



HAILSHAM TOWN COUNCIL

COUNCIL PROJECTS AND ASSETS COMMITTEE

AGENDA

NOTICE IS HEREBY GIVEN of a meeting of the HAILSHAM TOWN COUNCIL to be held in the Fleur-de-Lys Council Chambers, Market Square, Hailsham on

Monday 15th December 2014 at 8.15 p.m.

Prior to commencement of the formal business of the meeting, a period of not more than 15 minutes will be assigned for the purpose of permitting members of the Public to address the Assembly, or ask questions on matters relevant to responsibilities under the direction of this Committee, at the discretion of the Chairman.

The order of formal business to be transacted will thereafter be as follows:

1. **Apologies for Absence**
To receive apologies for absence of appointed members.
2. **Declarations of Interest**
To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.
3. **Minutes of Previous Meeting**
 - 3.1 To note that the Minutes and Reports of the Meeting of the Council projects and Assets Committee (Ref: CPAC/14/3/13-27) held on 15th September 2014 were confirmed as being a correct record and adopted by the Town Council at a meeting held on the 26th November 2014, with the exception of minute Ref CPAC/14/20 which was adopted by the Town Council at a meeting held on 24th September 2014.
 - 3.2 To consider any matters arising
4. **Purchase of Council Digger**
To consider recommending to council the release of funds from reserves to purchase a digger and trailer according to the prices and specifications within the report (*report to follow, author John Harrison, Town Clerk*).
5. **Media Communications Plan**

To receive the Media Communications plan for January to February 2015 (*report to follow, author Terry Hall, Communications Officer*)

6. Community Self Serve Initiative

To receive a report on the County Council's Community Self-Serve initiative and a project plan for the further exploration and implementation of the initiative in Hailsham.

To consider the appointment of a Working Group to deliver and manage the Community Interest Company Project (*Report to follow, author John Harrison, Town Clerk*).

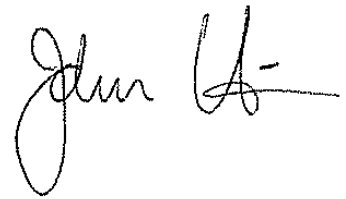
7. Confidential Business

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 Orders No. 57 and 58. The reason for exclusion is:

(b) terms of tenders, and proposals, and counter-proposals in negotiations for contracts

8. Website Redevelopment

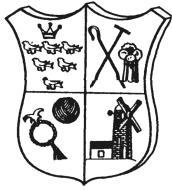
To consider the presentations or information given by the short-listed companies who have provided quotes for the redevelopment of the council's website and consider whether to commission one of the companies.



JOHN HARRISON
Town Clerk

Committee Membership:

Councillor Mrs S.J. Bentley
Councillor W.A. Bentley (Chair)
Councillor N.A. Collinson
Councillor Mrs B. Holbrook
Councillor Ms A. O'Rawe
Councillor Mrs M. Rowe
Councillor S. Towner



HAILSHAM TOWN COUNCIL
COUNCIL PROJECTS AND ASSETS COMMITTEE

REPORT (Minutes)

of the meeting of the Council Projects and Assets Committee,
held at the Fleur de Lys Council Chambers, Market Street, Hailsham
On Monday 15th December 2014 at 8.15 p.m.

Prior to commencement of formal business, a period of not more than 15 minutes was assigned for the purpose of permitting members of the public to address the Committee or ask questions (on matters relevant to the responsibilities under the direction of this committee).

None Presented.

CPAC/14/4 /28 **Present:** Councillors W.A. Bentley (Chairman), N. A. Collinson, Ms A. O'Rawe (Vice Chairman), Mrs B. Holbrook and Mrs, M. Skinner (substituting for Councillor Mrs. S. J. Bentley).

29 **Officers Present:** Mr. J. Harrison (Town Clerk), Mr. D. Saxby and T. Hall.

30 **Apologies For Absence:** Councillor Mrs. M. Rowe.

Declarations of Interest: None.

