

# Cabinet Agenda

**Monday, 6 October 2014 at 6.00 pm**

Town Hall, Queen's Square, Priory Meadow, Hastings TN34 1QR

For further information, please contact Michael Courts on 01424 451764 or email [mcourts@hastings.gov.uk](mailto:mcourts@hastings.gov.uk)

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# Agenda Item 3 Public Document Pack CABINET

1 SEPTEMBER 2014

Present: Councillors Birch (Chair), Chowney, Cartwright, Forward, Hodges, Cooke, Lock and Poole

Apologies for absence were noted for Councillor Westley

## 22. MINUTES OF THE MEETING HELD ON 7 JULY 2014

**RESOLVED** – that the minutes of the meeting held on 7 July 2014 be approved and signed by the chair as a correct record.

**RESOLVED** – the chair called over items on the agenda, under rule 13.3 the recommendations set out in minute 27 were agreed without being called for discussion.

### MATTERS FOR CABINET DECISION

## 23. FINAL ACCOUNTS 2013/14

The Head of Finance presented a report which set out the draft final accounts position for 2013/14, the final accounts are subject to audit. The council continuously seeks to improve value for money and overspends and underspends identified in the outturn position are being investigated to inform future budget setting processes and resource allocation.

The Head of Finance advised that there is an improvement of some £900,000 in the net expenditure position compared to the revised budget, once reserve funded items are excluded. The largest variation was in respect of Housing Benefit grant recovery, £386,000, and this area will be closely reviewed for this year's revised budget and the 2015/16 budget.

Additional revenue grant monies amounting to £723,000 were received subsequent to setting the revised budget. The largest of these being the Coastal Communities Funding, and the unspent balance of £340,000 has been transferred to an earmarked reserve.

In terms of Capital expenditure the actual amount spent was £3,036,000. The net variations column in Appendix C should read £228,000 and not £94,000, and (£4,186,000) and not £161,000.

The Head of Finance submitted an amended recommendation at the meeting.

Councillor Birch moved approval of the amended recommendations, as set out in the resolution below, which was seconded by Councillor Cartwright.

**RESOLVED** (unanimously) that –

# CABINET

1 SEPTEMBER 2014

- 1) Cabinet approves the report and that the 2013-14 outturn position, along with the revised estimate for 2014-15 be taken into account when preparing the 2015-16 budget.**

The reason for this decision was:

Compliance with statutory requirements and good practice. The council is accountable for the use of public money and continuously seeks to improve value for money.

The outturn position informs the budget setting process. Where there are under or overspends the reasons behind these are investigated with a view to reallocating resources to meet priorities.

## MATTERS FOR COUNCIL DECISION

### **24. BUSINESS RATES POOLING**

The Head of Finance presented a report which sought Cabinet agreement to the principle of entering into a Business Rates Pool.

In April 2013, a new funding regime had been introduced whereby local authorities retain a proportion of any additional business rate income collected, or conversely experience a reduction in resources if the business rate base declines.

Consideration had been given to pooling business rates between East Sussex authorities, which may help to mitigate the impact of any changes to the business rate baseline by supporting economic development and investment across the county, which may lead to a growth in business rate base. The report included a recommendation that no authority would receive a lower level of funding than they would have received without the pool.

The Leaders, Chief Executives and Directors of each of the respective councils had unanimously recommended that an application be submitted to the DCLG by 31 October 2014, to take up the next opportunity for pooling in 2015/16.

As part of the application process, a detailed proposal would need to be submitted and governance arrangements finalised for the scheme. The report recommended that Wealden District Council be nominated as lead authority. Authorisation to finalise the submission, agree the memorandum of understanding, and the final decision on whether to join the pool was delegated to the Chief Finance Officers of each authority. Membership of the pool would then be reviewed on an annual basis.

The Head of Finance submitted an amended recommendation at the meeting, as set out in the resolution below.

Councillor Birch moved approval of the amended recommendations which was seconded by Councillor Hodges.

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**RESOLVED (unanimously) - that Cabinet agrees in principle to enter a business rate pool with other East Sussex authorities and agrees the following conditions that are being put before each authority:**

- 1) Wealden District Council be nominated as the lead authority**
- 2) the basic principle be agreed that no authority will receive a lower level of funding than they would have received without the pool.**
- 3) to split resources gained on the basis of the levy amount that was saved by individual authorities. The basis of the split being 40% to ESCC, 10% to the Fire authority and the remaining 50% split amongst the District/Borough Councils.**
- 4) the finalisation of the submission, agreement of the memorandum of understanding, and the final decision on whether to partake in the pool, along with the annual review, is delegated to respective Chief Finance Officers for the reasons outlined in the report.**
- 5) Chief Finance Officers to review membership of the Pool on an annual basis. Should an authority decide to withdraw membership, notification of intent to do so to be given to the remaining authorities at the earliest opportunity.**

The reason for this decision was:

Local authorities are free to come together to form pools for NDR purposes. In such cases tariffs and top-ups can be combined – and this can result in lower payments being made to the government. Authorities within such arrangements need to agree how risks and benefits are shared. A pooling arrangement could result in additional resources being retained within East Sussex. The estimates identify sums of £1.8m in 2015/16, £2m in 2016/17 and £2.2m in 2017/18 which would be shared between authorities and used for economic development purposes.

### MATTERS FOR CABINET DECISION

#### **25. NEW FACTORY UNIT**

The Head of Finance presented a report on proposals to build a new factory unit for an existing tenant on the Castleham Industrial Estate.

BD Foods, which supplied restaurant quality meal accompaniments, currently occupied seven units on the Castleham Industrial Estate. However, the growth of the business meant that they required additional space of up to 9,500 sq ft. The additional requirements could not be accommodated within the existing units, and it was therefore suggested that a new factory be constructed on land to the west of 68/69 Castleham Road. Once constructed, BD Foods would fit the factory unit out for use as a kitchen at their own cost.

If the council were unable to accommodate the requirements, BD Foods may need to relocate, which could adversely affect the council's rental income and create seven vacant units on the industrial estate. BD Foods had agreed to commit to a 10 year lease terms on the new factory, together with new lease terms on their existing units. The additional space would help BD Foods to create 20 new full time jobs.

## CABINET

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The report also set out environmental implications of the project. In the past, residents had raised concerns at odour nuisance from the premises. The Head of Environmental Health and the Estates Manager met with BD Foods to discuss this matter and agreed that only food processing within closed vessels would take place in the extension, with no airborne emissions.

Councillor Birch moved approval of the recommendations to the report, which was seconded by Councillor Chowney.

**RESOLVED (by 7 votes for 0 against, with 1 abstention) that -**

- 1) A feasibility study (including costs) of constructing a new factory unit be undertake, and;**
- 2) Subject to the capital costs not exceeding £700,000 delegation is given to the Director of Corporate Resources, in consultation with the Leader of the Council, to complete tendering, contracting, lease and other arrangements to deliver the new factory unit.**

The reason for this decision was:

To assist a local business to expand and create additional jobs and income for the council.

**26. MINUTES OF THE CHARITY COMMITTEE MEETING HELD ON 30 JUNE 2014**

The minutes of the meeting of Charity Committee on 30 June 2014 were submitted.

**RESOLVED – that the minutes of the meeting of Charity Committee on 30 June 2014 be received.**

### EXCLUSION OF THE PUBLIC

**RESOLVED – that the public are excluded from the meeting during the consideration of items of business listed below because it is likely that if members of the public were present there would be disclosure to them of exempt information as defined in paragraph 3 of schedule 12A to the Local Government Act 1972 referred to in the relevant report.**

**27. NEW FACTORY UNIT**

The Head of Finance submitted a report to consider the financial implications relating to the construction of a new factory unit.

**RESOLVED – that the recommendations be agreed, as per the part I report.**

The reason for this decision was:

To assist a local business to expand and create additional jobs and income for the council.

**CABINET**

**1 SEPTEMBER 2014**

(The chair declared the meeting closed at 6.45pm)

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# Agenda Item 4



**Agenda Item No:** 4

**Report to:** Cabinet

**Date of Meeting:** 6 October 2014

**Report Title:** Street Trading Policy

**Report By:** Richard Homewood, Director of Environmental Services

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## **Purpose of Report**

To propose an updated policy for the continued management and development of street trading (including markets).

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## **Recommendation(s)**

- 1. The street trading and highways licensing policy attached to this report is agreed and recommended to full Council for adoption.**

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## **Reasons for Recommendations**

To support the growth and retention of markets in Hastings and encourage a high quality street trading environment.

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## Background

1. Street trading has long been an integral part of urban life. Successful markets add to the character and vibrancy of towns, attracting visitors and shoppers into the area. They can also provide valuable and relatively low cost opportunities, at minimal risk, for local people to start up in business. Animation of the public realm is a recognised way of adding to the attractiveness of urban areas, and commercial activity in the public realm can bring added vibrancy and appeal.
2. Street stalls and markets have been a feature in Hastings town centre since the late nineties and, occasionally, in other parts of the town. The frequency of street markets and other commercial activity in the public realm has been increasing in recent years, particularly in the town centre, but also now in St Leonards and on the Stade.
3. The Council revised its Street Trading and Highway Licensing Policy in August 2004 and this remains the current policy. In addition to supporting the establishment of a regular Farmers Market, eleven defined pitches within the town centre were allocated for street trading. These are scattered across the main pedestrianised areas and include pitches in Station Road (4), the Memorial area (3), Robertson Street (2), and Wellington Place (2).
4. The policy allows for the issuing of street trading consents in respect of the following:
  - Goods for sale that are likely to enhance the character and atmosphere of the pedestrianised areas.
  - Sale of small novelty items and mobile catering stalls/vans at large scale street events (eg carnival, bonfire procession).
  - Farmers Market (charges waived).
  - Charitable and non-commercial groups' activities that do not conflict with authorised street collections (waiver of charges dependent on individual circumstances).
5. The current policy states that street trading consents will not normally be issued in respect of catering vendors, eg ice cream, hot dogs, etc. The reason for this is because at the time the policy was adopted in 2004 it was considered that there was already adequate provision of diverse and good quality catering outlets throughout the areas concerned.
6. There are normally two types of charges connected to street trading. The Council charges a fee for issuing a street trading consent (consents can be refused). There are also other charges imposed by the market organiser for the rental or use of the space.
7. When the Council adopted the street trading provisions of the Local Government (Miscellaneous Provisions) Act 1982, it applied them to all streets throughout the

borough, as well as public spaces and Council car parks. They do not apply to private land.

## **Development of markets and street trading activity in Hastings**

### **Farmers Market/Local Market**

8. Between 2004-2009 the Council and the Town Centre Management (TCM) partnership supported the efforts of the Community Fruit and Vegetable Project to establish a regular Farmers Market in the town centre. The viability of this market proved to be unsustainable for the organisation but (again with the support of the Council and TCM partnership), a successor organisation, the Hastings Town Centre Market Company (HTCMC), was formed in 2010 and has operated a weekly market each Thursday ever since that time.
9. The original aim of the weekly market was that the type of goods to be sold would be predominantly fresh and locally made or sourced produce, with 60% of the goods traded by primary producers and 40% by secondary producers or non-food items. In actuality, the market in its current form is now best described as a local market, and the goods traded are variable in nature and quality. The HTCMC charges rental fees to the stallholders, and a proportion of this is paid to the TCM partnership. Trading consents are currently issued by the Council at no cost to the stallholders, in accordance with the Cabinet resolution in 2004.
10. Applications for stalls and siting of stalls are vetted by the Town Centre Manager, and the day to day running of the market is handled by the HTCMC.
11. Several town centre businesses started life in this small local market, developing their business skills and customer base to sustain a move to a permanent premises.
12. Over the past year or so there have been concerns expressed that the general appearance of the town centre market detracts from the physical environment, and that the type and quality of some of the goods traded reinforce negative perceptions of the town. Recently, on one occasion a trader without a valid street trading licence traded in dangerous goods (knives), which is clearly the reverse of the image the Council and TCM want to promote for our markets.

### **Themed markets**

13. The TCM partnership continues to organise themed markets from time to time in the town centre, and these are generally programmed to complement other seasonal events and the town's established retail activity. Fees for these markets are set and collected by the TCM partnership. The street trading consent fees are part of that arrangement and are forwarded to the Council's licensing team for the consents to be issued. The quality, appearance and management of these markets are generally of a high standard, and they are perceived to be as much of an event as they are a commercial undertaking.

### **Other commercial activity.**

14. Under a Highways licence, the TCM partnership promotes and rents out the defined commercial pitches, and the Town Centre Manager controls and manages

the day to day operation of this commercial activity. The TCM partnership charges occupiers a rental fee (based on the type of activity and length of agreement). Those also requiring a street trading consent are issued these by the Council, and these fees are again calculated on an individual basis. The charge is generally £20 per day for traders from outside the borough and £5 per day for persons either living or trading within the Borough. Special discounted rates and payment arrangements (e.g. monthly standing orders) are set up and negotiated for long-term positions in other parts of the town.

15. In recent years, there have been several themed or one-off street markets in other parts of the town, including St Leonards. The St Leonards Town Team hopes to encourage the establishment of regular markets in the future to add to the retail offer and enliven the public spaces in the heart of Central St Leonards. The street trading consent charges for these are again either £20 or £5 per day per stall depending on whether or not the trader lives or runs a business in the Borough.
16. Last year, a regular weekly market was established on the Stade Open Space in the Old Town. The goods sold in this market are predominantly food and crafts, and the street trading consent charges are as above for other markets.

### **Markets on Council premises**

17. The Council provides space for markets on the Stade and in St Leonards and would obviously wish to encourage markets in other locations within the Borough where they would add interest, enhance the commercial life of an area and create employment or self employment.
18. The standard charge (as distinct from consent fees for stall holders) is £410 a day per market, but this is waived or reduced when appropriate to encourage the development of a new business. An example of this was the market held on the Stade which received a substantial initial discount which it is hoped will encourage its return in the future.

### **Need for change**

19. There has been significant growth in the frequency and type of trading activity in recent years. The growth has been organic, and as a result there are now distinct variations in the quality of the markets and goods traded, as well as the visual appearance of the markets themselves and their impact on the surrounding area. There is also a significant variation in the charges imposed on stallholders which, in turn, can affect market viability.
20. It is clearly time to review current practices and policy with a view to ensuring that street trading in Hastings contributes to the regeneration of the town, while enabling profitable trading under conditions that are transparent and equitable. The policy should encourage commercial activity that enhances the distinctive character of the different parts of the town and ensures that traders adhere to good standards common to all responsible commercial operations.

## Proposed revisions to the Street Trading and Highways Licensing Policy

21. The Council will continue to encourage markets and commercial activity on the streets that enhance the environment and enliven public spaces, that attract people into the area, and that complement existing activity. While recognising that different parts of the town have their own unique characters, it is proposed that the following set of broad principles be established that would be applicable to all types of markets:
- a) Each market's physical appearance, management and trading activity should complement the character, ambience and safety of the local environment. Each market is to operate within clearly defined terms and conditions.
  - b) Stalls must be visually appealing, be of sound construction, adequate for the purposes intended, not exceed the specified pitch dimensions, and be of a design and appearance that is consistent with other stalls in the same market.
  - c) Stalls will be permitted only on pitches previously agreed by the Council at each market location.
  - d) Each market will have a designated Market Controller, approved in advance by the Council, who will be responsible for the legal and safe operation of the market. The Market Controller will ensure that the market organisation's and traders' submit applications for street trading consents within the timescales agreed. The Market Controller will also ensure full compliance with any other terms and conditions established by the Council. The Market Controller will charge and collect market fees which are to be agreed in advance by the Council. The fees to be set should not exceed the market management costs and associated overheads and should include a sum sufficient to cover the trading consent fees which will be paid to the Council.
  - e) Hours of trading should be aligned to the surrounding retail activity and take into account public safety/crime prevention factors.
  - f) A standardised consent fee structure be established and applied across the borough. It is proposed that the Council will charge a £15 per day street trading consent fee per stall, irrespective of where in the Borough the trading takes place, and irrespective of where the applicant lives, and include discounted charges for longer term trading (see paragraphs 27 and 28 for more details on these charges).

### Town Centre Management Committee [TCM]

22. There has been considerable discussion with TCM and its parent organisation Lets Do Business about the concerns identified earlier in this report. TCM has agreed to implement a more proactive approach to managing street trading activity in the town centre to better ensure compliance with trading conditions and a more appealing environment for visitors and traders. We are now in the process of agreeing a Memorandum of Understanding [MOU] between the Council and TCM, which clarifies in some detail how TCM will manage markets and co-operate with

the Council to ensure a safe and attractive environment. The MOU will be consistent with the new borough wide street trading and highway licensing policy.

## Development

23. There is no contradiction between a policy ensuring a quality environment and a commitment to encouraging growth and new entrants to market and street trading.
24. It is intended that the operation of charges both through TCM and HBC should continue to be flexible enough to encourage new enterprise, and it is encouraging that students from the University have recently begun to develop a student market. As internet shopping grows in significance, town centres will have to provide different reasons to visit and different offers for potential customers. Markets are both social and commercial in nature, and can offer entry into business for people at a relatively low initial cost. For this reason they are a potential opportunity for people facing disadvantage including women, ethnic minorities and those without formal qualifications or recognised skills. A market stall is a relatively low risk way of developing business skills and the Economic Development team has worked to develop this in St Leonards in particular. The Council should seek to continue to develop such opportunities as they arise. During 2014/15 the Council will work with TCM to identify if there are training opportunities or other support which could encourage existing or potential stall holders.
25. Meetings have been held with several key stakeholders during the review of the Council's street trading and highway licensing policy. In addition to TCM/LDBG, there have been meetings with the organisers of the 3 markets currently operating across the borough in Central St Leonards, the Town Centre and the Stade Open Space.
26. The meetings with the trade were very constructive and resulted in proposals for consistent borough wide street trading consent fees, rather than different fees depending upon whether the trader is from Hastings or outside the borough. Plus the simplification of some of the street trading licensing procedures, particularly in relation to offering a single licence covering all Hastings markets.
27. As mentioned in paragraph 21(f) a daily street trading consent fee of £15 per stall is proposed, and that this is discounted to £1511 for traders applying annually and paying by monthly standing order. We believe that this level of street trading consent fee is fair and reasonable, given that the law allows for the licensing authority to recoup the cost of administering the licensing process and checking compliance with the conditions attached to the street trading consents.
28. Clearly every time an individual trader applies for consent to trade at a particular location the Council need to process their application and this incurs cost each time. If a trader chooses to apply on an ad hoc basis the processing costs are therefore far greater than if they apply for an annual consent. Although this scenario is unlikely, if a trader applied on an ad hoc basis to trade 3 days a week it would cost them £2,340. Whereas an annual consent would only be £1,511. The annual approach also gives the trader far more scope to trade at that location.

29. However, if serious problems associated with the operation of the stall arise, and if they cannot be resolved with the trader, the terms of the trading consent can be varied, or as a last resort the consent can be revoked.
30. It is also proposed that different street trading consent fees be applied to approved markets, such as those operating at the Stade, Central St Leonards and the town centre. This is to reflect the work carried out by the Market Controllers, which should slightly reduce the Council's administrative work involved in processing individual street trading consent applications, and checking compliance. The street trading consent fees proposed for markets are as follows:-

	Monthly	Quarterly	Annual
All markets	£25	£65	£250
One market	£15	£40	£150

31. East Sussex County Council has indicated that it will delegate several Highways Act licensing and enforcement powers to the Borough Council on a borough wide basis. The aim is to assist in the effective overall management of commercial street activity in Hastings. This will include licensing tables and chairs areas outside premises, and temporary use of the highway such as in pedestrianised areas. These arrangements will be set out in a Service Level Agreement between ESCC and the Council, which it is hoped will take effect from April 2015. The Council will work closely with TCM where the activities they manage require highways licensing.

## Policy Implications

### Economic/Financial

32. It is essential to ensure a properly run market environment in order to benefit both shop based trading and the entrepreneurs involved in markets. Markets are an essential component in the offer of our town centres and seafront. The new Street Trading and Highway Licensing Policy is intended as a framework to encourage this.

### Equalities

33. Markets offer opportunities to those from economically disadvantaged backgrounds to gain a foothold in the local economy and generate wealth. They are a low cost option into business life.

### Community Safety

34. It is the responsibility of the Council to ensure markets operate safely and legally. The policy provides a clear framework to provide an environment which protects the public and assures them of the quality of what is offered. The Council's Licensing Team already work very closely with the County Council Fair Trading Officer, sharing intelligence in relation to the sale of counterfeit goods and enforcement action is taken when appropriate.

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## Wards Affected

All

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Report Template v25.0

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**Area(s) Affected**

All

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**Policy Implications**

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	Yes
Crime and Fear of Crime (Section 17)	
Risk Management	
Environmental Issues	
Economic/Financial Implications	Yes
Human Rights Act	
Organisational Consequences	
Local People's Views	

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**Background Information**

Appendix A – Draft Street Trading and Highways Licensing Policy

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**Officer to Contact**

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## **DRAFT STREET TRADING AND HIGHWAY LICENSING POLICY**

### **Preamble**

1. The Borough Council regards street trading, markets and other highway based promotional activities as valuable ways to increase the attractiveness of the town centres, and other locations, promote trade and offer new employment possibilities.
2. The Council believes that only a high quality of provision can support the improvement of the local economy and environment.

### **Types of Trading/Commercial Activity**

3. The Council will seek a diverse range of provision but will not grant consents for street trading, or Highways Act licences for temporary use of a part of the highway in relation to the following:-
  - i) The sale of weapons or items that clearly might be used as weapons.
  - ii) Pets and livestock.
  - iii) Items likely to give offence on grounds of gender, sexuality, religion, disability, age or of an obscene nature.
  - iv) Activities promoting insurance claims.
  - v) Sale of goods or raising funds associated with political or religious activity.
4. Additionally the Council will not normally licence catering outlets on market stalls in Hastings except where these form part of a thematic or ethnic markets promoting a particular seasonal or ethnic menu.
5. The Council particularly welcomes initiatives which enable local business to sell locally sourced products and/or bring a diversity of experience to shoppers and visitors.
6. The Council will seek to advise (and where appropriate) assist new markets alongside other partners like Town Centre Management Group, traders associations and regeneration initiatives.

### **Street Trading Consent Licensing Fee Charges for Stall Holders**

7. The Council's street trading consent fees will be as set out in the following paragraphs and reviewed annually.
8. The Council will charge a £15 per day street trading consent fee per stall irrespective of where in the Borough the trading takes place, and irrespective of where the applicant lives. This will be discounted to £1511 for traders applying annually and paying by monthly standing order.
9. Furthermore, different street trading consent fees be applied to approved markets, such as those operating at the Stade, Central St Leonards and the town centre. This is to reflect the work carried out by the Market Controllers, which should slightly reduce the Council's administrative work involved in processing individual

street trading consent applications, and checking compliance. The street trading consent fees proposed for markets are as follows:-

	Monthly	Quarterly	Annual
All markets	£25	£65	£250
One market	£15	£40	£150

10. This charge will not be set aside except for fixed periods as new markets develop, but shall not be for a period of more than 6 months.

### **Charges for Trading**

11. The Lets Do Business Group (LDBG) acting through Town Centre Management Committee will set charges for markets and on street trading in Hastings Town Centre subject to consultation with and approval by Hastings Borough Council.
12. The Council will charge a fee per day for the commercial use of the Council's land for a market, but this can be varied, particularly to encourage the development and growth of new business. The fee level is set annually.
13. Highways permits for obstructions to purpose built footways and pedestrianised areas should generally only be issued in respect of the following activities:-
- i) Tables and chairs
  - ii) Display of goods
  - iii) Promotional and/or commercial activities compatible with the general aims and provisions of this policy.
14. Highways Act licensing charges will be agreed by the ESCC as they are the Highways Authority and the Council will be acting as their agent in this regard.

### **Expected Standards**

15. The Council will continue to encourage markets and commercial activity on the streets that enhance the environment and enliven public spaces, that attract people into the area, and that complement existing activity. While recognising that different parts of the town have their own unique characters, it is proposed that the following set of broad principles be established that would be applicable to all types of markets:
- i) Each market's physical appearance, management and trading activity should complement the character, ambience and safety of the local environment. Each market is to operate within clearly defined terms and conditions.
  - ii) Stalls must be visually appealing, be of sound construction, adequate for the purposes intended, not exceed the pitch dimensions, and be of a design and appearance that is consistent with other stalls in the same market.
  - iii) Stalls are permitted only on pitches previously agreed by the Council at each market location.

- iv) Each market will have a designated market controller, approved in advance by the Council, who will be responsible for the legal and safe operation of the market and the market organisation's and traders' full compliance with any other terms and conditions established by the Council. The market controller will charge and collect market fees which are to be agreed in advance by the Council. The fees to be set should not exceed the market management costs and associated overheads and should include a sum sufficient to cover the trading consent fees which will be paid to the Council
  - v) Hours of trading should be aligned to the surrounding retail activity and take into account public safety/crime prevention factors.
16. The Borough Licensing Team will periodically monitor for compliance with trading conditions and other health and safety requirements and that the Market Controller is routinely supervising and managing the markets activities to ensure that all markets comply with agreed pitches for trading and all other health and safety requirements.

### **Business Support**

17. The Council wishes to support the development of high quality and successful street trading. It will consider support with training, information, publicity and other tools in the right circumstances.

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# Agenda Item 5

**Agenda Item No:** 5

**Report to:** Cabinet

**Date of Meeting:** 6 October 2014

**Report Title:** Local Code of Corporate Governance

**Report By:** Peter Grace  
Head of Finance

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## **Purpose of Report**

To present the refreshed Local Code of Corporate Governance for approval.

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## **Recommendation(s)**

**1. That the revised Local Code of Corporate Governance is approved.**

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## **Reasons for Recommendations**

To update the Local Code of Corporate Governance in relation to those areas where changes have taken place.

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## Introduction

1. Corporate Governance is the term used to describe the system by which Local Authorities direct and control their functions and relate to their communities. The arrangements and standards set out within this Code will help Hastings Borough Council enhance its process of modernisation, community leadership, community engagement and continuous improvement. This was passed by Cabinet in July 2005.
2. A refreshed version of the code which is self- explanatory is given at appendix A that has been updated in those areas where there have been changes since the code was last approved.
3. The Council is able to evidence good governance arrangements and the Annual Governance Statement is included within the Financial Accounts Statements each year.
4. The Annual Audit Letter from the external auditors (BDO) recognises the good governance arrangements of the Council.

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**Wards Affected**

None

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**Area(s) Affected**

None

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**Policy Implications**

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	No
Environmental Issues	No
Economic/Financial Implications	No
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No

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**Background Information**

Appendix A - Local Code of Corporate Governance  
Delivering Good Governance in Local Government (CIPFA 2007)

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**Officer to Contact**

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## CODE OF CORPORATE GOVERNANCE

### Introduction

Hastings Borough Council is committed to the principles of good corporate governance and wishes to confirm its ongoing commitment and intentions through the development, adoption, and continued maintenance of a Local Code of Corporate Governance, as recommended by CIPFA/SOLACE in the publication entitled 'Delivering Good Governance in Local Government: Framework (2007)'.

Hastings Borough Council's Local Code of Corporate Governance sets out and describes the Council's commitment to corporate governance, and identifies the arrangements that have been made, and will continue to be made, to ensure its ongoing effective implementation and application in all aspects of the Council's work.

### What is Corporate Governance?

Corporate governance comprises the systems and values by which councils are directed and controlled and through which they are accountable to and engage with their communities.

To demonstrate compliance with the principles of good corporate governance, Hastings Borough Council must ensure that it does the right things, in the right way, for the right people, in a timely, inclusive, open, honest and accountable manner.

### ***“Delivering Good Governance in Local Government (2007)”***

The Chartered Institute of Public Finance and Accountancy (CIPFA) and the Society of Local Authority Chief Executives and Senior Managers (SOLACE) have published a framework and guidance notes entitled, *“Delivering Good Governance in Local Government”* (the CIPFA / SOLACE Framework”). This provides guidance to local authorities on how to establish a locally adopted code of corporate governance.

Hastings Borough Council is committed to applying the six core principles of good governance set out in the CIPFA / SOLACE Framework of:

- § Focusing on the purpose of the authority and on the outcomes for the community and creating and implementing a vision for the local area.
- § Members and officers working together to achieve a common purpose with clearly defined functions and roles.
- § Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour.
- § Taking informed and transparent decisions which are subject to effective scrutiny and managing risk.
- § Developing the capacity and capability of members and officers to be effective.
- § Engaging with local people and other stakeholders to ensure robust public accountability.

## **What is the purpose of this Code of Corporate Governance?**

Good governance is crucial as it leads to good management, good performance, good stewardship of public money, good public engagement and ultimately good outcomes for citizens and service users. Further, good governance enables an authority to pursue its aims effectively whilst controlling and managing risk.

Hastings Borough Council has a robust Constitution and other good governance documents and arrangements in place. Together, these documents and arrangements demonstrate that the Council is seeking to ensure that it is governed well through the integration into its conduct of the core principles of the CIPFA / SOLACE Framework.

### **A clear vision**

The need for effective leadership is acknowledged as providing the keystone of corporate governance, and as such the principles can only be achieved if effective leadership is demonstrated through Hastings Borough Council providing a vision for its community.

### **The Council's agreed Corporate Vision is:**

“The renaissance of Hastings through social, economic, cultural and environmental regeneration”.

(Corporate Plan 2014)

Underpinning our Vision are a number of Values and Strategic Aims which assist Hastings Borough Council in providing relevant, responsive local governance which addresses local needs in an effective and efficient manner. In doing so, the Council's approach will be open and transparent.

In the steps that it takes to achieve its vision, the Council welcomes diversity and the benefits realised through ensuring equal opportunities for all members of the community. It also recognises and will maximise the opportunities made accessible through innovative and flexible partnership working.

### **Standards of Conduct**

The Council recognises that effective local government relies upon establishing and maintaining the public's confidence in both the elected Members and officers, and that it underpins credibility and confidence in the service that we provide. In addition, as a long established and committed 'enabling' authority, Hastings Borough Council recognises that the setting of high standards of self-governance provides a clear and demonstrable lead to both our existing and potential partners, and therefore provides the basis of effective community governance.

Therefore, the Council has adopted the National Code of Conduct for Members and Members are required to disclose their interests.

<b>PRINCIPLE 1: Focusing on the purpose of the authority and the outcomes for the community and creating and implementing a vision for the local area.</b>	
<b>Supporting Principles</b>	<b>Evidence</b>
1. Exercising strategic leadership by developing and clearly communicating the Council's purpose and vision and its intended outcome for citizens and service users.	<ul style="list-style-type: none"> <li>• Corporate Plan (Part I)</li> <li>• Local Development Scheme</li> <li>• @bout electronic magazine</li> <li>• Website</li> </ul>
2. Ensuring that users receive a high quality of service whether directly, or in partnership, or by commissioning.	<ul style="list-style-type: none"> <li>• Corporate Plan</li> <li>• Sustainable Procurement Strategy</li> <li>• Corporate Compliments &amp; Complaints Policy</li> <li>• Service Reviews engaging stakeholders and customers</li> </ul>
3. Ensuring that the Council makes best use of resources and that tax payers and service users receive excellent value for money.	<ul style="list-style-type: none"> <li>• Medium Term Financial Strategy</li> <li>• Annual Budget</li> <li>• Priority Income &amp; Efficiency Review (PIER)</li> <li>• Procurement Hub</li> <li>• Service Reviews</li> <li>• Benchmarking</li> <li>• Annual Audit Letter</li> <li>• Constitution (Part 9) - Financial Rules</li> <li>• Financial Operating Procedures</li> <li>• Treasury Management &amp; Investment Strategy</li> </ul>

<b>PRINCIPLE 2: Members and officers working together to achieve a common purpose with clearly defined functions and roles.</b>	
<b>Supporting Principles</b>	<b>Evidence</b>
1. Ensuring effective leadership throughout the Council and being clear about executive and non-executive functions and of the roles and responsibilities of the scrutiny function.	<ul style="list-style-type: none"> <li>• Constitution</li> <li>• Constitution (Part 2) – Overview &amp; Scrutiny Terms of Reference</li> <li>• Constitution (Part 3) – Responsibility for functions</li> <li>• Constitution (Part 7) – Management Structure</li> <li>• Constitution (Part 5) – Protocol on Member/Employee Relations</li> <li>• Constitution (part 5) - Members' Code of Conduct</li> </ul>
2. Ensuring that a constructive working relationship exists between Council Members and officers and that the responsibilities of Members and officers are carried out to a high standard.	<ul style="list-style-type: none"> <li>• Constitution (Part 5) - Protocol on Member/Employee Relations</li> <li>• Constitution (Part 5) - Members' Code of Conduct</li> <li>• Officers' Code of Conduct</li> <li>• Report of the Standards Committee (prepared on an as needed basis only)</li> </ul>

