



# HAILSHAM TOWN COUNCIL

**MINUTES** of the Meeting of Hailsham Town Council, held at the Fleur de Lys Meeting Room, Hailsham, on Wednesday 22<sup>nd</sup> November 2017 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 Council, 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 read an email he had received from Mr. Brook about grass cutting in Hailsham

HTC/  
17/3/169 **Present:** Councillors: Mrs. B. H. Beckett, G. Blake-Coggins, T. Burns, N. Collinson, Mrs. S. P. Cottingham, N. S. Coltman (Chairman), G. de Jongh, R. Grocock, Mrs. B. Holbrook, P. Holbrook, Mrs. M. Laxton, Ms A. O’Rawe, M. A Pinkney, J. Puttick, C Triandafyllou, Mrs. S. Van Der Geyten and A. Willis.

## 170 **Officers in Attendance**

Mr. J. Harrison (Town Clerk), Mrs. M Hagger, Mr. D. Saxby and Mr. T. Hall.

## 171 **Apologies for Absence:**

Apologies were received and accepted from Councillors F. Berry Mrs. A. Clarke, Glenn Moore, Graham Moore and C. Tasane.

## 172 **Declarations of Interest**

None declared.

## 173 **South East Water**

The Chairman introduced Mr C. Laming and Mr J Dufour from South East Water, who spoke in respect of the upcoming works in Diplocks Way. The works would start on 29<sup>th</sup> January 2018, working between 7pm and 6am and would last for up to 27weeks.

## **Confirmation of Minutes**

174.1 Councillor Puttick said that minute 156.2 should not include the word “Annual”.

174.2 **RESOLVED** that the Minutes and Reports of the Meeting of Hailsham Town Council held on 27<sup>th</sup> September 2017 (Ref HTC/17//152-168), as amended, printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman

## **Committee Reports**

175 **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 (2<sup>nd</sup> October and 6<sup>th</sup> November 2017)

B. Planning & Development Committee Meetings (10<sup>th</sup> October and 31<sup>st</sup> October 2017)

C. Strategic Projects Committee Meeting (18<sup>th</sup> October 2017)

D. Finance, Budget, Resources and Staffing Committee Meetings (25<sup>th</sup> October and 8<sup>th</sup> November 2017).

### **Committee Recommendations**

#### **Strategic Projects Committee Meeting – 18<sup>th</sup> October 2017: Cemetery Notice Boards**

176.1 The Town Clerk stated that the Strategic Projects Committee at its meeting on 9<sup>th</sup> August 2017 resolved to recommend to Council that two notice boards should be purchased and placed in Hailsham Cemetery; one to replace the existing one near the entrance to the Cemetery, the other to be put at the bottom of the Cemetery.

Discussion ensued.

176.2 **RESOLVED** to purchase two notice boards for Hailsham Cemetery, one to be located near the Chapel and one to be located at the bottom of the Cemetery. The cost of £2,500 to be taken from the Council reserve fund.

#### **Strategic Projects Committee Meeting – 18<sup>th</sup> October 2017: Hailsham Country Park: British Disabled Angling Association Walk and Talk Access Audit Report**

177.1 The Town Clerk reported that the Strategic Projects Committee had resolved at its meeting on 18<sup>th</sup> October 2017 to recommend to Council to carry out the works highlighted by the British Disabled Angling Association in their access and audit report, at a cost of £14,500 to be taken from the Council reserve fund.

177.2 Councillor N. Collinson proposed an amendment to add at the end “and proceed with the described works but expand the car park to make good the shortfall.”

177.3 On being put to the vote the amendment was carried by 15 votes to 1. Councillor P. Holbrook requested that his opposition be recorded.

177.4 **RESOLVED** that the Council carry out the works highlighted by the British Disabled Angling Association in their access and audit report, at a cost of £14,500 to be taken from the Council reserve fund and proceed with the described works but expand the car park to make good the shortfall.

177.5 Councillors P. Holbrook and Mrs. Van Der Geyten requested that their abstentions from voting be recorded.

## **Neighbourhood Plan Committee**

178 **RESOLVED** to:

a) note the minutes from the Neighbourhood Planning Committee Meeting held on 12<sup>th</sup> October 2017, and

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

## **Plan for Festivities and Events**

179.1 Councillors Mrs. Laxton and J. Puttick declared interests as they were both instigators of the Walking Carnival.

179.2 The Town Clerk stated that under the Terms of Reference for the Communities Committee, it is required to present a costed plan for the forthcoming year's festivities and events, for approval or amendment at the Town Council meeting in November.

This had been circulated with the agenda.

179.3 **RESOLVED** to approve the programme of events at a cost of £16,000, as detailed in the officer's report circulated with the minutes and as Appendix HTC/17/3/\*\*\*\*A to these minutes.

179.4 Councillor Mrs Laxton requested a breakdown of the advertising costs associated with the events. Councillor Ms O'Rawe said that she would respond in writing.