31 **Minutes of Previous Meetings**

RESOLVED to note that the Minutes and Reports of the Meeting of the Council Projects and Assets Committee (Ref: CPAC/14/3/13-27) held on the 15th September 2014 were confirmed as being a correct record and adopted by the Town Council at a meeting on the 26th November 2014, with the exception of minute Ref CPAC/14/2/20 which was adopted by the Town Council at a meeting held on 24th September 2014.

32 **Matters Arising**

None.

Purchase of Council Digger

33.1 The Town Clerk referred members to the officer's report circulated with the agenda.

33.2 Councillors Mrs Holbrook and Mrs Skinner had reservations on the number of times a digger had been hired and used in the last year and questioned the financial prudence of buying one as opposed to hiring one when needed.

- 33.3 Councillor Collinson asked about the lifespan of a digger but this was something that the Town Clerk was unable to answer.
- 33.4 **RESOLVED** to recommend not to purchase a digger at the stage, but to give consideration to purchasing a trailer.

Media Communications Plan

- 35.1 The Media & Communications Officer (Mr. Hall) introduced this agenda item and referred members to the officer's report circulated with the agenda and as Appendix CPAC/14/3/35A to these minutes.
- 35.2 Discussion ensued.
- 35.3 **RESOLVED** to note the officer's report circulated with the agenda and as Appendix CPAC/14/3/35A to these minutes, with the addition of a new category of news story – letters to the editor.

Community Self Serve Initiative

- 36.1 The Town Clerk referred member to the officer's report as circulated with the agenda and as Appendix CPAC/14/3/36A to these minutes.
- 36.2 He outlined the outcome of the meeting that he, Councillor W. Bentley and the Chairman of the Councillor had with Burgess Hill Town Council.
- 36.3 He explained that he had received an email from an officer at East Sussex County Council stating that they were not yet in a position to take this Initiative forward but suggested meeting in the New Year.

Councillor W. Bentley thought that this explanation was not the case.

- 36.4 **RESOLVED** to recommend:
- a) Writing to the relevant Director at East Sussex County Council in respect of the apparent non-action of the County; and to be signed by Councillor W. Bentley, and
 - b) Set up a small project Committee comprising of the Town Clerk, the Deputy Town Clerk and Business Enterprise Manager and the Chairmen of the three Hailsham Town Council Committees.

37 **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 Orders No. 57 and 58. The reason for exclusion is:

(b) terms of tenders, and proposals, and counter-proposals in negotiations for contracts

Website Redevelopment

- 38.1 The Chairman said that he was grateful for the three companies for making their presentations to provide the redesign and redevelopment of the Town Council's website prior to this meeting. The Companies who presented were Tomango Ltd, White Hat Web Design Ltd and Demoncheese Design. He said that one further company – PMW Communications – was unable to attend.
- 38.2 Councillor Collinson said that two of the companies who provided quotes should be ruled out. These were White Hat Web Design Ltd and PMW Communications Ltd. This was agreed.
- 38.3 Councillors Mrs B. Holbrook and Mrs M. Skinner were of the view that Tomango Ltd. gave the best and most professional presentation and should, therefore, be awarded the contract.
- 38.4 Councillor Collinson said that both companies gave very good presentations and would be happy with either of them being awarded the contract. He would, however, just favour Demoncheese Design because Hailsham Town Council should be supporting locally based businesses.
- 38.5 Councillor Mrs. Holbrook proposed giving the contract to Tomango Ltd, this was seconded by Councillor Mrs Skinner.
- 38.6 Councillor Collinson proposed awardng the contract to Demoncheese Design, but as it failed to receive a seconder it was not put to the vote.
- 38.7 **RESOLVED** to recommend awarding the contract to redesign and redevelop the Hailsham Town Council website to Tomango Ltd.

There being no other business, the meeting closed at 9.32pm.

Report to	Council Projects and Assets Committee
Date	15th December 2014
By	John Harrison, Town Clerk
Title of Report	Purchase of Council Digger

Purpose

To consider recommending to council the release of funds from reserves to purchase a digger and trailer according to the prices and specifications within the report

Background

The council had identified that it may be beneficial to purchase a digger and trailer. This will help the Outdoor Works Team to fulfil many of its duties without having to hire an equivalent digger, which requires pre-booking and payment. There have been rare occasions where plant machinery has been booked, only for the adverse weather conditions to make it impossible for the team to carry out the work and the hired equipment has had to be cancelled.

