



HAILSHAM TOWN COUNCIL

MINUTES of the Meeting of Hailsham Town Council, held in the Fleur de Lys meeting Room, on Wednesday 30th March 2016 at 7.30 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 Town Clerk reported two letters received.

The first was from Mr. J. Pilgrim from Gleneagles wrote asking what is the difference between the Neighbourhood Plan and the Hailsham Area Action Plan (HAAP) and why has the production of the Neighbourhood Plan taken so long. The Chairman said that both Plans would be completed by the end of the year but the HAAP would carry more weight with Wealden District Council.

The second letter was signed by 11 residents from St. Mellion Close about the dog park in the Country Park. As a resolution had already been made by Council it was decided to note the letter.

HTC/15/9/283 **Present:** Councillors: Mrs. B. H. Beckett, F. Berry, Mrs. L. J. Collinson, N. A. Collinson, Ms C. Collinson-O'Toole, N. S. Coltman (Chairman), Mrs. S.P. M. Cottingham, R. T. Grocock, Mrs. B. Holbrook, P. S. Holbrook, Mrs. M. Laxton, M. A. Pinkney, P. D. Soane, C. A. Tasane, Mrs A. Triandafyllou and C. Triandafyllou.

284 **Officers in Attendance:** J. Harrison (Town Clerk), Mrs. M. Hagger (Finance Officer) D. Saxby and T. Hall (Communications Officer).

285 **Apologies for Absence**

Councillors Mrs. M. Burt, G. Moore, Ms A. O'Rawe, Mrs. S. Van der Geyten and Ms J Wells.

286 **Declarations of Interest**

None.

287 **Policing in Hailsham**

Members were asked to consider the points made by Inspector Tony Wakefield of Sussex Police in his presentation on the future of policing prior to the meeting.

Councillor Mrs. Cottingham said that it was nice of Inspector Wakefield to attend.

Councillor N. Collinson said as the Council is now aware of the future financial

restrictions on the Police it should draw up a wish list of priorities, and suggested that this be given to the Strategic Projects Committee to look at. Councillor Soane, Chairman of the Strategic Projects Committee agreed.

Councillor Berry said that the Council ask that the front desk at Hailsham Police Station be open longer.

288 **Confirmation of Previous Minutes**

RESOLVED that the Minutes and Reports of the meeting of the Meeting of Hailsham Town Council (Ref: HTC/15/8/255-282) on 20th January 2016 be confirmed as a correct record, and signed by the Chairman.

289 **Matters Arising**

Councillor Berry reported that with the help of Hailsham Historical Society, the barn at Vine's Farm was now a listed building.

290 **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. Communities Committee Meetings (1st February and 7th March 2016)
- B. Planning and Development Committee Meeting (26th January, 16th February and 8th March 2016)
- C. Finance, Budget and Resources Committee (27th January 2016)
- D. Strategic Projects Committee (24th February 2016)

Communities Committee – 1st February 2016

291 **137 – Hailsham Forward**

Councillor Berry queried why the mark up for shopkeepers for the sale of loyalty cards was 66 per cent. Councillor N. Collinson said that was a typical mark up for this type of product. The benefits brought to the town by loyalty cards should also be looked at.

Communities Committee – 7th March 2016

292 **150 – Hellingly & Hailsham Movement & Access Strategy**

Councillor Berry asked if there was any update on the starting date for works to the High street.

The Chairman said that ESCC had awarded their highways contract to new contractor Costain, and therefore, the starting date may be delayed because of issues with the 'handover' It was also noted that a gas pipe running the length of the High Street had recently been discovered.

Strategic Projects Committee -24th February 2016

293 **69 – Residents' Forum**

Councillor Berry queried the role of a Council clerk (not the Town Clerk) in advising how to vote on this item. The Town Clerk advised that this should be addressed outside the meeting.

294 74 – Public Open Space Improvements

Councillor Berry queried the process by which the contractor would be selected for this work and was assured by the Town Clerk that all council financial procedures would be adhered to.

