



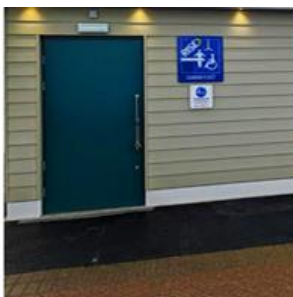
# ANNUAL REPORT

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# 2025-2026

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## Introduction: Town Mayor & Chair's Report



It has been an honour and privilege to serve the residents of Hailsham as Town Mayor and Chair of the Council over the past year. I am pleased to present this report as part of the Annual Town Meeting, reflecting on our collective achievements, ongoing challenges and aspirations for the future of our community.

Over the last twelve months, the Town Council has delivered a range of services, supported community initiatives, and worked collaboratively with partner organisations to ensure that our town remains a vibrant and welcoming place.

One of the highlights of the year has been the continued success of our town's community events. These occasions not only bring residents together but also foster a sense of pride and belonging. From seasonal celebrations to cultural and recreational activities, the Council has been delighted to support and, in many cases, directly organise events that appeal to a wide cross-section of our community.

It has been particularly encouraging to see strong attendance and enthusiastic participation across all age groups.

The Council has also maintained its focus on improving local amenities and public spaces. Investments in parks, play areas and sports facilities have ensured that residents have access to safe, clean, and enjoyable environments. Ongoing maintenance and targeted enhancements have been prioritised, reflecting feedback received from residents and stakeholders. We recognise the importance of these shared spaces in promoting wellbeing and community spirit.

Planning and development continue to be key considerations for Hailsham. As our town evolves, the Council remains committed to engaging constructively with planning authorities and developers to protect the character of Hailsham.

The Town Council has been working to support residents in making the most of their properties, whilst opposing major development which does not have the necessary infrastructure in place.

Financial responsibility has been at the forefront of our decision-making. In a challenging economic climate, the Council has worked diligently to ensure value for money while maintaining essential services. Prudent budgeting and transparent financial management have enabled us to deliver on our priorities without placing undue burden on residents.

For the current financial year, the Town Council agreed a minimal increase in its share of the council tax - a nominal 14p per week increase which shows our commitment to providing residents with value for money when increased operational, administrative and other costs are taken into consideration.

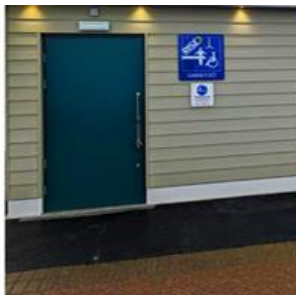
Community engagement has been another important area of focus. The Council has sought to strengthen communication with residents through a variety of channels, encouraging participation and feedback. Your views are invaluable in shaping our policies and initiatives, and we remain committed to listening and responding to the needs of our community.



I would like to take this opportunity to extend my sincere thanks to my fellow councillors, council staff, volunteers and community groups. Their dedication, professionalism and passion have been instrumental in achieving the progress outlined in this report. Public service is a collective effort, and the contributions of so many individuals make a meaningful difference to our town.

Looking ahead, the Council will continue to build on this year's achievements. We are committed to supporting sustainable development, enhancing local services and fostering an inclusive and resilient community. While challenges undoubtedly remain, I am confident that, by working together, we can continue to make Hailsham a place of which we can all be proud.

**Councillor Chris Bryant**  
**Town Mayor & Chair, Hailsham Town Council**



## Chair's Report: Finance & Governance Committee



2025/26 has brought fresh challenges. However, I am pleased to say that the new team has handled them exceptionally well.

With the appointment of a new Responsible Finance Officer (RFO) in December 2024 and a new Finance Officer in late March 2025, we anticipated a period of consolidation for the new financial year; however, our RFO took long-term sick leave in late June, requiring a locum. After the RFO departed in August, the locum's appointment was extended and continues part-time.

Initially, essential financial services were prioritised, in the expectation of a return to work but the team has managed to enable all our financial functions to improve. Indeed, we have delivered the services to residents at a saving to our original budget as set.

Over the financial year we have introduced even more effective budget setting, including forward projections of the financial impact of decisions made in committees. Our individual committees are now required to understand, consider, and review the financial impact of their decisions on their areas of responsibility.

We have addressed several grant-related problems, including both obvious and less apparent or 'hidden' grants, which will allow us to achieve greater transparency and fairness in the coming year.

