

HAILSHAM TOWN COUNCIL

STRATEGIC PROJECTS COMMITTEE

AGENDA

Notice is given of a meeting of the Strategic Projects Committee, to be held at the Fleur-de-Lys Council Chambers/Meeting Rooms, Market Street, Hailsham, on

Wednesday 17th April 2019 at 7.30 p.m.

1. Public Forum

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.

2. Apologies for Absence

To receive apologies for absence of appointed members.

3. Declarations of Interest

To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.

4. Minutes of Previous Meeting –Strategic Projects Committee

4.1 To resolve that the Minutes of the Meeting of the Strategic Projects Committee held on 20th February 2019 (Ref: SPC/18/6/59-72), as printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman.

4.2 To receive an update about progress of resolutions from the last meeting of the Strategic Projects Committee on 20th February 2019

5. Hailsham Cemetery

To receive a report on the recent Cemetery Inspection by Councillors S. Potts and B. Holbrook

6. Western Road Recreation Ground

- i) To discuss the club signs on the Recreation Ground
- ii) To discuss a request by East Sussex WRAS (Wildlife Rescue and Ambulance Service) to hold a charity event on the Recreation Ground on Saturday 1st September

- iii) To discuss a request by the Healthy Living Club Committee to place advertising boards on the Recreation Ground
- iv) To discuss a request to use the Recreation Ground for Community Fitness Classes

7. Terms of Reference

To further consider changes to the Terms of Reference of the Strategic Projects Committee



John Harrison, Town Clerk

Committee Membership:

Cllr Bridget Beckett
Cllr Frank Berry
Cllr Nigel Coltman
Cllr Sharon Cottingham
Cllr Richard Grocock
Cllr Paul Holbrook
Cllr S. Potts
Cllr C. Tasane

Substitutes:

Cllr Gavin Blake Coggins
Cllr Chriss Triandafyllou
Cllr Mark Pinkney
Cllr Amanda O'Rawe
Cllr Nick Collinson
Cllr Graham Moore

HAILSHAM CEMETERY

VISIT REPORT

3 April 2019

1. ATTENDEES

This visit was carried out by Cllrs Steve Potts and Barbara Holbrook with John Harrison, David Saxby and Steve Gillet providing support as required.

2. AREAS REVIEWED

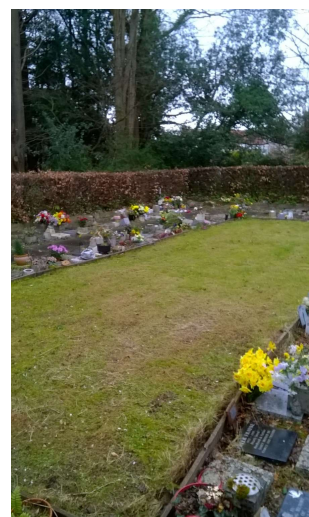
On arrival at the cemetery we were all agreed that the cemetery created a good first impression. Everywhere seemed very tidy and in good order. As per the previous visit in August 2018, the following areas were reviewed:

- The old Garden of Remembrance
- The new Garden of Remembrance
- Sections of the Cemetery with most recent burials and memorials
- The Woodland area
- The Chapel
- Toilet Facilities
- Storage Areas

The Old Garden of Remembrance

The hedges and lawn have been cut and the edging around the lawn was tidy. Overall the old garden of remembrance appeared to be well presented, but the following actions are outstanding:

- a) Half of the gravel around the memorial stones still needs to be replaced with larger sized pebbles so they will resist the use of a leaf blower;
- b) The beech hedge needs to be replaced to keep the garden free of falling leaves. The hedge would be replaced with a yew hedge or a picket fence;
- c) The whole area needs to be treated with weed killer.



The New Garden of Remembrance

The hedges have been cut and the bench has been refurbished, otherwise the following actions are outstanding:

- a) The gravel around the memorial stones still needs to be replaced with larger sized pebbles so they will resist the use of a leaf blower;
- b) The whole area needs to be treated with weed killer.

Sections of the Cemetery with the most recent burials and memorials

It appears that some families are now opting to use 'American size' coffins, which can be up to 8 feet long and 2 feet deep. This requires larger graves to be dug and more plots to be used. If this is the case then anyone opting to use a larger coffin requiring extra space and extra grave digging effort should be charged accordingly. A new charge will have to be added to the current schedule.

