



HAILSHAM TOWN COUNCIL

ASSETS MANAGEMENT COMMITTEE

AGENDA

NOTICE IS GIVEN OF a meeting of the ASSETS MANAGEMENT COMMITTEE to be held in the Fleur-De-Lys Council Chambers, Market Square, Hailsham, BN27 2AE

Wednesday 8th February 2023 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 30th November 2022 (Ref: AMC/22/5/65-81) 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 30th November 2022

5. Garden Guardians

To consider a request to create local wildlife areas

6. Warm Bank

Update from the Warm Bank Sub-Committee

7. Youth Service

To receive a report from the Youth Service Manager

8. Changing Spaces

To discuss the project

9. **Sports Groups**

To receive an update concerning a meeting held with local Sports Groups.

10. **Brunel Drive**

To receive an update concerning the parking situation on Brunel Drive

11. **Bonfire Society**

To receive and update on a meeting held with the Bonfire Society

12. **Western Road Recreation Ground Adult Gym**

To consider a report and options concerning the equipment

13. **Hailsham Cemetery – Garden of Remembrance**

To receive a proposal concerning the Cemetery

14. **Health Parks Project**

To receive an update

15. **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 next two items of business (16 & 17) be transacted following the temporary exclusion of members of the Public and Press, in accordance with the Council's Standing Orders No. 1E.

The reasons for exclusion are: The beginning of legal proceedings and the terms of tenders for contracts or negotiations.

16. **Common Pond**

To consider a quotation for work to the Common Pond area

17. **Village Green**

To further consider the Village Green land Exchange



John Harrison, Town Clerk
2nd February 2023

Committee Membership:

Cllr C. Bryant
Cllr J. Cook
Cllr R. Grocock
Cllr P. Holbrook
Cllr S. Keogh
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 Management Committee
Date	08.02.2023
By	Christian Letschka, Maintenance Officer
Title of Report	Western Road Recreation Ground Adult Gym

1. Purpose

To consider a report and options concerning the equipment

Report concerning the deteriorating state of the outdoor gym equipment on the western road recreation grounds.

Written by Christian Letschka. Maintenance Officer. 01/2023.



The deteriorating state of the outdoor gym equipment has now reached a point where a decision needs to be made about the future of the outdoor gym. Two pieces of equipment have already failed and have had to be made safe with other pieces approaching the same fate in the future.

The main issue with the remaining pieces is corrosion (due to the poor quality of the equipment) and extreme wear (due to the popularity of the equipment).

A plan needs to be decided upon for what to do regarding the outdoor gym equipment.

There are four options available:

- 1) Do nothing. Whilst the easiest option now. However, as more gym equipment pieces fail to corrosion and/or extreme wear. The outdoor gym will become more functionless and the cost/options to renovate the gym will increase in the future.
- 2) Put together a renovation plan to replace one and/or two pieces per year (starting with the functionless pieces) until the gym is fully renovated. This will spread the cost over several years. This option could affect the rubber mulch hard standing, however, as we will need to cut out a large section of the hard standing around each piece when replacing it. This will most likely require the services of a specialist company consistently over those years.

- 3) Renovate the entire gym in one project. This will certainly be the most expensive, however it will hopefully keep the gym functional for at least 15 years (or longer depending upon the equipment used). It will also mean any damage done to the hard standing can be repaired by a specialist company within a single purchase. As opposed to several smaller purchases in the second option.
- 4) Remove the Outdoor Gym. We will still need to repair the hard standing with this option however this will remove all issues with the gym.

I should be able to attend the assets committee to answer any questions this report raises.

Photo examples of failed pieces of equipment



Photo examples of Corrosion and/or extreme wear found





Report to	Assets Management Committee
Date	08.02.2023
By	Steve Gillet – Cemetery Superintendent
Title of Report	Hailsham Cemetery – Garden of Remembrance

1. Purpose

To receive a proposal concerning the cemetery

2. Background

The old Garden of Remembrance in Hailsham Cemetery is due a refurbishment. About two years ago I proposed the removal of the existing beech hedge, which is possibly the worst type of hedging to use in this situation because of the heavy leaf drop. We agreed to plant a yew hedge. This has proved difficult to source, and the costs involved very high.

I, therefore, propose that the Council removes all the existing beech hedging and replace it with a picket fence to three sides of the Garden of Remembrance. I suggest we plant something colourful and low maintenance at the front of the garden.

All existing paths will be re-laid using existing materials.

I further propose that the area of grass in the middle of the Garden of Remembrance be removed and offered as new ashes interment plots. This will release up to 100 plots.

The fees for the interment of ashes in the Garden of Remembrance are as follows:
(2022 fees)

	Parishioner	Non-Parishioner
One casket depth	£204	£653
Two casket depth	£281	£749
Fee for opening for second interment	£122	£299

As you will see, this will potentially generate a considerable income for the Council, as well providing additional interment space for the community.

All work can be done in-house and can be financed through the existing cemetery budget.

Steve Gillett
1st February 2023

Health Parks Project and Hailsham Town Council Asset Plan

Whilst considering the Health Parks project, it makes sense to “piggy back” this onto the general assets of the council for two reasons:-

- 1) It makes sense to consider all the HTC assets in one place
- 2) Suggestions for improvements to parks may be transferable to other assets and areas

Background: Hailsham Town Council agreed to participate in the Health Parks project, which is designed to maximise community benefit from green spaces in terms of health and well-being. The purpose of this document is not to analyse that process but to pull out the salient points and present them, showing where there is potential for asset development to the benefit of the local population.

The three principle sites considered under this plan are: Western Road Recreation Ground; Maurice Thornton Playing Field; Hailsham Country Park.

Areas considered. Broadly speaking, the report featured on facilities available, potential features which could be available, and promotion of those activities both currently and potentially in the future.

INFORMATION is a big potential area both in Hailsham and many other places. As a result of this study, this report proposes the following steps to promote facilities in the town

(1) Creation of a “Health and Well-being” page or link on the Town Council website. This would highlight facilities available and where and when they can be used. It should additionally advertise activities like the Western Road exercise classes. A dedicated page is felt more effective than having the information in diverse places across the council website. This page could also link to sports clubs and other bodies e.g. Hailsham Active and community activities during the year e.g. fun runs, walks etc.

(2) a new signage regime. Each facility should have a large board identifying it as a Town Council facility, with a link and/or QR code to the council website and contact details. It should feature a list of all facilities available at the site. It should also list facilities available at other sites, with a map and address of those sites. In this way, anyone arriving at any council-owned park in Hailsham would be able to locate recreational facilities anywhere in the town. Additionally community events could be advertised in tandem with this information. Refer to the tables further on which cover all the options in much greater detail.

Potential outside of Asset development District Councils frequently have an arrangement for GP referrals to facilities like Leisure centres – Wealden DC have this arrangement at the Freedom Leisure Centre in Hailsham. The Town Council should consider the possibility of GP referrals to facilities (for example fitness trails) or classes (for example the Western Road Saturday morning classes). This would not necessarily be “formal” but would put in place an informative link and help to promote well-being

The list of factors considered by the Health Parks study are shown in the following table. Of these, some exist in the facilities surveyed. Some (e.g. sensory garden) exist elsewhere and therefore would not be considered. There are also some that would not fit within the confines of these areas (for example fruit tree growing) but may be captured elsewhere in the town, for example in allotment facilities or other peripheral pieces of green land