We have formalised our treasury management practices by turning ad-hoc arrangements into an established policy. This approach enables regular reviews and adjustments to maximise the income from funds we have available.

We have addressed various financial issues with the Post Office arrangements, bringing our staff into harmony with our other employees and reducing the annual subsidy required to keep providing this service to residents. The Banking Hub addition has proved successful, and we await news of a permanent location, allowing us to regain the space currently occupied by the temporary hub in our Post Office premises.

We tackled rising utilities costs, now saving substantial amounts each year and into the future. While pursuing these improvements, we've set the 2026/27 budget with only a slight increase for inflation (3.46%) and boosted our reserves towards recommended levels for financial stability. After years below target, we've taken the opportunity to address the matter.

A final note regarding governance. The committee also has responsibility for reviewing and agreeing the policies by which the Council is governed and much has been achieved at this level too. We now have a suite of policies which cover most situations and are commencing reviews of these. In the coming year we will be addressing the requirements of Assertion 10 - a new requirement relating to IT practices.

We continue to strive to give the best value for money and the most effective use of our resources, while providing the best service possible.

**Councillor Colin Mitchell**  
**Chair, Finance & Governance Committee**



## Chair's Report: Assets Management Committee



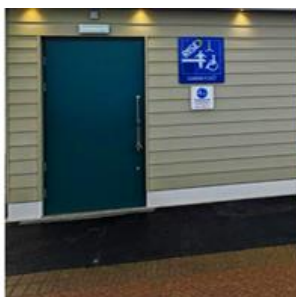
The Assets Management Committee exercises delegated authority for the management of all Council-owned properties and buildings.

The Council is responsible for a substantial and varied property portfolio, including playgrounds, parks, open spaces, recreation grounds, allotments, trees, streetlighting and a range of buildings such as the James West Community Centre, Station Youth Centre, the town centre Post Office, cemetery buildings and Grovelands Barn.

Accordingly, the Committee plays a vital role within the Council's governance framework.

Over the past year, the Town Council has delivered a number of significant developments and improvements in this area, undertaking a wide-ranging programme of projects, including but not limited to the following:

- Refurbishment of the former Square Youth Cafe building in Market Square (ground floor)
- Refurbishment of public toilet facility and creation of new waiting room at Hailsham Cemetery
- Completion of footpath resurfacing work at Hailsham Cemetery
- Redecoration work at the Station Youth Centre in Western Road
- Further resurfacing of footpaths and tidying of the Maryan Alcove at the Common Pond
- Creation of a new pet ashes burial ground at Hailsham Cemetery
- Replacement of double vehicle gate and pedestrian gate at the Harold Avenue allotment site
- Replacement of vehicle gate at the Battle Road allotments
- Repairs to the roof of Grovelands Barn
- Full roof replacement for the HMI Club building in Western Road
- Water leak repairs and installation of a new, state-of-the-art drainage system at the Western Road Recreation Ground
- Exterior repainting, a new disabled toilet and installation of an anti-slip surface/ramp at the Southview building in Western Road
- Extension and repairs to the Tony Tack Skate Park on the Maurice Thornton Playing Fields
- Major roof repairs/installation work at the Station Youth Centre in Western Road
- Creation of online facility for residents to report vandalism and graffiti to Town Council-maintained property
- Shop floor refurbishment work at the 10 High Street Post Office (ongoing)
- Creation of a new vehicle crossover on Marshfoot Lane and installation of a vehicle access gate
- Installation of a new 'mobility hub' bus shelter in Vicarage Field/Hailsham High Street
- New, user-friendly lighting installed in the main hall of the James West Community Centre
- Introduction of in-house grounds maintenance (grass cutting) at Hailsham Cemetery
- Improvements to children's play areas, including the replacement of play equipment and ground safety resurfacing
- Major repairs to the public toilet facility in Vicarage Field (due to recurring vandalism)
- Commencing a project to improve connectivity across the A22 in Hailsham



In addition to these major projects, the Operations Team has continued to deliver essential day-to-day services, including repairs to Town Council-maintained land, graffiti removal, routine maintenance and regular inspections of children's play equipment.

A further key project during 2025/2026 has been the comprehensive improvement of the Town Council's office building in Market Street, The Inglenook. This has included a full electrical rewire, the installation of enhanced fire prevention measures and fire safety doors, and extensive internal refurbishment. The building has also been redecorated throughout, with the exterior frontage tidied and repainted, significantly enhancing the appearance of this historic Grade II listed property.

Alongside the refurbishment of the Council offices and public reception areas, the adjoining Heritage Centre has also benefited from electrical and related upgrades.

Significant enhancements have also been made to the James West Community Centre in Brunel Drive to improve both usability and visitor experience. These include the installation of acoustic wall panels in meeting rooms, drop-down projector screens for events and presentations, additional foyer seating, and energy-efficient, timer-controlled lighting in the car park. Visitors can also make use of a refreshments vending machine and indoor courts for activities such as netball and pickleball. Further improvements, including new external signage and interior redecoration, have also been completed.

In parallel with these physical improvements, the Town Council has strengthened its procurement procedures to ensure compliance with the Procurement Act 2023. A computer-aided facilities management system has also been introduced to support effective management of building compliance, including health and safety, risk management and legal obligations.

Additionally, the Council has implemented a programme of regular condition surveys for all maintained buildings, alongside the introduction of a new five-year planned maintenance schedule.

As ever, this has been a particularly busy year for the Assets Management Committee. We extend our thanks to all Committee members for their continued dedication, as well as to everyone involved in delivering these projects - particularly our Operations & Facilities Manager, Tony Lee. Thanks must also go to our outdoor works and cemetery teams.

**Councillor Mary Laxton**  
**Chair, Assets Management Committee**



## Chair's Report: Planning & Development Committee



In the last year, the Planning & Development Committee has considered 77 planning applications, 4 of these being major applications.

The Committee meets every three weeks to consider the planning applications that have been submitted and then puts forward its views to Wealden District Council. We are only consultees, so we cannot make the decision on whether to approve or object to an application - we can only offer our opinion.

As you can see, the Town Council comments on many plans throughout the year. Councillors review documents, visit the sites and talk to residents when considering planning applications.

The committee has been working to support residents in making the most of their properties whilst opposing major developments which do not have the necessary infrastructure in place.

Members of the public are always welcome to attend the planning meetings.

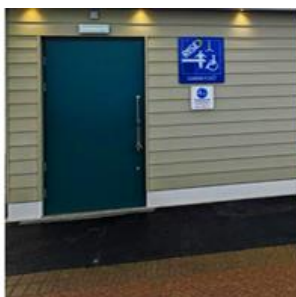
The Town Council is proud to have a working Neighbourhood Plan in place. The Town Council was one of the first Councils to produce a Neighbourhood Plan with professional guidance and the Town Council's Planning & Development Committee always refer to Hailsham's Neighbourhood Plan when submitting planning comments.

Our Neighbourhood Plan has recently been updated, and we have just completed a public consultation. The revised Neighbourhood Plan has now been submitted to Wealden District Council for examination.

Wealden District Council has prepared a new draft Local Plan and when this has been adopted, it will form part of the Development Plan for the Wealden District and will replace all the existing local plan policies. The public consultation on this draft Local Plan has recently ended. Wealden District Council will now review all the comments received from the public.

I would like to thank everyone on the committee for their hard work throughout the year.

**Councillor Chris Bryant**  
**Chair, Planning & Development Committee**



## Chair's Report: Communities Committee



The Communities Committee organises several events throughout the year. As always, I would like to thank our fantastic partners who work so hard every year to organise various community events in the Town - Hailsham Lions, Hailsham Rotary Club, Hailsham News, Hailsham Forward, Hailsham Community College, Hailsham Parish Church, Hailsham Bonfire Society, Hailsham Farmers' Market, Hailsham FM, Hailsham Chamber of Commerce, Hailsham Festival, Girlguiding Heathfield and Hailsham District, the Scouts and the Hailsham Community Groups Forum.

The Town Council is currently organising some trial markets, taking place on a Friday in Blackman's Yard, behind the Town Council offices in Market Street. The last trial will be held on 22nd May, and the Council will then discuss the trials and review the future of the markets.

The Farmers' Market is at the Cattle Market site every second Saturday of the month.

An event to celebrate Sussex Day will be held in Vicarage Field and Hailsham High Street on Saturday 20<sup>th</sup> June, from 9am to 3pm celebrating all things Sussex, with local produce, a Harvey's beer tent, morris dancers, maypole dancing, Hailsham FM and live music with the Sussex Stompers and Hailsham Choral Society singing "Sussex by the Sea".

The Hailsham Community Run will be going ahead on Sunday 17<sup>th</sup> May. There is also the "Stand Proud 3" event which will be held at The White Hart Public House in Horsebridge on Saturday 27<sup>th</sup> June, from noon until midnight.

