

George Dyson  
Town Clerk

☎ (01273) 585493  
✉ TownClerk@peacehaventowncouncil.gov.uk



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

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## **DRAFT Minutes of the meeting of the Civic & Community Events Committee held in the Anzac Room, Community House on Tuesday 28<sup>th</sup> November 2023 at 7.30pm**

**Present:** Cllr Wendy Veck (Chair), Cllr Debbie Donovan (Vice-Chair), Cllr David Seabrook (Chair of Council), Cllr Ian Alexander, Cllr Cathy Norcott-Jones, Cllr Aimee Harman, Cllr Lee Ashby-Parkin, Cllr Studd, Amber Cullip-Cross (Youth Mayor), Noah Tilley (Deputy Youth Mayor).

**Officers:** Karen Bray (Information and Community Facilities Officer), Jerome O'Meara (Marketing and Communications Officer) and Emma Tingley (Locum Administration Officer)

### **1. CCE356 CHAIRMAN'S ANNOUNCEMENTS**

The Chair opened the meeting and welcomed everyone, went through the buildings and fire procedures and informed the Committee of the following:

- The Christmas toy box appeal has been advertised and any donations are welcome.
- The next Bingo is 13<sup>th</sup> December 2023 – any volunteers would be welcome.
- The next cinema is on Wednesday 24<sup>th</sup> January 2024, showing The Great Escaper.
- The Childrens Christmas party will be held on 15<sup>th</sup> December 2023, and it was hoped that Members would be available to attend.
- The Christmas tea party for the Mayors Charities & is being organised by the Mayor, is being held on 20<sup>th</sup> December and there will be information on the future of the Meridian Centre and include memories of the Meridian Centre.
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### **2. CCE357 PUBLIC QUESTIONS**

There were no public questions.

### **3. CCE358 TO CONSIDER APOLOGIES FOR ANY ABSENCES AND SUBSTITUTIONS**

There were no apologies for absence.

### **4. CCE359 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS**

Cllrs Veck as preparing the food for the Halloween Party item CCE362 and as a Patron of the Peacehaven Players item CCE373.

Cllr Harman declared an interest in CCE362 as being involved in the organising and delivering the event.

**5. CCE360 TO ADOPT THE MEETING MINUTES OF 10<sup>TH</sup> OCTOBER 2023**

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

**6. CCE361 TO NOTE THE BUDGETARY UPDATE AND AGREE 2024/25 BUDGET**

The Chair appraised the committee that money had been allocated in the budget for a summer fair in 2024 which would not now be held. The Chair had requested that the heading in the budget be renamed as 'summer events' to enable money to be used for other events, such as a D-day event. It was not sure whether a Christmas Market would be held next year, so the Chair suggested that the heading be changed to 'Christmas events.' Events held were not for profit to the Council and if it was a Mayoral event any money made would be contributed to the Mayor's Charity.

The Committee requested that a revised expenditure report be submitted to all Cllrs as some items were the report were not clear.

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

**7. CCE362 TO RECEIVE A REPORT ON THE RECENT HALLOWEEN PARTY**

The Information & Community Facilities Officer reported on this item. All 80 tickets had been sold the event had been a great success. A local supermarket had provided ice cream for the children. All the children were provided with a goody bag at the end of the event. It was recognised by the committee that food was being consumed by people who had not bought a ticket and that this would need to be addressed for future events.

It was requested that the budget analysis for the Halloween Party be deferred to the next meeting of the Committee pending further reports.

Thanks were given to Cllr Alexander for providing the Halloween decorations.

The Committee **noted** the verbal report.

**8. CCE363 TO RECEIVE A REPORT ON THE UPCOMING CHRISTMAS PARTY AND DISCUSS ADDITIONAL SUPPORT REQUIRED**

The Information & Community Facilities Officer reported that at present 63 tickets out of 80 had been purchased. The event had been well publicised. A 'Father Christmas' would be attending the event and hot dogs or burgers would be offered to those who had purchased a ticket; refreshments would be available. A craft table would be in the foyer for the children to have a quiet space. The committee debated the issue of food being given to people who had not purchased tickets.

