



HAILSHAM TOWN COUNCIL

ASSETS MANAGEMENT COMMITTEE

AGENDA

NOTICE IS GIVEN OF a meeting of the ASSETS COMMITTEE to be held in the Fleur de Lys Council Chambers, Market Square, Hailsham

Observers are kindly requested to watch the meeting live, via the Zoom link available from the Town Clerk (john.harrison@hailsham-tc.gov.uk) and not attend in person unless absolutely necessary, due to the limited space available and the ongoing risks posed by covid-19. Questions for the committee may also be submitted in advance to the Town Clerk.

Wednesday 16th March 2022 at 7.00 p.m.

1. Public Forum

To deal with any questions or brief representations from members of the public relevant to the remit of the committee, in accordance with Standing Order 1. and Hailsham Town Council policy. (15 Minutes)

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 Wednesday 9th February 2022 (Ref: AMC/21/7/68-78), 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 9th February 2022

5. Tree Management Programme

To consider a request to plant three trees on East Sussex County Council land as part of our Tree Planting programme

6. **Mini Bus**
To consider the future use of the Town Council mini bus
7. **James West Centre**
To consider a request from the Community Food Operation at Hailsham East to use the James West Centre
8. **Review of Town Council's Strategic Plan**
To consider the next four year plan
9. **CIL Projects**
Update
10. **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.
- Western Road Recreation Ground
Section 106 Contribution
Hailsham Aspires**
- The reasons for exclusion are: The beginning of legal proceedings and the terms of tenders for contracts or negotiations.
11. **Western Road Recreation Ground**
To consider the new lighting scheme
12. **Section 106 Contribution**
To receive a proposal regarding S106 proposals
13. **Hailsham Aspires**
Update



John Harrison, Town Clerk

Committee Membership:

Cllr C. Bryant
Cllr J. Cook
Cllr R. Grocock
Cllr P. Holbrook
Cllr M. Laxton
Cllr T. Powis
Cllr R. Newark

Substitutes:

Cllr N. Coltman
Cllr D. Cottingham
Cllr B. Holbrook
Cllr J. Puttick

REPORT TO: ASSETS COMMITTEE

DATE: 16th March 2022

BY: KAREN GIDDINGS, PLANNING AND ENVIRONMENT OFFICER

TITLE OF REPORT: Tree Management Programme – to consider a request by East Sussex Council to plant three trees on East Sussex Council Land

BACKGROUND:

East Sussex County Council have asked whether the Town Council will plant three trees on an area of East Sussex owned land, as part of the Town Council's tree planting programme.

The area of land is in The Avenue Hailsham

There were originally three trees here, but these were removed by Highways last year

A resident of The Avenue, who lives adjacent to the land, has asked via Councillor Gerard Fox, Nigel Coltman and Richard Grocock if it would be possible to replant the three removed trees.

East Sussex County Council have advised they do not currently have a tree planting policy or budget, but aim to help community groups, including town and parish councils who wish to plant trees on East Sussex County Council property.

East Sussex County Council have stated that If the Town Council replaced the three trees and added them to our current planting programs, they would help conduct a below ground services search and carry out a site visit to ensure the best positioning.

This type of project has already taken place In Seaford and Lewes.

ESCC ask that the trees are maintained for a period of five years to ensure good establishment, after which ESCC take on ownership and maintenance of them.

FINANCIAL AND LEGAL IMPLICATIONS:

Richard Gillett, our Works Manager, has raised some concerns at this request, due to the costs involved in planting these trees and the ongoing maintenance and liability responsibilities, as the Town Council will be liable for the trees for the duration of the 5 years (assuming ESCC does actually take over responsibility in 5 years time)

He has further advised that the Council is presently committed to a five year tree planting plan at the Hailsham Country Park and on other Town Council

land, so there is no capacity for other projects in the tree budget for 2022/2023 so funding for these trees would have to be taken from another area

The approximate costings for the semi mature trees will be £150 each plus the cost of planting by the Town Council's Tree surgeon, so approximately £600 in total as we need to have semi mature trees, saplings will just be vandalised.

The trees will need to be covered by the Town Council insurance which may be at an extra cost as the tree are not on our land and the trees will also need to be added to our yearly tree inspection

REPORT TO: ASSETS COMMITTEE

DATE: 16th March 2022

BY: KAREN GIDDINGS, PLANNING AND ENVIRONMENT OFFICER

TITLE OF REPORT: James West Centre – to consider a request from the Community Food Operation at Hailsham East to use the James West Centre

BACKGROUND:

The Town Council has been approached by a lady who operates a community Food Operation from Hailsham East. She runs this Monday to Friday, handing out food to the local community that has been collected from local supermarkets.

The food is chilled and frozen and therefore is stored in a fridge and freezer located at Hailsham East.

The individual wants to expand this to be able to operate on a Saturday and Sunday but is unable to do so from Hailsham East.

The lady recently visited the James West and spoke to Robert Boxer about the possibility of doing this.

Her request is for the Council to allow her to place a fridge and freezer in the lobby of the James West. These will be brand new appliances and will be available from April.

The operation will require access to the centre on a Friday evening from 9.30pm to stock the fridge and freezer this will take around 30 minutes.

On Saturday morning access will be required from 10 am to 12pm to hand out the food. The process is repeated with access required Saturday at 9.30pm to stock up and access on Sunday morning from 10am to 12pm.

All waste/packaging will be removed, and the area left clean and tidy.

Robert Boxer has confirmed he has no concerns about this request and is supportive of this proposal.

The food operation would start from April when the appliances become available.

There should be little impact on other users of the Centre currently

The Town Council may need to review this if any further Covid measures were to be enforced in the future.

FINANCIAL IMPLICATIONS:

There are no major financial implications.

There will be a small financial impact on the Council due to the placement of the two appliances in the lobby of the centre, as they will require some power to operate them

Also, Robert Boxer's time and commitment in providing access over the weekend.



Hailsham
TOWN COUNCIL

Strategic Plan

2018-2022

VISION ■ OBJECTIVES ■ KEY PRIORITIES



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Foreword from the Mayor

Welcome to Hailsham Town Council's Strategic Plan!

This strategic plan is the first such document produced by Hailsham Town Council in recent years, setting out its aims and plans for the coming years. It is the fruition of several meetings and a lot of hard work from a specially appointed 'Strategy Working Group' consisting of the Chairs and Vice-Chairs of the Council's standing committees, as well as extensive input from the Council's dedicated officer team.

We welcome any feedback from the people of Hailsham on the content of this plan, which should be directed either to myself or the Town Clerk (contact details can be found at the end of this document).

Cllr Nigel S. Coltman
Town Mayor & Chairman, Hailsham Town Council

Introduction

The Business Plan is the focus for Hailsham Town Council to enable it to work in a co-ordinated way in the best interests of all those who live and work in Hailsham and make use of the Council's services. It is a statement of the Council's vision, purpose, aims, objectives and values.

The purpose of the document is to provide an overview of the Council's plans to improve the quality of life for all of the town's residents, businesses and visitors.

The plan sets out the aims and objectives for the Council for a four-year period, starting in May 2018. The plan will be regularly monitored, reviewed and updated and should be considered as a 'living document'.

The plan will influence the content of all other strategies and resources of the Council, particularly through the budget process.

Further pressures are faced by the fact that district and county councils are facing cuts and reducing their services, often with an expectation that parish and town councils might offer those services instead.

There is a need to maintain a large degree of flexibility within the Council's forward plan and its budgeting process to meet these shifting priorities and needs and to meet the possibility of changing demands and decisions made by the Council in the future.

This plan does not therefore go down to a fine degree of detail. This allows the Council to maintain its key directions, aims and priorities while at the same time allowing for the flexibility required.

Hailsham: The Local Picture

Hailsham is the largest of the five main towns within the Wealden District. It sits amongst the lowland forests and marshes of the Sussex Weald and is a gateway to the South Downs National Park. Hailsham is a market town – its charter was granted in 1252 – and its history can be traced back to the Domesday book. There are several listed buildings in and around the town centre and within the parish boundary. The town has to a large extent maintained its character as a medieval market town and yet has also successfully modernised and moved with the times.

The parish has a current population of about 24,600 people, the majority of whom live in the town. The town has experienced significant expansion since 1945 and continues to do so.

The town's traditional industry was in rope-making. Today, industrial areas at Diplocks Way and Station Road, as well as commercial premises in the town centre, comprise the main areas of employment in the town. Wealden District Council also has its central offices based in the town.

The town is located approximately 5km north of Polegate and 15km north of Eastbourne, which is the nearest large town. These towns were previously connected to each other by rail, although the route through Hailsham was removed as a result of the Beeching report. In its place is now the Cuckoo Trail; a green cycle route running north-south through Hailsham, main road connections to and from the town comprise the A22 and A27.

Close to the town are the Pevensey Levels; a low-lying wetland of national and international conservation importance. It is designated as a site of Special Scientific Interest, a Ramsar site and Special Area of Conservation.



Hailsham Town Council

Parish and town councils are democratically elected local authorities with duties and privileges conferred by Act of Parliament.

In England and Wales, a parish council can resolve to call itself a 'Town Council' and its chairman the 'Town Mayor'. Parish and town councils are known collectively as 'local councils'. Hailsham Town Council came into being in 1974 as a result of local government reorganisation.



A town council holds sole responsibility for the services it provides. Through its committees, it formulates policies for action and decides how to raise and spend money on behalf of the local community.

The Town Council is the tier of local government closest to the people and consists of individual councillors who contribute to the work of the whole Town Council by:

- Putting forward ideas and engaging in constructive debate
- Representing their constituents and responding to the needs of the community
- Acting in an ethical way and being open about interests
- Voting to enable the Town Council to make decisions
- Ensuring the delivery of cost-effective quality services for residents



Overview of the Town Council

The Council is made up of 24 Councillors representing seven wards in the parish. The council is elected every four years. Elections were held in 2015 and are scheduled to be held again in May 2019. The Town Mayor and Deputy Mayor are elected by the councillors every year.

The Council has adopted the 'General Power of Competence' which means it has the legal power "to do anything that individuals generally may do", so long as they do not break other laws. It is intended to be a 'power of first resort'.

The Council itself meets every two months, with committee meetings held more frequently.

The Town Council's statutory duties are the running of Hailsham Cemetery and provision of allotments (currently there are three sites: Battle Road, Common Pond/Station Road and Harold Avenue).

The Council owns or controls an extensive portfolio of land and property including; Hailsham Common Pond, Hailsham Country Park, Hailsham Recreation Ground (Western Road), The Beaconsfield (football ground and tennis club), most of the play areas and many public open spaces and green spaces in the town, Union Corner Hall, Fleur-De-Lys/Inglenook building complex (Market Street) and the public toilets in North Street.

The Council has invested a large degree of time and resources into its business development functions, working with local businesses and partnerships to stimulate and support the economy of the town in any way it can.

The Council works with other partner organisations and attends joint committees as required, including Wealden District Council, East Sussex County Council, Hellingly Parish Council and Sussex Police.

Other services and functions of the Town Council include:

- Extensive youth-based activities in the town.
- Acting as a consultee to Wealden District Council for all planning applications
- The provision of a Neighbourhood Plan for the town
- Maintenance of dog waste bins
- Maintenance of the street lights in the parish which are owned by the Town Council



Town Council Committees

In recent years there have been five standing committees:

Strategic Projects Committee:

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

Finance, Budget, Resources and Staffing Committee:

This Committee is appointed to make recommendation to the Council on all aspects of the Town Council's financial and budgetary management, staffing and resources. The Committee makes recommendations to Council on some of these areas and also has some delegated authority.

Communities Committee:

This committee is appointed to implement the Council's business and festivities strategies. The business strategy is to consider all aspects of commercial related activity in and around Hailsham that will provide a benefit to Hailsham residents/businesses and to work with Hailsham Forward and other stakeholders in the establishment and delivery of a Business Focused Plan for Hailsham. The Festivities strategy is to organise community events to include at least one summer event/fair and one Christmas event, work with and encourage participation from local shop keepers and businesses, encourage community participation and to support other community events such as the Hailsham Festival of Arts & Culture.

Planning and Development Committee:

This Committee is appointed to receive and respond to planning applications, planning appeals and applications for certificate of lawful development from Wealden District Council, East Sussex County Council and the South Downs National Park local planning authorities. In reviewing planning applications, its purpose is to ensure that they meet with current planning law, satisfy local development frameworks and published development guidance.

Neighbourhood Planning Committee:

Hailsham Town Council took the decision in July 2015 to produce a Neighbourhood Plan following the Government's publication in 2011 of the Localism Act. This committee is appointed to oversee a process that will result in the preparation of a Draft Plan which will be put to a public referendum.

The committees have generally consisted of nine appointed councillors and in some cases, other guest non-voting members of the community.

The Council is at liberty to review, change or amend this committee structure at any point, through its democratic processes.

From time to time the committees will appoint sub-committees for specific purposes within their remits and the Council will appoint working groups for specific tasks.

Town Council Finances

The Town Council is a precepting authority. This means that the overwhelming majority of its finances are raised as part of the council tax paid by most households in the parish.

For the 2018-2019 Financial Year:

- The Council's overall budget was £1,042,402.
- The precept requisitioned from Wealden District Council (i.e. added to the overall council tax bills) was £1,012,703.
- The 'Tax Base' for Hailsham (the number of households paying council tax) was 7309.3.

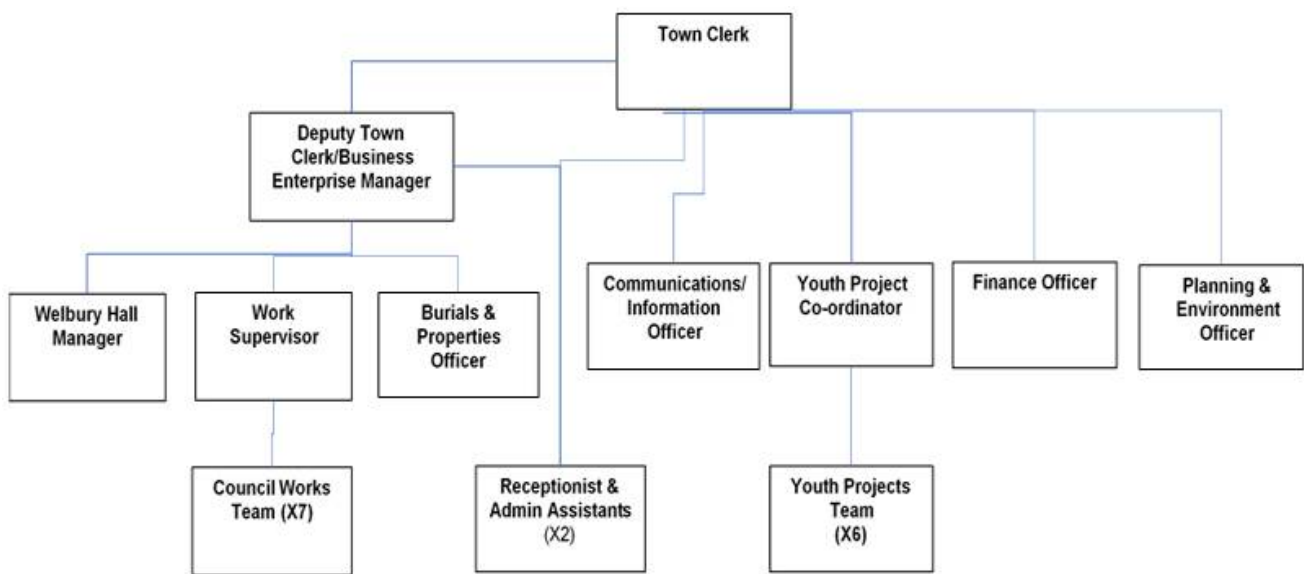
The precept was raised by charging each household (at a Band D rate) £138.55 per year (this amounts to £11.54 per month or £2.70 per week).



Staff Management Structure

The administration of the Town Council is carried out by a qualified Town Clerk who has been appointed by the Council. The Town Clerk is required to carry out all the functions required by law as the council's proper officer and to issue all statutory notifications.

The Town Clerk is supported by a team of officers, administrative staff and other operatives in carrying out the extensive duties of the Council including servicing all of the committees and meetings, carrying out the resolutions of the Council and those committees, maintaining the Council's portfolio of land and properties, delivering youth services and working with partner organisations and the public.



HAILSHAM TOWN COUNCIL'S AIMS & OBJECTIVES

Overall Aims:

The Town Council has previously resolved that its overall aims are:

i. To undertake its statutory and legal duties as set out below:

Statutory duties

- Upkeep of the cemetery
- Provision of allotments
- Commenting on planning applications

Legal duties

- Upkeep of parks and open spaces
- Upkeep of buildings owned by the town
- Upkeep of play areas
- Upkeep of some streetlighting

ii. To encourage and promote the economic and commercial vitality of Hailsham

iii. To maintain and enhance the identity of Hailsham and promote its heritage as a market town

iv. To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

v. To seek to protect and enhance our natural and built environment

Key Work Strands & Services:

1. Statutory/Legal Duties

(i) Cemetery:

- Administration, provision of funerals, maintenance, grass cutting

(ii) Allotments:

- Maintenance, waiting lists, administration, bins, incinerators

(iii) Assets:

- Public Open spaces (tree work, tree management plan, boundaries and footpaths, drainage, grass and hedges)
- Play areas (tree work, boundaries and footpaths, grass and hedges plus play equipment, inspection)
- Buildings (maintenance and repair, cleaning)
- Other assets (lighting columns, benches, bins) – maintenance and repair
- Committee Structure in place to ensure democratic and legal decision making

(iv) Planning:

- Consultee to planning applications – running Planning & Development Committee meetings, liaison with developers and Wealden District Council

(v) Finance:

- Ensure accounts accurate and up-to-date, ensure legal guidelines adhered to (accounting, transparency, etc), payroll, insurance, pensions, liaise with auditors (internal and external), purchase and sales ledger

(vi) Annual Town Meeting:

- Administration, management, organisation, communication

(vii) Full Council Meetings:

- Administration, management, organisation, communication

2. Discretionary Projects and Services

(i) Business Enterprise function:

- Hailsham Forward Partnership
- Maintain committee structure to deliver plans and projects
- Continue to run and where possible enhance or develop market
- Delivery and development of Hailsham Forward Business Plan

(ii) Council-run events:

- Summer and Christmas events
- Christmas lights/switch-on events

(iii) Youth Services:

- Square Youth Café
- Friday Night Project

TOWN COUNCIL STRATEGIC PLAN: ACTIONS (2018-2022)

Business Enterprise Function:

Building a Culture of Collaboration

To encourage and promote the economic and commercial vitality of Hailsham
To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

By 2022 we will have

Supported the Voluntary and Community Groups Forum

Involved other community organisations via the Communities Committee

Involved community business focussed organisations and individuals via the Hailsham Forward partnership

Specialist Markets

To encourage and promote the economic and commercial vitality of Hailsham
To maintain and enhance the identity of Hailsham and promote its heritage as a market town
To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

By 2022 we will have

Delivered a programme of specialist markets identified and delivered by the Town Council through the Communities Committee

Zero Tolerance on Dilapidated Buildings

To encourage and promote the economic and commercial vitality of Hailsham
To maintain and enhance the identity of Hailsham and promote its heritage as a market town
To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

By 2022 we will have

Communicated with landlords and tenants, and then instigated the desired changes by introducing the relevant people to each other and providing resources to facilitate work to be carried out

Street Market

To encourage and promote the economic and commercial vitality of Hailsham
To maintain and enhance the identity of Hailsham and promote its heritage as a market town
To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

By 2022 we will have

Continued to run the street market

Continuously reviewed the scheduling and viability of market

Continued to liaise with the owners of Vicarage Field to allow the street market to run

Promotion of Hailsham's Markets (Including the Farmers' Market)

To encourage and promote the economic and commercial vitality of Hailsham

To maintain and enhance the identity of Hailsham and promote its heritage as a market town

By 2022 we will have

Continued to support and promote the Farmers' Market with the Street Market and other activities in the town.

-Adverts in 'Our Hailsham' residents' newsletter

-Within Town Council premises

Continued liaison with Farmers' Market to discuss how to promote for mutual benefit

Communication with parties both inside and outside of Hailsham

To encourage and promote the economic and commercial vitality of Hailsham

By 2022 we will have

Engaged with surrounding parish, borough and district councils, similar town teams and external community groups to, in a similar way to the item of 'Building a Culture of Collaboration', cooperate with and cross-promote events, issues and ideas. This can also go some way to ensuring that similar events don't clash, but also ensure that the best promotion of "what's on" takes place

Hailsham Town & Shopping Guide

To encourage and promote the economic and commercial vitality of Hailsham

To maintain and enhance the identity of Hailsham and promote its heritage as a market town

By 2022 we will help Hailsham Forward CIC to:

Ensure the online guide remains active and the QR Code signs are available throughout the town centre. The Guide allows visitors to the town to see exactly the shops and businesses in the High Street area. The original concept for the scheme was to cover the business and industrial estates also, and this piece of work needs now to be started in order to expand the reach of the scheme

Continued to promote, develop and update on-line shopping guide

Establish Keep Trade Local Campaign

Supporting Hailsham Forward CIC to encourage and promote the economic and commercial vitality of Hailsham and to maintain and enhance the identity of Hailsham and promote its heritage as a market town

By 2022 we will help Hailsham Forward CIC to:

Continue to run the Hailsham Card scheme

Continue to effectively promote the Hailsham Card

Review the effectiveness and demand for the Hailsham Card

Town Council Asset Management (Outdoor Works Team Functions and Maintenance/Development of Buildings and Properties):

Investment in Play Areas – Western Road and Battle Road <i>To seek to protect and enhance our natural and built environment</i> <u>Legal duties</u> - Upkeep of play areas
By 2022 we will have
Western Road Play Area
Identified the rough cost to rebuild the play area at Western Road
Identified funds required to implement and source (CIL? Capital receipts?)
Depending on the outcomes above, implemented the scheme
Battle Road Play Area
Identified improvements required for the Battle Road play area
Identified costings and budget source
Depending on the outcomes above, commissioned works as required

Grovelands Barn <i>To seek to protect and enhance our natural and built environment</i> <u>Legal duties</u> - Upkeep of parks and open spaces
By 2022 we will have
Identified actions required to develop the Grovelands Barn site as 'fit for purpose' for the Council's designated use (to be determined dependent on other factors, i.e. the decision on the Council's location, etc)
Commissioned costings required for above developments
Depending on the outcomes, commissioned works required

Tree Management Plan <i>To seek to protect and enhance our natural and built environment</i> <u>Legal duties</u> - Upkeep of parks and open spaces
By 2022 we will have
Undertaken tree surveys on a three-year inspection cycle
Undertaken the work identified (removal, etc) as a result of tree surveys
Implemented an agreed tree planting programme (mature English trees)