Hailsham Bonfire Society's Flaming Fun Day event will be held on Western Road Recreation Ground on Sunday 28<sup>th</sup> June. Hailsham Festival week will run from 7<sup>th</sup> to 20<sup>th</sup> September. This year is the festival's 25<sup>th</sup> anniversary.

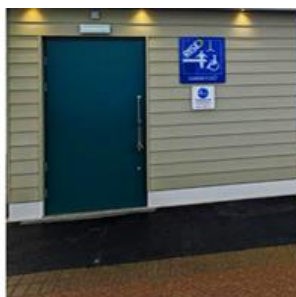
The Bonfire Event will go ahead again this year, on Saturday 17<sup>th</sup> October on Western Road Recreation Ground.

For Christmas this year, we will be merging our Christmas Lights Switch-on event and our Christmas Market, to hold one big event on Friday 27<sup>th</sup> November. This event will be held throughout the afternoon and early evening, with a road closure in place, food stalls and local market traders selling a variety of crafts. Hailsham Academy will be in attendance singing carols and Hailsham Rotary will bring Santa and his Sleigh. The Hailsham Lions will also be selling candy floss and Hailsham FM will provide the Christmas music.

For any further information on any of the events please contact the Town Council.

I would like to thank everyone on our committee. We are extremely grateful for all the support we get from the various associations as we could not do this without the support of all of you.

**Councillor Anne Marie Ricketts**  
**Chair, Communities Committee**



## Chair's Report: Staffing Committee



Hailsham Town Council, including the Post Office/Banking Hub and Hailsham Youth Service CIC, employs over 40 dedicated staff members. Each individual contributes diligently to representing the Council at the highest standard.

During 2024-25, the Staffing Committee supported the Council's Senior Managers and staff in embedding a new staffing structure. This structure was designed to strengthen and enhance the Council's capacity to achieve its strategic aims and business plan objectives. In 2026, as an extension to this staffing re-design and re-structure, and in recognition of and in response to the complexity of HTC operations, a discrete role dealing with all HR issues, both strategic and operational has been implemented.

With the new structure firmly in place, the Staffing Committee remains focused on improving the Council's overall efficiency and effectiveness.

Staff well-being is always high on the agenda. The actions and resolutions of the Staffing Committee in 2025-26 reflect the Council's investment in the ongoing development and enhancement of its workforce. Ensuring the right people employed in the right role with the right qualifications delivering a high quality, value-for-money service for Hailsham and its residents is always key.

**Councillor Karen Nicholls**  
**Chair, Staffing Committee**

## Strategy Committee

The Strategy Committee is appointed to make recommendation to the Town Council in drawing up a business plan of priorities for the Town Council, monitoring progress against that business plan and recommending any amendments or changes to the plan as it progresses. The Committee is responsible for working in partnership with other organisations, members of the town council or other Town Council committees or sub-committees to achieve this objective.

The Committee is made up of all Chairs and Vice-Chairs of the Standing Committees and meets on a quarterly basis to go through a report mapping the Council's teams progress against the objectives in the Plan. This way, the committee has an oversight of the council's overall performance and everything it is achieving for the parish.

The Strategy Committee has spent much of the last year working on a new Strategic Plan document, which will form the blueprint for activity and measurement of success for the next four years. This Plan is being presented to the public at this Annual Town Meeting.



## Chair's Report: Neighbourhood Planning Committee



A considerable amount of time, effort and discussion has taken place over the last 12 months to prepare our Neighbourhood Plan policies, for submission at a Regulation 14 stage of consultation.

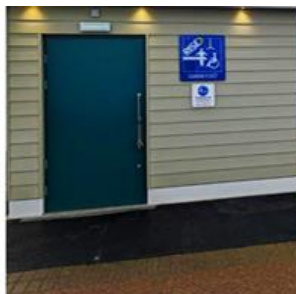
In January and February of this year, Jon Herbert and I held pop-up sessions across the town to seek views from members of the public on revamping and updating the Plan.

We were delighted with the engagement of over 200 residents who attended, responded and discussed the concepts and policies within our Plan.

Having a Plan in place has helped to shape and influence where money has been collected from developers through Community Infrastructure Levy (CIL) payments, towards identified projects for the benefit of our wider community.

