



# HAILSHAM TOWN COUNCIL

**MINUTES** of the Annual Meeting of Hailsham Town Council, held at the Fleur-de-Lys Council Chamber/Meeting Rooms, Market Square, Hailsham, on Wednesday 25<sup>th</sup> May 2016 at 7.30 p.m.

The Chairman opened the meeting by welcoming councillors, staff and members of the public. He asked those present to remember Mr. Len Davies, who had recently passed away. Mr. Davies worked as a groundsman for Hailsham Town Council for 11 years until his recent retirement because of ill health.

The Chairman said that the meeting was being filmed and would appear on the Hailsham Voice website.

HTC/AM  
16/100

**Present:** Councillors:, Mrs. B. H. Beckett, F. Berry, G. Blake-Coggins, Mrs. M. Burt, Mrs. L. J. Collinson, N. A. Collinson, Ms C. V. Collinson-O'Toole, N. S. Coltman (Chairman), Mrs. S.P.M. Cottingham, R. T. Grocock, Mrs. B. Holbrook, P.S. Holbrook, Mrs. M. Laxton, G. M. Moore, Ms. A. O'Rawe (Vice-Chairman), M. A Pinkney, J. Puttick, P. D. Soane, C. A. Tasane, Mrs. A Triandafyllou, C Triandafyllou Mrs. S. Van Der Geyten, Miss J. R. Welles and A Willis.

101

## **Officers in Attendance**

Mr. J. Harrison (Town Clerk), Mr. M. Caira (Deputy Town Clerk and Business Enterprise Manager), Mrs. M. Hagger, Mr. D. Saxby and Mr. T. Hall.

102

## **Election of Chairman/Town Mayor**

103

## **Retiring Chairman's Address**

The Chairman said that it had been an honour to represent the Council in the past year. There were two parts to the position – representing the Council to the public and Chairman of the Council.

Hailsham is full of active and enterprising people and organisations. The Chairman listed some of the places and organisations he and the Deputy Mayor had attended in the past year.

## **Nominations for Office**

104.1

**RESOLVED** to proceed with the election by a show of hands.

The Town Clerk said nominations for the position of Chairman/Town Mayor for the 2016/2017 year had been received. Two nominations were received in the names of:

Councillor N. S. Coltman and Councillor P. S. Holbrook .

On being put to the vote the result was as follows:

Councillor N. S. Coltman – 13 votes

Councillor P. S. Holbrook –10 votes

104.2 **RESOLVED** that Councillor N. S. Coltman be duly elected as Chairman/Town Mayor for 2016/17.

Councillor Coltman signed the Declaration of Acceptance of Office, and took the chair.

Councillor Coltman said that in his address to this meeting last year he said he wanted a friendly, informal meeting; this had not always been the case. He reminded members that he wanted them to stand when addressing the Council and asked them to address other members with the title Councillor.

He said that the Deputy Mayor, Councillor Ms. O’Rawe had wished to be present but because of illness she was unable to be. She sent good wishes to all members.

105 **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 Council, or ask questions (on matters relevant to the responsibilities of the Town Council) at the invitation and discretion of the presiding Chairman.

Mr. P. Deacon said that Hailsham needed a railway to link to Polegate and Eastbourne and that he had written to the relevant minister. He was awaiting a reply.

A member of the public who refused to give his name for security reasons asked what the Council was doing to object to the proposed increase in housing that he said the public did not want. The Chairman said that the Council’s response to Wealden District Council was being developed in the Neighbourhood Plan; as part of this the public were being consulted via a questionnaire.

Mr. S. Cross said that it was important the councillors listened to the public.

106 **Standing Orders**

The Town Clerk said that this had been held over from the previous meeting in accordance with Standing Orders. He summarised the proposed amendments.

Councillors Soane, Mrs Laxton and N Collinson all spoke in favour of the proposed amendments.

**RESOLVED** to agree to the proposed amendments to Standing Orders by 13 votes to 8.

Councillor Mrs. S. Van Der Geyten requested that her abstention from voting be recorded.

107 **Apologies for Absence:**

Apologies were received and accepted from Councillor Ms A. O’Rawe.

108 **Declarations of Interest**

None presented.

**Election of Vice Chairman/Deputy Town Mayor**

109.1 **RESOLVED** to proceed with the election by a show of hands.

The Town Clerk said that two nominations had been received for Vice-chairman of the Town Council in the ensuing year in the names of:

Councillor Mrs. B. Holbrook and Ms A. O’Rawe.

On being put to the vote the result was as follows:

Councillor Mrs. B. Holbrook – 10 votes

Councillor Ms A. O’Rawe –12 votes

109.2 **RESOLVED** that Councillor Ms A. O’Rawe be duly elected as Vice Chairman/Deputy Town Mayor for 2016-2017.

**Appointment of Standing Committee**

110 Discussion ensued on the officer’s report circulated with the agenda and as Appendix HTC/AM/16/110A to these minutes and the number and roles of the standing committees

**RESOLVED** that in accordance with Standing Order No. 5, the following Committees be appointed:

- (a) Planning and Development Committee
- (b) Finance, Budget & Resources Committee
- (c) Strategic Projects Committee
- (d) Communities Committee
- (e) Neighbourhood Plan Committee

This was carried by 14 votes to 1. Councillor Berry asked for his opposition to be recorded.

**RESOLVED** that each committee is appointed proportionately according to political or other group membership, where possible.

**Terms of Reference for Committees, Sub-Committees and Working Groups**

111 **RESOLVED** to adopt the Terms of Reference for Committees, Sub-Committees and Working Groups as amended.

112.1 Councillor Soane said he wanted to appoint a sub-committee to look at adopting an appraisal system for the Town Clerk.

112.2 **RESOLVED** that the Finance, Budget and Resources Committee draw up an appraisal system for the Town Clerk.

**Membership of Committees**

113.1 Councillors Mrs. Laxton and Soane said they were opposed to filling the membership of committees on a politically proportionate basis.

113.2 **RESOLVED** to approve the number of seats available for allocation on each of the Standing Committees, sub-committees and working groups as follows:

Planning and Development Committee – Nine Members  
Finance, Budget & Resources Committee – Nine Members  
Strategic Projects Committee – Nine Members  
Communities Committee – Nine Members  
Neighbourhood Plan Committee – Nine Members

(b) the allocation on each of the following:

(a) Planning and Development Committee

Councillors Willis. Moore, Ms O’Rawe, Mrs. M. Burt, Puttick, P. Holbrook, Berry, Tasane and Mrs, Beckett.

(b) Finance, Budget & Resources Committee

Councillors C. Triandafyllou, Grocock, Pinkney, Soane, Tasane, Coltman, Berry, Mrs. Laxton and N. Collinson.

(c) Strategic Projects Committee

Councillors Mrs. L. Collinson, N. Collinson, Mrs. Beckett, Mrs. B. Holbrook, P. Holbrook, R. Grocock, N. Coltman and Mrs. Van Der Guyton

(d) Communities Committee

Councillors Blake-Coggins, Mrs. Burt, Ms O’Rawe, C. Triandafyllou, Mrs. L. Collinson, Berry, Puttick, Mrs. Cottingham and Miss Wells.

(e) Neighbourhood Plan Committee

Councillors Mrs. Cottingham, Soane, Moore, Mrs. Laxton, C. Triandafyllou, Puttick, Coltman, N. Collinson and Mrs. Collinson-O’Toole.

f) Skills Gap Working Group

Councillors Blake-Coggins, Miss J Wells and Mrs L. Collinson

g) Assets Review Sub-Committee

Councillors Blake-Coggins, Mrs. M. Laxton. M. Pinkney, F. Berry and R. Grocock.

113.3 **RESOLVED** to increase the non-councillor representation on the Neighbourhood Plan Committee from 3 seats to 5. Mr. K. Hinton and Ms J. Walters were added to the Committee

114 **Appointment of Chairmen of Standing Committees**

**RESOLVED** to agree the Chairmen and Vice Chairmen of the foregoing Committees be elected at the first meeting of each Committee.

115 **Representation to External Bodies**

**RESOLVED** that the following members be appointed as Hailsham Town Council representatives to the following organisations:

Wealden District Association of Local Councils – The Chairman and/of Vice Chairman of the Council.

Hailsham & District Sports Alliance – To be decided at a later date.

Movement and Access Strategy for Hailsham & Hellingly (MASHH): The Chairman of the Council and Councillor C Triandafyllou.

Hailsham Forward Executive: Councillors C Triandafyllou and P. Holbrook.

Cuckmere Community Bus Stakeholder's Group: Councillor C. Tasane

Environment Hailsham Board: Councillor J Puttick.

116 **Meeting Dates 2016/2017**

**RESOLVED** to approve the schedule of meeting dates as circulated with the agenda and as Appendix HTC/AM/16/116A to these minutes.

117 **Confirmation of Minutes**

**RESOLVED** that the Minutes and Reports of the meeting of the Hailsham Town Council (Ref: HTC/15/9/283-311) held on 30<sup>th</sup> March 2016, as printed and circulated, be taken as read, confirmed as a correct record and signed by the Chairman.

118 **Matters Arising**

Minute 293 – Strategic Projects Committee, Residents' Forum

Councillor Berry said that under this minute he had made an allegation about an officer which he now wished to make an unreserved apology for. He had been told by the Monitoring Officer that he should apologise to the officer but refused to name him as he had not named him in the first instance.

Councillor P. Holbrook said that he had attended the meeting with Councillor Berry and the Monitoring Officer and confirmed that the Monitoring Officer had said that there was no need for Councillor Berry to name the officer whilst apologising.

119 **Committee and Panel Reports**

**RESOLVED**, after consideration in accordance with Standing Order 18(e), to receive the following reports of Committees, to approve and adopt the recommendations contained therein and the actions taken as reported therein.

