



## **HAILSHAM TOWN COUNCIL AGENDA**

**NOTICE IS HEREBY GIVEN OF a meeting of Hailsham Town Council to be held at the Civic Community Hall, Vicarage Lane, Hailsham, BN27 1BH on**

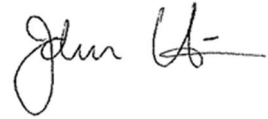
**Wednesday 27<sup>th</sup> March 2024 at 7.00 p.m.**

1. **Public Forum**  
(No more than 15 Minutes)
2. **Apologies for Absence**  
To receive apologies for absence from Council members.
3. **Declarations of Interest**  
To receive notice of declarations of personal or prejudicial interest in respect of items on this agenda.
4. **Confirmation of Minutes**  
To resolve that the minutes of the meeting of Hailsham Town Council held on 24th January 2024 are confirmed as a correct record and signed by the Chairman.
5. **Hailsham Active**  
To receive a presentation from Hailsham Active on their plans
6. **Chairman's Update**  
To receive a verbal update from the Chairman of Hailsham Town Council
7. **East Sussex County Council Update**  
To receive an update from the East Sussex County Councillors for Hailsham
8. **Committee Recommendations To Council**  
To consider recommendations made by committees, which are outside of their terms of reference or otherwise were resolved as recommendations to full council:
9. **Annual Town Meeting**  
To agree the format for the Annual Town Meeting
10. **Governance Review**  
To receive and consider the recommendations from the Governance Review Working Group
11. **Neighbourhood Plan**

To receive an update on the Neighbourhood Plan Process

12. **Feasibility Study – Brunel Drive**

To consider the feasibility study report for Brunel Drive (this item referred to council by the Assets Management Committee 20/03/2024)

A handwritten signature in black ink, appearing to read 'John Harrison', with a stylized flourish at the end.

John Harrison, Town Clerk  
21st March 2024



22 March 2024

**Cllrs Report to Town Council 27 March 2024**

Dear Councillors

There are many issues facing the town at the present time ranging from Graffiti, Education , roadworks and of course potholes. I will be asking the Town Council to write a number of letters on behalf of the town. Which I hope that the Council agrees to.

**Graffiti**

There's been an upsurge of graffiti around the town in the past few months including racist and hateful items such as swastikas and the N word. One of the graffiti hotspots is Eastwell Place Bridge where recently somebody has risked their life to graffiti the outside of the bridge. I have discussed this with the police and they have referred the matter to the Probation Service to see if there is scope for the community payback team to help clean this up. I have also contacted the County Rights of Way Team and the Asset Management team to see what resources they can put towards cleaning the bridge

With the increase in graffiti I feel that everyone here should take the lead and if you see it report it to the police. If graffiti is left it attracts more of the same so it should be cleaned off as soon as practicable. I would like the council to consider a formal policy of how to deal with graffiti and what if any resources can be brought to bear.

**Wealden Wombles**

Wealden Wombles have been in existence for four years organised by a brilliant lady Jackie Brown. Myself and my wife regularly go around litter picking by ourselves and with the Wombles. Unfortunately due to health reasons she cannot carry on as the organising co-ordinator. Is there any councillor here who would take on the role or do you know someone who would be prepared to take on the organising role.

**Burfields Academy**

No doubt this Council is aware of the situation regarding Burfield Academy and the letter that STEP Academy have sent to parents indicating they are unlikely to open the school once the present works to repair the building is completed – scheduled for March 2025. At the time of writing I have emailed the County Council lead member for education and inclusion to put this as an urgent item on the agenda for Monday 25. I will update the Council on 27<sup>th</sup> as to what, if anything the County Council is going to do about the situation.

**Lansdowne Secure Children's Centre**

Cllrs may recall that I reported the Centre was temporarily closing last year due to the senior management team resigning and moving on. I am pleased to tell you that the Centre has a new management structure in place and at the present time they are licensed to have 5 young people in their care. This could increase up to 12 in due course.

### **Hailsham Medical Centre**

At the last County Council Place Scrutiny Committee I brought this subject to the attention of the committee as the County Council has a draft document entitled Spaces ready for publication. That document had within it, Hailsham Aspires Project. I proposed that Place Committee should write to Health & Overview Scrutiny Committee and the CCG and enquire to know what was happening to the Hailsham Medical centre.

At the WDC Cabinet committee of 13 March they formally announced that Hailsham Aspires Project is to be brought to a conclusion. However, WDC reaffirmed their commitment to bringing a new medical centre to Hailsham but was very short on details and the commitment to note a future report on the progress of the project will be forthcoming with more financial details for the project. Place Committee will therefore not refer this matter to HOSC as it would appear that the new medical centre is going ahead.

At this point I would ask the Town Council to consider writing a letter to the Chairman of HOSC and CEO of the CCG asking when this centre will be brought forward and when can we expect to see the full medical care that Hailsham so deserves.

### **Firstfields Site, London Rd**

I have repeatedly requested information about this particular site and whether it has been sold or not, and who to. As of writing this I do not have a response, I possibly will have that to hand at the Town Council meeting on the 27th. As members may be aware this is an ideal site for a new medical facility.

### **South Rd Bridge junction**

I am pleased to say that ESCC Highways has commissioned consultant engineers to survey the junction and make recommendations to improve the junction and that will take place at the end of April. I take the view that this Council should write to the Assistant Director of Highways and request that the Hailsham Town Council members meet with the engineers whilst they are carrying out their survey.

### **Ersham Triangle**

There has been delay in progressing this work to allow the design, as it stood, to be handed over to Balfour Beatty Living Places. As part of this design they are looking at relocating the sub-station as well as options for off street parking on the remaining parts of the former village green. Design work is programmed to be completed late this summer so I inform the Council that the actual work is unlikely to start until March/April 2025.

### **A22 works**

The works are still awaiting a decision from Michael Gove as to whether the outline business case is acceptable. This delay was discussed recently at the ESCC/WDC infrastructure road map meeting which involves Cllrs and officers of both authorities. At the present time construction is currently programmed to start in the spring/summer 2025.

Let's hope that the Ersham Triangle works will be completed first.

### **Road repairs**

Potholes are by far the largest item I have to deal with in Hailsham. At present there are 30 working gangs around the county repairing potholes and there have been 23,000 repaired since May of last year when Balfour Beatty was awarded the highways contract. There are currently 1287 in the work programme to repair right now and highways are currently receiving 390 defect reports every single day and 175 are for potholes. A huge number. So if you see a pothole report it on the CC website with a photo. It's far better to have a pothole reported 3 or 4 times than not at all.



**Diplocks Industrial Estate**

Cllrs may be aware that resurfacing works for the Ind Estate are scheduled to begin Tuesday 2 April. You can't win sometimes, people complain about the state of the roads and then they complain they are inconvenienced when there are repairs carried out that require a temporary road closure as in this case.

**Percy Burton Memorial**

Members may recall I raised this issue last year and I have been recently contacted by the developers who are very keen to plan a suitable memorial but are still awaiting contact from the Town Council in response to an email/letter they sent some time ago. They are planning a re-dedication event sometime in September or November commensurate with Battle of Britain Day or Remembrance Sunday. I will update the Council when I receive more information from the developers.

**Finally – Candle lit vigil 24<sup>th</sup> February.**

Thank you to the council and staff for the help and assistance in making the candle lit vigil for Ukraine at the town memorial on Saturday 24<sup>th</sup> such a special occasion. It was a most moving service with songs and poetry from young people in two languages. It was most appreciated by the refugees that many Councillors attended and were so approachable. Afterwards we were treated to some home Ukraine food in the Laurels.

The Deputy Lieutenant was most impressed by the evening and went away to report to the Lord Lieutenant what a good evening it was. Thank you to Hailsham FM for all their wonderful technical expertise in making the evening so special. Thank you to the staff at St Mary's church for hosting the official party before the event. Final thanks to Hailsham News for their report and photos of the evening.

Cllr Steve Murphy

E. [cllr.Steve.Murphy@eastsussex.gov.uk](mailto:cllr.Steve.Murphy@eastsussex.gov.uk)

# Gerard Fox, County Councillor Report for Hailsham Town Council

**27<sup>th</sup> March 2024**

- Our **£538 million 2024/25 County budget passed** on February 7<sup>th</sup> with no cuts to services, and a modest drawdown from reserves. Further additional Highways spend is being explored, although budget pressures from social care (esp. children's), SEND & Home to school transport are intense.
- In February, **the County Council was praised by Ofsted** for its support for children and families. The help, protection and care children and young people are receiving from East Sussex County Council earned the authority an overall 'good' rating, while inspectors found the experiences and progress of children in care to be 'outstanding'.
- **A campaign to encourage more people to consider fostering** for their local authority was highlighted at East Sussex County Council's Full Council meeting on 6 February. Councillors received a fostering tool kit containing posters and leaflets about the East Sussex Fostering Service, which they were asked to distribute and display across the county to promote local authority fostering. The fostering recruitment film, entitled 'Any of Us', was also shown at the meeting. The film was produced last year by a partnership of over 80 councils and children's trusts to promote in-house fostering and aims to show that 'any of us' could foster and make a positive difference to a child's life. For more information on fostering with East Sussex County Council and to view the film 'Any of Us', visit the [council's website](#). Online [information sessions](#) about the fostering process are available, as well as in person pop-up events across the county. If you'd like to know more, visit the links above or call 01323 464129.
- **Burfield Academy in Oaklands Way** has been a point of local focus this last month with regards to the STEP Academy's planning application to abandon the *kiss-and-drop* planning condition on the site. The application was rejected by the Planning Committee on the advice of officers. The Committee asked the Academy to go away and rethink the detail of its application. I have had discussions with

Councillor Murphy and Councillor Standley, the Education portfolio holder, post the planning committee meeting to explore a way forward. I've requested the following:

1. Reassurance that council officers are seeking clarity from the Academy around their intentions with respect to the Oaklands Way site and how STEP Academy intends to deliver local education services longer term.
  2. An open-door commitment from the county council planning team to consider any alternative proposals from the STEP Academy to address a solution to the highway's safety issues regarding the Oaklands Way site.
  3. An update from the Education portfolio holder once officers have talked with the STEP Academy
  4. A meeting between Cllr Standley, myself and Cllr Murphy once we have more concrete information from the Academy. Cllr Standley has already offered dates for this meeting.
- **The ESCC A22 MRN bid remains with DfT** awaiting an internal and then ministerial decision. The application was delayed last year by multiple lines of clarificatory questions from Active Travel England & DfT. They have had our answers since early October. ESCC have chased DfT.
  - The **Ersham Road/South Rd/Diplocks Way roundabout** schedule was delayed slightly by the handover between highways contractors in May 2023. It is now with the Balfour Beatty design team (design scheduled for completion late summer 2024). The initial design is also being reviewed to ensure that it can accommodate longer trailers (18.55m vs 16.5m max); additionally, detail associated with relocation of the substation and off-street parking are being explored.
  - **Diplocks Way resurfacing** is scheduled to commence **April 2<sup>nd</sup> to May 3<sup>rd</sup>** Works will include surfacing, associated ironwork adjustments, jointing, kerb repairs, hedge cutting and road marking refreshments. From **Tuesday 2 April – Friday 19 April**, the road will be closed between 7pm and 7am to minimize disruption to businesses in the area. The team will be working between the Diplocks Roundabout and the junction with South Road. Traffic will be diverted via South Road, A22 Hailsham Bypass & vice versa. From **Monday 22 April – Friday 3 May**, the road will remain open

to through traffic with temporary traffic signals in place between 7pm and 7am.

- **Amnesty for missing library books begins:** Residents are being urged to check their homes for overdue books as the East Sussex Library Service launches its annual amnesty. In a bid to recover some of the missing titles, the service will waive fines until the end of March. Books can be returned to any East Sussex library during opening hours – alternatively, most libraries have drop boxes for out of hours returns. Details of East Sussex libraries, information about renewing books and access to online library services can be found on the council's [website](#). Read more about this story [here](#).
- **Highways & Potholes:** We have had more than double the normal number of gangs working on the highway – 30+ gangs, including 10 additional traffic management crews. Our new contractor, Balfour Beatty, are continuing to focus on clearing potholes across the county (they have repaired well over 23,000 since taking over the contract last May; 2,300 in January & nearly 4,000 in February). Due to the very wet winter weather conditions (the worst since 1836), some potholes have deteriorated into small patches which require more material and greater traffic management, this means some repairs initially are temporary – and should be marked with a 'T'. As of 26th February, two additional patching gangs were deployed to carry out urgent larger patch repairs, with a jet patching unit in operation a month earlier than planned to target urgent repairs in areas requiring more extensive work to prevent further deterioration. If members of the public (or councillors) come across potholes not marked for repair, that appear to meet intervention criteria, we encourage them to report them so that they can be assessed, prioritised and attended to. Remember the stewards cover over 2,000 miles of road.
- **This 2023/24 financial year, we've injected an additional £15.7 million into Highways**, taking the entire budget to nearly £50 million – doubling what we spend on maintenance vs 2020/21. We'll be exploring further one-off spending opportunities in 2024/25 if the evolving budget position allows.

- **Streetlights:** Town Councillors will be aware of the ongoing regular dialogue between ESCC Highways and the Town Council regarding a substantial number of defective streetlights (mainly owned by the Town Council). The monthly review/prioritisation process seems to be working well. I'm happy to support if any blockages to progress are encountered by residents or the Town Council.
- **British Sign Language interpreting service launched:** East Sussex residents can now contact the council using British Sign Language (BSL). The council has launched an initial six-month trial of the BSL interpreting service, SignLive, to ensure more residents can access the help and support they need. SignLive enables people to connect with an interpreter via a video call who will then call the council and relay the conversation between BSL and English. Calling the council using SignLive is free, and the service can be accessed via a desktop computer or laptop with a webcam, microphone and speakers, or via an app on a smartphone or tablet. Residents visiting council offices in Lewes, Eastbourne and Hastings will also be able to use SignLive to communicate with staff. More information on SignLive, including how residents can register for the service, is available on the East Sussex County Council [website](#). More about this story can be found [here](#).
- **Progress made on the building of a new Sussex mental health hospital:** A 54-bed hospital in Bexhill, called Combe Valley, is set to open next year. It will provide modern, high-quality care for people who may be experiencing serious mental health problems, emotional crises, or severe distress which cannot be treated in the community. This story was published in [The Argus](#).
- **Call for volunteers to support people preparing for later life:** East Sussex County Council's Life Transitions Service is looking for volunteers who can build friendly and trusting relationships and who want to play a part in improving lives. The pilot project aims to help people prepare for significant changes that occur in later life such as retiring, moving home, and changes to health and mobility. Volunteers will need to complete an interactive training programme before they can meet clients in person or online and will receive ongoing support. They will be asked to commit to being a Life Transitions Service volunteer for at least six months and agree to dedicate around half a day a week to the role. Anyone interested in becoming a volunteer can find out more information about the role

by emailing [LifeTransitions@eastsussex.gov.uk](mailto:LifeTransitions@eastsussex.gov.uk) or calling 07724 287034. Read more about this story [here](#).

**Gerard Fox**  
**County Councillor**  
**Hailsham New Town**  
**Conservatives**

## **Notes from meeting with Hailsham Active – 20 February 2024**

### Attendees:

Cllr Kelvin Williams – WDC  
Chris Bending – WDC  
Nichola Watters – WDC  
Harry Chatfield – WDC

Steve Wennington - Hailsham Active, Hellingly Rugby Club, Hailsham Forward CIC  
Mary Laxton - Hailsham Town Councillor, Hailsham Community Land Trust  
Hugh Thomas - Hailsham Cricket Club  
Sarah Padget - CMA Karate school  
Alison Headey - Hailsham Active, Hailsham Hockey Club  
David Hathaway - Hailsham Active  
Karen Nicholls - Hailsham Town Councillor, Hailsham Community Land Trust

### Notes:

Cllr Kelvin Williams gave introductions and set out the context for the meeting.

