

## **ASSETS MANAGEMENT COMMITTEE**

### **AGENDA**

**COUNCILLORS ARE SUMMONED TO ATTEND** a meeting of the **ASSETTS MANAGEMENT COMMITTEE** to be held at the Fleur-De-Lys Meeting Room, Market Street, Hailsham, BN27 2AE on Wednesday 16<sup>th</sup> July 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 11<sup>th</sup> June 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 14<sup>th</sup> May 2025
5. **Current Projects**  
To receive updates on current asset projects.
6. **Infrastructure Funding**  
To receive an update on potential infrastructure funding projects
7. **Hailsham Youth Service – Service Level Agreement**  
To consider the proposed Service Level Agreement
8. **CIL & Reserves Statement**
9. **Review of Priorities for Strategic Plan**
10. **Electric Vehicle Charging facilities**  
To discuss a project looking into the installation of facilities on HTC owned land or buildings.

11. **Confidential Business**  
To resolve that the press and public are excluded during the discussion on the next items on the agenda (12 – 18) 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).
12. **Hailsham Boxing Club**  
To discuss the situation regarding Hailsham Boxing Club's premises
13. **Seeds of Hope Project**  
To receive an update and consider a further proposal from the Seeds of Hope Project
14. **Welbury Farm Land**  
To receive and update and consider options with regard to the Welbury Farm land
15. **Cemetery**  
To receive an update
16. **Cemetery Lodge - Rent Review**
17. **One Market Square**  
To discuss the lease arrangements for the 1 Market Square Property
18. **Western Road Recreation Ground – Drainage Proposals**  
To discuss proposals and quotes for drainage work at the Western Road Recreation Ground.
19. **Harold Avenue Allotment**  
To consider replacement of the current gates

John Harrison, Town Clerk



10th July 2025

Committee Membership

Councillors:

A. Blake-Coggins

C. Bryant

B. Carpenter

M. Laxton (Chair)

C. Mitchell

G. White (Deputy Chair)

<b>Report to:</b>	<b>Assets Management Committee</b>
<b>Date:</b>	<b>16<sup>th</sup> July 2025</b>
<b>By:</b>	<b>John Harrison – Town Clerk</b>
<b>Title of Report:</b>	<b>Infrastructure Funding</b>

## PURPOSE

To receive an update on potential infrastructure funding.

## Background

Previous Assets Management Committee meeting on 11/06/2025 identified a list of projects for potential infrastructure funding.

Following a meeting with WDC Senior Health and Wellbeing Officer, comments regarding each of these projects in as below:

HTC	Floodlighting at the Station Road Sports complex when the land is transferred to HTC
WDC initial response	<i>WDC would not consider funding the project until the land and facility has passed into HTC's ownership.</i>
HTC	Drainage at the Maurice Thornton Playing Field
WDC initial response	<p><i>The allocated S106 funding for the site should be the first port of call for this project.</i></p> <p><i>HUJFC are working with SFA to carry out a Pitch Power assessment.</i></p> <p><i>Prior to installing a drainage system, the Football Foundation would suggest the recommendations within the Pitch Assessment be carried out to see if enhanced works support the improvements as the installation can be costly to implement and maintain.</i></p> <p><i>If drainage is the last resort, the Football Foundation suggest appointing an agronomist to produce a report, and if needed, manage the works.</i></p> <p><i>Considering an application for a WDC Sports Infrastructure Fund grant to contribute towards improvements to the changing pavilion. This application would need to be made, with Hailsham Town Council input, as current lease holder</i></p>
HTC	A22 Connectivity Projects – Abbots Wood
WDC initial response	<i>Potential CLIF funding project to £200K. Issue would be identifying the landowners which could delay this project (ESCC, WDC, HTC, private ownership)</i>

