



HAILSHAM TOWN COUNCIL

MINUTES of the Meeting of Hailsham Town Council, held at the Fleur-de-Lys Council Chambers/Meeting Rooms, Market Square, Hailsham, on Wednesday 13th July 2011 at 8.00 p.m.

Public Question Time

Prior to commencement of the formal business of the meeting a period of not more than 15 minutes had been assigned for the purpose of permitting members of the public present to address the Assembly, or ask questions (on matters relevant to the responsibilities of the Town Council) at the invitation and discretion of the presiding Chairman.

The Pond Warden, Mr. P Hobden spoke in respect of agenda item 10.2 – Common Pond. He explained that the erosion of the second island was getting worse, and in his opinion if nothing is done to arrest the problem the island will have disappeared in twenty to thirty years.

Mr. T Scott from Hailsham Cricket Club spoke in respect of agenda item 10.1 – Recreation Ground/Cricket Pavilion – Western Road Recreation Ground. He said that Hailsham Cricket Club would continue to invest in the Club and in youth players. He wanted Hailsham Town Council support for the Club's plans for a new scoreboard. No financial commitment was involved

HTC/11/
3/157 **Present:** Councillors: Mrs. S. J. Bentley, W. A. Bentley, J.E. Bentley-Astor (Chairman), J. L. Blake, Mrs M. Burt, Ms C. V. Collinson, N. A. Collinson, N.S. Coltman, Mrs. J. Cook, R. T. Grocock (Vice Chairman), Mrs. S.E. Henstock, Mrs. B. Holbrook, P.S. Holbrook, B. Marlowe, S. McAuliffe, G.G. Rowe, Mrs. M. Rowe, Mrs. D. M. Ryan, M.J. Ryan, Mrs. M. Skinner, S. K. Towner, and A. Williams.

158 **Officers in Attendance:** M Cairra (Deputy Town Clerk), Miss K. Moralee and D. Saxby.

159 **Apologies for Absence:**
Apologies for absence were received and accepted from Councillors W. F. Crittenden and C Triandafyllou.

160 **Declarations of Interest** – Councillor W. A. Bentley declared a prejudicial interest in the two Planning and Development minutes as he is an East Sussex County Councillor.

Confirmation of Previous Minutes

161.1 Councillor W. A. Bentley stated that he did not stand for election to the Hailsham in Bloom Committee, but attended in his capacity as an East Sussex County Councillor.

161.2 **RESOLVED** that the Minutes and Reports of the Annual Meeting of the Hailsham Town Council (Ref: HTC/11/2/118-156) held on 15th June 2011, as amended, printed

and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman.

162 **Matters Arising**

None.

Police Report

163.1 Inspector Tony Wakefield spoke in respect of his report circulated with the agenda.

He stated that Sussex Police and Hailsham Town Council were almost in a position to sign a new contract on the provision of sponsored PCSOs.

163.2 Inspector Wakefield confirmed that Eastbourne Police Station is to be sold and could not be used as a local monitoring centre as previously discussed. He did, however, confirm that it was now possible to view cameras over the internet and this will be possible at Hailsham Police Station at some time in the future.

163.3 **RESOLVED** to note the Police Report as circulated with the agenda and as Appendix HTC/11/3/163A to these minutes.

Variation of Standing Orders

164.1 **RESOLVED** to receive a motion to permanently vary Standing Orders No.1 (A) and (B) (A) the meeting time of Hailsham Town Council to 19:30 hours (7.30 p.m.), and (B) Questions from members of the public to commence at 19:30 hours (7.30 p.m.).

164.2 **RESOLVED** to receive a motion to permanently vary Standing Order 71 (b) to read "The Chairman and Vice-Chairman of the Council and appointed members of the Finance and Oversight Committee and the leader of the majority party council group, (if the leader is not a member of the Finance and Oversight Committee) shall be invited to form the Hailsham Town Council cheque signatory panel. If any member wishes to decline this invitation an alternative member of the Council will be sought to serve as a signatory for each vacancy."

164.3 **RESOLVED** to receive a motion to permanently vary Standing Order 35 to read "Members of committees, sub-committees and panels, may (in cases of their own anticipated absenteeism at a specific meeting), appoint a substitute member of the council at their own discretion, to attend a specified meeting, who shall be permitted to speak and vote in the place of that member. Notification of such substitution shall be given to the Town Clerk or Deputy Town Clerk prior to the commencement of the meeting and not later than by 12 noon on the day of the meeting.

NOTE: These items will stand adjourned, without discussion, to the next ordinary meeting of the Council on 14th September 2011 in accordance with Standing Order No. 83.

164.4 **RESOLVED** that the next meeting of the Council scheduled for 14th September 2011 shall be held at 19.30 hours under Section 1(A) of Standing Orders.