Chris Bending gave an overview of the wellbeing and leisure activities that the Council is involved in with links to Hailsham – Hailsham Leisure Centre, Hailsham Hockey Club pitch at Hailsham Community College, Cuckoo Trail, Maurice Thornton, Sports Hub at Knights Farm East, Lower Horsebridge Recreation Ground and the Playing Pitch and Open Spaces Strategy and Action Plan (PPOSS&AP).

Steve Wennington gave an overview of the projects that Hailsham Active are currently actively engaged with. It was noted by the group that there is significant overlap in these lists and that we are all working to the same goal.

Steve Wennington spoke about the work they had been doing with the Parish Council in looking to bring forward Lower Horsebridge Recreation Ground forward as a multi- outdoor sports facility.

Chris Bending reiterated the work that the Council had been doing in terms of support for this project through the Wellbeing Team (David Chennell).

Steve Wennington spoke about work they had been undertaking to consider linking up existing footpaths around to create a walking loop but that they had come up against some barriers relating to land ownership.

Chris Bening clarified that the majority of footpaths are owned by East Sussex County Council and that they would need to party to conversations and actions in taking this forwards.

There was a wider ranging discussion about the Community Sports Hub – with many contributions. Concerns were raised about the cost of the project, the cost to future customers and the risk to other projects being able to proceed. WDC reiterated the

commitment to supporting other projects and demonstrated that through the range of other projects taking place within the town.

Wealden shared the Council's frustrations that Hailsham Active objected to the sport hub planning application. Hailsham Active set out their positions as to why. Wealden made it clear that this sort of approach from Hailsham Active is unlikely to assist the Council secure the necessary political support and funding to deliver further improvements in the town and encouraged Hailsham Active to work with WDC rather than against.

It was agreed that further debate on the sports hub was not going to assist either party but that it was better to move forward and concentrate our conversations on working together to identify and deliver a range of projects for the town.

Wealden shared the Council's frustrations that Hailsham Active objected to the sport hub planning application. Hailsham Active set out their positions as to why. Wealden made it clear that this sort of approach from Hailsham Active is unlikely to assist the Council secure the necessary political support and funding to deliver further improvements in the town and encouraged Hailsham Active to work with WDC rather than against. Cllr Kelvin Williams highlighted WDC has now an agreed strategy regarding open space and play space provision and the sports hub is only a part of that overall strategy. The Council was also working on a CIL funding strategy to assist in part funding some of the other needed upgrades to sports provision.

All - Agreed to hold a further update meeting in six months' time.



## Return on Investment

for community sport and physical activity in England

# The social and economic value of being active

For every £1 spent on community sport and physical activity in England  
**£3.91 worth of impacts are generated...**

### Physical & mental health

#### 150,000 cases

Heart disease and stroke prevented

**Value: £1 billion**

#### 900,000 cases

Diabetes prevented

**Value: £3.6 billion**

#### 8,500 cases

Cancer prevented

**Value: £460 million**

#### 93,000 cases

Dementia prevented

**Value: £3.5 billion**

#### 375,000 cases

Depression prevented

**Value: £110 million**

#### 30,000,000

Fewer GP visits

**Value: £450 million**

#### 33,000,000

Reduced use of psychotherapy services

**Value: £670 million**

#### 21,000

Hip fractures prevented

**Value: £800 million**

#### 1,500,000

Back pain cases prevented

**Value £410 million**

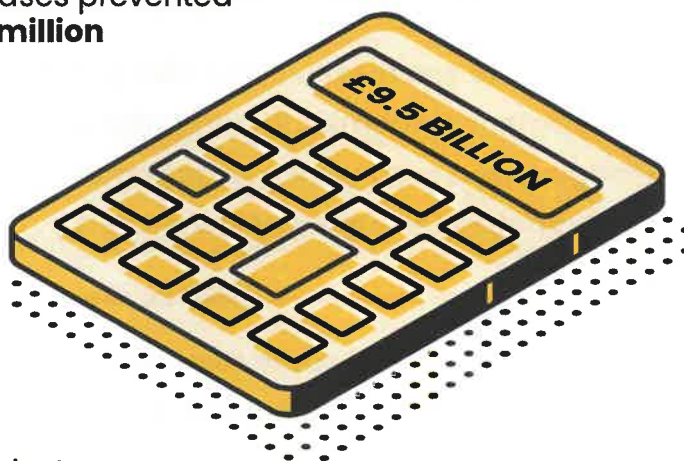
#### 280,000

Sports injuries caused

**Cost -£1.5 billion**

### £9.5 billion

Physical & mental health impact generated



### Results

Explore the Sport England / Sport Industry Research Centre (SIRC) at Sheffield Hallam University report, for more detail of the **£85.5 billion** social and economic impact of sport and physical activity in England.

#### Social Value

Physical & mental health	<b>£9.5 billion</b>
Mental wellbeing	£42 billion
Individual development	£282 million
Social & community dev.	£20 billion

#### Economic Value

Community sport-related economic activity	£13.8 billion
<b>Total Value</b>	<b>£85.5 billion</b>

## Return on Investment

for community sport and physical activity in England

# The social and economic value of being active

For every £1 spent on community sport and physical activity in England  
**£3.91 worth of impacts are generated...**

### Mental wellbeing

Improved life satisfaction through participation for 24 million people

**Value: £31.2 billion**

Improved life satisfaction through volunteering for 3.9 million people

**Value: £10.5 billion**

**£42 billion**

Mental wellbeing impact generated

### Individual development

Improved educational attainment

**Value: £4.5 million**

Increased earnings

**Value: £277.5 million**

**£282 million**

Individual development impact generated

### Social & community development

10,000 fewer crime incidents

**Value: £38.6 million**

The replacement value of work by volunteers

**Value: £5.7 billion**

Enhanced social capital

**Value: £14.2 billion**

**£20 billion**

Social community development impact generated

## Results

Explore the Sport England / Sport Industry Research Centre (SIRC) at Sheffield Hallam University report, for more detail of the **£85.5 billion** social and economic impact of sport and physical activity in England.

### Social Value

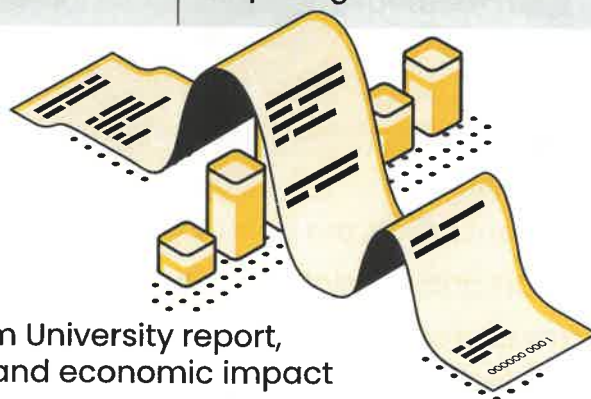
Physical & mental health	<b>£9.5 billion</b>
• Mental wellbeing	£42 billion
• Individual development	£282 million
• Social & community dev.	£20 billion

### Economic Value

Community sport-related economic activity	£13.8 billion
---	---------------

**Total Value**

**£85.5 billion**



Hailsham Active : 5 Year Plan			Feb 24			
Mission Statement : Improve the number and range of sports, recreational facilities and opportuinites for the diverse community of South Wealden						
Area	Objectives	Actions	Ref.	Responsibility	Target date	RAG status
Recreation Grounds	1. Maurice Thornton	A. Extending lease to 50 years from current 17 years. Transfer lease from WDC to HTC	1.01	HA	11/23	
		B. Supporting Sub-lease to HUFC from HTC	1.02	HA	11/23	
		C. Complete Pitch Power survey to determine drainage requirements	1.03	HUFC	12/23	
		D. Complete a circular hard surface path with lighting around perimeter	1.04	HA/HTC/WDC	09/25	
		E. Refurbish Pavilion after lease transfer to HUFC	1.05	HUFC/HA	12/24	
	2. Herstmonceux	A. Complete a circular hard surface path with lighting around perimeter	2.01	HA/HPC	12/24	
		B. Advice on relocating facilities	2.02	HA/HPC	12/25	
	3. Horsebridge	A. Establish a junior football pitch [11x11]	3.01	HyPC/HA	12/25	
		B. Create new parking facilities	3.02	HyPC/HA	12/25	
		C. Improve and extend Pavilion and changing facilities	3.03	HyPC/HA	12/25	
4. New recreation grounds	A. Monitoring the provision of facilities on new Station Road provision	4.01	HTC	09/28		
	B. New Road/Park Farm estate ; ensure WDC fulfil obligations to provide facilities, appropriate access and pitches	4.02	HA/WDC/P HPC	01/25		
Future Developments	5. Hailsham Sports Hub	A. To ensure appropriate facilities are inclusive to all community groups	5.01	HA/WDC	01/24	
		B. To ensure facilities are accessible for all groups including legal community use agreements	5.02	ongoing	01/24	
		C. To improve communications with WDC on all aspects of the Hub	5.03	ongoing	03/24	
	6. Hailsham Active Run	A. To gain full sponsorship for all races	6.01	HA	01/24	
		B. To increase total participation to 650	6.02	HA	05/24	
		C. To increase schools participation to 100	6.03	HA/Py Schools	05/24	
		D. To increase income generated to £10,000	6.04	HA	06/24	
	To impact Local Planning	7. Liaise with WDC	A. To ensure WDC change allocations of open space per dwelling from 24 to 36 square metres in the next Local Plan [as per Sport England guidelines] and identified in WDC survey	7.01	HA/WDC	01/24 or New Local Plan
B The creation of further new recreational space to match residential developments across South Wealden area including application of 'the 10 minute rule'			7.02	HA/WDC	12/26	
C. To improve pedestrian/walking connectivity between residential areas and green space			7.03	HA/ESCC/HTC	01/27	
Schools	8. Hailsham Community College	A. Acquire funding for new 'all weather pitch' plus floodlit netball pitches	8.01	HA/Hockey/HCC/WDC	09/24	
		B. To support HCC in providing Primaries with student support for PE	8.02	HA/HCC	09/24	
		C. To increase school participation in HA Run 2024	8.03	HA	05/24	
		D. To increase access to school facilities 'out of hours'	8.04	HA	12/26	
		E. To set up Survey in to 'Patterns of Use of Western Rd Recreation ground'	8.05	HA/HCC/DR S.A	03/24	
		F. To increase local clubs participation by going into Primary schools to use expert coaching	8.06	HA	09/24	
Supporting like-minded groups	9. Financial Support	A. To support access to grant funding through expert guidance	9.01	HA	09/24	
	10.Strategic support	A. To support local communities who want to establish 'ACTIVE' in their locality	10.01	HA	09/24	
	11.Existing Clubs/Groups	A. To support access to grant funding for different clubs/groups through expert guidance	11.01	HA	09/24	
		B. To provide clubs in need of support with appropriate advice to reach their goals	11.02	HA	09/24	
Sustainability of HA	12. Governance	A. To ensure HA maintains full quota of Directors and Officers	12.01	HA	01/24	
	13. Finance	A. To increase regular income streams [sponsorship] from local clubs and businesses	13.01	HA	06/24	
Medical Practices	14. Herstmonceux	A. Establish links working specically on fully funded Digital Weight Management to increase numbers being prescribed to 20	14.01	Hx surgery/HxPC/HXPSch	05/24	
	15. Bridgeside Surgery	A. Promoting HA exercise classes through on screen display adding 10 people to classes	15.01	HA/BSy	05/24	
Next Review	Sep 24					



18.3.24

## Open letter to Town and Parish Councils in Wealden

Dear Clerk,

Hailsham Active CIC has a wide brief to support clubs, organisations and local councils to develop sporting and healthy lifestyle activities to benefit local residents, to develop the sporting infrastructure, such as pathways around recreation grounds to open up access to all throughout the year, and to offer advice on sport issues, and help develop useful local partnerships. We also help local organisations with funding bids, some free of charge, and have raised, with partners **£498,769** since September 2021, helping to install sporting facilities and also to deliver regular activity sessions.

We have been very active in our own town Hailsham, but have begun, following requests, to widen our support across Wealden. This letter introduces us to you, and we hope you may be interested in working in partnership with us to benefit your local organisations as well as the local council, in its goal to create a vibrant, healthy and resilient community.

We are working with a number of local parish councils and voluntary clubs across the district already, raising funding for multi faceted facility capital projects such as MUGA's, health pathways, pavilions and outdoor gyms and pumptracks. We are also looking at smaller revenue bids for items such as football goalposts and sports coaching and equipment. We have a wealth of experience and knowledge between us – from community health and fitness to construction of pathways, and many contacts who also have experience to share. We have knowledge of the local organisations and issues relating to local parishes, and we can help you to create useful community partnerships where you can tap into local grassroots views quite quickly. We have experience of doing similar projects across parishes, so we tend to work quickly and can also link local clerks to a range of contractors for specific advice and costings prior to going to procurement. It all helps to save your time and money.

### Town and Parish Councils, Clubs, and local organisations:

**For Councils:** Our pledge is to make contact with Town and Parish Councils, to offer our experience. Our Chair Steve Wennington can guide you through potential red tape and dead ends! In terms of support for grants and fundraising, for **bids over £1,000-£500,000**, we ask that you work with our grants specialist, Annette Buswell, to simply cover the cost of the time spent on required funding bids, and sometimes this cost can be partly recovered through the bid itself.

**For local clubs and community organisations:** for some of your clubs and voluntary organisations wanting advice and support on sport/health activities, equipment or facilities, we are happy to give a low-cost option (as resources allow) to submit bids for relevant items **£1,000 up to £10,000**. We are part-sponsored on this element by *Lightning Fibre Superfast Broadband*. If

unsuccessful there is no charge. If successful, we simply ask them to provide a payment of £200 which will go towards a Hailsham Active funding pot for local clubs and organisations across the district. Some basics need to be in place such as having a governing document, a bank account etc.

### **Funding raised by Hailsham Active with/for partners from external sources from Sept 2021-March 2024: £498,769**

Date	Amount £	For	From	Organisation benefitting
September 2021	1200	Goalposts	Football Foundation	Hailsham United Junior Football Club
April 2022	740	Women's Boxing equipment	Waitrose	Hailsham Active
April 2022	9058	Women's Boxing equipment/ coaching	Sport England	Hailsham Active
June 2022	7650	Exercise Referral sessions.	Active Sussex	Hailsham Active
October 2022	58,333	Pathway lighting	Veolia	Hailsham Town Council
October 2022	75,000	Health Pathway	Veolia	Horam Village Hall Charity
October 2022	63,658	Health Pathway	Horam Parish Council	Horam Village Hall Charity
November 2022	7041	Muay Thai/teens boxing	Wealden DC	Hailsham Active
December 2022	47,916	Health Pathway	Biffa Award	Horam Village Hall Charity
December 2022	2720	SEND circus skills.	Lottery awards for all	Hailsham Active
June 2023	2293	Goalposts	Football Foundation	Hailsham Town Youth FC
September 2023	1700	Digital Weight loss programme	Active Sussex	Hailsham Active
January 2024	5000	Parish outdoor improvements	Wealden DC	Herstmonceux Parish Council
March 2024	216,460	Hockey Pitch Improvements	Wealden DC	Hailsham Community College
<b>Total to date.</b>	<b>£498,769.00</b>			

### **Projects in the pipeline being developed and requiring advice and funding:**

Pipeline Projects	On behalf of
Recreation Ground sports facilities <b>including indoor hall, floodlit multi use games area for netball, basketball, football, car parking, health pathway, youth shelters, football pitch and new playground equipment.</b>	Hellingly Parish Council
<b>Pumptrack installation for public use</b>	Horam Village Hall Charity
Recreation Ground sports facilities including <b>community pavilion, floodlit refurbished multi use games area and tennis courts, bowls green, health pathway, outdoor gym, football pitch, skatepark ramps, cricket pavilion improvements.</b>	Herstmonceux Parish Council
<b>Free Keep fit programme for local residents in Hailsham.</b>	Hailsham Active

## **What People think of the service on offer from Hailsham Active:**

'Hailsham Active CIC and their grants specialist worked with Hailsham Town Council to advise on, and raise external funding for, pathway lighting for our Recreation Ground. I felt the work was thorough, smoothly executed and brought in the required funding, and we would definitely work with Hailsham Active again on projects in the future'. **John Harrison, Town Clerk, Hailsham Town Council**

'Steve and his team have been so supportive to us with a number of ventures in the past couple of years. Their local knowledge and links with the local authorities have proved to be invaluable. They are able to open some doors to help expedite projects, which is always so useful. We have used their grants specialist on a number of occasions in the past 3 years. Her attention to detail is meticulous, which is so important when submitting bids to the major funders. The depth of knowledge and experience is so impressive, and I would have no hesitation in recommending Steve and his team – they get results. Long may Hailsham Active continue to help improve the lives of both young and old in the area'. **Mike Woodhouse, Chair of Trustees, Horam Village Hall Charity, East Sussex**

'Hailsham active has helped Hailsham Muay Thai massively to get my sports club off the ground. When I first started my club, as usual it's always a struggle, then I got in touch with Hailsham Active and they worked very hard, and they were very dedicated to get the grants I needed to make my club very professional. The grants enabled me to get quality equipment to make Hailsham Muay Thai look professional. Also, they were so easy to work with and were constantly in contact at all times, even after the help they stayed in touch to make sure the club was still thriving and doing well. Through them I got a contact that they put me forward to, to now part share my own unit kitted out with everything I need to have my own gym. I couldn't be happier with Hailsham Active. Thank you so much Hailsham Active!' **Hailsham Muay Thai Boxing**

Fighting Fit was established in Jan 2022 with the aim to provide bespoke boxing training for women and young people in the community. With the amazing support of Hailsham Active, many sports grants and funding was obtained in order to gain sports equipment, improve coach training, support with venues and advertising. A year on we are now able to provide the affordable sessions in our own gym. Hailsham Active has helped us reach our goals of improving fitness and Mental Health within our local community. **Fighting Fit Boxing Academy**

If you are interested, please make contact with Steve Wennington, Chair, Hailsham Active on 07980 643827 or [steve.wennington@pro-eco.co.uk](mailto:steve.wennington@pro-eco.co.uk)  
<https://hailshamactive.com>

**Report to:** Hailsham Town Council

**Date:** 27<sup>th</sup> March 2024

**By:** John Harrison, Town Clerk

**Title of Report:** Annual Town Meeting

**PURPOSE:**

To discuss the arrangements for and agree the format for the Annual Town Meeting

Venue – Civic Community Hall, Hailsham  
Wednesday 8<sup>th</sup> May from 6.30pm

The meeting is scheduled later than 'usual' this year due to the availability of the hall caused by elections. Legislation states that the meeting must be held between 1<sup>st</sup> March and 1<sup>st</sup> June.

**RECOMMENDED AGENDA/ORDER OF EVENTS**

The meeting is open to the public at 6.30pm.

For the first hour there will be an opportunity to talk to and gain information from some of the organisations that are providing vital services to the town.

Formal business of the meeting will begin at 7.30pm.

The order of business will be:-

1. **Chairman's Introduction** from Cllr Paul Holbrook, Mayor and Chairman of Hailsham Town Council
2. **Apologies for Absence** from Members of Hailsham Town Council
3. **Confirmation of Minutes** of the Hailsham Annual Town Meeting held on 8<sup>th</sup> March 2023, as printed and circulated, be taken as read, approved as representing a correct record of the proceedings, adopted by the Assembly, and signed by the Chairman.
4. **Matters Arising**
5. **Hailsham Town Council: Annual Report**  
*Copies of the report will be available at the meeting*
6. **Electors' Questions**  
*Questions on any other matter of local interest (at the Chairman's discretion)*



**Documents to be available to the public (hard copy)**

- Agenda
- Minutes from 8<sup>th</sup> March 2023
- Annual Report (includes reports from Chairman, Chairs of each committee and Town Clerk)
- Information sheet detailing 'Who Does What' at County, District and Town Council level.

**Officers Attending**

As many as are able on the day to help with enquiries, meeting people, etc

**Layout – as set out below**

Chairs of Committees, Chair and Deputy Chair of Council, Town Clerk and Deputy Town Clerk/Business Enterprise Manager to be seated at top table.

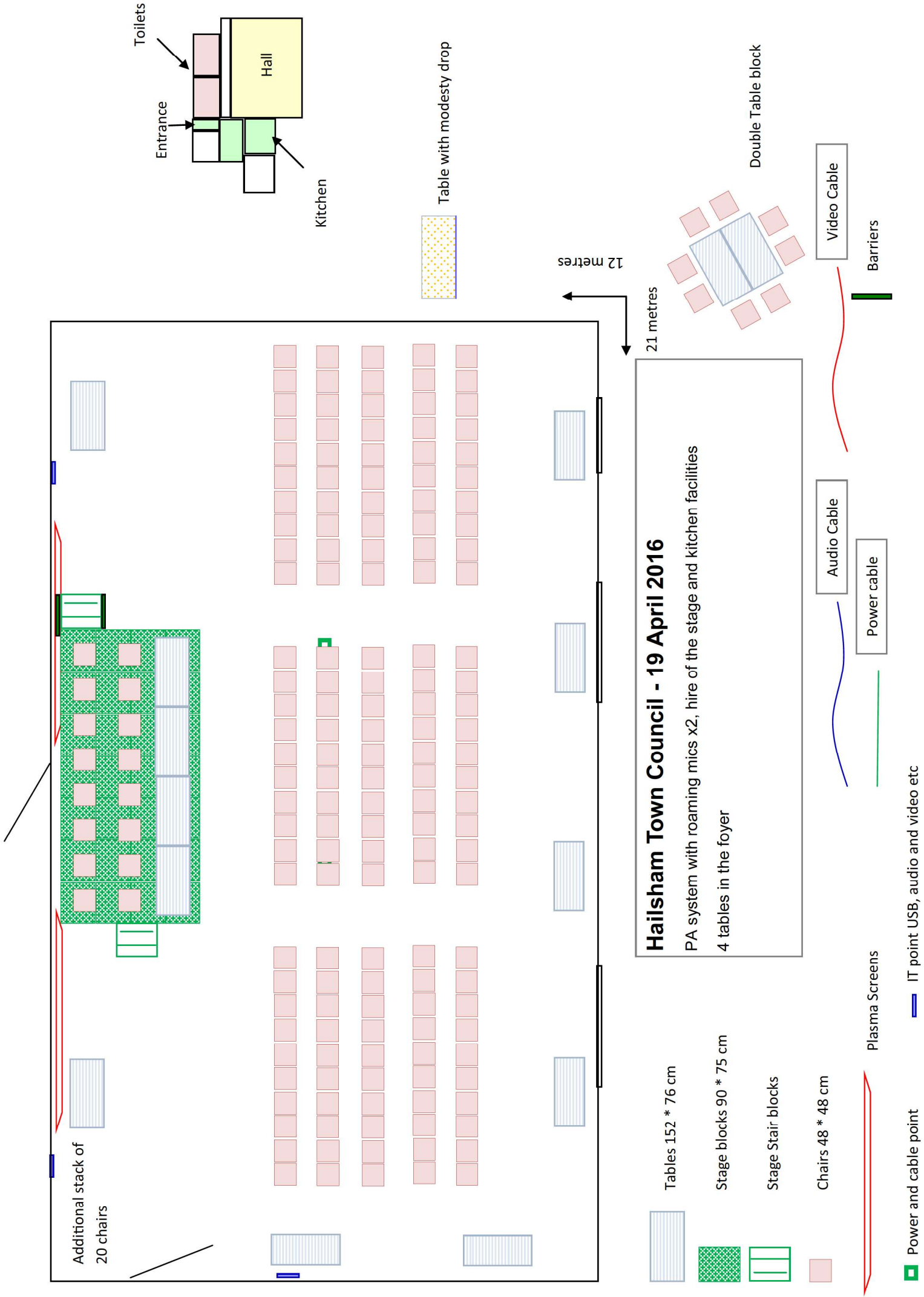
**Annual Town Meeting 2024 – Stakeholder Stalls and Attendance**

**To be invited:**

- ESCC Highways
- WDC (Planning, Hailsham Aspires)
- Hailsham & District Twinning Association
- Sussex Police (Neighbourhood Policing Team)
- South-East Water
- HTC Youth Services
- ESWRAS (Trevor Weeks)
- NHS CCG

Suggestions for others are welcome – the maximum number of information stands the venue can accommodate is approx. 9-10 (including entrance foyer)





**Report to:** Hailsham Town Council

**Date:** 27<sup>th</sup> March 2024

**By:** John Harrison, Town Clerk

**Title of Report:** Governance Working Group

**Purpose:**

To receive and consider the recommendations from the Governance Review Working Group

**Overview of Proposals from the Governance Working Group**

1. Review of Standing Orders
2. Review of Committee Structure
3. Review of Committee Terms of Reference

**1. Review of Standing Orders**

Amendments were agreed to the HTC Standing Order as follows:

Agenda should contain advice that meetings may be recorded. (this was not specifically a change to the Standing Orders themselves)

SO1. p. Add wording "subject to that meeting being quorate".

SO1. x. Add wording "This must be before any motion is carried on that agenda item".

SO5. a. Amend wording to "The Chairman, Vice Chair of Council, or both, shall be voting members of every committee as appointed by council at the Annual Council meeting or subsequently"

SO5. e. xii. Amend to "may dissolve a committee by resolution"

SO14. a. amend to "Draft Minutes of a preceding meeting will be served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy and shall be taken as read"

SO19. C. amend to "The Responsible Finance Officer shall inform each councillor as soon as practicable after 30 June, 30 September and 31 December in each year that statements are available which summarise..."

No other amendments were suggested.

**(Complete Amended Standing Orders attached below)**

**2. Review of Committee Structure**

**Review of the Committee Structure**

**Assets Management Committee**

Discussion over whether the Assets Management Committee was unwieldy in its present structure.

Use be made of more working groups to make the Assets Management Committee less cumbersome. There is provision in the Standing Orders to allow for working groups, although potentially, more working groups would generate more work for the officers.

The recent Staff Review had commented that the Assets Management could possibly meet only twice a year with a more detailed plan on the work ahead. It had been suggested to look at some more delegated authority for officers within perimeters.

Policy decisions could be made at the committee to allow decisions to be taken on repetitive requests such as fishing. Councillors should have the opportunity to have an input on policy statements.

### **Communities Committee**

It was agreed that the Communities Committee should look at its programme of events and determine its terms of reference.

### **Hailsham Forward**

It was thought that Hailsham Forward may have moved too far away from the Council and a sub-committee that looked at a business development programme and could receive reports was suggested.

There should be more reporting back from Hailsham Forward meetings to Council and committees from members and officers.

It was agreed that there should be named substitutes for Hailsham Forward. The Working Group agreed that it should ask the HTC representatives on Hailsham Forward to report back to the relevant committee or full council

### **Finance Committee**

It was agreed to have a Finance and Governance Committee to produce policy reports and to look at governance issues.

### **Staffing Committee**

Agreed that the Staffing Committee should remain the same.

### **Neighbourhood Plan Committee**

Agreed that the Neighbourhood Plan Committee should remain as it is with seven members.

### **Strategy Committee**

Agreed that the Strategy Committee should remain as it is for the time being.

### **Planning & Development Committee**

Agreed that there would be no change to the Committee's remit.

## **3. Review of committee Terms of Reference**

### **Assets Management Committee**

The following points were agreed:

The Committee membership to remain at seven.  
The authority for expenditure should remain at £10,000.  
The frequency of meetings should be at least bi-monthly.  
The Terms of Reference should include a reference to substitute members.  
Responsibility for the Youth Service should sit with Communities Committee.

### **Communities Committee**

The following points were agreed:  
Meeting should be held monthly.  
Responsibility for the Youth Service to be added.  
The Terms of Reference should include a reference to substitute members.

### **Finance, Budget and Resources Committee**

The following points were agreed:  
To have a Finance and Governance Committee to produce policy reports and to look at governance issues.  
A sub-committee comprising four members, one of who should be the Committee Chairman or Vice-Chairman, should meeting quarterly to look at finance matters.  
The Committee should have responsibility for all policies (excluding Standing Orders).  
The Terms of Reference should include a reference to substitute members.

### **Neighbourhood Plan Committee**

The following point was agreed:  
  
Add to the ToR that the co-option of representatives, groups that appointments of lay members should only be on the basis that they are representatives of sections of the community.

### **Planning and Development Committee**

The following points were agreed:  
To delete all but the last sentence of point 25.  
The Terms of Reference should include a reference to substitute members.

### **Staffing Committee**

The following points were agreed:  
Add at the end of points 2 “and report any governance and financial implications to the Finance, Budget and Resources Committee.

### **Strategy Committee**

The following point was agreed:  
Remove the reference to a working Group under “Frequency of Meetings”.

# Hailsham Town Council

## Standing Orders



**Hailsham**  
TOWN COUNCIL

DRAFT

This version – last amended and reviewed:  
February 2024

## CONTENTS

<b>S.O.</b>		<b>Page No.</b>
<b>1</b>	<b>Meetings Generally</b>	<b>4</b>
<b>2</b>	<b>Motions for a meeting that require written notice to be given to the Proper Officer</b>	<b>7</b>
<b>3</b>	<b>Motions at a meeting that do not require written notice</b>	<b>8</b>
<b>4</b>	<b>Handling confidential or sensitive information</b>	<b>8</b>
<b>5</b>	<b>Committees and sub-committees</b>	<b>8</b>
<b>6</b>	<b>Ordinary council meetings</b>	<b>10</b>
<b>7</b>	<b>Extraordinary meetings of the council and committees and sub-committees</b>	<b>11</b>
<b>8</b>	<b>Voting on appointments</b>	<b>12</b>
<b>9</b>	<b>Rules of debate at meetings</b>	<b>12</b>
<b>10</b>	<b>Closure</b>	<b>14</b>
<b>11</b>	<b>Rescission Of Previous Resolution</b>	<b>14</b>
<b>12</b>	<b>Disorderly conduct at meetings</b>	<b>14</b>
<b>13</b>	<b>Handling confidential or sensitive information</b>	<b>14</b>
<b>14</b>	<b>Draft minutes</b>	<b>15</b>
<b>15</b>	<b>Code of conduct and dispensations</b>	<b>16</b>
<b>16</b>	<b>Code of conduct complaints</b>	<b>17</b>
<b>17</b>	<b>Proper Officer</b>	<b>17</b>
<b>18</b>	<b>Responsible Financial Officer</b>	<b>19</b>
<b>19</b>	<b>Accounts and accounting statements</b>	<b>19</b>
<b>20</b>	<b>Financial controls and procurement</b>	<b>20</b>

<b>S.O.</b>		<b>Page No</b>
<b>21</b>	<b>Responsibilities to provide information</b>	<b>21</b>
<b>22</b>	<b>Responsibilities under Data Protection Legislation</b>	<b>22</b>
<b>23</b>	<b>Relations with the press/media</b>	<b>22</b>
<b>24</b>	<b>Execution and sealing of legal deeds</b>	<b>23</b>
<b>25</b>	<b>Communicating with District and County councillors</b>	<b>23</b>
<b>26</b>	<b>Restrictions on councillor activities</b>	<b>23</b>
<b>27</b>	<b>Standing orders generally</b>	<b>23</b>
<b>28</b>	<b>Canvassing Of and Recommendations by Members</b>	<b>24</b>
<b>29</b>	<b>Interests</b>	<b>24</b>
<b>30</b>	<b>Planning Applications</b>	<b>24</b>

## Hailsham Town Council Standing Orders

### 1. Meetings |Generally

- F** Full Council meetings
- C** Committee meetings
- S** Sub-committee meetings

**FCS** a. Meetings of the Council shall be held at the Hailsham Town Council Offices, Market Square, Hailsham at 19:00 (7.00 p.m.) hours unless the Council otherwise decides at a previous meeting.

