

# 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 31<sup>st</sup> July 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 –Strategic Projects Committee**

**4.1** To resolve that the Minutes of the Meeting of the Assets Management Committee held on 26<sup>th</sup> June 2019 (Ref: AMC/19/1/1-15), 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 26<sup>th</sup> June 2019

**5. Community Infrastructure Levy Projects**

To consider any potential Community Infrastructure Levy projects

**6. Budget**

To discuss the Assets Management Committee budget

**7. Managed Maintenance Plan**

To discuss the development of a managed maintenance plan

**8. Hailsham Country Park**

To agree the wording for the Deed of Dedication

**9. Land at Grovelands Farm**

To consider a request by Grovelands School to place a fence on Council owned land to enclose their Forest School Site

**10. Hailsham Tennis Club**

To consider a request by the Tennis Club to renew their Lease

**11. Hailsham Parish Church**

To consider the future of the Floodlights at the Church

**12. 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.

13. Hailsham Cemetery

The reason for exclusion is:

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

**13. Hailsham Cemetery**

To discuss the appointment of a contractor to undertake work to the Chapel roof



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:** 31<sup>st</sup> July 2019

**By:** John Harrison, Town Clerk

**Title of report:** Community infrastructure Levy Projects

**PURPOSE:**

To consider any potential Community Infrastructure Levy Projects

**BACKGROUND**

The Town Council's Strategy Committee has been considering the best way to approach the development of a 'Community Infrastructure Levy Policy' - that is how to decide what infrastructure projects should the council's allocation of CIL payments be used for.

**Strategy Committee Minutes 08<sup>th</sup> July 2019 (Minute Ref STC/19/2/01-11)**

**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).*

*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.*

*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.

*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.*

*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.*

**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.

*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.*

#### **Community Infrastructure Levy – Background Information: Attached as appendix to this report.**

- NALC Guidelines on CIL
- WDC Advice note to Town and Parish Councils

#### **FINANCIAL IMPLICATIONS**

CIL payments received to date

11/04/2017	£2,341.43
16/10/2017	£7,786.45
23/04/2018	£315,114.64
15/10/2018	£4,260.90
02/04/2019	£109,956.81
Total	£439,460.23

## CONSIDERATIONS

- The Assets Management Committees is asked to suggest three projects 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.
- The Assets Management Committee is asked to consider its approach to determining its three projects (i.e. whether through ordinary meetings, a sub-committee, an extraordinary meeting of the committee etc).

The 'key plan documents' identified by the Strategy Committee are:

1. Hailsham Neighbourhood Plan
2. Hailsham Town Council Strategic Plan
3. (and to a lesser extent) Hailsham the Way forward.

These have not been attached to this report due to their length and size, but are available at the following links:

1. <https://www.hailsham-tc.gov.uk/wp-content/uploads/2019/04/1.-2019-Hailsham-NDP-Submission-version-Low-Res.pdf>
2. <https://www.hailsham-tc.gov.uk/wp-content/uploads/2018/04/Strategic-Plan-April-2018.pdf>
3. <http://www.hailshamforward.co.uk/downloads/thewayforward.pdf>



PLANNING FUTURES



## A Guide to the Community Infrastructure Levy (CIL) for Parish and Town Councils

*Planning Futures has been commissioned by the National Association of Local Councils' (NALC) Legal team to prepare this briefing note on how the Community Infrastructure Levy or CIL, can help your Town or Parish Council (TPC) to deliver and support local infrastructure provision.*

### What is CIL?

CIL is a charge on development that came into force in 2010 (and runs in tandem with s.106 contributions). The purpose of the CIL is to fund infrastructure to support local development.

Local Administrations can choose whether or not to charge CIL within their Borough/District and the levy is usually collected by the Local Planning Authority who are known as the “Charging Authorities” (CA).<sup>1</sup>

The rate of CIL is set by the CA after consulting with their communities and developers (and is tested by Independent Examination).

### The Town and Parish Council Share

TPCs are entitled to a “Neighbourhood proportion” (NP) (sometimes called the “Meaningful Proportion”) of the CIL monies received by the CA.

The amount you receive depends on whether or not you have an adopted Neighbourhood Plan in place.

**No Neighbourhood Plan** – You will receive 15% (capped at £100 per existing council tax dwelling in the Council’s area).

**Adopted Neighbourhood Plan in your area** (or a development that has been granted permission by a Neighbourhood Development order)? – You will receive 25% of CIL receipts (uncapped).<sup>2</sup>

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<sup>1</sup> In London, the boroughs collect the levy on behalf of the Mayor.

<sup>2</sup> Where there is no TPC in an area, the CA will retain 15% as the NP and will consult with local communities as to spending priorities.



# What can you spend it on?

CIL monies can be used to support the development of the local area to fund:

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area<sup>3</sup>.

“Infrastructure” includes physical, social and green infrastructure e.g. Highways; cycleways; education facilities; sports and community halls; parks and play areas.

CIL monies cannot be used for everyday TPC expenditure or for spending on items or services which fall outside the TPC’s remit (whether that be by statute or Power of Competence<sup>4</sup>).

**Examples of how CIL monies have been spent include:**

- Supporting a Town Bus service (**Henley on Thames Town Council**)
- Ultrafast fibre Broadband (**Waterstock Parish Council**)
- Installing village gates on a main road verge to slow down traffic (**Bix and Assendon Parish Council**)

## Deciding your spending priorities

You should consult with your local community to create your list of local priorities.

To ensure that any consultation is inclusive and meaningful, and that all groups can engage with the CIL process, you should focus on ways of reaching out to all members of the community (particularly those who are less vocal or more vulnerable). TPC newsletters and websites/social media platforms are a useful resource for this, as are community engagement events.

CIL can be used to shape the future of your local area.

By engaging early with your CA, you can coordinate spending to leverage your CIL monies to maximum effect. For instance, you may wish to contribute to larger infrastructure projects to be undertaken by the District or County Council, which will benefit your area in the long-term.

### Case Study:

**Wokingham Town Council worked with their CA to complete a £4.2million partnership project to refurbish the Market Place. The Town Council used their current and projected CIL monies (including some borrowing against projected CIL income) to contribute to a 50:50 basis to the project.**

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<sup>3</sup> The 2010 Regs 59C

<sup>4</sup> Localism Act 2011 Part 1

Whilst CIL is often thought of as a fund to support planned development – you may also wish to invest your CIL monies in infrastructure that will incentivise future development.

Putting together an Infrastructure Investment/Delivery Plan (IP) listing the priorities, will provide an evidence base for spending decisions, transparency for local communities and will help you to give the CAs a better understanding of your community priorities.

## Spending deadline

The CA will pay out CIL monies collected to your TPC at regular intervals.

The monies should be spent within 5 years of receipt. If they are not, or they are used inappropriately, then the CA can recover the monies.

## Reporting requirements

You must prepare a report for any financial year in which you receive CIL receipts<sup>5</sup>.

For that year, the report should include details of:

- total CIL receipts;
- total CIL expenditure;
- a summary of what the CIL was spent on;
- Details of any notice served by the CA for failure to use CIL monies within the required 5 year period or appropriately;
- the total amount of receipts retained at the end of the financial year (from that year and previous years).

These reports can be combined with other reports already produced by your TPC.

The report should be published on your website (or on the or the CA's website if you do not have one).

A copy of the report should be sent to the CA (from which you received the CIL monies) no later than 31st December following the relevant financial year, unless the report will be published on the CA's website.

**Note:** This is a general briefing note on the operation of CIL for TPCs who are advised to obtain independent legal advice on matters that can lawfully be funded from CIL receipts (particularly if they have previously had Town/Parish precept funding).

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<sup>5</sup> The 2010 Regs 62A



## **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

### **GUIDANCE FOR TOWN AND PARISH COUNCILS**

**April 2017**

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#### **What is the Community Infrastructure Levy (CIL)**

- Wealden District Council (WDC) adopted its CIL Charging Schedule on 1<sup>st</sup> November 2015 and began implementing CIL on 1<sup>st</sup> April 2016. From this date most new development has been liable to pay CIL.
- The amount of CIL payable is determined by the Gross Internal Area (GIA) of the development and the applicable CIL rate/s.
- There is also the ability to offset existing floorspace on change of use and demolition of existing buildings, subject to meeting certain criteria.
- The CIL is collected from development in order to pay for the infrastructure that is, or will be, needed to support new development across the District.
- The CIL does not replace previous s.106 contributions which are still used to cover on site infrastructure and affordable housing.
- However changes in s.106 legislation mean that many infrastructure needs previously covered by s.106 could now be funded via CIL.

#### **What are the WDC CIL Rates?**

The WDC CIL rates are set out in the CIL Charging Schedule 2015 as follows:

<b>Development</b>	<b>CIL Charge (£ per sq m)</b>
Residential (higher band)*	£200
Residential (lower band)*	£150
Retail – wholly or mainly convenience	£100
Retail – wholly or mainly comparison	£20
Standard Charge (applies to all development not separately defined)	£0

\*Please refer to figure 1 in the Charging Schedule for the map showing the higher and lower areas.

#### **How is CIL calculated?**

- The Wealden CIL Charging Schedule 2015 sets out the charge per square metre that will apply to each category of new development where new floorspace is being created.
- In certain circumstances CIL may also be charged where planning permission is granted to change the use of existing floorspace.

- The standard charge of £0 per sq m will apply to all new floorspace created unless a different rate is set out in the charging schedule.

### **When is CIL payable?**

- The CIL Demand Notice (the invoice) is issued on commencement of development.
- The amount of time given for payment to be paid and the provision of payment by instalments is dependent on the chargeable amount and can be further categorised where phasing has been permitted.
- A copy of the District Council CIL Instalment Policy can be found in the linked documents section of the CIL webpage – as detailed at the end of this note.

### **What is the Town/Parish Council ‘Meaningful Proportion’?**

- Under the requirements of the Community Infrastructure Levy Regulations 2010 (as amended), 15% of the CIL collected as a result of development in a given parish area will be passed to the relevant Town/Parish Council – this is more commonly known as the ‘meaningful proportion’.
- Payments will be capped to £100 per council tax dwelling per year, for example, a Town/Parish with 500 dwellings cannot receive more than £50,000 of CIL receipts per year.
- In areas with no Town/Parish Council, the 15% of CIL must be used by the charging authority to support the development of the relevant area.
- Areas with an adopted Neighbourhood Development Plan the amount to be passed to the Town/Parish Council will be 25% with no cap.

### **How and by when must the ‘Meaningful Proportion’ be spent by the Town/Parish Council?**

- The CIL Regulations 2010 (as amended) require the ‘meaningful proportion’ to be used to support the development of the local area by funding:
  1. The provision, improvement, replacement, operation or maintenance of infrastructure; or
  2. Anything else that is concerned with addressing the demands that development places on an area
- This provides Town/Parish Councils with a much more flexible approach for spending their CIL receipts in comparison to the powers of District Council.
- Such wider spending powers for the Town/Parish Council allow the local community to decide what they need to help mitigate the impacts of development in their area.
- This may be for a local project, or the Town/Parish may decide to contribute their proportion of the funding to the more strategic projects which are being supported by the District Council, such as an

education expansion project or road scheme that will support their locality – as noted above, the CIL receipts are now needed to deliver many infrastructure items previously funded under s106 and, as such, Town/Parish Councils will have important and difficult decisions to make to prioritise their infrastructure delivery.

- Any spend of CIL funding must fit within the usual powers of the Town/Parish Council and their Powers of Competence.
- Where the infrastructure to be supported is not permissible due to the responsibilities of the Town/Parish Council then this may still happen by agreeing for the money to remain / be passed back to the District Council for them to have spent in accordance with the wishes of the local community.
- Decisions on the expenditure of the 'meaningful proportion' funds are at the Town/Parish Council's discretion, provided that it is in accordance with the CIL regulations.
- If a Town/Parish Council has failed to spend CIL funds transferred to them within a period of 5 years from the date of initial receipt, or has not applied the funds in accordance with the Regulations, then the District Council can serve a notice on the Town/Parish Council requiring it to repay some or all of the receipts that had been transferred to them.

### **When will the Town/Parish Council receive a payment of the 'Meaningful Proportion'?**

- The District Council will normally make payment in respect of CIL it receives from 1 April to 30 September to the Town/Parish Council by 28 October of that financial year, and pay the CIL received from 1 October to 31 March by 28 April of the following financial year.

### **What are the reporting requirements for the Town/Parish Council?**

- To ensure transparency Town/Parish Councils must publish each year (the financial year) their:
  - total CIL receipts;
  - total expenditure;
  - a summary of what the CIL was spent on; and
  - the total amount of receipts retained at the end of the reported year from that year and previous years.
- 
- Reports can be combined with other reports already produced by Parish/Town Councils and should be placed on their website and a copy of the report is required to be sent to the District Council.
- Where a Town/Parish does not have a website the District Council can, upon request, publish this information on its website on the Town/Parish Council's behalf.
- The CIL report must be published and sent to the District Council no later than 31st December following the reported year (the financial year).

- Town and Parish Councils may use the reporting template provided by Wealden District Council

### **Further Details**

More information about CIL can be found on the Wealden District Council Website:

<http://www.wealden.gov.uk/cil>

Please contact the Planning Policy Team if you have any specific questions.

Tel: 01892 602008

Email: [ldf@wealden.gov.uk](mailto:ldf@wealden.gov.uk)

**Report to:** Asset Management Committee

**Date:** 31<sup>st</sup> July 2019

**By:** Michelle Foster – Finance Officer

**Title of report:** Budget for 2020/2021

**PURPOSE:**

To discuss the budget approach for the 2020/2021 budget in relation to the asset management committee. (This is not the complete budget only budget items in the terms of reference of this committee).

**BACKGROUND:**

Using the 2019-2020 budget as the baseline for setting the 2020-2021 budget, I have reviewed the ongoing expenditure costs to the council and have made the following adjustments to areas covered by Asset Management Committee:

- . 3% increase across most of the budget areas as per the five-year budget in the business plan.
- . Additional funding to Dog bin waste of £19,700, due to the expensive cost to get dog waste collected and disposed of.
- . increase in utilities across most sites for Electric/Gas and Water due to increase prices.
- . Continued funding for SOX Street Lighting Repairs agreed by Full Council £17,297.00
- . James West income for hire/letting is now built into the budget.

Other factors that were discussed at the FBSRC budget meeting 10<sup>th</sup> July 2019 and have been adjusted in the budget reports for this meeting:

. The Horticultural and grass cutting contract is out to tender later this year, and as the current contractor under quoted for the grass cutting at the cemetery, and the recreation ground at James West due to come under the town council, there will be an increase in the cost of this contract. Further details will be available in the Autumn. £25,000 as a guide figure from the Deputy Town Clerk (DTC).

. The vehicle leasing contract is due for renewal in March 2020, as such we are will not know the actual expenditure cost for 2020-2021 in time for the budget setting, on the advice of the Deputy Town Clerk, a 10% increase (£1,000) in the budget would be prudent.

. 4 Market Square is currently empty due to tenant ceasing letting agreement, so this budget may have to be removed - £6,500.00

. All hire and letting fees of properties/playing fields need to be reviewed (except James West due to

recent set up), as these rates have not been reviewed or adjusted since April 2007. It was agreed that the hire costs for Fleur De Lys, MT Pavilion, pitch charges for Maurice Thornton playing field. This is part of the remit of the AM committee. (Finance Officers report attached).

Taking all the above adjustments into account and the removal in the Council tax support grant from Wealden District Council of £17,819.00, there is a shortfall at present of £21,867.00, however this will change depending on the items discussed in the committees.

The other factor to come into account is the movement in band D tax base which in 2019-2020 is 7649.3. We will not be advised of the tax base until December 2019.

#### **CONSIDERATION:**

To consider the adjustments made by the Finance Officer and review the budget papers for the Asset Management Committee 2020-2021.







			2020 - 2021 Estimates		2019/20	Actual	
		Expenditure	Income	Net	Estimate	2018/19	
				Total			
	(approved by committee)						
		A	B	C	D	E	
201	201 TOWN COUNCIL SITE						
	Internal Repairs/General Maintenance	212		212	206	401	
	Electronic Gates to car park/service/upgrade/repair	500		500	155	1011	Amended to £500.00 as very under budgeted in previous years
	Maintenance for 4 Market Square	1500		1500	1500	0	
201	Gas Boiler - Annual Service	212		212	206	70	
201	Intruder alarm & smoke alarm service	530		530	515	80	
201	External Repair/General maintenance	612		612	200	162	
	Total Town Council Site	3566	0	3566	2782	1724	
	202 RECREATION BUILDINGS (incl UNION HALL)						
	Maurice Thornton Pavilion						
206	Overheads (water, electric, cleaning etc)	1273		1273	1236	924	
206	General Repairs	530		530	515	210	
	Storage Sheds (General)						
210	General Maintenance	250		250	100	56	Increase due to skip hire for clearance of rubbish
	MT hut and Grovelands barn energy	500		500	309	459	Increase due to increase in electric used by bonfire society/men in sheds
	Grovelands Barn rates	2971		2971	2800	2592	
	Union Corner Hall						
207	Maintenance Grant	1000		1000	1000	0	No increase
	Public Toilets - Stable Block			0			
	Cleaning/maintenance	15000		15000	15000	11159	
	Weibury Farm - Jim West Community Hall						
208	Maintenance/Running costs	10300		10300	10000	61126	
	Total Pavilions & Storage sheds	31824	0	31824	31560	81845	
	203 CEMETERY BUILDING MAINTENANCE						
215	General Maintenance of buildings	159		159	155	70	
215	Cemetery Lodge Repairs	424		424	412	90	
		583	0	583	567	160	
	204 PROJECT FUNDS						
230	No18 - New Burial Ground (balance £17500)	0		0	0	0	
		0	0	0	0	0	
	205 CEMETERY SERVICES & OVERHEADS						
216	Rates	2864		2864	2781	2696	
216	Water & sewerage	446		446	433	400	
216	Electricity	470		470	309	451	Increase due office now in use full time
216	Gas	800		800	763	500	Increase due office now in use full time
216	Telephone	600		600	600	566	
216	Fire Extinguisher & boiler service	124		124	124	109	
216	Pest Control	300		300	52	299	TO REVIEW as overspend the last 2 years! - Adjusted to £300.00 as per FBSRC
216	General repairs & cleaning materials&Waste Collecti	1963		1963	1906	2625	£873.60 is for waste collection
216	Burial Record Computer system (annual licence)	339		339	330	265	
		7906	0	7906	7035	8196	
	207 FUNERAL & GRAVES						
219	Grave digging	14420		14420	14000	12650	
219	General Maintenance - chapel flowers & mem trees	530		530	515	2073	
219	Burial & Monument fees	0	51500	-51500	-51500	-67429	TO REVIEW

[illegible]



[illegible]

[illegible]

**Report to:** Finance, Budget, Resource and Staffing Committee

**Date:** 10<sup>th</sup> July 2019

**By:** Michelle Foster – Finance Officer

**Title of report:** Hire Charges Review

**PURPOSE:**

To discuss the hire charges for Hall/Pavilion and pitches

**BACKGROUND:**

This report excludes James West Hall, as this hall has recently been established and has current hall rates.

The Maurice Thornton Pavilion (MTP) and Fleur De Lys (FDL) meeting room hire charges have not been update since 1<sup>st</sup> April 2007.

At current rates are as follows;

MTP is £14.00 per session for Charities/Community groups & £19.00 per session all other users.  
(no time frame)

FDL is £20.00 per 4 hours session for Charities/Community groups between 9 – 5 pm & £25.00 after 5pm

Other users are £30.00 for a 3 hours session.

Weekend bookings are £60.00

The Maurice Thornton playing field is used by a Junior Football club and has been for many years, the Council decided sometime ago that they would only be charged for the use of the pavilion for the football calendar year. So, as such no charge for the field, however due to the fact the costs have increased over the years for grass cutting and line marking, which the council pay for within its precept. The line marking undertaken by council outdoor works team.

None of the costs of these have been recharged to the football club.

If and when we take James West playing field over, I have been advise that a different junior football team would be interested, and this would have to built into the current grass cutting contract and as such would require more cuts then usual playing field to accommodate the football similar to MT

field. Line Marking would need to be undertaken also.

Now if the council decide to charge some of these on costs to the club at James west, which would be cost effective to do so, similar to other councils who offer these facilities, we would need to roll this out across MT field.

The Outdoor works supervisor looked into what other councils are charging and here are some details:

Pavilion costs - £9.00 – £17.00 per hour – Mid- Sussex/Uckfield/Loose

Pitch hire costs for Junior football - £14.00 Mini Soccer & £ £28.00 per session – Mid Sussex  
£37.20 – Tunbridge Wells BC per day  
£240.00 – Mini Soccer per season  
£351.00 – Junior Football per season both Uckfield TC

Line marking paint costs around - £230.00 per year, this is without staff time to undertake the line marking.

The grass cutting is part of our horticultural contract of £2,051.00 per month.

In relation to the FDL meeting charges – on investigation surrounding hall charges are as follows:

Diplocks £12.00 per hour / £8.00 per hour for Community groups

Union Corner Hall £12.00 per hour / £8.00 for Community groups

WDC Civic Hall £30.00 per hour / £15.00 for community groups

Summerheath Hall £12.50 per hour

Where we currently charge £5.00 per hour.

## **CONSIDERATION:**

To consider if the committee would like a review of the hire costs and decide what approach it wants to do this i.e. % increase each year or £ increase.

**Hailsham Town Council Budget Setting process as agreed within the Terms of reference of the Finance, Budget, Resources and Staffing Committee:**

Date	Meeting	Activity
July	Finance, Budget, Resources & Staffing Committee	Agree baseline budget according to known costs
August/September	All Standing Committees of Council	Consider additions to baseline budget according to plans for next financial year
October	Strategy Committee	Consider whether requests from Standing Committees are consistent with Council's Business Plan and Strategic Aims & raise any queries for committees.
November	All Standing Committees of Council	Address any queries from Strategy Committee
December	Finance, Budget, Resources & Staffing Committee	Finalise recommended budget, including full information regarding tax base etc
January	Hailsham Town Council	Determine budget precept to be requisitioned from WDC

**Minutes from Finance, Budget, Resources and Staffing Committee 10.07.2019 (Minute Ref FBR/19/2/5-7.6)**

**Accounts and Audit – Budget for 2020-2021**

*The Finance Officer explained the report to the committee explaining the following amendments to the forthcoming year's budget, the following items were discussed:*

- . 3% increase across most of the budget areas as per the five-year budget set out in the council's business plan.*
- . Additional funding for Dog bin waste collection of £19,700.00, due to expensive costs to get dog waste collected and disposed of.*

*Cllr Grocock asked the Finance Officer to work out the cost per bin per year, so that the Council fully understand the actual cost of installing a new dog bin. The Finance officer will email the details to the committee.*

*Cllr P Holbrook enquired about having advertising on any new dog bins from local pet shops, to help with the costs of the bins.*

*. Continued funding for SOX street lighting repairs agreed by full council for £17,297.00*

*. Staffing costs to be adjusted to reflect scale point movements, pension costs and 2% pay increase as per government notification, this is PENDING as information due in the Autumn.*

*. James West income for hire/lettings is now built into the budget.*

*The committee then discussed the other factors in the Finance Officers report.*

*. 4 Market Square is currently empty due to tenant ceasing agreement, so this budget may have to be removed - £6,500.00*

*Cllr R Grocock asked about an update, the Town Clerk advised that there is some interest and he is perusing that lead at present.*

*The Town Clerk inquired about Pest Control at the cemetery, The Finance Officer advised that the previous year budget was very low, and due to a couple of issues last year, to increase the budget to £300.00*

*. The Horticultural and grass cutting contract is out to tender later this year. The committee should be advised of the figures in the Autumn, at present the potential increase of £5,000 to the horticultural contract as due to take on a new Public open space and increase of £6,000.00 for grass cutting at the cemetery, this is due to current contractor under quoting.*

*Cllr Powis commented on the issue at the Maurice Thornton playing field regarding grass cutting. Cllr Powis enquired if there is a need of an additional cut on Maurice Thornton. The Finance Officer advised that the Outdoor works supervisor and the Deputy Town Council will be reviewing the contents of our contract to ensure that all the needs of the council will be fulfilled.*

*The vehicle leasing contract is due for renewal in March 2020, as such we will not know the actual expenditure costs for 2020-2021 in time for the budget setting, on advice of the Deputy Town Clerk, a 10% increase (£1,000) in the budget would be prudent.*

*Cllr Hinton enquired how this contract is renewed, The Finance Officer advised that it go out to tender.*

*The Town Clerk advised that there is a motion to council next week regarding Eco-friendly Council, and one of the options is Hybrid vehicle.*

*Cllr Powis advises that fuel costs would be saved using an Electric vehicle for the vehicle used mainly around the town centre.*

*. All hire and letting fees of properties/playing fields need to be reviewed (except James West due to recent setup), as these rates have not been reviewed or adjusted since April 2007.*

*The Finance Officer went through the council current prices of the halls, and comparison of other halls in the surrounding area.*



*Cllr Hinton queried what the income for the halls where last year, The Finance Officer advised that the MT Pavilion was £800, and the Fleur de Lys meeting room was £3,800 and agreed that there should be a review.*

*The Finance Officer advised that the playing field had no hire charges for use by the Football club. The works supervisor had done some research of other council's charges, and the Finance Officer advised that costs for pitch marking, grass cutting.*

*The Finance Officer stated that new open space will come online and there may be a similar scenario at that site, and it needs to be looked at across the board.*

*Cllr Powis voiced concerns of charging sports clubs, when Hailsham is short of sports facilities.*

*The Finance Officer advised the report and details of charges will be sent out with the minutes of this meeting.*

*The Finance Officer advised that the factors for discussion have not been adjusted in the budget, but they will be when the papers go to the committees in August/September and explained the change in budget setting process for 2020-2021.*

*The Finance officer advised that we will not know the tax base until early December.*

*Cllr Hinton enquired how the budget is set and why 3% increase, The Finance officer advised it is inline with the business plan, and where the budgets are underspent, it has not been unnecessarily increased. The budget process should include potential savings between committees/officers. Have more narrative regarding the budget which is more details available to the public.*

*Cllr Powis queried items over spend in last year's budget, do we investigate these, The Finance Officer advised that they looked into and considered in the coming years budget.*

**Report to:** Assets Management Committee

**Date:** 31<sup>st</sup> July 2019

**By:** Karen Giddings, Planning and Environment Officer

**Title of report:** Hailsham Country Park Deed of Dedication

**PURPOSE:**

To consider the formal wording for the Deed of Dedication for Hailsham Country Park

**BACKGROUND:**

A Deed of Dedication can be put in place on areas of land to protect the space for future generations to ensure the area is only used for recreation and leisure.

A Deed of Dedication has already been put in place at Western Road Recreation Ground. This Deed covers the entirety of the recreation ground plus the tennis courts and football club.

At a Strategic Projects Committee meeting in October 2018 the Committee agreed to also enter into a Deed of Dedication for Hailsham Country Park:

**Minute ref: SPC/18/4/38 – Strategic Projects Meeting on 17<sup>th</sup> October 2018:**

**Hailsham Country Park**

*Members noted that The Fields in Trust had contacted the Town Council to advise that there is a further round of grant money available to successful applicants. This would require the Council to agree to a Deed of Dedication, to fulfil one of the requirements of the application. The Council has consulted with Hailsham Active and identified Hailsham Country Park as a suitable green leisure space to put forward, in an application.*

*If successful, the grant will provide for an exercise programme for the residents in the area and the land would be protected in perpetuity.*

*The Town Clerk confirmed that the Deed for the Country Park would cover the entire Country Park.*

*Members were in favour of entering into a Deed of Dedication*

***RESOLVED to enter into a Deed of Dedication on the Country Park with Fields In Trust***

**FINANCIAL IMPLICATIONS:**

There are no financial implications

**WORDING OF DEED OF DEDICATION TO BE CONSIDERED:**

The wording of the Deed of Dedication and an area showing a map of the Country Park are below:

## **Non-charitable Deed of Dedication**

Hailsham Town Council (1)  
and  
National Playing Fields Association (2)

Hailsham Country Park

*Draft with annotations in red*

**THIS DEED OF DEDICATION** is made on the                      day of                      20

**BETWEEN**

- (1) **HAILSHAM TOWN COUNCIL** of Inglenook, Market Square, Hailsham, East Sussex BN27 2AE and its successors in title (**the Landowner**); and
- (2) **NATIONAL PLAYING FIELDS ASSOCIATION**, operating as Fields in Trust, of Unit 2D Woodstock Studios, 36 Woodstock Grove, London W12 8LE, a Royal Charter Organisation established for charitable purposes (registered charity number 306070) and its successors in title (**FIT**)

(The Landowner and FIT being together called the **Parties**)

**WHEREAS:**

1. The property more particularly specified in the Schedule (the **Property**) forms part of the property of the Landowner,
2. The Parties hereby agree that the Property will be dedicated in perpetuity in the manner and for the purposes set out below (but without any intention to create any charitable trust), and in accordance with the mutual undertakings given by the Parties.

*Clause 2 establishes the contract.*

3. The Landowner gives the following undertakings:

- 3.1 Not to use the Property or permit the Property to be used for any purpose other than as [a public playing field and recreation ground];
- 3.2 Not to grant, allow, suffer or permit the Property to be used for any purpose outside clause 3.1 including for any occasional or specific period of time without the consent of FIT;

*Clause 3.1 is the user clause and refers to the property being used as "a public playing field and recreation ground". Depending on the property's current or future use, the user clause can be amended by mutual agreement. For example it could also reference buildings or facilities if the use is ancillary to the outdoor space.*

- 3.3 Subject to clause 4 or clause 5, not (in so far as it has the power to do so) to dispose of the Property without the consent of FIT;

*Clause 3.3 establishes additional protection through Fields in Trust by requiring Fields in Trust's prior consent to any proposed disposal.*

- 3.4 Not to erect, allow, permit or suffer any buildings, structures or alterations on the Property, the use of which is outside the permitted uses as stated in Clause 3.1 without the consent of FIT;
- 3.5 Not to grant, allow, suffer or permit the erection of any buildings, structures or alterations on the Property that would result in the total structural and building footprint of such buildings or structures to exceed twenty per cent of the total square footage of the Property;

*Decisions relating to new buildings and structures, or alterations of the same, which fall within the agreed use stated in clause 3.1 are solely in the control of the landowner or its tenant(s).*

- 3.6 To inform FIT without delay of any proposals, intentions or decisions to grant, allow, suffer or permit:
  - 3.6.1 Disposals of the whole or part of the Property;
  - 3.6.2 The erection of any buildings, structures or alterations on the whole or part of the Property whether inside or outside the user clause at clause 3.1;
  - 3.6.3 The temporary closures or uses of the whole or part of the Property;
- 3.7 To provide FIT with information in response to any reasonable request by FIT relating to the use at clause 3.1.

