

ASSETS MANAGEMENT COMMITTEE

AGENDA

COUNCILLORS ARE SUMMONED TO ATTEND a meeting of the ASSETTS MANAGEMENT COMMITTEE to be held at the Civic Community Hall Vicarage Lane, Hailsham, BN27 1BH on Wednesday 11th June 2025 at 7.00 p.m.

1. **Election of Chair and Deputy Chair**
To elect a Chair and Deputy Chair of the committee from amongst the appointed members of the committee.
2. **Public Forum**
(No more than 15 Minutes)
3. **Apologies for Absence**
To receive apologies for absence of appointed members.
4. **Declarations of Interest**
To receive notice of declarations of personal or prejudicial interests in respect of items on this agenda.
5. **Minutes of Previous Meeting – Assets Management Committee**
 - 5.1 To resolve that the Minutes of the Meetings of the Assets Management Committee held on Wednesday 14th May 2025 may be confirmed as a correct record and signed by the Chairman.
 - 5.2 To receive an update about progress of resolutions from the last meeting of the Assets Management Committee on 14th May 2025
 - 5.3 To receive updates on current asset projects.
6. **Infrastructure Funding**
To receive an update on potential infrastructure funding
7. **Hailsham Town Football Club**
To receive an update on the football club refurbishment project
8. **Hailsham Tennis Club**
To receive an update on the Tennis Club
9. **Update on ongoing projects**
To receive an update on any ongoing projects

10. **Union Corner Hall**
To consider a report from Cllr Colin Mitchell on Union Corner Hall
11. **Strategic Plan**
To consider the next steps in the development of the Town Council's Strategic Plan
12. **Contracts Register**
To consider and review the council's Contracts Register
13. **Appointment of Cemetery Wardens**
To appoint the council's cemetery wardens and suggested timeframe for visits to Cemetery
14. **Sports Groups Meetings**
To determine whether to schedule meetings with the Hailsham Sports Groups
15. **Committee Work Programme**
To agree to adopt or amend the Committee Work Programme
16. **Hailsham Free Church**
To receive an update on any additional work required for the Free Church

John Harrison, Town Clerk



5th June 2025

Committee Membership

Councillors:

A. Blake-Coggins

C. Bryant

B. Carpenter

M. Laxton

C. Mitchell

G. White

Report to:	Assets Management Committee
Date:	11th June 2025
By:	John Harrison – Town Clerk
Title of Report:	Infrastructure Funding

PURPOSE

To receive an update on potential infrastructure funding.

Background

Details on the Sports Infrastructure Fund (SIF) can be found by clicking the links in the email below. This funding looks to support the delivery of the recommended actions of Wealden’s Playing Pitch & Outdoor Sports Strategy. The projects covered by SIF can be found at [WEALDEN DISTRICT COUNCIL PLAYING PITCH & OUTDOOR SPORT STRATEGY - STRATEGY & ACTION PLAN](#)

A further funding programme – Community Led Infrastructure Fund (CLIF) – will be launched shortly. Details including the T&C’s will be announced soon but this fund is likely to support community, climate change, culture, and leisure & sport projects. Funding requests of up to £200,000 will be considered. Initial expressions of interest in this fund can be emailed to clif@wealden.gov.uk

For projects seeking funding above £200,000 that enhance community facilities may also be considered. To progress with this type of request, we require a relatively simple 'ask' document of WDC, setting out what you would like to request (please include plans, timelines for project delivery, details of partnerships etc.), what the costs would be (including any match funding/partner/WDC contributions), what the benefits would be and identifying any risks.

Once we have a better understanding of the larger scale projects that Town and Parish Councils are looking to deliver and seeking funding towards, we will look to assess the merits of each project and make a recommendation to our SLT/Cabinet/Full Council.

It would be helpful to receive the ‘ask’ document by Friday 18 July, if possible.

If you have any questions or need anything else, please let me know.

Many thanks,

Dave Chennell, Senior Leisure & Wellbeing Officer

Sports Infrastructure Fund 2024-2027

 Reading time: Approximately 20 minutes

The Sports Infrastructure Funding Programme is being launched by Wealden District Council. £600,000 will be invested over the next three years to improve outdoor sports pitches and facilities throughout the district.