It was proposed that a raffle ticket be provided for people attending with a picture of their requested food, this would enable Cllrs or staff to monitor who had purchased tickets and who was entitled to food. Volunteers by way of staff and Cllrs would be welcome to help at this event.

**Proposed by:** Cllr Seabrook.      **Seconded by:** Cllr Ashby-Parkin  
The Committee **resolved** to **agree** this proposal and note the report.



**9. CCE364 TO RECEIVE A REPORT ON THE UPCOMING CAROL CONCERT**

Cllr Donovan reported on this item and congratulated the Information & Community Facilities Officer, on the organisation of the event. Thanks, were also given to the Deputy Youth Mayor, Noah Tilley, who gave a speech at the event. £297.93 had been raised for the SCDA.

The Committee **noted** the verbal report.

**10. CCE365 TO RECEIVE A REPORT ON THE UPCOMING CHRISTMAS AFTERNOON TEA AND MERIDIAN CENTRE CLOSURE EVENT**

The Information & Community Facilities Officer, reported on this item. To date 21 tickets had been sold for the event. The Communications & Marketing Officer is organising publicity for the event to commemorate the centre and what it has meant to the community. The Committee discussed various options on how the event could be publicised.

The Committee requested that the Town Clerk advises what information Councillors can give out at this Event regarding questions from the public regarding Morrisons development and this request to be included on the Agenda for the next Full Council.

**Proposed by** Cllr Seabrook.      **Seconded by** Cllr Alexander  
The Committee **resolved** to **agree** this proposal and note the report.

**11. CCE366 TO RECEIVE A VERBAL UPDATE ON THE COMMUNITY SPACE SCHEME**

Cllr Veck reported on this item. The scheme was available for residents to use the space to have a hot drink and keep warm in the cold weather. The scheme had proved successful and there was a need for it for vulnerable residents. This scheme was meant to be in conjunction with Telscombe, however different needs had been identified for Telscombe residents.

Cllr Veck asked for feedback from Committee members whether they would be happy to extend the Community Space Scheme through to next Year.

It was proposed that the scheme may continue from 15<sup>th</sup> January until 1<sup>st</sup> March 2024 and then should be reviewed.

**Proposed by** Cllr Ashby-Parkin.      **Seconded by** Cllr Donovan  
The Committee **resolved** to **agree** this proposal and note the report.

**12. CCE367 TO AGREE MEMBERS FOR THE D-DAY 80 TASK & FINISH GROUP**

The Committee resolved that Cllrs Veck, Donovan, Seabrook, Alexander, Ashby-Parkin, Studd, Harman, Norcott-Jones and the Youth Deputy Mayor be appointed to form a Task and Finish Group to consider moving forward with this event.

**13. CCE368 TO RECEIVE A REPORT ON THE PROGRESS OF THE MERIDIAN WALK**

Cllr Donovan reported that today herself and Cllr Norcott-Jones and Ashby-Parkin walked the Meridian line starting at the monument, taking in lovely sights of Peacehaven and making note of some good ideas. The TFG members shared photos of their walk along the route earlier that day. Local website designers Madisons will be contacted to quote for the production of the leaflet which would include advertising from local businesses, points of interest starting from the Peacehaven monument. It was requested that Hilda & Graham Heap are contacted for a further visit to have an input to the leaflet.

The Committee **noted** the report.

**14. CCE369 TO RECEIVE A REPORT ON THE RECENT ARMISTICE AND REMEMBRANCE DAYS**

The Information & Community Facilities Officer reported on this event. Both events, Friday 10<sup>th</sup> November and Sunday 12<sup>th</sup> November were both a success. Children from local schools had submitted readings and once received from the schools we will publish. The Town Crier had been in attendance along with 300 members of the public, together with the new vicar who oversaw the proceedings. Guests were invited back to Community House for refreshments.

Due to the issues with members of the public having difficulty hearing at the above Events it was proposed that Officers purchase two additional speakers for future events, to enable all in attendees to hear at outside Events..

**Proposed by** Cllr Donovan

**Seconded by** Cllr Harman

The Committee **resolved** to **agree** this proposal.

**15. CCE370 TO DISCUSS AND AGREE RECOMMENDATION OF A REVISED FILMING POLICY TO THE POLICY & FINANCE COMMITTEE**

Cllr Donovan reported on this item. At the last meeting of the committee, it was suggested that a review of the current filming policy as contracts had dropped over the past 18 months.

Sussex Film Office will highlight Peacehaven town on their social media platforms and website ([sussexfilloffice.co.uk](http://sussexfilloffice.co.uk)). Many large companies and councils have been associated with SFO for many years. Our last contract was The Policeman which featured Harry Styles, which featured both Peacehaven and Brighton.

Sussex Film Office will organise the promotion and all associated for 20% of each signed contract. This will not enhance officer time. All agreements will be sent for approval to the communications officer.

It was proposed to accept the recommendation to review the Filming Policy and report back to the next Policy & Finance Committee.

**Proposed by** Cllr Norcott-Jones **Seconded by** Cllr Ashby-Parkin

The Committee **resolved** to **agree** this proposal.

**16. CCE371 TO REVIEW AND PRIORITISE ITEMS FOR THE BUSINESS PLAN RELEVANT TO THIS COMMITTEE**

The committee felt that a task and finish group be set up in January to discuss the business plan. Addition items on the plan would include:

- Isolation
- The Meridian Walk
- To strengthen contacts with the Chamber of Commerce
- Work closely with schools and nurseries
- To seek ways to promote Peacehaven as a place to live and work.

**Proposed by** Cllr Donovan **Seconded by** Cllr Seabrook

The Committee **resolved** to **agree** this proposal.



**17. CCE372 TO REVIEW AND UPDATE THE EVENTS CALENDAR AND COMMITTEE ACTION PLAN**

The Mayor would prepare a report for the next meeting of the Committee on this item. There was concern regarding the Meridian Centre. The Information & Community Facilities Officer explained to the committee that dates for events can be pencilled in and changed if needed. A provisional date of 25<sup>th</sup> October 2024 for a Halloween Party was agreed by the Committee.

**18. CCE373 TO DISCUSS AND AGREE A RESPONSE TO A LETTER FROM PEACEHAVEN PLAYERS**

The Chair had declared an interest in this item.

It was agreed that this item be referred to the Personnel Committee for further consideration.

**Proposed:** by Cllr Seabrook:

**Seconded:** by Cllr Ashby Parkin

The Committee **resolved** to **agree** this proposal

**19. CCE374 TO RECEIVE UPDATES FROM THE COMMITTEE'S TASK AND FINISH GROUPS:**

- a. **Community Awards** This will not go ahead this year as the TFG has not had the opportunity to meet. Cllr Seabrook will submit a report for a 'Mayors Awards' at the next Committee meeting on 16<sup>th</sup> January
- b. **May Day Fair** This will not go ahead this year as the TFG has not had the opportunity to meet and a shortage of Officers to support.
- c. **Filming Policy:** This had been discussed in an earlier item in the meeting.

**20. CCE375 TO DISCUSS AND AGREE A TOWARDS ZERO CARBON PEACEHAVEN EVENT**

It was hoped that event could take place with match funding could take place at the end of June or the beginning of July. Last year's event had attracted almost 500 residents. Councillor support was encouraged as this event would not need Officer Support. Cllr Seabrook will report back to Committee in January.

It was proposed that this Event was accepted.

**Proposed:** by Cllr Harman **Seconded:** by Cllr Norcott-Jones

The Committee **resolved** to **agree** this proposal.

**21. CCE376 TO AGREE THE DATE OF THE NEXT CCE COMMITTEE MEETING AS THE 16<sup>TH</sup> JANUARY 2024**

*There being no further business the meeting ended at 21.45*





	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	<u>559</u>	<u>1,700</u>	<u>1,141</u>	<u>0</u>	<u>1,141</u>	<u>32.9%</u>	<u>0</u>
4331 Mayor's Allowance	393	1,500	1,107		1,107	26.2%	
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	<u>1,402</u>	<u>5,250</u>	<u>3,848</u>	<u>0</u>	<u>3,848</u>	<u>26.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,962)</u>	<u>(6,950)</u>	<u>(4,988)</u>				
<b>120 Marketing</b>							
1048 E-News Advertising	175	100	(75)			175.0%	
1049 Banner Board	2,115	2,500	385			84.6%	
1301 Filming	0	2,000	2,000			0.0%	
Marketing :- Income	<u>2,290</u>	<u>4,600</u>	<u>2,310</u>			<u>49.8%</u>	<u>0</u>
4352 Annual Report	0	100	100		100	0.0%	
Marketing :- Direct Expenditure	<u>0</u>	<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	<u>0.0%</u>	<u>0</u>
4306 Printing	56	300	244		244	18.5%	
4328 Website	1,765	2,500	735		735	70.6%	
4329 Advertising	312	700	388		388	44.5%	
4502 Events	0	300	300		300	0.0%	
Marketing :- Indirect Expenditure	<u>2,132</u>	<u>3,800</u>	<u>1,668</u>	<u>0</u>	<u>1,668</u>	<u>56.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>158</u>	<u>700</u>	<u>542</u>				
<b>Grand Totals:- Income</b>	<u>2,290</u>	<u>4,600</u>	<u>2,310</u>			<u>49.8%</u>	
<b>Expenditure</b>	<u>4,094</u>	<u>10,850</u>	<u>6,756</u>	<u>0</u>	<u>6,756</u>	<u>37.7%</u>	
<b>Net Income over Expenditure</b>	<u>(1,804)</u>	<u>(6,250)</u>	<u>(4,446)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(1,804)</u>						





**Agenda Item:** CCE 383

**Committee:** CCE

**Date:** Tuesday 16<sup>th</sup> January 2024

**Title:** children's Christmas Party

**Report Authors:** Information and community facilities office

**Purpose of Report:** to note.

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### **Introduction**

Peacehaven Town Council held a Childrens Christmas Party on Friday 15<sup>th</sup> December 2023

### **Background**

The CCE Committee agreed to hold the Childrens Party in the main hall for the community.

Jon Borthwick was the entertainer for the evening he gave out prizes for the children with best dress, best dancer.

Price of a ticket is £5.00.

The children had a fabulous time each child was given a present and lolly which have been in store for a few years now, so we managed to use and wrap each present and label age on so when they left the party Father Christmas was able to hand out. (A staff member gave up their time to be Father Christmas)

Each child had a wrist band put on them when arrived so we could track the children with food and presents.

We fed each child with either a hot dog or a burger of their choice in a bun and 4 varieties of crisps to choose from this was plated and was given sachets of ketchup, this was very successful and went down well. Each child got an ice cream for pudding.

Micheal Dan Vicky Micheal youth mayor Amber gave up their time to help for the evening they were a great help in the kitchen which kept the queue flowing with Cllr Seabrook and Cllr Sharkey helping. With marking the wrist bands

A crafting table was laid out in the foyer, for the children which was very busy at all times,

### **Analysis**

**Ticket sales £445.00**

Jon Borthwick as MC at cost £180.00

Food £135.11

1 member of staff cost £69.66@3hours.

Presents for each child £0 gifts stored up over the years.

Glow sticks £5.62.

Wrist bands £4.59

### **Conclusions**

The evening went very well with everyone enjoying themselves, with a profit £50.02 made

### **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>	
<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>	
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li><li>• Materials?</li><li>• Recycling?</li></ul>	



Ticket Sales	445.00
Entertainment	180.00
Food	135.11
wrist bands	4.59
staff costs	69.66
glow sticks	5.62
Total Profit	50.02

Xmas Party





**Agenda Item:** CCE 384

**Committee:** CCE

**Date:** Tuesday 16<sup>th</sup> January 2024

**Title:** Afternoon Tea

**Report Authors:** Information and community facilities office

**Purpose of Report:** to note.

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### **Introduction**

Peacehaven Town Council held their first Christmas Afternoon Tea

### **Background**

The CCE Committee agreed to hold the Christmas Afternoon Tea in the main hall for the community.

The afternoon was a great success with plates very empty.

U3A singers, the u3a ukulele group and the salty bell ringers where the entertainment for the afternoon.

Price of a ticket is £3.00. this gave everyone a scone, sandwiches and cakes, teas and coffee as much as they could drink.

We had the Deputy Lieutenant Juliet Smith and her partner local Mayor's from Telscombe and Newhaven and our, youth mayor joined Mayor Cllr Seabrook at his table.

Micheal Dan Vicky Micheal helped make the sandwiches in the morning and we plated up 19 tables worth of food. We laid up tables to feed 150 people.

Each entertainer was treated to the tea as well to say thank you for giving up their time.

We had 2 large board set up with pictures of the Meridian Centre when it first opened to the present day for people to few.

We did a large raffle which made £ 153.00 this money will go toward the mayors charities.

### **Analysis**

**Ticket sales £225.00**

Raffle £153.00

Food £194.35

### **Conclusions**

The Afternoon was a great success with everyone enjoying themselves,

### **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>	
<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>	
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	

**From:** financeofficer@peacehaventowncouncil.gov.uk  
**Sent:** 04 January 2024 12:56  
**To:** Jerome O'Meara  
**Cc:** townclerk@peacehaventowncouncil.gov.uk; info@peacehaventowncouncil.gov.uk  
**Subject:** RE: afternoon tea money raised

Hello,

Tickets Sales	225.00
Raffle	153.00
Food Supplies	73.21
Tea / Coffee /Milk	21.24
Scones / Sandwiches	99.90
Total Raised	183.65

**Zoe Malone**  
**Responsible Finance Officer**

Peacehaven Town Council  
Community House  
Meridian Centre  
Peacehaven  
BN10 8BB

01273 585493

*Please note my working days are Tuesday – Friday.*

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**From:** Jerome O'Meara <JeromeOMeara@peacehaventowncouncil.gov.uk>  
**Sent:** Tuesday, January 2, 2024 10:46 AM  
**To:** financeofficer@peacehaventowncouncil.gov.uk  
**Subject:** afternoon tea money raised

Hi Zoe,

Do you know how much was raised during the Christmas Afternoon Tea?



Thanks,

Jerome

**townclerk@peacehaventowncouncil.gov.uk**

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**From:** [REDACTED] >  
**Sent:** 27 December 2023 15:45  
**To:** townclerk@peacehaventowncouncil.gov.uk  
**Subject:** Thank You For A Lovely Tea Party

We just wanted to thank you all for making the Christmas Tea Party such a lovely occasion, it was super from start to finish.

With all good wishes for a Happy New Year to you all.

J [REDACTED]





**Agenda Item: CCE 385**

**Committee: CCE**

**Date: Tuesday 16<sup>th</sup> January 2024**

**Title: Carol Concert**

**Report Authors: Information and community facilities office**

**Purpose of Report: to note.**

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### **Introduction**

Peacehaven Town Council have held the first carol concert since pre covid.

### **Background**

The CCE Committee agreed to hold the carol concert in the main hall for the community.

Local performers and local school and individual soloist and our pianist Kathy Graham

Price of a ticket was £1.00 with all proceeds to go to the Community Supermarket

Local Mayors from Telscombe and Newhaven local churches school and residents attended the performance.

### **Analysis**

Jon Borthwick as MC at no cost

Local churches took part.

Co-op provided mince pies for the interval and Jeff and Vi Collington served the tea and coffee which PTC provided.

Everyone on entry was provided a glow stick a programme and song sheet.

### **Conclusions**

The evening went very well with everyone enjoying themselves, Kathy Graham from the U3A kindly donated her time to play the piano for the evening.

We had 4 local churches join us to celebrate the evening with short pieces from the bible.

Jon Borthwick compared the evening and kept everything together.

The Deputy Youth Mayor stepped in for the Youth Mayor as she was poorly and read a short poem.

We had the very excited Peacehaven Heights performed brilliantly, soloist Georgie and Judith dueted together to sing two Christmas hymns and Mark Woodgate performed his own song he wrote, and his friend accompanied him reading a letter.

147 tickets were sold before the performance, and we had a few people turn up on the night.

Charities buckets were used at the end of the evening for donations.

Ticket sales £147.00

Collection bucket £157.93

Glow sticks £7.00.

Donation sent to community supermarket was £297.93.

### **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>	
<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>	
<b><u>Climate</u></b>	

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





Town Mayor – Cllr. David Seabrook  
Peacehaven Town Council  
Community House  
Meridian Way  
Peacehaven, BN10 8BB

07. January 2024

Dear Mr. Mayor and The Community Carol Concert Singers,

Thank you all very much for choosing to support the Peacehaven Community Supermarket with your extremely generous donation raised at your recent Community Carol Concert. On behalf of the Community Food team, I would like to express our collective gratitude for your ongoing support. I am very sorry that I wasn't able to attend your concert; I hear it was a very special event and much fun was had by all! I hope to be able to hear you all sing next Christmas.

As you are most likely aware, we currently support over 200 households each week gain access to food and other essential items. Your donation will allow us to continue to provide vital support to our local communities. You can receive regular updates about our current-and-upcoming projects on Facebook and Instagram @scda.seahavenfood.

Thank you once again for your generous donation and we wish you all a prosperous 2024.

Yours sincerely,



Rob Perry  
Community Food Development Worker  
[rob.perry@sussexcommunity.org.uk](mailto:rob.perry@sussexcommunity.org.uk)  
Mobile: 07523 270271



**Agenda Item:** CCE386  
**Committee:** CCE  
**Date:** 16<sup>th</sup> January 2024  
**Title:** Update on filming policy  
**Report Authors:** Town Clerk  
**Purpose of Report:** To note

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### Introduction

When companies choose to film in Peacehaven, PTC benefits financially as well as benefiting from the publicity of having Peacehaven shown in films & TV shows, promoting the Town and encouraging visitors.

### Background

At the last Full Council meeting on 19<sup>th</sup> December 2023, it was agreed that PTC start a new agreement with Sussex Film Office (SFO) that they take a cut of the income from filming in exchange for promoting and managing the contract on behalf of PTC.

### Analysis

The advertisement on the SFO website for Peacehaven is now live (<https://sussexfilloffice.co.uk/peacehaven-town-council/>), and they will be promoting Peacehaven on our behalf as a place to film. The hope is that this will generate more interest and revenue for filming contracts, which currently has generated no income this financial year.

We have also updated the PTC website with the updated information to direct enquirers back to SFO (<https://www.peacehaventowncouncil.gov.uk/filming/>).

### Conclusions

The resolution made at Full Council has been acted on and the new agreement now in place.

### 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>	20% of filming income to SFO.  No income generated so far this financial year.
<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>	SFO manage the contracts on behalf of PTC.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	Part of the contract management.



<b><u>Planning</u></b> <ul style="list-style-type: none"> <li>• LDC permission?</li> <li>• Planning Law?</li> <li>• Highways?</li> </ul>	N/A
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	N/A
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"> <li>• ASB?</li> <li>• Public safety?</li> <li>• Road safety?</li> </ul>	N/A
<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	Promotion of PTC as a place to visit, encouraging tourism to the town.
<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

<b>Agenda Item:</b>	<b>CCE387</b>
<b>Committee:</b>	<b>CCE</b>
<b>Date:</b>	<b>16<sup>th</sup> January 2024</b>
<b>Title:</b>	<b>To note agreed Committee priorities relating to the Community &amp; Business plan</b>
<b>Report Authors:</b>	<b>Town Clerk/ Business plan TFG</b>
<b>Purpose of Report:</b>	<b>To note</b>

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### **Introduction & Background**

On 11<sup>th</sup> July 2023, Full Council formed a TFG to revise the community and business plan. The business plan is a working, strategic document that sets the direction of Peacehaven Town Council for the next 4 years.

It is important that the plan focuses on the strategic aims and not small projects or objectives towards those aims.

Careful consideration needs to be given to the resource allocation (which includes factors such as Councillor/ Officer time, financial implications, facilities/ infrastructure required) – the intention is that the plan should be realistically achievable within the 4 year period.

### **Analysis**

The current Community and Business plan provides a good basis for creating the new one, although it requires a lot of refining. The TFG has therefore asked that each Committee considers the points on the current plan relevant to the Committees delegated areas of responsibility, priorities these, and ensures that they are aligned with the Councils core values.

The Council's core values set out in the plan are:

**Growing the economy sustainably**

**Valuing the environment**

**Empowering and supporting the community**

**Supporting residents in need**

**Helping children and young people**

**Improve the quality of life for residents and visitors to Peacehaven**

Items in the plan should align with one or more of these values wherever possible.

At the meeting on 28<sup>th</sup> November 2023, the CCE Committee put forward the following business plan items as priorities:

- Isolation
- The Meridian Walk
- To strengthen contacts with the Chamber of Commerce
- Work closely with schools and nurseries
- To seek ways to promote Peacehaven as a place to live and work.

### **Conclusions**

It is asked that if each Committee could aim to have around 5 priorities to put forward for inclusion in the community and business plan – these could be items from the current plan (in the attached table), amended items from the current plan, or new items that perhaps weren't priorities when the previous plan was created.

## Recommendations

To note the 5 priorities for the Community and Business plan relevant to the Committee's areas of responsibility to be reported back to the TFG.

## 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>	Consideration for financial implications of priorities over the next 4 years.
<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>	Any priorities need to be within the power of the Council to achieve – PTC currently has GPC so can generally do anything that an individual is normally permitted to do.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	When considering projects and resource allocation, H&S implications and completion of Risk Assessments will need to form part of action plans.
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	Some items on the plan may require planning permission to be sought – consideration for resource allocation.
<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>	Aligns with the core values as set out in the report.
<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>	Aligns with the core values as set out in the report.
<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>	Aligns with the core values as set out in the report.
<b><u>Climate</u></b> <ul style="list-style-type: none"><li>• Carbon footprint?</li><li>• Materials?</li><li>• Recycling?</li></ul>	Aligns with the core values as set out in the report.

## Appendices/Background papers

Relevant Committee projects on current community and business plan.



# Peacehaven Town Council

**Agenda Item:** CCE388      **Title:** Committee Action Plan & Events Calendar  
**Committee:** Civic and Community Events      **Purpose of Report:** To Inform  
**Date:** 16<sup>th</sup> January 2024

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
17 <sup>th</sup> January 2024	Bingo	Monthly Bingo at PTC	Councillors	
24 <sup>th</sup> January 2024	Cinema	Cinema showing the Great Escaper.	Information & Community Facilities Officer	
13 <sup>th</sup> April 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	Proposed date booked in, plans TBC, query over use of CH.
6 <sup>th</sup> June 2024	D-Day 80		D-Day 80 TFG	Report to Committee on 16 <sup>th</sup> Jan 2024.
13 <sup>th</sup> July 2024	Telscombe Summer Fair			







# Peacehaven Town Council

## CCE389 – Draft Event Review Form

Event:			
Date of Event		Date of meeting	
Committee		Agenda Item	
Report Author(s)			

Summary of event

Financial	
Income	£
Expenditure	£
Total Surplus	£

Number of people at event	
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Officers report

<b>Councillor's report</b>

<b>Climate change / sustainability factors</b>

<b>Social value/ impact factors</b>

<b>What would we do differently if we ran the event again?</b>

**Agenda Item:** CCE390  
**Committee:** CCE  
**Date:** 16<sup>th</sup> January 2024  
**Title:** Communications Support  
**Report Authors:** Town Clerk  
**Purpose of Report:** To discuss & agree

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### **Introduction & Background**

The Marketing and Communications Officer has resigned from the role with the last day of work being Thursday 11<sup>th</sup> January 2024.

### **Analysis**

The Marketing and Communications Officer is responsible for a number of areas, notably the PTC website, eNews, Social media postings, Posters, responding to enquiries through digital platforms, and liaising with external stakeholders surrounding advertising.

Officers are discussing how this work will be managed following his departure, and it has been suggested that a small group of Councillors might be able to provide some support too until we are able to go out to recruit a replacement.