Over the past 4.5 years (between April 2010 to October 2014) the council has spent a total of £3545.30 on the hire of diggers. (The full breakdown of this expenditure is attached as an appendix to this report).

The purchase of a digger would reduce this cost considerably and would ensure that the Works Team is able to respond to priorities that require the use of such a machine and thus manage the prioritisation of their workload more effectively.

Considerations

The Outdoor Works team supervisor has advised that the best option would be to purchase a 1.5 tonne digger and trailer.

At present the Town Council's vehicle fleet would only legally be able to tow a 1.5 tonne machine. This would require a 12' trailer, which is the largest size the team could park in and easily move in and out of the council's yard. This smaller sized digger would more easily gain access to the various smaller pieces of council land where it would often be required, for example in clearing out drainage ditches etc.

However it should be noted that it will occasionally be necessary for the Outdoor Works Team to hire larger diggers for heavier jobs for which the smaller team would not be suitable.

Trailer

It is proposed that a trailer purchased for towing the digger could also have other valuable uses to the council's works team. A bespoke trailer with caged sides such as that shown in the appendix below could also be used for the movement of the market Stalls for Council events and Hailsham

Forward markets. At present the stalls and gazebos are stored in a vacant shop, although it seems likely that this will not be an option in the near future.

The trailer could also be used to tow the Dumper that is currently situated in the cemetery and cannot be moved as no suitable means of moving it is available to the team.

Financial Considerations

It is anticipated that a suitable 1.5 tonne digger with an appropriately low number of hours worked would cost in the region of £9,000-£10,000.

It is also anticipated that the bespoke trailer such as that shown in the illustration will cost in the region of £5,000.

There will then be further implications for the cost of the insurance of the vehicle.

It may be necessary in the future to pay for staff training for the use of the vehicle, although at present one member of the Outdoor Works team is fully trained and qualified in the operation of the vehicle.

Recommendations

The Projects and Assets Committee is asked to recommend to council that a funds in the region of £15,000 are released for the purchase of a 1.5 tonne digger and trailer from the council's reserves.

The Outdoor Works Supervisor and Deputy Town Clerk would then take it upon themselves to secure the best deal with a reputable and trusted dealer for the purchase of the equipment.

Appendix One – Expenditure on Digger/Dumper Hire from April 2010 – October 2014

Accounts 2014/15					
Cheque No	Description	Duration	Cost	Total	Total for Account Year
9341	3 Ton Digger	2 days	115		
	Collect & Deliever		40		
				<u>155</u>	
9399	1.5 Ton Digger	1 week	220		
	5 Ton Digger	1 week	375		
	Collect & Deliever		40		
	Fuel		33		
				<u>668</u>	
20000	8 Ton Digger	1 week	400		
	Collect & Deliever		40		
	Fuel		46		
				<u>486</u>	
	3 Ton Digger	1 week	140		
	collect & Deliever		40		

	Fuel		2		<u>182</u>	
20062	1.5 Ton Digger	1 week	220			
	Collect & Deliever		40			
	Fuel		10			
					<u>270</u>	<u>1761</u>

Accounts 2013/14

Cheque No	Description	Duration	Cost	Total	Total for Account Year
8497	3 Ton mini digger	1 day	110		
	Fuel		8.1	<u>118.1</u>	
8624	3 Ton Swivel Dumper	1 day	118.4	<u>118.4</u>	
8694	6 Ton Dumper	1 day	80		
	5 Ton Digger	1 day	80		
	Collect & Deliever		100		
	Fuel		21	<u>281</u>	<u>517.5</u>

Accounts 2012/13

Cheque No	Description	Duration	Cost	Total	Total for Account Year
8209	3 Ton Digger	1 week	260		
	Collect & Deliever		70		
	3 Ton Dumper	1 week	140		
	Gas		31.5	<u>501.5</u>	<u>501.5</u>

Accounts 2011/12

Cheque No	Description	Duration	Cost	Total	Total for Account Year
6034	1.5 Ton Digger	1 day	65		
	Collect & Deliever		40		
	Fuel		7.2	<u>112.2</u>	
6618	3 Ton Digger	1 week	260		
	Collect & Deliever		40		
	Fuel		29.7	<u>329.7</u>	
6909	3 Ton Mini Digger	1 weel	260		
	Collect & Deliever		40		

Fuel	23.4	<u>323.4</u>	<u>765.3</u>
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Accounts 2010/11 Nil Expenditure			<u>0</u>
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Total Plant Expenditure			<u>£ 3,545.30</u>
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● Standard ○ Optional at extra cost



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NEWS ROUND-UP/PUBLISHED ARTICLES

October 2014

KEY

Lead = Lead-length article

NIB = 'News in Brief' – short news item of just a few paragraphs

Downpage = Shorter news item of several paragraphs with or without photos

Picture Story = Picture-based article with brief text and/or photo captions

Publication	Date	Headline	Article Type	From Press Release
Sussex Express	03/10/2014	"Mindless" vandals attack sensory garden	Lead	Yes
Sussex Express	03/10/2014	Youth services to continue in autumn	Downpage	Yes
Hailsham Herald	03/10/2014	Sickening: Councillor slams latest vandalism	Lead (Front)	Yes
Hailsham Herald	03/10/2014	Outrage as vandals attack War Memorial	Lead	Yes
Hailsham Herald	03/10/2014	New-look guide to town's rich and varied history	Downpage	Yes
Hailsham Herald	10/10/2014	New ways to find fun with £16,000 play equipment	Lead	Yes
Hailsham Herald	10/10/2014	Preparing young people to enter the world of work	Picture Story	Yes
Hailsham Herald	10/10/2014	Forum seeking to increase its membership	Downpage	Yes
Hailsham Herald	10/10/2014	Green-fingered local residents show of their skills	Lead	Yes
Sussex Express	10/10/2014	Play area opens after £16K revamp	Lead	Yes
Sussex Express	10/10/2014	Forum is seeking new members	Downpage	Yes
Sussex Express	10/10/2014	Young graduates celebrate	Lead	Yes
Sussex Express	17/10/2014	Youngsters visit Germany	Picture story	No (from general info provided)
Sussex Express	17/10/2014	Become a member of youth council	Downpage	Yes
Sussex Express	17/10/2014	Garden enthusiasts awarded at ceremony	Downpage	Yes
Hailsham Herald	17/10/2014	Concern raised over safety of play area	Downpage	No (from anonymous resident)
Hailsham Herald	17/10/2014	Hailsham forum seeks new members	Downpage	Yes
Hailsham Herald	17/10/2014	Hailsham Youth Council is looking for new members to join up	Lead (Double)	Yes
Hailsham Herald	24/10/2014	Vandals target loos for the third time	NiB	No (via HTC Facebook post)
Hailsham Herald	24/10/2014	'We take safety of play areas very seriously'	Lead	Yes
Hailsham Herald	24/10/2014	Mayor launches new wing at care home	Picture Story	Yes
Hailsham Herald	24/10/2014	Town remembers victims of war	NiB	No (from Royal British Legion)
Hailsham Herald	24/10/2014	Countdown to Christmas	Lead	Yes
Hailsham Herald	24/10/2014	Town ready for festive lights	Picture Story	Yes
Sussex Express	24/10/2014	Boy walks miles for fire victims	Lead	No (from residents)
Sussex Express	24/10/2014	Dismay as vandals target town's public toilets for a third time	Lead	No (from HTC Facebook post)
Sussex Express	24/10/2014	Town gears up for extravaganza	Downpage	Yes
Sussex Express	24/10/2014	New dementia wing is officially opened in town	Lead	Yes
Sussex Express	24/10/2014	Remembrance Sunday service	NiB	No (from Royal British Legion)
Hailsham Herald	31/10/2014	Singers set to delight the entire family	Downpage	Yes
Hailsham Herald	31/10/2014	We all owe huge debt to the fallen says Town Mayor	Lead	Yes
Sussex Express	31/10/2014	Choral society to hold concert	Downpage	Yes
Sussex Express	31/10/2014	War memorial service to be held in town	Lead	Yes

**NEWS ROUND-UP/PUBLISHED ARTICLES****November 2014****KEY**

Lead = Lead-length article

NiB = 'News in Brief' – short news item of just a few paragraphs

Downpage = Shorter news item of several paragraphs with or without photos

Picture Story = Picture-based article with brief text and/or photo captions

Publication	Date	Headline	Article Type	From Press Release
Hailsham Herald	07/11/2014	Pulling together to revitalise our high street	Lead	Yes
Hailsham Herald	07/11/2014	Mayor leading the tribute to town's war dead	Downpage	Yes
Hailsham Herald	07/11/2014	Hear ye! Hear ye! Geoff's spreading the good word	Lead	No (from HTC website)
Hailsham Herald	07/11/2014	Store re-opening doors – and it's bigger than ever	Downpage	No
Sussex Express	07/11/2014	Christmas extravaganza	NiB	No (from HTC Facebook post)
Sussex Express	07/11/2014	Choral society to hold concert	NiB	Yes
Sussex Express	07/11/2014	Remember those who gave lives	NiB	Yes
Hailsham Herald	14/11/2014	Dedicated volunteers at awards ceremony	Downpage	Yes
Hailsham Herald	14/11/2014	Discover a bit of market value	NiB	No (from HTC Facebook post)
Hailsham Herald	14/11/2014	Creating winter wonderland at flick of a switch	Lead	Yes
Hailsham Herald	14/11/2014	Breathing new life into town	Lead	Yes
Hailsham Herald	14/11/2014	Still time to apply for cash	Lead	Yes
Sussex Express	14/11/2014	Improved sport facilities needed	Lead	Yes
Sussex Express	14/11/2014	Still time for grant application	Downpage	Yes
Sussex Express	14/11/2014	Town gears up for extravaganza	NiB	Yes
Sussex Express	14/11/2014	Town gears up for switch-on	Downpage	Yes
Hailsham Herald	21/11/2014	Santa's sleigh spreads joy around town	Downpage	No (from Rotary Club notes)
Hailsham Herald	21/11/2014	Get crafty and knock gifts off your festive list	Lead	Yes
Hailsham Herald	21/11/2014	The excitement's mounting	Lead	Yes
Sussex Express	21/11/2014	Special craft market in town	Downpage	Yes
Sussex Express	21/11/2014	Applications can still be made for a council grant	Downpage	Yes
Sussex Express	21/11/2014	Celebrations more exciting than ever	Downpage	Yes
Hailsham Herald	28/11/2014	Town's winter wonderland	Lead (front page)	Yes
Hailsham Herald	28/11/2014	Making light work of Christmas countdown	Lead	Yes
Hailsham Herald	28/11/2014	Market is pinnacle of festive calendar	Picture Story	Yes
Hailsham Herald	28/11/2014	Youth cafe to chase away the winter blues	Lead	Yes
Sussex Express	28/11/2014	Festive carol service to be held	NiB	Yes
Sussex Express	28/11/2014	Counting down to Christmas	Lead	Yes
Sussex Express	28/11/2014	Special guest visits town	Nib	No (From HADTA notes)



MEDIA/COMMUNICATIONS PLAN

January 2015-February 2015

KEY

TC = Town Clerk

CPAC = Council Projects & Assets (Chair)

FE = Festivities & Events (Chair)

WS = Works Supervisor

TPE = Text Provided Externally

TM = Town Mayor

POS = Parks, Open Spaces & Sports (Chair)

FO = Finance Officer

YPC = Youth Project Coordinator

FBR = Finance, Budget & Resources (Chair)

BEC = Business Enterprise (Chair)

BEM = Business Enterprise Manager

REO = Representative from External Organisation

Publish	Media Type	Article Subject/Title	Quotes	Approval
January	News Release	Precept/Council Tax 2015/16	FBR / TC	FBR / TC
January	News Release	Town Mayor's New Year Message	TM	TM / TC
January	News Release	Friday Night Project Feb-Mar Program	YPC	YPC / TC
January	News Release	Street Market Dates/Times 2015	BEC / BEM	BEC / BEM / TC
January	News Release	Hailsham Forward Stakeholder Meeting Update	BEC / BEM	BEC / BEM / TC
January	News Release	Cuckmere Buses Special NY Service / HTC Underwriting	REO	REO / TC
January	News Release	Emergency Repair Number / HTC Properties	TC	TC
January	Newsletter Article	Town Mayor's New Year Message	TM	TM / TC
January	Newsletter Article	Precept/Council Tax 2015/16	FBR / TC	FBR / TC
January	Newsletter Article	Forthcoming Elections / Become a Town Councillor	TC	TC
January	Newsletter Article	Hailsham Christmas Market (Report / Photo Gallery)	FE	FE / TC
January	Newsletter Article	Defibrillators and First Responder Course(s)/Volunteer Appeal	TM / TC	TM / TC
January	Newsletter Article	New Businesses Opened in Hailsham in 2014	TM	TM / TC
January	Newsletter Article	Compost Toilet / Battle Road Allotment Site	POS	POS / TC
January	Newsletter Article	Hailsham Community Group Forum	REO	REO / TC
January	Newsletter Article	Hailsham Works! Update	REO	REO / TC
January	Newsletter Article	Neighbourhood Policing Team Update	REO	REO / TC
January	Newsletter Article	Clinical Commissioning Group - Overcoming Winter Illnesses	REO	REO / TC
January	Newsletter Article	Keep Warm Keep Well / Winter Energy Grants	REO	REO / TC
January	Newsletter Article	Grit / Salt Bins in Hailsham (ESCC)	REO	REO / TC
January	Newsletter Article	HomeStart - New Service For Families with Disabled Children	REO	REO / TC
January	Newsletter Article	Canine Partners Charity - Local Volunteer Appeal	REO	REO / TC
February	News Release	Square / Eastside Youth Cafe Activities: Spring	YPC	YPC / TC
February	News Release	Battle Road Allotments / Compost Toilet Opening	POS	POS / TC
February	News Release	Friday Night Project Activities: Spring Program	YPC	YPC / TC
February	News Release	Hailsham Works! Graduation Event	REO / TM	REO / TM / TC
February	News Release	Hailsham Photographic Society Annual Colour Show / Mayor	REO / TM	REO / TM / TC

Report to	Council Projects and Assets Committee
Date	15th December 2014
By	John Harrison, Town Clerk
Title of Report	Community Self-Serve Initiative

Purpose

To receive a report on the County Council's Community Self-Serve initiative and a project plan for the further exploration and implementation of the initiative in Hailsham.

To consider the appointment of a Working Group to deliver and manage the Community Interest Company Project

Background

The CPAC meeting held on the 23rd June looked at the possibility of establishing a Community interest Company to undertake some Highways Activity and resolved as follows:

(Minute ref CPAC/14/2/9.3)

RESOLVED that the Committee Chairman and Town Clerk arrange to visit Burgess Hill to see how their model works and report to a future meeting; and to initiate talks with neighbouring town and parish councils to gauge their initial views on entering into such a scheme, and to submit an 'expression of interest' form to East Sussex County Council.

The Expression of Interest form was submitted and a subsequent meeting with Roger Williams (Head of Highways) and Becky Denness (Project Manager) was attended by The Town Clerk, Cllr Bill Bentley and Cllr Amanda O'Rawe.

The Burgess Hill Model

A meeting with the Clerk of Burgess Hill Town Council was held, attended by Cllrs Bill and Jo Bentley and the Town Clerk.

The 'Burgess Hill' model and its implementation was explained by the Burgess Hill Clerk, Mr David Carden.

The company ran by Burgess Hill town Council undertakes general maintenance duties previously covered by West Sussex County Council, including carriageway and footway works, weed-spraying, sign maintenance and vegetation clearance. It also covers some services for Mid-Sussex District Council including graffiti removal, fly-tipping, delivery of recycling bins and maintaining parks.

The company currently has a 5-7 year contract with West Sussex County Council worth in the region of £70K per year.

In addition, Burgess Hill Town Council operates a town centre based “one-stop shop” information centre, with modern reception and information facilities in a large high street shop-fronted premise. The council has an agreement with the county and district councils for it to process public enquiries for all three council levels and works in partnership with those authorities to ensure a high standard of service is available covering all requests from the public for council services. In addition other services such as Job centre Plus have a regular presence in the centre. It should be noted that before this initiative, there was no presence from either the County or District council in the town. The One-Stop Shop is also used to process requests and allocate works to the works team.

