

**TOWN CLERK'S REPORT  
MAY 2008 (Month 2)**

**TOWN HALL COMMUNICATIONS**

	<b>Month</b>	<b>Last year</b>	<b>Year to date</b>	<b>Last year to date</b>
<b>Post in</b>	161	184	395	324
<b>Post out</b>	157	230	397	446
<b>email in*</b>	290	256	547	477
<b>email out</b>	186	165	385	311
<b>Tel calls in</b>	219	236	470	435
<b>Tel calls out</b>	92	133	195	231
<b>Fax in*</b>	1	0	3	1
<b>Fax out</b>	9	31	16	13
<b>Personal callers</b>	87	88	213	157

**TOWN HALL BOOKINGS**

<b>General</b>	2	6	6	10
<b>Ceremonies</b>	8	5	10	5
<b>Ceremony enqs</b>	12	11	36	26

**TOWN CLERK DATES**

<i>Mon 5</i>	Mayor Making
<i>Fri 9</i>	Meeting with Graham Burgess, Emma Oldham & Cllr Russell – Marketing/Town Management
<i>Mon 12</i>	Committee Formation, Planning
<i>Tues 13</i>	Ewhurst Annual Assembly Mountfield PC meeting
<i>Wed 21</i>	Speakership Handover, Hythe
<i>Thurs 22</i>	Rye By-Election count
<i>Mon 26</i>	Bank Holiday
<i>Tues 27</i>	Planning & Townscape
<i>Wed 28</i>	Trevor Elliott (retirement) visit
<i>Thurs 29</i>	Partnership Members' and Directors' meeting
<i>Fri 30</i>	RALC EC meeting

**TOWN CLERK'S REPORT  
JUNE 2008 (Month 3)**

**TOWN HALL COMMUNICATIONS**

	<b>Month</b>	<b>Last year</b>	<b>Year to date</b>	<b>Last year to date</b>
<b>Post in</b>	181	129	576	453
<b>Post out</b>	137	140	534	586
<b>email in*</b>	305	312	852	789
<b>email out</b>	220	213	605	524
<b>Tel calls in</b>	207	223	677	658
<b>Tel calls out</b>	104	122	299	353
<b>Fax in*</b>	0	0	3	1
<b>Fax out</b>	8	2	24	15
<b>Personal callers</b>	108	62	321	219

**TOWN HALL BOOKINGS**

<b>General</b>	6	2	12	12
<b>Ceremonies</b>	8	6	18	11
<b>Ceremony enqs</b>	12	11	48	37

**TOWN CLERK DATES**

<i>Tues 3</i>	Rye Marketing Group Meeting Standards Committee meeting
<i>Wed 4</i>	Rye LAT meeting
<i>Mon 9</i>	Planning & Townscape and Policy meetings
<i>Thurs 12</i>	Internal auditor in office
<i>Mon 16</i>	RTC-ESCC Liaison meeting (SLR)
<i>Wed 18</i>	Partnership Board meeting
<i>Mon 23</i>	Planning & Townscape and L+T meetings

**TOWN CLERK'S REPORT  
JULY 2008 (Month 4)**

**TOWN HALL COMMUNICATIONS**

	<b>Month</b>	<b>Last year</b>	<b>Year to date</b>	<b>Last year to date</b>
<b>Post in</b>	154	164	730	617
<b>Post out</b>	132	200	566	786
<b>email in*</b>	268	348	1120	1137
<b>email out</b>	187	183	792	707
<b>Tel calls in</b>	171	258	848	916
<b>Tel calls out</b>	93	126	392	479
<b>Fax in*</b>	1	9	4	6
<b>Fax out</b>	4	10	28	25
<b>Personal callers</b>	107	94	138	156

**TOWN HALL BOOKINGS**

<b>General</b>	1	5	13	17
<b>Ceremonies</b>	10	5	28	16
<b>Ceremony enqs</b>	12	8	60	45