If you are an organisation looking to enhance or provide outdoor sports facilities and playing pitches to increase sports participation or physical exercise in Wealden, you may be able to apply for a capital sports grant.

Projects that are listed in Wealden's Playing Pitch and Outdoor Sports Strategy (PPOSS) will only be considered. For further details on the PPOSS go to [Wealden District Council Playing Pitch and Outdoor Sports Strategy – Strategy and Action Plan 2023 \(doc\)](#).

The outdoor sports that could benefit from the funding programme include football, rugby union, tennis, cricket, lawn bowls, hockey, netball and stoolball.

The amount of funding awarded will be between £5,000 and £50,000. Match funding is a requirement.

Applications from local sports clubs, Town and Parish Councils, schools and community organisations are being invited to support the delivery of a range of projects recommended in Wealden's Playing Pitch and Outdoor Sports Strategy. Funding will be subject to a community-use and/or a grant funding agreement, where appropriate. For further information or to receive an application pack, please email sportsinfrastructurefund@wealden.gov.uk, your email should include a short summary of your project and confirmation that details are included in the PPOSS.

- The application process is now open and applications will be accepted on a rolling basis.
- The funding programme will expire on **31st March 2027** or earlier, if all of the funding has been fully allocated.

+ [How to apply](#)

+ [Full guidance notes](#)

– [Terms & Conditions](#)

Terms and Conditions

- Your main contact and signatory must be members of your organisation whom you expect to be available for the duration of the financial year and take responsibility for providing monitoring information. You must notify the Council of an alternative suitable contact who has agreed to take over the responsibility if a named signatory, as per section seven, leaves your organisation for any reason.
- You cannot apply to us for funding for items if you have applied for, or will be seeking funding for, the same items from elsewhere before you know our decision. Please make your costs as accurate as possible and be certain your project can go ahead within the timescale, as we lose allocated funds which cannot be spent.
- Grants will not be awarded to organisations that have large unrestricted balances available for them to spend – if a balance is 'restricted' for a particular purpose, e.g. you are saving for a

building or piece of equipment, you should clearly indicate this in your application.

- Successful organisations must promote their project and that WDC has contributed funds. Further details on branding and promotional materials will be provided if your application is successful, and the Grant Funding Agreement is agreed.
- For infrastructure projects only, upon Completion of the project the applicant will install in a permanent place at the site of the project a plaque of a size of at least 250x200mm and in such form as is specified by Council to advertise the grant contribution to the project and the applicant is responsible for securing such consents as may be required to do so.
- Grant payments will not be made until evidence of spend and monitoring reports have been supplied to the Council. This enables us to monitor and review the grant application process and the successful completion of the projects funded.
- The funding will be used for the purposes set out in this application only – any changes must be agreed with the Council in advance.
- If you do not spend all of the funding by the agreed deadline, you agree to promptly return any unspent monies to the Council.
- Capital payments will only be made when work is complete.
- The Council may use your name and the name of your project in its own publicity materials, and you will inform the Council of situations where confidentiality is a particular issue.
- The Council shall have no liability to the organisation for any claims, losses, damages, or expenses it may suffer or incur as a result of its use of the funding.
- Terms and Conditions may change at any time.
- The Council may at its sole discretion withhold or suspend payment of the funding and/or require repayment of all or part of the funding in the following circumstances:
 1. the organisation uses the funding for purposes other than those for which they have been awarded.
 2. the organisation fails to comply with any of the terms and conditions set out in this Agreement.
 3. the organisation provides the Council with incorrect or misleading information or completes the application form or supporting documentation dishonestly.
 4. any member of the governing body, employee or volunteer of the Organisation has:
 - (i) Acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project; or
 - (ii) Taken any actions which, in the reasonable opinion of the Council, bring or are likely to bring the Council's name or reputation into disrepute

+ [Data Protection Statement](#)

To request an application pack please email your expression of interest including a short summary of the proposed project and confirmation that details are included in the PPOSS (please state site ID) to sportsinfrastructurefund@wealden.gov.uk.

For information about other types of sports funding that may be available, email the Leisure & Wellbeing Team at communitygrants@wealden.gov.uk.