HTC	Hailsham Youth Service - improvements needed to 'The Station' upper hall (previously the Hailsham Free Church)
WDC initial response	<i>Would qualify for CLIF Funding</i>
HTC	Welbury Farm Land Improvements (Multi-Sports court) – the land around the James West Community centre, once it is transferred to HTC
WDC initial response	<i>WDC would not consider funding the project until the land and facility has passed into HTC's ownership.</i>
HTC	Hailsham Boxing Club – help to establish a new venue (and possibly funding for minibus)
WDC initial response	<i>If less than £200K could qualify for CLIF Funding – can be considered.</i> <input type="checkbox"/> +
HTC	Hailsham Town Football Club – 3G pitch and general improvements to the Beaconsfield ground
WDC initial response	<i>SIF funding (up to £50K towards changing room can be considered. Would not cover 3G pitch</i>
HTC	Further refurbishment of Union Corner Hall including improvements to the kitchen.
WDC initial response	<i>Could qualify for CLIF Funding – can be considered.</i>

### Next steps

Applications for funding are being considered on a first come first served basis

HTC will need to send plans to WDC by the middle of July with:

- Indicative costs
- The 'ASK' document
- What it is
- The community benefits
- Project Plan
- How much match funding can be provided
- The level of work required

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](mailto: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**

## **WDC Guidance Notes – Sports Infrastructure Funding**

### **Introduction**

We are pleased to announce Wealden District Council's new Sports Infrastructure Funding Programme.

The aim of this funding programme is to provide and enhance sports provision within the district by offering grants to organisations to improve facilities and widen sport participation.

This funding programme supports the Council in delivering on its vision – 'Wealden is a place where people and nature thrive together' and the following Corporate Strategy – The Wealden District Council Strategy – priorities:

CE1. Tackle the Climate Emergency: We will update our Climate Change Strategy and action plan to deliver change that will lead towards our goal to be a carbon neutral district and ensure that everything we do has the least possible adverse impact on carbon production.

CW1. Community resilience: We will work with communities and partners to help build resilience in our communities through a network of community associations and other community-led networks, with mental and physical health and wellbeing at the heart.

CW5. Leisure and Culture Services: We will foster social connection and community cohesion for young people and people of all ages via a long-term plan for leisure and cultural services and facilities, ensuring everyone has access to good quality leisure and cultural opportunities that support physical, social, and mental wellbeing.

It also contributes to the delivery of the Council's Health and Wellbeing Strategy. The Health and Wellbeing Strategy sets out four priorities:

1. Mental health and resilience
2. Loneliness, social isolation and connected communities
3. Positive health choices
4. Active communities, environment and facilities

This new funding programme has been made available from the use of Community Infrastructure Levy (CIL) funding. The new three-year programme will make £600,000 (£200,000 p/a) available to partner organisations who are seeking to improve sports provision throughout the district.

The programme is a capital only fund, which means applicants must spend the grants on assets such as fixed equipment, buildings and features that help to create or improve sports facilities or infrastructure.

All funding projects must be maintained for a minimum of five years or for the term of the lease, whichever is greater. The exact funding terms and conditions will be agreed on a case-by-case basis and details will be included in the Grant Funding Agreement.

Sports clubs, community organisations, schools, Town and Parish Councils and not for profit organisations can apply for between £5,000 and £50,000 for projects that benefit Wealden residents.

Applications will be accepted and processed on a rolling basis. The fund will expire on 31 March 2027, or sooner, if all the funds are allocated.

Successful applications will be given a set period to spend their grant. This will be determined on a case-by-case basis. Final payments will be defrayed when the project has been completed and evidence of spend submitted and assessed.

If you have any questions prior to submitting a full application, please contact [sportsinfrastructurefund@wealden.gov.uk](mailto:sportsinfrastructurefund@wealden.gov.uk) and a member of WDC's Economic Development and Wellbeing team will be in touch with you.

### **Funding Aims**

The health and wellbeing of our residents is pivotal to them living happier, healthier, and more inclusive lives. More social connection increases quality of life and well-being for all generations.

The provision of high quality, local sports provision and open spaces enables residents to access opportunities to adopt healthier lifestyles through physical activity, and through wider benefits such as volunteering and actively being involved in their community.

Working and engaging with local partners and communities helps to strengthen local relationships and build healthy, resilient communities. The PPOSS strategy and action plan outlines a number of improvement projects throughout the district.

The aim of this funding programme is to support the delivery of the projects outlined in the districts Playing Pitch and Outdoor Sports Strategy (PPOSS) and will support the improvement of outdoor sports provision and increase physical activity participation.

### **PPOSS Projects**

Only projects detailed in the PPOSS (see pages 59-92 for all projects) will be considered, as these have been agreed by Sports Governing Bodies and Sport England

The PPOSS identifies over one hundred projects broken down into 'enhance,' 'provide' and/ or 'protect' and each project is given an overall priority rating of low, medium or high.

As the Council owns limited areas of outdoor space and is not responsible for any playing pitches, there is a significant role for wider partners such as sport's governing bodies, sports club, Town and Parish Council and schools to lead and support the delivery of these recommendations.

For further information on the initial assessments view:

Playing Pitch and Outdoor Sport Strategy Assessment report April 2022

Project improvement recommendations and the Action Plan 2023

Following the adoption of the PPOSS in December 2023, the Council is keen to engage with and support local partners to invest in facility improvements to achieve the improvements recommended in the PPOSS.

£200,000 of funding has been allocated, per annum for three years. The annual grant funding programme invites organisations who own, manage and/or are responsible for the upkeep of the outdoor sports facilities, as listed in the PPOSS.

The project is listed in Wealden's Playing Pitch and Outdoor Sports Strategy (see pages 59-92 for all projects).

The project site must be entirely located within the Wealden district.

All applications need to clearly demonstrate that all costs applied for are directly attributable to the physical delivery of a project. Funding is typically awarded for the purchase and installation of materials and equipment. Please ask for clarification, if unsure.

Applicants must either own the land or building OR have permission from the landowner

AND have a lease of more than seven years.

Permissions should be obtained prior to making an application, in particular, Planning

Permission and/or Building Regulations approval.

Completion of the application must provide a project plan including high level milestones and risks/mitigation measures to be undertaken.

Application process

For further information and to request an application pack, organisations should email their details and provide a short summary of the proposed project and the PPOSS site ID, to [sportsinfrastructurefund@wealden.gov.uk](mailto:sportsinfrastructurefund@wealden.gov.uk).

Applicants can be made for between £5,000-£50,000 (note: the maximum amount of funding awarded will be reserved for projects of district-wide strategic significance and can demonstrate that they reach a wide range of residents).

Council officers will manage and allocate the funding. A small grants panel will assess and make recommendations for funding to be allocated. These recommendations will be approved by senior officers and reported to the Single Portfolio Holder on a regular basis. The decision by the Council is final and there is no appeal process. If the recommendation is successful, the organisation will be contacted, and an offer of funding made.

Applications are invited from schools (with community-use), Town and Parish councils (who own and manage most of the districts playing pitches), sports clubs, community organisations etc. Match funding (cash only) is a requirement, and applications will not be accepted if this is not already secured.

Please be aware that funding programmes are sometimes heavily oversubscribed and if this is the case the Council is unlikely to be in a position to fund all applications received or provide the full amount requested.

In order for the Council to prioritise the available funding a grant application will need to be completed and submitted.

Funding can be used to contribute towards:

Projects listed within the Playing Pitch and Outdoor Sports Strategy (see pages 59-92) for the enhancement, maintenance, and/or protection of outdoor sports and playing pitch provision.

Refurbishment and/or improvement of existing sports facilities, sites, and/or buildings to improve accessibility.

Purchase of fixed new 'community' sports equipment. We consider 'Fixed equipment being anything that is fixed/fitted and cannot be moved. As an example, a trampoline and outdoor boxing ring would not be deemed fixed equipment as it can be moved from venue to venue, however cricket nets/ batting cages/ full size football goal posts would.

Improvements to accessibility and promoting equal access to outdoor sports and playing pitch provision.

Floodlighting to enable winter and evening use.

Maintenance equipment i.e. mowers, and match funding towards the Football Foundations

Pitch Improvement Programme and other Sports Governing Bodies funding programmes.

What is not eligible for funding:

Projects not listed within the Playing Pitch and Outdoor Sports Strategy.

Revenue projects.

Individuals and any organisations not listed within 'Who can apply?' section.

Projects or activity outside of the boundary project area.

Retrospective work i.e. work that has already taken place before any grant has been awarded.