<p>3. Ensuring relationships between the Council, its partners and the public are clear so that each knows what to expect of the other</p>	<ul style="list-style-type: none"> <li>• Corporate Plan</li> <li>• Corporate Compliments &amp; Complaints Policy</li> <li>• Ad-hoc Tourist Information Centre / Community Contact Centre Customer Satisfaction Surveys</li> </ul>
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<p><b>PRINCIPLE 3: Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour.</b></p>	
Supporting Principles	Evidence
<p>1. Ensuring Council Members and officers exercise leadership by behaving in ways that exemplify high standards of conduct and effective governance</p>	<ul style="list-style-type: none"> <li>• Constitution (Part 5) - Members' Code of Conduct</li> <li>• Officers' Code of Conduct</li> <li>• Officers' Gifts &amp; Hospitality Register</li> <li>• Members' Gifts &amp; Hospitality Register</li> <li>• Council's Anti-Fraud and Corruption Policy</li> <li>• Regulation of Investigatory Powers Act (2000) Surveillance Policy</li> <li>• Report of the Standards Committee (prepared on an as needed basis only)</li> </ul>
<p>2. Ensuring that organisational values are put into practice and are effective.</p>	<ul style="list-style-type: none"> <li>• Constitution (Part 3) – Responsibility for Functions</li> <li>• Corporate Plan</li> </ul>

<p><b>PRINCIPLE 4: Taking informed and transparent decisions which are subject to effective scrutiny and managing risk.</b></p>	
Supporting Principles	Evidence
<p>1. Being rigorous and transparent about how decisions are taken and listening and acting on the outcome of constructive scrutiny</p>	<ul style="list-style-type: none"> <li>• Constitution</li> <li>• Constitution (Part 2) – Overview &amp; Scrutiny Terms of Reference per Articles of the Constitution</li> <li>• Publication Scheme– Freedom of information Act 2000</li> <li>• Regulation of Investigatory Powers Act (2000) Surveillance Policy</li> <li>• Data Protection Policy</li> <li>• Corporate Compliments &amp; Complaints Policy</li> </ul>
<p>2. Having good-quality information, advice and support to ensure that services are delivered effectively and are what the community wants or needs</p>	<ul style="list-style-type: none"> <li>• Corporate Plan (Part II)</li> <li>• Performance Framework</li> <li>• Service Reviews</li> <li>• Local Plan Survey</li> </ul>
<p>3. Ensuring that an effective risk management system is in place</p>	<ul style="list-style-type: none"> <li>• Risk Management Strategy</li> <li>• Risk Management Policy</li> <li>• Business Continuity Plan</li> <li>• Corporate Risk Register</li> <li>• Operational Risk Register</li> <li>• Annual Audit Letter</li> </ul>

<p>4. Using the Council's legal powers to the full benefit of the citizens and communities in the Borough</p>	<ul style="list-style-type: none"> <li>• Constitution (Part 2) Articles of the Constitution</li> </ul>
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<b>PRINCIPLE 5: Developing the capacity and capability of members and officers to be effective.</b>	
<b>Supporting Principles</b>	<b>Evidence</b>
<p>1. Making sure that Members and officers have the skills, knowledge, experience and resources they need to perform well in their roles.</p>	<ul style="list-style-type: none"> <li>• Member Development Group Feedback Report</li> <li>• Equalities Steering Group</li> <li>• Workforce Development Plan (including appraisals and training plans)</li> <li>• Management Training Courses</li> <li>• Investors in People (IIP) accreditation</li> </ul>
<p>2. Developing the capability of people with governance responsibilities and evaluating their performance, as individuals and as a group.</p>	<ul style="list-style-type: none"> <li>• Performance Management Framework</li> <li>• Member Development Group</li> <li>• Appraisals</li> <li>• Training &amp; Development Plan</li> </ul>
<p>3. Encouraging new talent for membership of the Council so that best use can be made of individuals' skills and resources in balancing continuity and renewal.</p>	<ul style="list-style-type: none"> <li>• Training &amp; Development Plan (members and staff)</li> <li>• Job descriptions and appraisals for staff</li> </ul>

<b>PRINCIPLE 6: Engaging with local people and other stakeholders to ensure robust public accountability.</b>	
<b>Supporting Principles</b>	<b>Evidence</b>
<p>1. Exercising leadership through a robust scrutiny function which effectively engages local people and all local institutional stakeholders, including partnerships, and develops constructive accountability relationships</p>	<ul style="list-style-type: none"> <li>• Constitution (Part 2) – Articles of the Constitution - Overview &amp; Scrutiny terms of reference</li> <li>• Corporate Plan (Part II)</li> <li>• Overview &amp; Scrutiny Work Programme of reviews</li> <li>• Local Strategic Partnership (LSP) &amp; LSP Executive Delivery Group</li> <li>• Town Hall Transparency – Council website e.g. supplier payments over £250, procurement transparency and grants paid to charities etc.</li> </ul>
<p>2. Taking an active and planned approach to dialogue with and accountability to the public to ensure effective and appropriate service delivery whether directly by the Council, in partnership or by commissioning.</p>	<ul style="list-style-type: none"> <li>• Corporate Plan</li> <li>• Consultation – residents e.g. Local Place Survey</li> <li>• Consultation – stakeholder groups</li> <li>• Local Strategic Partnership</li> <li>• Annual Budget</li> <li>• Medium Term Financial Strategy</li> </ul>

3. Making best use of human resources by taking an active and planned approach to meet responsibility to staff.

- Performance Management Framework
- Workforce Development Plan
- liP work plans

### **Monitoring and Review**

The Council will monitor the arrangements set out in this Code of Corporate Governance for their effectiveness in practice and will review them on a continuing basis to ensure that they are up to date.

Each year the Council will publish an Annual Governance Statement which will explain and assess how the Council has complied with this Code of Corporate Governance and provide details of how continual improvement in the system of internal control will be achieved.

