

# Hooe Parish Council

## Village Hall Project Committee Agenda

Telephone: 07548 528754  
Email: clerk@hooe-pc.gov.uk  
Website: www.hooe-pc.gov.uk  
Date: 5<sup>th</sup> March 2024

1 Thorne Farm Cottages  
Ninfield Road  
Bexhill on Sea  
East Sussex  
TN39 5JP

I hereby give notice that all Councillors are summoned to attend a Village Hall Project Committee meeting on 11<sup>th</sup> March 2024 at 7pm at the village hall when it is proposed to transact the business stated below.

Signed: **J. Warrener – Clerk (Proper Officer) to Hooe Parish Council**

### **Public Attendance**

The meeting will be conducted in accordance with Standing Orders and any person attending the meeting must abide by these rules. The Parish Council may choose to exclude a person under section 1(8) of the Public Bodies (Admission to Meetings) Act 1960 if a person fails to meet the standards and comply with the Chairman's requests.

### **Public Questions**

Public participation on matters on the agenda are at the Chairman's discretion. In accordance with Standing Orders 3(e-k), the session will last for no longer than 10 minutes with a person speaking for no longer than 2 minutes.

Any other question should be put in writing to the Clerk in advance of the next meeting. Any questions raised for items listed on the agenda that cannot be answered at the Council meeting will be brought forward to the next Council meeting for response.

End of public participation

### **Business To Be Transacted**

1. **To receive apologies and reasons for absence** in accordance with the Local Government Act 1972 S85 (1)

2. **Disclosure of Interests**

Interests in accordance with the Localism Act 2011 and the Parish Council code of conduct.

To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests or dispensation as a result. Any changes to register of interests should be notified to the clerk.

3. **Minutes of the Previous Meetings** to be agreed and signed as a true record.

To approve and sign the minutes of the meeting held on 12<sup>th</sup> February 2024 as a true record.

### **Matters For Consideration and Resolution**

4. To discuss the options for the community consultation for the village hall and agree any actions required.

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make **any recording during that period**.

# Hooe Parish Council

## VILLAGE HALL PROJECT COMMITTEE

Monday 11<sup>th</sup> March 2023

### Clerk's Briefing Note

---

#### **Community Consultation**

- 1.1 Following the last Village Hall Project Committee meeting held on the 12<sup>th</sup> February 2024, the Clerk has obtained further advice on the legal position and process to be followed to hold a community consultation. This has involved discussions with the Wealden District Council's Electoral roll department, the Parish Council's auditor, and the Information Commissioners Office, alongside East Sussex Association of Local Councils.
- 1.2 The information provided in instances has been conflicting, but the Information Commissioners Office opinion holds the most authority of those consulted on this matter. A community consultation is not a statutory requirement as was originally understood, but it is an expectation that the Parish Council will consult with the local community on matters of importance and where there is a potential long term financial commitment on the council taxpayers. The government's view in the Town and Council's report is that the Parish Council is accountable to its electorate and is expected to give the local community a voice.
- 1.3 The Parish Council will require the substantial support of the local community if a public works loan or a government grant is applied for, as well as being able to put forward a business case. A community consultation will not be binding on the Parish Council, but the weight of any community response should be taken into consideration when making the decision to keep or close the village hall on behalf of the residents of Hooe.
- 1.4 The proposal is for one voting form to be sent out to each household for the postcodes in the Parish of Hooe. Each registered elector residing in the household will be entitled to vote, and on each form will permit up to five potential eligible voting entries. Each voting form sent out will have a unique number, address and postcode printed on the document to prevent any fraud or duplication of the voting forms.
- 1.5 The recommendation is for the voting forms to be sent out by a nominated postal company with a pre-paid envelope on the 3<sup>rd</sup> April 2024 and for the voting forms to be returned to the Parish Council by the 30<sup>th</sup> April 2024.
- 1.6 A budget will need to be considered for £1,000 to cover the service for the printing of the voting forms, postage costs, obtaining a post office licence, pay for the delivery of a copy the Parish News to each household in Hooe, to purchase the leaflets and banners. The recommendation is that the funding should

be taken from the village hall earmark reserve. The Village Hall Project Committee will be required to approve the proposed documents to be sent out to the electors and agree the poster design.

- 1.7 It is proposed to place a banner on the village green, plus the opposite side of the road to Hope Cottage Farm and to locate a banner at the other end of the village on the grass opposite Church Lane on Tuesday 2<sup>nd</sup> April 2024.
- 1.8 Subject to agreement by some listed below, for leaflets to be placed on the Parish Notice Boards, in and around the village, the Church, Post Office/Shop, Hooe Facebook page, Red Lion Pub and to place an entry in the Parish News to be delivered to all households in Hooe and the Bexhill and Battle Observer. The Clerk will be required to draft an entry for the Parish News and Bexhill and Battle observer to be approved by Councillors by email on the 13<sup>th</sup> March 2024 (Parish News entry deadline is 13<sup>th</sup> March 2024 for the April's edition).
- 1.9 The recommendation is that a Village Hall Project Committee meeting is held on Wednesday 8<sup>th</sup> May 2024 at 7pm in the village hall to open the envelopes in the presence of the public and councillors. This is to ensure openness and transparency, and each envelope received will be marked off the postcode address list received from the postal company.
- 1.10 The Clerk as the Data Controller will be required to open the envelopes as the form contains personal information such as names and addresses. It is recommended the Clerk will read out each result, the Village Hall Project Committee Chairman will record the information on a spreadsheet and the Vice Chairman will manually log the count as well.
- 1.11 The Clerk will place any queries with the forms in a separate tray for consideration by the Village Hall Project Committee at the end of the postal count. The final count will be announced at the meeting and reported on the Parish Notice Boards, emailing list and website etc. the next day.
- 1.12 The recommendation is that the results are discussed at the Annual Parish Meeting on the 29<sup>th</sup> May 2024 to allow for any further feedback from residents. A Village Hall Project Committee meeting should be called on Wednesday 19<sup>th</sup> June 2024 to consider the results of the community consultation.

**Jane Warrener**

**Clerk (Proper Officer) to Hooe Parish Council**