Maurice Thornton Field and Facilities

To seek to protect and enhance our natural and built environment

Legal duties - Upkeep of parks and open spaces

By 2022 we will have

Commissioned drainage/earth quaking work
Reviewed charging for football
Identified solutions for storage facilities (shed/container)
Identified updates required to the Maurice Thornton Pavilion
Identified budget required and budget available
Dependent on outcomes, commissioned upgrade/repairs as identified

Common Pond Maintenance

To seek to protect and enhance our natural and built environment

Legal duties - Upkeep of parks and open spaces

By 2022 we will have

Implemented a programme for the removal of shrubs as required
Undertaken ongoing maintenance and monitoring of flood risk

Welbury Farm Hall and Land

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

Legal duties - Upkeep of parks and open spaces

Upkeep of buildings owned by the town

By 2022 we will have

Agreed the final transfer of hall
Purchased agreed equipment for hall to ensure health and safety requirements and can be used for general hire
Recruited a Hall Manager as resolved
Commissioned maintenance contracts – cleaning, etc
Started to hire out the hall to 'regular users' and one-off hire
Established a hall users committee
Implemented an ongoing review of hall facilities, administration, equipment requirements
Agreed to the final transfer of the accompanying land
Identified any improvement if developments required for land
Costed, commissioned and implemented any requirements as above
Started to hire out football pitches, etc - according to demand
Tied into ongoing review and user committee processes

Ersham Road Triangle : De-register, Work with East Sussex County Council Regarding the Provision of a Roundabout

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

By 2022 we will have

Worked with Barton Willmore towards de-registration tied into their planning application
 Liaised with East Sussex County Council regarding the development of a roundabout
 Identified the project steps and funds required to implement

Investigate the Feasibility of Providing a Better Town Council Base and Community Facility for the Town Council

(Hailsham Town Council Overall Aims: Legal Duties – upkeep of buildings owned by the Town Council/To encourage and promote the economic and commercial vitality of Hailsham/ To maintain and enhance the identity of Hailsham and promote its heritage as a market town

By 2022 we will have

Fully established the value of the current property for lease or sale
 Projected costs for the development of a new office base and civic centre for the Town Council
 Projected costs for a shared space agreement with Wealden District Council
 Identified alternative existing buildings that may be suitable and examined their feasibility
 Hailsham Town Council Premises Sub-Committee to make recommendation(s) to the Strategic Projects Committee, then through Full Council, for the future premises for the Town Council
 Dependent on outcome of initial actions above – to develop a new facility/move into existing buildings/work out how to make best use of current facilities
 Developed a full project plan and timeline for agreed actions (e.g. move into existing new building)

Acquire Additional Cemetery Space to Increase Capacity

Statutory duties - Upkeep of Hailsham Cemetery

By 2022 we will have

Opened negotiations with land owners for potential to use land adjacent to cemetery
 Fully assessed potential years left in current cemetery
 Opened negotiations with Hellingly Parish Council regarding the potential to expand Hailsham Cemetery into the Hellingly parish
 Identified other areas of land that could be used as cemetery
 Identified budget required to purchase identified land
 Dependent on the outcomes, commenced project to have land consecrated and used as cemetery

Attempt to Sell Off Areas of Unused Land
By 2022 we will have

Commissioned surveyors to produce designs for developments on land identified and apply for planning permissions
 Applied for planning permissions for identified land
 Offered land for sale (awareness of legal requirements regarding public consultation, etc- for sale of public open space)

Town Council Youth Services

(Maintaining high quality services for young people in Hailsham and developing them as required and within available budget):

Square Youth Café –

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

To maintain and enhance the identity of Hailsham and promote its heritage as a market town

By 2022 we will have

Continued to run a high-quality youth café service

In the afternoons: open Monday, Tuesday, Wednesday and Friday - 3.15pm-5.00pm

Looked into feasibility of extending to five afternoons per week

In the evenings: open Monday, Tuesday, Wednesday, Thursday and Friday - 6.45pm-9.00pm

Looked into feasibility of extending to six evenings per week (Monday to Saturday)

Introduction of bite-size learning, revision and homework sessions

Introduction of youth services at other local venues including the new James West Community Centre

Youth Council

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

To maintain and enhance the identity of Hailsham and promote its heritage as a market town

By 2022 we will have

Re-established the Youth Council meeting one day per week

Recruited young people to the Youth Council

Networked with other youth organisations in the community and with local schools

Developed the structure and ways in which the Youth Council can participate in Council activities

Friday Night Project

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

To maintain and enhance the identity of Hailsham and promote its heritage as a market town

By 2022 we will have

Continued to offer a variety of opportunities for young people aged between 11-17 on Friday evenings in order to tackle boredom, anti-social behaviour and give young people opportunities to achieve, build confidence and self-esteem

Continued partnerships with the local police, Hailsham Community College, Knockhatch Adventure Park/Ski Centre and Hailsham Freedom Leisure Centre

Applied for funding from the Safer Wealden partnership and Hailsham Town Council

Sought to expand holiday clubs through half-term

Job Café

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

To maintain and enhance the identity of Hailsham and promote its heritage as a market town

By 2022 we will

Provide support in job searches, CV writing and job applications for young people not in education, employment or training (or others seeking help to progress)

Extend opening times as demand for the service progresses

Continue partnership working with local organisations such as Wealden Works and local companies to develop the service

Expanding the Youth Service

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

To maintain and enhance the identity of Hailsham and promote its heritage as a market town

By 2022 we will have

Looked into the feasibility of establishing a sport-based youth service at the Welbury Farm Community Centre/James West Centre

Looked into the feasibility of developing or continuing a youth service at Hailsham East Community Centre/Town Farm

Corporate Services

Develop & Improve Customer Services

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

By 2022 we will have

Implemented a CRM database for monitoring customer enquiries and providing information and reports for the Council

Provided maps displaying Town Council resources and assets on our website and for use by councillors

Developed 'Tea With the Mayor'-style surgeries for local people

Human Resources/Staffing Developments

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

By 2022 we will have

Introduced a formal appraisal system

Developed line management of Town Clerk by councillors (usually Mayor/Chairman and Deputy Mayor/Vice-Chairman)

Commissioned an independent staffing review

Developed more formal identification of councillors' training needs

Local Council Awards Scheme

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

By 2022 we will

Considered working towards the Local Council Awards Scheme

Assessed the feasibility and what needs to be put in place to progress

Considered the possible establishing and implementation of an Action Plan

Communications and Marketing Developments

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

By 2022 we will

Reviewed the 'Our Hailsham' residents' newsletter contents and distribution

Signed up for email alerts system for the public

Developed the publication of 'decision sheets' on the outcomes of meetings

Looked into enhancing the Council's noticeboards and providing wider coverage across the town

Explored the potential use of digital noticeboards in other areas and the Town Council office window

Continued to produce the Council's newsletter to residents

Continued to promote Council activities through press releases, social media and via our websites

Hailsham Post office

To encourage and promote the economic and commercial vitality of Hailsham

To maintain and enhance the identity of Hailsham and promote its heritage as a market town

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

By 2022 we will have

Applied for the franchise to run the Hailsham Post Office

If successful – successfully located the post office in the alternative venue

Dependent on the above, continued to run the post office as set out in the Council's Post Office Business Plan

Ensured smooth transition for post office staff into Hailsham Town Council's employment

Neighbourhood Plan Process

To encourage and promote the economic and commercial vitality of Hailsham

To maintain and enhance the identity of Hailsham and promote its heritage as a market town

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

By 2022 we will have

Ensured the Neighbourhood Plan process continues through to the adoption of the Neighbourhood Plan, working with Wealden District Council and consultants as necessary

Ensured the aspirational aspects of the Neighbourhood Plan are written into the developing Town Council Strategic Plan as it progresses and CIL receipts are forthcoming, working with other councils and partners as necessary

