



**HAILSHAM TOWN COUNCIL**  
**STRATEGY COMMITTEE**

**REPORT (Minutes)**

of the meeting of the Strategy Committee,  
held at the Fleur de Lys Council Chamber, Market Street, Hailsham  
On Monday 8<sup>th</sup> July 2019 at 7.00 p.m.

- STC/19/2/  
01 **Public Forum**  
None presented
- 02 **Present:** Cllrs Kelvin Hinton, Paul Holbrook, Mary Laxton, John Puttick and Craig Tasane.
- 03 **Officers Present:** Mr. J. Harrison (Town Clerk)
- 04 **Apologies for Absence:** Received from Cllrs Gavin Blake-Coggins, Alexa Clarke, Richard Grocock and Amanda O’Rawe and accepted by the committee.
- 05 **Declarations of Interest:** None made
- 06 **Minutes of Previous Meeting**  
**RESOLVED** that the minutes of the meeting of Strategy Committee held on 8<sup>th</sup> April 2019 (Ref StC/18/4/19-30), as printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman.
- 07 **Town Council Strategic Plan**  
The town clerk introduced the report on progress to date on the Strategic Plan and explained that most of his time over the last six months had been taken up with getting the Post office up and running.
- 7.1 Questions raised by the committee on items in the Town Council’s Strategic Plan:  
The Street Market – are the Communities Committee having a review of the market in September? It was clarified that Working group had been arranged
- 7.2 Communication with external parties and organisations: The committee had previously spoken undertaking ‘more’ marketing and communications activities. However, this entry in the plan is a reference to Hailsham Forward activities and building the culture of collaboration, rather than general marketing & comms activity. .
- 7.3 The committee discussed the link between the Town Council and Hailsham Forward now that it is an established  
CIC. It was felt that there should be a clarification of to the extent to which HTC will continue to support Hailsham Forward with its resources in the future.
- Mr Harrison explained that it is still the case that HTC has resolved to give resources to business development projects in the parish and therefore that the council’s Business Enterprise Manager delivers the necessary partnership work through the co-ordination of Hailsham Forward. Therefore it is also still the case that Hailsham Forward would probably cease functioning if those resources were not allocated.
- The committee queried whether the Town Council might get more out of those resources if they were re-directed towards exclusively town council related activities and stated that should be explored. There is uncertainty as to what Hailsham Forward was now delivering and would welcome the chance to hear from those involved, on the partnerships future aspirations and plans and how it saw its relationship with HTC

developing or evolving.

**RESOLVED** – to ask members of the Hailsham Forward partnership to attend the next HTC meeting on 25<sup>th</sup> September to give a presentation detailing what they have achieved to date and what their plans are for the future, including how they view that the relationship with HTC will continue to function

7.4 Development of Western Road Playground. It was explained that this is dependent on receiving the S106 funding from WDC. A legal agreement regarding this was currently in the pipelines. HTC is waiting for WDC to draft and send the legal indemnity agreement.

7.5 Maurice Thornton Pavilion – queried whether this could be a possible CIL project?

7.6 Common Pond maintenance –the committee discussed the improvement of signage at the Common Pond.

**RESOLVED** – to request improved signs at the Common Pond – to be referred to the Assets Management Committee.

7.7 Queried the possible installation of a Changing Places facility – noted is on agenda for HTC next meeting on 17<sup>th</sup> July.

7.8 Update on Ersham Road Triangle – The committee were informed that this has been discussed at length of the most recent MASHH Steering Group. HTC's Planning Committee had requested that the problem should be solved before houses built. The committee discussed the problem of de-registering the village green, which required an alternative piece of land to be offered in mitigation.

**RESOLVED** – to ask key officers from ESCC to attend the council meeting on 20<sup>th</sup> November 2019 to discuss plans for key road interventions in Hailsham including the Ersham Road junction.

7.9 Town Council premises – This scheme had not been taken any further forward as it is linked to WDCs scheme for the Town Centre. The last thing HTC had agreed was that discussions would be held with WDC about their plans and whether the town council can be incorporated.

7.10 Expansion of Cemetery Land – The committee noted the need to arrange a meeting with Hellingly Parish Council to discuss 'cross border' issues including the potential to expand cemetery provision in Hellingly. It was explained that some additional space at hailsham cemetery had been made available through the removal of the tipper shed

7.11 Progress on the Youth Council – is now established and already has a chairman set in place.

7.12 Youth Service staffing issues - Is on agenda for Finance, Budget, Resources and Staffing Committee this week and then hopefully onto council if approved – to upgrade and re-employ Deputy Youth Co-ordinator role as full time job.

7.13 Plans to expand Youth Services – potentially look into increasing offer at James West Centre.

7.14 Customer Service Development – The committee had previously discussed having open surgeries with Mayor as an open type drop-in, on a monthly basis, marketed as 'Tea with the Mayor'.

**RESOLVED** to Start 'Tea with Mayor' surgeries in September 2019.

The committee also discussed reviewing the distribution of 'Our Hailsham' in the near future (Assets Management Committee)

- 7.15 Staffing review – the committee discussed the need to commission the Staffing review in the new year and the need to ensure a specification is drawn up that clarifies what the review should cover, including ensuring the councils staffing structure is appropriate to its future plans and aspirations and that resources match needs.

**RESOLVED** – To ask the Finance Budget Resources and Staffing Committee to determine the specification for the staffing review contract and then engage a consultant to start the project in the new year, ensuring adherence to the council's financial regulations and standing orders regarding the engagement of contracts.