In this section

Sports Infrastructure Fund 2024-2027

Report to:	Assets Management Committee
Date:	11th June 2025
By:	John Harrison – Town Clerk
Title of Report:	Tennis Club Update

PURPOSE

To receive an update on the Tennis Club

Background

The Tennis Clubs wishes to resurface the worn artificial grass courts with the now widely preferred, kinder, artificial clay surface.

In overview terms, the playing surface of all 4 courts has exceeded recommended life and are presenting some health and safety risks to players. In investigating options, the preferred choice of surface is artificial clay, which reflects the direction of very many, if not the majority, of clubs across the country and is the preferred surface of the LTA.

The construction and maintenance of the courts is very similar to that of artificial grass but results in a slightly softer, slower playing surface, making it more suitable across all age ranges and more accessible to a wider range of the community. We would of course be happy to explain/demonstrate this in more detail.

The club is submitting a grant match funding bid to WDC as to resurface all four courts requires significantly more funds than the club has available.

This is another major investment, largely funded by the club itself, in these valuable community facilities which we sincerely hope the council would be fully supportive of. The plans fully support the aims and priorities set out in the WDC Playing Pitch and Outdoor Sports Strategy and Action Plan.

Please do let me know if this is something that requires council approval as we will need to defer our grant bid until that process is complete. We would be happy to meet and discuss if necessary? It is hoped we would be in a position to commence the work on two of the 4 courts during August this year with a view (subject to funding) to do the other two in the spring of 2026. Work would take 2 to 3 weeks for each pair of courts.

Report to:	Assets Management Committee
Date:	11th June 2025
By:	Councillor Colin Mitchell
Title of Report:	Union Corner Hall – Report to Council

This report follows on from my report to Assets Committee dated 11 December 2024

The UCH committee is strong and well-motivated, representing regular Hirers, and the local community. There are now 2 Councillors on the committee, Barbara Holbrook and me.

Staffing

There is a part time manager of the hall and a part time cleaner. Both are contracted to 15 hours per week, on a self-employed basis. This status obviates any need for oncosts to be covered and any direct employment issues. The hall manager is a new appointment from February 2025, and is the UCH committee's former treasurer,

Finance

Over the last 3 full financial years since Covid, UCH committee has continued to manage well. New accounts are being prepared, but at the start of the year there was a surplus in the bank of approximately £10,000.

However, total hall hire fees are down from £25,000 in 20/21 to around £19,000 in 23/24 which has led to erosion of the surpluses. A £2,000 (61%) increase in utility costs in 23/24 has contributed directly to a £2,000 loss reported last year, the first in post Covid times

Utility costs continue to rise dramatically and show a further £4,500 increase in the coming years accounts (24/25). The treasurer calculates that the committee will be bankrupt in about 3 years at this rate.

Currently the committee receive just £1,000 per annum towards expenses from HTC and have done so since 1982, without increase or review. In March 2020 HTC (on recommendation from Assets) resolved to pay up to £10,000 towards the installation of disabled toilets in the Hall, on provision that UCH explore options for the provision of a full Changing places facility. The £10,000 is in EMR, as the remaining Ripleys money, and not CIL

To mitigate the potential losses, the committee are exploring not using the human cleaner and moving to a robot cleaning method saving approximately £8,500 pa. Similarly, the installation of Wi Fi will enable remote control of the hall thermostat minimising energy costs but at a significant annual cost of several hundreds of pounds.

Turning to the £1,000 'grant' - this has remained unchanged since 1982. At present rates of inflation using the Bank of England Calculator, this sum would need to be more than £3,500 today and had it been increased annually in line with inflation the UCH committee would have received almost £47,500 more in the period since the amount was set.

The increase from £1,000 to the equivalent present value of £3,500 will only recompense for the historic rise in utility costs and does not cover the notified probable utility cost nor the addition of WiFi.. A figure of £6,000 would cover this presently.

It should be noted that the hall is currently well used but hired at rates that are “maxxed out” given the user categories and competition for other local hall hires.

Progress on Toilet provision

There is insufficient space on site to achieve a full Changing Places provision and based on HTC experience at Vicarage Field the costs would in any event prove to be prohibitive.

However, a ‘halfway house’ provision comprising a 1300mm folding changing table and an additional junior wc adjacent to the disabled wc would be feasible, and go some way to meeting the CP requirement in the original HTC resolution from 2020

Since March 2020, little has been done mainly I feel due to a lack of specialized skills on the committee. In May of 2024 a quotation was obtained from a local builder. This amounts to almost £13,000 but does not address the requirement to explore a full Changing Places facility. This quotation has since expired.

Because the UCH is a Council-owned asset we will need to abide by financial regulations and obtain 3 quotations based upon a formal written specification. These quotations are currently being sought (return awaited) and are anticipated to be received by end May 2025. Work will necessarily have to be carried out in the school holidays (starting 23 July 2025) causing formal approval time constraints. Some additional safety work to emergency lighting and the fire exit door in the same area as toilet works needs to be executed at the same time as the new toilet provision.

Current estimates are around the £17,500 mark for all works -without applying a contingency.

Recommendations:

- 1- That council resolves to increase the sum of £10,000 from Ripley’s money, by a further £10,000 maximum, to be spent at the OFMs discretion, in order that work can progress in timely fashion to meet the required school holiday start date. This overall potential financial requirement was signposted in the December 2024 report. This has no budget implication beyond use of CIL.
- 2- That committee resolves to increase the £1,000 per annum to reflect current prices, to £6,000, index linked, which does have budget implications for 2025/6

Colin Mitchell

23rd May 2025

Hailsham Town Council Strategic Plan 2025-2029: Assets Management Committee

Strategic Objective	Commentary	What to do	What will happen?	How to measure success	Financial Implications	When?	Officers	Committee
Improved facilities management, to maximise cost-effectiveness and use for benefit of the community	Origin: Visioning Day	- completed full surveys of all HTC significant assets	Surveys report to AMC	Condition Surveys of all buildings in the portfolio, total costings for repairs and renovations rag rated over a 5-year cycle.	Cost of surveys	2025	F&OM	AMC
		Developed planned maintenance programmes for all significant assets	Developed costed maintenance plans	Maintenance Plans implemented	Need to cost plans - will be a significant	2025	F&OM	AMC
		Data of all buildings in the portfolio to be costed per sq. ft.	Report to AMC	Accurate report available to council (plus simplified public version)		2025	F&OM	AMC
		- Developed detailed business plans to maximise income streams & business potential, and make them more cost effective to operate for most significant assets	Business plans presented to AMC for each significant asset	Increase in income (targetted) for each major assets		2027	F&OM	AMC
		Ongoing review of Risk Assessments for all sites	Risk Assessments presented to AMC & adopted by committee/council	All sites compliant. Risks mitigated and no significant indicents	Officer time	2026	F&OM	AMC
		Reviewed legal agreements in place for relevant assets (leased, licences to occupy etc)	Review report for all legal agreements/leases in place	Legal agreements in place	Legal costs?	2027	F&OM	AMC
			Sub-Lease for MTPF and Pavilion in place with HUIJFC and WDC	Sub-Lease agreed	Legal costs?	2025	F&OM	AMC
			Lease or 'disposal' of 1 market Square in place	Lease agreed, rent paid.	Legal costs	2025	F&OM	AMC
		Maurice Thornton - drop kerb and improvements to pavilion and site implemented	Application for licence to undertake works. Commissioning of Works	Drop Kerb implemented. Vehicular access to top of field in place	Funded via Hailsham Active	2026		
		Continued liasion with stakeholders (sports teams, Hailsham active, tenants etc)	Sports team meeting twice per year	Meetings take place - issues identified and addressed where feasible	Officer time	2025-2029	F&OM	AMC
			liased with tenants as required	Tenants satisfied with arrangements. No. of outstanding repairs or issues reduced.		2025-2039	F&OM	AMC
		Further James West Centre improvements identified and implemented	Improvement plan delivered	Imporvements implemented. Increased bookings and income for JWC	Capital costs for work	2025-2029		

Key Area: Facilities

	Review of Staff required in Works Team to ensure maximum effectiveness	Full complement as per 2023 Staffing review	Increased efficiency and effectiveness of works team		2027		
		Ongoing review built into Team objectives			2025-2029	F&OM/TC	StC/SIC/AMC
	Effective management of street light maintenance and repairs	Developed working arrangements with new contractor	lights repaired in timely manner. SLA Objectives for repair times and No of street lights in need of repair		2025	F&OM F&OM	AMC AMC
			Survey report delivered by contractor		2025		

Strategic Objective	Commentary	What to do	What will happen?	How to measure success	Financial Implications	When?	Officers	Committee
Successful adoption of new facilities		Adoption of Station Road Sport facility	Ensure costed maintenance and development plan in place	Plan developed	Dependent on outcome of surveys		F&OM	AMC
			Agreed Community use scheme developed with partner organisations	Scheme agreed	Dependent on outcome of scheme and potential income		F&OM	AMC
			Sources of funding for improvements and developments to site identified	Funding successfully identified (Grants applied, CIL ring fenced via HTC S106 monies etc)	Dependent on sources of funding identified and bids		F&OM	AMC
		Adoption of Brunel Drive land	Work with WDC to established position re Brunel Drive land?	Land successfully passed into the ownership of HTC		2025	F&OM	AMC
			Plan for use of site developed with partner organisations	Plan for improvements of the land fully developed, funded (external or via CIL) and implemented. Land enhanced and fully used.		2025	F&OM	AMC
			Ensure costed maintenance and development plan in place			2026	F&OM	AMC
			Sources of funding for improvements and developments to site identified			2026-2029	F&OM	AMC

Strategic Objective	Commentary	What to do	What will happen?	How to measure success	Financial Implications	When?	Officers	Committee
Worked with partner local authorities to ensure Local Government Re-organisation has the least detrimental effect on the local community as possible		Working group to continue meeting and engaging with WDC/ESCC and other parishes and towns	Meeting arranged and attended where available with external orgs and HTC Devo WG	Engagement with WDC and ESCC in place. Full understanding of implications of Devo agenda for HTC reached.	Dependent on extent of assets that may be devolved.	2026-2029	F&OM	AMC
		Where appropriate, have identified assets that may be devolved to HTC ownership and control and have formulated plans and budget projections for their effective operation	Potential devolved assets identified	Plans in place to identify what assets may be devolved to HTC and how they can be effectively operated	Dependent on extent of assets that may be devolved.	2029	F&OM	AMC
		Developed plans for adoption and successful management of additional sites		Successful adoption of assets	Dependent on extent of assets that may be devolved.	2029	F&OM	AMC

Strategic Objective	Commentary	What to do	What will happen?	How to measure success	Financial Implications	When?	Officers	Committee
Maintain and enhance HTC's own public open spaces and land for the maximum benefit and wellbeing of the town	Origin: Visioning Day	Develop a Green Strategy for the council's activities	Work with Council and external stakeholders to determine strategy	Strategy Written & Implemented	Officer time	2026	TC & F&OM	AMC
		Urban Grass Cutting	Grass cutting done	Cuts on time to required standards, Complaints minimised	cost of contract less ESCC contribution	2025-2029	F&OM/WM	AMC
		Horticultural Grass Cutting	Grass cutting done	Cuts on time to required standards, Complaints minimised	cost of contract	2025-2030	F&OM/WM	AMC
		Cemetery delivery	Burials implemented	All burials completed with minimum complaints	Officer time, income from burials	2025-2031	F&OM/CS/B &CO	AMC
			Review of Cemetery Admin procedures	Review undertaken and implemented	Officer time	2027	F&OM/CS/B &CO	AMC
		Cemetery Maintenance	Cemetery repairs, maintenance and grass cutting planned and delivered	Feedback from public and Cemetery Wardens positive	costs of materials etc plus officer time		F&OM	AMC
		maintenance/review of POS and playgrounds	review of playgrounds?	Maintenance Plans developed and delivered.	costs of materials etc plus officer time		F&OM	AMC
							F&OM	AMC