The Council's Audit Committee generally considers all processes for risk, control and governance and provides independent, effective assurance about the adequacy of the Council's governance environment. The Council's Standards Committee is responsible for promoting and maintaining high standards of probity and conduct of Members and co-opted members.

~~~~~End~~~~~

# Agenda Item 6

**Agenda Item No:** 6

**Report to:** Cabinet

**Date of Meeting:** 6 October 2014

**Report Title:** ASB Crime and Policing Act 2014

**Report By:** Richard Homewood  
Director of Environmental Services

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## Purpose of Report

To advise Members of the implications of the Anti-social Behaviour, Crime and Policing Act 2014 and proposing that procedures relating to the community trigger elements of the Act are recommended to Council for adoption.

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## Recommendation(s)

- 1. That Cabinet considers the community trigger proposals set out in this report in paragraphs 8 to 19, and recommends them to Council for adoption.**

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## Reasons for Recommendations

The Community Trigger provisions of the Act come into force on 20th October 2014 and the Council must adopt local procedures to implement them as soon as possible.

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## Introduction

1. The Anti-social Behaviour, Crime and Policing Act 2014 overhauls the whole system of dealing with anti-social behaviour (ASB) to ensure agencies have greater flexibility to deal with it, and are better able to address the needs of victims. In July the Home Office published statutory guidance on the Act, and most provisions of the Act will take effect from Monday 20th October 2014.
2. A key element of the Act is the introduction of a what is termed as a "community trigger", which gives victims the right to request a review of their case to ensure relevant agencies are working together to practically resolve the matter and address service recovery issues when needed. The trigger will be used for hate incidents as well as ASB.
3. The main purpose of this report is to set out the proposals for implementing the community trigger provisions of the Act in Hastings, and to seek their adoption by the Council in October when they come into force.
4. However, it is worth noting that the Act also contains provisions that will replace much of the existing ASB powers with 6 new measures, which will also need to be implemented in due course, once local operating procedures and protocols have been agreed between the ASB and crime and disorder agencies operating in Hastings. These provisions are:-
  - Injunctions to prevent nuisance
  - Criminal Behaviour Orders
  - Dispersal Powers
  - Community Protection Notices
  - Public Spaces Protection Orders
  - Closure Notices
5. Now that the statutory guidance has been issued, we can work with our local community safety partners to explore the scope for using the new powers, and develop protocols to ensure that they are used appropriately. This work will take place during the next 6 months. It's important that they are applied consistently and that the most appropriate agency takes the lead. For example the Council is most likely to be the lead agency in relation to Community protection Notices and Public Spaces Protection Orders, whilst the Police will take the lead on others such as dispersal powers. The implementation of these new powers will be subject to a separate report next year.
6. Here in Hastings we believe that we have excellent arrangements in place to facilitate the smooth and effective implementation of these new measures. Since October last year we have been operating the Hastings Community Safety Hub, which brings together staff from a range of Council services with members of the local Neighbourhood Policing Team and key social landlords at least once a week, to discuss exactly the sort of cases that these new powers are designed to help us to address.

7. There are also new "community remedy" provisions in the Act, which place duties on the Police and the Police and Crime Commissioner to enable victims a say in the out of court punishment of perpetrators of low level crime and anti-social behaviour. The Police and Crime Commissioner is leading on the implementation of this across Sussex.

## Community Triggers

8. The Home Office supported pilot community trigger schemes in 5 local authorities including Brighton and Hove in 2012/13 and this work has informed the Act and statutory guidance. The Brighton and Hove lead officer has shared his experience with community safety partners across Sussex at a series of workshops.
9. From the 20th October 2014 the Council, the Police, the local Clinical Commissioning Group and registered providers of social housing, will have a duty to undertake a case review when someone requests one through the new community trigger provisions, providing that the request meets the locally agreed threshold criteria.
10. At this early stage in the local implementation of the Act, it is most important that the Council and our local community safety partners agree and adopt an appropriate community trigger threshold to operate in Hastings.
11. The community trigger can also be used by any person on behalf of a victim, for example a family member, friend, carer, councillor, Member of Parliament or other professional person. This is intended to ensure that all victims are able to use the community trigger. However, the victim's consent should be sought by the person using the community trigger on their behalf.
12. The community trigger can be used by a person of any age, and agencies should make it as accessible as possible to all victims.
13. In recent months the Office of the Police and Crime Commissioner has facilitated meetings of key stakeholders from across the county, including the Council's Community Safety Manager. They have worked together to produce a framework which is intended to ensure that residents in the county receive the same quality response when they activate the community trigger. Bearing in mind that there is a single Police Force operating across Sussex, a consistent approach to dealing with community trigger applications is preferable.
14. The working group are proposing that the community trigger threshold to be adopted by agencies across Sussex is when an individual has made three complaints of anti-social behaviour or hate crime in a six month period. It should be noted that the statutory guidance does not allow for a threshold of more than 3 complaints in 6 months to be set.
15. Members of the public wanting to instigate the community trigger process will be directed to a single point of contact within the appropriate agency, and provided with a format for submitting applications. This will include a requirement to provide details of the three complaints i.e. day complaint made and agency / agencies complaints made to.

16. The working group have drafted a procedural document to be adapted and implemented by each of the community safety partners across Sussex. It contains information for the public on how the community trigger can be activated and introduces a process whereby within three working days of receipt, appointed officers will seek to confirm with the victim or person acting on their behalf whether the threshold has been met.
17. Where the threshold is not met the appointed or lead officer will inform the victim or person acting on their behalf, and advise them of who can help or what might be appropriate to support them to resolve their case.
18. Where the threshold is met a quick time review will be conducted by a named officer, who will offer to report back to them within ten working days.
19. Joint agency training will take place in the coming weeks to ensure staff have an appropriate level of knowledge of the new legislation. It is also envisaged that there will be Member training once the community trigger process has been agreed, adopted, and is in operation.

### **Potential confusion between the community trigger process and the Council's customer complaints process**

20. In March 2014 the Council adopted a revised customer complaints policy. It is not intended that the community trigger process will replace the customer complaints process in relation to complaints about how we have done something relating to an anti-social behaviour issue.
21. This appears to have been the case during at least one of the pilots carried out by Manchester City Council. Therefore we will need to be alert to the potential for community trigger applicants using the wrong system by mistake. We will also need to consider making some minor amendments to the customer complaints policy to reduce the scope for confusion. Such as adding the community trigger process to the list of matters that will not be treated as a complaint under paragraph 16 of the customer complaints policy, and ensuring clear cross referencing between the 2 systems on our website.

### **Policy Implications**

22. Members will note that 5 of the 8 policy implications headings are relevant to this report.
23. The new community trigger process should contribute to improved equalities and community cohesion within the borough. As anti-social behaviour is often targeted at the most vulnerable in society and this new power will help to put victims at the heart of the response to anti-social behaviour, as well as ensuring that agencies work together effectively to do so. It is not intended that we carry out an Equalities Impact Assessment in relation to the proposed community trigger threshold and review process as there should be no negative impacts from a discriminatory perspective.
24. From a crime and fear of crime perspective the new community trigger process should empower residents and reduce their fear of crime.

25. From a risk management perspective it is essential that the Council adopts a community trigger threshold and associated process, to avoid reputational damage or legal action from members of the public wishing to utilise the process.
26. From a human rights act perspective it is important that the Council does not deny residents the right to use the community trigger process.
27. There are organisational consequences as we need to ensure that appropriate systems are in place and that the organisation has the capacity to administer them. The Community Safety Manager has consulted with colleagues responsible for the Council's customer complaints policy and is also liaising with the Chief Legal Officer in relation to the provision of training for staff from the Council and our community safety partners, as well as Members.
28. The time frames for dealing with community trigger applications is very demanding, and our ability to meet them will depend upon public demand for them, and this will need to be reviewed once we have experience of operating the process. We will also need to ensure that reviews are recorded and published appropriately. However, it should be noted that there is no requirement for an appeal process associated with community triggers, and therefore no associated democratic services organisational consequences or resource implications, because reviews will be determined by Officers not members through a Committee.
29. A further report on the experience of operating the new community trigger process, and on the new enforcement tools provided through the Act will be submitted to Members next year.

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### Wards Affected

Ashdown, Baird, Braybrooke, Castle, Central St. Leonards, Conquest, Gensing, Hollington, Maze Hill, Old Hastings, Ore, Silverhill, St. Helens, Tressell, West St. Leonards, Wishing Tree

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### Area(s) Affected

Central Hastings, East Hastings, North St. Leonards, South St. Leonards

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### Policy Implications

Please identify if this report contains any implications for the following:

|                                       |     |
|---------------------------------------|-----|
| Equalities and Community Cohesiveness | Yes |
| Crime and Fear of Crime (Section 17)  | Yes |
| Risk Management                       | Yes |
| Environmental Issues                  | No  |
| Economic/Financial Implications       | No  |
| Human Rights Act                      | Yes |
| Organisational Consequences           | Yes |
| Local People's Views                  | No  |

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### Background Information

Draft Hastings anti-social behaviour and hate crime community trigger guidance and procedures.

Home Office Report - Anti-social Behaviour, Crime and Policing Act 2014: Reform of anti-social behaviour powers - statutory guidance for frontline professionals - July 2014.

Hastings Borough Council Customer Complaints Policy - March 2014.

Home Office Report - Empowering communities, protecting victims  
Summary report on the community trigger trials - May 2013

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### **Officer to Contact**

Mike Hepworth - Head of Environmental Services  
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# Agenda Item 7



**Agenda Item No:** 7

**Report to:** Cabinet

**Date of Meeting:** 6 Oct 2014

**Report Title:** Coastal Communities Fund Round 3

**Report By:** Monica Adams-Acton  
Head of Regeneration and Planning Policy

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## Purpose of Report

To propose the submission of a bid to Stage 2 of the Coastal Communities Fund Round 3.

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## Recommendation(s)

- 1. That the the Director for Regeneration in consultation with the Lead Member for Regeneration be authorised to submit a full application at Stage 2 of the application process for the Coastal Communities Fund round 3, including any necessary variations from the funding profile identified in this report.**

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## Reasons for Recommendations

Hastings Borough Council submitted a Stage 1 application to the Coastal Communities Fund, and has now been invited to provide more details through a Stage 2 full application. The recommendation will authorise this full application.

The funding sought would contribute to the joining up and promotion of attractions and activities along the seafront from the Stade to the De La Warr in Bexhill. This would support the delivery of the council's Cultural Regeneration Strategy.

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## Introduction and Background

1. The Coastal Communities Fund (CCF) is funded by the Government from income derived from the Crown Estate's marine assets, and is managed by the Big Lottery Fund. The primary aim of the fund is to support economic growth and reduce unemployment in seaside towns and villages in the United Kingdom. The funding currently available for England in Round 3 is approximately £35m.
2. The Council successfully secured £1.24m in Round 1 of CCF to support the refurbishment of the building on the apron of Hastings Pier as a restaurant; and provision of accredited catering and tourism-related training and apprenticeships by Sussex Coast College Hastings.
3. In accordance with a report to Cabinet on 17 Feb 2014, a first stage submission was made to the CCF. The Council has been invited to provide more details through a Stage 2 full application. The deadline for this is 15th October 2014.

## Criteria and Guidance

4. The key criterion for CCF in England is to create jobs and build sustainable coastal economies. Projects must achieve their eligible spend between the date of final approval in early 2015 and December 2016. Bids need to be well developed and deliverable.
5. Guidance received was that the current programme should achieve a better revenue : capital balance than previous rounds, which were about 30:70. The government also wants to make more awards, implying a smaller average grant than previous rounds' £800k. Given the need to show sustainability, the guidance was that funding for an events programme would be less likely to progress. Match funding is not required, nor is it prohibited. Partnerships are encouraged.
6. Examples of projects demonstrating a strong fit with CCF priorities include coastal infrastructure and visitor facility improvements, and marketing packages that boost visitor numbers and support new job creation and local business.
7. Hastings' proposal for Round 3 is also informed by the projected reopening of the Pier and White Rock Baths in 2015; proposed events in 2016; the emerging Hastings Seafront Strategy; projects in development; and discussion between different Council departments and with external partners (Hastings Pier Charity, the De La Warr Pavilion, Jerwood Gallery, and Rother DC).

## Bid summary

8. A Stage 2 bid is being developed under the heading of "linking culture, heritage and tourism to revitalise Hastings and Bexhill seafronts". The total value of the bid is approx £500,000.
9. The Programme aims to create 33 direct new jobs, as well as 168 indirect new jobs based on a target uplift of the visitor economy of 1% over "business as usual". It aims to benefit 250 seafront and visitor-related business.

10. There is flexibility to change amounts within the overall totals, including the capital : revenue split and annual profile. However, it may weaken our credibility to submit a bid that radically departs from the first stage submission.
11. Hastings Borough Council is the applicant, and will be Accountable Body for a successful bid. The majority of the spend will be by HBC, with some by Rother DC and the Pier Charity. Partner Agreements or Service Level Agreements will be required between HBC and delivery partners/beneficiaries, as appropriate.

## Capital

12. For the Coastal Communities Fund, only land or buildings-related projects are defined as capital expenditure. Capital projects with a cumulative cost of over £100,000 must have a full Capital Delivery Plan to demonstrate costings, programme, management and deliverability. The CCF guidance includes a recommendation that planning consents should have been obtained or at least applied for, that designs are developed and costed to RIBA Stage 4 level (ie pre-tender), and that any necessary partner funding is in place.
13. The draft proposal has two capital elements. Costings are indicative at the time of writing this report; and further studies may lead to reprofiling the capital projects and/or reducing the capital element and increasing the revenue element.
14. White Rock Baths: £75,000 is sought towards safety and accessibility elements in the indoor BMX/skateboard facility under development. While RIBA Stage 4 will not be achieved until December 2014, it is thought that the current level of development with a fully costed feasibility study forming the basis of the specification, and existing planning consents, make the project demonstrably deliverable. Other funding necessary for the project has been agreed.
15. Landscaping at the approaches to the Pier: £100,000 (plus any additional contributions that may emerge from other sources). Neil Choudhury Architects are currently undertaking a feasibility study for two levels of activity, £100,000 and up to £200,000, with the intention of submitting a planning application if needed before October 15th.
16. The Stage 1 CCF bid included an objective of building one or two small retail kiosks on the top level promenade at Eversfield Place (these were the subject of a recent public consultation). These appear to have potential to be commercially viable investments, hence not in need of subsidy. Therefore it is considered beneficial to exclude this element for the CCF proposal, in order to put more of the grant, if successful, towards a higher-quality and more extensive landscaping project at the Pier approaches. The kiosks will remain part of the strategic plan underpinning the application, and will be emphasised as a supporting investment.
17. All the capital spend is projected within the 2015 calendar year.

## Revenue

18. Hastings' proposal has six revenue elements.

19. Marketing: £95,000 is sought as a resource for promoting the cultural, heritage and visitor offer in Hastings as part of 1066 Country in 2015 and 2016, through a mix of websites, social media, paid advertising, and public relations to gain editorial coverage.
20. Business support: £78,500 to provide support, advice and mentoring for new creative, cultural and heritage businesses aligned with cultural regeneration, to maximise the long-term economic and employment benefits of a growing creative sector, building on the existing SUCCESS programme.
21. Signage: £80,000 is sought for signs in Hastings and Bexhill. Bexhill's signs will be a mix of fingerposts and information conforming to their existing signs boards. Hastings's signs will be in the style of the five "monoliths" planned for installation in St Leonards. Another five have been agreed for installation at various points in and around Hastings Town Centre and seafront. CCF funding will enable a further six signs to create a chain from Glyne Gap to Rock-a-Nore, with intermediate signs at (for example) the Amsterdam and footbridge, West Marina, the Stade, and Rock-a-Nore car park. Hastings' signs will include directions to Bexhill and the De La Warr Pavilion, and Bexhill's will reciprocate.
22. Smartphone apps: £35,000 is sought for apps or micro-websites on a range of topics such as the De La Warr, the Amsterdam, Burtons St Leonards, the America Ground, wildlife, famous residents, parks, shopping and attractions. Quotes are being sought for this, including adding interactivity, augmented reality and other features. They would be accessed via QR codes or more modern "push" technology creating automatic links to sites or apps.
23. Electrically-assisted bicycles: £10,000 is sought to buy electric bikes to be rented at concessionary rates to elderly and disabled people, allowing them to join families in seafront bike rides from the bike hire facility on Pelham beach. This includes an electrically assisted rickshaw-type bicycle which can take a wheelchair passenger on the front. This is seen as a pilot which could unlock other support for extended provision.
24. Five percent of the total budget would be allocated to cover the management and administration costs of the programme, bearing in mind the Council's monitoring responsibilities as Lead Body, and delivery by several HBC departments and external partners.
25. The signage, apps and bikes would be bought in 2015, alongside two-thirds of the marketing and business support spend.

## **Economic/financial implications**

26. A successful bid will have beneficial economic implications for the whole of Hastings, boosting the visitor economy and employment.
27. It has positive financial implications, adding to the Council's capital and revenue budgets. Where extra funding from existing budgets is required to implement a project (as with White Rock Baths, for example), the financial commitment will have to be confirmed as part of the Stage 2 application.

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**Wards Affected**

Ashdown, Baird, Braybrooke, Castle, Central St. Leonards, Conquest, Gensing, Hollington, Maze Hill, Old Hastings, Ore, Silverhill, St. Helens, Tressell, West St. Leonards, Wishing Tree

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**Area(s) Affected**

Central Hastings, East Hastings, North St. Leonards, South St. Leonards

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**Policy Implications**

Please identify if this report contains any implications for the following:

|                                       |     |
|---------------------------------------|-----|
| Equalities and Community Cohesiveness | No  |
| Crime and Fear of Crime (Section 17)  | No  |
| Risk Management                       | No  |
| Environmental Issues                  | No  |
| Economic/Financial Implications       | Yes |
| Human Rights Act                      | No  |
| Organisational Consequences           | No  |
| Local People's Views                  | No  |

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**Background Information**

1. Summary of capital and revenue projects with budget and aligned funding attached at Appendix 1.

A copy of the draft application can be obtained from Glyn Carter at [gcarter@hastings.gov.uk](mailto:gcarter@hastings.gov.uk) (01424 451796)

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**Officer to Contact**

Officer Name: Monica Adams Acton  
Officer Email Address: [adams-acton@hastings.gov.uk](mailto:adams-acton@hastings.gov.uk)  
Officer Telephone Number: 01424 451781

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| <b>Capital</b>                 | total cost      | Match     | <b>CCF</b>     | CCF spend 2015 | CCF spend 2016 | <b>direct jobs</b> | <b>Note</b>                     |
|--------------------------------|-----------------|-----------|----------------|----------------|----------------|--------------------|---------------------------------|
| WRB                            | c.1,100,000     | 1,025,000 | <b>75,000</b>  | 75,000         |                | 31                 | Other funds secured             |
| Landscaping Prom/Pier approach | 100,000-200,000 | 0-100,000 | <b>100,000</b> | 100,000        |                |                    | Additional funds to be decided  |
| <b>Total capital</b>           |                 |           | <b>175,000</b> | 175,000        | -              |                    |                                 |
|                                |                 |           | 35%            |                |                |                    |                                 |
| <b>Revenue</b>                 |                 |           |                |                |                |                    |                                 |
| Elect bikes                    | 5,000           |           | <b>5,500</b>   | 5,500          |                | 1                  | 4 @ 1200 plus accessories       |
| Enabling bike                  | 5,000           |           | <b>4,500</b>   | 4,500          |                |                    |                                 |
| Signs Hastings & Bexhill       | 105,000         | 30,000    | <b>80,000</b>  | 80,000         |                |                    | c30k from Seafront improvements |
| Visitor app /microsites        | 35,000          |           | <b>35,000</b>  | 30,000         | 5,000          |                    |                                 |
| Business support coordinator   | 22,498          |           | <b>22,498</b>  | 11,249         | 11,249         | 0.5                |                                 |
| Business mentors/advisors      | 16,000          |           | <b>56,000</b>  | 28,000         | 28,000         |                    |                                 |
| Marketing & publicity          | 95,000          |           | <b>95,000</b>  | 47,500         | 47,500         | 0.5                |                                 |
| <b>Total revenue</b>           |                 |           | <b>298,498</b> | 206,749        | 91,749         | <b>33</b>          |                                 |
|                                |                 |           | 60%            |                |                |                    |                                 |
| <b>TOTAL</b>                   |                 |           | <b>473,498</b> |                |                |                    |                                 |
| Plus admin?                    |                 |           | 25,000         |                |                |                    | 5%                              |
| <b>GRAND TOTAL</b>             |                 |           | <b>498,498</b> |                |                |                    |                                 |

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# Agenda Item 8



**Agenda Item No:** 8

**Report to:** Cabinet

**Date of Meeting:** 6 October 2014

**Report Title:** Hastings Country Park Interpretive Centre

**Report By:** Virginia Gilbert  
Head of Amenities, Resorts and Leisure

