



## **Community Governance Review Steering Group**

Date and Time - **Tuesday 24 November 2020 – 10:00am**

Venue - **Remote Meeting**

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### **Councillors appointed to the Steering Group:**

Councillors C.A. Bayliss (Chairman), J. Barnes, T.J.C. Byrne, J.J. Carroll, P.J. Gray, L.M. Langlands, P.N. Osborne, R.B. Thomas and H.L. Timpe

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### **AGENDA**

1. **APOLOGIES FOR ABSENCE**

2. **DISCLOSURE OF INTERESTS**

To receive any disclosure by Members of personal and disclosable pecuniary interests in matters on the agenda, the nature of any interest and whether the Member regards the personal interest as prejudicial under the terms of the Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question.

3. **MINUTES OF THE LAST MEETING** (Pages 1 - 4)

29 May 2020 – Matters Arising

4. **COMMUNITY GOVERNANCE ORDER** (Pages 5 - 22)

5. **TERMS OF REFERENCE REVIEW AND NEXT STEPS** (Pages 23 - 30)

6. **TO CONSIDER PROPOSALS FROM DEMOCRACY4BEXHILL** (Pages 31 - 32)

7. **ANY OTHER BUSINESS**

Malcolm Johnston  
Chief Executive

Agenda Despatch Date: 18 November 2020

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**Rother District Council's aspiring to deliver  
an Efficient, Flexible and Effective Council; Sustainable Economic Prosperity;  
Stronger, Safer Communities; and a Quality Physical Environment.**

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**COMMUNITY GOVERNANCE REVIEW STEERING GROUP**

29 May 2020



Minutes of the Community Governance Review Steering Group held remotely on Friday 29 May 2020 at 9:30am.

Members of the Steering Group Present: Councillors C.A. Bayliss (Chairman), J. Barnes, T.J.C. Byrne, J.J Carroll (in part), P.J. Gray, L.M. Langlands, P.N. Osborne, R. Thomas and H.L. Timpe.

Other Members Present: Councillors J.H.F. Brewerton, P.C. Courtel, D.B. Oliver and S.M. Prochak.

Advisory Officers present: Executive Director (MJ), Democratic Services Manager, Marketing and Communications Account Manager, Consultation Officer (in part) and Democratic Services Officer.

Also present: 25 members of the public.

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**CGR19/22. APOLOGIES FOR ABSENCE**

(1)

There were no apologies for absence.

**CGR19/23. DISCLOSURE OF INTERESTS**

(2)

Declarations of interest were made by Councillors in the Minutes as indicated below:

Councillors Bayliss, Byrne, Courtel and Langlands each declared a Personal Interest in so far as they were former members of Democracy4Bexhill and supporters of a Town Council for Bexhill-on-Sea.

Councillors Prochak and Thomas each declared a Personal Interest in so far as they had previously campaigned on behalf of Democracy4Bexhill.

**CGR19/24. MINUTES OF THE LAST MEETING – 27 JANUARY 2020 –  
MATTERS ARISING**

(3)

Councillor Timpe advised that she had not made a declaration of interest at the last meeting, was not and had never been a member of Democracy4Bexhill and requested that the reference to the declaration be removed from the minutes.

**RESOLVED:** That the minutes be amended to remove reference to Councillor Timpe's declaration.

CGR19/25. **BEXHILL COMMUNITY GOVERNANCE REVIEW – OUTCOME OF CONSULTATION**  
(4)

Consideration was given to the Executive Director's report which set out the results of the Bexhill Community Governance Review consultation to enable the Steering Group to form its recommendations to Council via the Overview and Scrutiny Committee (OSC) and Cabinet.

The consultation was launched on Friday 21 February 2020 and ran for six weeks closing on Friday 3 April 2020. It was primarily conducted using an on-line questionnaire and a leaflet drop. A sub-group of the Community Governance Review Steering Group consisting of Councillors Mrs Bayliss, Thomas and Timpe agreed with officers the wording of both the leaflet and on-line questionnaire.

The leaflets were delivered week commencing Monday 24 February until Saturday 29 February 2020 to all residential households in Bexhill-on-Sea at a cost of £1,512.30. It was noted that residents who had opted-out of the Post Office's leaflet delivery service were excluded from the household drop.

