

HEATHFIELD AND WALDRON PARISH COUNCIL
COMMUNITY AND BUSINESS DEVELOPMENT COMMITTEE
22 JANUARY 2019 AT 7.30 PM
PARISH COUNCIL MEETING ROOM

PRESENT: Cllrs Andrew, Hough, South, Ridley (Chairman), M Robinson and Woolley.

The Clerk was in attendance.

1 representative of Community First Responders and 1 member of the public were also present.

COMMUNITY DEFIBRILLATORS

The ongoing maintenance of the defibrillators was discussed and it was suggested that day to day management of the devices be passed to the Community First Responders, who were happy to take this on but that the Parish Council should retain ownership of them and continue to insure them. It was also suggested that the grant money should be transferred to CFR.

It was reported that CFR had received funds from Co-op to purchase new machines and would carry out quarterly inspections of all defibrillators in the parish.

01/19 **APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs Coffey, Francis and Kift.

02/19 **DISCLOSURES OF INTEREST IN ACCORDANCE WITH THE CODE OF CONDUCT**

There were none.

03/19 **MINUTES**

RESOLVED: that the Minutes of the meeting held on 30 October 2018, having been previously circulated, be confirmed and signed by the Chairman as a correct record.

04/19 **MATTERS ARISING**

There were none.

05/19 **BUDGETARY CONTROL REPORT AS AT 31 JANUARY 2019**

The report was noted and agreed by the Committee.

06/19 **CUCKOO TRAIL SIGNAGE**

It was reported that a meeting was being arranged with Wealden District Council at the beginning of February.

07/19 **NEW WEBSITE AND COUNCILLOR EMAILS**

The Clerk reported that work on the new website was progressing, but it had involved a lot of staff resources. There was no firm date yet for it going live. It was reported that most Councillors had now set up their new emails.

08/19 **CHRISTMAS LIGHTS – DISPLAY FOR 2019**

The Clerk reported that a complaint had been received by email about the Christmas lights and others had been made via Facebook. It was agreed that Heathfield could not compete with other larger towns and that it was not possible to string lights across the High Street due to the height of the buildings. It was also very difficult to obtain licences to use street lighting columns.

It was agreed that the lights on the trees appeared less bright than last year and this would be raised with the lighting contractors but that no further money should be spent on Christmas lights in 2019 other than that committed under the 3 year agreement.

09/19 **COMMUNITY SURVEY ON SURVEYMONKEY**

The Committee discussed having a new survey and the questions that should be included. It was agreed that the questions should be similar to the last one and this would be progressed. Cllr Woolley said he would liaise with Heathfield Community College to encourage their participation.

10/19 **K6 TELEPHONE BOX**

The Committee considered a report setting out the latest position with regard to the telephone box and its proposed siting.

Since proposing to place the box at the Heathfield Community Centre, with a defibrillator inside, the Community First Responders had stated that they planned to put a device directly on the building and suggested that it go on the Green Lane estate instead. CFR would provide a defibrillator and cabinet to go inside.

A suitable location had been identified on land owned by the Parish Council, at the corner of “The Coppice” and electricity could potentially be taken from a nearby street lighting column.

An informal quotation for removal of the telephone box from its current location, renovation and re-location had been received from Agrifactors, confirmation of which was awaited but the cost should be well within the £3000 previously agreed by the Committee.

11/19 **MEETING WITH HDVC**

A verbal report was given of a meeting with the Chairman and Vice-Chairman of HDVC, when accommodation was discussed. It was emphasised that the Parish Council were very supportive of HDVC and wished their base to remain at the Council Offices.

It was noted that any re-arrangement of the downstairs foyer and meeting room access would involve costs in drawing up a specification and contract documents which would make it expensive.

The HDVC were offered use of the upstairs “Server Room” for one-to-one meetings when it was not needed by staff. It was agreed that the server should be put inside a cabinet – preferably steel – and a telephone should be installed. A budget of £500 was suggested, to be ratified at the next meeting.

12/19 **SAFE HAVENS SCHEME**

This had been raised by Cllr Holmwood at full Council and referred to this Committee for discussion.

It had been proposed that the Parish Council office should become a “Safe Haven”. This would involve the placing of a sign outside and would mean that anyone feeling threatened or bullied would be allowed to wait in the office until they felt the danger or trouble had passed.

The Committee agreed with the proposal in principle, subject to the agreement of staff in the office.

13/19 **CCTV UPDATE**

The Committee noted that the Chairman and the Clerk would be visiting the installation at Police HQ to gather information about the scheme.

14/19 **MATTERS RAISED BY MEMBERS PREVIOUSLY NOTIFIED**

There were none.

15/19 **CRIME AND DISORDER ACT 1998 SECTION 27**

Possible adoption of Safe Havens scheme would be a positive measure.

16/19 **RISK MANAGEMENT**

Possible adoption of the Safe Havens scheme would be a matter for consideration in respect of risk management. Placement of a new defibrillator would have insurance implications.

17/19 **DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting is due to be held on Tuesday 2 April 2019 at 7.30 pm in the Parish Council Meeting Room.

The Meeting closed at 8.20 p.m.

Signed:

Chairman

Dated: