

**HEATHFIELD AND WALDRON PARISH COUNCIL**  
**COMMUNITY AND BUSINESS DEVELOPMENT COMMITTEE**  
**17 JANUARY 2017 AT 7.30 PM**  
**PARISH COUNCIL MEETING ROOM**

**PRESENT**, Mrs Clark, Mr Hough, Ms Kift, Mr Ridley (Chairman) and Mr Robinson

The Clerk was in attendance.

01/17 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Mr Coffey, Mrs Holmwood, Mr South and Mr Woolley.

02/17 **DISCLOSURES OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT**

Mr Hough disclosed a prejudicial interest in respect of Heathfield Partnership as a Trustee.

03/17 **MINUTES**

**RESOLVED:** the Minutes of the meeting held on 11 October 2016, having been previously circulated, be confirmed and signed by the Chairman as a correct record.

04/17 **MATTERS ARISING**

There were none.

05/17 **COMMUNITY HUB**

The Clerk reported that Mr Petfield of Appleby Petfield had been asked to produce a plan for extending the meeting room at the office to incorporate a kitchenette areas and a means of separate access into the meeting room. The Committee were shown a plan which achieved this as well as providing a small WC as part of the extension to the meeting room.

The Committee requested that the current proposal be costed, as well as an alternative, which would provide an extension across the whole of the back of the building to accommodate future need and demand.

It was recognised that the proposals would need to be put before the Finance and General Purposes Committee for discussion and approval and the Clerk suggested that Mr Petfield be asked to attend the meeting on 7<sup>th</sup> March to present the plans, which was agreed.

The Committee noted that takeup with the Hub generally was quite slow, with events being poorly supported and the public access computer not working. It was agreed that there should be discussion as to future development.

06/17 **VISIONING**

(i) Verbal report of meeting with Mr Carden

The Clerk reported that Mr Carden was unwell and the meeting had been postponed until 25 January.

(ii) Short-term priorities

The Clerk referred to the report she had presented at full Council, which was supported, setting out the next steps to achieve some of the short term priorities. It was agreed that a Working Group should be established comprising Mr Ridley, Mr Robinson and Mr Hough with absent Committee members being invited to participate.

(iii) Community survey

The pop-up survey was considered to be a success and it was agreed that a further survey should be undertaken in the Summer, outside supermarkets (particularly on Farmers' Market days) and possibly Schools.

07/17 **CHRISTMAS LIGHTS**

A report regarding the possible replacements of the Christmas lights was considered by the Committee. Members expressed appreciation for the efforts of the Chamber of Trade and Heathfield Partnership for the Christmas lights display in recent years but it was acknowledged that the harnesses along the shopfronts had reached the end of their life. It was agreed that a meeting should be arranged with the Chamber and Partnership and the Co-ordinator would be asked to provide some suitable dates.

08/17 **BUDGETARY CONTROL REPORT AS AT 31 DECEMBER 2016**

The budgetary control report was duly noted and approved.

09/17 **MATTERS RAISED BY MEMBERS PREVIOUSLY NOTIFIED**

Mrs Kift raised the question of skills audits for councillors. She said that a similar exercise was carried out for school governors and was a good way of identifying the range of skills available. A copy of the form would be sent to the Clerk with a view to it being adapted for use at the Parish Council.

10/17 **CRIME AND DISORDER ACT 1998 SECTION 27 – TO CONSIDER EFFECTS (IF ANY) ARISING FROM ITEMS ON THE AGENDA**

There were none.

11/17 **RISK MANAGEMENT**

There were considered to be no effects in relation to matters discussed at the meeting.

12/17 **DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting is due to be held on Tuesday 25 April 2017 at 7.30 pm in the Parish Council Meeting Room.

**The Meeting closed at 8.45 p.m.**

Signed:  
Chairman

Dated: