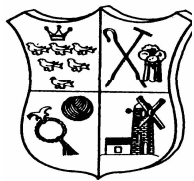


HAILSHAM TOWN COUNCIL ASSETS MANAGEMENT COMMITTEE



REPORT (Minutes) of the Assets Management Committee held in the Fleur de Lys Council Chambers, Market Square, Hailsham on Wednesday 20th March 2024 at 7.00 pm.

AMC/23/8/
139

Public Forum

None were present

140

Committee members present

Councillors: A Blake Coggins, C. Bryant, N. Hayes, P. Holbrook, M. Laxton (Chair), C. Mitchell, G. White (substituting for K. Blundell-Smith)

Other Councillors in attendance: D Chapman

Officers in attendance: J. Harrison, K. Giddings, R. Gillett, M. Webber

141

Apologies For Absence:

K. Blundell-Smith

142

Declarations of Interest

None were received

143

Minutes of Previous Meeting

Resolved that the Minutes of the Meeting of the Assets Management Committee held on Wednesday 20th March 2024 may be confirmed as a correct record and signed by the Chairman.

144

Update

- The first cut of the urban grass cutting has taken place
- The work for the CCTV has been commissioned and paid for
- The tenant at the Cemetery Lodge has been advised of the rent increase

145

Bus Service Improvement Plan

Members noted the report and accepted the locations and styles of the proposed bus shelters.

K. Giddings advised that M. Laxton and herself had spoken to both Wealden Council and ESCC in relation to the proposed Mobility Hub bus shelter to be placed on Vicarage Field. She reported that ESCC and Wealden Council are currently looking into the best location for the Hub on Vicarage Field, so there are no visibility issues in relation to the shops on site.

It was acknowledged that the current Tesco bus shelter in North Street, which is the responsibility of the Town Council, cannot be re-vamped or improved. East Sussex County Council have advised it must either stay as it is or be replaced.

Members agreed to take on the responsibility of a Mobility Hub at the Tesco site and noted this was subject to the agreement of Tesco as they own the land here.

Members asked for the following queries to be looked into:

- Will the Mobility Hub fit into the footprint of the current bus shelter at the Tesco site or will the footprint be bigger than the current bus shelter?
- Will coaches still be able to park in this location, when the Mobility Hub is installed ?

K. Giddings advised she would liaise with ESCC on this and report back to the Assets Committee

145.1 **RESOLVED** that the Town Council will take on the responsibility of a Mobility Hub bus shelter at the Tesco site in North Street, subject to the approval and agreement of Tesco

C. Bryant voted against the proposal

146 **Changing Places**

M. Laxton advised that the Changing Places Pod will be arriving in the next couple of days and the local shops have been contacted to advise them of the installation of the Pod on Vicarage Field

The Town Council is waiting for further details on the installation of the water supply.

M. Laxton thanked R Gillett and C. Mitchell for their help in organising the Changing Places Pod and also M. Webber for organising prompt payment

147 **Community Infrastructure Levy**

Members noted that this item would be a standing item on the Assets Committee agenda, to advise the Committee of the amount of funding that has been received and from which development. To also note how much funding is still available and therefore keep CIL funding under review.

M. Webber reported that there is just under one million left available in CIL funding.

Members were reminded that they must always consider the "on cost" of a project, when considering the use of CIL funding.

148 **Notice Boards and Digital Boards**

R. Gillett showed members the proposed wooden style notice board recommended to be purchased.

R. Gillett advised he did not know the extent of the durability of this wooden style notice board, as the Council only has one at the moment at the Cemetery, there is not one located on open ground.

The Committee agreed to purchase 4 more noticeboards of the style shown (5 are required

but the Council has 1 in stock)

2 at Country Park, at each entrance

1 at Maurice Thornton

1 at Western Road

1 at James West

It was agreed the Ward Councillors would take on responsibility for putting the notices in the boards in their areas and any relevant notices would be handed out at Full Council meetings for those Ward Councillors

It was agreed :

Cllr S. Potts responsible for Hailsham Country Park

Cllrs G White and D Chapman responsible for James West Community Hall

Cllr Anne Blake Coggins responsible for Maurice Thornton Recreation Ground

Cllr P. Holbrook responsible for Western Road Recreation Ground

This would ensure the signs are updated every couple of months

The Committee further agreed to purchase a digital board at a cost of between £1200 to £1500. Funding for this digital board will be taken from the existing budget

148.1 **RESOLVED** to recommend to Council to allocate £8874 from CIL funding, for the 4 new Notice Boards

149 **Street Lighting**

J. Harrison reported there is a £35,000 shortfall in funds available for repairs to the street lights. Members were advised that CIL funding can be used for street lighting repairs.

Members discussed whether the Town Council could hire another contractor to carry out street lighting repairs or whether ESCC are the only contractor allowed to carry out this work.

It was agreed J. Harrison speaks to ESCC in relation to this and also Eastbourne Council to ascertain who they contract their street light repairs to, and report back to the Assets Committee

149.1 **RESOLVED** to :

- i) Prioritise the most needed areas and use the already allocated funding for the street light repairs
- ii) Explore the possibility of using contractors other than ESCC for the work to the street lights

150 **Confidential Business**

Resolved 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.

151

Welbury Farm

The Town Council is due to take over responsibility of the remainder of the land at Welbury Farm.

Members were advised that the three Ward members and Works Manager met on site to consider various ideas for the use of the land such as providing additional parking and creating an open space/recreational space

Members noted the current play areas are in a poor state and will need to be replaced at some point.

It was agreed a height restriction would be installed if a car park is created.

The Committee agreed in principle that the Works Team look into options for this area as a recreational space, with picnic benches, 20 extra car parking spaces (with height restriction)

Members further discussed the feasibility study and 3 Councillors voted to take this item to Full Council for further discussion:

A. Blake Coggins, C. Bryant and C. Mitchell

It was agreed the Feasibility Study would be put on the next Full Council agenda for discussion

152

Quinnell Drive

Members noted £19,000 has already been allocated from CIL funding for a new bark surface at Quinnell Drive Play area.

R. Gillett advised that the climbing frame in the play area is old and in need of replacement and repair parts can no longer be purchased for the frame. He suggested the climbing frame is removed and replaced with a team swing.

Members agreed to remove the existing climbing frame, install a new team swing and put in a new wet pour surface (instead of the previously agreed bark surface)

R. Gillett advised that the Council Works Team will remove the climbing frame and install the new swing so the cost will be supply only.

R. Gillett advised the swing will be supplied by Playdale

Members noted the total cost for the work is £24,000 (of which £19,000 had already been allocated for the new safety surface).

Members were therefore asked to consider a further £5,000 to be allocated for the works required.

152.1

RESOLVED to recommend to Council to allocate a further £5000, to be taken from CIL funding, for a new team swing and for the groundworks to the area

153

Western Road Outdoor Gym

Members noted that £30,000 has already been allocated to replace the outdoor gym

equipment.

The Works Manager advised that the present surface of the outdoor gym is now showing signs of wear and tear and also needs to be replaced.

Members were asked to consider whether they also wished to replace the surface of the outdoor gym area as well as replacing the gym equipment. The gym equipment will be supplied by Wickstead

Members noted a further £15,500 was required to carry out the entire work, to include the cost of the replacing the outdoor gym equipment and also replacing the safety surface. The safety surface to be supplied by Rebound Rubber Ltd

153.1 **RESOLVED** to recommend to Council to allocate a further £15,500 from CIL funding for this work, in addition to the £30,000 that has already been allocated from CIL

154 **Stroma Gardens**

At a previous meeting of the Assets Committee in October 2023 it had been agreed to install some extra pieces of play equipment in the play area at Stroma Gardens.

R. Gillett advised he recommended a new swing for older children is installed, plus a hopscotch area

A quotation had been received for the work from Proludic for £16,487

154.1 **RESOLVED** to recommend to Council for £16,481, to be taken from CIL funding, for the play equipment, to be supplied by Proludic

155 **Town Council Offices**

Members discussed the need for a contingency fund for any extra costs that may arise for the electrical works required at the Town Council offices

155.1 **RESOLVED** to recommend to Council to allocate a £20,000 contingency fund, for any extra costs in relation to the electrical works, to be taken from CIL funding

156 **Youth Service Property**

J. Harrison advised that the CPSE document is currently with the Town Council's solicitors

Members noted that the YMCA have closed the building and they have requested the lease is sold to them. There is a 99 year lease left on the property.

The Committee discussed the lease and it was agreed the Town Council will consider selling the Lease at full market value. The Town Council will not cover the legal fees.

156.1 **RESOLVED** that the Town Clerk investigate the details of the lease further and progress matters with the YMCA

157 **CCTV**

Members noted and agreed with the proposals set out by Chroma Vision in the report

Grave Digging

Members discussed the grave digging contract and the future delivery of the service.

It was agreed to put the Grave Digger vacancy out to tender and then return to the Assets Committee for further discussion.

The Staffing Committee will look at the job description in the meantime

There being no further business the meeting closed at 9.00 pm

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