VAT reclaimable from HMRC – VAT may be an eligible cost under this grant scheme; however, this will vary on a case-by-case basis and the council cannot give VAT advice to applicants. It is the responsibility of the applicant to ensure that VAT is correctly treated within any grant project. Incorrect VAT treatment could lead to penalties from HMRC and the applicant having to repay the VAT element of the grant that should not have been claimed.

It is the responsibility of the applicant to include VAT if an applicant needs to claim it. If you do not include eligible VAT at the time of application, the grant will be awarded based on net costs and VAT cannot be claimed.

Projects which generate private gain.

Grants cannot be made to individuals or for items which only benefit an individual, such as prizes, bursaries, or personal equipment.

Staff salaries/costs.

Personal sports equipment i.e. team clothing.

Organisational overheads/running costs.

Costs of making planning applications or other statutory permissions.

Routine maintenance work or repairs.

Performing statutory duties.

Submission whereby the applicant does not own the land, has no permission from the landowner or has a lease of less than seven years, where the capital fund will be spent.

Private landowners and privately owned buildings subject to the lease specification, as detailed in the 'eligible criteria' section.

Fundraising activities or advertising costs.

Any transport modes.

For any other purpose than that specified on the application.

Capital improvements must not be compromised by other work in the near future.

Grants cannot be used for activities promoting religious or political beliefs; however, we welcome applications from faith groups for community activities that are open/accessible to the whole community, regardless of religion.

Portable items that will not be permanently kept at the address listed as the project location.

Competitions, events, excursions and websites, publications, and marketing materials.

Feasibility studies, tender costs, surveys, building consents or recruitment costs.

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.

There should not be duplication with other funding schemes supporting similar activities. Within your application you are asked if you have applied to other sources of funding. If you have, we may undertake further checks.

#### **Timetable**

The application process will open in October 2024 and applications will be accepted on a rolling basis.

The application process will close once all the funding has been allocated within each budget year. The last date for application is 31 December 2026 or earlier if all of the funding has been fully allocated. This programme expires on 31st March 2027.

#### **Boundary Area**

The entirety of projects must be within the Wealden district boundary. If any clarity is required on boundaries, please contact the Leisure and Wellbeing Team by emailing [sportsinfrastructurefund@wealden.gov.uk](mailto:sportsinfrastructurefund@wealden.gov.uk).

#### **Match Funding**

Match funding of the equivalent or greater value than what is being requested from the Sports Infrastructure Funding Programme is a requirement. See below table which details the level of match funding needed for this funding programme:

<b>Grant Available</b>	<b>Match funding Required</b>	
Grants Programme	£5,000 – £50,000	Yes – cash fund
Match funding helps to ensure as many different organisations, as possible will be able to benefit from this fund.		

*Example: If your total project costs £20,000 and you are requesting £10,000 towards the project cost, you will need a minimum of £10,000 cash match funding from other sources.*

Organisations should have all of their cash match funding in place / secured when applying to the programme. This will reduce the risk of a project not being delivered.

#### **Application Checklist**

Your completed application form, check list, evidence and supporting documents must be completed and returned to [sportsinfrastructurefund@wealden.gov.uk](mailto:sportsinfrastructurefund@wealden.gov.uk).

Before you get started – you must be able to answer **yes** to all the following:

<b>Checklist Requirements</b>	<b>Yes</b>
Are you one of the following organisations: <ul style="list-style-type: none"> <li>• Community Organisation</li> <li>• Parish or Town Council</li> <li>• Sports Club</li> <li>• Education establishment</li> <li>• Not for profit organisation</li> </ul>	
Your organisation must have: <ul style="list-style-type: none"> <li>• Its own bank account and must have at least two signatories on the account (refer to document checklist below)</li> <li>• At least three members on its governing body or board of directors (refer to document checklist below)</li> <li>• Vulnerable Adult and/or Child Protection Policies and Procedures (if your organisation works directly with children and/or adults)</li> <li>• All relevant and required insurance in place e.g. Public Liability insurance</li> </ul>	
Is your application requesting between £5,000 and £50,000?	
The project site must be listed in Wealden’s Playing Pitch and Outdoor Sports Strategy. All projects must be located within the Wealden district boundaries.	
The project does not meet any of the restrictions mentioned within the ‘What we won’t fund’ section (see pages 5 and 6).	
Applicant must: <ul style="list-style-type: none"> <li>• either own the land or,</li> <li>• have permission from the landowner AND have a lease of more than seven years where the funding will be spent. (Refer to document checklist below)</li> </ul>	
Planning permission/building regulation permissions should already be approved for the works.	
You must agree to maintaining the asset over its lifetime. This includes the implementation of a sinking fund. Note: sinking fund will only be required in some instances. This will be considered and agreed, where applicable, on a case-by-case basis.	