Burgess Hill Town Council is hoping to expand the remit of the company to take on more Highways based work including roads, and footpaths

The Town Clerk at Burgess Hill described the process in developing and starting the company in some depth and gave recommendations for how we might achieve this in Hailsham.

The process began with a ‘visioning day’ in which the whole council established what it wished to achieve with the company.

(This is a process that SSALC are willing to facilitate in a more general way, in order for councils to develop a business plan covering their main aims over the period of the four year life of the council).

Burgess Hill Town Council successfully established the company to cover the individual town/parish area at first and then built on that initial success to draw in the neighbouring parishes of Hurstpierpoint, Hassocks, Cuckfield and Sayers Common.

Mr Carden advised that the company required additional back-office support and capacity as well as for the direct delivery of services. This was provided in the form of an additional 0.5 FTE administrator. It was noted that additional materials and equipment would also be required as well as additional operative workforce.

The Burgess Hill Clerk also advised that the council should not lose sight of its own portfolio of property and existing maintenance requirements (buildings, open spaced and playgrounds etc).

Development of a Local Delivery Company in Hailsham – Project Elements and Plan

There are a number of elements to determine before we can implement an equivalent model in Hailsham and/or surrounding parishes, which form the basis of a project plan for Hailsham.

The outcomes of some of these areas will determine the way forward. Some of them natural follow on from each other and some are co-dependent.

1. The interest of neighbouring parishes

So far the Town Clerk has had initial discussions with Clerks from some of the neighbouring parishes. The response has been non-committal and dependent on exactly what is on offer and what the terms of any agreement may be

The council may wish to consider following the Burgess Hill approach and successfully establishing the project in Hailsham. This may then be instrumental in getting neighbouring parishes ‘on board’.

It will be important to ascertain what financial and resource contributions any interested neighbouring parishes are able to contribute.

It is recommended that the Project group for this initiative (assuming it is appointed) will need to establish a more firm view of what is possible and what is 'on offer' before it can approach neighbouring parishes more formally.

2. What is on offer from East Sussex County Council

It is necessary to establish what the terms of any agreement with East Sussex County Council will be:

- What services the newly appointed CIC would be permitted to cover (for e.g, the ESCC Officer has indicated that taking on Highways/Road Works such as pot hole repairs are not an option due to the safety implications
- What financial deal is available from East Sussex to cover these works
- What length of contract or agreement is available with ESCC
- What support is available from ESCC to set up the CIC (i.e. legal, financial or other advice).
- What the processes are with ESCC for establishing the company and any agreements, what deadlines are in place to secure any available funding for the project..

3. Establishing the Local Delivery Company – management models

There are different models that could be used to manage and deliver the Local Delivery Company. The implications in terms of the agreement with ESCC, the legal implications and the operational implications of these models will require more thorough investigation.

For example, the 'company' could be solely run by the Town Council or a committee consisting of members and officers from the town council and any participating neighbouring parish councils. With the council wish treating the Delivery Company as a trading arm of its own services? (Such as in the Burgess Hill model).

A Community Interest Company, legally independent from the council, with a separately appointed board consisting of (for e.g.) members of the community will require additional administrative input to run and establish. The legal and operational implications of the establishment of such a company will need to be fully explored and investigated. The selection and role of the board members in directing resources that are still under the control of the Town Council will have to be carefully defined.

Recommendations

The Council projects and Assets Committee is recommended to appoint a Working Party/Project group consisting of members of the committee and officers (recommend: two councillors plus the Town Clerk and Deputy Town Clerk) to meet once per month to carry forward the project, investigate the areas above and make recommendations to the CPAC.

It is recommended that the Project Group meet at least once per month, with the target of having established.

It may be the case that additional support from the ESCC Project Manager is available for the initial meetings of the Project Group.

It is recommended that the above areas 1-3 and the individual elements within them form the basis of a project plan for the initial stage of establishing the Local Delivery Company.