

**UNADOPTED
POLEGATE TOWN COUNCIL**

Minutes of the Full Council meeting held on Monday 25th July 2022 7pm at Council chambers 49 High Street, Polegate BN26 6AL

Present: Cllrs Cllrs D Murray, D Watts, D Dunbar, A Snell, D Sanders, W Alexander, M Falkner, A Wood, S Shing, C Berry, M Piper, L Sargent, D Shing (13)

Not Present: Cllrs M Cunningham, R Shing (2)

1 member of public

Minute No.	Subject/Resolution
13055	Opportunity for public comment for items on the agenda
13056	Apologies for absence Cllrs R Shing, M Cunningham
13057	Declarations of interest in any items on the agenda Cllr D Dunbar minute 13061 e I (Scarecrows Grant request) Cllrs D Shing, S Shing in 13062 (Land and Legal Matters)
13058	To approve and adopt the minutes of the Annual Statutory Meeting of 16th May and the Full Council meeting of the 27th June <u>It was resolved to approve and adopt the minutes of the Annual Statutory Meeting of 16th May and the Full Council meeting of the 27th June as an accurate record of the meetings. VOTE All in favour.</u>
13059	To Adopt the minutes and recommendations of the standing committees and working groups a) Planning Committee meeting of 9th May 2022 <u>It was resolved to adopt the minutes and recommendations of the Planning meeting of 9th May 2022 VOTE All in favour.</u>
13060	Mayors Verbal Report The Mayor stated that he had attended a number of events as mayor. He had also had a meeting with the new Wealden District Council leader (Ann Newton) discussing Polegate and the larger number of housing in Polegate and how it appeared to be levelling down rather than up with regards to Wealden's support of the town; That there had been a loss of a library, and playground space with the expansion of the school. The Mayor stated that he had presented the Scarecrow festivals certificates for the winners. He mentioned the income issues and how residents were facing some very difficult times. A cllr supported this and asked whether there was anything that the town council could do to support this. The response was that the council were fairly limited but looking at ways this could be done. A cllr mentioned that there were some church groups already doing this.
13061	Financial Update a) Approval of payments as presented (some already approved) b) Bank reconciliations, income and expenditure reports, trial balances, ear marked reserves. (For approval of variances as shown) end of year accounting papers c) Barclaycard statements for noting. <u>It was resolved at approve the payments as presented £83,855.44 and approve the banking reports and variances. The Barclaycard was also noted. VOTE All in favour.</u> d) Banking arrangements for the new finance officer: a. To activate the new finance officer on Barclays n.net to enable them to make payments

	b. To authorise the new finance officer to collect petty cash and to view statements only on the town councils main bank account <u>It was resolved to activate the finance office on Barlcyas.net to enable them to make payments, and to authorise the finance officer to collect petty cash and to view statements on the town councils main bank account. VOTE All in favour.</u> e) Grant request a. Polegate Scarecrows £300 <i>Cllr D Dunbar left the room at 19.16 as he had declared an interest.</i> <u>It was resolved to grant £300 to Polegate scarecrows as per their grant request. VOTE All in favour</u> b. Wealden Citizens Advice £275 – postponed to next finance/full council meeting <i>Cllr D Dunbar returned to the room at 19.21</i>
<u>13062</u>	Buildings & Land working group papers with recommendations (some notes in confidential re land and legal matters) 8th July 2022 meeting A Cllr asked if the CCTV footage would be good enough at Brightling Road. The clerk responded that there were issues with power for what the council may want and although the footage at both Wannock and High Street were excellent, the police had still failed to pursue some incidents and she was going to discuss this with the police before getting any quotes for Brightling Road. The current and proposed facilities at Brightling were discussed, including graffiti. A cllr commented that it was the CPS who prosecuted, and it may be worth also asking the CPS what they need to be able to prosecute to save time. A cllr commented that maybe once the new concrete skate park was installed the council could ask people to artistically graffiti it and a possible competition was discussed. <u>It was resolved at accept the recommendations of the buildings and land working group as follows: Vote All In favour</u> <u>Recommendation to delegate to Clerk, necessary powers to proceed with all proposed works at Brightling Road, in consultation with the Building and Land Working Group members. (Minute No. 12783), including:</u> <u>Commission architect to investigate possibilities for council building, as per feasibility study and new thoughts of Buildings and Land re associated costs from General Reserves with spending limit of £1,000.</u> <u>Commission planning agent to assist with permitted development application and planning permission for the Brightling Road improvements, and associated costs from General Reserves.</u> <u>Where planning permission is not needed, to get quotes and progress surveys and public consultations as required for Brightling Road improvements.</u> <u>Progress spending on Nature land, in consultation with Finance Committee (e.g., legal fees re “Friends of” group, general maintenance) etc. Up to £1,000 for legal fees, and up to £5,000 in total. Maintenance to be arranged at a later date.</u> <u>Progress all other works by obtaining estimates and completing jobs:</u> <u>List of jobs:</u> <u>Pump Track</u> <u>PADMEC roadway</u>