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## Purpose of Report

To seek Cabinet approval for the preferred site for a new centre and to seek approval to proceed with tendering of construction works and spending of up to £250,000 allocated in the Capital Programme budget for this project.

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## Recommendation(s)

- 1. Cabinet approve location A as the preferred location for a new Interpretive Centre**
- 2. Cabinet approve the timeline for construction and delegate to the Corporate Director of Environmental Services in conjunction with the Lead Member for Amenities, Resorts and Leisure the awarding of the construction contract to the most economically advantageous tenderer.**
- 3. Cabinet approve the expenditure of up to £250,000 allocated in the Capital Programme as the Council's contribution to the cost of construction of the new Interpretive Centre.**

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## Reasons for Recommendations

It is a corporate priority to deliver a new interpretive centre at Hastings Country Park Nature Reserve. The recommended location A is within Hastings Borough, commands spectacular views, is within easy access from the car park and presents the least and minimal environmental impact. The other potential locations were not favoured due either to their greater environmental impact, inferior views or their remoteness from car parks.

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## Introduction

1. Hastings Council, in partnership with Groundwork South, aims to deliver a new Interpretive Centre at Hastings Country Park by spring 2016.
2. To realise this aim, the Council has allocated funds from the sale of Warren Cottage and Groundwork will seek grant aid to augment the Council's contribution.
3. This paper seeks Cabinet approval to proceed with a preferred location and to delegate to the Corporate Director of Environmental Services in conjunction with the Lead Member for Amenities, Resorts and Leisure the awarding of contracts as a result of tender submissions relating to the construction of the project.

## Background

4. The Council has had a long standing ambition to replace the current visitor centre with a new Centre. The current Visitor Centre, with no running water or toilet facilities, has reached the end of its useful life.
5. A new Centre would aim to enrich the visitor experience by providing inspirational interpretation to showcase the unique habitats, spectacular scenery and landscape of Hastings Country Park Nature Reserve.
6. The Council has been working with Groundwork South since April 2014 to deliver our objective. Groundwork South have appointed a Project Manager (part-time, jointly funded) to the project and are providing a number of non-chargeable services including applications for grant aid.
7. Groundwork's ambition is to raise around £200,000 to add to the council's capital receipt for Warren Cottage.

## Project to Date

8. A budget profile has been produced, a project timeline outlined and detailed project plan developed.
9. A Project Board has been established to oversee the project and provide strategic direction. The Board is chaired by Councillor Poole, Lead Member for Amenities, Resorts and Leisure.
10. Members of the Board are; Councillor Hodges, Chair of Hastings Country Park Management Forum, the Development Director for Groundwork South the Chair of the Friends of Hastings Country Park and Virginia Gilbert, Head of Leisure and Amenities. Officers working to the Board are Marian Richards, Groundwork South Project Manager and Murray Davidson, Environment and Natural Resources Manager.
11. In July 2014 the Project Board invited architects to submit expressions of interest to design and build the centre. After considering the presentations from the prospective architects, the Board agreed to appoint the Cave Cooperative.

12. The Cave Cooperative was favoured due to their experience of sustainable building, innovative approach to design and their experience and expertise in community engagement and consultation.
13. It is proposed the Centre will be a straw bale construction and will be unique in the Borough. It is further proposed the contractors incorporate training elements and paid volunteering courses into the construction in order to further facilitate a sustainable build ethos into the construction.

## **Consultation and engagement on a new centre and location**

14. An initial workshop with key stakeholders was held at Hastings Country Park on 23rd of September 2014 to identify a preferred location for a new centre.
15. Hastings Country Park Management Forum at their meeting of 9th September agreed to recommend to Cabinet their preference for location A.
16. The Architects undertook an extensive 4 day consultation at Priory Meadow from 17th to 20th September with an additional day at Hastings Country Park on the 21st of September. The consultation and workshops covered information on sustainable design demonstrations and participation events and what the community felt about a new centre and its location.
17. The overwhelming preference is to locate a new centre across the road from the existing centre at location A on the accompanying plan as appendix 1.
18. This location is within Hastings Borough, commands spectacular views, is within easy access from the car park and presents the least and minimal environmental impact. Our planners have indicated their support for a centre in this location.
19. The other locations were not favoured due either to their greater environmental impact, inferior views or their remoteness from car parks.
20. To ensure there are opportunities for on-going comment and to keep people informed of progress, the Architects have designed a Hastings Country Park Project web page on their web site, [www.Cave.Coop](http://www.Cave.Coop). Hastings Council has put this link on their web site.

## **Key Project Timelines**

21. Following the public consultation we will proceed to a Planning Forum on 30th October 2014. This will be followed by a submission of the planning application in November.
22. The Planning committee will consider the application in early 2015 and subject to a successful outcome, the construction will commence summer 2015 for opening in spring 2016.
23. Our original timeline was to have a new centre opened by September 2015. However, we have extended the project timeline by 6 months in order to allow for as much public/community engagement as possible. This will further allow fitting out and interpretation installation over the winter period of 2015/16.

## Operating the Centre

24. Groundwork South will manage the new Centre for 10 years. They aim to make the Centre cost neutral for the council and share revenue returns from franchise or café operations in return for a rent free period. Groundwork South will employ a Centre manager.
25. Groundwork South is committed to working with our current volunteers in the new Centre. Having a dedicated volunteer base is central to the Groundwork model for running and staffing the new centre.

## Financial implications

26. The Capital Programme includes up to £250,000 toward the cost of the new Interpretive Centre funded from the sale of Warren Cottage together with grant aid generated by Groundwork South it is estimated that this will amount to a project fund of at least £400,000.
27. Groundwork has proposed to defer a proportion of the project management fees until later in the project in order to help with budget profiling.
28. As owners of the building, Hastings Council will be liable for the annual repair and maintenance liabilities. We are proposing an annual £5,000 contribution to Groundwork from our car parking charges income.
29. Groundwork South will pay Business rates to the Council but will be eligible for a 80% exemption as a charity.
30. The architect's fees amount to approximately £18,000. Further specialists including CDM, QS, and Structural Engineers etc are expected to charge in the region of £24, 000. Actual fees are based on a percentage of the project cost.

## Conclusions

31. The provision of a new Centre is a council priority and aims to showcase the unique scenery and landscape of Hastings Country Park Nature Reserve and provide innovative interpretation on this unique landscape.
32. We have prioritised sustainable construction techniques with extensive community engagement over a traditional development project and have extended the project timeline in order to undertake more community engagement at the start of the project.

## Recommendations

33. Cabinet approve location A as the preferred location for a new Interpretive Centre
34. Cabinet approve the proposed timescale for construction and delegate to the Corporate Director of Environmental Services in conjunction with the Lead Member for Amenities, Resorts and Leisure the awarding of the construction contract to the most economically advantageous tenderer.

35. Cabinet approve the expenditure of up to £250,000 allocated in the Capital Programme as the Council's contribution to the cost of construction of the new Interpretive Centre.

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**Wards Affected**

Old Hastings, Ore

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**Area(s) Affected**

East Hastings

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**Policy Implications**

Please identify if this report contains any implications for the following:

|                                       |     |
|---------------------------------------|-----|
| Equalities and Community Cohesiveness | No  |
| Crime and Fear of Crime (Section 17)  | No  |
| Risk Management                       | No  |
| Environmental Issues                  | Yes |
| Economic/Financial Implications       | Yes |
| Human Rights Act                      | No  |
| Organisational Consequences           | No  |
| Local People's Views                  | Yes |

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**Background Information**

Appendix 1 Map of consulted locations

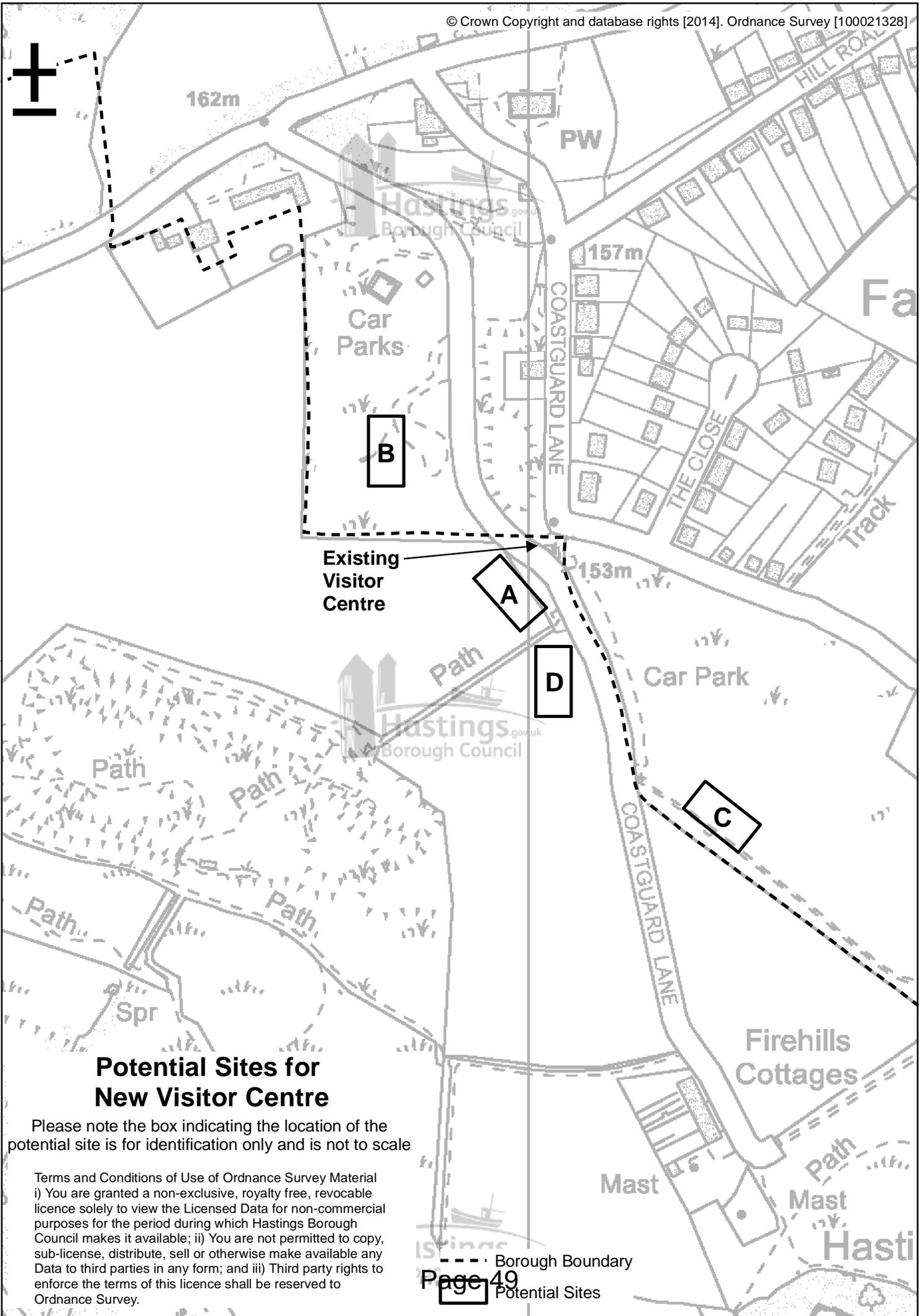
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**Officer to Contact**

Officer Name Murray Davidson  
Officer Email Address mdavidson@hastings.gov.uk  
Officer Telephone Number 451107

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### Potential Sites for New Visitor Centre

Please note the box indicating the location of the potential site is for identification only and is not to scale

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# Agenda Item 9



**Agenda Item No:** 9

**Report to:** Cabinet

**Date of Meeting:** 6 October 2014

**Report Title:** Council Tax Support Scheme

**Report By:** Peter Grace  
Head of Finance

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## Purpose of Report

To propose that the Council Tax Support Scheme for 2015/16 remains unchanged and that Cabinet makes such a recommendation to full Council for its approval on 22 October 2014.

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## Recommendation(s)

- 1. To recommend that the Council continues with the existing scheme for 2015/16.**

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## Reasons for Recommendations

The Local Government Finance Act 1992, as amended by the Local Government Finance Act 2012, requires a local authority to review its scheme annually and seek approval for the provision of a Council Tax Support Scheme.

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## Introduction

### Background

1. In December 2013 it was agreed by full council that the Council Tax Support Scheme, previously recommended by East Sussex Joint Leaders/Chief Executives in respect of 2013/14, remain unchanged in Year 2, i.e. 2014/15.
2. As the scheme is approved from year to year, we are now reviewing the situation with regards to a scheme for Year 3, 2015/16.

### Year 2 update

3. There are currently 11,757 claimants in receipt of a council tax reduction, which is 401 claimants less than last year. Pensioners still account for 37% of the caseload.
4. The estimated annual cost is in the region of £10.9 million, which represents a reduction of around £300,000 from 2013/14.
5. Pensioners continue to be protected and receive support for their Council Tax in keeping with the national rules.
6. Due to the limited changes made to the old Council Tax Benefit Scheme, the impact on our residents has been kept to a minimum and has not resulted in the problems seen by many authorities who made more radical changes.

The changes were as follows:

- The removal of Second Adult Rebate
- A minimum weekly award of £5
- A small increase to non-dependent deductions

### Year 3

7. A report was presented to the East Sussex Joint Leaders/Chief Executives at a meeting in April 2014, setting out the possible options for 2015/16.
8. The following options were considered:
  - To maintain the existing scheme.
  - To introduce a scheme that reduces the cost to an acceptable level for all Councils
  - To introduce a scheme that is cost neutral (covers the loss of government grant).

9. Following discussions, the group agreed that the preferred option was to retain the existing scheme for the following reasons:
- The current scheme costs and income across the five authorities in east sussex are more favourable than previously predicted, which makes this option financially viable moving forward to the Year 3.
  - No additional impact on our residents.
  - No consultation required.

---

### **Wards Affected**

Ashdown, Baird, Braybrooke, Castle, Central St. Leonards, Conquest, Gensing, Hollington, Maze Hill, Old Hastings, Ore, Silverhill, St. Helens, Tressell, West St. Leonards, Wishing Tree

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### **Area(s) Affected**

Central Hastings, East Hastings, North St. Leonards, South St. Leonards

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### **Policy Implications**

Please identify if this report contains any implications for the following:

|                                       |     |
|---------------------------------------|-----|
| Equalities and Community Cohesiveness | No  |
