

## **ASSETS MANAGEMENT COMMITTEE**

### **AGENDA**

**COUNCILLORS ARE SUMMONED TO ATTEND a meeting of the ASSETS MANAGEMENT COMMITTEE to be held at the Fleur-De-Lys Meeting Room, Market Street, Hailsham, BN27 2AE on Wednesday 11<sup>th</sup> February 2026 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**  
To resolve that the Minutes of the Meetings of the Assets Management Committee held on Wednesday 19<sup>th</sup> December 2025 may be confirmed as a correct record and signed by the Chairman.
5. **Update on Current Projects and Resolutions**  
To receive updates on current asset projects and resolutions.
6. **Finance Report**
7. **Western Road Recreation sub committee**  
To receive updates from sub committee meeting.
8. **Policies**  
To review extreme weather policy.
9. **Street Lighting**  
To receive updates on street lighting.
10. **James West Community Centre**  
To review current prices and price structure.
11. **Western Road Water Leak**  
To receive an update on status of the water leak and required repairs.

12. **James West Equipment**  
To consider a request for some additional equipment.
  
13. **Confidential Business**  
To resolve 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).
  
14. **Cricket Pavilion**  
To discuss the Cricket clubs proposed expansion.
  
15. **HTC Leases**  
To discuss current HTC leases.
  
16. **A22 Connectivity Project**

John Harrison, Town Clerk



5th February 2026

Committee Membership

Councillors:

- A. Blake-Coggins
- C. Bryant
- B. Carpenter
- M. Laxton (Chair)
- C. Mitchell
- G. White (Deputy Chair)



## Extreme Weather and Civic Emergency Policy

Owner	John Harrison, Town Clerk
Reviewer	Emily Hastings, Corporate Services Manager Kaylee Butcher, Corporate Services Officer
Previous versions	Procedure for extreme Weather & Civic Emergency 2010
Templates used/adapted	
Approver	Finance and Governance
Date approved	
Resolution number	
Date of next review	2 years
Related policies/procedures	Health and Safety Policy Statement <i>All policies should be read in conjunction with other policies where appropriate.</i>
Policy covers	All Hailsham Town Council
Revisions	

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# 1 Snow/Ice Clearing Arrangements

1.1 Under the **Occupiers' Liability Acts 1957 and 1984**, the Town Council has a duty of care to ensure the safety of all visitors to its premises and land. This includes:

- Footpaths from streets or car parks to main/staff entrances.
- Public access routes when inviting visitors to council premises.

1.2A Risk Assessment must be conducted and regularly reviewed to identify hazards, including snow and ice and outline mitigation procedures.

## 2 Office Access and Closure Protocol

In the event of extreme snow or Ice:

2.1 Initial Assessment: Determine if staff can safely access the car park and workshops. If not, safe access for others cannot be guaranteed.

2.2 Closure Decision: In consultation with the Chair of the Council and Senior Management Team (SMT), the Town Clerk may decide to close the offices.

2.3 Communication:

- Update the reception telephone message.
- Place a notice in the window.
- Use social media to broadcast the closure.

2.4 Responsibility: The Town Clerk is responsible for initiating or delegating these actions.

2.5 Ongoing Review: Weather conditions must be monitored to reopen offices as soon as practicable.

2.6 Early Closure: If conditions worsen during the day, staff may be sent home early for safety.

## 3 Partial Access and Delayed Opening

3.1 If some staff can access the premises:

3.1.1 Conduct a site review to determine if safe access can be established.

3.1.2 Consider delaying public opening hours and advising staff to arrive later.

### 3.2 Assess:

- Number of available Works Team staff.
- Availability of tools and grit/sharp sand.
- Estimated time to clear access routes.

3.3 If grit is insufficient, do not attempt clearance, as untreated cleared areas may pose greater risks (e.g., black ice).

## 4 Wider Premises and Facilities Review

4.1 Once main premises are safe, assess other Council-owned sites:

Priority Sites (based on usage and bookings):

- The Station (Youth Service)
- James West Community Centre
- Cemetery
- Recreation Ground footpaths
- Common Pond footpaths
- Maurice Thornton Playing Fields & Pavilion
- Ersham Road Triangle
- Allotments (Battle Road & Common Pond)
- Country Park car park and paths
- Play Areas: South Road, Battle Road, Stroma Gardens, Carpenters Way, Blacksmiths Copse, Cameron Close, Diplocks, Maurice Thornton, Diplocks Ball Park
- Public Open Spaces: Gleneagles Estate, Grovelands Barn/Orchard Park, Solway

Note: Outdoor facilities may not be used during poor weather. Attempting to clear these may divert resources from higher-risk areas and create additional hazards.

## 5 Town Centre and Partnership Working

5.1 Once priority sites are addressed, Works Team staff may assist with:

- Clearing town centre footways and churchyard paths.
- Collaborating with Wealden District Council (WDC) and East Sussex County Council (ESCC).

5.2 The Town Council should actively participate in emergency planning with ESCC and WDC.

## 6 Other Extreme Weather Events

The same procedures apply to other events such as floods, hurricanes, or similar emergencies.

## 7 Travel, Childcare, and Payment Arrangements

### 7.1 Staff Travel:

- Staff must assess their own ability to travel safely.
- If public transport is unavailable, taxi costs may be reimbursed with prior approval from the Town Clerk.
- Staff must notify the office as soon as possible if unable to attend due to weather.

### 7.2 Office Status:

- Staff should confirm office status before travelling.
- A staff notification system will be developed for emergency closures.

### 7.3 Pay and Work Arrangements:

- Statutory guidance: Pay is due only when staff are ready and willing to work.
- Options include:
  - Remote working (if feasible).
  - Making up time, taking leave, or pay deductions (as per Section 13 of the Employment Rights Act 1996).
  - All arrangements must be agreed with the Town Clerk.

### 7.4 Childcare and Family Responsibilities

- If schools or care arrangements are disrupted, staff may request flexible arrangements.
- The same principles apply as above.

### 7.5 Ongoing Review:

- The Town Clerk, in consultation with the Chair of the Council and SMT will review the situation at least twice daily.
- If the Council closes the offices, staff will be paid for the affected period, as they are unable to work due to the Council's decision.

## 8 Other Civic Emergencies

### 8.1 Civic emergencies may include, but are not limited to:

- Major fires
- Power outages
- Terrorist incidents
- Transport accidents
- Environmental hazards (e.g. chemical spills)
- Pandemics or public health emergencies
- Structural failures (e.g. building collapse)

These events may threaten serious damage to human welfare, property, the environment, or public services.

8.2 Council's Role and Responsibilities: While principal authorities (County and District Councils) lead emergency responses, the Town Council plays a vital supporting role:

- Communication and Coordination
  - Act as a local liaison point for emergency services.
  - Disseminate accurate information via noticeboards, website, and social media.
  - Maintain contact with local groups and volunteers.
  
- Facilities and Resources:
  - Make community buildings available for emergency use (e.g. shelter, food stations).
  - Maintain a list of local volunteers, equipment, and vehicles.
  
- Emergency Expenditure:
  - The Council may authorise emergency spending for urgent needs related to security and safety.
  -

8.3 Integration with Local Resilience Forums

- The Town Council should actively participate in Local Resilience Forums (LRFs), which include emergency services, health bodies, and voluntary organisations. This ensures coordinated planning and response across agencies.

## 9 Recovery and Review

9.1 Post-event, the Council must:

- Review procedures.
- Identify necessary equipment or supplies (e.g., grit spreaders, grit/sand stockpiles).
- Update contingency plans accordingly.

<b>Report to:</b>	<b>Assets Committee</b>
<b>Date:</b>	<b>11<sup>th</sup> February 2026</b>
<b>By:</b>	<b>Tony Lee Operations &amp; Facilities Manager</b>
<b>Title of Report:</b>	<b>James West Community Centre Pricing</b>

## Introduction

The James West Community centre has been open for hire for a number of years and over that period the pricing structure has never been updated, since 2018 when inflation was 2.48% there was a surge in 2021 peaking at 11.1% and eventually stabilising in December at 4.5%, the OBR expect the rate to fall to about 2% towards the end of 2026, one area that has been impacted the most is in energy with bills currently trending at 45% higher than winter 2021/22. Energy price comparison to 2018 has an overall energy index increase of 55%. This coupled with wage increases and building maintenance costs the overall running costs for the centre is considerably more than 2018 but the hire prices have remained the same.

## Proposal

To review the current prices and pricing structure set out below:-

### Current pricing

Main hall	£23 peak P/H	£15 off peak P/H
Meeting room 1	£13 peak P/H	£9 off peak P/H
Meeting room 2	£11 peak P/H	£7 off peak P/H
Kitchen	£10	
Changing rooms	£20	
Public address system	£10	

### Proposed Pricing (from April 2026)

Main hall	£25 peak P/H	£18 off peak P/H
Meeting room 1	£15 peak P/H	£10 off peak P/H
Meeting room 2	£13 peak P/H	£10 off peak P/H
Kitchen to remain	£10	
Changing rooms to be reduced to free		
Public address system	£10	

**Voluntary group pricing to be scrapped and aligned with above.**

**Long term regular hirers will receive a 10% discount for bookings over 3 months.**

## **Conclusion**

The proposed increases will bring the JWCC more in line with current running costs without impacting hirers too much but keep us competitively priced, Hellingly currently charge £30 P/H for the Hub and £25 for meeting rooms. Sovereign harbour community centre currently charge £40-£50 for hall and £20-£25 for meeting rooms.

Tony Lee

Operations and Facilities Manager.

Column	Street	Date	Origin	Comments/Work Required	Cost (Excl VAT)	Inv	Inv Date
A	Arundel Close	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15480	31/07/2025
B	Arundel CClose	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15481	31/07/2025
B	Woodland Close	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15480	31/07/2025
L	London Road North	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15481	31/07/2025
M	London Road North	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15480	31/07/2025
J	London Road South	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15480	31/07/2025
H	London Road South	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15481	31/07/2025
D	The Mount	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15481	31/07/2025
E	Station Road	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15481	31/07/2025
L	Ingrams Way	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15481	31/07/2025
A	Old Orchard Place	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15480	31/07/2025
A	Caburn Way	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15481	31/07/2025
C	Caburn Way	11/06/2025	Contractor	snapped swan neck, no lantern. Old & Obsolete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15480	31/07/2025
C	Ditchling Way	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15481	31/07/2025
M	Ersham Road	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15480	31/07/2025
A	Coldthron Lane	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15480	31/07/2025
B	Coldthorne Lane	11/06/2025	Contractor	Old & Obsoltete SOX lanterns: supply and fit an SL10 LED lantern for	£365.00	15480	31/07/2025
A	Park Close		Contractor	Replace Secondary Isolation Unit	£140.00	15571	08/10/2025
D	Laburnham Green			Replace Lantern with An SL10 LED	£365.00	15706	27/10/2025
B	Windsor Road			Replaced 35W Sox lamp (surcharge only) and tested.	£0.00	15734	07/11/2025
H	Harebeating Drive			Replaced 10A LST fuse and tested.	£157.50	15734	07/11/2025
F	London Road			Replaced obsolete lamp with 12W LED and tested.	£107.50	15736	10/11/2025
	Stoney Lane X4	04/12/2025	Contractor	Tested all four columns, only one out. Replaced 35W Sox lamp (surcharge only) and tested.	£105.00	15758	19/11/2025
A	Hawks Road	15/10/2025	Contractor				
H	Station Road	15/10/2025	Contractor	is an old Sox lantern so will want replacing with an SL10 LED	£365.00		
L	Station Road	15/10/2025	Contractor	The engineers are reporting that there is a dead short. to supply and fit a replacement SL10 at this location.	£365.00		
M	Station Road	15/10/2025	Contractor				
	Blossom Walk	04/11/2025	Public/HTC	Lantern replaced 27/10/25			
H	The Mount	04/11/2025	Contractor	has been disconnected inside the column	£365.00		
O	Harebeating Drive	08/11/2025	Contractor	lantern has failed and requires replacement.	£365.00		
D	Amberside View	12/11/2025	Contractor	Out - Replaced 70w Son-t lamp (now working).	£0.00		
C	Hawkstown Gardens	12/11/2025	Contractor	Day burning - Beyond economic repair (burnt out Nema) - New lantern required.	£365.00		
A	Beckenham Close	12/11/2025	Contractor	Day burning with vandalised diffuser (obsolete lantern) - New lantern required.	£365.00		
B	Beckenham Close	12/11/2025	Contractor	Beyond economic repair (gear failure)- New lantern required.	£365.00		
	Meadow Road	04/12/2025	Contractor	old Sox lanterns and beyond economical repair.	£365.00		
	Meadow Road	04/12/2025	Contractor	old Sox lanterns and beyond economical repair.	£365.00		
	Eastwell Place	17/09/2025	AM Committee	Installation of Solar Light	£3,500.00		
A	Bexley Close	18/12/2025	Contractor	obsolete Philips 35w Sox lantern.	£365.00		
B	Cuckoo Trail	24/12/2025	Contractor	vandalised and requires replacement	£365.00		
I	Hawthylands Road	20/01/2026	Contractor	failed and requires replacement.	£365.00		
	Elm Green	20/01/2026	Contractor	The Mains supply cable has been cut off inside the column and the cut-out removed, so there is no electrical supply to it.UKPN would charge £2,000 -£3,000 to run a new supply to it.	£3,000.00		