Solar lighting

CCTV

Electricity

Concrete Skate Park

Play Area

Extra benches

Line of trees

Climbing wall

Cycle track – toddlers and young learners

Outdoor gym

Running track

Drainage

Gate

Wildflower meadow

Community orchard

Natureland

Office refurbishment

Finance and Funding

Most activities are to be funded from earmarked reserves, CIL, section 106 (as appropriate), and to a lesser extent, General Reserves. Finance to consider any allocations required from General Reserves. These will be used when there is a lack of funds from other sources. (Grants will also be sought if possible).

CIL will be used for infrastructure items. Section 106 will be used for adult and youth play space items. Earmarked reserves will be used to top up where needed

Solar lighting

We will source three quotes for installation. *report to be prepared.*

CCTV

Solar CCTV will require three quotes and there will also be associated SIM card charges. Cost is estimated at under £10K. Clerk to carry out DPIA and obtain quotes. The system will perform better if there is a power source, and a static position. See Electricity, next item.

Electricity – metered supply

The previous estimate was £60K but this may have risen in the interim. *Clerk to obtain up to date quotes.*

Concrete Skate Park

Will require planning permission. Consultation is completed. Contract will be placed on Contracts Finder and tenders invited as the cost will be in excess of £100K. *clerk to initiate tender process.*

Play Area

Will need to be procured through tenders, as the cost is an estimated £100K. No planning permission is required but the services of an agent will be needed. Coloured wet pour is likely to be the selected ground cover. *clerk to obtain quotes/tenders*

Extra benches

To be positioned around the field. Authority to progress has been delegated, but some guidance on location is required. Are any specific places desired? ***It was agreed that the spectator area near the playing field could also be appropriate. Agreed – Clerk to progress. (delegation already in place)***

Line of trees

Avenue of trees to be planted. Costs of event to be funded from General Reserve.

Climbing wall

Need to look at grants and sponsorship. Cost is estimated at under £10K. This has already been approved by Buildings and Land, and the Full Council. ***The Working Group said that a concrete or other pad will be needed. The Clerk informed the group that the local climbing wall manager offered free training. Agreed – Clerk to progress. (already delegated if grant funding in place).***

Toddler and learner cycle track

This will be for beginners, such as toddlers and learner cyclists. We will investigate costs and possible sponsors. Clerk to progress.

Outdoor gym

Clerk seeks delegated authority to proceed with obtaining estimates and progressing consultation and installation etc., S106 funding is in place. *The Working Group considered the report, and agreed that all suppliers should give estimates for mesh mats to prevent the area becoming muddy. Clerk to progress.*

Running track

The running track would enhance disabled access to the facility. Clerk has meeting with Hailsham Active on 25th May. Disabled cyclists would also be able to access the pump track. However, this will involve an initial survey and fencing. Hailsham Active could do this.