It should be noted that public statements should be concise and limited to three minutes per person.

The Meetings of Committees and Sub-Committees shall be held at the Town Council Chambers or at some other place or time as shall be decided.

**F** b. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

**F** c. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

**C** d. The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting

**FC** e. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

f. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

g. The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the chairman of the meeting.

h.,A member of the public shall not speak for more than three minutes.

i. A question from a member of the public shall not require a response at the



meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

j. A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

k. A person who speaks at a meeting shall direct their comments to the chairman of the meeting.

l. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

**FC m. A person may not orally report or comment about a meeting as it takes place if they are present at the meeting of a parish council or its committees but otherwise may:**

- (i) film, photograph or make an audio recording of a meeting;**
- (ii) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place later;**
- (iii) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting**

**FC n. The press or any other person shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

**F o. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council (if any).**

**F p. The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting, **subject to that meeting being quorate.****

**FCS q. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**

**FCS r. The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*

- FCS**     **s. Voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question or abstained from voting.** Such a request shall be made before moving on to the next item of business on the agenda.

If at least two members so request, voting on a question may be done by signed ballot.

- t. The minutes of a meeting shall include an accurate record of the following:
- i. the time and place of the meeting;
  - ii. the names of councillors present and absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - v. if there was a public participation session; and
  - vi. the resolutions made.

**u. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- F**     **v. No business may be transacted at a meeting of the council unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**

*See standing orders below for the quorum of a committee or sub-committee meeting.*

- FCS**     **w. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

x. A meeting shall not exceed a period of three hours.

y. If three council committee members present at a meeting of a Committee or

CS

Sub-Committee request it not to exercise its executive powers, or any delegated authority it has as defined in its terms of reference, in respect of a matter under consideration, then it shall not do so and shall make a recommendation to Council instead. **This must be before any motion is carried on that agenda item.** This will then be debated fully at the next meeting of full council and no decision shall be made except by resolution of full council.

## **2. Motions for a meeting that require written notice to be given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least three clear working days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion (and other items) on the agenda shall be final.
- g Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

### **3. Motions at a meeting that do not require written notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

### **4. Handling confidential or sensitive information**

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

### **5. Committees and sub-committees**

- a **The Chairman, Vice Chair of Council, or both, shall be voting members of every committee as appointed by council at the Annual Council meeting or subsequently**
- b **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

- c **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**
- d **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- e The council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
  - iii. shall then permit a committee to alter the number and time of its meetings;
  - iv. shall appoint and determine the terms of office of members of such a committee;
  - v. Shall appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Town Clerk or the Deputy Town Clerk by mid-day on the day of the meeting that they are unable to attend
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

- xii. may dissolve a committee **by resolution**.

## **6. Ordinary Council Meetings**

- a In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**
- e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f The Chairman of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g The Vice-Chairman of the Council, if any, unless they resign or become disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, they shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, they shall preside at the meeting until a new Chairman of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (of the Council at the annual meeting of the council, the business of the annual meeting shall include:**
  - i. In an election year, delivery by the Chairman of the Council and**

**councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of their acceptance of office form unless the council resolves for this to be done at a later date;**

- ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees
- ix. Review of representation on or work with external bodies and arrangements for reporting back;
- x. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;;
- xi. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

## **7. Extraordinary meetings of the council and committees and sub-committees**

- a **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee [or the sub-committee], any two members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

## **8. Voting on appointments**

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exerciseable by the chairman of the meeting.

## **9. Rules of debate at meetings**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- h If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- i Only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- j One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- k A councillor may not move more than one amendment to an original or substantive motion.



- l The mover of an amendment has no right of reply at the end of debate on it.
- m Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- n Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- o During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- p A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- q When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- r Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- s Excluding motions moved, the contributions or speeches by a councillor shall relate only to the motion under discussion

## **10. Closure**

- a. At the end of any speech a member may, without comment, move “that the question be now put”, that “the debate be adjourned” or “that the debate be now adjourned” or “that the Council do not adjourn”. If such a motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), they shall forthwith put the motion. If the motion “that the question be now put” is carried, they shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

*(Note: Where a meeting is adjourned, the subsequent proceedings are part of the original meeting and no new notices or agendas need be issued, except a notification of the date of continuation of the meeting, to members not present.)*

## **11. Rescission Of Previous Resolution**

- a. A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution carried by a majority of two-thirds of those present and voting.

## **12. Disorderly conduct at meetings**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b. If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c. If a resolution made under the standing order 12b above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **13. Management of Information**

- a. **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements**

**shall include deciding who has access to personal data and encryption of the personal data.**

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential or personal data without legal justification.**

#### **14. Draft Minutes**

- a Draft Minutes of a preceding meeting will be served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy and shall be taken as read**
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with these standing orders**
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.**
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:  
"The chairman of this meeting does not believe that the minutes of the meeting of the (*committee name*) held on [*date*] were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."**
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.**

## 15. Code of conduct and dispensations

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Dispensations requests shall be considered [by the Proper Officer] before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- h **A dispensation may be granted if having regard to all relevant circumstances the following applies:**
  - ii. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
  - iii. **granting the dispensation is in the interests of persons living in the**

- council's area or**  
iv. **it is otherwise appropriate to grant a dispensation.**

## **16. Code of Conduct Complaints**

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall report this to the council.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take.
- c The council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

## **17. Proper Officer**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **Ensure that at least three clear days before a meeting of the council, a committee and a sub-committee a summons is served on councillors, by email, or is posted to them, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer].**
  - ii. **Ensure that the public are given notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**

- iii. include on the agenda all motions in the order received unless a councillor has given written notice at least three days before the meeting confirming his withdrawal of it;
- iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office;**
- v. **facilitate inspection of the minute book by local government electors;**
- vi. **receive and retain copies of byelaws made by other local authorities;**
- vii. retain acceptance of office forms from councillors;
- viii. retain a copy of every councillor's register of interests;
- ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. **liaise, as appropriate, with the Council's Data Protection Officer (if there is one);**
- xi. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xii. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xiii. arrange for legal deeds to be executed;
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xv. manage the recording of every planning application notified to the council and the council's response to the local planning authority;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

## 18. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 19. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England)]
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Finance Officer shall inform each councillor as soon as practicable after 30 June, 30 September and 31 December in each year that statements are available which summarise:
  - i. the council's receipts and payments for each quarter;
  - ii. the council's aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
  - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

## 20. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up or approved by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. procurement policies including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in in standing order 19(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

Further details regarding this process can be found in the Council's Financial Regulations.

- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting



of the council or a committee or sub-committee with delegated responsibility or relevant terms of reference.

- e Neither the council, nor a committee or a sub-committee with delegated responsibility or relevant terms of reference for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Governance Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015, or the Utilities Contract Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## **21. Responsibilities to provide information**

- a In accordance with the freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

## **22. Responsibilities Under Data Protection Legislation**

- a The Council shall appoint a Data Protection Officer
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The council shall maintain a written record of its processing activities.**

## **23. Relations with the press/media**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **24. Execution and sealing of legal deeds**

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 24(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## **25. Communicating with District and County councillors**

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of Wealden District and East Sussex County Councils
- b Unless the council determines otherwise, a copy of each letter sent to Wealden District or East Sussex County Council shall be sent to the ward

councillor(s) representing the area of the council.

## **26. Restrictions on councillor activities**

- a. Unless authorised by a resolution, no councillor shall:
  - i. inspect any land and/or premises which the council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions to all and any council officer .

## **27. Standing Orders Generally**

- a All or part of a standing order, except one that incorporates mandatory statutory requirements (which are in bold), may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b Any motion to suspend Standing Order No 11 ('Recission of a previous resolution') will require a special resolution carried by a majority of two-thirds of those present and voting.
- c A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements (which are in bold), shall be proposed by a special motion, and when proposed and seconded, shall stand adjourned without discussion to the next ordinary meeting of the council.
- d The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after they have delivered their acceptance of office form.
- e The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## **28. Canvassing Of and Recommendations by Members**

- a **Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council, shall disqualify the candidate for such appointment. The Town Clerk shall make known the purport of the sub-paragraph of this Standing Order to every candidate.**
- b **A member of the Council or of any committee, shall not solicit for any person, any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character, for submission to the Council with an application for appointment.**

- c. **Standing Order No. 28a and b (above) shall apply to tenders and contracts as if the person making the tender were a candidate for an appointment.**

## **29. Interests**

**If a candidate for any appointment under the Council is to their knowledge, related to any member of, or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Town Clerk. A candidate who so fails to do, *shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Town Clerk shall report to the Council, or to the appropriate committee, any such disclosure. Where relationship to a member is disclosed, this Standing Order shall apply.***

## **30. Planning Applications**

- a. The Council shall appoint, at the Annual Meeting, a Planning and Development Committee (or such committee with relevant terms of reference), to meet at three-weekly intervals, for inspection of local planning applications submitted to the Council by the Local Planning Authorities for consultation and submission of observations; and to consider and comment on all planning and development matters affecting the Town and Parish of Hailsham.
- b. The Town Clerk shall, as received, ensure the recording of the particulars of every planning application notified to the Council, and the submission of details to the next meeting of the appointed Planning and Development Committee (or such committee with relevant terms of reference).
- c. Copies of the Reports of the meetings of the Planning and Development Committee (or such committee with relevant terms of reference), showing observations and comments sent to the Appropriate Planning Authority, shall be available for inspection by Council members within 3 (three) working days of such meeting.

**HAILSHAM TOWN COUNCIL**  
**ASSETS MANAGEMENT COMMITTEE**  
**TERMS OF REFERENCE 2024-2025**

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

The Committee is responsible for working in partnership with other organisations to achieve these objectives.

The committee has delegated authority to make decisions related to these areas. All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested.

The committee has no delegated authority to make decisions outside of its terms of reference or for areas that would affect areas within the remit of other council committees (for example, in relation to staffing, budgets & finance, business development activities, festivities and events), nor does it have authority to authorise expenditure outside of the council's agreed budget parameters.

Membership: Total/maximum number of seats allocated to the committee is SEVEN (unless council resolves otherwise)

Quorum: Shall be half of appointed members or the closest majority to that number

Frequency of Meetings: **At least BI-MONTHLY** or as and when appropriate (including less frequently if determined by committee resolution)

Time of Meetings: Meetings shall commence at 7.00pm (or earlier or later if determined by committee resolution)

Membership eligibility: Open to all members of council, as formally appointed at the Annual Meeting of Council or subsequently at other council meetings.

**Substitute Members must also be formally appointed at the Annual Meeting of Council or subsequently at other council meetings.**

Other members may be co-opted from other organisations for specific purposes as and when appropriate. Other members who are not members of council will have no voting-rights.

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to e-mail, or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

## Terms of Reference

1. To manage the use, maintenance, improvement, development and good management of all council owned or leased buildings, including:
  - The Cemetery & Cemetery buildings including Cemetery Lodge
  - The Fleur-De-Lys and Blackman's Yard Complex
  - 6 Market Square (The building leased to Kemer Kebabs)
  - Union Corner Hall
  - The Grovelands Barn Complex
  - 1 Market Street (The Square Youth Café and connected buildings)
  - James West Community Centre
  - 4 Market Square
  - The Maurice Thornton Pavilion
  - 2 North Street ('Cortlandt Stable Block') & the public toilets
  - Any other buildings adopted or leased by the Town Council in the future
2. To manage the use, maintenance, improvement, development and good management of all other council owned or leased assets, including;
  - Bus Shelters
  - Town seats
  - Street Lighting
  - HTCs contribution to the town's CCTV facilities.
  - Any other Assets adopted by council
3. To manage the use, maintenance, improvement, development and good management of all council owned, leased or otherwise controlled:
  - play areas and open spaces
  - Any new play areas and open spaces taken over by the Council
  - Sports and recreation grounds
  - Sports facilities where appropriate
  - Any new sports grounds taken over by the Council
  - Any new sports facilities taken over by the Council where appropriate
  - Allotments
  - Dog Bins/Litter Bins

To be responsible for:

  - Tree maintenance
  - Horticultural and Grass cutting contract
  - Dog bins
4. To act as responsible landlords for sites owned by the Town Council and leased to other organisations for management, reviewing leases and any other terms of agreement between the Council and the lessees or other parties and receive requests from them for developments or changes to council owned buildings and assets.
5. To act as liaison for and to project manage any developments or changes to council owned or leased buildings and assets as defined above.

6. To project manage or act as liaison with Council Services, in consultation with the appropriate officers and any other relevant stakeholders and partners. These services to include:
  - a. Youth Services (including the Youth Café, East Side Youth Club, The Friday Night Project, the Youth Council and Youth Mayor) **REMOVE**
  - b. Council Communications and Marketing
  - c. Any other project related to council buildings, Play parks and open spaces, assets or services as adopted by council
7. To appoint sub-committees, small working parties, project management groups or individuals to oversee and report back to the committee on any of the above areas deemed necessary by the council or committee. This therefore includes the appointment of members of the committee for the following roles:
  - a. Cemetery Wardens
  - b. Community Halls
  - c. Allotments

These sub-committees, small working parties, project management groups or individuals will undertake their oversight functions according to the requirements of the role, the requirements of the committee and through the best and most efficient means possible, in consultation with the relevant officers and other stakeholders and partners.

They will report back to the Assets Management committee to an agreed reporting schedule and their reports will form substantive points of the committee's agenda moving forwards.

8. The committee may receive and consider representations, suggestions or complaints from any other member of council or outside organisation or person with regard to any aspect within its remit as delineated above and may invite such persons to attend the meeting and speak on those aspects.
9. The Committee has authority to spend up to £10,000 per item (up to a maximum of four items per year) from capital reserves on any remedial repair or maintenance required to the council's assets. This expenditure is subject to the council's financial regulations regarding the awarding of contracts etc. Excluded from this are any improvements or enhancements to the council's assets portfolio.

**Hailsham Town Council**  
**Communities Committee**  
**Terms of Reference 2024-2025**

The name of the Committee is the Communities Committee.

The Council or Committee shall elect a Chairman and Vice Chairman on an annual basis in May of each year.

The Committee will meet on a planned **monthly** schedule with extra meetings scheduled in the month(s) leading up to any planned event, with a minimum of three days clear notice given.