*Clauses 3.6 and 3.7 support the objective of protecting the site's recreational use. Please refer to Fields in Trust's Field Change Request Guidance which is published on our website <http://www.fieldsintrust.org/field-change-request>*

- 3.8 To maintain the Property and so far as is consistent with its duties as a local authority to have regard to any advice given from time to time by FIT on the management and running of the Property;

*This clause establishes an advisory role for Fields in Trust without interfering with the management rights and responsibilities of the landowner.*

- 3.9 To erect notices on the Property in the form of signage provided by FIT relating to the background of FIT and its protection of the property, giving recognition of financial support where required;
- 3.10 To apply within three months of the date of this Deed on form RX1 annexed hereto for the registration in the proprietorship register of the registered title of the Property at the Land Registry of a restriction to the following effect:

*Clause 3.9 is an essential part of the land registration and protection process.*

*Or part of a site*

"No disposition of part of the registered estate identified on the plan outlined in red annexed to a Deed of Dedication dated \_\_\_\_\_ between Hailsham Town Council (1) and National Playing Fields Association (2) by the proprietor of the registered estate is to be registered without a certificate signed by National Playing Fields Association of Unit 2D, Woodstock Studios, 36 Woodstock Grove, London, W12 8LE or by its conveyancer that the provisions of clause 4 of The Deed of Dedication dated \_\_\_\_\_ between Hailsham Town Council (1) and National Playing Fields Association (2) have been complied with"

- 3.11 To apply within three months of the date of this Deed on form AN1 annexed hereto for the registration in the charges register of the registered title of the Property at the Land Registry of a notice to the following effect:

*Clause 3.11 is an essential part of the land registration and protection process.*

*Registered land*

*Or part of site*

"By a Deed of Dedication dated \_\_\_\_\_ between Hailsham Town Council (1) and National Playing Fields Association (2) the part of the registered estate identified on the plan outlined in red annexed to a Deed of Dedication dated \_\_\_\_\_ was dedicated for use as [a public playing field and recreation ground]."

3.12 To supply FIT with evidence that the registrations referred to in clauses 3.10 and 3.11 have been completed within a reasonable period of time after completion.

4. Pursuant to clause 3.3, FIT shall not unreasonably withhold consent to any disposal of the Property provided that the Landowner at the request of FIT:

4.1 Replaces or agrees to replace the Property with a piece of freehold land approved by FIT which is of equivalent or better quality than the Property, with equivalent or better facilities than the Property, of the same or greater dimensions than the Property, in the same catchment area as the Property, and as accessible to the public as the Property (the **Replacement Site**) and applies such of the proceeds of any sale of the Property as are necessary to do so; and

4.2 Enters into another deed of dedication on the same terms as this Deed in respect of the Replacement Site.

*Clauses 4.1 and 4.2 take account of potential future changes and guarantee flexibility in terms of specific location of a replacement site provided the specified criteria are met.*

5. FIT undertakes that it will not unreasonably withhold consent to any disposal of the Property at nil cost to any local authority or non-profit making organisation which will hold the Property and ensure that its use is compatible with clause 3.1, provided that the new landowner enters into another Deed of Dedication with FIT on the same terms as this Deed in respect of the Property.

*Clause 5 allows for asset transfer.*

6. FIT undertakes that it will:

6.1 Not unreasonably withhold consent to disposal of the Property or the erection of any structures upon it, subject to its duty to perform its charitable objects and provided that the provisions of clause 4 or clause 5 of this Deed have been complied with;

6.2 Respond without unreasonable delay to any notifications of intended disposal or erection of structures, or to any requests for advice; and

6.3 Notify the Landowner without unreasonable delay of any concerns or matters of advice to which it requires the Landowner to have regard.

7. The Landowner DEDICATES the Property as [a public playing field and recreation ground] for the benefit of the inhabitants of Hailsham and thereabouts and the site will be titled Green Space for Good, Hailsham Country Park.

*Clause 7 is the essential clause referring to the dedication of the site. The defined use is taken from clause 3.1 (the example given here is 'playing field and recreation ground').*

**IN WITNESS** whereof this Deed of Dedication is executed the day and year first before writ

schedule

*For registered land*

Part of that freehold property known as land lying to the south side of Hempstead Lane, Hailsham which is identified on the plan outlined in red and annexed to this Deed being part of HM Land Registry Title Number ESX222035.

**EXECUTED** as a **DEED** by affixing

The **COMMON SEAL** of **HAILSHAM TOWN COUNCIL**

in the presence of:

**[AUTHORISED SIGNATORY]**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**EXECUTED** as a **DEED** by affixing

The **COMMON SEAL** of **NATIONAL PLAYING FIELDS ASSOCIATION**

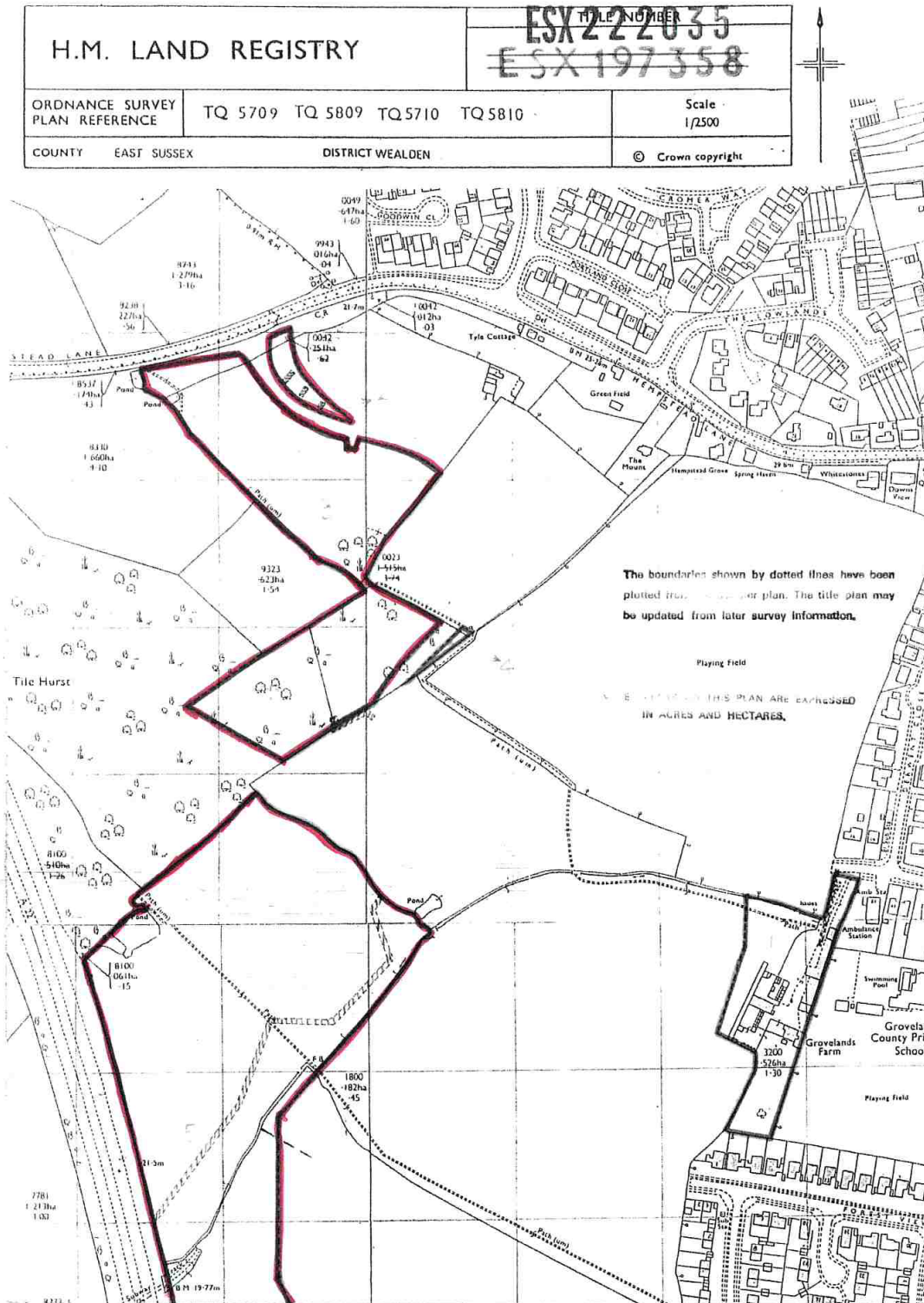
under an authority conferred by s.260(2) Charities Act 2011 in the presence of:

Trustee:

Trustee:







This official copy is issued, and shows the state of this title plan, on 6 November 2018 at 11:19:41.  
It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002).  
This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground.  
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# GROVELANDS C P SCHOOL



**Dunbar Drive  
Hailsham  
East Sussex  
BN27 3UW**

HEADTEACHER: Mr Jon Goulding  
B.A. (Hons)



Dear Sir/Madam

17<sup>th</sup> July 2019

I am a class teacher at Grovelands Primary school and the Forest School teacher. I am writing to seek permission from Hailsham Town Council regarding our plans to erect fencing on Town Council land. We need the fence to secure our Forest School site, which unfortunately is vulnerable to unwanted visitors out of school hours. Securing the area with a fence will also safeguard the children during the school day by preventing members of the public and dogs from entering the site. I have spoken to several fencers and looked at different options of where to put the fence whilst preserving the natural habitats for the children to enjoy and learn about. The established trees on the boundary of the forest school have deep roots, which poses a problem. In order to keep these trees inside the boundary of the forest school we would like the fence to be installed on the opposite side of the ditch, running along the grass bank. This would mean enclosing this section of the stream inside our Forest School site.

The fencer who will be carrying out the job has confirmed that a security fence, similar to the one surrounding the school can be fitted and I am seeking your permission before the work can go ahead. I realise that the Town Council is responsible for maintaining the ditch and also that immediate access is required for utility companies or emergencies. Using this type of fence means that panels can easily be removed when work needs to take place on the ditch. Mr Goulding, Head Teacher, is happy to have written agreement with the Town Council for you to access the ditch and this includes on the school side as well. This would help with your maintenance and will also allow the Town Council to get to sections of the ditch that you cannot currently reach.

We are in urgent need for the fence as sadly the site is vandalized on a regular basis. Equipment is tampered with and the natural resources, that have been collected for the children are regularly thrown into the ditch. We are going to lose a large number of trees which are now damaged and I am frequently clearing rubbish from the ditch and woodland floor, which has included broken glass bottles. The vandals regularly dismantle the circular seated area set up with tree stumps and throw these in the ditch along with cut down trees I am saving for woodland craft. As well securing the site from unwanted visitors it will protect the children during their session. The pathway which, runs alongside the forest school site is busy and well used by members of the public and dog walkers. There is always a risk that a loose dog could run on to the site or an unwanted guest could enter during children's sessions.

I am seeking your permission for the work can go ahead and I am happy to attend the committee meeting on Wednesday 31<sup>st</sup> July to answer any questions. Today is the last day of the school term therefore please do not hesitate to contact me on the below email if you require further information. I look forward to hearing from you,

Yours sincerely

Mrs Helen Dawson

Class Teacher, Grovelands Community Primary School

[helen@grovelands.e-sussex.sch.uk](mailto:helen@grovelands.e-sussex.sch.uk)

TELEPHONE: 01323 840062  
FAX: 01323 443000

EMAIL: [office@grovelands.e-sussex.sch.uk](mailto:office@grovelands.e-sussex.sch.uk)  
WEB: [www.grovelands-school.co.uk](http://www.grovelands-school.co.uk)

**Dyslexia  
Friendly**







Fencing

37 meters

45 meters

6 meters

approx measurements



**Report to:** Assets Management Committee

**Date:** 31<sup>st</sup> July 2019

**By:** Karen Giddings, Planning and Environment Officer

**Title of report:** Hailsham Tennis Club

**PURPOSE:**

To consider a request by the Tennis Club to renew the Club's lease

**BACKGROUND:**

There are now less than 10 years remaining on the Tennis Club lease and the Club has contacted the Council asking for the lease to be renewed to 21 years.

