



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 20th January 2020 at 7.00 p.m.

- STC/19/4/
22 **Public Forum**
None presented
- 23 **Present:** Councillors Gavin Blake-Coggins, Alexa Clarke, Nigel Coltman, Richard Grocock, Kelvin Hinton, Paul Holbrook (Chair) and Mary Laxton
- 24 **Officers Present:** John Harrison (Town Clerk)
- 25 **Apologies for Absence:** Received from Councillors Amanda O'Rawe, John Puttick and Craig Tasane and accepted by the committee.
- 26 **Declarations of Interest:** Cllr Holbrook declared an interest on Agenda Item 8 Battle Road Play Area as he lives nearby.
- 27 **Minutes of Previous Meeting**
RESOLVED that the minutes of the meeting of Strategy Committee held on 14th October 2019 (Ref StC/19/3/12-21), as printed and circulated, may be taken as read, confirmed as a correct record, and signed by the Chairman.
- 28 **Progress against the Town Council's Strategic Plan**
- 28.1 Mr Harrison explained that at present there are a few significant capital & other projects on the horizon, including the Western Road Playground, the track on the Western Road Recreation Ground (which will be on the agenda for the next 'full council' meeting now that we have a detailed specification), the South Road Bus Shelter plus the internal Staffing Review.
- 28.2 Questions raised and issues discussed:

The Staffing Review has not been implemented yet as it will be underpinned by the review of the council's plan. It will be necessary to have reviewed and made any amendments to the plan before implementing the staffing review, as one of the key aims of that is to ensure the staff structure is fit for purpose to carry out the council's aims in the plan.

AGREED that the Town Clerk should engage with companies ready for the Staffing review to then be implemented once the Strategic Plan has been updated.
- 28.3 **The Common Pond** – wildflower bulbs have now been planted by Sharon Cottingham and Karen Giddings is working on the duck signs.
- 28.4 **Welbury Farm** – where are we up to with the inspection of the land prior to agreeing to transfer ownership to HTC? – We are currently waiting for waiting for the developer to get back to us.
- 28.5 **Ersham Rd Triangle** – the committee discussed the need to nudge ESCC about getting the MASHH committee going again as it was postponed last time due to the WLP position being uncertain..

AGREED that the Town Clerk is to approach the necessary parties to ask when the MASHH committee will start meeting again.

- 28.6 **Increase capacity of cemetery** – the committee discussed the need to open detailed dialogue with Hellingly Parish Council. It was also noted that the Youth Projects Co-ordinator is currently looking into setting up some youth provision at Roebuck Park and has been discussing this with Hailsham Active. Therefore, there is a need to speak to Hellingly about doing that.

The key items to discuss at a meeting with Hellingly to be: possible Cemetery expansion, youth service provision, other ways the two parishes can work together, the possibility of boundary changes.

RESOLVED that the Town Clerk contact Hellingly PC to ask for a meeting.

RESOLVED that the HTC members attending the meeting will be Councillors Nigel Coltman, Kelvin Hinton, Gavin Blake-Coggins and Paul Holbrook.

- 28.7 **Square Youth Café** – Is still looking to expand Monday nights at the James West Centre with adequate staff allowing.

- 28.8 **Customer Service** – The Town Clerk is uncertain about the GDPR ramifications of implementing a CRM database so needs to discuss with the council's DPO about how that can work

- 28.9 **Human Resources** -have not yet started appraisal system with Mayor appraising the Town Clerk and that needs to be out in place.

- 28.10 **Post Office** – A Working Group meeting is scheduled for Friday 24th January – to assess data and meet with East Sussex regional manager.

- 28.11 **Neighbourhood Plan** – Councillor Laxton (Chair of the Neighbourhood Plan Committee) explained that the Town Council had met with NHP Inspector (Mr John Slater) and Wealden District Council, with members of Hellingly Parish Council attending to observe, to discuss the inspector's recommended amendments to the NP.

Agreement had been reached on some changes to the NHP, including simplification of some policies.

The committee is now trying to pin WDC down to agreement of the referendum date.

- 28.12 Collaborative working – as previously agreed the council will request a meeting with Hellingly.

Considered setting some timescales for implementation of areas to cover – such as for e.g. a boundary review, however it was explained that this would essentially be out of the town council's hands to deliver beyond making the request and therefore would not be a 'SMART' target.

30 **Review of the Council's Strategic Plan**

- 30.1 The committee discussed the best approach to reviewing the plan.

RESOLVED: To hold a series of 'workshops' to review the town council's Strategic Plan

- To be attended by the members of the Strategy Committee.
- To be facilitated by the Town Clerk and Deputy Town Clerk
- A set of facts and figures about the breadth of services the council provides,

ongoing projects, finances and staffing resources to be provided to inform the decisions.

