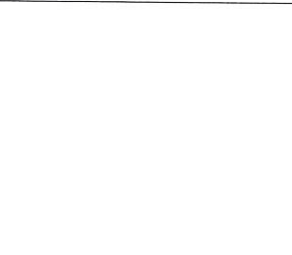
- well-known collectible stamps of the National Post of Ukraine (one of that)

«Russian ship»	«Dog Patron»	«Good evening, we are with Ukraine! »	«The Ukrainian Dream»
			

- collection coins of the National Bank of Ukraine (one of that)

«Defenders»	«Borsch»	Commemorative banknote ``REMEMBER! WE WILL NOT FORGIVE! `` (in an envelope)	«Oh, there is a red viburnum in the meadow»
			

- and also:

Charm doll of a Ukrainian craftswoman	A picture of children from Ukraine, Petryky painting	Painting by a Ukrainian resettled artist	A set of candies "Strong Ukraine"
			

A bottle of champagne from the factory in Bakhmut	Flag of Ukraine with signatures of soldiers	Flag «Open it in the Victory Day»	
			

#### 14. THE THANKS SPEECH OF THE ORGANISERS



**Agenda Item:** CCE406

**Committee:** CCE

**Date:** 27<sup>th</sup> February 2024

**Title:** eNews Review

**Report Authors:** Town Clerk

**Purpose of Report:** To agree

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### **Introduction & Background**

The eNews first launched in December 2014, and has gone out monthly since, it is one of the Town Council's ways of communicating with local residents and shares updates from the Council as well as promoting what's happening locally.

The Council benefits from some advertising income from the eNews, although this is sporadic.

The eNews is delivered to just over 2000 email addresses and printed copies are available from the Information Office at Community House.

### **Analysis**

The eNews is a considerable document to put together and has regularly taken a full working week of Officer time to put together each month – this has previously been estimated to cost the Council around £850 per edition.

We are able to see how many people open the eNews, which over the past 6 months has varied from 326 to 1085 people per edition.

As this will be the 10<sup>th</sup> year that we have been producing the eNews, and with over 110 editions produced, we need to start considering how we want to move forward with the eNews to ensure our communication methods remain engaging, modern, and inclusive, in line with the Council values.

### **Conclusions**

There are numerous options for engaging with the local community, the eNews is one of the main ones for PTC which a TFG could review (perhaps start looking at the past 6-months of editions), and provide recommendations back to Committee.

### **Recommendations**

To agree an eNews TFG consisting of members that can cast a fresh eye over the eNews communication.

### **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>	As detailed in the report – up to £850 per month.
<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>	Council needs to have methods of Communicating with residents – a newsletter is a common way to do this.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li></ul>	N/A

<ul style="list-style-type: none"> <li>• Equalities?</li> </ul>	
<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	Could advertise upcoming meetings/ applications through the eNews
<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>	Educating the public about the environment- environmental projects and successes of the Council has been a common feature.
<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>	Making people aware of information and campaigns shared by the Police.
<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>	<p>Communication with residents.</p> <p>Sharing information about local news and organisations.</p>
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	N/A

#### **Appendices/Background papers**

Three quotes?

Location map?

Location pictures?

Supporting doc's?

**Agenda Item:** CCE407  
**Committee:** CCE  
**Date:** 27<sup>th</sup> February 2024  
**Title:** Mayor's Civic Reception  
**Report Authors:** Town Clerk  
**Purpose of Report:** To Note

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### **Introduction & Background**

The Mayor's Civic Reception is held each year towards the end of the Mayoral year as an opportunity for the outgoing Mayor to say thank you to all those who have supported them during their term as Mayor, as well as recognising those who have supported the local Community.

### **Analysis**

The Mayor sets the theme and general outline plan for the reception, which Officers then implement, so far, the following preparations have been made:

- Band Booked
- Canapes & Drinks menus planned & costed
- Invites created and sent
- RSVP list being updated as responses come in
- Decorations planned

### **Conclusions**

The Mayor's Civic Reception is all set to take place on 16<sup>th</sup> March 2024, 7.30pm – 10pm.

### **Recommendations**

To note this report.

