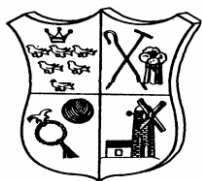


HAILSHAM TOWN COUNCIL

ASSETS MANAGEMENT COMMITTEE



REPORT (Minutes) of the Assets Management Committee held in the Fleur de Lys Meeting Room, Inglenook, Market Street, Hailsham on Wednesday 11th February 2026 at 7.00 pm.

AMC/25/4
/82

Public Forum

Councillor Caira said that as there was nowhere else to raise this matter on the agenda, he would do so here. He asked was a business case provided before the purchase of The Hive, what bookings for it had been taken and was it known that it leaked?

The Chairman responded that this would be an agenda item for the next meeting..

83

Committee Members Present

Councillors: C. Bryant, M. Caira, A. Clarke (substituting for A. Blake-Coggins), P. Holbrook (substituting for B. Carpenter), M. Laxton, C. Mitchell, and G. White.

Also in attendance: Councillor D. Chapman.

Officers in attendance: J. Harrison (Town Clerk), T. Lee (Operations Manager) and D. Saxby.

84

Apologies For Absence:

Apologies for absence were given and accepted from Councillors A. Blake-Coggins and B. Carpenter.

85

Declarations of Interest

No agenda items were given.

Minutes of Previous Meeting

86.1

Councillor Bryant said that he did not declare an interest in respect of the Boxing Club; the company's name was Oaklea, not Oakleaf and it was also agreed to approach Hailsham United Football Club in respect of the placement of the Pump Track.

86.2

RESOLVED that the Minutes of the Meeting of the Assets Management Committee held on Wednesday 11th December 2025, as amended, be confirmed as a correct record and signed by the Chairman.

87

Update on Current Projects and Resolutions

Mr Lee reported the following:

Resolutions from last assets 17.12.2025

1. Western Road Subcommittee has had first meeting Thursday 5th February, agenda item.
2. Bridge Orchard Park, Scheduled for Spring.
3. Street light Eastwell Place, Column being installed W/C 9/02/26 and the lamp the following week.
4. Pump Track. Hellingly Parish Council has not been contacted yet.

O&F Updates

1. 1 Market Square is now complete.
2. Cemetery waiting room internal completed. (UK power networks have now made safe the electrical connection) Facias and soffits to be completed during February
3. Grounds Maintenance tender awarded (drafting contract)
4. The Station works awaiting structural engineers report, plaster work has started.
5. Union corner application submitted to WDC.
6. Condition report works for year 1 nearly completed, full report on year one will be brought to assets on completion of year one.
7. Common Pond pathways still awaiting additional quotes.
8. Staff appraisals completed
9. Replacement vehicles arriving, two still to arrive due April.
10. Updating procurement processes and methods to comply with new procurement act 2023, new scoring matrix devised, ITT document currently being revised.
11. Strategic plan:- introduced a CAFM/compliance management programme to implement the digital transformation, this covers everything in the Facilities and asset management strategic plan that was submitted at the strategic committee meeting on 20th October. Construction has started and audits and risk assessments are being built.
12. Starting a review of all HTC leases with RFO, leases will be added to compliance system for scheduled rent reviews and renewals. Target June 2026
13. Pet cemetery works starting W/C 09/02/2026.
14. Roof repairs to Grovelands Barn Complete

88 **Finance Report**

Copies of the latest Finance Report had been circulated with the agenda.

It was noted that the HMI Club had yet to make any repayments on the loan given for a new roof, but they were pressing to start the repayments. The Town Clerk stated that the draft agreement was still in the hands of the Council's solicitors.

RESOLVED that if there was no immediate progress from the Council's solicitors, to remove from them and to draw up a loan agreement for the HMI Club.

89 **Western Road Recreation Ground Sub-Committee**

Councillor Chapman had circulated the minutes of the last meeting of the Sub-Committee meeting. He said that the Tennis Club, Football Club and Cricket Club were happy with the plans.

RESOLVED that any underspend of the £19,000 allocated for the beacon and hardstand be returned to General Reserves; and that this is delegated to Mr Lee.

90 **Policies**

Extreme Weather Policy

Copies of the Extreme Weather Policy were circulated with the agenda.

Councillor Mitchell said that the policy should be in the same format as other policies.

RESOLVED to agree the Extreme Weather Policy

This was agreed unanimously.

Street Lighting

A copy of the updated spreadsheet was circulated with the agenda.

91 **Elm Green**

The Town Clerk reported that there had been no operating streetlight for a number of years. It would cost £3,000 to reconnect the electricity supply.

RESOLVED to await the full lighting report before making a decision on this streetlight.

This was agreed unanimously.

92 **Stoney Lane**

The Town Clerk stated that Stoney Lane was in the Conservation Area and, therefore, the lanterns would have to be replaced like-for-like.

RESOLVED to wait for the energy efficiency report before making a decision on these streetlights.

This was agreed unanimously.

93 **James West Community Centre**

Mr Lee had circulated a proposed new table of fees.

RESOLVED to agree the increase in charges and to simplify the tariffs from 1st April 2026 as per the officer's report.

This was agreed unanimously.

94 **Western Road Water Leak**

Mr Lee updated the meeting.

RESOLVED to recommend to Council to fund the additional £15,400 + VAT for works to supply water within the football ground from the irrigation supply, subject to confirmation that it is drinking water. The money to come from CIL Receipts, subject to confirmation from Wealden District Council that this is permitted. If not, it is to come from Reserves.

Councillors Bryant, Cairn, A. Clarke, P. Holbrook C. Mitchell, and White voted for the resolution.

Councillor Laxton voted against the resolution.

95 **James West Equipment**

The officer's report was circulated with the agenda.

RESOLVED to recommend to Council that £2,000 is allocated to purchase gymnastic mats. The Grants' Officer to investigate if grants are available for this purpose.

This was agreed unanimously.

96 **Confidential Business**

RESOLVED that the press and public are excluded during the discussion on the next items on the agenda (12 to 15) as they concern: the terms of tenders for contracts or negotiations or matters that are otherwise not in the public interest (In accordance with the Council's Standing Orders No. 1E).

97 **Cricket Pavilion**

RESOLVED to write to the Cricket Club advising them that they need to inform Hailsham Town Council of their intention to undertake work on the Pavilion

beforehand.

This was agreed unanimously.

98 **HTC Leases**

Mr Lee said he had identified that all leases need to be reviewed.

Councillor Mitchell said that he was concerned about leases generally.

RESOLVED to form a sub-committee to look at HTC leases. The sub-committee to comprise of Councillors Bryant, Caira and Mitchell. The Sub-committee is to report to the Assets Management Committee.

The vote in favour was unanimous.

99 **A22 Connectivity Project**

RESOLVED to arrange a site meeting with Mr J. Wheeler of East Sussex County Council.

The vote in favour was unanimous.

There being no further business the meeting closed at 8.17pm.