Committee and Panel Reports

165.1 **RESOLVED**, after consideration in accordance with Standing Order 18(e), to receive the following reports of Committees, and subject to the amendments below after

consideration of the reserved paragraphs (minutes), to approve and adopt the recommendations contained therein and the actions taken as reported therein

165.2 **RESOLVED** to proceed through the “reserved” paragraphs consecutively (or as decided) and to resolve action before proceeding through to the next reserved item.

166 F&BO/11/3/008 – Proposed Schedule of Meetings

No change to the minute.

167 HIB/11/3/9 – Plant Nursery Creation Project

Councillor Coltman stated that it would be helpful if the Hailsham in Bloom Committee consulted officers before continuing to take on more watering duties. In particular consider using planters with a reservoir to reduce the frequency of watering required.

Councillor Grocock responded that watering duties were built into the relevant officer’s duties and lack of time was not appropriate.

No change to minute.

168.1 SAP/11/3/11 – Staff Retirements

Councillor Williams confirmed that as the Deputy Town Clerk, Mr Caira was prepared to take on the RFO responsibilities to cover the period from the retirement of Mr Diplock until the new Town Clerk was in post; that SAP/11/3/11.1 (a) be approved.

168.2 **RESOLVED** that if agreement can be reached with Mr. Caira then the advertisement should be for a Part-time (24 hours per week) Financial Officer on a one (1) year fixed term contract at scale point (scp) 34.

169.1 SAP/11/3/12 – Staff Retirements – Mrs Elizabeth Jones

Councillor Williams confirmed that this recommendation should read “The salary grade for the replacement Town Clerk will be 42 to SCP48 and the Town Clerk to seek SALC advice if appropriate.

169.2 **RESOLVED** that the grading for the replacement Town Clerk be SCP42 to SCP48 and that the Town Clerk seek guidance from SALC if appropriate.

Accounts and Audit

170 Annual Grants

RESOLVED to note the letter of thanks received from the Hailsham Bonfire Society.

Appointment of Oversight Councillors

171 **RESOLVED** to agree the list of oversight councillors as circulated with the agenda, amended and as Appendix HTC/11/3/171A to these minutes.

Planning and Development

Terms of Reference

172

RESOLVED to approve the terms of Reference of the Planning and Development panel as circulated with the agenda and as Appendix HTC/11/3/172A to these minutes

173

Sports/Community Hall: Woodholm and Welbury Farms Development

Copies of the officers' report were circulated prior to the meeting.

RESOLVED to agree Option 2 of the report attached as Appendix HTC/11/3/173A to these minutes; with the addition that the services of a quantity surveyor is obtained to determine the market price for the additional works to be undertaken by Taylor Wimpy, and this met from Contingency Funds.

Environment and Leisure

174

Recreation Ground/Cricket Pavilion – Western Road Recreation Ground

RESOLVED to agree the report as circulated with the agenda, and as Appendix HTC/11/3/174A to these minutes, but the Council to check its insurance policy, and agree an appropriate route for the cable with Hailsham Cricket Club.

Common Pond

175.1

Members considered the report circulated with the agenda for funding for additional work to the new island to redress erosion damage.

175.2

RESOLVED that Councillor S. McAuliffe in conjunction with Councillor P. Holbrook and Mr. P. Hobden, the Pond Warden to provide a report containing solutions to the erosion problem for consideration by the Finance and Oversight Committee for inclusion in next year's budget if funding is required for the proposed solution.

Maurice Thornton Playing Field

176

RESOLVED to agree to the request to use the Maurice Thornton Playing Field for outdoor training sessions, and to review in one year's time, as in the officers' report circulated with the agenda and as Appendix HTC/11/3/176A to these minutes.

Police Community Support Officers – Partnership Agreement with Sussex Police Authority

177

RESOLVED to approve the newly negotiated annual contract for 2011/12, as circulated with the agenda, and as Appendix HTC/11/3/177A to these minutes.

Cemetery

Grave Digging

178.1

Members noted the officers' report on the appointment of a new grave digger at Hailsham Cemetery circulated with the agenda.

- 178.2 **RESOLVED** to re-tender the contract for grave digging services at Hailsham Cemetery, and not to release Barcombe Landscapes from the contract until a new grave digger is appointed.

Council Owned and managed Properties

Blackman's Yard and Garden

- 179.1 Members considered the officers' report circulated with the agenda.
- 179.2 **RESOLVED** to agree to the removal of the flowerbed as outlined in the officers' report as circulated with the agenda, and as Appendix HTC/11/3/179A to these Minutes; but further investigations must take place on the status of the tree before it is removed.