Movement and Access Strategy for Hailsham and Hellingly (MASHH) Working Group

To encourage and promote the economic and commercial vitality of Hailsham

To maintain and enhance the identity of Hailsham and promote its heritage as a market town

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

By 2022 we will

Seek to ensure the MASHH Working Group continues and that Hailsham Town Council has adequate representation within the membership

Continue to work with the other councils* on the working group to influence key decisions relating to road infrastructure developments and improvements within Hailsham

**Hellingly Parish, Wealden District and East Sussex County Councils*

Collaborative Work with Neighbouring Councils (i.e. Hellingly Parish Council)

To encourage and promote the economic and commercial vitality of Hailsham

To maintain and enhance the identity of Hailsham and promote its heritage as a market town

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

By 2022 we will

Seek to establish regular meetings with neighbouring parish councils (specifically Hellingly Parish Council in the first instance) to identify 'cross-boundary' issues and establish mutually beneficial means of achieving the best outcomes for both authorities

Continue to liaise with the other councils as necessary to address specific issues as they arise

Corporate Business Planning and Overview

To encourage and promote the economic and commercial vitality of Hailsham

To maintain and enhance the identity of Hailsham and promote its heritage as a market town

To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations

By 2022 we will have

Continuously monitored the progress against objectives in the Council's Strategic Plan - meeting quarterly to assess progress and status of objectives

Continuously reviewed the contents of the Strategic Plan and update/amend as necessary to suit shifting priorities of the Council

HAILSHAM TOWN COUNCIL **5 YEAR BUDGET PLAN**

(Assumes 3% increase year on year)

	2018/19 Budget	2019/20 Budget	2020/21 Budget	2021/22 Budget	2022/23 Budget
ALLOTMENTS					
Common Pond site - water supply	150	155	159	164	169
Battle Road site - water supply	500	515	530	546	563
General Maintenance	2700	2781	2864	2950	3039
Soil Test (Risk Policy)	50	52	53	55	56
Software License	170	175	180	186	191
Allotment Rent	-3438.6	-3542	-3648	-3757	-3870
	131	135	139	144	148
WESTERN ROAD RECREATION GROUND					
Ground Treatment, seed, weed, fertilize					
Gates, railings, fence repairs					
Water & sewerage	125	129	133	137	141
General Maintenance (including outdoor gym)	900	927	955	983	1013
Rent from Beaconsfield/Tennis Club/Pitch hire	-1000	-1030	-1061	-1093	-1126
	25	26	27	27	28
MAURICE THORNTON PLAYING FIELD					
Annual rent	750	773	796	820	844
Gates, railings and fence repairs		0	0	0	0
Ground maintenance		0	0	0	0
Pitch marking paint & new Lining Machine	500	515	530	546	563
Water	60	62	64	66	68
General Maintenance	670	690	711	732	754
Skate Park Maintenance	500	515	530	546	563
	2480	2554	2631	2710	2791
COMMON POND					
General maintenance	700	721	743	765	788
Island protection					
Water Quality Control					
Water Plants & Wildlife protection					
	700	721	743	765	788
ERSHAM ROAD COMMON					
General Maintenance	50	52	53	55	56
Boundary Fence					
	50	52	53	55	56
Total Recreation Areas (code 102)	3255	3353	3454	3557	3663
PLAY AREAS					
South Road - Replace Equipment/General Repair					
All Sites - Insurance (engineers inspection)	1450	1494	1538	1584	1632
All Sites - safety surface top up		0	0	0	0
All Sites - General Maintenance	1200	1236	1273	1311	1351
All Sites - safety Gates	1000	1030	1061	1093	1126
	3650	3760	3872	3988	4108
PUBLIC OPEN SPACES					
Hailsham Country Park - Pond & tree Maintenance					
Hailsham Country Park - Water Quality Check					
Hailsham Country Park - general maintenance	450	464	477	492	506
Hailsham Country Park - Vermin Control	500	515	530	546	563
POS - All sites - General Maintenance	300	309	318	328	338
Fishing Permit sales	-400	-412	-424	-437	-450
Orchard Park Maintenance/Skip hire	700	721	743	765	788
	1550	1597	1644	1694	1745

HORTICULTURAL & GROUND MAINTENANCE

Grass & Hedge Cutting	19000	19570	20157	20762	21385
Tree Surgery - all sites	16600	17098	17611	18139	18683
Clean out Ditches					
Tree Stock Inspection (risk policy)					
	35600	36668	37768	38901	40068

LONG TERM PROJECTS (Add to Cap. Funds)

No 04 - Play Equipment	0	0	0	0	0
No. 05 - Play Area Surface Upgrade	0	0	0	0	0
	0	0	0	0	0

ENVIRONMENT SERVICES & EVENTS

Dog Hygiene Bin Emptying (contract)	6000	6180	6365	6556	6753
Weed Clearance					
	6000	6180	6365	6556	6556
Total E&L	50186	51692	53243	54840	56288

BUILDING MAINTENANCE

Internal repairs & general maintenance	200	206	212	219	225
External repairs & general maintenance	200	206	212	219	225
Intruder alarm & gas boiler service	700	721	743	765	788
Electronic Gates = Service/repair	150	154.5	159	164	169
Rates/Utilities for 4 Mkt Square	1500	1545	1591	1639	1688
Floral Display in garden/churchyard	400	412	424	437	450
Total Town Council site	3150	3245	3342	3442	3545

RECREATION BUILDINGS (incl UNION HALL)

<u>Cricket Pavilion</u>					
Overheads (all services etc.)	600	618	637	656	675
General Repairs	0		0	0	0
<u>Maurice Thornton Pavilion</u>				0	0
Overheads (all services etc.)	1200	1236	1273	1311	1351
General Repairs	500	515	530	546	563
<u>Storage Sheds (General)</u>					
General Maintenance	100	103	106	109	113
MT Hut and Grovelands Barn - Energy	300	309	318	328	338
Orchard Park - Grovelands Barn Maintenance					
Groveland Barn rates	2800	2884	2971	3060	3151
<u>Public toilets</u>					
Cortlandt Stable Block	15000	15450	15914	16391	16883
<u>Union Corner Hall</u>					
All maintenance/repairs (Licence)	1000	1030	1061	1093	1126
<u>Welbury Farm - Jim West Community Hall</u>					
Maintenance/running costs	25000	25750	26523	27318	28138
Total Recreation buildings	46500	47895	49332	50812	52336

CEMETERY BUILDING MAINTENANCE

General Maintenance of buildings	150	155	159	164	169
Cemetery Lodge repairs	400	412	424	437	450
Total Building Maintenance	550	550	583	601	619

PROJECT FUNDS

No 18 - New Burial Ground (balance £14500)	0	0	0	0	0
No 20 - New Footpaths/Roadways (balance £2155)	0	0	0	0	0

Total Capital Projects**CEMETERY SERVICES & OVERHEADS**

Rates	2700	2781	2864	2950	3039
Water & sewerage	420	433	446	459	473
Electricity	300	309	318	328	338
Gas	50	52	53	55	56
Telephone	650	670	690	710	732
General Maintenance (cleaning materials, consumables)	1850	1906	1963	2022	2082