The Council's preferred response route was the on-line consultation portal, rather than the leaflet reply slip which was primarily aimed at those residents who did not have access to technology. A few weeks into the consultation it was confirmed that multiple names could be added to the reply slip which would be counted separately.

During the consultation, updates were posted online that provided information on the number of responses received, together with some demographic profiling for those who responded via the Councils' preferred consultation method, the online portal. Unfortunately, the ability to provide weekly updates was compromised due to the COVID-19 emergency and other priorities. The consultation was promoted regularly through 'MyAlerts' and all social media platforms.

At the close of the consultation, 2,193 valid responses had been received; 1,564 via the Council's on-line consultation portal and 629 via the Council's leaflet. 15 responses were received from local organisations and businesses in the District. In total, the Council received 2,208 responses (4.6% of the population), with 78% supporting the creation of a Town Council.

Both the 2017 and 2020 consultation results showed that there was public support for the creation of a Town Council. Members were asked to consider the draft recommendations highlighted at paragraph 22 of the report. It was noted that the Overview and Scrutiny Committee would consider the draft recommendations, proposals would be forwarded to Cabinet and full Council for formal approval in December 2020. The first elections would be held in May 2021.

In general, Members were pleased with the results, despite the response rate being significantly lower than previously received (over 9,000 in 2017). It was considered important to progress with the proposed timetable however some concern was raised that perhaps

some flexibility should be applied to the timing of the election in May 2021, in light of, the Council's focus to deal with the current and aftermath of the national COVID-19 emergency. When considering the powers to be delegated to the Town Council, Members felt it was important that the results of the consultation be taken into consideration. The Chairman reminded Members that the Steering Group was only making recommendations at this stage and that the final decision would be made by full Council in December 2020 when the Council could reconsider whether the election should be delayed or not.

The Executive Director confirmed that once the decision had been formally approved, the process to establish a Town Council for Bexhill would be implemented. Legal advice and assistance would be required to draft the Community Governance Order and set the precept. It was clarified that the devolvement of services would be agreed with the new Town Council once it was established.

**RESOLVED:** That the Overview and Scrutiny Committee be requested to recommend to Cabinet that:

- 1) a Parish Council be created for the whole of Bexhill-on-Sea, to be styled as Bexhill Town Council based on the existing Bexhill Ward External Boundary;
- 2) the Town Council to contain nine Wards, based on the 2019 District Wards and that two Town Councillors be elected to each Ward, making a total of 18 Bexhill Town Councillors;
- 3) the first elections to be in May 2021; and
- 4) the consultation results be considered when the transfer of powers to a Bexhill Town Council were discussed.

**CGR19/26. ANY OTHER BUSINESS**  
(6)

It was acknowledged that information had been received from the Cantelupe Residents Association prior to the meeting.

**CGR19/27. DATE OF NEXT MEETING**  
(7)

Depending on the final recommendation agreed by full Council, the date of the next meeting would be arranged in October/November. Members would be contacted with appropriate dates.

**CHAIRMAN**

The meeting closed at 10:25am

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**Rother District Council**

Report to	-	Community Governance Review Steering Group
Date	-	24 November 2020
Report of the	-	Chief Executive
Subject	-	Community Governance Order

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**Introduction**

1. As Members will be aware, the Council has conducted a Community Governance Review of Bexhill-on-Sea and made recommendations at its meeting held on 21 September 2020. To enable the final recommendations to be enacted, full Council is required to approve a Community Governance Order (CGO) in exercise of the powers conferred by sections 86, 98(3), 98(4), 98(6) and 240(10) of the 2007 Act.
2. The Council has appointed Surrey Hills Solicitors who are providing the legal support and expertise to draft the CGO and the lead Solicitor, Ian Davison will be present at the meeting to answer any questions.
3. The Community Governance Review Steering Group (CGRSG) are invited to review the draft CGO attached at Appendix A. The draft CGO will be submitted to Cabinet at the meeting to be held on 14 December 2020 for onward recommendation to full Council on 21 December 2020.
4. Not all matters will be finalised prior to seeking full Council approval of the CGO and Cabinet will therefore be asked to recommend to Council that delegated authority be granted to the Chief Executive, in consultation with the Lead Cabinet Member for Transition Bexhill Town Council to make minor and consequential amendments to the draft CGO and to enter into any consequential, ancillary or supplemental agreements to effect the creation of the parish council and the transfer of assets rights and liabilities.