Projects identified through work on the Neighbourhood Plan are embedded in the main body of the Plan, forming a key part of the narrative and expression of the community's manifesto for the area. ease of reference, they are:

- Transforming existing residential streets into green streets, allowing residents to come together to identify opportunities for redesigning their streets to incorporate green infrastructure.
- Town centre concept masterplan, working in collaboration with partners and the public to prepare a concept masterplan for the town centre that will guide potential development.
- Shop front improvements, exploring opportunities, in partnership with shop and landowners, to repair and improve shopfronts, reinstating traditional features.
- Town centre public realm improvements exploring the part-pedestrianisation of the High Street and wider public realm improvements, including introduction of street greening.
- Architectural innovation, encouraging the use of architectural competitions on development sites, including multi-ownership and multi-phased developments.
- Design Review, supporting the use of an independent design review at the planning application stage to inform proposals and help deliver higher standards of design in new development.
- Crossing the A22 and working with partners to investigate opportunities for a new pedestrian and cycle crossing of the A22.
- Delivering an all-weather walking and cycling route on predominantly Town Council-owned land alongside the A22 that provides connections with the network of recreation facilities in Hailsham.



- Street greening, supporting a street greening initiative that introduces green infrastructure into existing streets and spaces.
- Reinstating front gardens, supporting an approach to 'de-paving', which encourages homeowners to reinstate front gardens or replace areas of hardstanding with porous material.

In April 2026, we submitted our updated Plan to Wealden District Council. The next stage is for the district council to formally consult on the Plan (Regulation 16) and appoint an Independent Examiner to review the document and then potentially go out to a public referendum. We will ensure that this happens in a timely manner.

My personal thanks go to Jon Herbert for his valuable input and support from the outset. It has been a great experience of around 10 years of working together.

Recognition also needs to go too Karen Giddings, who has supported our committee this last year. It has been a new experience and role for her, and she has risen to the challenge of deadlines and volumes of paperwork/data.

Together, we can continue to use our Neighbourhood Plan for the purposes it was intended for.... Our Town, Our Community.

**Councillor Mary Laxton**  
**Chair, Neighbourhood Planning Committee**



## Chair's Report: Post Office Committee



The Post Office Committee is responsible for overseeing the efficient operation and long-term sustainability of the Post Office located at 10 High Street, including the integration of the town's Banking Hub services.

Over recent years, the Town Council has committed significant effort and resources to ensure that this vital service remains available to the community.

Feedback from residents during the past year has been consistently encouraging, with particular recognition given to the importance of maintaining access to banking services following the closure of several local bank branches.

Since the Town Council assumed responsibility for the Post Office in 2019, the service has developed considerably. Both staffing levels and the breadth of services available have increased, strengthening the support offered to local people and businesses alike.

The Council has also been successful in securing the contract to operate the town's Banking Hub, an essential service in light of the reduction in high street banking provision. While the Hub is currently operating from within the Post Office on a temporary basis, arrangements are in place for it to relocate to a permanent site in the coming months.

The introduction of the Banking Hub has enhanced the financial services already available at the High Street branch, ensuring continued access to everyday banking transactions and facilities for both personal and business customers.

The Committee remains committed to safeguarding the future of the Post Office franchise and will continue to work diligently to ensure its ongoing success. Alongside this, it will focus on supporting the smooth transition of the Banking Hub to its new permanent premises in the coming months, ensuring that this important service continues to operate effectively for the benefit of the community.

**Councillor Mary Laxton**  
**Chair, Post Office Committee**



## Town Clerk's Report



I am pleased to present my report for the civic year 2025/2026, highlighting the principal projects, services and achievements of the Town Council over the past twelve months. This has been a productive and forward-looking year, characterised by continued investment in community assets, strengthened engagement with residents and a clear commitment to enhancing the quality of life within the town.

Throughout the year, the Council has maintained its focus on the effective stewardship of its parks, open spaces and community facilities, as well as other service assets, including the town centre post office and Hailsham Youth Service.

Ongoing improvements to recreational areas have remained a priority, with targeted works undertaken to enhance accessibility, safety and environmental sustainability. Regular maintenance programmes have ensured that these spaces continue to meet the needs of residents and

visitors alike.

A significant area of progress has been the Council's continued support for community events. The civic calendar has featured a wide range of well-attended events, including seasonal celebrations, markets and commemorative occasions. These events not only foster community spirit but also support local businesses and voluntary organisations. The Council has worked closely with partners and community groups to ensure that events are inclusive, accessible and reflective of the town's diverse population.