CONTRACT REGISTER - HAILSHAM TOWN COUNCIL

Organisation Name	Organisation code	Effective Date	Contract Ref/ID	Open Contracting ID	Title of Agreement	Contract type	Directorate/Ser vice Responsible	Description of Goods & Services	Contract Start date	End Date	Review date	Contract Value	Supplier Name	Supplier registered Co number	Supplier registered charity number	SME supplier	VCSE Supplier	VCSE Supplier type	Tender process type	Contact name	Contact email
Hailsham Town Council	HTC	23.7.2020	NR1492976-GJJ		Vehicle Contract	Lease	DTC	Ford Transit Tipper	23.7.2020	22.7.2025	May-25	19731	Lex Autolease	1090741							
Hailsham Town Council	HTC	24.8.2020	NR1492976-GJJ		Vehicle Contract	Lease	DTC	Vauxhall Vivaro & Cabstar	24.8.2020	23.8.2025	May-25	32959	Lex Autolease	1090741							
Hailsham Town Council	HTC	21.11.9	A9161744	A9161744	Vending Machine	Lease	DTC	Flavia Drinks Machine C500A	21.11.19	20.2.2025	30.11.2024	387.4	Siemens	646166						Mr Jon Taggart	01825 732772
Hailsham Town Council	HTC	1.1.2021	A8207119		Photocopiers	Lease	DTC	Photocopiers x 4	4.1.2021	3.1.2025	31.12.2025	4992	CF Corporate Finance Ltd	5414774						Dave Porter	01293 562525
Hailsham Town Council	HTC	1.1.2021	24847	4333	Copiers - printing & ink	Lease	DTC	Printing contract for copier	4.1.2021	3.1.2025	31.12.2025	5136	SOS Systems							Dave Porter	01293 562525
Hailsham Town Council	HTC		BUR16	BUR16	Cemetery Grass Cutting	3 Year	DTC/DS	Cemetery Grass Cutting					Now delivered 'in-house'							Dan Lillywhite	01323 896478
Hailsham Town Council	HTC	1.4.2020	E&L A27	E&L A27	Horticultural Contract	3 Years	DTC/KM	Horticultural Contract	1.4.2020	31.2.2025	31.12.2024	19980	Barcombe Landscapes	3542918						Mark Cooper	01273 400259
Hailsham Town Council	HTC	1.4.13	G4	G4	Telephone Contract		DTC	Office Telephone system	1.4.13	ongoing	TBA	3126.6	Vostel							Andy Collins	andy.collins@vostel.co.uk
Hailsham Town Council	HTC	1.4.17	C23	C23	Waste Disposal	1 Year	DTC	Waste Disposal - All sites	1.4.2019	ongoing	TBA	10838.36	Business Waste							Paul Wood	01904 207120
Hailsham Town Council	HTC	1.4.2020	G2	G2	Tree Inspection	ongoing	DTC/SG	Tree Services	1.4.2020	ongoing	TBA	3.325	RG Consultancy								
Hailsham Town Council	HTC	1.4.16	FES1	FES1	Festive Lighting	3 year	KG	Town Festive Lighting	1.4.2023	1.1.2026	Nov-25	10650	Festive illuminations							Guy Osbourne	
Hailsham Town Council	HTC	14.1.11	50000292	50000292	CCTV Maintenance	ongoing	DTC	CCTV	14.1.11	ongoing	TBA	37500	Sussex Police Authority								
Hailsham Town Council	HTC	01.06.2025	C17	C17	Street Lighting Maintenance	1 Year	DS	Street Lighting maintenance	01.06.25	ongoing	TBA	13390	Streetlights.co.uk							Simon Hall	simon.hall@escc.gov.uk
Hailsham Town Council	HTC		C17	C17	Street Lighting Energy	ongoing	MH	Energy supply for Street Lights	ongoing	ongoing	TBA		TBA							Simon Hall	simon.hall@escc.gov.uk
Hailsham Town Council	HTC	01.10.24	PT1	PT1	Public Toilet Cleaning	ongoing	TC	Public Toilet Cleaning	01.10.24	30.09.25	TBA	16263	Wealden District Council							Sue Spence	incleanation@btinternet.com
Hailsham Town Council	HTC				Blanket Insurance Policy	5 Years	TC	Insurance Policy	1.6.2024	31.5.2027	31.1.2027	17,000	Zurich Municipal	13460						Vincent Liu	vincent.liu@zurichtownandparish.co.uk