In particular, support could include coming up with content/ articles for the eNews and reviewing the website for where updates are needed. Officers will still be responsible for approving and putting out the content in line with the Media and Communications policy.

### **Conclusions**

That a small group of Councillors could form a TFG to provide short-term support for Council Communications.

### **Recommendations**

To discuss this report and decide whether to form a TFG.

### **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>	N/A
<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>	In line with PTC policy.
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	N/A
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	N/A

<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"> <li>• AONB/SSSI/SDNPA?</li> <li>• Green spaces?</li> <li>• Walking/cycling?</li> </ul>	Communication of environmental and sustainability information
<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>	Sharing information from Sussex Police etc through eNews & Social Media.
<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>	Main Communication streams with the electorate.
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	Communication of Climate change information.

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

Three quotes?

Location map?

Location pictures?

Supporting doc's?

**Agenda Item:** CCE392b

**Committee:** CCE

**Date:** 8<sup>th</sup> January 2024

**Title:** D DAY 80

**Report Authors:** Cllr. Donovan (member of TFG)

**Purpose of Report:** To agree & note

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### Introduction

Thursday 6<sup>th</sup> June marks the 80<sup>th</sup> Anniversary of the D Day landings. We will use this occasion to pay 'tribute' to the many, many thousands that sacrificed so much in helping to secure the freedom we all enjoy today.

### Background

A TFG was assigned to look into celebrating the 80<sup>th</sup> Anniversary of D Day

### Analysis

To find a reasonable way of funding an enjoyable event to include all residents, groups and businesses.

### Conclusions

The TFG consists of the following members:-

Johan, Sue & Stephen representing the Royal British Legion, The Youth Mayor and Deputy Youth Mayor. Cllrs. Studd, Harman, Veck and Donovan.

Before the event:-

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.

Supporting officer to contact Jon Borthwick – to ask him, as town crier to, introduce the event & sing a few 40's songs, from approx. 7.15pm to 9.00pm, other singers welcome. (Song sheets will be supplied by the RBL to enable residents to join in, Johan to co-ordinate with Jon). To check if Jon can supply the sound, if not to contact David King via RBL

Supporting officer to ask the Peacehaven Bell Ringers if they would like to take part in the event, playing from 6.35pm – 7.15pm

Supporting officer to research cost for a mobile flag pole. RBL will supply the Union Flag

Cllr. Studd will ask the Chamber of Commerce to sponsor materials for paper lanterns (£100) and at least one official Lamp Light of Peace (£55) Supporting officer to order the lamp.

Cllr. Veck will contact SCDA for advice on making paper lanterns – to ask if any grants are available

Cllr. Harman will organise lantern making sessions with battery lights (room to be booked with the Information Officer)

The Youth & Deputy Mayors will organise 'Peace' poems to be read from 9.00pm (before the lighting of the beacon)

They will also arrange lantern making at PCS.

Supporting officer to publicise the event on social media and in the May & June E-News



## On the day

PTC gazebos to be erected with one from RBL. Bunting decorated around the gazebos!

The mobile flag pole & flag to be in situ

We would ask residents to meet at Centenary Park from 6.00pm to enjoy their own picnic, food from the Gateway café or from food vans (Cllrs. Veck & Donovan to make contact with Gateway café & food operatives)

Jez (Parish Church) will open & bless the event (Johan will make contact).

Jon Borthwick to read the 'poem of peace' then proceed with The Ringing out for Peace at 6.30pm – followed by a series of tunes from the Bell Ringers

Songs from the 40's

At 9.15pm the Mayor of Peacehaven will light the beacon, the lanterns will form a circle of peace, all will be alight

The Bugler (Melita Brett) will play (Cllr Donovan will make contact) and Johan will read the exaltation.

## Recommendations

For Community & Civic events committee to agree to this event

## 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>	Sponsorship will be sourced
<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
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	N/A
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>	
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"><li>• ASB?</li><li>• Public safety?</li></ul>	

<ul style="list-style-type: none"> <li>• Road safety?</li> </ul>	
<p><b><u>Social value</u></b></p> <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>	All residents invited to celebrate
<p><b><u>Climate</u></b></p> <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?