**Draft Community Governance Order**

5. The draft CGO is attached at Appendix A and comprises 15 Articles with six accompanying Schedules. Most of the Articles are self-explanatory and are statements of fact; attention is drawn to the following Articles:

**Article 5 - Calculation of budget requirement**

During the review, it became apparent that Members did not wish to prescribe which services would be dissolved from Rother District Council (RDC) to the new parish council and that this would be subject to negotiation with the new parish council once in place. It was also agreed that the results of the consultation regarding which services residents wished the parish council to provide would be passed to the new parish council once it was formed.

It was also advised during the review that the Bexhill Special Expenses for next year would be set as part of the RDC's annual budget setting procedures in the usual way, funded only by Bexhill residents, and would continue until the new parish council took over the agreed devolved services or would continue indefinitely in the event that no services were devolved. The calculation of the

budget requirement for the 2021/22 year of the parish council will therefore likely be based only on the costs in connection with employing a clerk, hire of modest accommodation, any legal services, any financial services, insurances and the elections.

## **Article 12 – Transfer of property, rights and liabilities (Schedules 2,3,4,5 and 6)**

### Schedule 2

Part 2 sets out the allotment land owned by RDC that will transfer to the parish council – any allotment land in private ownership, will remain in private ownership. The allotments sites that will transfer are:

All Saints, Turkey Road  
Preston Road, Watermill Lane  
Ingrams Avenue, Crowhurst Lane  
Barrack Hall Park, Belle Hill  
Broad Oak Park, Bexhill  
Collington Wood, Collington Avenue  
Summerhill Drive

Currently, RDC directly manages just two sites (All Saints and Preston Road) with all others being managed by third parties, following devolvement. Apart from allotments, there is no other land or property that has been identified for transfer at this stage.

### Schedule 3

This sets out the historical and ceremonial property that currently belongs to the Charter Trustees which will become the property of the parish council on the date that the first parish councillors come into office following the elections. Responsibility for insuring this property will also transfer. It is confirmed that there is no other property to be transferred.

### Schedule 4

It is understood that the Charter Trustees currently have a contract for services with an individual to act as Mace Bearer, to attend two civic events and four meetings annually and maintain the robes and regalia, which rolls over each year on a self-employed casual basis for the sum of £750 per annum. This has been included within Schedule 4, but the new parish council can choose to terminate, if they so wish.

### Schedule 5

The Clerk to the Charter Trustees has confirmed that there will be a small surplus of funds as a result of unspent precept collected on behalf of the Charter Trustees, by RDC.

### Schedule 6

No maintenance responsibilities have been identified at this stage.

### **Conclusion**

6. Members are asked to review the draft CGO.

Malcolm Johnston  
Chief Executive

Appendix A – draft CGO

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## LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

The Rother District Council (Reorganisation of Community Governance) (Bexhill-on-Sea) Order 2020

*Made [day] [month] 2020*

*Coming into force in accordance with article 1(2)*

Rother District Council (“the council”), in accordance with section 82 of the Local Government and Public Involvement in Health Act 2007 (“the 2007 Act”), has undertaken a community governance review and made recommendations dated 21st September 2020:

The council has decided to give effect to those recommendations but subject to the provisions of this order and, in accordance with section 93 of the 2007 Act, has consulted with the local government electors and other interested persons and has had regard to the need to secure that community governance reflects the identities and interests of the community and is effective and convenient:

The council, in accordance with section 100 of the 2007 Act, has had regard to guidance issued under that section:

The council makes the following Order in exercise of the powers conferred by sections 86 , 98(3), 98(4), 98(6) and 240(10) of the 2007 Act.

### **Citation and commencement**

1.—(1) This Order may be cited as the Rother District Council (Reorganisation of Community Governance) (Bexhill-on-Sea) Order 2020.

(2) Subject to paragraph (4) below, this Order comes into force on 1st April 2021.

(3) Articles 8 and 9 shall come into force on the ordinary day of election of councillors in 2021

(4) For the purposes of:

- (a) this article,
- (b) Article 5; and
- (c) proceedings preliminary or relating to the elections of parish councillors for the parish of Bexhill-on-Sea, to be held on the ordinary day of election of councillors in 2021

this Order shall come into force on the day after that on which it is made.