In addition to events, the Council has strengthened its engagement with residents through improved communication channels and consultation exercises. Efforts have been made to ensure transparency in decision-making and to provide residents with meaningful opportunities to contribute to local initiatives. The Council's committees and working groups have continued to operate effectively, addressing a broad range of issues including planning, community safety and environmental sustainability.

Financial management has remained prudent and responsible throughout the year. The Council has carefully balanced the need to deliver high-quality services with the importance of maintaining value for money for residents. Budgetary decisions have been made with a clear focus on long-term sustainability, ensuring that resources are allocated effectively to meet both current and future needs.

Partnership working has continued to be a cornerstone of the Council's approach. Collaboration with district and county authorities, local organisations and other stakeholders has enabled the delivery of a range of projects and services that would not otherwise be possible. These partnerships have strengthened the Council's ability to respond to local priorities and to support the wellbeing of the community.

The Devolution Agenda and Local Government reorganisation will have a profound effect on the landscape of local government. While the Parish and Town Council sector will not necessarily be a significant part of the changes to be made, nevertheless, the need to ensure that local people are represented and heard will never be more important. The Town Council will continue to engage with colleagues in other towns and parishes, and the larger authorities involved to make sure the restructures will not have an adverse effect on your community.



It is also important to acknowledge the dedication and professionalism of the Council's staff, whose efforts underpin the successful delivery of services and projects. Their commitment, alongside the active involvement of elected members, has been instrumental in achieving the Council's objectives over the past year.

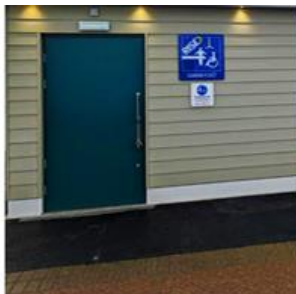
We have seen some not insignificant changes to the Town Council's staffing over the past year, however we continue work hard to embed new people and roles and to work hard to get the best out of our resources for the good of the town council and the people of Hailsham.

In conclusion, the 2025–2026 civic year has been one of steady progress and positive achievement for Hailsham Town Council. While challenges remain, the Council is well-positioned to build on this year's successes and to continue working in the best interests of the community.

I look forward to supporting the Council in the year ahead as we strive to further enhance the town and the services we provide to its residents.

To that end, the Town Council is launching its revised 'Strategic Plan at the Annual Town Meeting. This is a relatively large and complex document for a relatively large and complex Town Council. I hope you will give the time to look over the plan and pass any comments onto us.

**John Harrison**  
**Town Clerk**



## Hailsham Youth Service Report



Hailsham Youth Service has long been managed and funded by the Town Council. Previously operating from the Square Youth Café in Market Square, the Service relocated to the Station Youth Centre in Western Road over the summer in 2024.

This move, supported by CIL funding, has provided an enhanced base from which the Service continues to deliver youth work, guidance and a wide range of opportunities for young people across the town.

Significant improvements have been made to the Station Youth Centre. A major roofing project costing approximately £80,000 was completed using CIL funding, and the interior has been fully redecorated, thanks in part, to contributions from local organisations, creating a more modern and welcoming environment.

In addition to hosting regular clubs and sessions, the Service offers targeted support alongside a varied programme of trips, projects and recreational activities. Its core purpose is to help young people build confidence and develop socially, physically and emotionally, while strengthening their understanding of the wider world.

The past year has been especially productive, marked by significant growth and the introduction of several new programmes. The move to the Station Youth Centre has been a key step forward, enabling the Service to expand both its reach and the quality of its provision.

Now in its 26th year, Hailsham Youth Service has evolved considerably from its beginnings as a single-site operation. It currently delivers activities from multiple venues across the town, offering a diverse and inclusive programme that continues to positively influence the lives of local young people.

Additions to the timetable at the Station Youth Centre include sessions such as The Lounge, Fusion, Network @The Underground, Teens & Tweens and On Track Hailsham, broadening the Service's appeal across a wider range of ages and interests.

Alongside these newer offerings, established programmes remain an essential part of delivery. The Monday Youth Hub at the James West Community Centre, Hellingly Youth Hub and the Friday Night Project continue to provide welcoming, structured environments where young people can try new activities, gain skills and build strong peer connections.

Throughout the year, the Service has maintained a balanced programme, now exceeding 15 sessions per week, combining leisure-based opportunities with sessions addressing issues relevant to young people today. This adaptability has ensured that provision remains both engaging and meaningful.