Additional Comment from Cemetery Superintendent, Steve Gillett

Because of the recent interest in large American style caskets, I think the Council should consider prohibiting their use within Hailsham Cemetery.

The increased space these caskets take up effectively mean we lose the grave space from the row directly in front as they are about 8 feet long. They are also approximately 30% wider, thus losing one in every four plots along the row.

It has been suggested that if families were charged for the plot in front (effectively doubling the fee) it would act as a deterrent. However, I have recently spoken to one member of the staff of Butler's Funeral Directors who have supplied these caskets; he is of the opinion that pricing the funeral much higher would not price them out of using these caskets. He also thinks that this type of casket will potentially become more popular with some sections of the community.

Whilst it could be argued that this would generate the same amount of income for Hailsham Town Council, I would suggest that we are providing a service to residents, therefore, to go down this path would decrease the number of graves available overall. As Councillors will be aware, there is limited space at Hailsham Cemetery, therefore a decision should be made as soon as possible.

It appears that someone has recently dug a grave and buried their dog in a plot that has previously been purchased. The grave has been completed with a headstone.

This is contrary to Cemetery Regulations. The owner of the plot needs to be contacted to confirm it is his dog that has been buried and arrangements need to be made for the dog's removal.



The Woodland Area

This area has been much improved. Many unauthorised benches have been removed and those that remain have been relocated to the perimeter of the meadow. In some areas there is still evidence of

used plots, contrary to the Regulations, but this is generally through the use of planted flowers and there is little left to cause offence.

At the furthest end of the Woodland Area, adjacent to the boundary, there is an area of bracken and tree branches that is very untidy.

This area needs to be cleared and a fence erected to mark the boundary.

The Chapel

The Chapel has a new carpet and generally appears to be in good condition, although it could do with some light cleaning. Whilst the Chapel is functional it is rather austere and could do with some decoration to lighten the mood, such as some displays of dried flowers.

The notice board outside the Chapel is now in good condition but it is empty and needs to have the Cemetery Regulations promulgated.

Toilet Facilities

The toilets are still a bit dire. They are in need of considerable cleaning and redecoration. These facilities are not what you would like to be faced with if you were attending a funeral.

Storage Areas

The storage building that used to house the dumper truck is still in place. The truck has been disposed of and the building has been emptied. We have been advised that the asbestos content is low grade but disposal will still require the use of a specialist.

The main storage building close to the Chapel has roofing problems. The roof is constructed from slate tiles and many of the nails that hold the tiles have broken, these have been replaced with lead tabs. There is evidence of a hole in the roof, between two tiles, which could cause internal damage to the inner roof wooden lining if it is not repaired.



A survey of the roof is required to determine the repair/replacement cost for budgeting and action purposes.

Miscellaneous

Whilst several headstones were observed to be leaning, one has completely fallen over. Steve Gillet said he would obtain the plot number for David Saxby to inform the relatives.

3. RECOMMENDATIONS

As a result of this review, the following recommendations are made:

- a) Cemetery reviews should be performed more frequently. It is 8 months since the previous review was carried out;

- b) Both gardens of remembrance need to be weeded. The last review mentioned the use of a membrane to prevent weeds but this has not yet been installed;
- c) The dog that is buried needs to be removed. Cemetery regulations allow only for human remains to be buried in the cemetery;
- d) A new charge needs to be devised for those that use American size coffins or policy determines that they are not accepted;
- e) The area below the Woodland Area needs to be cleared and a fence erected to mark the boundary;
- f) The Chapel needs to be cleaned and lightly dressed, the use of dried flowers is suggested to provide some permanence;
- g) The toilets need to be decorated and cleaned;
- h) The dumper truck storage area needs to be demolished;
- i) A survey needs to be performed on the roof of the storage area near the Chapel to determine likely costs for repair/replacement.

Cllr. Steve Potts

3rd April 2019

Report to: Strategic Projects Committee

Date: 17th April 2019

By: John Harrison, Town Clerk

Title of Report: Western Road Recreation Ground

1. To discuss the club signs on the recreation Ground

The Strategic Projects Committee is asked to determine or re-determine its position and policy on the sports club signs on the Western Road Recreation Ground.

1.1 Minutes from Strategic Projects Committee Meeting 20.02.2019 (Minute Ref SPC/18/6/66.1)

Hailsham Tennis Club

Members discussed the request for a sign on the Recreation Ground and concern was expressed over having a large number of signs on the site. It was suggested that one promotional board could be created for all organisations to advertise on.