**Required Documentation**

Before you get started, please answer the following affirmatively to confirm you have the required documents:

Documents	Yes
If applicable, based on your legal entity a copy of your organisation’s constitution or set of rules, dated, and signed as adopted by your group including a copy of any current resolution or delegated authority given to members/trustees authorising them to enter into grant agreements on behalf of the organisation	
A copy of a Bank or Building Society statement for all accounts which are held by your organisation (not more than three months old). Or a photocopy of the page(s) in your passbook/s which shows your group’s name, address, account number and current balance. (Please do not send originals).	
A copy of your most recent Annual Accounts dated and signed as approved. Or if you are a new group, a statement of your estimated income and expenditure for the first year.	
Copies of Vulnerable Adult and/or Child Protection Policies and Procedures if your organisation works directly with children or adults.	
Copies of relevant and required insurance.	
Evidence of land ownership e.g. land registry number or deeds	
OR	
Evidence of landowner permission and agreement if you are not the landowner AND copies of your lease.	
Evidence of planning permission approval and building regulations (if applicable)	
Provide evidence to show that three quotations or estimates have been obtained.	
Three quotes are required for all projects.	
Details of evidence that any necessary permissions and/or approval have been granted. This could include a letter from the landowner, minutes from a Council meeting etc. (if applicable).	
Project plan and timeline to evidence clearly that the project can be delivered within the timescales for total project costs.	
If applicable, based on your legal entity provide the names, addresses and email addresses for members/trustees of your organisation’s (who are authorised to enter into grant agreements on behalf of your organisation).	

All information relevant to your project must be submitted as we may not be able to ask for any further clarification due to the expected volume of applications received.

You may send the application and all supporting paperwork electronically. This is our preference.

***To note: Your application will not be considered if you do not attach the evidence/documents stated above. If you are unsure on what evidence to provide, please contact [sportsinfrastructurefund@wealden.gov.uk](mailto:sportsinfrastructurefund@wealden.gov.uk).***

If you send any hard copies of documentation, please inform the Wellbeing Team via email that you plan to do this. WDC cannot be held responsible for any damage or loss of any paperwork. Please do not staple or bind any part of the application form or supporting information and ensure you retain a copy of the whole application form for your records.

Please contact the Leisure and Wellbeing Team via [sportsinfrastructurefund@wealden.gov.uk](mailto:sportsinfrastructurefund@wealden.gov.uk) for any queries you may have.

### **Subsidy Control rules**

#### **Subsidy Control Rules**

The UK is subject to a new statutory Subsidy Control regime, which came into force on 4 January 2023. This regime is largely based on the requirements set out in the Subsidy Control Act 2022 (the “Act”).

### ***Assessment of Your Application***

As part of the assessment of your application, we need to determine whether the grant constitutes a 'Subsidy' under the Subsidy Control Act 2022. If a Subsidy is identified, it will be necessary to follow one of the routes prescribed in the Act for the award of compliant Subsidies.

### ***Assistance and Additional Information***

We may request your assistance in assessing the Subsidy and determining the appropriate route for making an award. If additional information is required, we will contact you and we will need this information as soon as possible.

### **Grant Funding Agreement and payment of grants**

If an applicant is successful in securing a grant, a Grant Agreement will be sent to the organisation which will need to be signed by hand, by the organisation and sent back to us for execution and completion on behalf of the Council, before we can release the funds.

The Grant Agreement will include Terms and Conditions to ensure the grant award and project delivery meets Wealden District Council's requirements.

The Grant Agreement must be signed within 4 weeks of issue.

Successful applications will be given a set period to spend their grant. This will be set on a case-by-case basis. Final payments will be defrayed until the project has been fully completed and evidence of spend submitted and approved.