The Service has also continued to play an active role in networking with other youth work organisations and partners, helping to share good practice, coordinate support and strengthen opportunities for young people across the wider area.

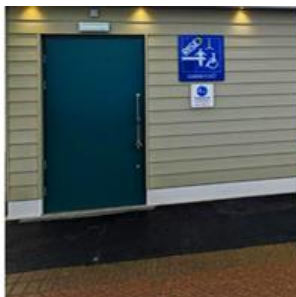
The Service also manages The Manse building next to the Station Youth Centre, which is hired by several community groups, including East Sussex Academy, the Hailsham Festival Committee and local counselling services.



The dedication of the youth work team has been central to this success. Their consistent commitment has enabled the Service to build strong, trusted relationships with young people, creating safe and supportive environments in which individuals feel able to engage, develop and thrive.

The team's ability to engage and support individuals with a wide range of needs has been a key factor in the Service's continued growth. Through their work, many young people have developed increased confidence, improved social skills and a greater sense of belonging within their community.

Feedback from young people has been consistently positive, with strong attendance at many sessions and clear enthusiasm for the opportunities available. Participants continue to value both the social and developmental benefits provided, reinforcing the importance of maintaining and further developing the Service.



# Appendix 1: Hailsham Town Council Mission & Objectives

## Aims & Objectives

### STATUTORY DUTIES

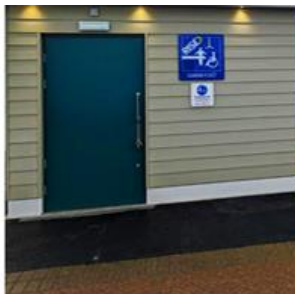
- Upkeep of the cemetery
- Provision of allotments
- Commenting on planning applications

### LEGAL DUTIES

- Upkeep of parks and open spaces
- Upkeep of buildings owned by the Town Council
  - Upkeep of children's play areas

### OTHER DUTIES:

- To effectively operate the 10 High Street Post Office franchise
- To fund and manage Hailsham Youth Service, providing youth work, support services and opportunities for young people in the local area,
- To encourage and promote the economic and commercial vitality of Hailsham
- To maintain/enhance the identity of Hailsham and promote its heritage as a market town
- To ensure an improving standard of service to meet local needs by working in partnership with other statutory bodies and voluntary organisations
- To seek to protect and enhance our natural and built environment



## Appendix 2: Hailsham Town Council Facts, Figures & Structure

### Facts About Hailsham Town Council

- currently has 18 elected Members.
- holds over 70 Council, Committee or Sub-Committee meetings a year, plus the Annual Town (Electors') Meeting.
  - employs/retains 44 paid members of staff (including office/administrative, outdoor/works, youth service and post office staff), plus Hailsham Youth Service volunteers
- commented on 70 planning applications in 2025/26, including 4 major applications.
- Currently, the parish rate amounts to £4.20 per week for Band D properties. Based on this rate, the budget amount for the current financial year (April 2026 to March 2027) is £1,747,698, with a precept amount of £1,747,698 being requisitioned from Wealden District Council.

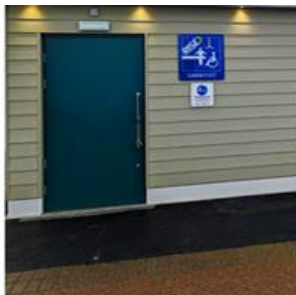
### Committee Structure

The following Standing Committees were appointed for the 2025/26 Council year:

- **FINANCE & GOVERNANCE COMMITTEE**
- **ASSETS MANAGEMENT COMMITTEE**
  - **COMMUNITIES COMMITTEE**
- **PLANNING & DEVELOPMENT COMMITTEE**
- **NEIGHBOURHOOD PLANNING COMMITTEE**
  - **POST OFFICE COMMITTEE**
  - **STAFFING COMMITTEE**
  - **STRATEGY COMMITTEE**

A full schedule of Committee meetings, in addition to bi-monthly meetings of Full Council, is available to view on the Town Council website:

[hailsham-tc.gov.uk](http://hailsham-tc.gov.uk)



## Appendix 3: Hailsham Town Council Assets & Land

### HAILSHAM TOWN COUNCIL IS RESPONSIBLE FOR

#### Buildings & Premises Managed

Inglenook & Fleur de Lys • James West Community Centre • 1 Market Square • 3 Market Street • Cemetery buildings (including lodge and chapels) • Union Corner Hall and car park • Maurice Thornton Pavilion • Grovelands Barn