RESOLVED:

- i) To agree to the Tennis Club's request to place a banner on the South Road railings*
- ii) To ask the Cricket Club to remove their signs on the Recreation Ground and to liaise with all the clubs regarding one sign in the area to advertise all the clubs*
- iii) Those clubs that wish to advertise on the board to contribute to the cost of the board*

1.2 Response received from Hailsham Cricket Club to request to move their sign

It is a real shame that the Town Council have taken this decision without first speaking with us. We did have permission from the Town Council to erect the signage and advertising in the first place, something that was done at a cost of near £1000 to the Cricket Club. The tennis club were also asked at the time if they would like to join and have additional signage added but at that time, they didn't want to progress.

As you will be aware, we are currently in the middle of a major project to renovate the pavilion. The Club are investing over £100,000 to create a facility that will be of benefit to many people in the town, as well as helping present the club and town in a very favourable light. We are already incredibly stretched to deliver this project, and are undertaking a range of fund raising activities to meet the costs of this project. As a result, we simply do not have any spare funding to contribute towards a new sign.

In addition, the advertising on the signage brings the Cricket Club an annual income of approximately £800, and the advertising on the side of the pavilion contributes a further £600 (so we cannot displace this advertising). The Cricket club is very reliant on these sources of income to help meet the costs of running the club. In addition to the commitment of our large number of volunteers, this advertising revenue plays a major part in ensuring we can provide opportunities to young people in the town to play cricket at an affordable price. I'm sure it won't have escaped the attention of the Town Council that we now have over 140 young people playing on the recreation ground each week; something that simply didn't happen a few years ago.

Without the advertising revenue, we would have to either cut back on junior cricket opportunities or look to increase the fees for juniors. Either of these scenarios is likely to reduce the number of children playing cricket, as increased costs are likely to result in some parents no longer being able to afford to send their children to training sessions. We think that would be a hugely retrograde step for the club and the town, particular when one considers the long term health and life benefits of leading an active life (particularly in our town where there are real issues of health inequality).

As a result, please could we ask the Town Council to reconsider this matter. We have no problem if the Town Council wishes to pay for a new sign to advertise all the sports clubs who use this area but as I hope I've explained, we really do need to keep the advertising revenue that we generate from our signage.

1.3 Response from HTC (Town Clerk) to Cricket Club

The committee's intention was to 'rationalise' the Western Road Recreation ground signage to something they consider more in keeping with the conservation area and something that gives all the regular clubs/users of the ground equity. Something like the signs on the Saffrons Ground (I attach a photo here) ... It was certainly not the committee's intention to prevent the Cricket Club from advertising, but I had hoped that moving the existing larger Cricket Club sign and the advertising board onto the pavilion itself might be a suitable compromise?



1.4 Background: Previous Resolutions

1.4.1 Environment and Leisure Committee 16/02/2009

Extract from report for relevant item

The [Cricket] club is keen to promote the recreation ground as the home of the Cricket Club and would like to erect a sign at the entrance of the recreation ground indicating that fact. A local business had agreed to prepare and install the sign on behalf of the club, and therefore permission is also being sought for its erection.

Minute (Ref E&L/08/4/222.1-222.2)

A report from Mr T. Scott, Chairman of Hailsham Cricket Club and appended to these minutes ... was circulated with the agenda. The report requested permission for various improvement works that the Club wished to undertake to the cricket ground. Councillor G. Rowe advised that he was in full support of the Cricket Club's requests.

RESOLVED to recommend that the report is adopted, subject to the Cricket Club maintaining supportive liaison with other users of the Recreation Ground.

1.4.1 Hailsham Town Council Meeting 18/04/2012

Extract from report for relevant agenda item:

The Cricket Club currently have a sign advertising the Club at the entrance to Western Road Recreation Ground, opposite the library. The sign is approximately 4ft x 4ft.

The Club has requested permission to place a second sign at the vehicle gate on Western Road, for further advertising for the Club. This sign will be the same size as the current sign, and a copy of the proposed sign is attached, although the sponsors will be different to the attached sign.

Wealden District Council has advised that the Club will also need to apply to them for planning permission for an advertising sign.

The Cricket Club will finance the sign so there will be no cost to the Town Council

Resolution:

RESOLVED that Hailsham Town Council as land owner has no objections to Hailsham Cricket Club erecting a second sign to Western Road Recreation Ground as outlined in the officer's report as circulated with agenda, and as Appendix HTC/11/11/368A to these minutes. (Minute Ref HTC/11/11/368)

1.4.2 Parks, Open Spaces and Sports Committee: 29/04/2012

Club sign on Western Road Recreation Ground

Members were shown the sign which the Tennis Club had placed directly under the Cricket Club sign, on Western Road Recreation. Members agreed this was a suitable location for the sign. (Minute Ref 14/7/41)

1.4.2 Parks, Open Spaces and Sports Committee: 25/02/2015

Tennis Club, Western Road

An email and photograph were circulated prior to the meeting and is attached as Appendix POSS/14/6/40A to these minutes

The Tennis Club had requested to place a sign advertising the Club, on Western Road.

The Cricket Club already have two advertising signs on the recreation ground and members expressed concern at having further requests for signs from other users of the Recreation Ground, leading to a mismatch of signs in the area.

Members suggested involving other clubs to see if they wish to advertise on the one sign. It was agreed the Committee Clerk would contact the Tennis Club and other clubs that use the ground to suggest they all advertise on the one sign. (Minute Ref 14/6/40)

2. To discuss a request by Est Sussex WRAS (Wildlife Rescue and Ambulance Service) to hold a charity event on the Recreation Ground on 1st September

Request received from WRAS:

I am writing to you on behalf of East Sussex Wildlife Rescue and Ambulance Service. We are a 24-hour rescue service for sick, injured and orphaned wildlife around the East Sussex area. We are a non-government funded charity and we rely solely on donations from members of the public to keep our services running.

We are organising a summer fete fundraiser and feel that the Hailsham Recreational park would be a very suitable venue for this event, as many of our supporters are based around the Eastbourne, Polegate and Hailsham area.

We would very much appreciate use of the recreational park on the 1st of September 2019 for our summer fete. If possible, we would like the fete to run from 11am-3pm and will require an hour before and after for set up and take down. We will get in touch with the cricket club and enquire about the possibility of using their kitchen and toilet facilities.

The fete will include stalls of produce, games, food and drink. We will set up a WRAS stall to help spread awareness of what we do and there will also be a raffle which we will sell tickets at the event for. We will suggest all stall holders make a donation to WRAS but not charge a set amount. WRAS are also willing to publicise any businesses in return for a donation to the fete.

On behalf of WRAS, I feel that this would benefit the Hailsham community very much, and we would be really grateful for the opportunity to hold this event in Hailsham. Hopefully we can make this an annual occurrence!

Please do not hesitate to contact us for any more enquiries.

Thank you for your time.

Volunteer Coordinator at East Sussex WRAS

Recommendations:

The Strategic Projects Committee is recommended to agree to the event subject to: Full liaison with the town council's officers and the cricket club, conditional on the required insurances etc being in place and presented to the council and the ground to be tidied and returned to its former condition by the event organisers.

3. To discuss a request by the Healthy Living Club Committee to place advertising boards on the recreation Ground

Request received from HLCC:

Would you please ask the Strat Projects Committee on 17th April if I can do as I did last year.

Advertising boards (estate agent sale size) Yes it will have the Agents name, and a piece below advertising the Hailsham Model Railway Show on Dec 7th.
We would look at putting them up on Oct 16th-ish, and taking them down on the w/c 9th Dec.

Qty 6

Location, Western Road Rec Ground, by the Bridge.

Any other location we are more than happy to put a few more up.
We trust this meets with the Councils approval, and we thank the Council for its time.
We look forward to hearing from you in due course

Kind Regards
Chair, Healthy Living Club Committee

Minutes of meeting of the Strategic projects Committee 08.08.2018 (Minute Ref SPC/18/2/31-31.1)

Members were advised that the Healthy Living Club Committee were organising the Hailsham Model Railway show again and had asked whether they could place advertising boards on Western Road Recreation Ground and the Battle Road Allotments

RESOLVED to allow the request by the Healthy Living Club Committee to place advertising boards on Western Road Recreation Ground and the Battle Road Allotments

Recommendations:

The Strategic Projects Committee is recommended to agree to the Healthy Living Club's Committee placing the advertising boards on the Town Council's land according to the quantity, location and dates as described.

The committee is also recommended to agree to this, as set out above, in subsequent years until and if it wishes to review the arrangement (therefore not requiring further committee agreement every year)

4. To discuss the use of the recreation ground for Community Fitness Classes

Request received by Hailsham Town Council:

I would like to enquire about the possible use of the Western Road Recreation Ground for a community fitness class to be set up for the local residents.

