

George Dyson
Town Clerk

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



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

Committee:	CE Committee	Agenda Item:	CCE662b
Meeting date:	2 nd June 2026	Authors:	Civic and Events Officer, and Meetings & Projects Officer
Subject:	PTC Events		
Purpose:	To agree the PTC Events list for 2026-27		

Recommendation(s):

To agree the events, and their dates.

1. Background

PTC puts on events for the community to enjoy. This year there is the bi-annual Halloween party to agree, which is proposed to be on Friday 30th October in the main hall in Community House.

There is also a suggestion to have a Christmas Party for the local children to enjoy, plus a sustainable fashion show and a wellbeing event.

Suggested date options if the events are agreed and if they are to be held in Community House:-

- Halloween Party (Friday 23rd October / Wednesday 28th October / Friday 30th October / Saturday 31st October)
- Christmas Party (Friday 11th December)
- Wellbeing Event (Saturday 30th January 2027)
- Sustainable Fashion Show (March 2027)
- Summer Fair (July 2027)

Times TBC

2. Options for Council

To agree the events.

3. Reason for recommendation

PTC organises events for the community to enjoy, and these would be a fun and interesting addition to the usual calendar of events.

4. Expected benefits

To bring interesting events to the community.

5. Event Specific Details

5.1 Purpose of the event	To bring the community together
--------------------------	---------------------------------

5.2 How will the event be funded	By ticket sales or the event's budget
5.3 What resources are needed	Officer and caretaker time
5.4 Staff time required	Officer and caretaker time
5.5 Timescale to organise event	Two months per event

5.6 Marketing	
5.6i Will print marketing be required?	Yes
5.6ii What key information will need to be on the event poster?	Time, date, location, ticket price
5.6iii What organisation logos need to be on the marketing?*	PTC and charity logos
5.6iv When will marketing need to begin?	ASAP

*Where other organisations/ third parties are involved, please ensure contact details for them are also forwarded onto the Public Relations Officer once this report has been agreed at Committee.

6. Implications

6.1 Legal	
6.2 Risks	
6.3 Financial	
6.4 Time scales	
6.5 Stakeholders & Social Value	
6.6 Contracts	
6.7 Climate & Sustainability	
6.8 Crime & Disorder	
8.9 Health & Safety	
6.10 Biodiversity	
6.11 Privacy Impact	
6.12 Equality & Diversity	

7. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
7.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
7.2 Growing the economy sustainably	<input checked="" type="checkbox"/>
7.3 Helping children and young people	<input checked="" type="checkbox"/>
7.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
7.5 Supporting residents in need	<input checked="" type="checkbox"/>
7.6 Valuing the environment	<input checked="" type="checkbox"/>

7.7 Which business plan item(s) does the recommendation relate to?

Social isolation and single use plastic policy.

8. Appendices

None

CCE665 TO REVIEW AND UPDATE THE COMMUNITY ENGAGEMENT ACTION PLAN AND NOTE BUSINESS PLAN PROGRESS

ACTION PLAN

ITEM	ACTION	ESTIMATED COSTS	FUNDING SOURCE	TARGET DATE	PERSON RESPONSIBLE	NOTES (Including reason if there is a blocker)	STATUS	COMPLETION DATE
Biennial Summer Fair		TBC	TBC	Jul-27	CCE and Civic & Events Officer			
Future Events	Review how events are administered	N/A	N/A	May-25	Chair of CCE			
Inclusion Project		TBC	TBC	TBC	Inclusion Working Group		In progress	
Peacehaven News	Increase the reach	TBC	TBC	TBC	TBC			
Community House	Increase footfall	TBC	TBC	TBC	Communications Working Group			
Biennial Halloween Party	Organise for 2026	TBC	TBC	TBC	Events Working Party		No progress made	
Biennial Sustainability Living Fair	Organise for Sunday 7 th June 2026	TBC	TBC	TBC	Sustainability Living Fair TFG & Civic & Events Officer		In progress	
Youth Mayor	If agreed at FC 12th May 2026, progress this item	TBC	Default to Civic Events	Apr-27	Youth Mayor TFG		Blocker - to progress	

Civic & Community Events Committee

Business Plan

Project	Isolation		
Description	Develop the community space, increase community coffee mornings, and support local groups running community activities where necessary		
Target Completion	December 2024	Current Position	Some coffee mornings
Resource Allocation	Persons to run the community space, printing, officer time, and use of rooms in Community House		
Measure of Success	Amount of people using Community House and attending events		

Project	The Meridian Meander		
Description	Promote the Meridian Meander, with the benefits of healthy lifestyle, recognising local heritage, enjoyment of nature, and encouraging tourism to the town		
Target Completion	2025	Current Position	TFG Active
Resource Allocation	Councillor and Officer time		
Measure of Success	Demand for Meridian Meander leaflets, monitoring of website traffic via proposed QR codes		



Civic & Community Events Committee

Project	Contact with the Chamber of Commerce		
Description	Representatives from Peacehaven Town Council attending Chamber of Commerce meetings, regular updates from the Chamber and joint projects with the Chamber		
Target Completion	2025	Current Position	Outside body reps in place.
Resource Allocation	Officer and Councillor time, cost of breakfast meetings		
Measure of Success	Survey of local businesses and annual review meetings with the Chamber of Commerce		

Project	Closer working with Schools & Nurseries		
Description	Continue developing the role of the Youth Mayor and School/ Nursery projects. Collaborate with the School Council, and provide work experience placements		
Target Completion	2026	Current Position	In progress
Resource Allocation	Officer time		
Measure of Success	Lines of Communication in place with Schools and Nurseries		