### **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>	Budget set for reception
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li></ul>	N/A

<ul style="list-style-type: none"> <li>Lease/landlord responsibilities?</li> </ul>	
<b>Health &amp; Safety</b> <ul style="list-style-type: none"> <li>Accessibility?</li> <li>Equalities?</li> </ul>	Risk Assessment completed for event
<b>Planning</b> <ul style="list-style-type: none"> <li>LDC permission?</li> <li>Planning Law?</li> <li>Highways?</li> </ul>	N/A
<b>Environmental and sustainability</b> <ul style="list-style-type: none"> <li>AONB/SSSI/SDNPA?</li> <li>Green spaces?</li> <li>Walking/cycling?</li> </ul>	Encouraging guests to use sustainable methods of travel
<b>Crime and disorder</b> <ul style="list-style-type: none"> <li>ASB?</li> <li>Public safety?</li> <li>Road safety?</li> </ul>	N/A
<b>Social value</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>	Thanking those who have supported the Council's Civic Function.
<b>Climate</b> <ul style="list-style-type: none"> <li>Carbon footprint?</li> <li>Materials?</li> <li>Recycling?</li> </ul>	Single use plastic policy adhered to.

#### Appendices/Background papers

Copy of invite.





Agenda Item: CCE408

Committee: CCE

Date: 27<sup>th</sup> February 2024

Title: Peacehaven Meridian Line Walk

Report Authors: Cllr. Deborah Donovan (on behalf of the TFG)

Purpose of Report: To agree recommendations

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### Introduction

A follow up to item CCE391, meeting 16<sup>th</sup> January 2024

### Background

To develop a walk along the Meridian line starting from The Peacehaven Monument to North Peacehaven. To encourage visitors to the town to enjoy a healthy walk taking in Peacehaven's places of interest along the route.

A photo example of what could be placed along the route is shown within appendix A.

### Analysis

To report that the TFG met with Hilda & Graham Heap (authors of the Greenwich Meridian Trail) and walked the Meridian Line in Peacehaven, keeping to the official line as much possible. Help would be required from Madisons to create QR codes to link with those placed on fences, the ground or buildings (with permission) along the Line to the website.

If we are successful with obtaining grants both a map/leaflet, designed & illustrated by Amanda Davidson and an **App** (as an alternative) created by Madison, visitors could then log on to the App using their mobiles to find the route and tick when a place of interest has been reached. A children's leaflet would show items to be spotted along the way.

To research a commemorative 'coin' with the printing 'I have walked the Meridian line in Peacehaven' (or words to that effect). With the PTC logo on the reverse. Coins and Certificates to be designed (in house) and to be given to each person who scans the QR codes and completes the walk. Analytics would need to be recorded to monitor the interaction. This will encourage interaction through local schools and visitors to the town.

### Conclusions

**To complete the work of the TFG the following recommendations will need to be agreed.**

### Recommendations

1. To use the credit PTC has with Madisons to design a leaflet/ map and **App** which links to the PTC website to give information of the various places of interest along the route which includes co-ordinates. An appointment has been booked with the website designers on Monday 4<sup>th</sup> March at 10.45am.
2. To get quotes for Peacehaven Meridian Line Coins & certificates to present once the walk has been achieved. Walkers will need to show proof of completing the route on their mobiles!
3. To get a quote for objects placed along the route to encourage an interactive children's walk. Can be ticked off on leaflet.
4. To get a quote for signage along the route (specifics yet to be determined). However, the original sign which gives full information about the history of the Meridian Line at the Monument site will need to be re-designed and replaced.
5. The Monument will need to be power washed and repainted. A full clean is advised, especially if this is to be promoted as a place of interest. We should be proud of the fact that our town is the first on the Meridian Line in the United Kingdom.

6. To apply for various grants to cover the costs – Heritage Fund, Historic England, The National Lottery.

### **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>	<p>To use budget /credit against Madisons account. To use marketing &amp; advertising budget</p> <p>To apply for grants to cover other expenditures</p>
<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>	
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"> <li>• Accessibility?</li> <li>• Equalities?</li> </ul>	<p>Make route accessible (to design an alternative flat route)</p>
<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	
<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>	<p>To seek permission to place QR codes along route and signage (to be agreed)</p>
<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>	
<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>	<p>To encourage visitors to the town through various advertising methods, website, Enews social media platforms.</p> <p>To advise local schools, doctors' surgeries of the walk to help with wellbeing.</p>
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	

## Appendices/Background papers

### Appendix A

An example of what could be placed along the route.