### **Interpretation**

2. In this Order—

“district” means the district of Rother;

“map” means the map marked “Map referred to in the Rother District Council (Reorganisation of Community Governance) (Bexhill-on-Sea) Order 2020” and deposited in accordance with section 96(4) of the 2007 Act: and any reference to a numbered sheet is a reference to the sheet of the map which bears that number

“new parish” means the parish constituted by article 4;

“ordinary day of election of councillors” has the meaning given by section 37 of the Representation of the People Act 1983;

“plan”, “plans” means the plan or plans marked and numbered accordingly and

“registration officer” means an officer appointed for the purpose of, and in accordance with, section 8 of the Representation of the People Act 1983.

### **Effect of Order**

3. This Order has effect subject to any agreement under section 99 (agreements about incidental matters) of the Local Government and Public Involvement in Health Act 2007 relevant to any provision of this Order.

### **Constitution of a new parish**

4.—(1) A new parish, comprising the area outlined with a blue line on the map, shall be constituted within the district.

(2) The name of the new parish shall be Bexhill-on-Sea.

### **Calculation of budget requirement**

5. For the purposes of regulation 3 of the Local Government Finance (New Parishes) (England) Regulations 2008 there is specified in relation to the parish of Bexhill-on-Sea the sum of £[sum].

### **Parish council for the parish of Bexhill-on-Sea**

6.—(1) There shall be a parish council for the parish of Bexhill-on-Sea.

(2) The name of that council shall be “The Parish Council of Bexhill-on-Sea”.

### **Elections for the parish of Bexhill-on-Sea**

7.—(1) Elections of all parish councillors for the parish of Bexhill-on-Sea shall be held simultaneously on the ordinary day of election of councillors in 2021. Thereafter elections shall be held on the ordinary day of election in 2023 and every fourth year thereafter.

(2) The term of office of every parish councillor elected on the ordinary day of election of councillors in 2021 for the parish of Bexhill-on Sea shall be two years. The term of office of every parish councillor elected on the ordinary day of election of councillors in 2023 for the parish of Bexhill-on Sea shall be four years.

### **Number of parish councillors for the parish of Bexhill-on-Sea**

8. The number of councillors to be elected for the parish of Bexhill-on-Sea shall be 18.

### **Wards of the parish of Bexhill-on-Sea and numbers of parish councillors**

9.—(1) The parish of Bexhill-on-Sea shall be divided into nine wards which shall be as set out in Schedule 1.

(2) Each ward shall comprise the area designated on the map by reference to the name of the ward and demarcated by orange lines.

(3) The number of councillors to be elected for each ward shall be as set out in column (3) of Schedule 1.

### **Annual meeting of parish council**

10. The annual meeting of the new parish council in 2021 shall be convened by the Chief Executive of Rother District Council. The meeting shall take place no later than 14 days after the day on which the councillors elected to the new parish council take office.

### **Electoral register**

11. The registration officer for the district shall make such rearrangement of, or adaptation of, the register of local government electors as may be necessary for the purposes of, and in consequence of, this Order.

### **Transfer of property, rights and liabilities**

12. The land, property, rights and liabilities described in Schedules 2, 4, 5 and 6 shall transfer from the Rother District Council to Bexhill-on-Sea Parish Council on the date specified in column (2) of those Schedules.

### **Charter Trustees of the Town of Bexhill-on-Sea**

13.—(1) Any officers appointed by the charter trustees for the proper discharge of their functions who hold office immediately before the date of dissolution of the charter trustees (“the date of dissolution”) shall by virtue of this Order be transferred on the date of dissolution and on the same terms and conditions of appointment to the employment of the parish council.

(2) Any powers to appoint local officers of dignity exercisable by the charter trustees immediately before the date of dissolution shall be exercisable by the parish council.

(3) Any functions which would have been exercisable in relation to the account of the charter trustees or as the case may be their responsible financial officer if the charter trustees had not been dissolved shall on and after the date of dissolution be exercisable by the parish council or as the case may be the parish council’s responsible financial officer.

(4) All property of the charter trustees including that listed in Schedule 3 shall transfer to the parish council of Bexhill-on-Sea the date the first parish councillors for the parish of Bexhill-on Sea come into office.

**Transitional provision**

14. Until the councillors elected to the council of the new parish of Bexhill-on-Sea at the elections to be held on the ordinary day of election of councillors in 2021 come into office, the new parish shall be represented by those persons who immediately before 1st April 2021 are the elected councillors for the district wards comprising the area of the parish of Bexhill-on-Sea.