- The meetings to be held as a Working Group; not formally minuted or public meetings, to facilitate open discussion.
- The Town Clerk to set the dates for Two or three sessions, starting as soon as possible in February.

31 **Community infrastructure Levy Projects**

31.1 The committee discussed potential projects for CIL funding and the background to this agenda item.

The committee had previously resolved to ask the standing committees to identify projects for CIL funding.

A previous council resolution had been for 25% of all CIL receipts to be ringfenced for 'major infrastructure' projects. It was noted that over half of CIL funding was now 'committed', leaving approximately £207K to spend.

31.2 CIL projects put forward so far:

Neighbourhood Plan Committee 13/08/2019

Bike Repair Café
Enhancement of Stoney Lane to the Common Pond, in partnership with East Sussex County Council
Exploration of the provision of a green space for recreational and environmental activities near the town centre

Assets Management Committee 21/08/2019

Maurice Thornton Pavilion refurbishment
Grovelands Farm Barn Community Area
Community Repair Café

Assets Management Committee 13/11/2019

Battle Road Play Area Refurbishment

Communities Committee 07/10/2019

None suggested

31.3 Areas discussed:

Maurice Thornton Pavilion: council has already given the go-ahead to football club to refurbish.

Explanation of Stoney Lane: is 'in a state of disrepair, with a mish-mash of surfaces. Cllr Coltman had spoken to ESCC who had said that funding was not available.

The Assets Management committee has also suggested adding battle Road Play Area as a CIL-funded project.

31.4 The committee agreed that it was not clear exactly what some of the suggested projects are & that they need to be defined a bit more.

It is also necessary to determine in more detail what major infrastructure projects are.

RESOLVED that the Town Clerk to produce a pro-forma to be completed by council members who had put forward the projects, confirming:

- Approximate cost (CIL receipts required to cover capital costs of the 'build')
- Further definition and description
- Feasibility
- Location
- Timescale
- Link with HTC's Strategic Priorities
- Risk analysis
- Equalities Impact Assessment
- benefits to the town of the project
- Revenue costs (maintenance, cleaning, staff costs, additional staff) – & any increase in precept needed to meet revenue costs once completed and established
- The 'Life span' of the project once complete and the likely need for additional capital receipts

For the following members of council to complete the forms for the following projects:

Cllr Mary Laxton – Bike repair Café & Community Repair Café
Cllrs Nigel Coltman & Paul Holbrook – Stoney Lane
Cllrs Paul Holbrook & Trevor Powis – Grovelands Barn.

- 31.5 Committee agreed that the Maurice Thornton Pavilion should be left on the list to see what comes out of the improvements made by the football club.
- 31.6 Exploration of the green space near the town centre is very dependent on WDC. They have talked about it as part of the town centre development.
- 31.7 Cllr Hinton raised question regarding S106 funded projects, which at present showed a minus figure under the allocation and therefore would HTC have to take remaining figure out of CIL funds?
- Mr Harrison explained that depends on what it all costs. HTC has agreed to allocate £125K on the western road play areas and £146K for the track 'in principle'. HTC hasn't resolved to allocate that full amount as there will be detailed specification coming to full council.
- 31.8 Also questions over the definition of 'major infrastructure' projects: This was really about project to be delivered by other statutory agencies.
- Agreed that we should have conversation with Wealden's CIL infrastructure planning officer.
- AGREED** that John Harrison would approach Chris Bending and ask about it.
- 31.9 Should there be a deadline for the pro-forma? The previous resolution was that full council will prioritise the projects, but it was agreed that it would be difficult to have full costings ready for the March full council.
- 31.10 The committee noted that the Changing Places facility was also earmarked for CIL funding. However, a recommendation to council from the Finance, Budget, Resources and Staffing Committee was to delay installation for a year:

Because of the financial situation the town council is in, caused by the WDC error in the tax base calculation, means that council will not have the running costs in the budget and because WDC are doing a review of changing places facilities in the town.

Battle Road Play Area

There had been a recommendation from the Assets Management Committee in November that this was a CIL project.

The suggestion was to do a complete refurbishment, the same as the Western Road Play Area.

It was noted that committee could potentially be making a decision ahead of this before other projects and therefore excluding future projects. This raised the interesting question of whether you use CIL to maintain what you've got or use for aspirational projects.

RESOLVED to accept recommendation from the Assets Management Committee that this is included on the CIL list.

There being no other business, the meeting closed at 8.02pm

CHAIRMAN