### **Monitoring**

If your application is successful, we may ask you to provide evidence of before and after the project for example, as a minimum the Council will expect to receive photographic evidence at the start of the project and once all works are complete. For large projects, more regular updates may be required.

An end of grant self- monitoring evaluation form will need to be completed as part of the Grant Funding Agreement.

The Council will have the right to withhold any or all of the funds if the end of the grant self-monitoring evaluation form and evidence of expenditure/receipts (to be submitted no more than four weeks after the end of the project) is not satisfactory.

### **Acknowledgment and Publicity**

As a minimum the applicant will be required to:

- Acknowledge the partnership work and funding provided by Wealden District Council in any media and promotional activities including social media.
- Upon Completion of the Project the applicant will be required to work closely with Wealden District Council officers to arrange a media opportunity/ opening ceremony and install, in a permanent place at the site of the Project, a plaque acknowledging the partnership work and funding received from Wealden District Council.

### **Further information and advice**

Applicants must secure any required planning permissions and/or other statutory consents required for the project before applying (and attach copies with your application). It is the responsibility of the applicant to speak to the relevant authorities to determine if any permissions or consents are required.

Documentation (e.g. register of title, lease, or licence) detailing land ownership and permissions must be appended or submitted with the application if applicable. For projects where capital works are taking place on land not owned by the Grantee, the landowner will need to be party to the licence/lease or show evidence of permissions given by the landowner.

### ***Planning Permission***

**If you aren't sure if planning permission is required, please check our planning permission pages which can be found here: <https://www.wealden.gov.uk/planning-and-building-control/planning-advice/>. If you wish to speak to a member of WDC's Planning Team, please contact the Duty Planning Officer.**

The Duty Planner Service operates on Tuesdays between 10.00 and 12:30 and Thursdays between 14:30 and 17:00.

Note: During busy times, if you cannot get through to the duty planning officer you may need to call back. The service is unable to take messages and call backs cannot be arranged.

If you are ready to speak with the Duty Planning Officer call 01892 602011 during the times outlined above.

For further information on the Duty Planning Officer, please go to: [Duty Planning Officer – Wealden District Council – Wealden District Council](#)

### ***Building Control***

**If you aren't sure if you require approval from our building regulations team, you can seek advice either through our building regulations webpages which can be found here: <https://www.wealden.gov.uk/planning-and-building-control/east-sussex-building-control-partnership/>. If you wish to speak to a member of WDC's Building Control team, please contact: 01892 602005.**

### **Contact Details**

If you have any questions or would like to request an application pack please contact the Leisure and Wellbeing Team by emailing: [sportsinfrastructurefund@wealden.gov.uk](mailto:sportsinfrastructurefund@wealden.gov.uk).

### **Other Funding Programmes**

The council may recommend other external funding programmes, where appropriate. This may include funding programmes such as the Football Foundation's grants programme.

For information about other types of external sports funding that may be available, contact the Partnership & Funding Officer at [communitygrants@wealden.gov.uk](mailto:communitygrants@wealden.gov.uk).

### **Community Led Infrastructure Funding**

**Publish Date: 3 June 2025**

A new £2million fund is being launched by Wealden District Council to support community buildings, green spaces, cultural infrastructure and other leisure/ sports projects across the district.

Two green trees on green stripes with the words Wealden District Council  
The Community Led Infrastructure Fund – CLIF – was approved at a Full Council meeting recently. The capital fund will be backed by money collected from developers through the council's Community Infrastructure Levy (CIL) and be used to target small and medium scale projects based in Wealden communities.

The money could be spent on adaptations to community buildings, energy efficiency measures, access improvements to outdoor spaces and installing new facilities and equipment.

Organisations applying will need to demonstrate a level of match funding – a minimum of 20 per cent of the grant being requested – to support the project. All projects will be required to show they have the support and will meet the needs of their local community.

Councillor Rachel Millward, Alliance for Wealden (Green Party) and lead councillor for Community, Culture and Communications and deputy leader of the council, said, "This new fund is hugely exciting and it's great to be able to make this sort of investment in our communities. We can only make Wealden greener, fairer and kinder by working in partnership with grassroots organisations.