**Email from Hailsham Tennis Club below:**

*I am writing to you on behalf of Hailsham Tennis Club with regard to our lease agreement with Hailsham Town Council. As you are aware the club was successful in gaining planning consent to modernise the floodlights and improve the lux levels to meet the LTA's latest playing standard.*

*The club is now actively involved in attempting to secure additional funding for the work to commence. However, with less than 10 years of our current lease remaining this presents the club with a problem as applications require a minimum of at least 10 years remaining on the current lease; the majority require significantly longer.*

*I would therefore like to ask Hailsham Town Council to consider increasing/renewing the club's lease for 21 years to assist in securing funding for the improvement of its facilities.*

**FINANCIAL IMPLICATIONS**

Hailsham Town Council would normally pay for a solicitor to carry out the legal work for renewing a lease.

**CONCLUSION**

The Tennis Club has spent a large amount of money on its facilities over the years – it has built a new pavilion, erected new fencing, built new courts and as stated in the above email, will shortly be installing new floodlights. The Tennis Club has mostly secured funding for all the work its had required over the years, requesting only small contributions from the Council. The Tennis Club provides a very good and well used facility in Hailsham and it could therefore be considered reasonable for the Council to agree to the lease renewal and cover the legal costs for the new lease.

**Report to:** Assets Management Committee

**Date:** 31<sup>st</sup> July 2019

**By:** Karen Giddings, Planning and Environment Officer

**Title of report:** Hailsham Parish Church Floodlights

**PURPOSE:**

To consider whether the Town Council wishes to continue to maintain the Church floodlights

**BACKGROUND:**

The floodlights in Hailsham Parish Church Yard were installed in 2005 and there have been problems with the lights failing and needing repairing ever since. Some of this has been due to vandalism but the majority of problems have been due to failing switches and water getting into the flood lights causing them to fail. The lights have not worked in the Church Yard for the last couple of years.

The Church is now completing work to create their new entrance, this will involve moving one of the flood lights and the Church have asked whether the Council wishes to retain the lights and try and repair or concede to have them removed.

As the lights have not worked for quite a while there are now bats in the area and if the Council wishes to move the lights and continue to flood light the Church Yard a bat survey will need to be carried out and funding set aside for this survey.

The Council may wish to consider the environmental aspect of flood lighting the Church Yard, whether it is necessary to do so and whether it would be more environmentally friendly to leave the area unlit to continue to encourage bats to the area and be more energy efficient.

**Please see the email below from the Parish Church:**

***Floodlights***

***1. The five floodlights (three at ground level, and two on the aisle roofs) belong to the Council and were installed under a Licence in 2005. The terms of the licence (at least, as per the non-engrossed copy I have) include a clause committing the Council to "keep them in good repair and full working order and properly inspected and maintained".***

***2. They have not been working for a considerable period of time and I have received reports to the effect that they have been problematic almost since installation back in 2005. It is further***

*apparent that in the intervening 14 years, the fittings will have suffered the depredations of age and weather, and that to return them to full working order it is likely to be necessary to replace the actual luminaires as well as deal with the original root cause of the failure. Of course there would be the benefit that if the replacement luminaires used LED lamps, the electricity consumption would be reduced by around 50%.*

*3. In connection with the current internal re-ordering work, and as the church was known to host a bat colony, the Church Officers were required to consult with a licenced Bat Ecologist who arranged for a number of bat surveys to be completed. His report makes it clear that it is critically important that the eaves of the nave are not illuminated by artificial light as this will have a serious adverse effect on the bats.*

*4. I do not know whether the ground level luminaires would have any adverse effect e.g. on bat flightpaths, as this was not addressed in the report, but it would appear that the two roof mounted luminaires, which are sited to illuminate the east wall of the tower, are very likely to also illuminate the sensitive area of the nave eaves. I have to advise therefore that the installation should not be put back into use until this matter is addressed, taking account of further advice from the Ecologist as necessary. I would be pleased to provide the Ecologist's contact details if required.*

*5. In connection with a forthcoming proposal for a new path from the Victoria Gates to the west doors of the church, it will be necessary to move one of the ground level floodlights. The Church Officers acknowledge that if the lights were in working order and the Council intended to continue to maintain them, then although not explicitly covered by the Licence, it would be reasonable for the cost of moving the floodlight to be borne by the church.*

*6. In the light of the preceding comments, can you please advise whether the Council intends to undertake the necessary repairs to the floodlights and then maintain them in working order, taking account of the need to alter, shade, move or remove specific luminaires, and any other advice from the Ecologist e.g. on lamp type, to minimise any adverse impact on the bat roost, or the possible foraging habitat within the churchyard. In this regard I attach a recent Guidance Note 08/18 on artificial lighting published by the Bat Conservation Trust.*

#### ***Light Standard***

*7. There is a light standard located near the south door of the church. For a number of months it was noted that this was continually lit, which suggests a failure of the control mechanism. However, for the past six months or so it has stopped working completely.*

*8. I understand that neither the ownership of the light standard nor the source of supply has been determined, but would advise that the Church Officers would be happy for the Council to assume ownership and arrange for repairs and other maintenance (i.e. painting) should it wish to do so, and suggest that if this is the case, this be formalised via a Licence. If this is not the case then I would be grateful if you could advise accordingly.*

#### **FINANCIAL IMPLICATIONS**

If the Council wishes to maintain the flood lights there will be many cost implications. A bat survey will need to be carried out, repairs will need to be undertaken to the existing lights and then the continued future maintenance of the flood lights.

The Church have said they will pay for the cost to move the light if the Council wishes to repair the lights and maintain them in the future.

## **CONCLUSION**

To floodlight the Church Yard will prove costly in repairs, surveys and future maintenance.

The Council may wish to consider whether it has spare funding available to maintain lights for the Parish Church.

The Council may wish to consider the environmental impact of floodlighting the Church Yard and whether it would be kinder to the environment and the wildlife in the area to keep the area unlit.