



# HAILSHAM TOWN COUNCIL

**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**

**Wednesday, 26<sup>th</sup> November 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 Council, or ask questions on matters relevant to responsibilities under the direction of this Council, 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 elected members.
2. **DECLARATIONS OF INTEREST:** To receive notice of declarations of personal and prejudicial interest in respect of items on this agenda.
3. **FIRST RESPONDERS AND PUBLIC ACCESS DEFIBRILLATORS**

To receive a presentation from Councillor Triandafyllou and Eastbourne First Responders

To consider the Town Council taking ownership of three Public Access Defibrillators and suitable locations for them in the town.

To consider whether the Town Council should purchase any more defibrillators.  
*(Report to follow, Author Cllr C. Triandafyllou)*
4. **CONFIRMATION OF MINUTES**
  - 4.1 To resolve that the Minutes and Reports of the **Meeting of Hailsham Town Council** held on 24<sup>th</sup> September 2014 (Ref: HTC/14/3/146-163) as printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman.
  - 4.2 **Matters Arising**
  - 4.3 To resolve that the Minutes and Reports of the **Meeting of The Urgency Procedures Committee** held on 10<sup>th</sup> November 2014 (Ref: UP/14/2/6–12.2) as printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman
  - 4.4 **Matters Arising**
5. **COMMITTEE and PANEL REPORTS**

***(A list of committee/panel minutes attached – Please notify the Town Clerk [email: [john.harrison@hailsham-tc.gov.uk](mailto:john.harrison@hailsham-tc.gov.uk) telephone: 01323 445731] as soon as possible if you wish to reserve an item on any of the following committees or panels)***

- 5.1 To (a) note the reserved paragraphs (minutes) of the Committee/Panel Reports notified to the Town Clerk prior to the meeting, and
- (b) receive request to reserve any additional paragraphs (minutes) of the Committee/Panel Reports

- 5.2 To receive “unreserved” paragraphs (minutes) of the following Reports of Committees/Panels (as printed and circulated), and approve and adopt the recommendations contained therein.

**A. Finance, Budget and Resources Committee Meetings** (29<sup>th</sup> October and 12<sup>th</sup> November 2014)

**B. Planning and Development Committee Meetings** (7<sup>th</sup> October, 28<sup>th</sup> October and 18<sup>th</sup> November 2014)

**C. Festivities and Events Committee Meetings** (14<sup>th</sup> October, 17<sup>th</sup> November and 4<sup>th</sup> November 2014)

**D. Parks, Open Spaces and Sports Committee Meeting** (22<sup>nd</sup> October 2014)

**E. Council Projects and Assets Committee Meeting** (15<sup>th</sup> September 2014 excluding minute 20)

**6. UPDATE ON MATTERS IN PROGRESS**

To receive a verbal report from the Town Clerk on matters in progress.

**7. MAYORAL ALLOWANCE SUB-GROUP**

To consider the appointment of a sub-group/working party to define what the Mayoral Allowance covers, as recommended by the Finance, Budget and Resources Committee (29<sup>th</sup> October 2014)

**8. 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:

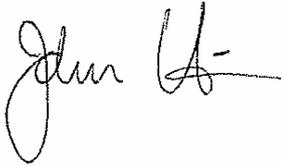
- (b) terms of tenders, and proposals and counter-proposals in negotiations for contracts;

**9. ACCESS TO REDROW HOMES DEVELOPMENT**

To consider the transfer of council owned land to East Sussex County Council, in order to provide access off Gleneagles drive for the Redrow Homes development.

*(Report to follow, author Karen Moralee, Planning & Environment Officer)*

**10. COUNCILLORS' QUESTIONS/INFORMATION FORUM**  
(at the Chairman's discretion).



JOHN HARRISON  
Town Clerk



## 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 26<sup>th</sup> November 2014 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.

Mr. Adams of London Road addressed the meeting about the infrastructure provision needed for the new housing in Hailsham. This included education and medical needs.

He was aware that Hailsham Town Council was not the planning authority but requested that Hailsham Town Councillors who were also Wealden District and East Sussex County Councillors would take on board his comments.

The Chairman thanked Mr Adams for taking the time to address the meeting, but Hailsham Town Council were only consultees in the planning process.

HTC/14/  
4/164 **Present:** Councillors: Mrs. S. J. Bentley (Chairman), W. A. Bentley, N. A. Collinson, W. F. Crittenden, R. T. Grocock, Mrs. S. E. Henstock, Mrs. B. Holbrook, P. S. Holbrook, S. McAuliffe, B. Marlowe, Ms A. O' Rawe (Vice Chairman), G. G. Rowe, Mrs. M. Rowe, M. Ryan Mrs. M. Skinner and C. Triandafyllou.

165 **Officers in Attendance:** J. Harrison (Town Clerk), M. Caira (Deputy Town Clerk and Business Manager), Mrs. M. Hagger (Finance Officer), D. Saxby and T. Hall.

166 **Apologies for Absence:**

Apologies for absence were received and accepted from Councillors J. L. Blake, Ms C. Collinson, N. S. Coltman and Mrs. D. Ryan. Councillor M. Ryan had given his apologies for arriving at the meeting late.

167 **Declarations of Interest**

Councillor W. Bentley declared a personal interest in agenda item 9 – Access to Redrow Homes Development as he is a cabinet member of East Sussex County Council.

168 **Councillor S. McAuliffe**

Councillor S. McAuliffe left the meeting at 7.40.

**First Responders and Public Access Defibrillators**

169.1 Councillor Triandafyllou introduced members of Eastbourne First Responders and asked them to give a presentation to Council.

169.2 Following the presentation Councillor Triandafyllou said that he, Councillor Mrs. Bentley and N. Coltman would be using their 'community dividend' of £1180 from Wealden District Council towards three public access defibrillators for use in the town, although there would be a short-fall of about £200 per defibrillator.

169.3 Councillor P. Holbrook suggested that each councillor give one month's members' allowance to make up this short-fall.

169.4 **RESOLVED** to

a) purchase the three units on behalf of Councillors Triandafyllou, Coltman and Bentley. This is to be funded by those councillors' community dividend, once the relevant administration has been completed by those members and funds received by the Town Council from Wealden District Council,

b) fund the shortfall of £483.00 required for the purchase of three defibrillators and alarmed cabinets from the council's contingency funds,

c) purchase an additional unit from the councils' reserves and consider where the units may be located,

d) to consider the best choice for the location of the units (pending the relevant permissions and considering the likelihood of damage through vandalism or theft and the location of CCTV etc),

e) take on 'ownership' and insurance of any units purchased, and

f) seek advice from East Sussex Ambulance Service on the best location for the units.

170 **Councillor M. Ryan**

Councillor M. Ryan arrived at the meeting.

171 **Confirmation of Previous Minutes**

**RESOLVED** that the Minutes and Reports of the Meeting of Hailsham Town Council (Ref: HTC/AM14/3/146-163) held on 24<sup>th</sup> September 2014 were confirmed as a correct record, and signed by the Chairman.

172 **Matters Arising**

None.

173 **RESOLVED** that the Minutes and Reports of the Meeting of Urgency Procedures Committee (Ref: UP14/2/6-12.2) held on 10<sup>th</sup> November 2014 were confirmed as a correct record, and signed by the Chairman.

174 **Matters Arising**

None.

175 **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.

**F.** Finance, Budget and Resources Committee Meetings (29<sup>th</sup> October and 12<sup>th</sup> November 2014)

**G.** Planning and Development Committee Meetings (7<sup>th</sup> October, 28<sup>th</sup> October and 18<sup>th</sup> November 2014)

**H.** Festivities and Events Committee Meetings (14<sup>th</sup> October, 17<sup>th</sup> November and 4<sup>th</sup> November 2014)

**I.** Parks, Open Spaces and Sports Committee Meeting (22<sup>nd</sup> October 2014)

**J.** Council Projects and Assets Committee Meeting (15<sup>th</sup> September 2014 excluding minute 20 which had been adopted at the meeting on 24<sup>th</sup> September).

**Finance, Budget and Resources Committee – 12<sup>th</sup> November 2014**

176.1 Minute 22 – Accounts and Audit – Budget for 2015-2016

176.2 Councillor Mrs. S. J. Bentley said that she had voted against the increase in the budget for 2015-2016 and not abstained as recorded.

176.3 Amend minute to record that Councillor Mrs. S. J. Bentley voted against the resolution to increase the budget for 2015-16.

**Update on Matters in Progress**

177.1 The Town Clerk reported on progress on areas of work of the Town Council. These were:

177.2 A22 Signage – the problems caused by main contact at ESCC being on maternity leave. Hailsham Town Council is currently awaiting final costings from ESCC, it seems that a lane closure will be required and therefore the advice is to wait for a road closure for something else (likely to be April) as otherwise this can add many thousands £s to the cost

177.3 Toilets – CCTV camera and signs are now fitted. No recent reports of vandalism have been reported. Builders have been working on the arm – however, have fitted two

neither of which have worked. The door is potentially too heavy and arms restricted opening of door, therefore currently rethinking options. There is still positive feedback from cleaner, but had requests to close earlier in the evenings.