A. Planning & Development Committee Meetings (29<sup>th</sup> March, 20<sup>th</sup> April and 10<sup>th</sup> May 2016)

B. Finance, Budget and Resources Committee Meetings (6<sup>th</sup> April and 11<sup>th</sup> May 2016).

C. Strategic Projects Committee Meetings (13<sup>th</sup> January and 27<sup>th</sup> April 2016)

D. Communities Committee Meeting (11<sup>th</sup> April 2016)

Finance, Budget and Resources Committee – 11<sup>th</sup> May 2016

120

Minute 10 – End of Quarter Balance Statements

Councillor Berry asked if a reply had been received from St. John Ambulance. The Finance Officer said she would investigate.

Strategic Projects Committee – 13<sup>th</sup> January 2016

121

Minute 59 – Battle Road Play Area

Councillor P. Holbrook reported that the police had recently attended a situation at the Battle Road Allotments as burglars had gained access to it through the gate that needed replacing. This was now an emergency.

Councillor Berry asked why the necessary work to the fence had not yet happened.

The Town Clerk said that the minutes of the meeting where the decision to replace the fence had taken place had not been put to the meeting of the Council in March because of an administrative error.

122

**Hailsham Area Action Plan Steering Group Meeting**

**RESOLVED** to note the notes and accompanying documents from the Hailsham area action plan steering group meeting held on 28<sup>th</sup> April 2016.

**Neighbourhood Plan Committee**

**RESOLVED** to:

a) note the minutes from the Neighbourhood Plan Committee Meetings (7<sup>th</sup> April, 21<sup>st</sup> April and 17<sup>th</sup> May 2016), with the amendment that Councillors N. Collinson and P. Soane had submitted their apologies, and

b) approve the Neighbourhood Plan Committee's delegated authority up to the next Town Council meeting.

123

**End of Year Accounts and Audit 2015 – 2016**

**RESOLVED** to note, approve and adopt:

a) The Responsible Finance Officer's Summary Report as circulated with the agenda, and as Appendix HTC AM/16/123A to these minutes.

b) The report in respect of the Fixed Asset Summary as at 31.03.16 as circulated with the agenda, and as Appendix HTC AM/16/123B to these minutes.

c) Statement of Accounts for year ending 31.03.16 and approve they be signed off by the Responsible Finance Officer and the Chairman of the Council, as circulated with the agenda, and as Appendix HTC AM/16/123C to these minutes.

d) Sections 1 and 2 of the un-audited Annual Return for 2015/16 and approve they be signed off by the Town Clerk, Chairman of the Council and Responsible Finance Officer, as circulated with the agenda, and as Appendix HTC AM/16/123D to these minutes.

e) Attachment 2 (i) of the Annual Return for submission to the external auditors, as circulated with the agenda, and as Appendix HTC AM/16/123E to these minutes.

f) The additional information required by the external auditors as circulated with the agenda, and as Appendix HTC AM/16/123F to these minutes.

124 **Chairman's Verification**

**RESOLVED** to note the Chairman of the Council's inspection, reconciliation and certification of Council's income, expenditure and bank balances for the quarter ending 31<sup>st</sup> March 2016.

**Motion 157**

125.1 Councillor Soane proposed the following motion:

'That this Council writes to WDC seeking an answer to the following question:

In relation to the impacts already being felt by the residents of Hailsham to the 2013 Local Plan being deemed Out of date. Will the District Council write to us with a full explanation as to how it found itself in a position of not being able to demonstrate a 5 year land supply and specifically how it found itself surprised by the outcome of its own initiated Objectively Assessed Housing Need exercise.'

The motion was seconded by Councillor Puttick.

Discussion ensued.

On being put to the vote, the motion was lost by 10 votes to 8.

125.2 **RESOLVED** that Motion 157 is reconsidered by the Planning and Development Committee.

126.1 **RESOLVED** to suspend Standing Orders to allow the meeting to continue beyond the 3 hour limit.

126.2 This was carried by 15 votes to 2.

127 **Councillors Mrs A. and C. Triandafyllou**

Councillors Mrs A. and C. Triandafyllou left the meeting at 10.30pm.

**Council Plan and Priorities**

128.1 Members were asked to consider the recommendations of the Council's Strategy Working group for amended 'Aims' for Hailsham Town Council and for the preparation of a business plan over the coming council year

128.2 **RESOLVED** to defer this agenda item until the next meeting to be held on 20<sup>th</sup> July 2016.

### **Councillors Attendance**

129.1 Members were asked to consider the agreement made at the Annual Town meeting to publish councillors' attendance at meetings on the Town Council website.

129.2 **RESOLVED** to publish councillors' attendance at meetings on the Town Council website.

### **General Power of Competence**

130 **RESOLVED** to note that Hailsham Town Council continues to hold the 'General Power of Competence'.

### **Councillor's Questions/Information Forum**

131 Co-op Store in Upper Horsebridge

Councillor Mrs. L. Collinson asked the Chairman to write to the manager of the Co-op in Upper Horsebridge about the parking facilities.

There being no further business, the Chairman closed the meeting at 10.33pm.

CHAIRMAN