The Committee will meet at 6.00pm and the first items on the agenda will deal with the Festivities Items.

The Committee shall consist of a maximum of seven Hailsham Town Council members (unless council resolves otherwise) plus representatives from local businesses and the community.

**Substitute Members must also be formally appointed at the Annual Meeting of Council or subsequently at other council meetings.**

Quorum shall be half of appointed members or the closest majority to that number.

Local business and community members will be members but without voting rights.

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to e-mail or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

The business strategy will be to consider all aspects of commercial related activity in and around Hailsham that will provide a benefit to Hailsham residents/businesses with an overall aim of attracting new businesses to Hailsham and thus improving employment opportunities. Focusing on the Town Centre and outlying areas of Hailsham.

Committee will work with Hailsham Forward and other stakeholders in the establishment and delivery of a Business Focussed Plan for Hailsham.

The council and Hailsham Forward have agreed that the management of the Town Market should be undertaken by the Town Council and the Communities Committee will oversee this function.

The Festivities strategy will be to:

- Organise community events to include at least one summer event/fair and one Christmas event
- Work with and encourage participation from local shop keepers and businesses
- Encourage community participation
- Support other community events such as Hailsham Arts Festival

The budget areas that this committee makes recommendations for expenditure against



are:

- Festivities and Events (or any such budget identified by the council for the same purpose)
- The Revitalisation Fund (or any such budget identified by the council for the same purpose)

The Communities Committee will submit plans to full council detailing what it wishes to implement and what it will spend on the Festivities and Events budget and the Revitalisation budget for the following municipal year.

The Revitalisation Fund is set aside for items identified in the 'Hailsham – The Way Forward' business plan.

These plans are subject to approval by full council and once finally agreed, the committee will have delegated authority to implement these plans without reference back to full council.

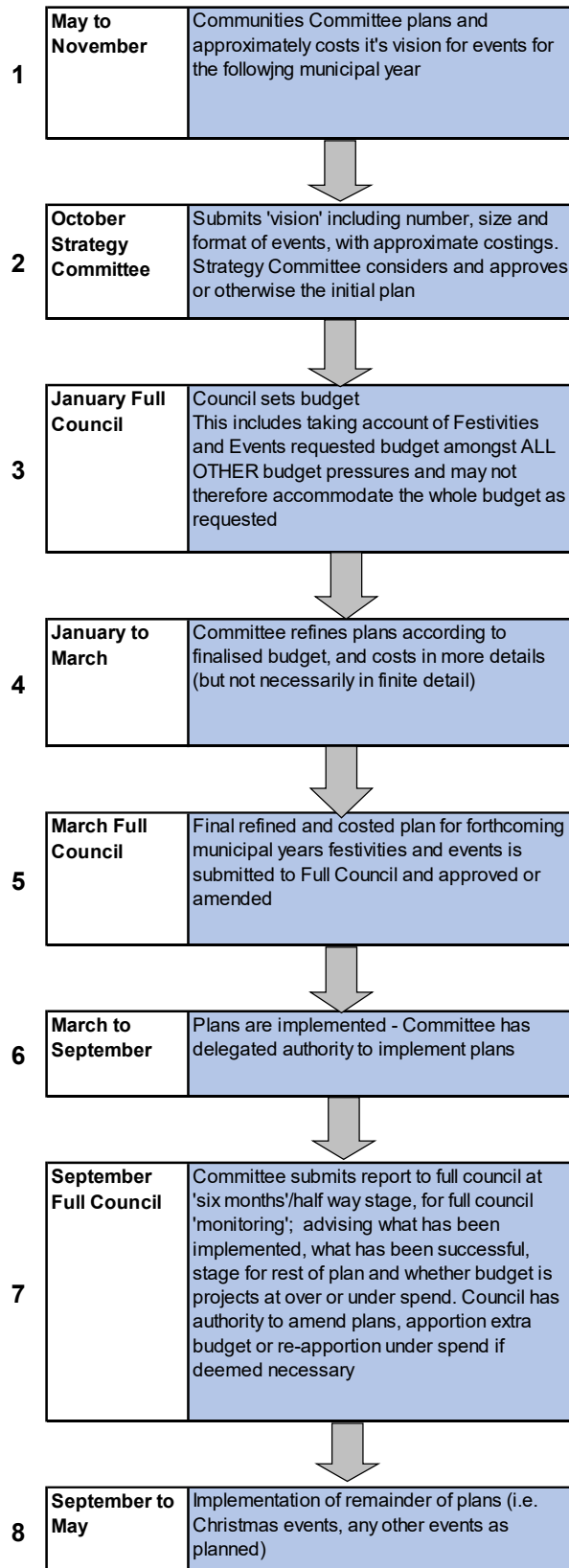
This will work on a rolling annual schedule, with two plan submission dates and a September 'six months progress' report back to council as follows:

The committee will project manage or act as liaison with the Council Youth Services (including the Youth Café, East Side Youth Club, The Friday Night Project, the Youth Council and Youth Mayor) in consultation with the appropriate officers and any other relevant stakeholders and partners.

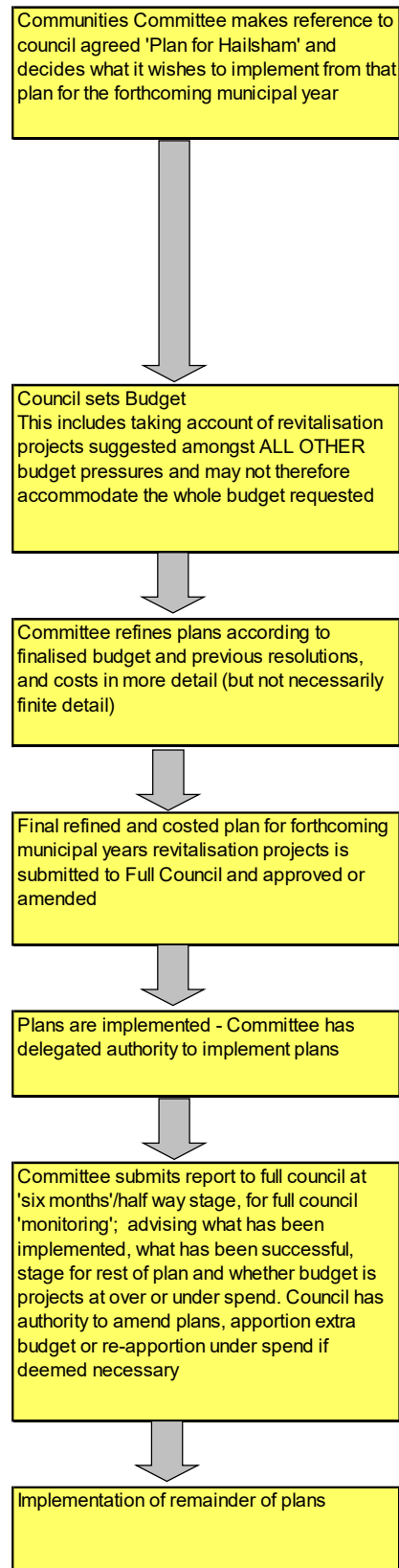
All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested.



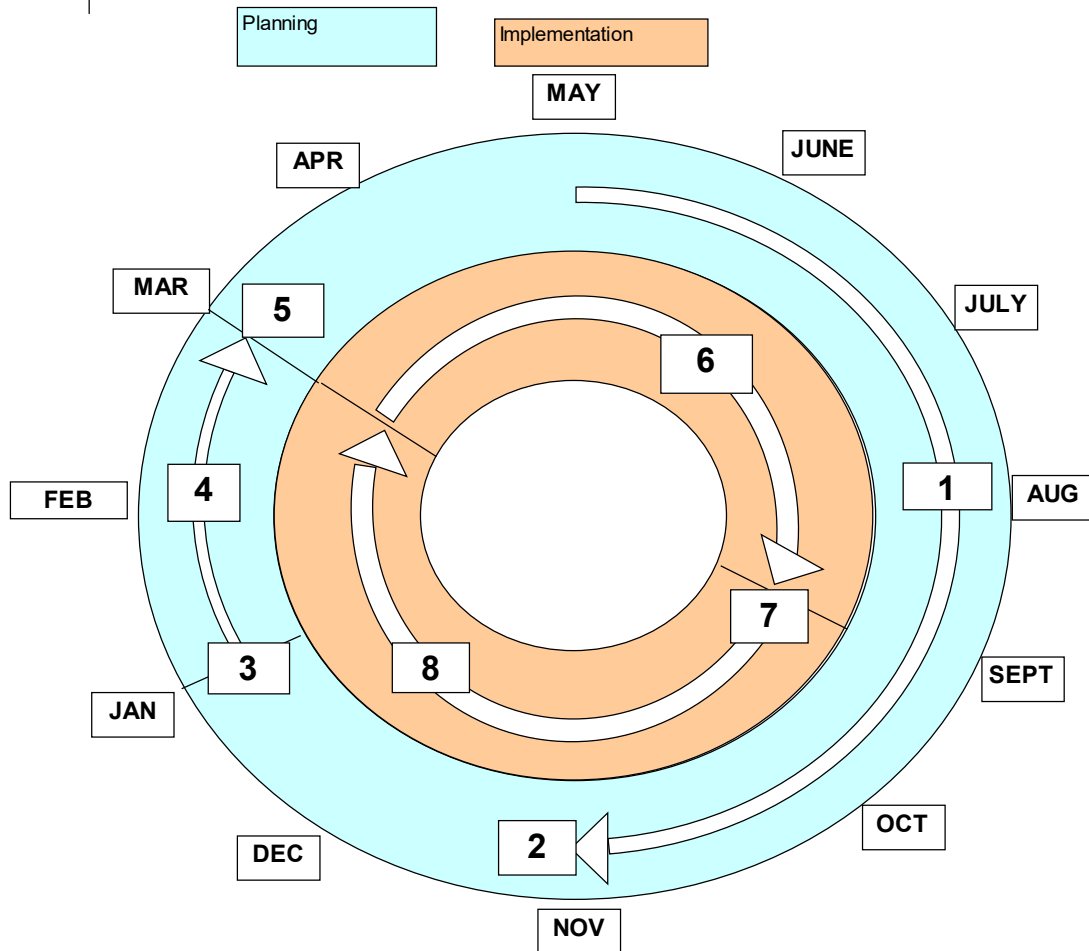
### Festivities and Events Budget



### Revitalisation Fund



**Communities Committee Planning and Implementation Cycle**



**HAILSHAM TOWN COUNCIL**  
**FINANCE AND GOVERNANCE COMMITTEE**  
**DRAFT TERMS OF REFERENCE 2024-2025**

This Committee is appointed to make recommendation to the council on all aspects of the Town Council's financial, budgetary management, and resources and to produce policy reports and to look at governance issues.

The committee makes recommendations to council on some of these areas and also has some delegated authority. All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested.

The Committee is responsible for working in partnership with other organisations to achieve these objectives.

Membership: Total number of seats allocated to the committee is seven, unless council resolves otherwise

A sub-committee comprising four members, one of whom should be the Committee Chairman or Vice-Chairman, will meet quarterly for the verification of financial statements

Quorum: Shall be half of appointed members or the closest majority to that number

Frequency of Meetings: The **Sub-committee** must meet quarterly and has delegated authority with regard to budgetary control, the verification of quarterly financial statements (Item 2 in the Terms of Reference below) and the council's overall financial position

A full committee meeting in **November** of each year should also consider such matters as appointment of Internal Auditor and audit plan, and **review of all policies including** Financial Regulations. The committee has delegated authority for this aspect of its remit.

A full committee meeting in **April** of each year to consider the end of year accounts in preparation of the **Annual Governance and Audit Report in accordance with remit (b-d) below.**

In addition, the committee will establish a second 'stream' of meetings, **attended by all committee members**, in order to make recommendations to Council on the budget for the following financial year. These meetings must be timed to ensure that council can resolve the precept to be levied in January and/or according to the timetable and deadlines for the precept request as set by the District Council. The committee has NO delegated authority with regard to this area of its terms of reference

Meetings shall ordinarily start at 7.00pm unless the committee resolves otherwise. **Quarterly verification meetings may take place at other times including during office hours. They remain public meetings.**

Membership eligibility: Open to all members of council, as formally appointed at the Annual Meeting of Council or subsequently at other meetings.

Other members may be co-opted from other organisations, or guests invited for specific purposes, if and when appropriate. Other members who are not members of council will have no voting-rights.

## Remit

1. Budget Preparation: The Committee is required to prepare a recommendation for income and expenditure during the financial year for recommendation to a council meeting in December/January in order that the precept to be levied for the ensuing financial year can be agreed in January.

The committee will seek recommendations from the other standing committees of council on what budgets are required for any activities within their remit that are planned for implementation in the next financial year.

The committee will seek recommendations from the Strategy Committee (or any other committee appointed to have oversight of the council's strategic aims and plans for the forthcoming year) that these planned activities are consistent with the council's overall strategic aims and any business plan that is in place and agreed. (process for the Town Council's budget setting is as set out below)(NO DELEGATED AUTHORITY)  
(FULL COMMITTEE)

2. Budgetary Control: The Committee (sub-committee) will examine the detailed summary of receipts and payments, comparing actual expenditure against that planned and confirm compliance to council on a quarterly basis. (HAS DELEGATED AUTHORITY) (SUB-COMMITTEE)
3. Annual Appointment of Internal Auditor – conditions of appointment for approval.(HAS DELEGATED AUTHORITY) (FULL COMMITTEE)
4. Accounting and Audit :
  - (a) Reconciliation and quarterly verification of statements with the appropriate records and confirm that the financial statements present fairly the current financial position of the Council and are effective in design to adequately detect fraud or malpractice. To be signed by **a member other than the Committee Chairman as per Financial Regulations.** (SUB-COMMITTEE)
  - (b) Receive the Internal Auditor's reports and consider any recommendations and means to achieve compliance, Annual Review of Internal Control to complete and present to Council.(FULL COMMITTEE)
  - (c) Annual Audit Report. (FULL COMMITTEE)
  - (d) Annual Internal Audit Report – to liaise with the RFO and Internal Auditor to prepare the Annual Audit Plan for presentation to Council (FULL COMMITTEE)
  - (e) To hold meetings with the Internal Auditor as required
  - (f) To review the Annual External Auditor's Report and draft response in collaboration with the RFO (FULL COMMITTEE)

- (g) To approve for presentation to Council the end of year Statement of Accounts and Annual Return and any other information required by the External Auditors prior to submission (FULL COMMITTEE)

(HAS DELEGATED AUTHORITY TO ALL OF THE ABOVE, ALTHOUGH SOME AREAS ARE FOR PRESENTATION TO COUNCIL AS NOTED)

5. Contracts : To work with other committees to discuss the financial implications of contracts as and when they are due for renewal.