These fitness classes will be non-profit and no equipment will be used, it will be all body weight based exercises and keeping people moving. There will be no music played during the classes and it is close to the free car park, so we wouldn't cause any disruptions to the neighbours who won't be participating.

The classes will be ideally Mondays and Wednesdays 18:30-19:30 (the participants would pay £10 - this covers our admin fees, insurances and liabilities) all the classes within that month would then be free of charge.

We have a passion to help the community with their health (physical and mental) and confidence and we don't want finances to be an issue / excuse for people not to be able to exercise. Also doing group classes brings the community together and creates a social environment to improve people's moods and confidence.

I am level 3 qualified personal trainer / fitness instructor, with 4 years of experience.

I look forward to hearing from you and hopefully make a difference to our community,

Kind Regards
Dale Waring

Considerations

The Cricket Club currently use and have booked the Recreation Ground on Tuesday, Wednesday and Thursday evenings and some Mondays as well as most Saturdays and Sundays during the day.

Some events are booked onto the ground on other days and dates.

It may be possible for the suggested fitness classes to be held at the same time if they do not encroach on the cricket club's use and through careful liaison with them.

The council has traditionally and consistently interpreted the rules under which the recreation ground was originally acquired, as meaning that events held on it cannot charge individuals 'entrance fees'. The council may wish to consider whether these classes contravene this. However there is apparently no legal agreement in place specifically prohibiting this.

Other groups holding activities on either the Maurice Thornton Playing Field or the Country Park have charged a £50 annual administration fee by the council and have then booked use for a whole year. This fee covers the costs of wear and tear on the ground plus any other costs.

If the committee is not in agreement to these classes, it may wish to consider whether an alternative location could be offered or suggested, such as the Maurice Thornton Playing Field, the Country Park or the ground surrounding the James West Centre (although that is not currently under ownership or control of the Town Council)

All providers of such activities on Town Council owned land would be required to demonstrate that they hold the relevant insurances etc and to agree that any damage to the town council's facilities or land caused by their activities would be repaired.

Report to: Strategic Projects Committee

Date: 17th April 2019

By: John Harrison, Town Clerk

Title of Report: Terms of Reference

Purpose

To further consider changes to the terms of reference of the Strategic Projects Committee

Background

Minutes of the last meeting of the Strategic Projects Committee (20/02/2019):

Members discussed allowing the Committee a small budget for remedial repairs, to be taken from the capital reserves, so this does not have to be taken to the next Full Council meeting

J. Harrison advised he would list the amount of funding spent by the Strategic Projects Committee in the last year and the proposed budget for the Committee would be discussed at the April meeting

RESOLVED to recommend to Council at the annual meeting in May 2019 for the following changes to the Terms of Reference:

- i) 7 members on the Committee*
- ii) The Committee name to be changed to the Assets Management Committee*
- iii) The meeting to commence at 7.00 pm*
- iv) Meetings to be held monthly*
- v) To remove youth projects, communications and environment from the list of oversight Councillors*
- vi) To retain Cemetery Wardens, Community Halls and Allotments on the oversight Councillor list*

Amended Terms of Reference for the Committee

HAILSHAM TOWN COUNCIL **ASSETS MANAGEMENT COMMITTEE** **TERMS OF REFERENCE 2019-2020**

This Committee monitors the operation of all Town Council buildings, assets and some projects & services, ensuring a high standard of provision. It considers their further development and the development of other buildings or projects.

The Committee is responsible for working in partnership with other organisations to achieve these objectives.

The committee has delegated authority to make decisions related to these areas. All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested.

The committee has no delegated authority to make decisions outside of its terms of reference or for areas that would affect areas within the remit of other council committees (for example, in relation to staffing, budgets & finance, business development activities, festivities and events), nor does it have authority to authorise expenditure outside of the council's agreed budget parameters.

Membership: Total/maximum number of seats allocated to the committee is SEVEN

Quorum: Shall be half of appointed members or the closest majority to that number

Frequency of Meetings: MONTHLY or as and when appropriate (including less frequently if determined by committee resolution)

Time of Meetings: Meetings shall commence at 7.00pm (or earlier or later if determined by committee resolution)

Membership eligibility: Open to all members of council, as formally appointed at the Annual Meeting of Council or subsequently at other council meetings.