| Crime and Fear of Crime (Section 17)  | No  |
| Risk Management                       | No  |
| Environmental Issues                  | No  |
| Economic/Financial Implications       | Yes |
| Human Rights Act                      | No  |
| Organisational Consequences           | No  |
| Local People's Views                  | Yes |

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### **Background Information**

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### **Officer to Contact**

Jean Saxby  
jsaxby@hastings.gov.uk  
01424 451556

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# Agenda Item 10

## MUSEUMS COMMITTEE

15 SEPTEMBER 2014

Present: Councillors Charlesworth, Charman, Edwards, Hodges, Howard (in the Chair), Lock, Sinden and Webb (duly appointed substitute for Councillor Street).

Museum Association Representatives: Mr Adams, Mrs Barrett, Mrs Hawkins, Mr Palfrey-Martin, Mr Peak and Mrs Purdey

### 12. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Street and noted for Councillor Poole.

### 13. DECLARATIONS OF INTEREST

Councillors made no declarations of interest at this meeting.

### 14. MINUTES OF THE MEETING HELD ON 16 JUNE 2014

**RESOLVED** – that the minutes of the meeting held on 16 June 2014 be approved and signed by the Chair as a true record.

### 15. NOTIFICATION OF ANY ADDITIONAL URGENT ITEMS

None.

### 16. CURATOR'S REPORT

Cathy Walling, Museum Curator, presented a report to provide an update on issues arising from previous meetings and confirmation of Curator's actions.

A number of quotations have been sought for dealing with conservation issues in the museum store. Responses to these quotations are awaited.

The WWI pop up events held at The Old Town Hall Museum, and Hollington; Rye and Bexhill Libraries and more recently Ore library have proved to be extremely successful.

The Arts Connect programme will be funded by East Sussex County Council for a further 3 years. The first event will be held at Hastings Museum and Art Gallery on Tuesday, 21<sup>st</sup> October 2014 from 10.30am to 1.00pm.

'Uncovering Ethnography' project (Uniques) has commenced. This project partnered with other museums in Kent & Sussex will see the collections reviewed by a specialist curator. The African collections and unidentified boxes will be reviewed first.

## MUSEUMS COMMITTEE

15 SEPTEMBER 2014

The Colin Taylor collection that is in the process of being transferred to St. Johns Place, is expected to take six months to transfer. A grant has been applied to fund the cataloguing, research, dissemination and public engagement.

A number of items from the collection have been granted permission to be reproduced. These items were listed in the report.

Councillor Charlesworth queried how much of the Taylor collection was in storage. Catherine Harvey, Education Officer, said they had identified a space for the items in the store room. Items were being boxed. Funding from a grant application will enable them to work with a specialist curator.

Councillor Charlesworth asked about the status of the store room. The Curator advised that the store room had been stabilised, materials were being transferred to the Keep at Falmer for conservation. The Curator will provide an update at the next meeting.

Councillor Hodges requested that digital records be taken of items that are transferred to the Keep. The Curator reassured him that the items would be returned to the museum and they would ensure the process was handled correctly.

Mrs Barrett asked if volunteers could copy the items, given the quantity and time it would take. Mrs Hawkins explained that some of the pieces in the collections were huge; it would not be an easy process for volunteers to complete.

**RESOLVED – that the Committee accepts the report and are satisfied with the comments in the report.**

### 17. FORWARD PLAN

Cathy Walling, Museum Curator, presented a report to inform members of the updated Museum Forward Plan.

The Museums Forward Plan will replace the version dated 2010-13. The plan includes a proposed Action plan for the next five years. A regularly monitored Forward Plan was a requirement of the Accreditation scheme run by the Arts Council. Hastings Museum and Art Gallery and the Old Town Hall Museum have been accredited since 2007. This will enable the Museum to apply for key funding for the Council's strategic review and also from the Arts Council.

Councillor Hodges suggested that it would be beneficial if the committee could take an objective view of what strategy the museum should take going forward. In respect of the volunteers who regularly worked at the museum, Councillor Lock asked how they were thanked. The Curator said they were invited to regular social gatherings and given cards, the same as a member of staff. In addition, they were given a long term work certificate and job references. The committee discussed educational paths for volunteers.

## MUSEUMS COMMITTEE

15 SEPTEMBER 2014

Nick Sangster referred to the repairs programme and said they were addressing storage space. The Curator said they were undertaking a review of the collections in the store room as it was cleared out. It was a long process as they needed to look at the use and value of the items. The next meeting in December will look at the new acquisitions and disposal policy.

Councillor Lock queried the timeline for the museums accreditation and the acquisitions policy, he suggested the museum needed a vision document. Mrs Barrett wished to express her gratitude to the Art Fund for their help.

Councillor Charlesworth suggested the lack of storage space could be overcome by planning for an extension at the museum. Mrs Purdey added that the kitchen needed a refurbishment under general repairs. Members discussed the use of external venues such as Braybrook Terrace which could provide additional storage space.

Mrs Barrett believed that if there was an educational room at the museum, the number of student visits would increase.

**RESOLVED - that the Committee accepts the report and are satisfied with the comments in the report subject to minor corrections to the Forward Plan.**

### 18. VENUE OF FUTURE MEETINGS

Cathy Walling, Museum Curator, presented a report to consider whether the Museum was an appropriate venue for future Museum Committee meetings.

Mrs Barrett suggested the museum was a preferable venue for several reasons:- Audibility is better in the Long Gallery; new acquisitions can easily be displayed; parking is free; the meeting would not impact on visitors because it would take place on a Monday whilst the museum was closed to the public. She raised concern about the transportation of acquisitions between the museum and Town Hall, and questioned whether there was third party insurance policy for staff and the acquisitions.

Councillor Webb supported Mrs Barrett's comments, he said the meeting worked better at the Museum where members could view the paintings etc. and thought that Committee Room 3 in the Town Hall was too small for the number of people attending the meeting.

Councillor Sinden expressed his support to hold future meetings at the museum.

To facilitate this arrangement, the Curator stated that a member of staff would be paid to man the front door whilst the Museum was closed to the public on a Monday.

Councillor Charlesworth asked how much time would be taken up staffing this arrangement. The Curator confirmed it would take 12 hours per year for a paid member of staff.

## MUSEUMS COMMITTEE

15 SEPTEMBER 2014

**RESOLVED** - that the members give their views on this possible use of the Museum.

### 19. **MUSEUM ATTENDANCE FIGURES**

Cathy Walling, Museum Curator, presented a report to inform members of figures for attendances, educational activities and use of the Museum's website for the first quarter of 2014-15. Figures for April to June 2013 were submitted for comparison.

It was noted that the attendance figures for Hastings Museum and Art Gallery had dropped slightly when compared with the previous year. However, numbers of pupils in organised groups had increased, resulting in an overall increase in the number of visits by 190.

Attendances to the Old Town Hall Museum had decreased in addition to a reduction of pupils in organised groups. The total number of visits combined had decreased by 1,526 when compared to the previous year.

The number of website visits had increased significantly by 11,092. The curator said the new website was close to being completed and would be launched in December 2014.

The number of weddings and civil ceremonies had decreased by 2 compared to quarter 1 last year. A number of bookings have been made as follows: 14 ceremonies booked for 2014/15 and 11 for 2015/16.

The Curator reported that the Wedding Fair held on 14 September 2014 was extremely successful with 40 stalls and 800 people in attendance. Pictures of the event were available for members to view on Facebook.

**RESOLVED** - that the Committee accepts the report and are satisfied with the comments in the report.

### 20. **MUSEUM EVENTS AND ACTIVITIES**

Cathy Walling, Museum Curator, presented a report to inform Members of forthcoming events and educational activities at the Hastings Museum and Art Gallery and the Old Town Hall Museum during October to December 2014, for Quarter 3, 2014.

These included:-

#### **Exhibitions**

Until 4 January 2015: 'The Four Seasons', paintings from the Museum collection.

5 July to 15 September: 'White Rock Baths', photographs by Brian Rybolt.

26 July to 13 November: 'Hastings Remembers, Local Stories of the First World War'.

22 September to 30 November: 'Misogyny is Suicide' by HKB Finn. Photographs and soundtrack, part of AfriKaba Festival.

## MUSEUMS COMMITTEE

15 SEPTEMBER 2014

29 November to 22 February: 'The Eyes are Listening', paintings of six contemporary artists based in Sussex.

6 December to 1 February 2015: 'Tangible Keepsakes from a Dream', photographs of Hastings by Hans van Erp.

### Events

Events for AfriKaBa - the Festival of African and Caribbean heritage, arts and culture.

4 October: African and Latin Dance Workshop with Shardarae Kasumu

5 October: AfriKaBa Adventure Story with Dende the Samba Reggae, Afro-Brazilian storytellers.

10 October: HKBFiNN with Amplifier, the world's first spoken word opera.

17 October to 28 November: Friday morning Local History talks with Edward Preston.

18 October: 'Lady Annie Brassey, Life, Travels and Adventure', with Julian Porter

28 October: Jaws and Claws Activity Day

15 November: 'We Will Not Kill', talk on conscientious objectors of WWI with Anne Kramer

22 November: Museum Association Autumn Concert

6 December: Deck the Halls - Christmas Crafts with Rachel Hine

7 December: Museum Association AGM

Two weekly term-time preschool drop-ins in partnership with Hastings Children's Centre:

Wednesdays: Book Bugs

Thursdays: In2Play

Steve Peak mentioned the 75<sup>th</sup> anniversary of the Evacuation of Dunkirk will take place in May 2015, followed by the 200<sup>th</sup> Anniversary of the Battle of Waterloo in June 2015 and the 950<sup>th</sup> anniversary of the Battle of Hastings on 14<sup>th</sup> October 2016. Catherine Harvey said they will try and accommodate these events where possible.

It was noted the Museum Association AGM will be held on Sunday, 7<sup>th</sup> December 2014 at museum, starting at 2pm. This popular event will feature mystery objects, a quiz and refreshments. Mrs Barrett encouraged officers and councillors from the committee to attend.

**RESOLVED - that the Committee accepts the report and are satisfied with the comments in the report.**

## MUSEUMS COMMITTEE

15 SEPTEMBER 2014

### 21. MUSEUM ACQUISITIONS

Cathy Walling, Museum Curator, presented a report informing members of six items acquired by the Museum in the last quarter and the names of donors. The items included: -

1. Life saving medal awarded to J Beard 1899. Donor: A. Campbell
2. Eleven Books on Hastings history and street directories. Donor: Mrs M Hutchinson
3. Two WW2 booklets. Donor: Mrs J Wild
4. Copy of Grey Owl's 'The Tree'. Donor: T Kitson
5. Two Telegrams sent to William Cushen re son missing in 1916. Donor: Dr C Williams
6. Six Books on WW2. Donor: R Foster
7. Twenty-one White Rock Pavilion programmes, miscellaneous local ephemera. Donor: A Palfrey-Martin
8. Wooden shield with arms of Royal Regiment of Artillery 114 Field Reg, Hastings, Fire Guard Armband, Royal Sussex Regiment silk handkerchief case, 1920s lightbulb, photo of dinner at Old Hastings House, WWI army prayer book. Donor: P. Fuller
9. Rule book for rink hockey, Poison gas alert book. Donor: D Holdster
10. Postcard of Fishermens Church, views of Hastings & St Leonards, Views of Battle Abbey. Donor: Mr Williamson.
11. Licence for alterations at 36-38 Marina, 1909. Donor: D Campber.
12. Collection of items from Hastings Information Bureau, including blouse, former property of Maureen Lane. Donor: Mrs N Lane.
13. Eighty-five local theatre and performance programmes. Donor: P Klijn.
14. Hairdryer in original box. Donor: D Carrick.
15. GEC TV instruction booklet, F J Parson's 'Rules for Compositors'. Donor; R Mucci.
16. Mesolithic flint debitage from Hastings Castle. Donor: C Milkins.
17. Glass gas shades. Donor: A McMurtie.
18. Watercolour painting of Crowhurst Viaduct by F Fulford. Donor: Ms S Fulford.

## MUSEUMS COMMITTEE

15 SEPTEMBER 2014

19. Womens' costume from house in St Leonards, c 1913. Donor: Mrs D Rolls.

Councillor Charlesworth informed the committee that she had acquired a mayoresses brooch belonging to Miss Burden, a former mayoress who had left instructions in her Will for the brooch be returned. The Curator confirmed the new acquisition will be reported at the next meeting.

Councillor Hodges proposed a motion that the committee give their thanks for the brooch. This was seconded by Mrs Purdey.

The committee also wished to express their gratitude to the museums staff who had manned the front door and helped to set up the room for this meeting.

**RESOLVED - that the Committee accepts the report and are satisfied with the comments in the report.**

(The Chair declared the meeting closed at. 3.40 pm)

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