

## **ASSETS MANAGEMENT COMMITTEE**

### **AGENDA**

**YOU ARE HEREBY SUMMONED TO a meeting of the ASSETS MANAGEMENT COMMITTEE to be held in the Fleur de Lys Council Chambers, Market Square, Hailsham**

**Wednesday 25<sup>th</sup> October 2023 at 7.00 p.m.**

1. **Public Forum**  
(No more than 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 Meetings of the Assets Management Committee held on Wednesday 20<sup>th</sup> September 2023 may be 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 20<sup>th</sup> September 2023
5. **Hailsham Cricket Club**  
To discuss the recent decision to allocate event days on Western Road Recreation Ground
6. **Noticeboards and signage**  
To consider the purchase and installation of external informational signage and public noticeboards
7. **Confidential Business**  
To resolve that the press and public are excluded during the discussion on the next item of the agenda (8) as it concerns: The terms of tenders for contracts or negotiations (In accordance with the Council's Standing Orders No. 1E).
8. **Stock Photography**

To consider tenders for the provision of photographic services for a new set of high-resolution stock photos of the Town Council's land/properties and other assets

9. **Budget**

To consider the Assets Committee budget for 2024/2025

10. **Stroma Gardens Play Area**

To consider further play equipment on the site

11. **Town Council Offices**

Update on electrical works

12. **East Sussex Council Bus Improvement Works**

To consider the designs of the bus shelters

13. **Grovelands Barn Agreement**

To consider the agreement

14. **Hailsham Country Park Lake**

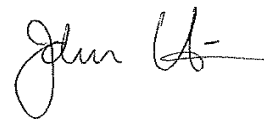
To consider prices for the use of the lake for fishing, for local schools/children's clubs

15. **Confidential Business**

To resolve that the press and public are excluded during the discussion on the next items on the agenda (16) as it concerns: the terms of tenders for contracts or negotiations (In accordance with the Council's Standing Orders No. 1E).

16. **Survey of Council Assets**

Update



John Harrison  
Town Clerk  
19<sup>th</sup> October 2023

**Committee Membership**

Councillors:

Anne Blake-Coggins  
Kelly-Marie Blundell (Dep. Chair)  
Chris Bryant  
Nathalie Hayes  
Paul Holbrook  
Mary Laxton (Chair)  
Colin Mitchell

**Substitute Members**

Councillors:

Alexa Clarke  
Barbara Holbrook  
Steve Potts  
Doina Rusu



MEETING: **Assets Management Committee**

DATE: **25 October 2023**

REPORT BY: **Terry Hall (Communications Officer)**

TITLE: **PURCHASE AND INSTALLATION OF EXTERNAL INFORMATIONAL SIGNAGE AND PUBLIC NOTICEBOARDS**

## **1. PURPOSE:**

- 1.1** To agree the purchase of additional external noticeboards and informational signage for installation on Town Council-maintained land.

## **2. INFORMATION:**

### Public Noticeboards

**2.1** The Town Council currently has public noticeboards in Vicarage Field, at the south entrance to Hailsham Country Park, inside the foyer at the James West Community Centre and at the front of the Town Council office building.

However, there is a need for additional noticeboards to be installed on other areas of Town Council-maintained land. Further noticeboards are required to promote relevant information on Town Council facilities, services and events, in addition to public notices of meetings, consultations and town councillor contact information.

**2.2** Suggested locations for the installation of 5 new noticeboards include the Western Road Recreation Ground, Maurice Thornton Playing Field, Common Pond, Hailsham Country Park (north car park/Holyhead Close entrance) and outside the James West Community Centre, although members will need to discuss and agree preferred locations.

### Digital Noticeboard

**2.3** It has been suggested that the Town Council purchases a digital noticeboard for display in the reception area of the office building, advertising relevant information on services, facilities and community events, as well as council/committee meetings.

This can be best achieved in terms of cost by acquiring a large screen, with content to be produced in-house and displayed on a 'plug-in-and-play' basis.

### External Informational Signage

**2.4** The Town Council has recently purchased external signs for the Western Road Recreation Ground, Hailsham Country Park and Maurice Thornton Playing Field (to be installed by the outdoor works team soon).



However, additional signage is needed for other Council-maintained property and public open spaces, to promote Council ownership/maintenance of each site and containing QR codes linking to further relevant information on the Town Council website.

**2.5** Suggested locations for the installation of 12 new information signs – using the same size, design and layout as the ones recently purchased - include the open spaces located off Arlington Road East (rear of Coopers Ways) and Solway, the car park nearest the entrance to Hailsham Cemetery, the entrance to the three allotment sites (Battle Road, Station Road and Harold Avenue) and at Orchard Park (adjacent to Grovelands Barn).

Additionally, signs should be installed at the entrances to each of the five play areas maintained by the Town Council (Western Road, Battle Road, Quinnell Drive, Stroma Gardens, Maurice Thornton Playing Field) to replace any existing signs there and to create consistency in terms of corporate identity and design of signage.

### **3. FINANCIAL IMPLICATIONS:**

**3.1** The average cost range for the above items are:

- External noticeboards (x5): £150-£300 each, dependent on size, specifications and whether they are to be personalised – (including ‘Hailsham Town Council’ at the top of the noticeboard frame). **Total: £750-£1,500 – to be drawn from CIL funds**
- Digital/electronic noticeboard (x1): £1,000-£1,500 for purchase of a large (45-55 inch) screen. **Total: £1,000-£1,500 – to be drawn from CIL funds**
- External signs (x12): £140-£160 each (as per recent order with Ricochet Signs) each sized at 1m (L) by 0.7m (W). **Total: £1,680-£1,920 – to be included in 2024/25 budget**
- Total expenditure required: **£1,750-£3,000 (CIL funds) / £1,680-£1,920 (2024/25 budget)**

### **4. STAFF IMPLICATIONS:**

**4.1** The outdoor/works team would need to factor in time in their schedule to install the external noticeboards, external signs and digital noticeboards. The Receptionist & Business Enterprise Assistant will work in conjunction with the Communications Officer to produce content in-house for display on the digital/electronic noticeboard in reception.

### **5. RECOMMENDATIONS:**

**5.1** It is recommended that the Town Council allocates money from its Community Infrastructure Levy funds and from its 2024/25 budget for the purchase and installation of external informational signage/public noticeboards as outlined in this report.

**Report to:**           **Asset Management Committee**

**Date:**               **25<sup>th</sup> October 2023**

**By:**                  **Michelle Webber – RFO**

**Title of report:**   **Budget for 2024/2025**

**PURPOSE:**

To discuss the budget for the 2024/2025.

**BACKGROUND:**

Using the 2023-2024 budget as the baseline for setting the 2024-2025 budget, I have reviewed the ongoing expenditure costs to the council and have made the following adjustments:

- . 3% increase across most of the budget areas as per the five-year budget in the business plan.
- . increase in utilities across most sites for Electric/Gas and Water due to increase prices, these are based on 2022-2023 actuals.
- . Burial Fee increases of 3% for 2024-2025 included in the budget.
- . All SCP and JNC costings are pending due to news from NJC/JNC for 2023-2024 pay increase details.
- . Member Allowances for 2023-2024 – Information received, to go to Full Council November 2023.

Other factors that have been updated in the budget as follows.

- . Electric costs for Western Road Track – Budget added of £1,061.
- . Maintenance Plan – Reinstated for 2024-2025 at £22,100.00
- . Graffiti Cleaning – Budget of £3,000.00
- . Signage - £2,000.00 – As per AMC discussion for additional signage around Public Open Spaces.
- . Public Toilet Cleaning - £5,100.00 to be included due to contract obligations.
- . Changing Places Maintenance/Cleaning - £13,792.00 – Ass per FBRC meeting 5<sup>th</sup> July 2023 to reinstate the expenditure. This figure needs updating as it's over 5 years old. Further research will be done with other neighbouring councils to ascertain the running costs of the facility.
- . Street Lighting Annual Repairs - £12,384.00 – based on a 5-year average.
- . James West Hall will be under discussion in the coming months in relation to expenditure across the whole cost centre.

. Review of hire fees is an agenda item on FBRC 18<sup>th</sup> October 2023. Feedback will be provided at the next AMC meeting.

. Urban Grass cutting reinstated at £10,079.00 as per FBRC 5<sup>th</sup> July 2023

. CCTV – Camera costs – this will need updating with information from the police in relation to new CCTV contract.

Taking all the above adjustments into account as at 18<sup>th</sup> October 2023 there is a shortfall at present of £35,426, in the overall budget, however this will change depending on the outcome of discussions in relation to items listed above and the decisions of the committees.

With the current shortfall the Band D precept increase required would be 3% with a drawn from reserves.

The other factor to come into account is the movement in band D tax base which in 2023-2024 is 7689.8. We will not be advised of the tax base until December 2023 but in light of the low amount of CIL received to date. At present the required increase in homes would be 212.5.

There are various other projects such as Staffing review, Town Council office rewire that will effective the budget for 2024-2025.

As part of the papers there is the Ear Marked Reserves (EMR) and the ringfenced spreadsheet. As per our reserve policy and the audit recommendation the council general reserve should be between 3-6 months of council precept, so for HTC that would be £329,000 - £658,474. At the end of last financial year, the general reserve was £206,000 which is below the recommended level, so there will need to be a provision in the budget for increasing the general reserve.

Please be advised that this is a fluid situation and will change before the final budget papers go before Full Council in January 2024.

To consider the information provided by the RFO, and to discuss the committee's future expenditure plans for 2024-2025. To feedback to Finance, Budget and Resource committee.

13:57

# Hailsham Town Council

## Annual Budget - By Centre (Actual YTD Month 7)

Note: 13.10.2023

		2022-2023		2023-2024						2024-2025		
		Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed	EMR	Carried
<u>100 Common Pond Allotments</u>												
1000	Allotment Rent (Inc)	449	589	0	0	448	0	448	335	448	0	0
Total Income		449	589	0	0	448	0	448	335	448	0	0
4510	General Maintenance	1,631	1,789	0	0	770	0	770	1,228	793	0	0
4520	Software Licence	62	0	0	0	64	0	64	0	0	0	0
4550	Water & Sewerage	618	101	0	0	150	0	150	60	656	0	0
Overhead Expenditure		2,311	1,890	0	0	984	0	984	1,288	1,449	0	0
100 Net Income over Expenditure		-1,862	-1,300	0	0	-536	0	-536	-953	-1,001	0	0
plus Transfer from EMR		0	0	0	0	0	0	0	10	0	0	0
Movement to/(from) Gen Reserve		(1,862)	(1,300)			(536)		(536)	(943)	(1,001)		
<u>105 Battle Road Allotments</u>												
1000	Allotment Rent (Inc)	6,710	2,177	0	0	2,010	0	2,010	1,584	2,010	0	0
Total Income		6,710	2,177	0	0	2,010	0	2,010	1,584	2,010	0	0
4510	General Maintenance	0	0	0	0	361	0	361	29	370	0	0
4520	Software Licence	62	0	0	0	64	0	64	0	0	0	0
4550	Water & Sewerage	636	626	0	0	760	0	760	318	675	0	0
Overhead Expenditure		698	626	0	0	1,185	0	1,185	347	1,045	0	0
Movement to/(from) Gen Reserve		6,012	1,551			825		825	1,237	965		
<u>110 Harold Ave Allotments</u>												
1000	Allotment Rent (Inc)	576	545	0	0	576	0	576	673	576	0	0
Total Income		576	545	0	0	576	0	576	673	576	0	0

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 13.10.2023

	<u>2022-2023</u>		Brought	Net	<u>2023-2024</u>			Total	Actual	Agreed	<u>2024-2025</u>	
	Budget	Actual			Agreed	EMR					EMR	Carried
4510 General Maintenance	15	15	0	0	564	0	564	0	582	0	0	0
4520 Software Licence	62	0	0	0	64	0	64	0	0	0	0	0
	<b>Overhead Expenditure</b>	77	0	0	628	0	628	0	582	0	0	0
	<b>110 Net Income over Expenditure</b>	499	0	0	-52	0	-52	673	-6	0	0	0
6001 less Transfer to EMR	0	0	0	0	0	0	0	250	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	499			(52)		(52)	423	(6)			
<u>115 Western Road Recreation Ground</u>		530										
1050 Rent Beaconsfield/Tennis/Pitch	1,000	38,146	0	0	100	0	100	21,047	1,061	0	0	0
	<b>Total Income</b>	1,000	0	0	100	0	100	21,047	1,061	0	0	0
4130 Gas/Electricity	0	0	0	0	0	0	0	182	300	0	0	0
4510 General Maintenance	1,012	42,991	0	0	1,102	0	1,102	39,685	1,073	0	0	0
4550 Water & Sewerage	700	1,390	0	0	1,647	0	1,647	498	743	0	0	0
4560 Drainage	2,000	1,420	0	0	2,000	0	2,000	2,000	2,000	0	0	0
	<b>Overhead Expenditure</b>	3,712	0	0	4,749	0	4,749	42,365	4,116	0	0	0
	<b>115 Net Income over Expenditure</b>	-2,712	0	0	-4,649	0	-4,649	-21,318	-3,055	0	0	0
6000 plus Transfer from EMR	0	14,000	0	0	0	0	0	40,685	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(2,712)			(4,649)		(4,649)	19,367	(3,055)			
<u>120 Maurice Thornton Playing Field</u>		6,345										
4510 General Maintenance	753	45	0	0	836	0	836	0	799	0	0	0
4550 Water & Sewerage	74	0	0	0	76	0	76	0	78	0	0	0
4560 Drainage	6,800	0	0	0	2,000	0	2,000	0	2,000	0	0	0
4600 Annual Rent	1,000	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0	0

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# Hailsham Town Council

## Annual Budget - By Centre (Actual YTD Month 7)

Note: 13.10.2023

	<u>2022-2023</u>		Brought	Net	<u>2023-2024</u>			Total	Actual	Agreed	<u>2024-2025</u>	
	Budget	Actual			Agreed	EMR					EMR	Carried
4605 Pitch Marking Paint/Contractor	500	480	0	0	515	0	515	480	530	0	0	0
4610 Skate Park Maintenance	2,060	0	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure	11,187	1,525	0	0	4,427	0	4,427	1,480	4,407	0	0	0
Movement to/(from) Gen Reserve	<u>(11,187)</u>	<u>(1,525)</u>			<u>(4,427)</u>		<u>(4,427)</u>	<u>(1,480)</u>	<u>(4,407)</u>			
<u>125 Play Areas</u>												
4140 Insurance	1,450	1,030	0	0	1,494	0	1,494	1,030	1,539	0	0	0
4510 General Maintenance	3,350	62,443	0	0	2,421	0	2,421	63,364	2,494	0	0	0
4650 Safety Gates	2,000	0	0	0	1,000	0	1,000	0	1,000	0	0	0
Overhead Expenditure	6,800	63,473	0	0	4,915	0	4,915	64,395	5,033	0	0	0
plus Transfer from EMR	0	59,846	0	0	0	0	0	62,246	0	0	0	0
Movement to/(from) Gen Reserve	<u>(6,800)</u>	<u>(3,628)</u>			<u>(4,915)</u>		<u>(4,915)</u>	<u>(2,148)</u>	<u>(5,033)</u>			
<u>130 Public Open Spaces</u>												
1100 Fishing Permits	850	748	0	0	850	0	850	575	850	0	0	0
Total Income	850	748	0	0	850	0	850	575	850	0	0	0
4620 Teen Shelter	0	0	0	0	1,000	0	1,000	0	1,000	0	0	0
4690 POS - General Maint	337	0	0	0	347	0	347	0	357	0	0	0
4695 Vermin Control	562	528	0	0	579	0	579	419	596	0	0	0
4700 Plant & Skip Hire	5,912	842	0	0	4,370	0	4,370	2,214	4,501	0	0	0
4705 Maintenance Plan	57,018	27,631	0	0	0	0	0	2,016	22,100	0	0	0
4715 Country Park - General Maint	507	11	0	0	522	0	522	220	522	0	0	0
4720 Orchard Park - General Maint	787	0	0	0	787	0	787	0	787	0	0	0
4725 Graffiti Cleaning	0	0	0	0	0	0	0	0	3,000	0	0	0
4730 Ersham Road Common - Gen Maint	55	0	0	0	55	0	55	0	55	0	0	0

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## Hailsham Town Council

## Annual Budget - By Centre (Actual YTD Month 7)

Note: 13.10.2023

	2022-2023		Brought	Net	2023-2024		Total	Actual	Agreed	2024-2025	
	Budget	Actual			Agreed	EMR				EMR	Carried
4735 Signage	0	0	0	0	0	0	0	0	2,000	0	0
4740 Covid - 19	9,885	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure	75,063	29,012	0	0	7,660	0	7,660	4,869	34,918	0	0
130 Net Income over Expenditure	-74,213	-28,264	0	0	-6,810	0	-6,810	-4,294	-34,068	0	0
6000 plus Transfer from EMR	0	1,594	0	0	0	0	0	2,016	0	0	0
Movement to/(from) Gen Reserve	(74,213)	(26,670)			(6,810)		(6,810)	(2,278)	(34,068)		
<b>135 Common Pond</b>											
4510 General Maintenance	721	656	0	0	743	0	743	19,481	765	0	0
Overhead Expenditure	721	656	0	0	743	0	743	19,481	765	0	0
6000 plus Transfer from EMR	0	0	0	0	0	0	0	19,178	0	0	0
Movement to/(from) Gen Reserve	(721)	(656)			(743)		(743)	(303)	(765)		
<b>145 Horticultural &amp; Ground Maint</b>											
4750 Grass & Hedge Cutting	25,750	21,665	0	0	29,786	0	29,786	14,210	27,319	0	0
4755 Tree Surgery	28,291	27,935	0	0	22,803	0	22,803	9,936	28,000	0	0
Overhead Expenditure	54,041	49,600	0	0	52,589	0	52,589	24,146	55,319	0	0
Movement to/(from) Gen Reserve	(54,041)	(49,600)			(52,589)		(52,589)	(24,146)	(55,319)		
<b>160 Environment Services</b>											
4745 Urban Grass Cutting	9,500	9,450	0	0	0	0	0	5,000	10,079	0	0
4850 Dog Hygiene/Bin Emptying	1,000	967	0	0	0	0	0	0	0	0	0
Overhead Expenditure	10,500	10,417	0	0	0	0	0	5,000	10,079	0	0
6000 plus Transfer from EMR	0	0	0	0	0	0	0	5,000	0	0	0
Movement to/(from) Gen Reserve	(10,500)	(10,416)			0		0	0	(10,079)		

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# Hailsham Town Council

## Annual Budget - By Centre (Actual YTD Month 7)

Note: 13.10.2023

	2022-2023		2023-2024					2024-2025	
	Budget	Actual	Brought	Net	Agreed	EMR	Total	Actual	Agreed
<b>300 Town Council Site</b>									
1078 CIL Received	0	677,532	0	0	0	0	0	312,582	0
1200 Kerner Kebab	10,500	10,500	0	0	10,500	0	10,500	5,250	11,139
1205 4 Market Square (Inc)	8,300	7,200	0	0	6,500	0	6,500	3,800	6,896
1225 Miscellaneous rents	0	4,524	0	0	0	0	0	240	0
1275 Insurance Recharge	400	718	0	0	400	0	400	0	424
<b>Total Income</b>	<b>19,200</b>	<b>700,474</b>	<b>0</b>	<b>0</b>	<b>17,400</b>	<b>0</b>	<b>17,400</b>	<b>321,872</b>	<b>18,459</b>
4115 Telephone & mobiles	0	0	0	0	3,000	0	3,000	1,223	3,000
4125 Rates	0	0	0	0	7,428	0	7,428	7,360	7,600
4130 Gas/Electricity	4,500	6,287	0	0	8,000	0	8,000	3,804	8,240
4140 Insurance	13,000	11,774	0	0	13,378	0	13,378	12,735	13,792
4510 General Maintenance	0	1,150	0	0	0	0	0	0	0
5000 Internal Repairs/General Maint	1,229	1,355	0	0	232	0	232	84	500
5005 External Repairs/General Maint	649	429	0	0	669	0	669	475	688
5010 Electronic Gates	530	0	0	0	546	0	546	0	562
5015 Maintenance 4 Market Sq	9,960	0	0	0	1,688	0	1,688	6,933	1,688
5020 Gas Boiler - Annual Service	212	290	0	0	212	0	212	0	300
5025 Intruder & Smoke Alarm Service	280	556	0	0	295	0	295	183	350
<b>Overhead Expenditure</b>	<b>30,360</b>	<b>21,841</b>	<b>0</b>	<b>0</b>	<b>35,448</b>	<b>0</b>	<b>35,448</b>	<b>32,799</b>	<b>36,720</b>
<b>300 Net Income over Expenditure</b>	<b>-11,160</b>	<b>678,633</b>	<b>0</b>	<b>0</b>	<b>-18,048</b>	<b>0</b>	<b>-18,048</b>	<b>289,073</b>	<b>-18,261</b>
6000 plus Transfer from EMR	0	1,150	0	0	0	0	0	7,427	0
6001 less Transfer to EMR	0	0	0	0	0	0	0	312,582	0
<b>Movement to/(from) Gen Reserve</b>	<b>(11,160)</b>	<b>679,783</b>			<b>(18,048)</b>		<b>(18,048)</b>	<b>(16,082)</b>	<b>(18,261)</b>

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## Hailsham Town Council

## Annual Budget - By Centre (Actual YTD Month 7)

Note: 13.10.2023

	2022-2023		Brought	Net	2023-2024			Total	Actual	Agreed	2024-2025	
	Budget	Actual			Agreed	EMR					EMR	Carried
<b>305</b>	<b>Maurice Thornton Pavilion</b>											
1215	Pavilion Lets.	1,200	0	0	1,200	0	0	1,200	0	0	0	0
	<b>Total Income</b>	<b>1,200</b>	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
4130	Gas/Electricity	1,000	904	0	0	1,803	0	1,803	696	1,061	0	0
4510	General Maintenance	515	418	0	0	530	0	530	370	546	0	0
4550	Water & Sewerage	311	176	0	0	320	0	320	139	300	0	0
	<b>Overhead Expenditure</b>	<b>1,826</b>	<b>1,499</b>	<b>0</b>	<b>0</b>	<b>2,653</b>	<b>0</b>	<b>2,653</b>	<b>1,205</b>	<b>1,907</b>	<b>0</b>	<b>0</b>
<b>310</b>	<b>Movement to/(from) Gen Reserve</b>	<b>(626)</b>	<b>(1,499)</b>		<b>(1,453)</b>			<b>(1,453)</b>	<b>(1,205)</b>	<b>(1,907)</b>		
	<b>Grovelands Barn</b>											
4510	General Maintenance	266	69	0	0	274	0	274	1,898	282	0	0
5100	MT Hut/Grovelands Barn Energy	515	313	0	0	530	0	530	279	546	0	0
5105	Grovelands Barn Rates	3,060	2,695	0	0	3,152	0	3,152	2,829	3,200	0	0
	<b>Overhead Expenditure</b>	<b>3,841</b>	<b>3,076</b>	<b>0</b>	<b>0</b>	<b>3,956</b>	<b>0</b>	<b>3,956</b>	<b>5,006</b>	<b>4,028</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	0	0	0	0	0	0	1,723	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(3,841)</b>	<b>(3,076)</b>		<b>(3,956)</b>			<b>(3,956)</b>	<b>(3,283)</b>	<b>(4,028)</b>		
<b>315</b>	<b>Union Corner Hall</b>											
4510	General Maintenance	1,000	1,000	0	0	1,000	0	1,000	0	1,000	0	0
	<b>Overhead Expenditure</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(1,000)</b>	<b>(1,000)</b>		<b>(1,000)</b>			<b>(1,000)</b>	<b>0</b>	<b>(1,000)</b>		
<b>320</b>	<b>Public Toilets - Stable Block</b>											
4515	Cleaning/Maintenance	15,000	11,286	0	0	15,450	0	15,450	5,155	5,100	0	0

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## Hailsham Town Council

## Annual Budget - By Centre (Actual YTD Month 7)

Note: 13.10.2023

	2022-2023		Brought	Net	2023-2024			Total	Actual	2024-2025		
	Budget	Actual			Agreed	EMR				Agreed	EMR	Carried
<b>Overhead Expenditure</b>	15,000	11,286	0	0	15,450	0	15,450	5,155	5,100		0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(15,000)</u>	<u>(11,286)</u>			<u>(15,450)</u>		<u>(15,450)</u>	<u>(5,155)</u>	<u>(5,100)</u>			
<b>325 Changing Pod</b>												
4515 Cleaning/Maintenance	13,000	2,900	0	0	0	0	0	0	13,792		0	0
<b>Overhead Expenditure</b>	13,000	2,900	0	0	0	0	0	0	13,792		0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(13,000)</u>	<u>(2,900)</u>			<u>0</u>		<u>0</u>	<u>0</u>	<u>(13,792)</u>			
<b>330 Welbury Farm/Jlm West Com Hall</b>												
1210 Meeting Room Lets/J West	33,000	25,922	0	0	33,000	0	33,000	13,184	33,000		0	0
<b>Total Income</b>	33,000	25,922	0	0	33,000	0	33,000	13,184	33,000		0	0
4115 Telephone & mobiles	1,077	1,141	0	0	1,200	0	1,200	708	1,200		0	0
4125 Rates	8,760	8,733	0	0	9,023	0	9,023	6,418	9,294		0	0
4130 Gas/Electricity	1,000	6,917	0	0	8,000	0	8,000	3,001	8,240		0	0
4510 General Maintenance	5,000	9,233	0	0	2,357	0	2,357	6,610	2,427		0	0
4515 Cleaning/Maintenance	500	4,367	0	0	6,000	0	6,000	3,576	6,000		0	0
4550 Water & Sewerage	255	888	0	0	1,000	0	1,000	115	1,003		0	0
5150 Maintenance/Running Costs	408	976	0	0	420	0	420	147	433		0	0
5155 J West Refund	0	3,530	0	0	0	0	0	1,620	0		0	0
<b>Overhead Expenditure</b>	17,000	35,785	0	0	28,000	0	28,000	22,196	28,597		0	0
<b>330 Net Income over Expenditure</b>	16,000	-9,863	0	0	5,000	0	5,000	-9,012	4,403		0	0
6000 plus Transfer from EMR	0	0	0	0	0	0	0	2,682	0		0	0
<b>Movement to/(from) Gen Reserve</b>	<u>16,000</u>	<u>(9,863)</u>			<u>5,000</u>		<u>5,000</u>	<u>(6,330)</u>	<u>4,403</u>			
<b>400 Cemetery Lodge</b>												

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## Hailsham Town Council

## Annual Budget - By Centre (Actual YTD Month 7)

Note: 13.10.2023

	2022-2023		Brought	Net	2023-2024		Total	Actual	Agreed	2024-2025	
	Budget	Actual			Agreed	EMR				EMR	Carried
1220 Cemetery Rent	6,900	7,140	0	0	6,900	0	6,900	3,570	7,140	0	0
<b>Total Income</b>	<b>6,900</b>	<b>7,140</b>	<b>0</b>	<b>0</b>	<b>6,900</b>	<b>0</b>	<b>6,900</b>	<b>3,570</b>	<b>7,140</b>	<b>0</b>	<b>0</b>
4510 General Maintenance	169	146	0	0	174	0	174	0	179	0	0
5175 Cemetery Lodge Repairs	6,084	2,467	0	0	464	0	464	0	478	0	0
<b>Overhead Expenditure</b>	<b>6,253</b>	<b>2,613</b>	<b>0</b>	<b>0</b>	<b>638</b>	<b>0</b>	<b>638</b>	<b>0</b>	<b>657</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>647</b>	<b>4,527</b>			<b>6,262</b>		<b>6,262</b>	<b>3,570</b>	<b>6,483</b>		
<b>405 Cemetery Services &amp; Overheads</b>											
1500 Burial Fees	51,500	65,513	0	0	53,045	0	53,045	22,799	54,636	0	0
<b>Total Income</b>	<b>51,500</b>	<b>65,513</b>	<b>0</b>	<b>0</b>	<b>53,045</b>	<b>0</b>	<b>53,045</b>	<b>22,799</b>	<b>54,636</b>	<b>0</b>	<b>0</b>
4125 Rates	4,200	6,238	0	0	4,326	0	4,326	5,739	6,300	0	0
4130 Gas/Electricity	1,550	2,732	0	0	3,430	0	3,430	1,234	3,533	0	0
4510 General Maintenance	8,196	23,256	0	0	0	0	0	500	0	0	0
4550 Water & Sewerage	446	487	0	0	350	0	350	297	500	0	0
4750 Grass & Hedge Cutting	15,375	10,659	0	0	17,783	0	17,783	11,294	17,783	0	0
5210 Telephone	618	566	0	0	637	0	637	314	656	0	0
5215 Fire Extinguisher/Boiler Servi	124	158	0	0	128	0	128	0	170	0	0
5220 Pest Control	309	0	0	0	318	0	318	0	328	0	0
5225 Repairs/Cleaning & Waste	2,082	1,334	0	0	2,145	0	2,145	25,191	2,208	0	0
5230 Burial Record IT-Licence	339	0	0	0	349	0	349	442	500	0	0
5300 Grave Digging	15,298	12,774	0	0	15,757	0	15,757	6,906	16,230	0	0
5305 Maintenance Flowers & Trees	546	563	0	0	562	0	562	3,630	3,579	0	0
5310 Shallow Grave/Misc Burial	0	5,632	0	0	0	0	0	0	0	0	0
5350 Ditch Clearance	1,030	1,260	0	0	1,061	0	1,061	0	1,093	0	0

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**Hailsham Town Council**  
**Annual Budget - By Centre (Actual YTD Month 7)**

Note: 13.10.2023

	<u>2022-2023</u>		Brought	Net	<u>2023-2024</u>			Total	Actual	Agreed	<u>2024-2025</u>	
	Budget	Actual			Agreed	EMR					EMR	Carried
<b>Overhead Expenditure</b>	50,113	65,658	0	0	46,846	0	46,846	55,546	52,880		0	0
<b>405 Net Income over Expenditure</b>	1,387	-145	0	0	6,199	0	6,199	-32,747	1,756		0	0
plus Transfer from EMR	0	17,233	0	0	0	0	0	24,573	0		0	0
<b>Movement to/(from) Gen Reserve</b>	<u>1,387</u>	<u>17,088</u>			<u>6,199</u>		<u>6,199</u>	<u>(8,174)</u>	<u>1,756</u>			
<b><u>500 Street Lighting</u></b>												
4510 General Maintenance	15,914	13,084	0	0	16,391	0	16,391	0	16,883		0	0
5375 New Lighting	31,938	17,125	0	0	0	0	0	0	18,350		0	0
5380 Energy (145516 kwh per year)	14,068	12,321	0	0	14,490	0	14,490	0	14,925		0	0
5390 Annual Repairs	7,210	7,210	0	0	12,384	0	12,384	12,511	12,384		0	0
<b>Overhead Expenditure</b>	69,130	49,740	0	0	43,265	0	43,265	12,511	62,542		0	0
plus Transfer from EMR	0	0	0	0	0	0	0	8,554	0		0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(69,130)</u>	<u>(49,740)</u>			<u>(43,265)</u>		<u>(43,265)</u>	<u>(3,957)</u>	<u>(62,542)</u>			
<b><u>505 Street Furniture</u></b>												
5400 Bus Shelter Repairs	873	5,373	0	0	281	0	281	7,371	289		0	0
5405 Black Sacks	206	0	0	0	200	0	200	0	0		0	0
5410 Defibrulators	2,321	4,821	0	0	1,073	0	1,073	120	2,000		0	0
5415 New Bin	2,369	2,369	0	0	0	0	0	0	0		0	0
<b>Overhead Expenditure</b>	5,769	12,562	0	0	1,554	0	1,554	7,491	2,289		0	0
plus Transfer from EMR	0	5,373	0	0	0	0	0	7,371	0		0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(5,769)</u>	<u>(7,190)</u>			<u>(1,554)</u>		<u>(1,554)</u>	<u>(120)</u>	<u>(2,289)</u>			

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## Hailsham Town Council

## Annual Budget - By Centre (Actual YTD Month 7)

Note: 13.10.2023

	2022-2023		Brought	Net	2023-2024		Total	Actual	Agreed	2024-2025	
	Budget	Actual			Agreed	EMR				EMR	Carried
<b>650 Funded Services</b>											
1235 Post Office - H/card	0	683	0	0	0	0	0	400	500	0	0
<b>Total Income</b>	0	683	0	0	0	0	0	400	500	0	0
5500 Hellingly P.C. subsidy (as pro	27,810	24,626	0	0	34,779	0	34,779	37,963	34,779	0	0
5505 Hailsham Revitalization Fund	21,668	550	0	0	5,150	0	5,150	18	5,464	0	0
5510 CCTV - Camera costs	7,957	5,603	0	0	8,196	0	8,196	0	7,000	0	0
5515 Post Office Operation costs	70,566	50,459	0	0	60,000	0	60,000	30,567	60,000	0	0
<b>Overhead Expenditure</b>	128,001	81,239	0	0	108,125	0	108,125	68,547	107,243	0	0
<b>Movement to/(from) Gen Reserve</b>	(128,001)	(80,555)			(108,125)		(108,125)	(68,147)	(106,743)		
	<b>2022-2023</b>	<b>Actual</b>	<b>Brought</b>	<b>Net</b>	<b>2023-2024</b>	<b>EMR</b>	<b>Total</b>	<b>Actual</b>	<b>Agreed</b>	<b>2024-2025</b>	<b>Carried</b>
	Budget	Actual			Agreed	EMR				EMR	
<b>Total Income</b>	0	150	0	0	0	0	0	0	0	0	0
4360 Leasing costs	13,000	12,786	0	0	13,000	0	13,000	7,557	13,792	0	0
4365 Vehicle Overheads - fuel	3,500	3,729	0	0	3,605	0	3,605	1,589	3,713	0	0
4370 Vehicle Overheads - service &	1,632	1,390	0	0	0	0	0	987	1,000	0	0
4375 Vehicle Overheads - Insurance	3,500	3,333	0	0	3,605	0	3,605	2,856	3,200	0	0
<b>Overhead Expenditure</b>	21,632	21,239	0	0	20,210	0	20,210	12,989	21,705	0	0
<b>Movement to/(from) Gen Reserve</b>	(21,632)	(21,089)			(20,210)		(20,210)	(12,988)	(21,705)		

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## Annual Budget - By Centre (Actual YTD Month 7)

Note: 13.10.2023

	2022-2023		Brought	Net	2023-2024			Total	Actual	Agreed	2024-2025	
	Budget	Actual			Agreed	EMR					EMR	Carried
<b>615 Youth Provision</b>												
1305 Donations	0	5,964	0	0	0	0	0	0	1,000	0	0	0
1310 Activity Income	1,000	3,284	0	0	1,000	0	0	1,000	11,900	1,061	0	0
<b>Total Income</b>	<b>1,000</b>	<b>9,248</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>12,900</b>	<b>1,061</b>	<b>0</b>	<b>0</b>
4125 Rates	6,200	6,113	0	0	6,200	0	0	6,200	6,362	6,578	0	0
4300 Youth Café	62,632	39,147	0	0	9,373	0	0	9,373	10,905	9,944	0	0
4305 FNP	7,527	6,224	0	0	2,527	0	0	2,527	4,677	2,681	0	0
4310 PGL	1,000	0	0	0	0	0	0	0	2,475	0	0	0
4315 Safe Hub	400	0	0	0	400	0	0	400	0	424	0	0
4320 Hellingly Youth Club	300	0	0	0	300	0	0	300	0	318	0	0
4325 Mini Bus	9,600	6,521	0	0	1,600	0	0	1,600	2,759	1,697	0	0
4330 Monday Club	600	0	0	0	600	0	0	600	0	637	0	0
4335 Eastside Youth Hub	7,000	570	0	0	0	0	0	0	400	0	0	0
<b>Overhead Expenditure</b>	<b>95,259</b>	<b>58,575</b>	<b>0</b>	<b>0</b>	<b>21,000</b>	<b>0</b>	<b>0</b>	<b>21,000</b>	<b>27,578</b>	<b>22,279</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(94,259)</b>	<b>(49,327)</b>			<b>(20,000)</b>			<b>(20,000)</b>	<b>(14,678)</b>	<b>(21,218)</b>		
<b>620 Machinery/Tools/Protective Clo</b>												
4350 Protective Clothing	1,041	542	0	0	1,072	0	0	1,072	170	600	0	0
4355 Tools	1,354	1,635	0	0	1,073	0	0	1,073	741	1,609	0	0
<b>Overhead Expenditure</b>	<b>2,395</b>	<b>2,177</b>	<b>0</b>	<b>0</b>	<b>2,145</b>	<b>0</b>	<b>0</b>	<b>2,145</b>	<b>911</b>	<b>2,209</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,395)</b>	<b>(2,177)</b>			<b>(2,145)</b>			<b>(2,145)</b>	<b>(911)</b>	<b>(2,209)</b>		
<b>625 Vehicle Fleet</b>												
1275 Insurance Recharge	0	150	0	0	0	0	0	0	0	0	0	0

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## Hailsham Town Council

## Annual Budget - By Centre (Actual YTD Month 7)

Note: 13.10.2023

	2022-2023		Brought	Net	2023-2024		Total	Actual	Agreed	2024-2025	
	Budget	Actual			Agreed	EMR				EMR	Carried
<u>170</u> <u>Funded Projects</u>											
4980 Church Yard CCTV Service Cont	309	0	0	0	309	0	309	0	309	0	0
4985 War Memorial - All Costs	500	667	0	0	515	0	515	321	720	0	0
4990 CAB Rent & Grant	5,801	5,801	0	0	13,300	0	13,300	107,710	13,300	0	0
Overhead Expenditure	6,610	6,468	0	0	14,124	0	14,124	108,031	14,329	0	0
Movement to/(from) Gen Reserve	(6,610)	(6,468)			(14,124)		(14,124)	(108,031)	(14,329)		
<u>180</u> <u>Cortlandt Stable Block</u>											
1230 Hailsham FM Rent	0	0	0	0	0	0	0	750	0	0	0
Total Income	0	0	0	0	0	0	0	750	0	0	0
4510 General Maintenance	4,390	0	0	0	0	0	0	0	0	0	0
4995 Rent/Rates/Utilities	16,794	16,724	0	0	17,296	0	17,296	4,823	0	0	0
Overhead Expenditure	21,184	16,724	0	0	17,296	0	17,296	4,823	0	0	0
Movement to/(from) Gen Reserve	(21,184)	(16,724)			(17,296)		(17,296)	(4,073)	0		

TOTAL BUDGET INCOME

114,529

124,841

TOTAL BUDGET EXPENDITURE

1,399,058

1,441,796

NET INCOME OVER EXPENDITURE

1,281,529

1,316,955

increase 2023/24 -&gt; 2024/25

£35,426.

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - CIL 18/19	166,334.77	-109,059.80	57,274.97
321 EMR - CIL 19/20	115,255.99	-541.90	114,714.09
322 EMR - CIL 20/21	123,824.58		123,824.58
324 EMR - CIL 22/23	688,269.29		688,269.29
325 EMR - Ripley's Land	27,162.49	-7,371.00	19,791.49
326 EMR - Historical Commuted Sum	39,450.00	-5,662.74	33,787.26
328 EMR - Ripley's POS	23,790.28		23,790.28
329 EMR - Street Lighting	26,643.00	-8,554.09	18,088.91
330 EMR - S106	1,757.07		1,757.07
331 EMR - Comm Building Project	18,618.00		18,618.00
332 EMR - Hard Surface	1,324.00		1,324.00
333 EMR - Youth Services	32,994.00		32,994.00
334 EMR - Public Toilet reinstatement	25,500.00		25,500.00
335 EMR - Cemetery New Burial Fund	17,500.00		17,500.00
336 EMR - Transport Grant Balance	3,100.00		3,100.00
337 EMR - NHP	9,772.00		9,772.00
338 EMR - St Mary Church Lights	3,000.00		3,000.00
339 EMR - Car Park Pass Cllrs	500.00		500.00
340 EMR - Drainage	6,800.00	-1,000.00	5,800.00
341 EMR - Western Rd Lighting	10,937.00	-10,937.00	0.00
342 EMR - Changing Places	10,100.00		10,100.00
343 EMR - Maintenance Plan 22/23	38,517.00	-35,911.61	2,605.39
344 EMR - Cemetery Lodge Boiler	3,617.00		3,617.00
345 EMR - Cem Garden of Rem work	7,240.00	-3,860.74	3,379.26
346 EMR - Staffing Review	5,000.00	-5,000.00	0.00
347 EMR - Election Costs	12,971.00	-6,346.83	6,624.17
348 EMR - Revitalization Fund	21,118.00		21,118.00
349 EMR - Post Office Subsidy	20,107.00		20,107.00
350 EMR - Storm Damage	2,000.00		2,000.00
351 EMR - Cortlandt Stable Block	4,390.00		4,390.00
352 EMR - Events 2023-2024	4,200.00		4,200.00
353 EMR - Xmas Lighting Repairs	3,000.00	-2,690.00	310.00
354 EMR - Chairmans Allow 22-23	853.00	-800.00	53.00
355 EMR - 4 Market Square Roof	6,000.00		6,000.00
356 EMR - Allotments	5,070.00	150.00	5,220.00
357 EMR - CIL 23-24	0.00	312,581.50	312,581.50
	<u>1,486,715.47</u>	<u>114,995.79</u>	<u>1,601,711.26</u>



RESERVES RINGFENCED									
	CL 18/19	CL 19/20	CL 20/21	CL 22/23	CL 23/24	Ripley Land Capital	Ripley POS	Ripley Street Light	WDC S106
									Historical Committed Sums
Balance as per RBS 30.9.2023	57,274.97	114,714.09	123,824.58	688,269.29	312,581.50	19,791.49	23,790.28	18,088.91	1,757.07
									33,787.26
<b>RESOLUTIONS</b>	<b>MINUTE REF</b>								
Maurice Theron Excess Path	HTC/21/3/184	- 14,000.00							
Stoney Lane Resurfacing	STC/22/1/10	125,000.00	- 43,274.97	- 81,725.03					
HTFC Clubhouse Funding	STC/22/1/10	70,000.00	- 32,989.05	- 37,010.94					
Cycle Café	STC/22/1/10		- 75,000.00						
Common Pond Island	AMC/23/		- 3,180.00						
Common Pond Pathway	AMC/23/XXX	13,689.00	- 3,633.54	- 5,065.36					
Outdoor Gym - Western Rd	AMC/23/2/41			- 30,000.00					
Additional Bus shelter - South rd	HTC/20/3/209				- 8,500.00				
Union Corner Hall	HTC/20/3/140					-10,000.00			
Staff Review Additional funding	HTC/22/1/131								- 5,000.00
Battle Road Play Area	HTC/XXX/XXX	7,110.05		- 7,110.05					- 1,935.00
Electric Survey/Plans - Office	HTC/XXX/XXX	1,935.00							
<b>Total Funds Available</b>		-	-	- 846,034.86	- 312,581.50	11,291.49	13,790.28	18,088.91	1,757.07
									26,652.26
									-
<b>KEY</b>	<b>MINUTE REF</b>								
Full Council	HTC								
Asset Management	AMC								
Strategy	STC								
Finance, Budget & Resource	FBR								

Report to	<b>Assets Management Committee</b>
Date	<b>25.10.2023</b>
By	<b>John Harrison, Town Clerk</b>
Title of Report	<b>Town Council Offices</b>

**Purpose:** To receive an update on the electrical works

- 1. It was queried at the Town Council meeting on 13.09.2023 whether a full require of the building was completely necessary.**

#### **Email received from Electrical Company who undertook the initial survey of the Town Council Buildings**

Thank you for your email in relation to the Electrical Installation Condition Reports that were carried out recently at Inglenook and Blackmans Yard

In answer to question below, yes the all of the C2's could be addressed in order to bring the installation up to a better standard of safety but ultimately **the installation is working well beyond its intended design and to be honest is NOT really fit for purpose**, there's a lot of 'having to make do' when it comes to using the installation.

There are far too many extension leads being used throughout the building to facilitate the use of portable heaters, PC's Monitors and the like due to insufficient sockets being available.

A C2 Code is used to indicate that, whilst an observed inadequacy is not considered to be dangerous at the time of the periodic inspection, it would become an immediate danger if a fault or other foreseeable event was to occur in the installation or connected equipment.

Numerous works have been carried out by previous contractors some of which is pretty dam poor to say the least and although somewhat satisfactory in some places these will most definitely lead to problems in the future, in fact, we had to disconnect a number of circuits due to this poor workmanship.

The external workshop was also found not to be earthed therefore putting all users who using the sockets and lighting at substantial risk, this was rectified on the day in line with the Health and Safety at Work etc Act 1974 and the Electricity at Work Regulations 1989

#### **So what is the purpose of an EICR ?**

An EICR should be carried out at appropriate intervals to determine what, if anything, needs to be done to ensure that the installation's safety and integrity are still of a satisfactory and serviceable condition.

The main purpose of this is to detect so far as is reasonably practicable, and to report on, any factors impairing or likely to impair the safety of an electrical installation.

The aspects to be covered include all of the following:

- Safety of persons against the effects of electric shock and burns.
- Protection against damage to property by fire and heat arising from an installation defect.
- Confirmation that the installation is not damaged or deteriorated so as to impair safety.
- Identification of non-compliances with the current edition of BS 7671, or installation defects, which may give rise to danger.

An electrical installation condition report is intended to be a factual report on the condition of an installation & not a proposal for remedial work.

Think of these buildings as classic cars they have just had their MOT and failed on lights, brakes, and steering; you have all of this repaired in order to get them back on the road only to find out next year that the chassis of the cars are in fact rot and can't be repaired and are now only fit for scrap.

Therefore, in our professional opinion the only real way forward is to start again and install a new, properly designed electrical, fire and data system that will be safe, compliant and have scope for future additions.

I hope that the above has been informative and has answered some of the councils' questions and/or concerns raised by these EICR's

Should you have any questions in relation to the above then please do not hesitate to contact me.

Kind Regards  
QS, Electrician

**2. Question of whether Community Infrastructure Levy Funding could be used for the work. WDC had previously advised that it could not.**

Wealden District Council have confirmed that the work could be funded from CIL receipts as:  
They: *Would consider that the rewiring of the Council Offices would fall under the element of "maintenance" noted in the regulations and are happy that it would be an appropriate use of funding. The maintenance of a building that is provided for all residents of Hailsham including those in new development.*

**REPORT TO:** ASSETS MANAGEMENT COMMITTEE

**DATE:** 25<sup>th</sup> October 2023

**BY:** KAREN GIDDINGS, PLANNING AND ENVIRONMENT OFFICER

**TITLE OF REPORT:** Bus Service Improvement Plan

To consider:

- i) The design of the proposed bus shelters
- ii) an updated request by East Sussex County Council in relation to the bus shelters outside Tesco and the High Street

**BACKGROUND:**

At the Assets meeting in September the Assets Committee agreed the following:

**RESOLVED to recommend to Council to:**

- i) **Take on responsibility, cleaning and maintenance of the proposed bus shelters**
- ii) **Not to contribute to the initial cost of improving the bus shelters**

There have been some amendments to the proposed scheme

The list of the bus shelters which the Assets Committee agreed to take on responsibility for, are below:

	Street	Indicator	Proposal	Locality Name
Church	South Road	adj	Bus shelter & raised kerb	Hailsham
Horsebridge Mill	Upper Horsebridge Road	adj	Bus shelter & raised kerb	Upper Horsebridge
Amberstone View	Hawkswood Road	opp	Bus shelter & raised kerb	Upper Horsebridge
Hawkswood Drive	Hawkswood Road	adj	Bus shelter	Upper Horsebridge
Hailsham Community College	Battle Road	opp	Bus shelter & raised kerb	Hailsham

High Street	High Street	SE Bound	Bus shelter	Hailsham
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In addition, the Town Council is being asked to take on responsibility for:

- i) a new updated “mobility hub” bus shelter outside Tesco. (The Town Council is already responsible for the current bus shelter here)

Email received from Dave Smith of ESCC:

*“The ‘Tesco’ bus stop has been added to the proposal. It is also a key interchange point for the Flexibus service, and we would like to offer a higher quality shelter that we refer to as a ‘mobility hub’. There will configuration options available, but the design for the ‘mobility hub’ proposed at Uckfield bus station is copied in below to give you an idea. If the council can confirm their initial thoughts on accepting this style of shelter as opposed to the more traditional style, we can move forward as necessary.”*

At the meeting in September the Assets Committee agreed to take on responsibility for the proposed bus shelter in the High Street - this is now proposed to be a “mobility hub” bus shelter, the same as the proposed bus shelter outside Tesco

Email received from Dave Smith of ESCC:

*The ‘High Street’ bus stop proposal has been amended as it is also a key interchange point for the Flexibus service, and we would like to offer a higher quality shelter that we refer to as a ‘mobility hub’. There will configuration options available, but the design for the ‘mobility hub’ proposed at Uckfield bus station is copied in below to give you an idea. If the council can confirm their initial thoughts on accepting this style of shelter as opposed to the more traditional style, we can move forward as necessary.*

The Town Council are already responsible for the current “Tesco” bus shelter

The proposals for the remaining 5 bus shelters are the same.

The proposals for the “mobility hub” type bus shelters at “Tesco” and the High Street, are shown below:



Members also need to confirm the type of bus shelter they would like for the remaining 5 shelters.

R. Gillett, the Works Manager has suggested the following to be considered when choosing the type of bus shelters for the remaining ones at South Road, Upper Horsebridge Road, Hawkswood Road x 2 and Battle Road

- Stainless steel or an aluminium frame would be beneficial.
- Glass shelter rather than polycarbonate as glass does not yellow in the sun and cleans up far better if graffiti has to be removed (as we recently found when cleaning out shelter in Anglesey Avenue)
- Polycarbonate doesn't react well to most chemicals, and it can look worse following a clean.

Dave Smith from ESCC has made some suggestions, (below) for us to consider:

Bus Shelter Design Considerations:

- Roof: Barrell vault and living roof are popular low maintenance options.
- Lighting: LED powered from the Mains or a solar panel. Or no lighting.
- Panels: Glass, polycarbonate, or colour coded aluminium. Glass is easier to clean off graffiti & stickers but can be smashed in extreme cases of vandalism. Polycarbonate is slightly more difficult to clean off graffiti & stickers but is virtually indestructible. Colour coded aluminium is often used for the lower panels as it masks the low-level dirt & grime and is virtually indestructible.
- End panels: full, half, quarter, or none. These offer protection from the elements so we recommend the most substantial end panel the location will allow.

- Seating: Bench or perch. Bench is by far the most popular. Generally, in a 2-bay shelter, the bench is full width and would have handles both ends and one in the middle to assist when getting up from the bench. Perch seats are angled and used when space is an issue and typically no end panels have been fitted.
- Colour: I've attached an example of a Mono shelter colour scheme we think works well but the town council is free to choose their own colour scheme from a wide range of standard RAL colours. We recommend contrasting mid-rail, seat & poster case to aid visually impaired bus users.

So, to summarise, members need to consider the following:

- i) Whether to agree to the "mobility hub" bus shelters proposed for both the High Street and outside Tesco
- ii) What type of bus shelter the Council would prefer for the remaining 5 shelters

# MONO | a passenger shelter system



An adaptable shelter system designed with ECO DNA to provide improved passenger comfort & experience for any passenger, for any journey, for any transport scheme.

**MONO standard**



**MONO hub**



## #1 FORM

The shelter system can take a standard form or be enhanced to the “hub” design providing more passenger comfort & information options. Both options use the same key components



## #2 SCALE

The shelter can be large for busy interchanges with multi modal journey decisions or.....



## #2 SCALE

.....smaller for neighbourhood locations but still carries the same branding and design language for a consistent approach





### #3 BETTER CONNECTED

Mains powered RTI units can be easily fitted with a standard bracket design which works on any MONO roof shape



## #3 BETTER CONNECTED

Scale connectivity at each location. No power supply? Fit battery powered real time information screens and shelter lighting. Larger sites - fit WiFi, CCTV and other technology





## #4 ENVIRONMENTAL IMPACT

The MONO is available with a living roof to help our biodiversity. The MONO can be planted with low-maintenance sedum and wildflower mix which encourages pollination and is needed with so many species of bees, butterflies and other pollinating insects whose numbers have been in decline in recent years. The sedum is a mix of up to sixteen varieties, grown under the GRO code. We determine the optimum mix for your Mono shelter with our supplier to select a mix that provides for local fauna with minimal maintenance.





## #5 RENEWABLE ENERGY FROM MANUFACTURE TO OPERATION

MONO is built from high recycled content aluminium from 50% Hydro powered European mill. In 2025 all production will be powered by renewable energy sources. The ECO-SHELTER can operate fully from renewable energy and battery power to keep the carbon footprint low throughout it's life.





## #6 COORDINATED INFRASTRUCTURE

Maintain consistent brand identity across all modes to enhance visibility of micro-mobility connections



Cantilever



Quarter End Panels - QEP



Half End Panels - HEP



Full End Panels - FEP



Living roof



Living roof with solar powered light

## #7 ADAPT & MAINTAIN

The MONO has a modular design. The same lower frame is always used, different size end panels can be fitted and three different roof shapes can be specified - Flat roof, Barrel vault roof and Pitched roof. The flat roof can be adapted to a living roof. This ensures easy specifying to cover all site locations and configurations.



## #7 ADAPT & MAINTAIN

The barrel vault roof MONO





## #7 ADAPT & MAINTAIN

Cost effective standard shelter framework and modular components used across the MONO range ensures coordinated maintenance.



[www.externiture.com](http://www.externiture.com)  
[sales@externiture.com](mailto:sales@externiture.com)  
+44 1635 862 100

Report to	<b>Assets Management Committee</b>
Date	<b>25.10.2023</b>
By	<b>Cllr Chris Bryant</b>
Title of Report	<b>Grovelands Barn Agreement</b>

**Hailsham Town Council and Hailsham Bonfire Society agreement for use of Grovelands Barn.**

Hailsham Town Council – HTC

Hailsham Bonfire Society -HBS

Grovelands Barn -The Site

This agreement relates to the use of the Long Barn on the Grovelands Barn site by Hailsham Bonfire Society.

(As approved by motion of the assets Committee of HTC in AMC/22/6/82 item 94)

HTC provides permission for:

The storage of objects related to the running of HBS's events (fundraising and annual celebration) plus items related to attending away meetings.

HBS must comply with the following requirements listed below:

1. The placing of a secure metal container near the long barn for the purpose of accelerant related tasks and storage (siting to be confirmed with works manager)
2. The making/manufacturing of torches in the courtyard and in the long barn only.  
(no fuels/accelerants to enter long barn)
3. The dipping of torch heads is **only** permitted in the courtyard and the aforementioned metal storage container.
4. Access to the site for HBS members for reasons relating only to HBS matters.

HTC do not grant permission for:

1. The storage of accelerate/fuels or pyrotechnic articles anywhere at the Grovelands Barn site, except for dipped torches in the metal container.
2. Access to the site of non-members of the HBS.
3. Test firing of torches or pyrotechnics on the site.
4. The entering of areas not assigned for use by HBS without permission from HTC.
5. The undertaking of any uninsured activities on the site.

HBS agrees to:

1. Maintain appropriate insurance cover for all its activities on the site.
2. Keep all areas granted for use in a safe, clean, and organised condition.
3. Maintain standard fire safety precautions.
4. Inform HTC of any incident or dangerous situation that occurs on the site.

HTC agrees to:

1. Maintain the wider site to a safe level and to alert the society to any risks that arise.
2. Maintain clear access to the long barn.
3. When accessing the long barn, inform HBS if any of their equipment is hindering access.

*HTC would give HBS a minimum of 3 months' notice to vacate the site.*

*HBS would give HTC a minimum of 1 months' notice of terminating the agreement and clearing the site.*