**TOWN CLERK DATES**

<i>Wed 2</i>	Meeting with Ian Rushforth, RDC Parks & Gardens re: siting of Gibbet Marsh bench
<i>Mon 7</i>	Planning and Public Services Committee meetings
<i>Tues 8</i>	Mountfield PC meeting
<i>Wed 9</i>	Meeting with Andy Eaton, RDC Licensing & Litigation Officer re: street trading RDC LDF Core Strategy pre-consultation briefing, Bexhill-on-Sea RALC AGM
<i>Thurs 10</i>	Ewhurst PC meeting
<i>Mon 14</i>	Hastings County Court: street trading injunction (witness)
<i>Tues 15</i>	Rother Local Council Clerks meeting
<i>Wed 16</i>	Meeting with InterRoute re: drainage survey
<i>Mon 21</i>	Council and Planning Committee meetings
<i>Tues 22</i>	Start of Annual Accounts 2007-08 public inspection period
<i>Wed 23</i>	Annual Leave – AiRS Board meeting
<i>Thurs 24</i>	Sick leave

extended to members of the public who had helped to make the new collection scheme work through some difficult times; satisfaction could be drawn from seeing the positive increases in recycling rates as a result of their hard work.

**RESOLVED:** That:

- 1) the report be noted;
- 2) the revenue budget be increased by £155,500 per annum (or part thereof) to extend the green garden waste service to include all properties on the alternate weekly collection scheme;
- 3) waste and recycling earmarked reserves of £155,500 be utilised over two years to reduce the cost to the local taxpayer;
- 4) the waste and recycling earmarked reserve be utilised to fund green bin purchases and distribution to all remaining properties on the Alternate Weekly Collection Service; and
- 5) the Residents of Rother and Council staff be thanked for their efforts made and the success achieved with regards to the significant increase in recycling rates across the Rother District.


(Councillors Forster and Maynard both declared a personal interest in this matter as elected Members of East Sussex County Council and in accordance with the Members' Code of Conduct remained in the room during the consideration thereof).

CB08/49.  
(8.3)

#### **BMX TRACK – SIDLEY RECREATION GROUND**

Consideration was given to the report of the Director of Services on the BMX Track – Sidley Recreation Ground. The Bexhill Burners BMX Club currently provided a BMX racetrack at Sidley Recreation Ground. The Club obtained funding to upgrade the track which included a £24,000 grant through the Youth Opportunity Fund. However, to complete the improvements to the track and allow the electronic timing gate to be installed, the club had requested a grant of £5,000 from Rother District Council.

**RESOLVED:** That Bexhill Burner BMX Club be provided with a grant of £5,000 towards the cost of track improvements at Sidley Recreation Ground.

 CB08/50.  
(8.4)

#### **RYE TOWN MARKETING**

At the Cabinet meeting on 7 July 2008 Members deferred a decision on the use of the budget allocated towards the Rye Town Manager (currently £20,460) to support other promotional activity in Rye. At that meeting officers had been instructed to report to Cabinet on the alternative options to be considered which were set out in the report. It

was decided that a favourable option would be one which encouraged Rye Town Council to play a part in the tourism and marketing in Rye.

**RESOLVED:** That:

- 1) further to Cabinet resolution CB08/32, the sum of £15,000 be allocated to support the Rye marketing campaign through the Rye Partnership from the budget previously allocated to the Rye Town Manager post, subject to a minimum contribution of £5,000 from Rye Town Council;
- 2) the balance of £5,460 be retained within the Council's budget to be allocated towards other Regeneration and Tourism activity within the District; and
- 3) the funding of £15,000 from RDC be for one year only with future funding subject to a Scrutiny review.

(Councillor D.W.E. Russell declared a personal and prejudicial interest in this matter in so far as he is the Director of Rye Partnership and in accordance with the Members' Code of Conduct left the room during the consideration thereof).

(Councillor P.N. Osborne declared a personal interest in this matter in so far as he is a Council appointed Member of the Rye Partnership and in accordance with the Members' Code of Conduct remained in the room during the consideration thereof).

CB08/51.  
(8.5) **SCORES ON DOORS**

Consideration was given to the report of the Director of Services on Scores on the Doors. The Foods Standards Agency was seeking views on proposals to establish a UK-wide 'scores on the doors' policy to provide customers with information about hygiene standards in food businesses. If approved the 'scores on the doors' policy would be supported by a centrally funded branding and marketing exercise and by a national promotional campaign to raise awareness of consumers and food businesses.

The scheme would be designed to provide consumers with information about the inspection standards of hygiene at food business premises and their compliance with the legal requirement. Businesses would be given a risk score to determine when their next inspection would be carried out, which could be any time between six months and three years.

The three types of scheme which could be adopted were set out in Appendix B of the report. It was proposed that a five star system would be preferable, to allow officers to be more precise in scoring and to give the public a clear indication of how well the business was operating. The score achieved would reflect the inspector's findings and would be available on the Internet and could be voluntarily displayed at the business premises. Those who did not reach the

**TOWN CLERK BRIEFING NOTE****31 LOCAL ACTION PLAN**

A Local Action Plan is essentially a statement of a community's needs and aspirations. It can inform a parish/town council business plan and also the development of a Local Development Framework (LDF). RDC is now more likely to provide financial support to a community project if **a**) it appears in a Local Action Plan and **b**) match funding is provided by the parish/town council.

Longer serving Members will be aware that the progress towards producing a Rye Local Action Plan has been hampered by a number of factors - including: difficulties in recruiting sufficient individuals to form the Steering Group, Council's desire that the Clerk should not take on the role of Co-ordinator and not being able to find a member of the community willing to act as Co-ordinator.

This year's Budget provides for £4,500 towards the (estimated £10,000) cost of engaging a Co-ordinator, consultation, and the writing up and design/printing of a Plan. There is also £955 remaining from revenue provision made in 2007-08 – making a total of £5,455.

The Budget note suggests that additional sources of funding could include the Local Strategic Partnership Local Action Plan Fund (up to £2,000) and RDC/Rye Partnership (Rye Town Manager monies) - £4,000.

I am seeking confirmation that LSP funding is still available; however, it would need to be spent by 31 March 2009.

Cabinet's preference in respect of the unused Rye Town Manager funding allocation for £2008-09 is for £15,000 of it to be used for general Rye Marketing (subject to the Town Council contributing £5k – see agenda item 30).

It would appear also that the original Rother LAP Support Worker is no longer available. I recall that she offered to summarise the data generated at the Local Action Plan Awareness Raising Day in March 2007 and I am trying to ascertain its location.

As far as a Steering Group is concerned, around 8 individuals drawn from the community were approached to join it and 6 attended one meeting where consideration was given to the methods of consultation to be employed and which groups of people (in particular) should be consulted. It is probable that a number of these individuals will have lost interest (one is about to emigrate).

Discussions with Rother Parish Clerks whose communities have produced plans – as well as individuals with considerable experience in this field – suggest that although a local council can/should take the lead on getting the action planning process up and running, a successful plan needs to be driven by members of the community and one of their number will be enthusiastic enough to co-ordinate it. If the production of a plan is dominated by Elected Members

(and Council staff) it is viewed as being the Council's plan, reflecting the wishes/aspirations of Councillors.

The main obstacle in Rye is lack of enthusiasm. The majority of the members of the Steering Group had to be recruited by personal approach and 'encouraged'. Linked to this is the inability to identify someone to take on what, undoubtedly, can be a very time consuming and prolonged (12-18 months is typical) process – hence the proposal that a Co-ordinator be remunerated.

Acting Chief Inspector Heather Keating is keen to support the development of a Rye Plan because it 'meshes in' with the neighbourhood policing agenda (in terms of helping to identify the community's crime & disorder priorities). She has offered free office accommodation for a Co-ordinator at Rye Police Station (but, of course, a Co-ordinator could also work from home).

The cost of designing, printing and distributing to each household the final plan is likely to be c£2,500.

If the Council is keen to support the production of a Plan I would suggest the course of action following:

- Aim for a 'fast track' Plan – utilise any relevant existing consultation reports (eg Market Town Healthcheck) and the Awareness Day data
- Keep the Steering Group small (2 Town Councillors and 4 community members)
- Publicise the position of Co-ordinator in *Fixtures* and via RVA, AiRS, Rother Clerks etc. and invite interested individuals to discuss the role with the Clerk and then submit a costed proposal
- Review the funding available with a view to engaging a suitable individual to undertake the necessary work on a fixed sum basis.
- The Steering Group 'guides and assists' (rather than directs) the Co-ordinator - who is accountable to the Town Council (as the main funder) and reports to the Town Clerk
- Timescale consideration: £2,000 worth of the project needs to be completed by 31.3.09.

12.8.08