**Order date**

15. 1st April 2021 is the order date for the purposes of the Local Government (Parishes and Parish Councils) (England) Regulations 2008.

Sealed with the seal of the council on the [*day e.g. 31st*] day of [*month*] 2020

[signature]

[title of signatory]

SCHEDULE 1

article 9

WARDS OF THE PARISH OF BEXHILL-ON-SEA

NAMES AND AREAS OF WARDS AND NUMBERS OF COUNCILLORS

<i>Column (1)</i>	<i>Column (2)</i>	<i>Column (3)</i>
<i>Name of Ward</i>	<i>Area of Ward</i>	<i>Number of Councillors</i>
Central	The district ward of Bexhill Central	2
Collington	The district ward of Bexhill Collington	2
Kewhurst	The district ward of Bexhill Kewhurst	2
Old Town and Worsham	The district ward of Bexhill Old Town and Worsham	2
Pebsham & St Michaels	The district ward of Bexhill Pebsham & St Michaels	2
Sackville	The district ward of Bexhill Sackville	2
Sidley	The district ward of Bexhill Sidley	2
St Marks	The district ward of Bexhill St Marks	2
St Stephens	The district ward of Bexhill St Stephens	2

SCHEDULE 2

article 12

LAND AND PROPERTY TO BE TRANSFERRED

Part 1

<i>Column (1)</i>	<i>Column (2)</i>
<i>Land and property to be transferred</i>	<i>Date</i>
None	1 April 2021

Part 2

Land transferred by operation of law under regulation 9 of the Local Government (Parishes and Parish Councils) (England) Regulations 2008 (allotments)

<i>Column (1)</i>	<i>Column (2)</i>
<i>Land and property to be transferred</i>	<i>Date</i>
Allotment Gardens Broad Oak Park Broad Oak Land Bexhill-on-Sea TN39 4LH Freehold ESX295587 (PART) as shown on Plan 1	1 April 2021
Allotments at Summerhill Knebworth Road Bexhill-on-Sea Land lying to the north of Knebworth Road Bexhill-on-Sea Freehold ESX324768 as shown on Plan 2	1 April 2021
Land being Land on the east and west sides of Buckholt Lane, Bexhill-on-Sea Freehold ESX228024 (PART) as shown on Plan 3	1 April 2021

SCHEDULE 3

article 13

HISTORICAL AND CEREMONIAL PROPERTY TO BE TRANSFERRED

<i>Column (1)</i>	<i>Column (2)</i>
<i>Historic and ceremonial property to be transferred</i>	<i>Date</i>
In the following table	the date the first parish councillors for the parish of Bexhill-on Sea come into office

<b>BEXHILL CHARTER TRUSTEES INVENTORY</b>		
<b>Ref. no.</b>	<b>Short Description</b>	<b>Detail</b>
1	Mayor's Chain (with detachable badge) (Safe re. CT.1)	15ct. gold Mayor's Badge of Office, enamelled Crest and Mantling, 21ozs. 9ct. gold Chain of Office for above with blue enamelled Central Badge and nineteen separate gold Badges
2	Mayor's Badge (Safe ref. CT.4)	Silver and enamel Badge of Office with Coat of Arms and Mantling – blue ribbon - Presented by Dr. Claude Pycroft
3	Mayoress' Badge (Safe ref. CT.3)	18ct. gold and enamel rose diamond set Mayoress' Badge on Chain, enamelled Badge and Mantling, rose diamond set surround 2ozs.
4	Deputy Mayor's Badge (Safe ref. CT.2)	Silver gilt and enamel Badge of Office on Ribbon - Presented by British South Africa Company
5	Past Mayor's Badge	15ct. gold and enamel Dress Badge of Office with Coat of Arms and Mantling
6	Past Mayoress' Badge	15ct. gold and enamel smaller Dress Badge of Office on gold fob pin, as above
7	Pendant	Diamond set pendant mounted platinum and platinum chain, lace pattern pendant with bow
8	Mace	Bexhill Town Mace, silver gilt head with Crest, wood shaft with silver gilt mounts, 3'6" overall Note - The enamelled crest was broken many years ago and has been replaced with a crest on modern material