"We want local groups to put forward proposals that have broad support in their community. We know that in some places there are projects waiting to go and they just need some cash; in others, projects will need to be developed.

"I would encourage Wealden residents who are involved in clubs, societies or groups to think about what difference this could make to their local community."

Expressions of interest can be sent to [CLIF@wealden.gov.uk](mailto:CLIF@wealden.gov.uk).

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

Strategic Objective	Commentary Origin: Visioning Day	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	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	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	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	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	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	2027 F&OM	AMC	
			Sub-Lease for MPF and Pavilion in place with HUJFC and WDC	Sub-Lease agreed	Legal costs?	2025 F&OM	2025 F&OM	AMC	
			Lease or 'disposal' of 1 market Square in place	Lease agreed, rent paid.	Legal costs	2025 F&OM	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	2026		
		Continued liaison 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	2025-2029	F&OM	AMC
		Further James West Centre improvements identified and implemented	Improvement plan delivered	Improvements implemented. Increased bookings and income for JWC	Capital costs for work	2025-2029	2025-2029	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/MM	AMC
		Horticultural Grass Cutting	Grass cutting done	Cuts on time to required standards, Complaints minimised	cost of contract	2025-2030	F&OM/MM	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	

Key Area: Environment

**Draft (1.2 3 July 2025)**

**Service Level Agreement**

**between**

**Hailsham Town Council**

**and**

**Hailsham Youth Services CIC**

## **1.Hailsham Town Council will:**

- 1) Lease the defined buildings (Church and Manse) to the CIC for a period of 5 years, in return for the consideration of £1 per annum (if demanded).
- 2) Maintain the buildings in good order for the annually budgeted activities.
- 3) Provide all required maintenance funds in accordance with HTC financial regulations
- 4) Provide deficit finance (ie after deduction of grants received by CIC)
- 5) Review deficit finance in accordance with HTC regulations twice annually and report to the relevant committee(s), against CIC Business Plan and budget
- 6) Retain the right to terminate this Agreement at the start of any financial year
- 7) Employ and pay staff as requested in budget setting to ensure Youth Service targets can be fulfilled

## **2.Hailsham Youth Services CIC will:**

- 1) Be formed as a suitable CIC, with an appropriate constitution and suitable Aims and Objects stated therein
- 2) Always act in Accordance with its Constitution, Aims and Objects,
- 3) Register with FCA, Charities Commission, HMRC and Companies House if required to achieve its Aims and Objects and receive grants as may be required
- 4) Make all necessary legal returns and in timely manner
- 5) Independently prepare, audit and publish accounts
- 6) Regularly elect/appoint CIC directors in accordance with the constitution and the requirements of HTC
- 7) Define qualifying persons for election as directors
- 8) Define the electorate for directors
- 9) Register as a Charity to obtain charitable grants if required
- 10) Abide by all CC rules in timely manner, including Annual Returns if a charity
- 11) Actively seek Grants (charitable or otherwise) and report all awards to HTC setting these against previously agreed funding or future deficit funding
- 12) Report all maintenance issues to HTC in good time to minimise costs
- 13) Not undertake any activity which could damage the buildings
- 14) Make no major alterations to the building without HTC permission
- 15) Ensure all funding received from HTC and grant funding is used for the stated purpose and not to cause HTC issues for example around CIL use or creating tenancies
- 16) Submit a business plan for the lease period and review and report twice annually, and an annual staffing budget
- 17) Submit a deficit funding budget relating to the Business Plan to include staffing requirements and external hires, and in accordance with HTC processes and timescales. All successful grant bids and external revenues will be included in this budget (note: Failure to do so may result in HTC being unable to provide deficit funding)
- 18) Operate within its agreed budget for the financial year
- 19) Report on all grant successes and failed applications twice annually to HTC
- 20) Adhere to HTC Policies as applicable
- 21) Account for any external Hires and receipts and ensure these funds are collected in full and in timely manner
- 22) Provide quarterly data to HTC on attendance, projects, visits and the like
- 23) Not use the premises for other than community related purposes

**Signed:**

**For Hailsham Town Council.....Mayor**

**Dated:.....2025**

**For Hailsham youth Service CIC..... Director**

**Dated.....2025**