In a situation where there is a time limited offer and opportunity to accept a quotation (e.g. energy supplier), that cannot be considered by any other relevant committee due to the timescales involved, the RFO may, after contacting the Chairman of the Finance, & Governance Committee and Town Clerk, authorise and proceed, and report to the next meeting of the Committee or Council as appropriate. (HAS DELEGATED AUTHORITY) (FULL COMMITTEE)

6. Annual Governance Statement: To satisfy that all items under Section 2 of the Annual Return are achieved, and signed off by the Chairman of the Council. (HAS DELEGATED AUTHORITY) (FULL COMMITTEE)
7. The Chairman of the Committee, or their representative, should meet **monthly**, or as decided by the Committee, with the RFO for two-way communication.
8. All members of the Committee shall comprise members of the Cheque Signatory Panel plus the Chairman of the Council, if for any reason that councillor is not a member of the Finance and Governance Committee.
9. All members must be conversant with the requirements of the Governance and Accountability for Local Councils manual.
10. The Annual Review of the Council's Financial Regulations – for report to Council. (HAS DELEGATED AUTHORITY) (FULL COMMITTEE)
11. The annual review of fees charged by Council (allotments, pitch hire, pavilion hire, Fleur de Lys hire, fishing permits, cemetery fees etc.) (HAS DELEGATED AUTHORITY) (FULL COMMITTEE)
12. To consider the annual subsidy request application from Hellingly Parish Council and the existing arrangements for funding with Hellingly Parish Council, if deemed necessary appointing a Working Group to liaise with Hellingly Parish Council for this purpose. (NO DELEGATED AUTHORITY) (FULL COMMITTEE)
13. The annual consideration of grants to external bodies (the committee may appoint a sub-committee for this purpose if it chooses to do so).(HAS DELEGATED AUTHORITY) (FULL COMMITTEE)
14. Consider and make recommendations to the council in respect of all aspects of resources, including equipment and vehicles, considering resource needs in relations to decisions of the council (NO DELEGATED AUTHORITY) (FULL COMMITTEE)
15. To hold ownership of all council policies, including a project managed annual review. To have delegated authority to approve policy renewals (DELEGATED AUTHORITY) (FULL COMMITTEE)
16. To review and recommend to council all new proposed policies (NO DELEGATED AUTHORITY) (FULL COMMITTEE)

17. Exclusions.

The committee is not responsible for making decisions or recommendations to council for any aspect of council services or projects that fall under the remit of other council committees, although it can make decisions/ recommendations on all financial, staffing or resource-related aspects of such areas.

**Hailsham Town Council Budget Setting Process:**

Date	Meeting	Activity
July	Finance & Governance Committee	Agree baseline budget according to known costs
August/September	All Standing Committees of Council	Consider additions to baseline budget according to plans for next financial year
October	Strategy Committee	Consider whether requests from Standing Committees are consistent with Council's Business Plan and Strategic Aims & raise any queries for committees.
November	All Standing Committees of Council	Address any queries from Strategy Committee
December	Finance & Governance Committee	Finalise recommended budget, including full information regarding tax base etc
January	Hailsham Town Council	Determine budget precept to be requisitioned from WDC



**Hailsham Town Council**  
**Neighbourhood Planning Committee**  
**DRAFT Terms of Reference 2024-2025**

## **1. Introduction**

Hailsham Town Council (HTC) took the decision in July 2015 to produce a Neighbourhood Plan (NP) following the Government's publication in 2011 of the Localism Act.

In order to produce the plan the Town Council established a Neighbourhood Planning Committee (NPC) to oversee a process resulting in the preparation of a Plan that was put to a public referendum and agreed.

The committee will then need to ensure processes are in place to address the implementation of the plan to ensure its policies are adhered to.

The committee will need to consider any necessary review and amendments to the plan when and if the Planning Authority publishes a revised Local Plan, as required by legislation.

In doing so it is deemed appropriate that the Committee are provided with and accept the following terms of reference;

### **The Neighbourhood Development Plan will seek to:**

Identify all the important aspects of life in the Parish/Town for which plans for the future are needed, with particular regard to land use; and

Bring forward proposals which will enhance the quality of life in the Parish/Town in the years to come

Provide a framework for future land usage within the parish.

## **2. Membership of the Neighbourhood Planning Committee (NPC)**

The NPC will be formed from up to seven Town Councillors, unless council resolves otherwise, (and previously up to five members of the public who are appointed as lay (non-voting) members)

**Substitute Members must also be formally appointed at the Annual Meeting of Council or subsequently at other council meetings.**

The NPC may from time to time form Working Groups or sub-committees to undertake various aspects of the work involved in producing the Neighbourhood Development Plan and may seek help from other members of the public or other organisations in order to do this.

The NPC may also co-opt further representation from any other person or organisation that is likely to bring additional benefit or specialisation to the project

**The co-option of representatives, or the appointment of lay members should only be on the basis that they are representatives of groups or sections of the community, appointed by them.**

The NPC should be supported by officers of Wealden District Council, who as The Local Planning Authority are obliged to provide assistance under the statutory provisions of the Localism Act 2011

The NPC shall exist until the Neighbourhood Plan has been assessed and approved by the independent examiner or such a time as the Town Council resolves to dissolve the NPC.

The NPC shall pass the draft neighbourhood plan to Hailsham Town Council for approval prior to independent examination (completed).

The committee has delegated authority to implement its agreed plans, subject to forward approval by the Town Council. Therefore the Neighbourhood Planning Process shall form a standing item on all ordinarily scheduled Town Council meetings and approval to implement future aspects of the plans will be granted or may be challenged.

All delegated authorities shall be subject to any Standing Orders in place requiring council to make final decisions if so requested

The NPC will have access to funds as resolved by the town council as available for the process and any other funds held by the Town Council from external sources provided for the Neighbourhood Planning Process.

The NPC will invite representation from neighbouring parishes and relevant district and county councils to attend and participate in its meeting as appropriate.

The Council has previously agreed that it will seek to work with Hellingly Parish Council on the Neighbourhood Planning process. Hellingly Parish Council has declined the offer to work on a joint plan with HTC, but has previously asked that a member of its equivalent group attend the HTC NPC meetings and vice versa.

### **3. Roles and Responsibilities of the NPC**

#### **The Committee will;**

Elect a Chair (and Vice-Chair if deemed necessary), from amongst its council members, and re-appoint at the first meeting of each municipal year (unless council appoints these roles at its Annual Meeting)

If the Chairman is not present, the Vice Chairman shall preside at the meeting. If neither is present, members shall elect a Chairman for the meeting from amongst their number of council members.

Promote the process of preparing, or reviewing and monitoring the Neighbourhood Plan and be encouraged to participate and provide their views and opinions on the specific topics which are covered during the preparation, monitoring or review of the Plan.

Arrange meetings and appoint sub-groups to gather views and consult on emerging policies which are considered appropriate for incorporation in the Draft Plan or the review of it.

Assess existing evidence about the needs and aspirations of the neighbourhood area.

Liaise with relevant organisations and stakeholders to secure their input in the process

Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare a robust draft Plan

Inform the Town Council of progress on a regular basis in order that NPC or Working Group Minutes can be noted

Support WDC and HTC during the referendum process.

Where appropriate keep proper records of all expenditure, time keeping or other costs of external parties engaged to assist in the preparation of the plan.

Produce a Project Plan and a Project Programme for delivery of the Neighbourhood Plan, or the review and amendment, and monitor the results of their work.

The NPC may also request assistance/advice from any other person or organisation that is likely to bring additional benefit of specialisation to the project.

**The Town Council will;**

Support the NPC throughout the process providing sufficient assistance and financial resources to ensure the plan is prepared expeditiously providing that overall expenditure falls within the grants received and funds allocated by the Town Council

Appoint professional planning expertise and provide any relevant aid during the development or review of the Plan as deemed necessary. Drafting of the Plan will require professional assistance to ensure conformity to national and local policy and that the Plan will be sound and robust enough to withstand independent examination.

Work with the NPC and the Hailsham Area Action Plan Steering Group or any similar committee to establish that the future infrastructural needs of the area are provided alongside any housing or other development occurring within the Parish/Town.

Work with the NPC to develop policies to guide the future development and use of land in the area.

Support the NPC in developing assessments requested by the Local Planning Authority prior to the Plan being submitted.

Support the NPC in efforts of engagement and consultation with the local communities throughout the plan making process

Create and maintain a link to the Town Council web site for recording details of the NPC activities

Facilitate any required contact with the relevant statutory bodies or parties who must be consulted during the plan making process.

Carry out all statutory duties contained in the Neighbourhood Planning (General) regulations 2012 (and any subsequently made) and engage with Wealden District Council during the referendum process of the plan for which the principal authority are responsible.

Following the preparation of the draft Plan and with the agreement from the Group, submit the plan to the Local Planning Authority for inspection and independent examination

Appoint or re-appoint the membership of the NPC at its annual council meeting in May each year.

Review these terms of reference at each Annual Council meeting in May and may resolve to amend these terms of reference at any point by resolution.

**All Members of the Committee will;**

Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.

Ensure that there is no discrimination in the plan making process and that it is a wholly inclusive, open and transparent process to all groups in both the neighbourhood area and to those wishing to undertake development or be involved in the plan making process

Work together for the benefit of the communities established within the Parish/Town.

Treat other Members of the Committee with respect and dignity, allowing Members to express their views without prejudice and interruption.

Half the appointed councillor membership, or the closest majority to that number, are required to be in attendance for a meeting to be quorate.

If inquorate meetings may proceed but any decisions taken may be advisory only and require future ratification by the NPC when a quorum can gather.

Any decisions taken by the NPC, other than those delegated to appointed officers, will be carried forward if the majority (more than 50% of members in attendance and voting) are in favour. The Chair will have the casting vote in instances where there is no majority, or the Vice-Chair in the absence of the Chair.

In accordance with the Town Council's Standing orders, voting (Town Council) members may be substituted by previously appointed substitute members, to attend in their place by notifying the committee or Town Clerk by 12.00 noon on the day of a meeting.

#### **4. Procedure of Meetings**

The NPC will meet on a regular basis, at least every four to six weeks, or more or less frequently if deemed necessary.

Meetings will ordinarily be at 7.00pm at the Town Council offices unless resolved otherwise by the Committee.

All NPC meetings shall be open and may be attended by residents or those who work in the area identified for the plan to observe proceedings or participate in the proceedings at the discretion of the committee chair.

The NPC shall keep Minutes of meetings which will be open to public scrutiny. These will be publicised on the NPC or Town Council web site

Notices, Agenda, Minutes and associated papers shall normally be despatched to NPC members by email unless otherwise specified or agreed.

Meetings shall be conducted in accordance with set procedure to be determined and agreed by the

NPC.

The NPC will regularly update and report its progress to the Clerk of the Town Council and the Responsible Financial Officer for the council, ensuring that they are aware of the on-going budgetary implications and requirements associated with the project.

The Terms of Reference will be reviewed throughout the project and amended as required. Any changes to NPC Terms of Reference shall require approval of the Town Council.

**HAILSHAM TOWN COUNCIL**  
**PLANNING & DEVELOPMENT COMMITTEE**  
**TERMS OF REFERENCE 2024-2025**

Hailsham Town Council is a consultee in the planning legislative process, it is the responsibility of the Planning & Development Committee to receive and respond to planning applications, planning appeals and applications for certificate of lawful development from Wealden District Council, East Sussex County Council and the South Downs National Park local Planning Authorities.

In reviewing planning applications its purpose is to ensure that they meet with current planning law, satisfy local development frameworks and published development guidance.

The committee will also comment on matters of local concern including major developments, proposed planning gain agreements in respect of developing community and commercial infrastructure, statutory, utility and common communal services and matters relating to the historical essence and character of Hailsham.

The committee will also provide responses for licensing applications and for matters determining, amending or stopping up Public Highway, Public Right of Way and will respond to proposed temporary, experimental or permanent traffic regulation orders.

---

## **TERMS OF REFERENCE**

1. The Planning & Development Committee is constituted as a Standing Committee of Hailsham Town Council. The Committee composition shall be a maximum of Seven Councillors as voting members (unless council resolves otherwise).

**Members and Substitute Members must be formally appointed at the Annual Meeting of Council or subsequently at other council meetings.**

2. Quorum shall be half of appointed members or the closest majority to that number

3. The Chairman and Vice-Chairman of the committee shall be elected annually by the Committee or Town Council.

4. The Committee shall meet every three weeks, or unless otherwise required and agreed by resolution of the committee.

## **PLANNING**

5. A record of all planning applications, the responses and eventual results shall be noted in the minutes of meetings.

6. The Committee has delegated authority to consider all planning applications pertaining to the Town and environs of Hailsham and to respond to Wealden District Council, East Sussex County Council or the South Downs National Park as local planning determination authorities. Minutes/Reports of all meetings will be presented for adoption at the next full Council meeting
7. The Planning & Development Committee may canvas opinions for and against applications to assist with fair determination of applications. The Committee has an obligation to ensure that relevant parties are given a reasonable hearing – applicants, as well as objectors, will have the opportunity to speak prior to the commencement of meetings in accordance with the Town Council Standing Orders. Solely at the discretion of the Chairman the committee may seek clarification of views expressed by applicants or objectors when a specific application is presented and debated.
8. The committee clerk shall present each application for consideration by the committee. The clerk shall identify the location of the application, shall provide an outline of the application, present the planning history and shall make recommendations of options available to the committee. The clerk shall where appropriate have visited the application location to photograph any existing buildings on the site and the surrounding buildings and land.
9. Presentation of application plans and supporting documentation shall make full and appropriate use of electronic files and overhead projection systems, ensuring that this can be clearly viewed by both the committee and attending members of the public. The committee will use paper documentation only when suitable electronic systems are unavailable.
10. Applications considered to be controversial may be referred to the Full Council. A time sensitive response may be made by the Committee Chairman or Clerk following a majority decision by the Committee. Any two (2) Councillor members of the committee may request an application be deferred for a meeting of the Full Town Council.
11. Where an onsite meeting is arranged, it will be subject to the prior approval of the Chairman or Vice-Chairman. A Committee member will then present findings to the Committee.
12. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
13. All correspondence shall be conducted through the Town Clerk (or the delegated officer).
14. The Town Clerk (or the delegated officer) will write letters to the appropriate Planning Authority or other relevant body detailing the Planning Committee's response to each application and will ensure that these letters arrive within the timescale for each application.
15. Where an application is subject to an appeal, the Committee will prepare and recommend a draft written representation to the full Town Council and propose a member of the Committee to attend the hearing and speak on behalf of the council if called to give evidence.

16. Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's Planning meetings to represent the Committee's views in respect of major and controversial planning applications.

17. Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to e-mail, or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

18. The Planning and Development Committee shall ensure that due regard is given to the content of the Hailsham Neighbourhood Plan when commenting on planning matters.

## **DEVELOPMENT**

19. The committee shall work with adjacent parishes, District and County Councils, Police, Fire & Rescue, Ambulance and NHS Authorities to ensure that appropriate development is fully and transparently determined for the residents of Hailsham being mindful that this should comply with current planning law and guidance.

20. The committee will seek to meet with land owners, agents and developers to offer pre-application advice about the council and community views of potential developments within Hailsham and also within adjacent parish locations that could impact visually or environmentally upon Hailsham Residents.

21. Any views expressed by members will be indicative of likely community views, the committee should not be regarded as determining the specific view of the council and residents prior to the council being consulted about finalised outline or full applications presented for determination by the appropriate planning authority.

22. The committee will seek to encourage developers of significant major applications to meet with the full council and to provide a presentation for residents. The Planning & Development Committee is empowered to ensure that such presentations are widely advertised to encourage public participation.

23. The committee will monitor the progress of s106/CIL planning gain agreements for developments within Hailsham and its environs, ensuring that applicants and planning authorities are advised of the views of the council and community about the provisions of the agreement at appropriate payment trigger points.

24. The chairman and committee clerk will provide progress reports to full council on behalf of the committee of all development consultation and s106 activities.

25. ~~Community Land Trust. The council has resolved to initiate the formation of a Community land Trust and delegated authority to the Planning and Development Committee to undertake this.~~ The Planning and Development committee will appoint members to the board of the Community Land Trust if required or requested.



