

ASSETS MANAGEMENT COMMITTEE

AGENDA

**NOTICE IS HEREBY GIVEN OF a meeting of the
ASSETS MANAGEMENT COMMITTEE
to be held in the
Summerheath Hall, Summerheath Road, Hailsham, BN27 3DR
Wednesday 16th April 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. **Food Bank Community Growing Project**
To consider a request for access to an area of HTC owned land
6. **Hailsham Bonfire Society**
Discussion regarding putting a container at the Barn for their use.
7. **Reserves/CIL**
To note
8. **Vicarage Field Toilets**
To consider ongoing issues regarding the public toilet facility
9. **Memorial Bench policy**
To consider adopting the policy

10. **Maurice Thornton Playing Field**
To consider the funding of the new access gate on the Maurice Thornton Playing Field
11. **Hailsham Country Park**
To consider a request to use Hailsham Country park for Football training on a temporary basis.
12. **Confidential Business**
To resolve that the press and public are excluded during the discussion on the next items on the agenda (13 – 18) as they concern: the terms of tenders for contracts or negotiations (In accordance with the Council's Standing Orders No. 1E).
13. **Western Road Recreation Ground**
To consider the proposed hard-standing area and beacon.
14. **Post Office**
Cash transferal system quote.
15. **Streetlights**
To consider arrangements for streetlight maintenance and repair
16. **Skatepark**
To consider funding the repairs for the skatepark from CIL
17. **Anglesey Avenue Bus Shelter**
To consider the repair of the lights on the Anglesey Avenue Bus Shelter.
18. **Country Park Lake**
To consider a request to lease the fishing lake at the Country park

John Harrison, Town Clerk



10th April 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

Report to:	Assets Management Committee
Date:	16th April 2025
By:	John Harrison – Town Clerk
Title of Report:	Food Bank Community Growing Project

PURPOSE

To consider a request for access to an area of HTC owned land

BACKGROUND

Email received 27.03.2025

Hi John,

Proposal for a community project - to be added to the agenda for your meeting on 16 April.

The project is for the community of Hailsham and is focused around growing vegetables.

It would be 3 veg planters (or 5 small planters if that would be better for the space) preferably somewhere in the centre of town, or if not, then just outside of town.

Volunteers would plant them up and look after the vegetables all year round, meeting once a week to tend the veg together and then taking their turn on a watering rota for the dry weeks. The crops would be free for anyone passing to pick and take home.

The funding has been offered by Wealden Food Partnership and would be coordinated by We Grow. I head up We Grow, as well as my role at the Foodbank - so the project would effectively be a partnership effort between these 3 organisations, although I would lead it and make sure everything is planned out and set up over the next few months, as the funding needs to be spent by September.

If you'd like to see more of We Grow's work the website is www.wegrow.org.uk

This funding is a rather tight turnaround - we need to let Wealden Food Partnership know our plans within the next couple of weeks.

I'm happy to come in and chat with you or other Staff or Councillors before your meeting if that helps. And also happy to come and speak at the meeting.

Best Wishes,

**Community Engagement & Campaigns Lead
Hailsham, Uckfield and Crowborough Foodbanks**



RFO EARMARKED RESERVES REPORT TO ASSET MANAGEMENT COMMITTEE 10TH FEBRUARY 2025

Attachments

Earmarked Reserves at 31st December 2025

Committed Reserves at 10th February 2025

- The Earmarked Reserves report is produced from the accounts system and shows **actual** movements year to date (note there are some reserve movements regarding work to the Youth Service church building which are yet to be processed through the accounting software so please refer to the Committed Reserves report for the remaining 2023/24 CIL Reserve fund).
- The Committed Reserves report is a spreadsheet maintained and updated by the RFO in year to track spending which the Council has committed to against specific reserves but which may not have been drawn down.

Notes on Reserves

Councils are expected to maintain three types of reserve as follows:

General or Revenue Reserves – Essentially our cashflow. A well-prepared Council should show at least three to six months running costs in the GR at the year end.

Earmarked Revenue Reserves – Ringfenced revenue which has been set aside from the budget against specific projects. Note that revenue expenditure can be made to acquire capital assets, however on disposal of that asset the funding remains capital expenditure and cannot be returned to the revenue budget.

Earmarked Capital Reserves – Generally consisting of capital receipts through disposal of assets and/or S106 or Community Infrastructure Levy. Used to fund capital projects. Capital assets can be used to generate revenue income (rental or lease income, for example) but Council should be mindful that all capital acquisitions carry a revenue liability for ongoing maintenance which should be met by the revenue budget (excepting any major refurbishment/improvement work which may qualify under the CIL criteria). Any report assessing a capital outlay should include an evaluation of the ongoing impact on the revenue budget from the point of acquisition.

4th Quarter Items for Noting

- The project to refurbish the Cemetery WC's has started and expenditure is being monitored by both the Operations & Facilities Manager and the RFO.
- The project to refurbish the Inglebrook/FDL building has started and expenditure is being monitored by both the Operations & Facilities Manager and the RFO.

- Hailsham Football Club have made a request to drawdown the £70,000 that was ringfenced against a clubhouse ramp. Further information on the project, including evidence of cost/spend, has been requested by the RFO. This was noted by Full Council at it's meeting of 6th February 2025 and an update will follow in due course.

Rebecca White
Responsible Finance Officer
10th February 2025

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
321 EMR - CIL 19/20	31,331.02	-31,331.02	0.00
322 EMR - CIL 20/21	123,824.58	-123,824.58	0.00
324 EMR - CIL 22/23	688,269.29	-688,269.29	0.00
325 EMR - Ripley's Land	19,791.49		19,791.49
326 EMR - Historical Commuted Sum	7,113.16	-7,113.00	0.16
328 EMR - Ripley's POS	23,790.28		23,790.28
329 EMR - Street Lighting	26,508.91	-16,239.01	10,269.90
330 EMR - S106	1,757.07		1,757.07
331 EMR - Comm Building Project	18,618.00		18,618.00
333 EMR - Youth Services	29,898.00	-29,530.99	367.01
335 EMR - Cemetery New Burial Fund	17,500.00		17,500.00
336 EMR - Transport GRant Balance	3,100.00	-350.00	2,750.00
337 EMR - NHP	12,792.00	7,208.00	20,000.00
342 EMR - Changing Places	4,114.42	-455.72	3,658.70
344 EMR - Cemetery Lodge Boiler	3,617.00		3,617.00
348 EMR- Revitalization Fund	21,118.00	-16,887.00	4,231.00
350 EMR - Storm Damage	4,900.00		4,900.00
355 EMR - 4 Market Square Roof	6,000.00		6,000.00
356 EMR - Allotments	5,310.00	332.10	5,642.10
357 EMR - CIL 23-24	1,343,764.58	-71,362.40	1,272,402.18
358 EMR - Air conditioning Units	1,750.00		1,750.00
359 EMR - CIL 24-25	0.00	1,275,219.21	1,275,219.21
	2,394,867.80	297,396.30	2,692,264.10

Report to:	Assets Management Committee
Date:	16th April 2025
By:	Cllr Glynn White
Title of Report:	Vicarage Field Toilets

PURPOSE

To consider ongoing issues regarding the public toilet facility

BACKGROUND

As I mentioned at the last assets meeting, I have a concern that I feel needs raising at the next one. Namely the operation, and otherwise, of the Vicarage Field toilets.

A couple of weeks back I reported several things, via Kaylee, that were causing me concern. There was graffiti on both the inside and outside of the doors, but that was the least of my concerns. There was evidence of the cubicles being used for drug taking, with 'bong' making equipment left on the floor, and blankets left from sleeping. All these problems, apart from the internal graffiti, appeared to have been cleaned by the next day.

Since then, I have had reports, and have checked myself, about further misuse of the facilities. I've been approached with further reports of drug taking, but upon checking I could find no direct evidence, though I did observe, whilst waiting for my wife, three young girls/women enter a cubicle together! I did, however, find evidence of the disabled toilet being slept in, the shower being used for clothes washing, and the clean washing being left to dry on the grill over the heater.

I am also well aware that these toilets are electrically heated, with the thermostats being accessible to the public. The toilet doors are very often left wide open, so all heat escapes to the air. Thermostats have been found set as high as 26 degrees C, and that is obviously a great expense.

Perhaps some of these things, like the graffiti, were anticipated before the toilet's installation, but I'm certain that others weren't.

So, I ask the question what can be done? The disabled toilet opens with a readily available RADAR key, but is it (can it be) locked alongside the other toilets overnight? Can the heater thermostats be blocked of and set only on 'frost protect mode? Can blue lights replace the white ones, as this could help prevent intravenous drug use? Can a self-closing mechanism be fitted to the doors?

There are probably not easy answers to some of these and other, questions. That is why I think it ought to be raised at the next Assets Meeting.

Please let me know your thoughts.

Best Regards

Glynn.

Councillor Glynn White
Hailsham Town Council



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