Other members may be co-opted from other organisations for specific purposes as and when appropriate. Other members who are not members of council will have no voting-rights.

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to e-mail, or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

Terms of Reference

1. To manage the use, maintenance, improvement, development and good management of all council owned or leased buildings, including:

- The Cemetery & Cemetery buildings including Cemetery Lodge
 - The Fleur-De-Lys and Blackman's Yard Complex
 - 6 Market Square (The building leased to Kemer Kebabs)
 - Union Corner Hall
 - The Grovelands Barn Complex
 - 1 Market Street (The Square Youth Café and connected buildings)
 - James West Community Centre
 - 4 Market Square
 - The Maurice Thornton Pavilion
 - 2 North Street ('Cortlandt Stable Block') & the public toilets
 - Any other buildings adopted or leased by the Town Council in the future
2. To manage the use, maintenance, improvement, development and good management of all other council owned or leased assets, including;
- Bus Shelters
 - Town seats
 - Street Lighting
 - HTC's contribution to the town's CCTV facilities.
 - Any other Assets adopted by council
3. To manage the use, maintenance, improvement, development and good management of all council owned, leased or otherwise controlled:
- play areas and open spaces
 - Any new play areas and open spaces taken over by the Council
 - Sports and recreation grounds
 - Sports facilities where appropriate
 - Any new sports grounds taken over by the Council
 - Any new sports facilities taken over by the Council where appropriate
 - Allotments
 - Dog Bins
- To be responsible for:
- Tree maintenance
 - Horticultural and Grass cutting contract
 - Dog bins
4. To act as responsible landlords for sites owned by the Town Council and leased to other organisations for management, reviewing leases and any other terms of agreement between the Council and the lessees or other parties and receive requests from them for developments or changes to council owned buildings and assets.
5. To act as liaison for and to project manage any developments or changes to council owned or leased buildings and assets as defined above.

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6. To project manage or act as liaison with Council Services, in consultation with the appropriate officers and any other relevant stakeholders and partners. These services to include:
- a. Youth Services (including the Youth Café, East Side Youth Club, The Friday Night Project, the Youth Council and Youth Mayor)
 - b. Council Communications and Marketing
 - c. Any other project related to council buildings, Play parks and open spaces, assets or services as adopted by council
7. To appoint sub-committees, small working parties, project management groups or individuals to oversee and report back to the committee on any of the above areas deemed necessary by the council or committee. This therefore includes the appointment of members of the committee for the following roles:
- a. Cemetery Wardens
 - b. Community Halls
 - c. Allotments

These sub-committees, small working parties, project management groups or individuals will undertake their oversight functions according to the requirements of the role, the requirements of the committee and through the best and most efficient means possible, in consultation with the relevant officers and other stakeholders and partners.

They will report back to the Assets Management committee to an agreed reporting schedule and their reports will form substantive points of the committee's agenda moving forwards.

8. The committee may receive and consider representations, suggestions or complaints from any other member of council or outside organisation or person with regard to any aspect within its remit as delineated above and may invite such persons to attend the meeting and speak on those aspects.

These terms of reference are subject to agreement by council at the Annual Council Meeting on 15th May 2019.

Potential Budget for Remedial Repairs

Strategic project requests for funds for past two years

Of these requests, those marked 'REPAIRS' total £29,909.00

£28849.00 for the 2017-2018 municipal year

£1060.00 for the 2018-2019 municipal year

All other requested expenditure is deemed to be improvement, enhancement or 'extra' expenditure.

The committee is therefore asked to consider whether to suggest requesting a 'Repairs'/remedials budget from council for the next municipal year (2019-2020). Because the council has already set its budget for next year, it would need to agree an allocation from capital reserves, but if so worded in the committee's agreed Terms Of Reference, it would then have delegated authority to allocate and spend this budget. The committee may then wish to consider the extent to which it can forward plan the use of any allocated remedials budget.

22nd February 2017

J. Harrison advised that he had obtained all the quotes for the carpets and will discuss the options with the Deputy Town Clerk

Cost for carpet - £1540, cost for stereo £39, to be taken from the cemetery funds
REPAIRS

2 Common Pond Pathway

RESOLVED to recommend to Council that the repairs to the pathway between Bellbanks Road and Archery Walk are approved in principle, subject to the obtaining of a third quotation. Funding for the work to the pathway will be **taken from capital receipts from the sale of land for public open space.**

cost £9,200

REPAIRS

18th October 2017

Cemetery Notice Boards

RESOLVED to recommend to Council to purchase two notice boards for the Cemetery, one to be located by the Chapel and one to be located at the bottom of the Cemetery.