**HAILSHAM TOWN COUNCIL**  
**STAFFING COMMITTEE**  
**TERMS OF REFERENCE 2024-2025**

Membership:	Membership shall comprise of Seven Councillors (unless Council resolves otherwise)
Quorum:	Shall be half of appointed members or the closest majority to that number
Frequency of Meetings:	The Committee shall meet at least once a year and where there is a staffing necessity.
Time of Meetings:	Meetings shall commence at 7.00pm (or earlier or later if determined by committee resolution)
Membership eligibility:	Open to all members of council, as formally appointed at the Annual Meeting of Council or subsequently at other council meetings.

**Substitute Members must also be formally appointed at the Annual Meeting of Council or subsequently at other council meetings.**

Other members may be co-opted from other organisations for specific purposes as and when appropriate. Other members who are not members of council will have no voting-rights.

Minutes of all meetings are to be kept by the Clerk. Agendas and minutes shall be forwarded by e-mail to all members of the Town Council. (Only members who do not have access to email or have not agreed to receive minutes and agendas in this manner, shall receive a printed copy by post).

**Terms of Reference**

To consider and deal with all matters affecting staffing issues except where the overall staffing budget will be exceeded. In such cases the Committee will make a recommendation to the Finance Committee or to the Council.

To deal under delegated powers to resolve personnel issues, including contracts of employment, pay scales, redundancy, grievances and disciplinary matters.

The Town Clerk shall be responsible for the day-to-day management of staff under delegated authority

The Staffing Committee shall be delegated to make decisions on behalf of the Council in the following matters:

1. To establish and keep under review the staffing structure and make recommendations to the Council.

2. To draft, implement, review, monitor and revise policies for staff **and report any governance and financial implications to the Finance & Governance Committee.**
3. To review staff salaries and terms of conditions and make recommendations to Council.
4. To oversee execution of new employment contracts and changes to contracts
5. To keep under review staff working conditions and health and safety at work for all Council employees
6. To monitor and address regular or sustained staff absence
7. To appoint from its membership a recruitment panel of three when necessary for the appointment and dismissal of a Town Clerk making recommendations to Council
8. To appoint three members, who are not on the Staffing Committee when necessary to act as a disciplinary panel and as an appeals panel in the case of any appeal against disciplinary action taken by the Town Clerk.
9. To appoint from its membership (or the council if necessary) three members when necessary to hear any formal grievance made by the Town Clerk or staff and any appeal by other staff against the outcome of a grievance investigation undertaken.
10. To appoint an appraisal panel of three members for the Town Clerk's appraisal process as defined.
11. At least one member of the committee shall sit on any recruitment panel when employing new members of town council staff.
12. Any other matter which may be delegated by Council from time to time
13. The committee will have a role in ensuring cordial relations between the council and its staff, in line with the council's adopted Members–Officer Relations Protocol, exploring ways to ensure mutual respect and understanding is in place and maintaining an open dialogue.

## FINANCE

1. Submit an annual proposed budget to Finance Committee.
2. Comply with the Council's Financial Regulations

**HAILSHAM TOWN COUNCIL**  
**STRATEGY COMMITTEE**  
**TERMS OF REFERENCE 2024-2025**

**Background:**

This committee is appointed to make recommendation to the council in drawing up a business plan of priorities for the Town Council, monitoring progress against that business plan and recommending any amendments or changes to the business plan as it progresses.

The committee is responsible for working in partnership with other organisations, members of the town council or other town council committees or sub-committees to achieve this objective.

**Membership:** The working group consists of appointed Chair and vice-Chair of Council and the Chair and Vice Chairs of Committees (but not Sub-Committees or other Working groups).

**Chairmanship** The working group shall be chaired by the Chairman of the Town Council or in their absence, the Vice Chair of council.

**Quorum:** Shall be half of appointed members or the closest majority to that number

**Frequency of Meetings:** The **committee** must meet quarterly (or more frequently if deemed necessary) in order to develop a business plan for the Town Council over the coming municipal year, monitoring progress against that business plan and recommending any amendments or changes to the business plan as it progresses.

**Membership eligibility:** Open to members of council who have been appointed as Chairs or Vice-Chairs of Council or Committees,

The members may therefore be any member of Hailsham Town Council.

The Committee may appoint non-council members of the committee, subject to this being a recommendation to the Council. Non-Council members of the Committee may not have voting rights.

Other members may be co-opted from other organisations, or guests invited for specific purposes, if and when appropriate.

## Remit

1. The Committee is appointed to draw up a Business Plan for the Town Council, containing key aims, priorities and objectives for the Town Council to implement over a given period.
2. The committee is appointed to monitor progress against that business plan and recommend any amendments or changes to the business plan as it progresses. It will report on these matters to full council
3. The Committee is able to respond to consultations on behalf of the town council, although it must recommend responses only, to be finally agreed by full council.
4. The committee exists to make recommendation to the council only. The acceptance of the plan at its key stages of progress, a final plan, or any recommended changes to the existing plan is to be agreed by resolution of full council only.
5. The business plan is expected to set out key priorities for the chosen time period, the resources required to implement them, any 'key milestones' to be reached during the life of the plan and any intended output or outcome targets arising from the actions identified in the plan, against which its success can be measured.
6. The Committee must be mindful of the legal and financial restrictions on its recommendations at all times and in particular employment law and statutory responsibilities as an employer
7. The Strategy Committee will ensure that the contents of the Hailsham Neighbourhood Plan are taken into account when considering the council's overall strategic direction.
8. Exclusions

This committee has no delegated authority to make decisions on any of the areas above, but is responsible for making recommendations to the Town Council.

The committee is not responsible for making recommendations to Town Council for any aspect of council services or projects that fall under the remit of other council committees or sub-committees (that is, areas of responsibility of those committees falling outside of the time scale of any recommended plan)

The committee is expected to set priorities, objectives, actions and targets within a plan which are directly within the control of the Town Council and not outside of its statutory or other remit Although such priorities, objectives, actions

and targets may include areas in which the Town Council seeks to influence other statutory service providers, local authorities or any other organisation. -

Report to	<b>Hailsham Town Council</b>
Date	<b>27.03.2024</b>
By	<b>John Harrison, Town Clerk</b>
Title of Report	<b>Feasibility Study</b>

**Purpose:**

To consider the feasibility study report for Brunel Drive (this item was referred to council by the Assets Management Committee members Cllrs A. Blake-Coggins, C. Bryant and C. Mitchell at the 20/03/2024 meeting, in accordance with Standing Order 1.y)

**1. Feasibility Study**

HTC resolved to commission the Feasibility Study in March 2023, to address the issues of parking on Brunel Drive. The report was received from ESCC on 7<sup>th</sup> February 2024. (Copy attached below)

The reports recommends:

“that a scheme that introduces additional parking restrictions through a Traffic Regulation Order could, possibly, be considered but the effectiveness of these measures would rely on enforcement, Drivers would be more inclined to ignore the parking restrictions once it is known that enforcement is unlikely. It is not guaranteed that support to this measure would be received from ESCC or Sussex Police.

Additionally, a scheme that improves signing/lighting to the car park entrance would be a good candidate for Community match Funding.

A scheme that introduces additional parking provision or traffic calming features **would not** be suitable for consideration”.

A budget of £45,000 is recommended for the schemes.

Applications for joint funding are considered by the Lead Member at decisions-making meetings scheduled for June and December. ESCC have advised that they would ideally need confirmation that HTC would like the scheme added to the agenda by 7 May 2024 at the latest. This would allow sufficient time to type the report and get it approved by managers.

There is a requirement to have consulted with local residents as part of any application. Guidelines for the Match-Funding schemes are attached,

# **EAST SUSSEX COUNTY COUNCIL**

Community Match Initiative

Hailsham Town Council

Application Appraisal Review

**PROJECT NO. 70110536**  
**OUR REF. NO. CMA/HTC/001**

**DATE: 29/11/2023**

**TYPE OF DOCUMENT (FINAL) PUBLIC**

# QUALITY CONTROL

Issue/revision	First issue (P01)	Revision P02	Revision P03	Revision
Remarks	First Issue	Comments from ESCC	Additional comments from ESCC	
Date	29/11/23	07/12/23	31/01/24	
Prepared by				
Signature				
Checked by				
Signature				
Authorised by				
Signature				
Project number		70110536	70110536	
Report number		CMA/HTC/001	CMA/HTC/001	
File reference				



**East Sussex**  
H i g h w a y s



**Balfour  
Beatty**



WSP  
4th Floor  
6 Devonshire Square  
London  
EC2M 4YE  
Phone: +44 113 395 6201  
Fax: +44 20 7337 1701  
WSP.com

## Contents

Quality control .....	1
Community Highways Appraisal .....	4
Introduction .....	4
Objective of Scheme .....	4
Existing Situation .....	4
Initial Appraisal.....	6
Scheme Costs .....	7
Conclusions and Recommendations.....	10

## Community Highways Appraisal

---

### INTRODUCTION

- 1.1. Hailsham Town Council (HTC) has applied, through the East Sussex Highways (ESH) Community Highways programme, for an appraisal to be carried out on the following proposal: -
  - Provision of measures to resolve parking problems associated with visitors to the James West Community Centre parking along Brunel Drive, Hailsham.
- 1.2. The purpose of this report is to review the available data and look at options that may be available. This review will then provide guidance on whether or not the measures meet the requirements for Community Match funding and are likely to be supported by ESCC. This will help the applicant decide whether or not to make a formal application for Community Match funding at a later date.

### OBJECTIVE OF SCHEME

- 2.1. The Town Council report that there have been a number of recent parking problems where users of the Community Centre park along Brunel Drive, Hailsham, resulting in residents being unable to access their properties. The town council also report cases of dangerous driving, due to the on-street parking issues.
- 2.2. The objective of the request is to identify measures that would resolve the issues recorded along Brunel Drive and encourage drivers to park safely and / or use the existing car park to the rear of the hall.

### EXISTING SITUATION

- 3.1. This appraisal has been prepared from a desktop study using information that is readily available. A site visit has not been undertaken.
- 3.2. Brunel Drive provides local access to a small housing development towards the north-western corner of Hailsham. The road is a typical local distributor road with a relatively open aspect, bounded on its eastern side by playing fields and the James West Community Centre. Private properties line the western side of the road with private parking provided to the rear.
- 3.3. From the community centre website it has been established that this facility provides a seated capacity of up to 200 guests in addition to two meeting rooms.
- 3.4. There is a small car park to the rear of the community centre providing parking for approximately 37 vehicles plus 2 spaces for disabled users. Access to this car park is from Brunel Drive via a barriered access. A sign has been erected directing northbound drivers to the car park. It is assumed that this access

barrier is opened by the community centre manager to permit access when the centre is in use.

3.5. The Town Council have provided details of a local consultation that they have undertaken to obtain the views of residents and identify what the key problems and issues are. From this consultation the Town Council have reported the following concerns: -

- Restricted access for emergency vehicles
- Illegal and inconsiderate parking on pathways
- Difficulty in passing parked vehicles.
- Dangerous bend on Brunel Drive
- Pedestrian having to walk on the road due to cars parked on the pathways.
- Insufficient infrastructure to accommodate all vehicles and getting worse.
- Lack of speed control measures
- Increase in volume of delivery vehicles in and out of the estates.
- Vehicles having to drive onto the pathways to pass parked vehicles.
- Disabled residents having to go onto the road in wheelchairs due to cars on pathways
- Drop kerbs for disabled personnel restricted by vehicles.
- No traffic speed reduction or parking restrictions to prevent dangerous parking.
- Large vehicles reversing / turning and hitting properties.
- Vehicles being continually hit by other vehicles.
- Children having to run out from behind parked cars.
- Parents to walk on the road during school runs due to restricted pathways.

3.6. A raised table has been provided on Brunel Drive directly in front of the community centre measuring approximately 45m in length. Raised tables are also provided at key locations along Brunel Drive, including at the various junctions.

3.7. Street lighting is provided along Brunel Drive.

3.8. Apart from a short length of 'No Waiting At Any Time' restriction at the southern end of Brunel Drive, there are no parking restrictions in force along the road.

3.9. Traffic data has not been provided and is not available for the site.

- 3.10. Traffic data, including the number of vehicles that require a parking space, is likely to be required before a decision can be reached on this application.
- 3.11. The following image, taken from online images, shows the existing layout in front of the Community Centre: -



*Image 1:- Existing layout adjacent to Community Centre*

## **INITIAL APPRAISAL**

- 4.1 In the application HTC request that consideration be given to measures that would resolve the current parking issues in front of the community centre but in additional information subsequently provided, the Town Council also identify a more extensive range of problems that the residents are concerned about.
- 4.2 Looking at the key elements of these problems: -
- If the problems are due to insufficient parking capacity, then a solution could be to consider options to increase the amount of parking provision for the sole use of the community centre patrons. This could involve widening of the road to provide more width which would allow drivers to park along the side of the road whilst still providing sufficient width for two-way traffic. This, however, is likely to require additional land (potentially private), would be very expensive to deliver and is unlikely to be used solely by community centre visitors.
  - If the problems are associated with drivers not realising that the community centre car park is available, especially during darkness, consideration could be

given to providing additional signage and illuminating the car park sign so that drivers see this more clearly.

- If, however, the problems are associated with insufficient car parking provision for residents combined with poor driver behaviour, these are more significant issues that are unlikely to be resolvable through the community match process.
- 4.3 The introduction of new 'No Waiting At Any Time' restrictions would help prevent parking where these are laid but may not be popular with the adjacent residents and would also require enforcement to be effective. The introduction of parking restrictions would have to have the full support of all statutory consultees and the local community before the traffic orders for a scheme of this nature could be processed. Sussex Police have previously advised that they are unlikely to support measures that require police enforcement to remain effective.
- 4.4 A system of additional traffic calming features is not guaranteed to resolve all of the identified problems and are likely to be too expensive an option to be considered for Community Match funding.

## SCHEME COSTS

### Design Cost

- 5.1. At this stage, providing an accurate indication of the likely design cost is not possible as this would depend on the scope and scale of work being provided. Accurate indications will be provided should you apply for match funding.
- 5.2. Design costs can range from a few £1,000's to over £25,000 depending on the complexity of the scheme. Please refer to the ESCC Community Match website for more information.
- 5.3. As a guide, the design process to introduce additional "No Waiting At Any Time" restrictions could cost upwards of £15,000, taking into consideration the Traffic Regulation Order processes that would need to be followed. (Traffic Regulation Orders would require the full support of all Statutory Consultees including ESCC and Sussex Police.) Additional design costs would be incurred for a scheme that introduces additional traffic calming features.

### Construction Cost

- 5.4. At this stage, providing an accurate indication of the likely construction costs is not possible as this would depend on the scope and scale of work being provided.
- 5.5. As a guide:-
- The introduction of additional signing and parking restrictions would be relatively cheap options to deliver, costing in the region of £10,000 to construct.



- The installation of additional parking facilities is likely to cost in excess of the £120,000 Community Match threshold.
- The introduction of additional traffic calming features such as buildouts and raised tables / humps is likely to cost around £10,000 per feature and it is estimated that a minimum of 8 additional features would be required. Based on this it is unlikely that a scheme of this nature would be a suitable candidate for Community Match funding.

*Note:- Simple measures, including modifying road markings and signs or carrying out improvements to existing dropped crossing points, are likely to be relatively cheap to construct and are good candidates for consideration for community match funding.*

### **Overall budget estimate**

- 5.6. Based on a simple scheme that introduces additional parking restrictions by Traffic Regulation Order a budget of up to £25,000 should be assumed for design and construction works.
- 5.7. For a simple scheme that introduces additional signing and lighting for the car park entrance a budget of up to £20,000 should be set aside for design and construction works.
- 5.8. These figures would exclude the cost of any alterations to Statutory Undertakers apparatus which would be additional.
- 5.9. More extensive schemes that introduce additional traffic calming features or parking provision are likely to exceed the £120,000 threshold and would not, therefore, be suitable candidates for Community Match funding.