<b>Report to:</b>	<b>Assets Committee</b>
<b>Date:</b>	<b>11<sup>th</sup> February 2026</b>
<b>By:</b>	<b>Tony Lee Operations &amp; Facilities Manager</b>
<b>Title of Report:</b>	<b>James West Community Centre equipment</b>

## **Introduction**

We have a number of long term bookings one of which is Headstart school who provide special education for children with autism and complex needs, the space at James West is perfect for them to run their PE lessons and they have currently booked 3-4 sessions per week during term time, in addition we also have the Bedes school for one session a week, these hirers coupled with others that provide gymnastics and keep fit have asked if there are any mats that they could use, we do not currently have any.

## **Proposal**

For HTC to purchase 4 Mat rolls at £499 each. This would benefit the hirers and ensure the continued use of the facilities by the schools and groups alike.



Tony Lee

Operations and Facilities Manager.

<b>Report to:</b>	<b>Assets Committee</b>
<b>Date:</b>	<b>12/02/2026</b>
<b>By:</b>	<b>Richard Gillett Works Manager</b>
<b>Title of Report:</b>	<b>Western Road Recreation Ground Water Leak</b>

## **PURPOSE**

To ask the Assets Committee for additional funding to install a new water supply to Hailsham Town Football Club following the recent water leak works.

## **Introduction**

Over the past few months, Western Rd has been experiencing a water leak on the main supply that feeds the cricket pavilion, the tennis club and the Hailsham town football club. Evidence of the leak was noticed by the finance team when they were receiving larger than normal water bills.

The finance team spent many months trying to resolve the issue with the different authorities, but none of them have been quick during this process.

On January the 2nd 2026, Southeast Water finally started to act on the leak when they issued a W4 waste notice, which gave the Council 15 days to start work on locating and repairing the leak.

A W4 waste notice is issued when it's noticed that a customer is using high volumes of water during the current drought order which is in place in the Southeast.

Following the meeting with SEW, Tony and I met with Waterlink, who are SEW main contractor and they devised a plan and booked the exploratory works in for the following week.

Waterlink were on site for two days and managed to narrow down the leak to the large open area between the cricket pavilion and the water meter outside the old kitchen building in the football ground.

During the exploratory works Waterlink uncovered a newish metered water supply that feeds the football club pitch irrigation, which is in the top corner next to the tennis courts, so they devised a plan around using this.

The original water supply has now been capped off past the cricket pavilion, which means the football club currently have now water.

**Please note that irrigation supply does not appear on the service plan and was found by chance by the contractor.**

The cricket and tennis club are still using the original supply and Waterlink have advised that the football club is now serviced using the irrigation feed.

Using this feed means there will be a cost to get the water from there to different areas within the football ground.

Follow a site meeting with the contractor currently working on the new pitch, I asked them for a quote to install a new 50mm pipe from the supply entry point.

**Please see attached quote from Will Loch.**

I have also asked SEW to carry out testing on the irrigation supply to make sure its suitable for drinking water, as it appears that it has never been used.

No one knows where this supply has come from or who installed it, as it doesn't appear on any SEW plans. **Please see attached Southeast Water service plan for reference.**

**Budget**

£15,400

**Conclusion**

To ask the Assets Committee to consider funding the additional £15,400+vat for the works to supply water within the football ground from the irrigation supply.

Richard Gillett  
Works Manager