Pest Control	50	52	53	55	56
Fire Extinguisher - annual service	120	124	127	131	135
Bur Record - Computer System (annual licence)	320	330	339	350	360
Total Cemetery Services & Overheads	6460	6654	6853	7059	7271
ROADS & PATHS					
General repairs	0	0	0	0	0
Total General Repairs	0	0	0	0	0
FUNERAL & GRAVES					
Grave digging	14000	14420	14853	15298	15757
General Maintenance incl Chapel flowers & mem trees	500	515	530	546	563
Burial & Monument fees	-50000	-51500	-53045	-54636	-56275
Total Funeral & Graves	-35500	-36565	-37662	-38792	-39956
HORTICULTURAL (incl FLORAL DISPLAYS)					
Grass & Hedge Cutting	7000	7210	7426	7649	7879
Ditch Clearance	1000	1030	1061	1093	1126
Total Horticultural	8000	8240	8487	8742	9004
STREET LIGHTING					
New Lighting					
General Maintenance	15000	15450	15914	16391	16883
Energy	12500	12875	13261	13659	14069
Repair Switch & Culum repair	3000	3090	3183	3278	3377
Total Street Lighting	30500	31415	32357	33328	34328
FESTIVE LIGHTING					
Christmas Festoons (all costs)	11000	11330	11670	12020	12381
Total Festive Lighting	11000	11330	11670	12020	12020
STREET FURNITURE					
Bus shelter repairs	250	258	265	273	281
Black Sacks	200	206	212	219	225
Total Street Furniture	450	450	477	492	506
Total B&P/CAC	71110	73213	75441	77704	79674
STAFFING COSTS					
Wages (Manual)	122079	125741	129514	133399	137401
Salaries (Admin./business dev assis	260626	268445	276498	284793	293337
Youth Project (1 Mkt Square) (All costs + Ni & Pension)	95952	98831	101795	104849	107995
NHI	51193	52729	54311	55940	57618
Pension Contribution	73192	75388	77649	79979	82378
Members Allowances	30500	31415	32357	33328	34328
Honorariums (Water Bailiffs/Tree warden/ Town Crier)	2000	2060	2122	2185	2251
	635542	654608	674247	694474	715308
ADMINISTRATION EXPENSES					
Office equip/furniture/software etc/computer consultancy	2300	2369	2440	2513	2589
Newsletter	6000	6180	6365	6556	6753
Telephone & mobiles	3000	3090	3183	3278	3377
Contract Cleaning	4700	4841	4986	5136	5290
Rates	6600	6798	7002	7212	7428
Water/Sewerage/Gas/Electricity	4300	4429	4562	4699	4840
Annual Electrical Test of Equipment	300	309	318	328	338
Annual Town Meeting (Publicity leaflets)	800	824	849	874	900
Insurance	8800	9064	9336	9616	9904
Franking machine/postage	2100	2163	2228	2295	2364
Audit fees	2700	2781	2864	2950	3039
Travelling & Training costs	3000	3090	3183	3278	3377
Photocopier lease & Monthly Use Charges	3600	3708	3819	3934	4052
Computer antivirus software	1600	1648	1697	1748	1801
Subscriptions & Publications	3800	3914	4031	4152	4277

Election costs	53520	55126	56779	58483	60237
Neighbourhood Plan	0	0	0	0	0
Professional fees	3500	3605	3713	3825	3939
Advertising / Publicity	500	515	530	546	563
Annual Extinguisher Service	400	412	424	437	450
Stationery & Consumables	4000	4120	4244	4371	4502
Commercial Rubbish Disposal	1834	1889	1946	2004	2064
Civic Regalia	250	258	265	273	281
New Website - Running Costs	3000	3090	3183	3278	3377
Room hire	600	618	637	656	675
	121204	124840	128585	132443	136416
CHAIRMAN'S ALLOWANCE	1500	1545	1591	1639	1688
	1500	1545	1591	1639	1688
STAFF EQUIPMENT (OUTDOOR)					
Machinery / tools/ Protective clothing	1850	1906	1963	2022	2082
Specialist equipment - Concrete Breaker					
	1850	1906	1963	2022	2082
VEHICLE FLEET					
Leasing Costs	9000	9270	9548	9835	10130
Vehicle overheads - Fuel	4500	4635	4774	4917	5065
Vehicle overheads - Service & RVL		0	0	0	0
Vehicle overheads - Insurance	4000	4120	4244	4371	4502
	17500	18025	18566	19123	19696
TWINNING					
Twinning - Civic Functions	400	412	424	437	450
	400	412	424	437	450
MISC.PROVISIONS Grants					
Grants	6213	6399.39	6591	6789	6993
	6213	6399	6591	6789	6993
SECTION 137 (FREE RESOURCE)					
Grants to Voluntary bodies	5000	5150	5305	5464	5628
Miscellaneous (Allocated throughout year by Council)	400	412	424	437	450
	5400	5562	5729	5901	6078
CAB rent & grant	13287	13686	14096	14519	14955
Tourism & Leisure Grants	2500	2575	2652	2732	2814
Miscellaneous (Allocated throughout year by Council)	200	206	212	219	225
Queens Jubilee/Charter Market/Christmas/Festivities	15000	15450	15914	16391	16883
Event Advertising	500	515	530	546	563
Bus Alliance	1000	1030	1061	1093	1126
	32487	33462	34465	35499	36564
CAPITAL PROJECTS (Add to Cap Funds)					
No 03 - Community Buildings	3000	3090	3183	3278	3377
No 14 - Contingency Fund					
No 16 - Youth Project	14000	14420	14853	15298	15757
No 21 - Vandalism					
No 14 - Bus concessions	8000	8240	8487	8742	9004
Commuted Sums - Investment interest to account					
	25000	25750	26523	27318	28138
JOINT FUNDED PROJECTS					
St Mary's Churchyard CCTV Service Contract	300	309	318	328	338
War Memorial - All service costs	150	155	159	164	169
Hailsham Works Project/North St Stable block	16000	16480	16974	17484	18008
Cortlandt Stable block maintenance	1060	1092	1125	1158	1193
	17510	18035	18576	19134	19708
FUNDED SERVICES					
Hellingly P.C. subsidy	27000	27810	28644	29504	30389
CCTV - Running Costs	7500	7725	7957	8195	8441
Revitalisation Fund	5000	5150	5305	5464	5628

Post Office Operations costs	45000	46350	47741	49173	50648
	84500	87035	89646	92335	95105
ACCOUNTS INTEREST & COMMUTED SUMS					
Interest on accounts/ Bank charges	-500	-515	-530	-546	-563
Bank charges	600	618	637	656	675
	100	103	106	109	113
RENTS, LETTINGS & HIRE FEES					
Kemer Kebab	-10500	-10815	-11139	-11474	-11818
4 Market Square	-6500	-6695	-6896	-7103	-7316
Meeting Room Lettings	-3000	-3090	-3183	-3278	-3377
Lettings (Pavilions)	-1200	-1236	-1273	-1311	-1351
Cemetery Lodge Rent	-6900	-7107	-7320	-7540	-7766
	-28100	-28943	-29811	-30706	-31627
Total FPR	921106	948739	977201	1006518	1036712
Total all committees:	1042402	1073645	1105884	1139062	1172675

Contact the Town Council

We welcome feedback on this Strategic Plan and any other comments on the Council's activities and services from members of the public.

Any comments should initially be addressed to:

Hailsham Town Council
Inglenook, Market Street
Hailsham
East Sussex
BN27 2AE

T: **01323 841702** (Monday to Friday, 9am-4pm)
E: enquiries@hailsham-tc.gov.uk
W: www.hailsham-tc.gov.uk

Report to: Assets Management Committee

Date: 9th February 2022

By: John Harrison, Town Clerk

Title of Report: Community Infrastructure Levy Projects

1.PURPOSE:

To consider CIL projects previously suggested by the Committee

2. CONSIDERATIONS

Minutes of Meeting 09.02.2022

CIL Projects

Members discussed the proposed CIL projects and J. Harrison advised that Wealden Council had confirmed that CIL can be used as part payment of a joint venture, such as the work proposed by the Football Club and the Cricket Club.