Town Events

Christmas Festivities 2011

Festive Lighting

- 180 **RESOLVED** to agree to proposal 2 of the report circulated prior to the meeting and as Appendix HTC/11/3/180A to these minutes.

Christmas Festivities and Market

- 181.1 Discussion ensued on the report circulated with the agenda, in particular in respect of the purchase or rental of market stalls.
- 181.2 **RESOLVED** to agree to the option in the report to purchase twenty stalls at a cost of £4,000 plus £1,000 additional costs, subject to a suitable location for storage and drying is found as circulated with agenda and as Appendix HTC/11/3/181A to these minutes

Hailsham Arts Festival – 9th-18th September 2011

- 182 **RESOLVED** that the Town Mayor would attend the opening of the Arts Festival and that a Councillor would be available to judge the children's fancy dress competition on Saturday 17th September 2011 and that Hailsham Town Council staff will assist with item (d) erection of advertising boards. Hailsham Town Council was unable to assist with other requests.

750th Anniversary of the Hailsham Market Charter

- 183 **RESOLVED** that to hold a Charter Market event with a medieval theme to mark the 750th Anniversary of issuing of the Charter.

Queen's Diamond Jubilee

- 184 **RESOLVED** to plant a rose garden on the open ground outside Hailsham Library to celebrate the Queen's Diamond Jubilee in 2012, subject to permission being granted by East Sussex County Council, owners of the land.

Annual Review of Health and Safety Policies and Action Plan

185 **RESOLVED** to agree the officers' report as circulated with the agenda, and as Appendix HTC/11/3/185A to these minutes.

Town Council Newsletter

186.1 Councillors W. A. Bentley, N. S. Coltman and P. S. Holbrook declared prejudicial interests in this agenda item as they knew Mr. C. Dowling of Chris Dowling Design and Print Ltd.

186.2 Members consider the officers report circulated prior to the meeting.

186.3 Councillor A. Williams spoke to the report. He said that it was the intention to revamp the Newsletter to make it more friendly and accessible, with more room for advertising and feedback from the public. It would be called "The Town Crier"

186.4 Councillor Williams stated that on checking references for Printing.Com in respect of their delivery the feedback was unsatisfactory.

186.5 Councillor Williams proposed that a 12 month contract be awarded to Chris Dowling Design and Print Ltd and that a local leaflet distributor, MA Distribution be awarded a 12 month contract for the distribution of the Newsletter.

186.6 **RESOLVED** that a 12 month contract be awarded to Chris Dowling for the design and print of the Newsletter and that M A Distribution be awarded a 12 month contract for the distribution of the Newsletter on the terms specified in the officers' report as circulated prior to the meeting and as Appendix HTC/11/3/186A to these minutes.

187 Councillors G.G Rowe and Mrs. M Rowe left the meeting at 10.30pm.

Public Conveniences – Vicarage Field

188.1 The Chairman introduced this item. He stated that Hailsham Town Council should act now to provide a decent facility for the residents and visitors of Hailsham.

188.2 **RESOLVED** to invite local builders to submit designs and estimates to demolish and rebuild the public conveniences in Vicarage Field.

Trust Representation

189.1 Members considered the officers' report circulated prior to the meeting.

189.2 **RESOLVED** that proposal 1 as set out in the officers' report be put to the Charities Commission, and as amended as follows:

Trust Representation

(b) The Trust body comprise:

Four members of the Council

Four members from local community organisations

Three members from local churches

Two Hailsham residents.

Youth Project

190 **RESOLVED** to note the report from the Youth Co-ordinator as circulated prior to the meeting, and as Appendix HTC/11/03/190A to these minutes.

ESCC – Economy, Transport and Environment – Annual Parish and Town Council Meeting

191 **RESOLVED** that the two oversight officers for Transport and Environment represent Hailsham Town Council at this year's conference on 16th September 2011 at the Uckfield Civic Centre.

Staff Matters

192 Appointment of Employee Consultation Panel

RESOLVED that Councillors N. Collinson, Mrs S. Henstock, Mrs. B. Holbrook and A. Williams be the Council members on the Employee Consultation Panel.

Town Mayor's Report

193 There was no report at this meeting.

COUNCILLORS' QUESTIONS/INFORMATION FORUM

194.1 WDC Planning Meeting

Councillor P. Holbrook asked why he had been excluded from a meeting on Hailsham Town Council property to discuss the future of the Quintin's Shopping Centre when Councillor M. Ryan who was also not a Wealden District Councillor attended.

194.2 Councillor Mrs. Bentley said that it was a WDC meeting and they determined who attended. Councillor Holbrook should take the matter up with them.

There being no other business, the meeting closed at 10.47pm.

CHAIRMAN

Global/Minutes and Agendas/DS/ HTC Minutes 13.07.11