Drainage

Preliminary report attached, but please note this is provisional, and so not for public distribution at this stage. B&L will need to advise on the extent and type of drainage required.

The Working Group considered the report, and selected the Hydraway Turfdry system as the preferred option. Councillor Dunbar suggested that the Turfdry surveyor, and council representatives visit the site. Following the visit, a remote Teams meeting could be held with the Working Group and the supplier, to discuss the scope and cost of the work. Hailsham Active could also be approached. Clerk to progress.

Gate

Once the car park is in place and the roadway is completed, consider possibility of moving gate so that access is improved.

Wildflower meadow

Costs to be met from General Reserves, for rewilding the meadow. Work to include the improvement of the whole area, associated event etc., However, there may be considerable costs in terms of enhancing the area. Clerk to progress report.

Community orchard

Costs and maintenance need to be agreed. The plants could be dotted between benches on the far side. Clerk to progress report.

- Natureland

Consider ongoing costs of maintenance until grants can be obtained, e.g., from FOE group. Bev met with the group on 30th June and has also been in contact with Sussex Wildlife Trust. We need to get an idea of the budget from Laura, Phil and others. Clerk to progress.

- Window in Clerk's office

Due to rising costs, and further damp ingress, the cost has increased. Two reliable contractors have quoted, but obtaining a third quote is proving time-consuming, due to non-response from builders approached. This work was delegated at £11,000 but will probably be closer to £22,000. The work is now urgent. We also need to ask an architect/planning if we can swap floors. There is already an earmarked reserve for this.

	<u>To waive financial regulations for 3 quotes to expedite this project. (We have 2)</u> <u>Any Other Business</u> <u>Noticeboards at Stud Farm and Gosford are in poor condition, and need replacing.</u> <u>Clerk to progress under maintenance. Budget from general reserves.</u> <u>Funding and Cost Estimates</u> <u>Name Funding Source Approximate Cost</u> <u>Pump Track CIL 50k</u> <u>PADMEC roadway EMR 30k</u> <u>Solar lighting EMR 30k</u> <u>CCTV CIL Up to £10K</u> <u>Electricity CIL/EMR/General reserve 60k</u> <u>Concrete Skate Park S106 and CIL 100k</u> <u>Play Area CIL 100k</u> <u>Extra benches General reserve, approved 1k x 5</u> <u>Line of trees General reserve TBA</u> <u>Climbing wall Grants/sponsorship Under 10K</u> <u>Toddler learning cycle track Grants/sponsorship</u> <u>Outdoor gym S106 20k</u> <u>Running track Hailsham Active, or grants TBA</u> <u>Drainage CIL 100k</u> <u>Gate General reserve 5k max</u> <u>Wildflower meadow General reserve 5k max</u> <u>Community orchard General reserve 1k max</u> <u>Natureland General reserve / grants 2k to 8k?</u> <u>Window in Clerk's office EMR 20k-22k</u>
13063	Dates of the next scheduled meetings 26th September 2022 – Full Council 8th October 2022 – Planning Budget 15th October 2022 – Personnel Budget 11th November 2022 – Finance Budget 28th November 2022 – Full Council 12th December 2022 – Full Council 9th January 2023 – Budget Precept Setting
13064	Committee to consider pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press should be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted. (Discussion of land and legal matters) <u>The motion was proposed and seconded. It was resolved to enter confidential session</u> <u>Vote All in favour</u>
13065	Land & Legal matters <i>Cllr S Shing left at 19.:54 and returned at 19:57.</i> <u>It was resolved to delegate to the clerk to obtain a valuation of the land from the district valuer/other valuers as recommended and to report back to council/buildings and land group as appropriate. VOTE 11 for 2 abstentions. (D Shing, S Shing.)</u>

The meeting closed at 19:58pm

Signed Mayor of Polegate _____ Date _____