The Committee made the following changes to the report:

- Remove “Grovelands Farm Barn Community Area”
- Remove “Community Repair Café”

To include the proposed projects as follows:

- Contribution towards the Cricket Club nets
- Contribution towards the refurbishment of the Football Club Toilets
- Battle Road Play area refurbishment (to include wet pour for all play areas)
- New pathway at Maurice Thornton Recreation Ground, to include lighting
- Maurice Thornton Pavilion refurbishment

Members discussed the refurbishment of the Maurice Thornton Pavilion and it was agreed to speak to the Football Club to remind them that they have permission to organise the work for the refitting of the kitchen and that they are able to undertake this work themselves.

3. BACKGROUND:

The committee has previously put forward four CIL projects for consideration:

- Maurice Thornton Pavilion refurbishment
- Grovelands Farm Barn Community Area
- Community Repair Café
- Battle Road Play Area Refurbishment

The committee was asked to consider which of these projects it wished to put forward as a CIL project and whether it wished to suggest additional projects.

It will then need to decide how to complete the CIL project template (page 8) giving full details of each project in order for the council to make informed decisions on which projects to prioritise and include in it's renewed Strategic Plan

The committee also needed to bear in mind that in its previous meeting Dec 2021 it resolved in to support the joint funding of the additional Cricket Nets (£14K) and Beaconsfield football refurbishments (£70K) and to submit these as CIL projects.

3.1 BACKGROUND - PREVIOUS RESOLUTIONS

Assets Management Committee RE Specific CIL Projects

Hailsham Cricket Club

Mr P. Mills, Chairman of Hailsham Cricket Club, addressed the Committee regarding proposals for a new facility at the Cricket Club. He advised that the Cricket Club are currently using the facilities at Hailsham Community College but there is less room for bookings now so they need to consider a new facility.

Mr Mills advised the Cricket Club are proposing to place a modern three lane netting facility at the Club. This will cost in the region of £73,000. The Club has approximately £50,000 available and possibly a grant of £10,000 so they require £14,000 and requested the Town Council fund this with CIL contributions.

After viewing the plans of the netting facility, the Committee noted that the proposals would not impact on the football pitches.

J. Harrison advised he would need to check whether it is possible to part fund a CIL project. He considered it may be possible for the Council to procure the funding and then pay back the funds to the Council, from CIL funds.

RESOLVED to

- i) Support the Cricket Club's proposals for a new facility in principle
- ii) Submit the proposals to the Strategy Committee for consideration as a CIL project

Hailsham Football Club

D. Corbett addressed the Committee. She asked whether the Council would support the Football Club's planning application for the re-development of their changing room, and whether they would be able to provide financial support for this new facility, in the region of £70,000 from CIL contributions.

D. Corbett advised that the new toilets would be available for use to the public as well as the Football Club.

The Committee suggested the Football Club submit their planning application to Wealden District Council first and then return to the Assets Committee for a decision.

RESOLVED to:

- i) Support the Football Club's proposals in principle, subject to planning permission being received from Wealden District Council
- ii) Submit the proposals to the Strategy Committee for consideration as a CIL project

Strategy Committee 06.07.2021

The Town Clerk explained that this issue was linked to the review of the council's strategic plans. The report previously circulated had given the list of previous resolutions and amounts of CIL paid: HTC had received £560K of CIL payments, plus an additional £82.5K of backdated payment was being held by WDC. There had been no payment of CIL due for April as no new houses had been built in the parish.

The Town Council had commitments to spend totalling £350K leaving £218K and the committee were asked what process to put in place to determine how that is spent.

The amount of CIL ringfenced for the cemetery pathways was listed as £20K, but this was queried as it was thought to have been £40K – **Mr Harrison to check this.**

A template had previously been circulated asking the committees for more detail of the proposed projects that they had put forward, including costs and how each project was a capital project.

The committee **RESOLVED** to ask the Neighbourhood Planning and Assets Management Committees to fill in the CIL Project forms with the level of detail required for the Strategy Committee to then prioritise and decide on the suggested projects.

HTC 27.05.2021

116

RESOLVED to agree the recommendation from the Assets management Committee to pay £500 towards the cost of purchasing goalposts at the Hailsham Country Park

HTC 27.02.2021

186.1-186.2

The supporting documents from the Finance, Budget, Resources and Staffing Committee on 20th January 2021 as appended to this agenda were adopted.

RESOLVED to:

- a) Approve the budget of £1,146,870 as set out in the officers' report circulated with the agenda.
- b) That Wealden District Council is requisitioned for a precept of £1,146,274 for the financial year 2021/22. This represents a 3.4% increase in the Band D Tax rate. The shortfall of £596 to be drawn from the Council's reserves.

FBRSC13.01.2021

42.1

The Town Clerk explained the following items, that were to be reviewed as resolution from the budget meeting of 9th December 2020 and formed budget report 2.

- Cemetery Pathway work
- Wet Pour replacement at various play areas
- Maintenance management plan
- Annual Community Grants
- Newsletter
- Staff Salaries

The Town Clerk stated that Wealden District Council's CIL Officer had responded in relation to Cemetery Pathways and Wet Pour replacement at various play areas can be fulfilled by using the council's CIL receipts. As such this expenditure will not be included in the 2021-2022 budget papers.

HTC 25.11.2021

The Town Clerk said that he had received a letter from Wealden District Council suggesting a meeting with representatives of Hailsham Town Council and Hellingly Parish Council to discuss CIL payments and projects following the delay in adopting Neighbourhood Plans via referenda because of COVID-19. The meeting was to be held on Monday 30th November.

Wealden was still required to pass on the 15% of the relevant CIL receipts to parish councils (rather than the 25% as would have been the case had a successful referendum taken place). However, Wealden had been considering whether an additional sum, equal to the shortfall in expected CIL receipts could be made available to support the delivery of infrastructure in the town.

The funding would be backdated to 1st April 2020 and would have a value of approximately £82,465.

RESOLVED to attend the meeting with Wealden District Council and Hellingly Parish Council on 30th November 2020 to discuss CIL spending in principle; the Hailsham Town Council delegation to comprise of Councillors P Holbrook, Blake-Coggins, Bryant, Hinton and Laxton and the Town Clerk. The Town Clerk to write to Wealden District Council in advance of the meeting to ascertain if East Sussex County had made contact in respect of work at the Boship roundabout and Hempstead Lane.

StC 08.10.2020

9.1

The committee was reminded that it had agreed a process for taking proposed CIL projects forwards with a pro-forma giving more detail on the projects to be completed by relevant members and brought back to the committee.

Cllr Laxton stated that we are in such uncertain times, and that until we know what the Hailsham Aspires project is going to do, the committee cannot make any decisions and therefore we should leave any CIL projects until the new financial year.

Mr Harrison reminded the committee that the deadline for spending CIL (five years from receipt) still counts and we don't want to have to pay any back. Council has recently resolved to spend two amounts of CIL; £23K on the Maurice Thornton Pavilion roof and also approx. £24K on joint funding the Western Road Recreation ground track lights. The first two amounts of CIL had been paid in 2017 with five years to spend.

Ms Hagger confirmed that the first payment of CIL came to £10k - one of the projects already covers that, council had received a large lump sum in 2018 and council needs to think about next year.

9.2

Cllr Laxton advised she is happy to progress the bike repair café idea, but it would be necessary to meet with the relevant WDC officers and Cllr Grocock to discuss its feasibility. **Mr Harrison to write to WDC officer leading on the Cuckoo Trail on consultation to set up a virtual meeting.**

Otherwise the committee agreed not to take filling in the CIL pro-formas forwards at this stage.

HTC 23.09.2020

142.2

RESOLVED to fund the repair of the Maurice Thornton Pavilion roof using guaranteed 'rubber'/UPVC roofing materials, for up to £23,000 from Community Infrastructure Levy Funding, ensuring that the work is procured in line with the Town Council's financial regulations

143.2

£20,400.00 of match funding is allocated from existing CIL receipts for the project to install lighting around the all-weather track at the Western Road Recreation ground. To agree to be the lead body on the grant application for funding for the project.