## **Funding Support for the Street Market**

180.1 Hailsham Forward had formally requested that the Council provide funding to support Hailsham Street Market.

180.2 **RESOLVED** to agree to the request from Hailsham Forward to fund the cost of providing free market pitch fee for Hailsham Street Market for the period January to March 2018, to be funded from the £4,760 previously allocated to support Hailsham Street Market.

This resolution was carried by 12 votes to 4.

## **Review of Risk Management and Health and Safety Policies**

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

181.2 **RESOLVED** to agree the Review of Risk Management and Health and Safety Policies contained in the officer's report circulated with the agenda, and as Appendix HTC/173/181A to these minutes.

## **Poll Cards**

182.1 Councillor N. Collinson had requested that this be placed on the agenda.

At its meeting held on 28<sup>th</sup> September 2017, it had been resolved that Wealden District Council be asked to produce poll cards for all forthcoming by-elections in the

town.

Councillor N. Collinson proposed that Hailsham Town Council cease producing poll cards for all elections in the town with immediate effect.

182.2 On being put to the vote the proposal was defeated by 2 votes to 11.

182.3 Councillors Coltman, De Jongh and Grocock requested that their abstentions from voting be recorded.

### **Office Christmas Opening Hours**

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

183.2 **RESOLVED** that:

The council offices remain closed during the Christmas break:

The office closes at the end of the first normal working day (non-bank holiday or weekend) before Christmas Day. If this day is Christmas Eve the office closes at 1.00pm on that day.

The office remains closed until the first normal working day (non-bank holiday or weekend) after New Year's Day

Staff are required to use 50% of any normal working days (non-bank holiday or weekend) during the period between Boxing Day and New Year's Eve, as annual leave, with the council 'gifting' the other 50% to the staff.

The same conditions apply to all staff of the council, including Outdoor Works team Staff.

However, the Outdoor Works team staff also cover all days over the Christmas period, excepting Christmas Day and New Year's Day, for the inspection of council-owned play areas, litter collection and dog-bin emptying. One member of staff covers each day for the number of hours required (approx..4-6 hours). Staff are remunerated appropriately for this cover. The Council's 24 hour emergency phone service also remains active for this period.

On being put to the vote, the above resolution was carried by 14 votes to 1.

184.3 Councillor Puttick asked that his opposition to the resolution be recorded.

184.3 Councillor Blake-Coggins asked that his abstention from voting be recorded.

### **Confidential Business**

185 **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. 1E:

- 15 Transfer of land
- 16 Defibrillator Maintenance
- 17 Council Email Policy
- 18 Committee Recommendation

### **Transfer of Land**

- 186.1 The Town Clerk referred members to the officer's report circulated with the agenda. Discussion ensued.
- 186.2 **RESOLVED** to refer this matter to the Strategic Projects Committee to investigate further.

### **Defibrillator Maintenance**

- 187.1 The Town Clerk explained that he had been undertaking a monthly check of the Council-owned defibrillator machines but had been approached by Community First Responders who would do maintain them for £500 per annum.
- 187.2 **RESOLVED** to engage Community First Responders to maintain the Council-owned defibrillator machine at a cost of £500 per annum.

### **Council Email Policy**

- 188.1 Councillor De Jongh addressed the meeting. He proposed the recommendations detailed in the officer's report circulated with the agenda.
- 188.2 **RESOLVED** that:
  - a) Council sanction the expenditure of £1,080 per year on the provision of generic email addresses for Council members, and
  - b) That it adopts the email policy detailed in the officer's report and that it is implemented as soon as possible, and no later than the 1<sup>st</sup> January 2018.

### **Committee Recommendation – Finance, Budget and Staffing Committee Meeting – 25<sup>th</sup> October 2017: Planning and Environment Officer**

- 189.1 **RESOLVED** to agree the Finance, Budget and Staffing Committee meeting on 25<sup>th</sup> October 2017 recommendation in respect of the Planning and Environment Officer.
- 189.2 Councillor Mrs Laxton requested that her abstention from voting be recorded.

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

190 **Grovelands Community Primary School**

Councillor P. Holbrook said there was a need for a school crossing and asked County Councillor Fox to help. Councillor Fox said he would be willing to.

191 **Hailsham Library**

Councillor Collinson said he was happy that Hailsham Library was being retained. He highlighted the potential traffic and parking problems of residents travelling from Polegate and Willingdon. Councillor Fox said he would take this matter up at County level.

192 **Hailsham Cricket Club**

Councillor Puttick asked if Hailsham Cricket Club had signed the lease agreement yet. The Town Clerk said that it had no,

193 **100<sup>th</sup> Anniversary of the End of the Great War**

Councillor Mrs. Laxton asked the Council to think of ideas to commemorate the centenary of the ending of the First World War in November 2018.

194 **Hailsham Cemetery**

Councillor P. Holbrook asked if there had been any developments in the recent problem at Hailsham Cemetery.

The Town Clerk reminded Councillor Holbrook that this was a confidential matter and should in no circumstances be discussed in this forum.

There being no further business, the Chairman closed the meeting at 9.48pm.

CHAIRMAN