

HAILSHAM TOWN COUNCIL

ASSETS MANAGEMENT COMMITTEE

AGENDA

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

Wednesday 18th September 2019 at 7.00 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 – Assets Management Committee**

4.1 To resolve that the Minutes of the Meeting of the Assets Management Committee held on 21st August 2019 (Ref: AMC/19/2x/31-41), 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 Assets Management Committee on 21st August 2019

5. **Cemetery Report**

To discuss the report by Councillors T. Powis and B. Holbrook

6. **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. 1E.

7. South Road Play Area
8. Our Hailsham Magazine
9. Town Council Rented Property
10. Chimney Repairs

The reason for exclusion is:

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

7. **South Road Play Area**
To discuss the play area refurbishment
8. **Our Hailsham Magazine**
To receive an update on costings for the extra copies requested for circulation
9. **Town Council Rented Property**
To receive an update on current issues
10. **Chimney Repairs**
To receive an update



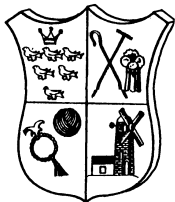
John Harrison, Town Clerk

Committee Membership:

Cllr C. Bryant
Cllr B. Granville
Cllr R. Grocock
Cllr K. Hinton
Cllr P. Holbrook
Cllr M. Laxton
Cllr T. Powis
Cllr C. Tasane

Substitutes:

Cllr N. Coltman
Cllr D. Cottingham
Cllr B. Holbrook
Cllr A. O'Rawe
Cllr J. Puttick



HAILSHAM TOWN COUNCIL

ASSETS MANAGEMENT COMMITTEE

AGENDA

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

Wednesday 18th September 2019 at 7.00 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 – Assets Management Committee**

4.1 To resolve that the Minutes of the Meeting of the Assets Management Committee held on 21st August 2019 (Ref: AMC/19/2x/31-41), 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 Assets Management Committee on 21st August 2019

5. **Cemetery Report**

To discuss the report by Councillors T. Powis and B. Holbrook

6. **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. 1E.

7. South Road Play Area
8. Our Hailsham Magazine
9. Town Council Rented Property
10. Chimney Repairs

The reason for exclusion is:

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

7. **South Road Play Area**
To discuss the play area refurbishment
8. **Our Hailsham Magazine**
To receive an update on costings for the extra copies requested for circulation
9. **Town Council Rented Property**
To receive an update on current issues
10. **Chimney Repairs**
To receive an update



John Harrison, Town Clerk

Committee Membership:

Cllr C. Bryant
Cllr B. Granville
Cllr R. Grocock
Cllr K. Hinton
Cllr P. Holbrook
Cllr M. Laxton
Cllr T. Powis
Cllr C. Tasane

Substitutes:

Cllr N. Coltman
Cllr D. Cottingham
Cllr B. Holbrook
Cllr A. O'Rawe
Cllr J. Puttick

Report to: Assets Management Committee

Date: 18st September 2019

By: John Harrison, Town Clerk

Title of report: Cemetery Report

Purpose:

To discuss the report by Councillors T. Powis and B. Holbrook

HAILSHAM CEMETERY VISIT REPORT

(original report in black with comments from HTC staff added in red)

Observations by Cllr Barbara Holbrook and Cllr Trevor Powis for review and comment by Town Council team to be formatted and presented at September Asset Management meeting.

Further dates to be set for joint Cemetery visits with Cllrs and members of the works team.

We walked around the whole cemetery site, initial impression is good with grass neat and tidy. However there is a very nice Town Council notice board which is empty. Should we at least be displaying Cemetery Rules and regulations? (mentioned on previous report)

Yes in hand – laminated new regs to be added to boards.

Old Garden of Remembrance

Clearly the weeds are in need of treatment – gravel replacement seems to have been done. There are weeds and brambles growing through the hedge from behind – it would seem possible to make a “demarcation” space between the 2 hedges, which could prevent this being such a problem.

Original plan as previously agreed by council was to remove hedging and replace with yew hedge (as current hedge drops many leaves) or picket fence (although that would not prevent things growing through). Also OK with idea making a demarcation space.

Old Chapel

The poor condition of the roof was noted at the time of visit although we know that refurbishment is now in hand

Roof in hand. All quotes in – scheduled for early October.

Pathways – general

There are in some areas some well developed patches of weed which are rooted in cracks in the tarmac and would appear to be undermining the integrity of the tarmac surfaces. Would it be appropriate to kill these and hot-bitumen the cracks to prolong the life of the path? There is one section of path which now seems to be deteriorating quite badly – do we need to

budget for this in the near future? Would it be sensible to consider doing a wider number of remedial tasks if we need to get a contractor in?