Promotion	Promotion	Accessibility	Mental Wellbeing	Mental Wellbeing	Physical Activity	Environment	Green Prescribing
Park information on websites and/or other social media	Supervised gardening groups	Disabled parking in the park	Review maintenance of the Park to make it welcoming	A Therapeutic Garden for identified medical conditions	Formal sports facilities	Tree planting optimised to reduce air pollution as appropriate to the park	Liaise with local GP surgeries with regard to green social prescribing
Information on the websites, or other social media, identifying the health benefits from using the park	Supervised groups for growing fruit and vegetables	Provision of adequate access to the park from all directions (where possible)	Provision of attractive landscaped areas	Sensory Garden with plants and elements selected for colour, fragrance, sound and touch	External adult fitness equipment (outdoor gym)	Extent of ponds and lakes optimised to reduce temperature extremes as appropriate to the park	Information on park websites indicating that the park is used for green social prescribing
A Health & Wellbeing page on the Council's Parks & Open Spaces website	Supervised groups for nature conservation and wildlife projects	Park accessible for the elderly, differently abled and pushchairs i.e. those with particular access needs	Public art, statuary and fountains etc. to provide added interest and variety	Community Garden where the public can participate in gardening projects	A 'Low Impact Exercise Route' around the park using existing features such as steps, seats, slopes etc.	Tree planting for shade around seating areas and walking routes	Supervised outdoor fitness Activities groups
Park based Health Maps, identifying places for physical activity, mental wellbeing and social interaction etc.	Supervised groups using a Therapeutic Garden for identified medical conditions	Provision of bicycle racks	Regular removal of evidence of anti-social behaviour	Community space for growing fruit and vegetables	A play area for 1 - 5 year old children	Woodland planting to reduce temperature extremes as appropriate to the park	Supervised gardening groups
Information on websites about 'Smart Apps' which promote recreation, cultural interest and/or education in the park	Supervised Walking Groups	Signage in the surrounding area promoting awareness of the park	Sufficient waste bins in the Park	Covered seating areas for social interaction during inclement weather	Water Play	Landscape buffer planting to reduce noise	Supervised groups for growing fruit and vegetables
A notice board provided in the park to advertise events and activities	Information on websites about the use of the park by groups for gardening	Clear signage at main entrances to provide a sense of arrival and welcome	Consider natural surveillance to ensure the Park feels open and safe	Safe but secluded spaces, with seating, available in the park	An equipped play area for 6 - 10 year old children	Amenity lawns (improved grassland) where appropriate	Supervised groups for nature conservation and wildlife projects
The public are invited to comment on issues related to the park on websites	Information on websites that the park is used for growing fruit and vegetables	Provision of multi-sensory signage for all abilities e.g. legibility - fonts, text size, colour, symbols and placement	Condition and repair of play areas	Seats positioned for the most attractive views within and beyond the park	An equipped play area for 11 - 18 year olds (e.g. MUGA, rollerblading, skate boarding)	Areas of ornamental shrub planting	Supervised groups using a Therapeutic Garden for identified medical conditions
Information on websites about a community group connected to the Park	Information on websites that the park is used for nature conservation and wildlife projects	Provision of a Health Interpretation Board identifying health promoting locations and facilities in the park. (A 'Park Health Map')	Condition and repair of signage	A Therapeutic Garden for identified medical conditions	Inclusive' play equipment for the differently abled	Ornamental trimmed hedgerows	Supervised Walking Groups
Liaise with local GP surgeries with regard to green social prescribing	Information on the website that the park is used for group hobbies and interests	Provision of maps identifying measured walking routes within the Park	Condition and repair of fencing	Sensory Garden with plants and elements selected for colour, fragrance, sound and touch	Outdoor Games' within the park	Meadow grassland where appropriate	Supervised healthy eating courses
Information on park websites indicating that the park is used for green social prescribing	Provision of Interpretation Boards in the park identifying places of interest for nature, culture, history and other subjects of local interest	Provision of waymarking posts and/or signs identifying walking routes within the Park	Condition and repair of seating	Community Garden where the public can participate in gardening projects	Trim Trail in the natural areas within the park	An area of parkland with individual trees	Supervised outdoor group Activities for education and interest
Opportunities about volunteering in group activities on websites	Supervised healthy eating courses	Maps in the park identifying walking routes between the park, and other parks and social hubs for circular walks	People generally present in the park who can give a low key sense of stewardship, and who may be volunteers or council personnel	Community space for growing fruit and vegetables	Natural places and elements available for play, e.g. trees, woodland, copses and meadows	Native broadleaved woodland e.g. oak, ash	
Provide information on websites about outdoor group activities e.g. shelter building, woodland arts and crafts, bush craft skills	Supervised outdoor group Activities for education and interest	Provision of bicycle hire facilities for all ages and abilities	Appropriate lighting to provide a sense of safety	Raised planters suitable for wheelchair access	Natural Play' elements within the park e.g. logs, boulders, water and sand	Coniferous woodland	
Information on the websites regarding group fitness programmes held in the park.		Provision of indoor facilities for 'Community Events' in or near the Park	Different sized spaces for a range of activities and events	Plant fruit trees around the park	Natural areas (habitats) for nature conservation projects in the park	Native scrub and copses	
A Landscape Health Masterplan on parks websites		Provision of toilets in the park	Groups of seats for social interaction, appropriate to park size	Community Orchard	Provide walking routes to all areas of the Park which are suitable for the disabled	Native hedging	
Information on websites about 'Community Events' and activities held in the park such as community fun runs		Provision of café (mobile or permanent) in the park	Dedicated picnic and/or BBQ areas with benches & tables	Wild areas and/or hedgerows for picking fruit and nuts. (e.g. blackberries, damsons, quince, hazel)	Regular seating to encourage walking by the less mobile	Wetland habitat, marsh, reed or swamp	
Council's contact details available in the park		Bandstand or similar events space	Provide shelters or similar meeting places	A variety of natural areas e.g. woodlands, copses and meadows	Variety of measured walking routes within and around the park	Wetland meadow	
Supervised outdoor fitness Activities groups		Sources of free drinking water e.g. cafés or drinking fountains	Seating in and around play areas for social interaction	Wetland areas i.e. boggy areas with natural vegetation	Routes suitable for safe shared walking and cycling	Streamside vegetation/habitats	
				Log piles to provide shelter for small mammals and insects	Segregated footpath and cycle routes through the park	Pond or lake waterside vegetation/habitats	
				Paths run through a range of natural areas and habitats			
				Bird boxes to encourage bird watching			

Moving on, we can then look at the same matrix highlighting items which can be considered,

although not all will be suitable.

Items in yellow are considered possible. In the next chart we have dispensed with Green Prescribing since this involves actions around assets rather than physical changes and development of the sites themselves

Moving on from this it is possible to develop a “wish list” of possible items to have in specific

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				Bird boxes to encourage bird watching	Segregated footpath and cycle routes through the park	Pond or lake waterside vegetation/habitats

sites. So on the next page is a draft for consideration.

Western Road Recreation Ground. Western Road is quite mature and fully in use, featuring play areas, youth shelter and a circumference path. Lighting on the path is due to be installed. Toilet facilities would be useful and may come with developments at the Beaconsfield Football ground. Consideration should be given to whether a specific disabled parking space could be provisioned on the roadway along with a wider access (this would be in conjunction with ESCC Highways). It already has adult exercise facilities, however these are near end of life and require replacement in the near future. One potential addition could be an outside table tennis table – popular in Heathfield! Bicycle racks would be useful.

Hailsham Country Park This site has great potential. Existing paths in the park should be widened, along with the hard surfacing of the current gravel path and the development of a peripheral path inside the outer trees. The park could have a marked distance walk. Additional seating on the peripheral path would add amenity and resting when required.

There is potential in the woodland for foraging and nature activities, some such activities are already taking place.

The park is ideal for the creation of an outdoor picnic area in the corner “opposite” the Holyhead Close Car park (Lily Pond area) and nearby there is scope for a fitness trail to be created along a newly constructed path. Ideally more car parking would be present, but the land layout is difficult – this should be studied as more parking is required to alleviate local parking issues. Bicycle racks should also be installed.

There is no play area in the country park, but the council may consider this a desirable distinction from other areas.

Toilet facilities would be a huge boost here and increase the recreational value considerably. These would probably need to be considered near the parking area adjacent to the lake, as the proximity of housing suggests services might be available here.

There is an “in-between” space which has been unsuccessfully wilded (I.e. sits between the Gleneagles Drive car park / lake and the large green space) which is really in need of some adaptation. It’s proximity to housing makes it potentially unsuitable for noisy activities, but it could be an outdoor gym or be converted to another type of natural habitat or leisure garden.

Maurice Thornton Playing Field There is scope here, taking into consideration that the Town Council intends to lease the Pavilion building and football pitch area to Hailsham United Junior FC. This arrangement would assist them in obtaining FA funding for pitch and drainage improvements which could revolutionise the functionality of the area as a playing field. However since there is much building development close by, Maurice Thornton has much more potential.

Clearly a peripheral path could be located around the ground, ideally with low-level lighting for winter and evening use. This would create a similar boost to that seen in Western Road. There is potential for tree-planting and creating a pleasant shaded seating area to eastern side of the ground. A playground and skate park already exist on the site. There is also the potential to create a small “all-weather” hardstanding on the north side, this could facilitate outside exercise classes in a similar manner to Western Road. This is particularly important in Hailsham East, which is the ward with the worst health profile not only in Hailsham, but in East Sussex. Depending on space available we could duplicate the adult gym located at Western Road

Note that the above are only “major” suggestions and more “minor” items can be taken from the list, for example drinking fountains.

OTHER SITES

Here is a list of Hailsham Town Council assets, which could be considered for improvements

Play areas

- Carpenters Way
- Battle Road
- Stroma Gardens
- Quinnell Drive
- Orchard Park
- Solway
- Arlington Road East
- Land at Rear of Wickes
- Common Pond
- Land at Butts Field
- Land at Blacksmiths Copse

COMMON POND This forms an important potential leisure site. Currently it is compromised with damage to paths and green areas, some of this due to the goose population, which has been out of control due to the need for more island maintenance.

For Common Pond to become recreationally valuable again it requires:

- (a) improved drainage to the main outlet
- (b) cutting down of central islands (enabling control of the goose population)
- (c) improvement of the circular path, with a correct camber and French drains taking excess water into the pond
- (d) levelling of the green areas and re-seeding as required.

Consideration could also be given to pathway lighting around the pond as a local supply exists and LED running costs would be low.

SUMMARY

Suggested items to go forward as part of an overall plan

OVERALL – improved signage as advised at major sites (Country Park, Maurice Thornton, Western Road, Common Pond, Town Council offices (internal information / leaflets).

Development of Town Council website with dedicated section for leisure facilities and links to sport and wellness

WESTERN ROAD RECREATION GROUND

Replacement of adult gym

Installation of pathway lighting

Toilet provision (with football club)

Outdoor table tennis table

Cycle rack

Disabled parking space adjacent with wide access

HAILSHAM COUNTRY PARK

Increased parking and cycle rack

New (wider) pathways including a circular peripheral path

Toilet facilities

Creation of a picnic (and possibly BBQ) area

More seating

Improvement of the “wilded” area (to be considered)

Fitness trail

Consideration of foraging and nature spots in and around the trees (with advice to be taken from a subject matter expert)

Bird boxes / nesting facilities?

MAURICE THORNTON

Peripheral pathways

Pathway lighting

adult gym area and wetpour / hard exercise area (for outdoor classes)

Planted / shaded seating area (tree/bush cover)

Zip wire facility

Outdoor table tennis

COMMON POND

Complete drainage work

Clear islands in pond and invoke population control (geese)

Relay paths with camber and french drains

Level green areas

Low level lighting

Trevor Powis 1st February 2023

Report to	Assets Management Committee
Date	08.02.2023
By	John Harrison, Town Clerk
Title of Report	Garden Guardians

1. Purpose

To consider a request to create local wildlife areas

2. Background

Email received regarding the Garden Guardians initiative:

I am contacting you regarding a proposal I have that I would like to implement in Hailsham. Garden Guardians is a newly set up not-for-profit, Community Interest Company based in Hailsham, the premise being that it is an organisation that helps people work more sensitively with nature, encouraging biodiversity and creating habitats and havens for wildlife in our gardens. I have the possibility of a little funding that I would like to invest in helping to transform a bit of land within Hailsham with wildflower & fruit tree planting. I would love to work in partnership with the Town Council to see this become a reality and wondered if there were any areas within Hailsham that might be suitable for what I suggest.

My vision would be at the very minimum somewhere that we could plant a wide range of wildflowers so that we could then conduct surveying of insects to demonstrate in a tangible way how small changes can yield amazing results. A more ambitious vision could be that we utilise an area that could host weekly meet-ups for seed shares, talks, practical advice, and maintenance (such as litter picks) of the area (which will be minimal as the idea is that it will be created in such a way as to need little interference).

My idea is that it could be used as an accessible template that could be replicated by homeowners and businesses in the area to create wildlife havens across the town. As Garden Guardians I would like to be in the position to offer small grants and practical assistance to people to help make changes in their gardens - the creation of wildlife ponds, hedgehog highways, rewilded areas, insect hotels etc - for those households that may not have the funds to do it for themselves, as well as partnering with businesses in the area.

Here is the link to my website so you can have a clearer understanding of Garden Guardians and our ethos and vision: <https://gardenguardians.org/>

Rebecca Ahimsa-Rae

REPORT: July – September 2022

Current Situation

Square Youth Café	Open
Monday Youth Hub	Open
Friday Night Project	Open
Hellingly Youth Hub	Open
Safe Hub	Open
East side Youth Hub	Open

Hailsham Youth Services

Youth provision in July – Sept 2022 at 1 Market Square continues 10 sessions a week, afternoon, and evenings, twice a day each week.

Numbers lowered in the afternoons due to term time only sessions, which we provided addition two sessions on Tues/Thurs. We saw attendance in July at 283, August at 372 and Sept at 287 young people, as word spread about the facility. Engaging over 1000 young people over this quarter between the ages of 11-17.

Projects implemented this quarter with East Sussex Children's Services continued to include the 'First Aid Qualification' project, working towards reducing 'Knife crime'. Different agencies came in to work with young people, including RHINO Boxing GYM, promoting self-defence and Therapy on The Mic promoting Music therapy dealing with Gang Trauma.

The 360-search pole at 1 Market Square, Hailsham, is still in use and allows young people and parents the security they are in a safe space.

At 1 Market Square, we Still provide free sanitary products for young women and female staff. Working in partnership with Hailsham Library (East Sussex County Council), to help tackle period poverty while Continuation of the successful GIRLS ALOUD group, with another event. With between 30-40 children and parents attending this event once a month.

Square Youth Café

Youth provision in **July – September** 2022 at 1 Market Square opened to ***10 sessions a week, afternoon, and evenings a twice a day each week.***

Numbers continue to grow steadily in the afternoons each month, which averaged **300** young people per month. We saw attendance **increase in September to over 300 young people**, as word spread about the facility. The provision drops in attendance when the schools are on holidays as many families go away on vacation.

Evenings this quarter averaged **300** young people each month, this is slightly lower due to holidays once again. Projects implemented this quarter with East Sussex Children's Services continued to include the 'Know Knives' project, working towards reducing gang culture. Different agencies came in to work with young people, including the under 19s substance misuse team, Keep Out and a graffiti artist, as well as the 'Know Knives' Team.

At 1 Market Square, we now provide free sanitary products working in partnership with Hailsham Library (East Sussex County Council), to help tackle period poverty while launching the successful GIRLS ALOUD group. With between 30-40 children and parents attending this event once a month.

Monday Youth Hub

Monday Youth Hub sessions at the James West Community Centre take place from 6.15pm to 7.30pm for school years 6, 7, 8 and 7.45pm to 9pm for school years 9, 10 and 11.

At the Monday Youth Hub, we have planned sessions each week including crafts, cooking, and other activities, with sessions for school years 6-8 getting valuable feedback from young people and parents. Currently, attendance is between **25 to 30** young people in the school years 6 to 8 bracket. Years 9,10 and 11 have been launched and is being attended slowly, Staff have been giving out publicity and flyers to the local area to build the older group.

The year groups are separated to allow for ***growth in attendance levels***. The attendance numbers at Monday Youth Hub sessions are increasing well with the younger age group, but still taking a little more time for the older group.

Friday Night Project

The Friday Night Project is Term time only, Partnership work with Hailsham Pavilion has been launched in August with over 25 young and families attended, and Autumn programme now released for the 3rd quarter, September was successful with Scavenger hunt, bowling, and cinema

We have developed platforms for parents to see information online and make booking.

The Friday Night Project has received positive feedback from parents and young people, with benefits to self-esteem and confidence levels being the main benefit, as well as a good staffing.

Hellingly Youth Hub

The Hellingly Youth Hub is open for school years 6, 7 and 8 from 5.30pm to 7pm attendance was, July 164, August 115, Sept 175, and school years 9, 10 and 11 from 7.30pm to 9pm July 54, August 60, Sept 56. As the weeks have progressed numbers are building up well.

At the Hellingly Youth Hub, we have planned sessions each week with crafts, including canvas painting, Hama beads, key rings, clay modelling, cooking, and other activities for school years 6 to 8 and. Like the Monday Youth Hub sessions, Hellingly Youth Hub sessions are receiving positive feedback from young people and parents.

Attendance now is, on average, **50** young people in the school years 6 to 8 bracket - and up to 15 young people in the later session.

Planning for Hellingly fun days during half term breaks and summer holidays include carrying out joint activity days at Hellingly Community Hub and Horsebridge Recreation Ground.

Safe Hub and Detached Team

Safe Hub opening times are currently 3.15pm to 9.15pm, combined with detached team have been more active averaging engagement of up to 30 young people Each Friday.

We provide a safe space for those young people with emotional and sensory needs, who may need timeout, every other night of the week.

Provide C-Card distribution and sexual health advice, as well as guidance from the Safe Hub.

Supporting young people with the affected by alcohol and drug addiction in the streets, parks, and alleyways.

Network & Partnership

Ongoing communication has continued with all agencies, including the local police and schools, covering contextual safeguarding and crime and we have reduced crime rates in the town centre.

We continue to make ***links with the Sussex Community Development Association (SCDA) which is partnered with Sussex Clubs for Young People.*** Additionally, we have built a good partnership in recent months with Hailsham Boxing Club in George Street, and we continue to work with East Sussex Children's Services 0 – 19s.

Partnership work with Wealden Safer Streets which multi Agency working together for government funding to reduce ASB (Anti-Social Behaviour) in town centres, as part of the bid two youth shelters have been installed at Hailsham recreation ground and Maurice Thornton playing fields.

Partnership with the Youth Offending Team who have been using our facilities at 1 Market Square, providing a safe environment for young people to access.

Also meeting with **Heathfield and Horam** youth services to give support.

Foodshare

We continued to receive donations of food and other items from Foodshare. Since partnering with Foodshare, Waitrose and Tesco, we have made ***187 collections, collected 4168kg of food, which is the equivalent of 12885 meals.*** We are thankful for their support and the impact it has on our services. More food has been collected through working with other Foodshare agencies, YMCA, Foodbank and the SCDA.

Funding

Hailsham Youth Service continues to look for additional funding to enhance the services it provides in Hailsham and the surrounding areas. The Police Property Fund bid of £500, is still pending. We have received funding from lion's club of £500 which has helped the service to deliver girls work to include support from East Sussex County Council to reduce period poverty, build self-esteem, positive image. Bid received in for Waitrose community matters of £325

Publicity and Media

We continue to use Instagram and Facebook to publicise Hailsham Youth Service. We have also developed a QR code so pa Through our groups, our social media presence has expanded with further promotional material for schools ready to go when allowed access to schools. We also have platforms on social media event bright to promote the Friday night project. This is the creation of a booking portal (app) for parents and information is currently in progress, which will help us to streamline our youth services.

We continue to issue media releases for publicity purposes, which are published in newspapers, on our website and the Hailsham Town Council website, on local news websites and in the Town Council's triannual newsletter to residents ('Our Hailsham').

Our Instagram page currently has 266 followers, and our Facebook page has 800 followers.

Monday Youth Hub

Monday Youth Hub sessions at the James West Community Centre take place from 6.15pm to 7.30pm for school years 6, 7, 8 and 7.45pm to 9pm for school years 9, 10 and 11.

At the Monday Youth Hub, we have planned sessions each week including crafts, cooking, and other activities, with sessions for school years 6-8 getting valuable feedback from young people and parents.

These Quarters activities are below:

Chocolate Apples, French Stick Pizzas, Snowie Chocolate drops, Clays making, Clay painting, Hamma beads, Halloween Biscuit decorating, Halloween Sweet Cones, Mini Jar painting, Shrinkies, Cheese/chocolate twists, Bunting, Christmas Cards, fondant icing peppermint.

Currently, attendance **for this quarter is 117, young people** in the school years 6 to 8 bracket. Years 9,10 and 11 have been launched a is being attended slowly at **55**, Staff havee been giving out publicity and flyers to the local area to build the older group.

The year groups are separated to allow for ***growth in attendance levels***. The attendance numbers at Monday Youth Hub sessions are increasing well with the younger age group, but still taking a little more time for the older group.

Hellingly Youth Hub

The Hellingly Youth Hub is open every Wednesday for school years 6, 7 and 8 from 5.30pm to 7pm attendance **for the quarter is 308** and school years 9, 10 and 11 from 7.30pm to 9pm **is 99**

At the Hellingly Youth Hub, we have planned sessions each week with crafts, including canvas painting, Hamma beads, key rings, clay modelling, cooking, and other activities.

These Quarters activities are below:

Chocolate Apples, French Stick Pizzas, Snowie Chocolate drops, Clays making, Clay painting, Hamma beads, Halloween Biscuit decorating, Halloween Sweet Cones, Mini Jar painting, Shrinkies, Cheese/chocolate twists, Bunting, Christmas Cards, fondant icing peppermint.

Safe Hub and Detached Team

Safe Hub opening times are currently 4.15pm to 9.15pm, combined with detached team have been more active averaging engagement of up to **30 young people Each Friday**, around the recreation area and Youth Shelter, Challenging ASB and litter dropping. Averaging 150 young people this quarter.

We provide a safe space for those young people with emotional and sensory needs, who may need timeout, every other night of the week, by providing a quiet space with low lights and soft music.

Provide C-Card distribution and sexual health advice, as well as guidance from the Safe Hub.

Supporting young people with the affected by alcohol and drug addiction in the streets, parks, and alleyways.

Friday Night Project

The Friday Night Project is Term time only, delivering early intervention activities.

We have developed platforms for parents to see information online and make bookings.

October: Youth Night (Food and Drink), Bowling (Knockhatch Adventure Park.

November: Urban Jump, (Trampoline), Bowling, Knockhatch Adventure Park. Cinema

December: Ringo Tobogganing, Ski-Centre, Knockhatch Adventure, Family Cinema.

This quarter we engaged around 260 young people and families.

Network & Partnership

Ongoing communication has continued with all agencies, including the local police and schools, covering contextual safeguarding and crime and we have reduced crime rates in the town centre; however, no meetings have happened this quarter.

We are no longer in partnership ***with the Sussex Community Development Association (SCDA) as they have now moved out of the area.*** The partnership with Hailsham Boxing Club in George Street is continued, and we continue to work with East Sussex Children's Services 0 – 19s.

Partnership with the Youth Offending Team who have been using our facilities at 1 Market Square, providing a safe environment for young people to access is also continued.

Also meeting with **Heathfield and Horam** youth services to give support and share best practice. Advice and Guidance was given to contact East Sussex Children's Services for continued and additional Support.

Continued Community Support with The Pavilion engaging young people and families in activities together.

Foodshare

We continued to receive donations of food and other items from Foodshare. Since partnering with Foodshare, Waitrose and Tesco, we have made **202 collections, collected 4462kg of food, which is the equivalent of around 13,000 meals.** We are thankful for their support and the impact it has on our services.

More food has been collected through working with other Foodshare agencies, YMCA, Foodbank and the SCDA.

Funding

Hailsham Youth Service continues to look for additional funding to enhance the services it provides in Hailsham and the surrounding areas. **The Police Property Fund bid of £500** has been received and will go to resourcing art and craft materials. We have received funding from **JAG (Joint Action Group) of £4000** which will help the service to deliver "Prevent" (Promoting Responsible Engagement of Vulnerable Experiences IN Teens) and fund training for staff around conflict situation. This project is specifically targeted at those who are on the verge of criminal activity and vulnerable to negative experiences in Hailsham and we have also received **£639.06 donations from Hailsham Bun Fire.**

Publicity and Media

A monthly newsletter has been created including mailchimp to update parents each month, to increase engagement.

We continue to use Instagram and Facebook to publicise Hailsham Youth Service. We have also developed a QR code for young people to access information. Mailchimp is now activated, and a newsletter is sent out every month to all parents and community members.

Our Instagram page currently has 284 followers, and our Facebook page has 818 followers. This is also a positive increase.

Report to	Assets Management Committee
Date	08.02.2023
By	John Harrison, Town Clerk
Title of Report	Changing Spaces

1. Purpose

To discuss the project

2. Background

The council considered a motion to reinstate this project at the last meeting on 25th January 2023. The motion was withdrawn and the council agreed that a further feasibility study should be carried out. This should include detailed costings for both revenue and capital before this is brought back to council for further consideration. The feasibility study was also to review the proposed location of the unit, at Vicarage Field.

3. Suggested aspects of the Feasibility Study project plan

The timeframe for the feasibility study will be dependent on success in exploring all of the following aspects and the time available to fully investigate and explore these aspects.

3.1 Location & Feasibility

Open discussions with Wealden District Council regarding whether there is any scope to locate a unit at Vicarage Field, on the site of the old public toilets. HTC had previously had agreement from WDC to locate the unit on that position. This was amended due to the plans in the Hailsham Aspires Project.

Open Discussions with HTC Works Team on what would work best and any anticipated issues they can think of concerning operation of a unit.

Open discussions with WDC Disabilities Officer on suggested approach and project plan

Request meeting with WDC Directors to enquire as to possible location and whether any joint approach to either capital or revenue expenditure may be possible (for e.g. economies of scale to be found from extending any existing WDC cleaning contract?)

Possibly discuss with local businesses whether there is any scope to offer a jointly funded facility adjacent to their properties

3.2 Assessment of Demand

Refer to data available as part of data from Polegate bid for Government Changing Places funding.

Identify any other sources of data on disabilities (WDC, ESCC Social Care, Disability groups) and therefore potential demand for the facility to build picture of current and possible future demand

Launch of questionnaire (suggested questions below) on Survey Monkey.

Approach targeted groups to ask RE demand, location etc

3.3 Accurate Assessment of Capital Costs

Refer to previous quotes received for installation of unit at Vicarage Field (note that this included larger unit incorporating general disabled toilet as well as Changing Places Unit) – factor in inflationary changes and fact that previous quote is now out of date.

Refer to costs cited in Polegate application for government funding

Enquire of other councils who are known to have installed CP Units (Eastbourne BC, Haywards Heath)

Enquire of SLCC 'Larger Councils Group' any other parish/towns that have installed units anywhere in the country.

Investigate and confirm with WDC all aspects of installation on Vicarage Field site (reconnection to services and utilities etc)

3.4 Accurate Assessment of Revenue/Operational Costs

As cited in Assets Management Committee meeting 28/09/2022– detailed revenue/operational expenditure projections for three to five years will be required for the following:

All on-costs detailed:

- Water Rates
- Electricity
- Maintenance
- Cleaning
- Costs associated with vandalism
- Annual service charge for hoist & other equipment

It is suggested these are sought from the same sources as for the overall capital costs of the project (other councils or organisations who have installed a Changing Places unit). Comparisons with current costs for the operation of HTC's public toilets at North Street can also be used.

Cleaning of the facility – various aspects and options need to be considered with regard to the cleaning 'contract' for the unit:

- How often the unit should be cleaned?
- Whether there are any stipulations or recommendations from the 'sector' (disability forums etc) in this regard or specialist cleaning required
- Whether this can be achieved 'in-house' through employing a cleaner or existing cleaning contracts. Considering legal requirements under

employment law for consultation & management. Holiday, absence arrangements etc

- Costs to contract out to external company
- Whether any economies of scale are to be found through additional contracts (either TC or for e.g. if a collaborative approach with WDC or local businesses is possible).

3.4 Operational Considerations

Operational considerations that should be addressed as comprehensively as possible before installation:

How the facility will be accessed (i.e. key code, radar key) and arrangements required for that (i.e. how do users visiting the town access a code etc?)

Will the unit have an alarm (for users requiring immediate assistance) and how will that operate? (i.e. will it be 'linked' anywhere?)

Maintenance and checking arrangements beyond cleaning (i.e. repairs, painting inside and outside, repairs of any vandalism etc) and how that might affect ongoing workloads of existing HTC staff.

It is hoped these can be addressed through consultation with HTC staff plus comparison & discussion with other organisations who have successfully installed a unit.

Suggested questions for Survey Monkey Survey assessing demand and need for the unit:

Questions

- 1.Are you aware of what a Changing Places Facilities is
- 2.Do you or anyone you know need to use a changing places Facility
3. What are the benefits of a changing places Facility to you or your contacts
- 4.How does a lack of a Changing Places Facilities effect your every day life on what you do or where you go
- 5.Where in Hailsham would you like to see this facility placed .
- 6 Is there anything else regarding Changing Places Facilities you would like to share with us .