

ASSETS MANAGEMENT COMMITTEE

AGENDA

**NOTICE IS HEREBY GIVEN OF a meeting of the
ASSETS MANAGEMENT COMMITTEE
to be held in the Civic Community Hall (WDC)
Wednesday 12th March 2025 at 7.00 p.m.**

1. **Public Forum**
(No more than 15 Minutes)
2. **Apologies for Absence**
To receive apologies for absence of appointed members.
3. **Declarations of Interest**
To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.
4. **Minutes of Previous Meeting – Assets Management Committee**
 - 4.1 To resolve that the Minutes of the Meetings of the Assets Management Committee held on Wednesday 12th February 2025 may be confirmed as a correct record and signed by the Chairman.
 - 4.2 To receive an update about progress of resolutions from the last meeting of the Assets Management Committee on 12th February 2025
 - 4.3 To receive updates on current asset projects.
5. **Reserves/CIL**
To note the current position
6. **Vicarage Field Toilets**
To consider ongoing issues regarding the public toilet facility
7. **Memorial Bench policy**
To consider adopting the policy
8. **Hailsham Bonfire Society**
Discussion regarding putting a container at the Barn for their use.
9. **Skatepark Repairs**
To consider funding options for the Skatepark Repairs

10. **Confidential Business**
To resolve that the press and public are excluded during the discussion on the next items on the agenda (11 – 14) as they concern: the terms of tenders for contracts or negotiations or would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted (In accordance with the Council's Standing Orders No. 1E).
11. **Cemetery**
To receive an update on the cemetery issues.
12. **Post Office**
To consider the Cash transferal system quote.
13. **Streetlights**
To consider arrangements and the contract for streetlight maintenance and repair
14. **Cemetery Path Tender**
To consider the tender the cemetery path work



John Harrison, Town Clerk
6th March 2025

Committee Membership

Councillors:

A. Blake-Coggins

C. Bryant

B. Carpenter

D. Chapman

A. Clarke (Chair)

P. Holbrook

M. Laxton (Vice Chair)

C. Mitchell

G. White

Substitute Members

Councillors:

K. Blundell-Smith

F. Clake

N. Hayes

D. Rusu



Memorial Bench and Memorial Tree Policy

Owner	John Harrison, Town Clerk
Reviewer	Karen Giddings, Planning and Communities officer Emily Hastings, Corporate Services Manager
Previous versions	Memorial Bench Policy July 2020
Templates used/adapted	
Approver	Finance & Governance Committee
Date approved	Will be added in when approved
Date of next review	2 years
Related policies/procedures	
Policy covers	Hailsham Town Council

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1- Introduction

- 1.1 Hailsham Town Council supports the needs and principles of allowing memorial benches **and memorial trees** within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Town Council will ensure that the issue is managed and regulated for the mutual benefit of all.
- 1.2 It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

2- Locations for memorial benches and memorial Trees or Shrubs

- 2.2 Memorial benches or trees can only be placed on Town Council owned land. Placing benches or trees on land owned by third parties will not be considered.
- 2.3 The Works Manager to meet with the purchaser of the bench to decide on the best location.
- 2.4 The Operations and Facilities Manager and Works Manager to be consulted in the proposed location of any memorial benches before a final decision is made.
- 2.5 Only sites which do not already have a sufficient number of benches will be considered.
- 2.6 Requests for memorial trees may be considered on Council owned land, only if an appropriate area can be found. Any requests to plant memorial trees must be in consultation with the Works Manager.
- 2.7 Only semi mature memorial trees will be considered for planting. Species of tree to be agreed with the Works Manager and sourced from the Town Council's chosen supplier.
- 2.8 Due to lack of space, no further memorial benches or memorial trees can be placed at Hailsham Cemetery. A rose bush or similar may be able to be placed at the Cemetery, in consultation with the Cemetery Manager and the Burials Officer.

3- Charges

- 3.1 A charge of £50 will be taken for the planting of the memorial tree or memorial bush (to include stakes and an irrigation system).
- 3.2 An installation fee of £100 to be paid for memorial benches, before the completion of the installation.
- 2.3 Slabs can be provided and placed in front of a memorial bench. The cost of the slabs and cost for installing the slabs will be charged before installation of the bench.

4- Terms and Conditions

- 4.1 All applications for memorial benches should be completed on the official request form and be signed by the applicant.
- 4.2 All **memorials (benches, trees, shrubs)** must be paid for by the applicant before the completion of the order and installation by the Town Council. Benches will be purchased by the Parish Council from their approved supplier in consultation with the applicant.

- 4.3 The Town Council reserves the right to move the location of the bench should the need arise, for purposes such as grounds maintenance or reasons of safety, or for any other purpose deemed reasonable. The bench will be relocated as near to the original location as possible.
- 4.4 The Town Council will limit the number of memorial benches in particular areas.
- 4.5 The Town Council will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Town Council is in possession of current contact details.
- 4.6 The Town Council reserves the right to remove any memorial benches that have been damaged and are in the view of the Operations and Facilities Manager and Works Manager, beyond economical repair, or have not been repaired within 4 weeks of notification of the original applicant.
- 4.7 The Town Council accepts no liability for damage to any memorial bench from vandals, third parties or whilst the Town Council carries out routine maintenance.
- 4.8 Benches will be of structure, design and colour approved by the Town Council to be in keeping with the intended location, to minimise the need for maintenance and maximise the expected 'life' of the bench. For avoidance of doubt the approved structure, design and colour will be discussed with the applicant on receipt of the application.
- 4.9 Memorial plaques fitted to benches to be a maximum size of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater. The plaque shall be installed with non-return security screws.
- 4.10 Memorial engravings to be placed in the centre of the upper most lath of the back of the bench.
- 4.11 The wording of all engravings or memorial plaques is to be agreed and approved by the council.
- 4.12 No additional mementoes e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc. shall be permitted on or around the bench.
- 4.13 The Town Council accepts no replacement liability for the plaque or the bench at the end of its useful life and will dispose of any such bench. Any replacements of benches or plaques will be the responsibility of the original applicant.
- 4.14 Any maintenance carried out by a third party will be in strict agreement with the Town Council and by appointment only.
- 4.15 All decisions made in relation to this policy will be done so by the Facilities and Operations Manager and Works Manager, in consultation with colleagues and the original applicant, and will remain final decisions.

Memorial Bench Enquiry Form

Please complete and return to:

Hailsham Town Council, Inglenook, Market Street, Hailsham, East Sussex, BN27 2AE or enquiries@hailsham-tc.gov.uk

Contact Details	
Name	
Address	
Telephone Number	
Email Address	
Location	
I would like my bench to be placed	
Memorial Plaque	
Name	
Memorial Message (for council approval)	

Signed

Date

Memorial Bench Form of Agreement

This Form of Agreement is for Memorial Bench to be placed in a Public Area for the natural life expectancy of the bench.

Memorial Agreement between Hailsham Town Council and:

Contact Details	
Name	
Address	
Telephone Number	
Email Address	
Location	
Agreed location of bench	
Memorial Plaque	
Name	
Approved Memorial Message	

Once the bench has reached the end of its natural life (approximately 15 years), the bench and plaque may be removed. A request to purchase a new replacement bench can be made at the appropriate time. The Council cannot guarantee against theft or vandalism and will not be able to replace either the bench or plaque in this event.

I understand and agree to all the conditions above and enclose my pictorial design statement for approval.

Signed

Date