- 7.16 The Local Council Award Scheme – Mr Harrison gave background information that NALC had previously said they couldn't support the scheme as there was no obvious incentive for councils to undertake it and it could potentially be a huge price of work

**RESOLVED** – to bring a report to next Strategy Committee meeting on 14<sup>th</sup> October 2019 looking into what is involved in the Local Council Awards Scheme and decide whether to work towards the scheme.

- 7.17 'Our Hailsham' newsletter – the committee noted that they would like to see articles on specific aspects of the Town council's services such as for e.g. 'A day in the Life' type of articles.

**RESOLVED** to ask the Assets Management Committee to review the Our Hailsham newsletter content and make suggestions for future articles.

- 7.18 The Post Office – the committee discussed utilising some of the space in the Post Office for the provision of information. The Town Clerk advised that there was still some PO furniture to be delivered and installed, including a queue management system and the use of the space should be reviewed at a later date when the PO was more established.

- 7.19 Neighbourhood Plan -- currently undergoing inspection after submission to WDC.

- 7.20 MASHH – ongoing – Steering Group minutes to be on agenda for next council meeting.

- 7.21 Closer working with other councils – the committee queried whether there is a long-term plan to work more closely (or even potentially merge) with neighbouring parishes. The Town Clerk advised that the question of merging would be subject to decision by WDC, subject to a Community Governance Review. These aspects of long term working arrangements could be discussed when meeting with Hellingly PC.

- 7.22 Cllr Hinton suggested that at end of the year, as we would be half-way through the period of the plan, it should be reviewed. It would be necessary to schedule this in early part of next year.

**RESOLVED** to include a review of the contents of the Town Council's Strategic Plan on the agenda for the January 2020 Strategy Committee meeting

## 8.0 **Community Infrastructure Levy Policy**

Mr Harrison explained the background to this agenda item: The committee had asked him to investigate what other councils implement as a 'CIL Policy' and to draft an appropriate policy for Hailsham TC. Research revealed that the common approach to this has been to draw up an infrastructure list to be prioritised by the council.

Background information and guidelines on CIL allocation was presented from WDC,

National Government, NALC and also East Devon District Council (as an example of sensible and thorough guidelines).

8.1 Aspects of the advice and guidelines discussed were:

- Town councils should be clear that there are ongoing operational costs to any infrastructure developments, for which CIL cannot be used. Any capital expenditure requires revenue to maintain and operate.
- To be wary of 'short-term quick wins' and be mindful of longer-term priorities for the town.
- The expectation that parish and town councils would work with their partner authorities to ensure their listed priorities are in line with the wider infrastructure needs of the parish.

8.2 Approaches to CIL allocation suggested:

- Most councils were writing an infrastructure list.
- Potentially implementing a system of 'bidding' for CIL by committees (with a pro-forma presented)
- The possibility of ring-fencing an amount of CIL money for external organisations/community groups to bid for?
- The extent of public consultation on CIL allocation.

8.3 The committee agreed that certain key documents are already in place to guide the allocation of CIL projects. The Neighbourhood Plan is the key document as is the council's Strategic Plan. To a lesser extent also the 'Hailsham the Way Forward' plan although its age meant it less relevant.

It was also felt that because the council already had in place these documents and a robust committee structure, the key elements for a good CIL allocation process are already in place.

8.4 The committee noted it had already been resolved that 25% of CIL be used for major infrastructure and therefore it was necessary to have an ongoing dialogue with WDC as to what they consider to be major infrastructure

It was agreed the most complete approach therefore would be to ask the key council committees to make list of priorities while ensuring they are in line with the council's priorities as stated in the key documents.

8.5 **RESOLVED** to ask the Neighbourhood Plan, Assets Management and Communities Committees to suggest three projects each for CIL funding, ensuring they are in line with identified priorities in the councils key plan documents, to be considered for the new year and to be added to a CIL list that the council would then look into prioritising.

8.6 The committee then queried the approach if, in the meantime a committee or councillor requested CIL funding for project. Whilst this could not be prevented if the council so resolved, it was hoped that council would refer to this agreed policy in the first instance.

9.0 **Hailsham Town Centre Regeneration & Vicarage Field Options Generation Survey**

The committee discussed the request from WDC to comment on the content of the Vicarage Field option generation survey. There was some confusion about what they were really being asked and it was felt that the questions were too specific and did not allow enough flexibility to really give the Town Council's views on what is important for the Town centre.

The committee agreed that they would be better querying some of the key issues when meeting with WDC officers immediately before the next council meeting. In the meantime WDC should be referred to the Town Council's neighbourhood Plan for a detailed description of what is seen as important for the Town and the Town centre.

10. **Hailsham Conservation Area- Draft Conservation Area Character Appraisal**

Mr Harrison explained that the consultation on this document had not yet been launched, as the advice from WDC was that this would be done when all 33 of the Conservation Area Appraisals had been published. However, as Hailsham's had been one of the first to be published, it was felt important to make the committee aware of the document and suggest the council's approach to responding.

**RESOLVED** to refer the Hailsham Conservation Area- Draft Conservation Area Character Appraisal to the Neighbourhood Plan committee, to consider the approach to making a response, with the suggestion that if sufficient funds were remaining, the Neighbourhood Plan Consultants be asked to review the document and suggest responses in line with the Neighbourhood Plan contents.

11. There being no other business, the meeting closed at 8.33pm

CHAIRMAN