#### Parks & Gardens

Hailsham Country Park • Common Pond • Dennis King Memorial Sensory Garden

#### Cemetery Land

Cemetery site at Ersham Road

#### Hailsham Youth Service

The Station Youth Centre, Western Road

#### Recreation Grounds, Outdoor Gyms & Play Areas

Western Road Recreation Ground • Beaconsfield • Tennis courts • Maurice Thornton Playing Fields • Battle Road, Stroma Gardens, Western Road, Quinnell Drive and Maurice Thornton children’s play areas • Western Road and Maurice Thornton outdoor gyms

#### Public Open Spaces

Land at: Butts Field; rear of retail park (Diplocks Way); Arlington Road East; Blacksmiths Copse; west side of Solway; south of Quinnell Drive; Cameron Close; Carpenters Way; adjacent to Grovelands Barn • Orchard Park

#### Post Office

10 High Street

#### Public Toilets

Vicarage Field

#### Allotment Sites

Battle Rd; Station Rd; Harold Ave

#### War Memorial

Vicarage Field

#### Street Lights

500+ townwide

#### WEALDEN DISTRICT COUNCIL

BINS, RECYCLING & RUBBISH COLLECTION • BUSINESS RATES COUNCIL TAX • PLANNING & BUILDING CONTROL • HOUSING LITTER (High Street and streets) ROAD SWEEPING • CAR PARKING (off-street) • TOURISM & WELLBEING ENVIRONMENTAL HEALTH

#### EAST SUSSEX COUNTY COUNCIL

EDUCATION • SOCIAL SERVICES ESTATES • HAILSHAM LIBRARY

#### EAST SUSSEX HIGHWAYS

HIGHWAYS • POTHOLES • PARKING ON STREET & YELLOW LINES • PAVEMENT GULLEY CLEARING • OVERGROWN HEDGES ROADSIDE TREES • WEEDS IN ROAD



## Appendix 4: Member & Officer Contact Information

### HAILSHAM TOWN COUNCIL

Inglenook • Market Street • Hailsham • East Sussex • BN27 2AE

**T:** (01323) 841702

**E:** [enquiries@hailsham-tc.gov.uk](mailto:enquiries@hailsham-tc.gov.uk)

**W:** [www.hailsham-tc.gov.uk](http://www.hailsham-tc.gov.uk)

### TOWN CLERK & OFFICERS

<b>Butcher, Kaylee</b>	Corporate Services Officer	<a href="mailto:kaylee.butcher@hailsham-tc.gov.uk">kaylee.butcher@hailsham-tc.gov.uk</a>
<b>Cottingham, Joel</b>	Deputy Youth Service Manager	<a href="mailto:joel.cottingham@hailsham-tc.gov.uk">joel.cottingham@hailsham-tc.gov.uk</a>
<b>Gates-Williams, Becci</b>	Receptionist (Maternity Cover)	<a href="mailto:becci.gates-williams@hailsham-tc.gov.uk">becci.gates-williams@hailsham-tc.gov.uk</a>
<b>Giddings, Karen</b>	Corporate Services Manager	<a href="mailto:karen.giddings@hailsham-tc.gov.uk">karen.giddings@hailsham-tc.gov.uk</a>
<b>Gillett, Richard</b>	Works Manager	<a href="mailto:richard.gillett@hailsham-tc.gov.uk">richard.gillett@hailsham-tc.gov.uk</a>
<b>Hall, Terry</b>	Communications Officer	<a href="mailto:terry.hall@hailsham-tc.gov.uk">terry.hall@hailsham-tc.gov.uk</a>
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<b>Homewood, Loren</b>	Grants Officer	<a href="mailto:loren.homewood@hailsham-tc.gov.uk">loren.homewood@hailsham-tc.gov.uk</a>
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<b>Joyes, Andy</b>	Youth Service Manager	<a href="mailto:andy.joyes@hailsham-tc.gov.uk">andy.joyes@hailsham-tc.gov.uk</a>
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<b>Lewis-Clements, Kim</b>	Senior Finance Officer	<a href="mailto:kim.lewis-clements@hailsham-tc.gov.uk">kim.lewis-clements@hailsham-tc.gov.uk</a>
<b>Saxby, David</b>	Burials & Civic Officer	<a href="mailto:david.saxby@hailsham-tc.gov.uk">david.saxby@hailsham-tc.gov.uk</a>



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**HOLBROOK, PAUL**

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