Hailsham Area Action Plan

295.1 The notes of the Hailsham Area Action Plan Steering Group meeting held on the 15th March 2016 had been circulated with the agenda.

Councillor Mrs Laxton said when would there be an update on the meetings of the sub-groups being held in public.

Councillor N. Collinson said it was not normal practice for the meetings of sub-groups to be held in public.

295.2 **RESOLVED** to note the notes and accompanying documents of the Hailsham Area Action Plan Steering Group meeting held on 26th February 2016.

Council Plan and Priorities

296.1 Councillor Soane said he was surprised that Hailsham Town Council had not adopted a business plan and that he felt the Council lacked focus, objectives and a mission statement for the short, medium and long term.

The Chairman referred to the plan “Hailsham: The Way Forward” which was adopted by Hailsham Town Council.

Councillor N. Collinson said he agreed that the Council should have a clear set of objectives and that the document “Hailsham: The Way Forward” should be reviewed.

Councillor Berry agreed that the business plan was needed.

The Town Clerk supported Councillor Soane, but said there needed to be capacity to be reactive as situations arose.

296.2 **RESOLVED** to establish a sub-committee comprising the Chairman and Vice Chairman of the Council and committee chairmen and vice chairmen to draw up an business plan and present it to the Annual Meeting of the Council in May 2016.

Neighbourhood Plan

297.1 Councillor Coltman declared an interest as he is Deputy Chairman of the Wealden District Council Hailsham Area Action Plan Steering Group.

297.2 Councillor N. Collinson said that he and Councillor Collinson-O’Toole should be listed as attending the meeting of the Neighbourhood Planning Committee held on

21st March 2016.

Councillor Soane said the Sub-Committee had had long discussions and looked at examples of other Neighbourhood Plans developed around the country. It was the view of the Neighbourhood Plan Committee that they had produced the best way forward. It allowed the people to shape the future of the town. The Hailsham Area Action Plan doesn't deliver this and allow community engagement.

Councillor N. Collinson said that the Council had no mandate to spend £80,000 on this project. The cost of officer's time would effectively double the cost and would be a drain on limited officer resources. It was also duplication of the work being undertaken by Wealden District Council on its Area Action Plan.

Councillor Mrs. Laxton said that senior officers at Wealden District Council were very supportive of Hailsham Town Council producing a Neighbourhood Plan.

Councillor Mrs. L. Collinson said the HAAP would deliver what was wanted and asked for a detailed costing of how the costing of £80,000 was arrived at.

297.3 **RESOLVED** that the Neighbourhood Committee is delegated authority to implement the Plan as agreed, subject to reporting to each bi-monthly Council meeting on progress and Council approval of the next stage of the project.

297.4 **RESOLVED** that the first three stages of the programme be taken forward by small sub-groups of the Neighbourhood Planning Committee. The Stages were:

Community Engagement & Consultation
Building the Evidence Base
Defining Themes/Scope and Content

297.5 **RESOLVED** to accept the draft Marketing and Communication Plan and for Councillor Laxton to produce a leaflet in time for the Annual Town (Electors') Meeting on 19th April 2016.

297.6 **RESOLVED** that up to £80,000 be assigned for the purpose of producing a Neighbourhood Plan, including the marketing, communications and the engagement of a consultant.

297.7 **RESOLVED** to accept the proposed specification for the appointment of consultants and the draft consultants' brief.

297.8 **RESOLVED** that the Neighbourhood Plan be restricted to the existing parish boundary; and that the whole parish is included in the Plan.

297.9 **RESOLVED** that the following areas be included in the Neighbourhood Plan:

Town Centre and Retail
Employment and Business
Communities
Heritage
Design
Housing
Natural Environment

Standing Items on Council Meeting Agenda

- 298.1 Members were asked to consider the officer's report circulated with the agenda allowing for regular presentations from local County and District Council members and to include these as standing items on future full Council agendas.

Councillor Puttick said that other councillors should be invited as needed and should not have a regular place on the agenda.

- 298.2 **RESOLVED** that East Sussex County councillors and/or Wealden District Councillors be invited to attend meetings of Hailsham Town if there was a specific issue to be addressed or question to be asked of either authority.

Report of the Independent Wealden Parish Remuneration Panel 2016-17

- 299.1 Copies of the Remuneration Panel's recommendations had been circulated with agenda.

The Chairman recommended that the increase allocated by the Remuneration Panel should not be accepted.

Councillor Tasane said that if the increase was not accepted, increases in future years would be larger.

- 299.2 **RESOLVED** not to accept the increase in councillors' allowances as recommended in the report of the Independent Wealden Parish Remuneration Panel 2016-17.

Review of Council's Standing Orders

- 300.1 The Town Clerk referred members to the officer's report as circulated with the agenda and outlined the proposed changes to the Council's Standing Orders, which were agreed.

- 300.2 **RESOLVED** for this item to remain adjourned to the next ordinary meeting of the Council, in accordance with Standing Order No.27b.

Parking at the Shop on Horsebridge Road

- 301.1 Members were asked to consider whether to request an improvement in parking facilities at the shop on Horsebridge Road.

- 301.2 **RESOLVED** that the Chairman writes to the Co-operative requesting that they open up land at the rear of the shop for additional parking, or put into place some traffic management system when the store has a delivery; and to write to the police asking them to investigate illegal parking in the area.

Request for a Funfair on the Maurice Thornton Playing Field

- 302.1 The Town Clerk referred members to a request the use of the Maurice Thornton Playing Field for a funfair. He said that the company had the necessary insurance.

- 302.2 **RESOLVED** to agree to the request to hold a funfair on the Maurice Thornton Playing Field.

Code of Conduct for Employees

- 303.1 The Town Clerk referred members to the officer's report circulated with the agenda.
- 303.2 **RESOLVED** to adopt the code of conduct for the employees of Hailsham Town Council.

304 Confidential Business

To resolve that due to the special and confidential nature of the business about to be transacted and possible disclosure of personal or legal information not in the public interest at the present time, the following items of business be transacted following the temporary exclusion of members of the Public and Press, in accordance with the Council's Standing Order No. 1 (e)

The reason for exclusion for this agenda items was:

Engagement, terms of service, conduct and dismissal of employees.

305 Apprentice Administration and Town Council Administration Support

Members were supportive.

RESOLVED to:

- a) Continue the employment of the Apprentice Administrator on his present hours when his apprenticeship ends, and
- b) Increase the working hours of the Receptionist/Administrator from 21 a week to 28 on a regular basis.

Councillors' Questions/Information Forum

306 Lions Club Charity Event

The Chairman said that he and the Deputy Mayor had attended a large number of different local events since May 2015 which showed what a vibrant place Hailsham was. The Chairman also commented on the recent Lions Club charity event for children with special needs at Bedes School.

307 Councillors' Attendance

Councillor Berry asked if a list of councillors' attendance at meetings would be published. The Town Clerk said it could.

308 Hawkes Farm School

Councillor Willis reported that Hawkes Farm School had been placed in special measures.

309 Annual Electors' Meeting

Councillor P. Holbrook asked which organisations had indicated that they would be present at the Town Meeting. The Town Clerk said to date the following had requested a stall at the meeting: Neighbourhood Planning, Wealden District Council,

Police, East Sussex County Council and the Twinning Association

310 Condition of Roads

Councillor N. Collinson repeated his requested for the Council to write to East Sussex County Council about the poor condition of the roads.

311 Mr Len Davies

The Town Clerk reported that the Groundsman, Mr. Len Davies had retired due to ill health. It was agreed to send Mr Davies a gift.

There being no other business, the meeting closed at 10.26pm.

CHAIRMAN

Global/Minutes and Agendas/DS/ HTC Minutes 30th March 2016