177.4 Grovelands Barn – the unsafe section of Grovelands barn cowshed is now down – currently awaiting visit from Building Control before starting to ‘shore-up’ and rebuild.

177.5 North Road Bus Shelter - the work is now nearly completed with a few minor works to be done, but it is open to the public.

177.6 Fleur-De-Lys – had visit from Conservation officer and Building Control manager – given me a report with suggested option. Adding steels to the existing beams will in their opinion cost many thousands of pounds. They suggested a much cheaper alternative of moving beams to middle. Next step is to commissioning builders’ to provide quotes for both options.

Councillor W Bentley proposed that both he and Councillor P. Holbrook could assist the town clerk in obtaining further quotations.

177.7 Receptionist – recruitment –Sussex Downs College helping to recruit apprentice receptionist; they will do the main part of the recruitment, we will be involved in final selection.

177.8 Four Market Square – the property is currently being rented out to Dragon Photography Studio. The lease had now been signed by the tenant, to be completed by Council in next week or so.

177.9 Hailsham Works – graduation for current cohort on 16<sup>th</sup> December at Civic Community Hall

177.10 Community Interest Company – the Town Clerk, the chairman of council and Councillor W. Bentley visited Burgess Hill Town Council and met with the Clerk, interesting model and way it work. Report to next CPAC meeting will suggest project plan for the way forward – need to get interest from neighbouring parishes.

Councillor W. Bentley said that he had learned on his visit to Burgess Hill Town Council that their involvement in the Community Interest Company had generated income of £70,000 per annum for that Town Council.

177.11 Christmas Market – This event is to be held on 6<sup>th</sup> December

177.12 MASHH meeting – hopefully a meeting will be arranged before Christmas to start planning for implementation of town centre amendments.

177.13 Awaiting final info from WDC re tax base etc. for final setting of budget at meeting on 14<sup>th</sup> January. (WDC have advised will have final figures early/mid December).

177.14 Preparation for Annual Town meeting on 7<sup>th</sup> April, Election on 7<sup>th</sup> May and then Annual Council Meeting on 20<sup>th</sup> May.

177.15 Currently started to prepare information pack for new council: key documents from

NALC, SSALC and HTC (who we are and what we do). Working out what information and training they might need.

177.16 Potentially organise coffee morning/informal meeting to meet the team between election and annual council meeting.

177.17 Councillor G. Rowe congratulated the Council on its provision of toilets in North Street. He wanted to know why Polegate Town Council were allowed to purchase their public toilets for £20,000 freehold, but this offer was not made to Hailsham Town Council.

### **Mayoral Allowance Sub-Group**

178.1 Members were asked to consider the appointment of a sub-group/working party to define what the Mayoral Allowance covers, as recommended by the Finance, Budget and Resources Committee (29<sup>th</sup> October 2014).

178.2 It was noted that this would affect next year's budget.

178.3 **RESOLVED** that Councillors R. Grocock, P. Holbrook, G. Rowe, M. Ryan, Mrs. M Skinner and C. Triandafyllou comprise the Mayoral Allowance Sub-Group.

178.4 Councillors Mrs J. Bentley and W. Bentley requested that their abstentions from voting be recorded.

### **179 Confidential Business**

**RESOLVED** 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;

### **180 Access to Redrow Homes Development**

Councillor M. Ryan addressed the meeting and referred members to the report circulated with the agenda.

### **Councillors' Questions/Information Forum**

#### **181 CPR Training**

Councillor Triandafyllou said that if any member was interested in First Responder/CPR training they should contact Mrs. M. Hagger.

#### **182 Domestic Violence**

Councillor W. Bentley said that the 25<sup>th</sup> November had been designated as the International Day to Prevent Violence to Women day. He had been created an

Ambassador for this by East Sussex County Council

There being no other business, the meeting closed at 9.18pm.

Global/Minutes and Agendas/DS/ HTC Minutes 26<sup>th</sup> November 2014.

