



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

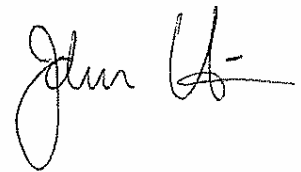
Monday 23rd June 2014 at 7.30 p.m.

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. **Terms of Reference**
To agree terms of reference defining the remit and aims of the newly appointed committee (report to follow)
4. **Cemetery Wardens**
To nominate members of the committee to act as cemetery wardens for the municipal year and make recommendations on the definitions of their role.
5. **Appointment of delegated reporting roles**
To agree the appointment of members of the committee to undertake reporting or 'oversight' roles in order to report back and make recommendations to the committee on the specific areas within its remit.
6. **Meetings Timetable**
To agree the meetings timetable for the committee during the municipal year and the reporting schedule for the meetings, to constitute standing agenda items.

7. **Community Self Serve Initiative**
To receive a verbal report from the Town Clerk on the County Council's Community Self-Serve initiative and discuss the town council's potential future involvement in the initiative.
8. **Hailsham Works Project**
To receive a verbal report on the Hailsham Works Project and appoint two members of the committee to act as liaison between the Town Council and Tomorrow's People.
9. **Public Toilets Project**
To receive a verbal report on the Town Council's Public Toilet scheme in the 2 North Street building
10. **Hailsham Cricket Pavilion**
To receive an update on the offer made to Hailsham Cricket Club to take over control and a long-term lease of Hailsham Cricket Pavilion.



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 23rd June 2014 at 7.30 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/14/2 **Present:** Councillors Mrs S.J. Bentley, W.A. Bentley (Chairman), Mrs B. Holbrook
/1 and Mrs M. Rowe

2 **Officers Present:** Mr. J. Harrison (Town Clerk) and Mr. D. Saxby

3 **Apologies For Absence:** Apologies were received from Councillor N. A. Collinson, Ms A. O'Rawe and S. Towner.

4 **Declarations of Interest:** Councillor W. Bentley declared personal interests in agenda items 7 – Community Self Service Initiative and 8 – Hailsham Works Project as he is an East Sussex County Councillor.

Terms of Reference

5.1 The Town Clerk had circulated draft terms of reference defining the remit and aims of the Committee before the meeting, and invited comments.

5.2 **RESOLVED** to agree the terms of reference for the Council Projects and Assets Committee as attached to these minutes as Appendix CPAC/14/**A to these minutes.

Cemetery Wardens

6.2 Members were asked to nominate to members of the Committee to act as Cemetery Wardens.

6.3 Councillor Mrs. S. J. Bentley stated that she had recently visited the Cemetery with the Town Clerk and Mr. D. Saxby following some complaints she had received from members of the public about the poor state of the Cemetery.

6.4 She had identified a number of issues that needed resolving included some that

would be appropriate for the intervention of the East Sussex County Council Traveller Liaison Officer.

6.5 **RESOLVED** to appoint Councillors Mrs. B. Holbrook and Mrs. M. Rowe as Cemetery Wardens for 2014/15 and that the Wardens along with the Chairman of the Council, the Town Clerk, the Cemetery Superintendent and Mr. D. Saxby undertake quarterly inspections of the Cemetery.

6.6 It was agreed that these inspections would not take place on a Wednesday or Thursday afternoon.

Appointment of Delegated Reporting Roles

7.1 Members were asked to agree the appointment of members of the Committee to undertake reporting or 'oversight' roles to report back and make recommendations to the Committee on the specific area within their remit.

7.2 **RESOLVED** to appoint the following members to the following areas:

Union Corner Hall

7.3

Councillors Mrs. B. Holbrook and Mrs. M. Rowe.

Clerk's note. Agreed not to appoint members to other community halls until officially invited to.

7.4

Communications

Councillor W. Bentley

7.5

Youth Projects

Councillor Mrs. S. J. Bentley. (Until Councillor Ms A. O'Rawe is able to take on this responsibility).

Councillor W. Bentley suggested that to enable young people to have a voice, representatives from the Youth Council have a standing invitation to attend future meetings of the Council Projects and Assets Committee, and that all meetings have an agenda item to reflect this. It was agreed that the Town Clerk speaks to the Youth Co-ordinator, Mr. A. Joyes.

7.6

Hailsham Works

Councillor Ms O'Rawe and the Town Mayor. Councillor W. Bentley also attends in his capacity as an East Sussex County Councillor.

Meetings Timetable

- 8.1 The Annual meeting of the Council had agreed a timetable of meetings for all committees but had allowed committees to amend it as necessary.
- 8.2 Councillor W. Bentley said that he was unable to attend the meeting scheduled for 8th September 2014 and suggested rearranging it for the 15th September 2014.
- 8.3 **RESOLVED** that the meetings timetable for the Council Projects and Assets Committee for 2014/14 be as follows:
- 23rd June, 15th September, 27th October, 15th December 2014, 23rd February and 27th April 2015.

Community Self Serve Initiative

- 9.1 The Town Clerk reported on the East Sussex County Council's Community Self-Service initiative. In particular he was interested in pursuing the Local Delivery Company concept which will allow clusters of towns and parishes to undertake services such as grass cutting and cleaning.
- 9.2 Members were in principle in favour of this move.
- 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.

Hailsham Works Projects

- 10.1 The Town Clerk reported that the third cohort had now been recruited; the first two had been very successful.
- 10.2 He updated the meeting on Hailsham Works' staffing matters.

Public Toilets Project

- 11.1 The Town Clerk reported that the public conveniences in the 2 North Street building would be ready for opening by the end of June/beginning of July 2014. It would initially be open from 8.00am to 8.00pm
- 11.2 The Town Clerk said that he had been advised that a push-button mechanism for access for disabled people may be needed in the future. This had not been budgeted for.
- 11.3 **RESOLVED** that Hailsham Town Council applies to Wealden District Council for the public conveniences to be part of the Wealden Community Convenience Scheme.

Hailsham Cricket Pavilion

- 12.1 The Town Clerk reported that the Chairman of the Hailsham Cricket Club had indicated that the Club would not be willing to pay the legal costs of Hailsham Town Council for the take over the long-term lease of the cricket pavilion.
- 12.2 **RESOLVED** that Hailsham Town Council does not amend its offer to Hailsham Cricket Club.

There being no other business, the meeting closed at 8.47pm.