9	Salver (Gold)	8½" gold salver, plain - Presented in memoriam of His Highness Maharajah of Cooch Behar - 10ozs. Marked "20ct."
10	Salver (RAF Wartling)	Silver 12" salver, plain Chippendale pattern, with four feet - Presented by RAF Wartling
11	Salver (Bowling Club)	Silver 10" salver, plain Chippendale, with four feet - Presented by Bexhill Bowling Club
12	Salver (Nat. Union of Printing)	Silver 14" salver, plain Chippendale, with four scroll feet - Presented by National Union of Printing, etc.
13	Salver (Sailing Club)	EP 14" salver, ornate engraved, shell boarder, with three feet - Presented by Bexhill Sailing Club, 1962
14	Salver (Rotary Club)	EP salver - Presented by the Rotary Club of Bexhill
15	Tray	Silver rectangle tray 20" x 9" plain, two handles - Presented by Hearts of Oak Benefit Society
16	Centre Piece (Rufus)	Larger silver centre piece, oval base, 28" x 19" - silver figures of huntsman, horses, hounds, stag, etc., by Garrards, London, 1869, approx. weight 700ozs. Presented by Mrs. Charles Gulliver 1962
17	Centre Piece	Silver centre piece, centre dish and four smaller, all pierced, on central stand, pierced on four feet, 60ozs. on wood plinth with silver plate - Presented by Highwoods Golf Club
18	Loving Cup	Pewter three handled Loving Cup - Presented by "Smugglers of Little Common"
19	Loving Cup	Crown Staffordshire Loving Cup No. 21, two lion handles - Presented 1953
20	Trophy Cup (Mullens)	Large silver lidded cup on plinth, two handles, 112ozs. - Presented by Major Mullens
21	Trophy Cup	Silver trophy cup 8" (no plinth), plain two handles - Presented by HGC Coghlan
22	Candelabra	Pair EP three light candelabra, 13" plain gadroon
23	Trumpets	Two silver plated trumpets by Hawkes & Son, London, with pennants (High Sheriff of Sussex)
24	Trowel	Silver and Mother of Pearl presentation trowel, engraved Town Hall Extension 1908, etc.
25	Trowel	EP trowel, ivory handle, Hospital Chapel 1954
26	Presentation Key	Silver and enamel presentation key, Bexhill Coat of Arms

27	Presentation Key	Silver presentation key 5", Hearts of Oak Convalescent Home 1954
28	Presentation Key	Silver gilt presentation key 5", opening new Post Office 1931, etc., sterling silver.
29	Teaspoons	Set of six silver teaspoons and tongs, plain Old English
30	Rose Bowls	Pair EP rose bowls - Presented Bexhill Rotary
31	Syphon Stand	EP syphon stand - Gullivers Bowls Club
32	Ashtray	Square EP ashtray - Presented by Sidley Bowls Club
33	No Detail	<i>'Property of RDC'</i> – no further detail
34	Ashtray	Chrome standing ashtray - Presented by Bexhill Athletic Club
35	Lighter	EP Ronson, "Queen Anne" style ta le lighter
36	Cigar Box	Silver box 5" x 4" x 1" plain, cedar lined, engraved Crest and Xmas 1909
37	Cigar Box	Silver cigar box 6" x 4" x 3" ET lid, wood lined - Presented by Sidley Community Centre 1962
38	Cigarette Box	Small silver cigarette box 3" x 3" x 1" EP lid - Presented by Civil Defence 1962
39	Ink Stand	Silver ink stand, single glass bottle - Presented by Association of Bexhill Citizens
40	Ink Well	Round silver single ink well - Presented by Spartan Bowling Club
41	Pen & Stand	Black pen and stand - Darby & Joan Club
42	Tea Set (China)	21 piece Minton bone china tea set, 6 cups, 6 saucers, 6 tea plates, 1 B&B plate, sugar bowl and milk jug
43	Tea Set	EPBM can shape four piece tea set with sugar tongs - Bexhill Hoteliers
44	Coffee Pot	EPBM coffee pot, engraved and fluted
45	Kettle	EP kettle on stand with lamp, fluted, embossed
46	No Detail	<i>'Property of RDC'</i> – no further detail
47	Letter Opener	Silver mounted ivory letter opener
48	Dirk	Silver mounted dirk in sheath
49	Dish	Foreign silver round dish, no mark, 12ozs., fancy edge
50	Beaker	Foreign silver and gilt beaker, embossed eastern decoration
51	Spoon	Silver reproduction spoon, engraved 1365- 1965 DSY
52	Fish Servers	Pair EP fish servers with H/S silver handles, pierced, in case - "Bexhill Cat Club 1964"

53	Decanter	Cut glass decanter with two glasses and silver label - Bexhill & District Scottish Society
54	Wine Glass	Coronation (1953) large wine glass
55	Figures & Vase	Two female figures and vase, metal - Presented by Colonel Hornblower 1962
56	Medallion	Medallion - "Worshipful Company Founders 1910"
57	Paperweight	Paperweight - "Worshipful Company of Founders 1965"
58	Medal	King George V Jubilee Celebration Medal - Bexhill on Sea
59	No Detail	<i>'Property of RDC'</i> – no further detail
60	Charter	Charter of Incorporation, 1902
61	Grant of Arms	Grants of Arms document
62	Roll of Honour	Roll of Honour, 1939/45
63	Roll of Freeman	Roll of Honorary Freeman (Borough of Bexhill)
64	Plaque	Plaque "HMS Scourge"
65	Plaque	War Savings (2 no.)
66	No Detail	<i>'Property of RDC'</i> – no further detail
67	Portrait	Portrait in oils, Major Mullens
68	Portrait	Portrait in oils, Alderman Cuthbert, Mayor, 1936/42
69	Engraving	Engraving -A.S. Brook, Esq., Master of Bexhill Harriers
70	Painting	Water colour view of South Cliff, Bexhill on Sea, T Rowbatham, 1859
71	Painting	Oil painting, 'Spring in Town Hall Square' – Donated by Cllr. A. Stevens, May 1985
72	Picture	Armorial Bearings, Bexhill on Sea, framed
73	Canvas	Bexhill UDC Coat of Arms on canvas, approx. 3ft. square
74	Drawing	Original cartoon drawing "Freedom of the Borough"
75	Photograph	Framed photograph 6ft x 2ft Bexhill Charter 1952
76	No Detail	<i>'Property of RDC'</i> – no further detail
77	Photograph	Framed photograph of Mace
78	Photograph	Framed photograph of Lt. Col. A.J. Sansom
79	Certificate	Framed Certificate of Freedom of John H. Paton, 1920 - Presented by Cllr. C. Carpenter, Mayor, 1983/84
80	Wall Plate	Presented to Town Mayor, October 1984
81	Book of Cuttings	Miss Amy Young's book of cuttings and photographs – Memories of Old Cooden, Bexhill etc.

82	Trophy	Cooden Beach Tennis Championship, 1982 - Trophy presented to Town Mayor by Mr. P.J. Fynmore
83	Painted Shield	Bexhill UDC - Coat of Arms
84	Wig	Edward Smith - Town Clerk
85	Plaque	Carved plaque - Presented to HMS Scourge by Bexhill Corporation and later returned
86	Photograph	Framed photograph of HMS Scourge
87	Trophy Cup	Mullens garden competition cup, 11½", on plinth with lid
88	Charter Goblet	Bexhill BC 1200th Charter goblet, 4½", no plinth
89	Portrait	Lt.Col. H. Lane, painted 1895

SCHEDULE 4

article 12

*OTHER MATTERS TO BE TRANSFERRED*

<i>Column (1)</i>	<i>Column (2)</i>
<i>Other matters to be transferred</i>	<i>Date</i>
Contract for mace bearing services	[date]

SCHEDULE 5

article 12

FUNDS AND BALANCES TO BE TRANSFERRED

<i>Column (1)</i>	<i>Column (2)</i>
<i>Funds and balances to be transferred</i>	<i>Date</i>
Balance held for the charter trustees	[ <i>date</i> ]

SCHEDULE 6

article 12

MAINTENANCE OR OTHER RESPONSIBILITIES TO BE TRANSFERRED

<i>Column (1)</i>	<i>Column (2)</i>
<i>Maintenance responsibilities to be transferred</i>	<i>Date</i>
None	

**EXPLANATORY NOTE**

*(This note is not part of the Order)*

This Order gives effect to recommendations made by Rother District Council for the new parish of Bexhill-on-Sea, and the creation of a council for the parish of Bexhill-on-Sea within the district of Rother.