**CHAIRMAN**

**Report to:** Hailsham Town Council

**Date:** 26<sup>th</sup> November 2014

**By:** Councillor Chriss Triandafyllou

**Title of report:** First Responders and Public Access Defibrillators

**PURPOSE:**

1. To receive a presentation from Councillor Triandafyllou and Eastbourne First Responders
2. To consider the Town Council taking ownership of three Public Access Defibrillators and suitable locations for them in the town.
3. To consider whether the Town Council should purchase any more defibrillators.

**BACKGROUND.**

**First Responders**

First Responders are volunteers, trained by the Ambulance Service to provide first aid to victims before the ambulance arrives and assistance to the paramedics who are attempting to revive a patient. Eastbourne First Responders Group is in the process of creating First Responder Groups for Hailsham and Hellingly. They are actively recruiting from members and will give a presentation to the Town Council on Wednesday 26<sup>th</sup> of November.

**Community Dividend**

Councillors Jo Bentley, Nigel Coltman and Chriss Triandafyllou will each receive £1180 'community dividend' from Wealden . This amount is sourced from the penalty that Kier are paying Wealden for performance related issues last year. The councillors have decided to give this amount to Hailsham Town Council for the the purpose of acquiring Public Access Defibrillators (PADs) for the community. These defibrillators are placed outside buildings, so that they can be accessed by members of the public to help persons suffering from cardiac arrest, before an ambulance can arrive.

In the case of a Sudden Cardiac Arrest, on average only 10% of people survive unless they receive early Cardiopulmonary Resuscitation (CPR) and defibrillation. If bystanders provide CPR, and use a defibrillator before Emergency Medical Services arrive, average survival rates increase to 38%<sup>1</sup>. In fact, for every minute without CPR and defibrillation, the chance of survival decreases by 7-10%.

The main target for all UK ambulance services is to reach the scene within 8 minutes, in at least 75% of Red 1 and 2 calls<sup>2</sup>. And 95% must be reached within 19 minutes. So the reality is that the emergency services could take 5, 10, 15 or even around 20 minutes to arrive, particularly in more remote locations.

Bearing in mind that the first 5 minutes or so are critical for survival, it is very clear that offering CPR immediately, and getting a defibrillator to the victim quickly, can make a real difference. South East Coast Ambulance services (SECAMB) strongly endorse the fact that early CPR and defibrillation saves lives.

First Responders will be contacted by the ambulance service to attend. But in addition, any community member present can help by providing CPR and – if required – use a defibrillator to restart the patient's heart.

## **Public Access Defibrillators**

PADs are extremely easy to use, give vocal instructions and only discharge electric current when required. No training in their use is required, but some training does give confidence to the user.

To be publicly accessible, the defibrillator will need to be installed in an external cabinet which is readily visible from the street and accessible 24 hours a day. Typical locations for PADs include Village Halls, Pubs, Shops, Public Buildings and even phone boxes.

Purpose-designed cabinets range in price and are constructed in metal or high-strength polycarbonate plastic. There are number of options including alarms, heating, internal lighting, coded access and even phones for contacting the emergency services.

## **Training**

The Eastbourne First Responder Group is offering free two hour training sessions for all interested persons.

## **FINANCIAL CONSIDERATIONS.**

Research by a group of councillors, with input from SECAMB and First responders, identified the iPad SP1 as a suitable defibrillator. It costs £841(+VAT). In addition, a cabinet is required. There are a number of alternatives on the market. The suggested cabinets with alarm and optional heating cost £400- £500.

These will therefore cost £1341.00 each (for defibrillator and cabinet).

In certain instances grants are available from the British Heart Foundation

The community dividend for of the three councillors is £1180 each. There is therefore a shortfall of £161.00 per unit. For three units this is a total shortfall of £483.00

The Council's current insurers have confirmed that the council would be able to insure the units wherever they were positioned in the town and had advised that each unit would cost and additional approximately £30 per annum to insure.

## **CONCLUSION.**

1. The Town Council is asked to consider purchasing the three units on behalf of Councillors Triandafyllou, Coltman and Bentley. This is to be funded by those councillors' community dividend, once the relevant administration has been completed by those members and funds received by the Town Council from the District Council.
2. The Town Council is asked to consider funding the shortfall of £483.00 required for the purchase of three defibrillators and alarmed cabinets from the council's contingency funds.
3. The council is asked to consider whether it wishes to purchase additional units from the councils' reserves and where they may be located.
4. The council is asked to consider the best choice for the location of the units (pending the relevant permissions and considering the likelihood of damage through vandalism or theft and the location of CCTV etc).
5. The council is asked to consider taking on 'ownership' and insurance of any units purchased.