Stems back to when used dumper on site – was too wide for paths, therefore pushed edges out and split tarmac. Dumper no longer in service (sold). Weeds were previously cleared out early 2018 – took ten weeks of exhaustive work! Agreed needs to be addressed. Suggestion of hot bitumen is OK – also need to straighten out path edging (or weeds will continue recurring). Therefore does need budget. Likely to exceed multiples of £10K - closer to £20-£30K. (or could initiate a programme over a number of years, doing part of cemetery at a time, costing less per annum although would cost more in the long run). Need estimates. Will ask works manager to get indicative prices.

Wider number of remedial tasks? Weedkilling – can be done but as authority should be done by registered person. (either contractor (add to existing Cemetery contract?) or get member of staff to do the training). Have got sprayer and weedkiller in house. **check status of current contract.

Chapel

It was noted that the main door appears to be starting to rot at the bottom?. Other than that, the Chapel is pleasant but quite plain and a little bit of brightening (perhaps with dried flowers as previously suggested) might make a favourable impact.

Door is showing signs of rot, can possibly address in house (as have carpenter). Can get dried flowers in at relatively cheap cost. Need to check budget.

Near the Chapel

There was an old treebase which appears to have a lot of dead foliage lying around it – which should be removed.

Stump removal will require contractor. Approx £60 per inch. Will examine removal of dead foliage in-house. Weeds have grown around, which can easily be addressed.

New Garden of Remembrance

Generally nice but again in need of weed treatment

Plan for refurb in October. New weed membrane, new stone/gravel, general tidy up.

Travellers Section

Really quite immaculate. We did not observe the Dog burial site but were uncertain whether it had been removed or whether we just missed it!

To contact Institute of Cemetery Managers to enquire what we can do legally to have removed. We do not know who had the canine buried. It also encroaches on a burial plot. Is probably traveller grave and therefore likely to cause some issues if instantly removed – may need Traveller Liaison Service.

Woodland area

Again improved from previous visit, very little in the way of unwanted items. There were some wooden panels and still an amount of dead foliage (it looks like most had been removed but not all)

Wooden panels are used for grave digging. Stored there as temporary measure.

Old Asbestos Building

Noted that although it has been demolished there is still debris there to be cleared. If the base cannot be removed we should perhaps think of some way to make it look less like an old block of concrete, since it's ugliness is exacerbated by the proximity to the Woodland area.

Have had issue with one of graves nearby, which is why things left at the moment. Will be tidied up when extra member of staff available (possibly October). Concrete block could be removed in-house with hire of correct machinery, but need to be very wary of nearby graves.

Toilet Facilities

Absolutely dire. Certainly in need of decoration, they are a major residential home for spiders. Additionally very dirty – presumably there is not a cleaning regime in place for these toilets? Would there be an advantage in modifying the gents (2 toilets) to one toilet and one urinal?

Toilets are cleaned sporadically, but is not under contract. Toilets are also subject to regular vandalism, blocking etc, and 'horrendous mess'. We suspect toilets are not often (if at all) used by genuine visitors to the cemetery, rather than workmen passing by? Question whether these toilets should be kept open, as building will always be damp and dirty – has no heating, no cavity wall, in damp section of cemetery. Arguably the block is beyond simple refurbishment and cleaning and is 'saturated'. Suggest cleaning of a public toilet beyond the remit of a Cemetery Superintendent.

Suggest demolish building a replace with modern unit (portaloos?). Not many (if any) cemeteries provide public toilets. Although works team do require a toilet on site, this could relatively easily be added to the current office as there is a shower on site. Dependent on how much resource/funding council wants to invest.

Cemetery Lodge

It was noted that the fascia boards on this property seem to be falling into disrepair / in need of painting. (subsequently it is understood there is a plan for this)

Is a budget for this with the OW works team – needs to be programmed in to be done. Need to check with OW team and be scheduled in.

Miscellaneous

As previously reported, we have a few leaning and fallen over headstones.

If obviously dangerous and unstable, will lay down and inform the family, however is common for old headstones to have shifted. Could employ Stone Mason on sporadic basis to investigate and recommend which stones may present a hazard.

RECOMMENDATIONS

1) Weeding needed across the site

- 2) Recheck the dog burial in case we missed it
- 3) Odd bits of rubbish and old foliage need to be removed
- 4) Action is need regarding the Toilets – redecoration and review of cleaning regimes.
- 5) Review of the boarding on Cemetery Lodge
- 6) Review of condition of paths and remedial works required / recommended

Also Plan for future to have system of plot marking out to ease finding of specific graves (site plan would not work). (Compressed recycled Plastic/other (oak) signs – would need approximately 30 numbered signs.

It is easier if the meeting with the Cemetery Wardens is scheduled in co-operation with HTC officers, as that facilitates explanation of context, planned work, what has previously been the case and saves time.