Officer time resource is used to make the planning application for the installation of the lighting project, including the seeing of pre-planning advice.

Fund pre-planning surveys (if required, subject to pre-planning advice) and the planning fee once known (therefore approx. £3450.00) from existing CIL Receipts.

StC 08/07/2019

(Minute Ref STC/19/2/08.0-08.6)

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.

StC 08/04/2019

The committee considered the report detailing items of high level expenditure that had so far been approved or were pending approval, most of which were actually from existing or future Section 106 payments (such as the Western Road/South road Playground re-design and the hard standing track and exercise area on the Western Road Recreation Ground)

The committee discussed whether its CIL receipts should be used as leverage for the prioritisation of projects delivered by other authorities, such as highways improvements and therefore whether a proportion of overall CIL receipts should be allocated for this purpose.

RESOLVED that 25% of all CIL receipts be ring-fenced for major infrastructure projects.

RESOLVED: that a more detailed CIL expenditure process is drawn up, taking any available examples and policies and processes from other parishes or partner organisations, the Town Council's own strategic plan and the guidelines issued by Wealden District Council.

HTC 18/07/2018 Minute Ref (HTC/1/18/145)

CIL Expenditure

Members were referred to the CIL Guidance for Town and Parish Councils circulated with the agenda.

RESOLVED for the Strategy Committee to make recommendations for the allocation of CIL funding to Full Council for approval

4. CIL PAYMENTS AND RESOLVED COMMITMENTS TO DATE

CIL Payments to date			
	04/2017	£2,341.43	
(payments made April & Oct annually)	10/2017	£7,786.45	
	04/2018	£315,114.64	
	10/2018	£4,260.90	
	04/2019	£109,956.81	
	10/2019	£5,299.18	
	04/2020	£115,311.61	
	10/2020	£8512.97	
	04/2021	£0.00	None payable
	10/2021	£10,737.52	
	Total	£579,321.02	

Additional Funding - WDC (Backdated)		£5,675.31	
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Commitments/ Resolutions	HTC AM 15.05.2019	£26,000.00	Path around Country Park Lake
	HTC 25.09.2019	£100,000.00	Changing Spaces
	StC 08.04.2019	£144,830.38	25% to major infrastructure projects
	HTC 23.09.2020	£23,000.00	Maurice Thornton Pavilion Roof
	HTC 23.09.2020	£23,850.00	Western Rd Rec Lighting (match fund)
	HTC 27.01.2021	£42,605.00	Wetpour – Play Areas
	HTC 21.01.2021	£20,000.00	Cemetery Pathways
	HTC 27.05.2021	£500.00	Goalposts at Country Park
		£354,785.38	
	Total Remaining	£224,536.13	(not incl. 'Additional funding')

S106 Payment		£258,176	S106 monies for 'leisure facilities in Hailsham'
	HTC 21.11.2018	£146,000.00	Western Road Rec path and lighting*
	HTC 30.01.2019	£125,000.00	Western Road Play Area
	Total remaining	-£12,824.31	
			<i>*agreed in principle subject to final costing</i>

5. CIL PROJECTS PUT FORWARD BY STANDING COMMITTEES

Suggested CIL Projects	
NPC 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
AMC 21/08/2019	Maurice Thornton Pavilion refurbishment Grovelands Farm Barn Community Area Community Repair Café*
AMC 13/11/2019	Battle Road Play Area Refurbishment

*as for NPC

CC 07/10/2019 None suggested

Recommended next steps

To enable full council to prioritise the items on the CIL List effectively, the committee is recommended to seek clarification and more detail for these suggested projects:

- 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

Once completed and established

- Revenue costs (maintenance, cleaning, staff costs, additional staff) – increase in precept to meet revenue costs?
- 'Life span' and likely need for additional capital receipts (?)

The Committee is also recommended to seek clarity on what 'Major Infrastructure projects' can be brought forwards using the 25% of CIL receipts allocated.

6. Hailsham Town Council Community Infrastructure Levy (CIL) Project – Template

For consideration and agreement/prioritisation by Hailsham Town Council

Please provide detailed information on each of the following areas to allow the suggested CIL project to be considered and prioritised by the Town Council

	Name of Project
	Project Template completed by Name of Councillors, Officers, Committee

	Date
1.	Approximate cost CIL receipts required to cover capital costs of the initial 'build'/realisation?
2.	Definition and Description What is the project, how is it a capital project?
3.	Feasibility Assessment How the project will be delivered (in house, contract etc)? Are any permissions required, land availability, any other issues or reliance on third parties or external bodies to deliver the project?
4.	Location Where exactly in the Hailsham parish is it intended that the project will be built/installed?
5.	Timescale Approximately how long will the project take to be built/installed?

6.	Link with Hailsham Town Council's Strategic Priorities Refer to Hailsham Town Council's Strategic Plan or other relevant documents such as the Hailsham Neighbourhood Plan (please provide description and reference to policy numbers where possible)
7.	Risk Analysis Are there any inherent risks to the project, during planning, build/'realisation' and once complete (for each, please indicate; likelihood – Low, Medium, High X impact – low, Medium, high)
8.	Equalities Impact Assessment (What impact will the project have and what considerations should be given for protected characteristics) – refer to HTC EIA document is required.
9.	Benefits to the town of the project Describe the tangible and specifically measurable or 'soft' benefits that the project will bring to the parish and who they will affect? How will the town council know the 'value' of the project? What evidence of demand is there for the project?
10.	Revenue/Resource Costs and description

	Once built/realised, what resources will the project require (maintenance, cleaning, staff costs, additional staff)? What will be the approximate revenue cost of these requirements (& any increase in precept needed to meet revenue costs) ?
11.	The ‘Life span’ of the project once complete The likely need for additional capital receipts (i.e. lifespan of capital investment, need for repair/replacement?) The need for a consistent revenue stream?

7. BACKGROUND - GUIDELINES

7.1. Wealden District Council’s Guidance on Community Infrastructure Levy payments

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).

7.2 Government Guidelines on Community Infrastructure Levy Spending

What Can Neighbourhood Funding be spent on?

The neighbourhood portion of the levy can be spent on a wider range of things than the rest of the levy, provided that it meets the requirement to 'support the development of the area'. The wider definition means that the neighbourhood portion can be spent on things other than infrastructure (as defined in the Community Infrastructure Levy regulations). For example, the pot could be used to fund affordable housing where it would support the development of the area by addressing the demands that development places on the area.

Parish, town and community councils should discuss their priorities with the charging authority during the process of setting the Levy rate(s).

Once the levy is in place, parish, town and community councils should work closely with their neighbouring councils and the charging authority to agree on infrastructure spending priorities. If the parish, town or community council shares the priorities of the charging authority, they may agree that the charging authority should retain the neighbourhood funding to spend on that infrastructure. It may be that this infrastructure (eg a school) is not in the parish, town or community council's administrative area, but will support the development of the area.

If a parish, town or community council does not spend its levy share within 5 years of receipt, or does not spend it on initiatives that support the development of the area, the charging authority may require it to repay some or all of those funds to the charging authority.

Do the planning obligations restrictions apply to neighbourhood funds?

Regulation 123(2), as amended by the 2014 Regulations, prevents section 106 planning obligations being used in relation to those things that are intended to be

funded through the levy by the charging authority. While parish, town and community councils are not required to spend their neighbourhood funding in accordance with the charging authority's priorities, we expect parish, town and community councils to work closely with the charging authority to agree priorities for spending the neighbourhood funding element.

Parish, town and community councils should consider publishing their priorities for spending the neighbourhood funding element, highlighting those that align with the charging authority. Where a neighbourhood plan has been made, it should be used to identify these priorities.