### **General**

- 5.10. It is assumed that the community would be in full support of the scheme. Previous experience has shown that where the communities have not been supportive of the proposals, this has resulted in longer design processes and increased costs as further consultations and re-iteration of the designs are required.
- 5.11. Should the Town Council wish to progress with a scheme an itemised design and supervision cost will be provided which will include feasibility (where required) preliminary and detailed design work together with any associated costs e.g. topographical survey, investigative cores and, potentially, legal costs.

***Note:- ESCC's contribution towards the cost of any measures is 50% of the total design and construction costs, but is capped at £60,000 and is dependent on the potential for any scheme meeting the objectives of***

**ESCC Local Transport Plan. If the Community Match application is successful, the community will need to provide a minimum of half the costs of the design and construction work.**

**A scheme estimated to be over £120,000 in total value will not be considered for Community Match funding. Where it is identified that the total cost is likely to exceed the £120,000 threshold, the applicant will be advised to deliver the proposals under a Section 278 Agreement with ESCC.**

#### Typical risks to delivering scheme

- 5.12. The following table summarises the typical risks that could arise in delivering a scheme.

*Table1: Risks to delivery*

Risks	Mitigation Measures
Capital Cost to implement scheme considered too high for County Council to part fund	Early engagement with County Council Offices through Community Match Application process
Scheme not supported by the community leading to increased design time and cost to address objections to the project.	Parish to conduct earlier stakeholder engagement before application stage to ensure there is support to the project.
Scheme not supported by Statutory bodies and stakeholder groups, including ESCC Road Safety leading to abortive design costs or protracted design phase to re-develop options or address objections to the project.	Early engagement with stakeholder groups is required to establish if the principals of the scheme are acceptable, preferably before application stage.
Insufficient details of the site, such as underground apparatus and base mapping data to sufficiently develop a design to give confidence in scheme costs	Additional data to be obtained if the scheme is taken forward. This could, potentially, involve the commissioning of a topographic survey.



## CONCLUSIONS AND RECOMMENDATIONS.

- 6.1. HTC would like to introduce measures to resolve parking problems associated with inconsiderate parking along Brunel Drive, Hailsham, particularly adjacent to the James West Community Centre. HTC have identified a range of resident's concerns following a consultation they recently undertook.
- 6.2. Based on the data available this initial appraisal has looked at whether there are any proposals that would meet the criteria for consideration for Community Match funding.
- 6.3. From this it has been concluded that a scheme that introduces additional parking restrictions through a Traffic Regulation Order could, possibly, be considered but the effectiveness of these measures would rely on enforcement. Drivers would be more inclined to ignore the parking restrictions once it is known that enforcement is unlikely. It is not guaranteed that support to this measure would be received from ESCC or Sussex Police.
- 6.4. Additionally, a scheme that improves signing / lighting to the car park entrance would be a good candidate for Community Match funding.
- 6.5. A scheme that introduces additional parking provision or traffic calming features **would not** be suitable for consideration.

The main reasons for this decision are that: -

- *The total cost is likely to exceed the £120,000 threshold.*
  - *The proposals are unlikely to be supported by Sussex Police.*
  - *The proposals may require the acquisition of third-party land.*
- 6.6. Should the parish still wish to progress with a scheme of that delivers additional traffic calming or introduces additional parking provision it is recommended that they contact ESCC and follow the process for entering into a Section 278 Agreement to deliver the measures.
  - 6.7. If the parish wish to progress with a basic scheme to introduce additional parking restrictions and / or additional signing and lighting to the car park entrance, it is recommended that they make a formal application under the Community Match initiative for match funding provided that the community fully support the measures.
  - 6.8. It is understood that the next round of applications will be considered by the Lead Member T&E at her next decision-making meeting. These meetings are held in June and December.

## Community Match Projects Scope

The following document provides guidance on issues to consider and the type of road safety and local transport schemes that can potentially be match funded and implemented through Community Match Programme.

If you would like to discuss your scheme before applying, please contact [contracts.managementgroup@eastsussex.gov.uk](mailto:contracts.managementgroup@eastsussex.gov.uk)

### Important factors to consider for all schemes:

- We can only consider schemes proposed on land managed by East Sussex Highways
- We can only consider schemes with total estimated costs of £120,000 or below
- All schemes should conform with [East Sussex County Council Highway Asset Management Policy](#)

### Road Safety Audit

- Schemes that alter the highway layout or involve changes in traffic pattern or control will need assessing through a Road Safety Audit (RSA).
- RSAs are an independent assessment of scheme design and construction. They seek to minimise the likelihood of injury that may result from the scheme. Audit processes for an RAS will require additional time.

- It is important to highlight that as this is an independent process that happens after the scheme design, it may be necessary to implement changes to the design in order to enable construction.
- RSAs are an independent process conducted after the scheme design. An RSA may suggest changes to enable construction.

### Traffic Regulation Order

- Schemes including speed limit changes and parking restrictions will need a Traffic Regulation Order (TRO) to enable enforcement. A TRO is required on all ESCC schemes that propose speed limit changes or parking restrictions. TROs cost a minimum of £3,000 and can take 12 to 18 months to deliver. There is a legal requirement to advertise and consult on TROs. If there are objections to the TRO, they will need to be considered by the County Council's Planning Committee.

### Consultation and Engagement

- Consultation and engagement with local residents, stakeholders and anyone who may be affected by the proposals, must be undertaken by the applicant before Community Match application is submitted.
- Applicants must evidence that they have reached out to the whole community, not just residents that will benefit from the scheme. Feedback from residents must evidence public support. For example if a scheme was proposed within a village of a Parish, it would be necessary to demonstrate that the views of residents within the whole parish had been consulted. For example, this could be through a questionnaire in the Parish Newsletter and a public meeting.



- Should the scope of the scheme change during any point of the application, it will be necessary to reconsult and evidence outcomes.

### Cost and Design

- In addition to the costs of installation and materials, all schemes will incur design costs.
- Design costs include estimates from highway engineers, technical staff, and specialist designers who may be involved in works, i.e., structural engineers, street lighting designers, etc.
  - Design costs can form 10%-25% of the total cost of a scheme, depending on the complexity of works involved.
- Additional costs will incur if traffic management measures are required for installation, such as closing footpaths and/or roads. Charges will cover costs for traffic safety management, temporary lights, and signage. For example, temporary lights for one week to enable the change of a speed limit are approximately £4200, depending on the nature of the site and the traffic management light requirements.

### Utilities, Agencies and Other Considerations

- Schemes that involve excavating the highway such as installing bollards, railings, or posts, will be subject to a Statutory Undertakers Survey (or utility survey) as prescribed by the law.
  - A utility survey will determine the feasibility of a design route and ensure proposed works do not encroach on existing electric, gas, telecommunications, and water supplies.


- Signs and posts must conform to [Traffic Signs Regulations and General Directions 2016](#) (as amended) and adhere to relevant standards. This means that signs need to conform to designs and standards set out within the policy.
- Upright installations (such as posts and bollards) on high-speed roads (50mph and above) must be passively safe. Bespoke passively safe supports will cost more than standard installations.
- Should proposed works be near to railway lines, a statutory Basic Asset Protection Agreement (BAPA) will be drafted between the Local authority and Network Rail to mitigate risks to railway workers and users.
  - Costs for a BAPA could exceed £2000. Design submissions will need to be approved by Network Rail before works commence, which can add significant lead time to schemes.
- Should proposed works be near to bodies of water (i.e., rivers, streams, reservoirs, and lakes), the Environmental Agency will need to complete investigations and surveys. This will add time onto schemes and could incur extra charges.

### Traffic Survey

- If a proposed scheme is a speed or traffic related issue, a speed or pedestrian survey will need to be carried out prior to completing a Community Match Appraisal Application. Additional charges will apply. For example, if a parish wish to reduce speed limits through a village, a traffic survey should be carried out at each location where the speed changes or a new speed is introduced, and along the stretch of road in between the new speeds. Charges range from £350-1000 per location.
- Please contact [transport.monitoring@eastsussex.gov.uk](mailto:transport.monitoring@eastsussex.gov.uk) for a speed or traffic survey or to find out more about traffic surveys.

## Community Match Scope

The following table provides guidance for the type of schemes that may be eligible for match funding and implementation through the Community Match Programme. Other schemes not covered in the list will be considered, providing they conform to national legislation, regulation, approved policies, guidance, and best practice. Information provided in this document should only be used as a guideline to inform applications during the initial process. Costs provided are indicative. Actual costs of schemes may only be determined at detailed design stage. Costs provided give an indication of final costs of schemes, including design, installation, and materials. They do not include the cost of the Community Match Appraisal.

Road Markings	
	<p>Road markings are effective, low-cost traffic management measures. They provide information to drivers to enable them to safely negotiate the road layout and hazards ahead. All road markings must conform to the Traffic Signs Regulations and General Directions 2016 (as amended).</p> <p><b><u>Previous example:</u></b></p> <ul style="list-style-type: none"> <li>- In 2023, an East Sussex Village applied for improvements to signage and road markings along a busy road to highlight the presence of a school and enhance road safety. The expected costs are in the region of £8,500.</li> </ul>

## Speed Limits



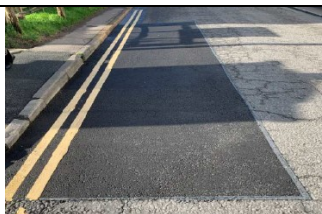
To determine whether a new speed limit is justified and supported, a speed survey will be required. Surveys must be carried out in accordance with the relevant guidance. Multiple surveys may be necessary. Consultations with the Police will be necessary before a change in limit is agreed. If a change to an existing speed limit is appropriate, a traffic regulation order (TRO) will be required.

### Previous example:

- In 2022, a village applied for a speed limit reduction on a road used as a crossing between a school and local woodlands which is used for outdoor learning activities. The package of works included enhanced gateway features at either end of the proposed new speed limit, installation of repeater signs and roundels on the road, and improved warning signs and slow markings to better highlight junctions. The expected costs are in the region of £60,000.

## Parking Restrictions

Parking restrictions are used to prevent vehicles parking at the side of the road. Double yellow lines are the most common parking restriction used - they do not allow vehicles to park at the side of the road at any time. Installation of new parking controls and changes to existing ones will be dealt with by the local authority on a periodic basis every few years. However, changes to parking controls can be considered by exception. Schemes



that involve the creation of new double yellow lines or other types of parking restriction must have a Traffic Regulation Order (TRO) to ensure that they are enforceable. The cost of the road markings and associated road signs will likely account for a much smaller proportion of the total cost of the scheme depending on other factors as detailed at the start of this document.

**Previous examples:**

- In 2017, double yellow lines were introduced to a road in East Sussex at a cost of £1,500.
- In 2019, double yellow lines were introduced to a road in East Sussex at a cost of £10,500. This cost included patching and resurfacing works which were required for the installation of new road markings.

**Dropped Kerbs**

Dropped kerbs aid pedestrians crossing roads by providing a level surface. These measures are particularly helpful for visually impaired pedestrians and wheelchair, mobility scooter and pushchair users. Dropped kerbs may be requested to improve the route to or around a town or village, the doctors or other shared services. The Department for Transport have published guidance on the use of tactile paving, which must be followed. Tactile





paving is a textured ground surface to assist pedestrians who are vision impaired. Tactile paving will incur extra charges and, if used, should be installed on both sides of the junction.

**Previous example:**

- In 2023, a small town in East Sussex proposed a Community Match scheme including the addition of double yellow lines on the four corners of a crossroads, with new dropped kerbs and tactile paving on the same four corners. Expected costs are in the region of £10,000.

**Signage**



Traffic signs (or road signs) placed at the side of the road give instructions or provide information to road users. All signage should conform to the Traffic Regulations and General Directions 2016 (as amended). If illumination of signs is legally required (or recommended for safety reasons), additional charges for electrical works will be incurred. It may be necessary to erect two posts, dependent on location and exposure to winds, which will be confirmed during the design process.

**Previous examples:**

- In 2018, a seaside town in East Sussex applied for 12 new tourist signs to be erected at key locations. Signs were mounted onto varying post types and a small proportion of the signs were double sided. The total cost of the scheme was £12,500.

- In 2023, an East Sussex Village applied for the improvement of signage and road markings along a busy road to highlight the presence of a school and enhance road safety. The expected costs are in the region of £8,500.

## Traffic Calming



Traffic calming encourages traffic slow down in a specific section of a road. It aims to encourage safer, more responsible driving.

### Examples of types of traffic calming schemes that may be eligible Community Match:

- A typical mini-roundabout (without re-surfacing of the road) with signing and lining.
- Two pairs of double speed cushion layouts and associated works such as signing and lining. The Road Hump Regulations must be adhered to.
- A speed control table with crossing point and associated works such as coloured surfacing, street lighting, signing, and lighting. It is recommended that warning signs are erected upon approach to the speed hump.
- Coloured surfacing can be applied to roads to indicate a change of speed limit or enhance other warnings (such as at a SLOW road marking approaching a hazard).
- All traffic calming must conform to the relevant guidance and may be subject to advertisement and consultation.



### Previous examples:

- In 2020, a town in East Sussex paid £52,000 for the design, supervision and installation of a traffic calming scheme. The scheme involved the disconnection and removal of existing signage, erection of new illuminated signage and reflective bollards. Slow markings were laid on red surfacing and additional markings were applied to the road surface.
- In 2019, a village applied for new flashing school signage to be installed at a cost of £4,600.
- In 2022 a town installed speed limit gateways, red surfacing and additional road markings at a cost of £12,500.
- In 2020, a town in East Sussex increased pedestrian accessibility and safety by installing buildouts at a busy intersection close to a college. Build outs were designed and installed at a cost of £40,000 for each buildout. This included £10,000 design costs.

### **Pedestrian Crossings and Islands**



Pedestrian crossings and islands are used to help pedestrians cross roads. Islands reduce the distance that a pedestrian must cross in one go and can be helpful on busy roads. The appropriate type of crossing will depend on the location, numbers of pedestrian and vehicles, speed of traffic and other factors. Dropped kerbs and tactile

paving is typically provided at all types of crossings. Installation of islands may require widening of the road which will increase costs. See the section below for costs.

## Section 278 Projects

East Sussex County Council support match funding for schemes with total costs of up to £120,000. However, East Sussex County Council can authorise third parties to carry out highway improvements that exceed this limit. Community Match applications that intend to source private and approved contractors to design and complete works will need a Section 278 agreement under the Highways Act (1980). East Sussex County Council will process Community Match fund matching up to £60,000. Funding will be considered on a case-by-case basis. More information can be found on the [East Sussex County Council Section 278 webpage](#).

### Section 278 examples:

- In 2021, a new pedestrian crossing was designed and constructed. Drainage improvements were completed as part of the works. The total cost was £370,000.
- In 2018, a puffin crossing was designed and installed as a cost of £190,000.
- In 2017, a pedestrian crossing was installed in a village at a cost of £117,000.
- In 2017, bus stop improvements were designed and completed. Works included installing a new shelter, raising and dropping kerbs, and installing accessibility features, at a total cost of £120,000.
- In 2020, basic repairs were made to 13km of cycleway, where crushed limestone was rolled down to create a new surface. The total cost was £226,000 with an average cost of £18 per meter.