The cost of £2,500.00 to be taken from the Council reserve fund.

REPAIRS

Hailsham Country Park

British Disabled Angling Association Walk and Talk Access Audit Report

RESOLVED 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 £14,500.00, to be taken from the Council reserve fund.**

13th December 2017

Hailsham Active

Drainage

Mr S. Wennington spoke to the Committee regarding the improvement of drainage at the Beaconsfield and Maurice Thornton Playing Field site. It had previously been resolved that the Town Council would pay £2,000 per year towards drainage work on the sites. S. Wennington asked whether the wording of the resolution could be changed from "drainage" to a more general term for improving the condition of the ground as he advised that there are lots of ways to improve the drainage and he was under the impression that the £2,000 was towards ground improvements which can be undertaken to improve drainage.

S. Wennington further requested that Western Road Recreation Ground be added to the list for the pitch maintenance scheme, alongside Maurice Thornton Playing Field and Beaconsfield.

RESOLVED to recommend to Council:

- i) to change the wording of the previous resolution to now state:
"To provide **£2000** worth of pitch maintenance primarily **to improve drainage** and performance by a mixture of earth quaking, verti draining, weed killing, fertilising, seed drilling and any other proven methods for the improvement of grass for maximising the use of the recreation grounds"
- ii) to include Western Road Recreation Ground in the drainage scheme, alongside Maurice Thornton Playing Field and Beaconsfield

21st February 2018

Allotment combination lock (Battle Road)

RESOLVED to replace the missing lock with a new combination lock, **the cost for the lock to be taken out of the allotment funds**

The combination lock cost £70.00

REPAIRS

Maurice Thornton Replacement Shed

RESOLVED to recommend to Full Council to agree to funding up to **£2,200 for the removal of the existing building and the creation of the hardstanding for the containers, to be taken out of the Contingency Fund**

Town Council Offices – Chimney repairs

RESOLVED to recommend to Council to allow **up to £8500** for the work to the chimney, **to be taken out of the Contingency Fund**
REPAIRS

Hailsham Cemetery – potholes

RESOLVED to recommend to Council to allow **up to £7000** to repair the pot holes at the Cemetery, **to be taken from the Contingency fund**
REPAIRS

South Road Play Area Swings

RESOLVED to recommend to Council to allow **up to £22,500** to replace the swings at the South Road Play Area. **£5000 to be taken from the Ripleys Play Park budget, £5,900 to be taken from the play equipment budget and £11,600 from the Ripleys capital budget**

18th April 2018

Dog bins

RESOLVED to place **two new dog bins** adjacent Brunel Drive, the funding for the bins **to be taken out of the dog bin emptying budget.**

Dog bins are £200 each

27th June 2018

Grovelands Barn

RESOLVED to recommend to Council to agree to the installation of lighting at Grovelands Barn, subject to quotations received.

The lighting cost £2306, taken from the contingency fund

Wheel Chair Swing

RESOLVED to recommend to Council to purchase a **wheel chair swing**, at a cost in the region of **£16,000, with the funds to be taken from the Ripleys Capital receipts**

17th October 2018

James West Centre

RESOLVED to recommend to Council to request up to **£20,000** for the following work to the James West Centre, **to be taken from the Commuted Sum Account:**

- i) to provide screening to the window in the lobby of the Centre
- ii) to part fund a defibrillator
- iii) to fund an acoustic survey
- iv) to provide an acoustic solution to the building

17th October 2018 cont'd

Hailsham Country Park

RESOLVED that the Strategic Projects Committee recommends to the Strategy Committee that up to **£26,041.20 is taken from the Community Infrastructure Levy funding** to replace the timber edgings around the Country Park Lake and repair and re-surface the existing paths to make the area around the Country Park fully accessible

12th December 2018

Hailsham Cemetery – anti weed membrane and removal of asbestos

RESOLVED to recommend to Council to carry out all the work highlighted in Mr S. Potts report and approve the expenditure **of £1060.00, to be taken from general reserves**
REPAIRS

20th February 2019

Wild flower verges

RESOLVED:

- i) To create a wild flower area on the already allocated spot by the Common Pond
- ii) **To take funds from the Garden Budget for this project, up to £400**

TOTAL £136,256.00