The parish of Bexhill-on-Sea will be created with effect from 1 April 2021. The electoral arrangements apply in respect of parish elections to be held on and after the ordinary day of election of councillors in 2021.

Article 7 provides for parish elections in the parish of Bexhill-on-Sea in 2021, with each parish councillor serving a term of two years, and then to continue according to the established system of parish elections every four years on and from 2023.

Article 8 specifies as 18 the number of parish councillors for the new parish of Bexhill-on Sea.

Article 9 and the map establish the names and areas of the wards of the new parish of Bexhill-on-Sea and the numbers of councillors for each ward.

Article 11 obliges the Electoral Registration Officer to make any necessary amendments to the electoral register to reflect the new electoral arrangements.

Article 13 makes specific provision consequent upon the dissolution of the charter trustees pursuant to regulation 15 of the Local Government (Parishes etc) (England) Regulations 2008.

The map defined in article 2 shows the new wards of the parish of Bexhill-on-Sea. It is available, at all reasonable times, at the offices of Rother District Council.

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## Rother District Council

Report to	-	Community Governance Review Steering Group
Date	-	24 November 2020
Report of the	-	Chief Executive
Subject	-	Next Steps and Terms of Reference Review

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### Introduction

1. As Members are aware, the Community Governance Review Steering Group (CGRSG) was formed to lead on and make recommendations regarding the Community Governance Review of Bexhill-on-Sea. Following the completion of the review, the final recommendations and review of the Community Governance Order elsewhere on this Agenda, the Terms of Reference as currently set for the CGRSG have been fulfilled.
2. However, Rother District Council (RDC) is keen to ensure that the establishment of the parish (town) council for Bexhill-on-Sea is a success. To this end, officers are being guided and supported by Surrey Hills Solicitors from the legal perspective, and the Sussex Association of Local Councils (SALC) on the practical side. Trevor Leggo, Chief Executive Officer of SALC will also attend this meeting. Members are reminded, that once established, the new parish council is a totally separate organisation from RDC and is a sovereign body in its own right – there is no hierarchical management between the local government tiers.
3. This report sets out the next steps that have been recommended by SALC which includes the appointment of an interim parish council administrator to cover the transition period, an expanded role for the CGRSG in terms of working with the interim administrator on the preparation of the job description and person specification and appointment process for the new clerk, the promotion of the elections and pre-election events and information sessions for prospective candidates. These matters are considered in more detail in the following paragraphs.

#### Appointment of interim parish council administrator

4. SALC have suggested that it would be advantageous to secure the services of someone who has previous experience and skill set to successfully create a new council; SALC are able to recommend such people. An interim administrator would be contracted to provide services rather than be directly employed by the Council. It is recommended that the interim appointment commences on 1 February 2021 for a 6-month period (expiring 31 July), for an average of 15 hours per week, recognising that flexibility would be required with some weeks requiring less or more hours than 15.
5. Cabinet will be requested to approve the appointment of the interim administrator at their December meeting and authorise the Chief Executive, in consultation with the Lead Member for Transition Bexhill Town Council to agree the appointment and terms of conditions thereof.
6. The interim administrator would potentially be involved setting up the initial governance structure, policies and procedures, briefing prospective councillors,

identifying and securing accommodation, drafting the cycle of meetings, asset transfer and any other governance issues. The interim administrator would also oversee the inauguration of the new Council, election of Chairman/Mayor, establishment of committees and a hand over to the permanent Town Clerk.

#### Appointment of Town Clerk

7. With the new parish council coming into being with effect from 1 April 2021 and Members elected in early May, the first task for the new parish council will be the appointment of its Town Clerk. To achieve an interview process within that timeframe the following is suggested:
  - Draft person specification, job description, pay level and advert by end January.
  - Advertise widely in February with closing date end of March.
  - Initial sift by a working party of this CGRSG, advised by the parish council administrator in early April.
  - Shortlist drawn up ready for the new parish council.
  - Interviews week commencing 17 May 2021.
8. Depending on the notice period of the person selected, start date could be between June and August, in which case the interim administrator could be asked to stay on. Looking at similar Town Clerk posts around the country, the salary level will need to be in excess of £60,000 per annum but will very much depend on the aims and ambitions of the new parish council.

#### Promotion of election

9. Whilst RDC has a duty to publicise the elections, in accordance with election regulations, the interim administrator, working with RDC will organise and run pre-election events and information sessions for prospective candidates. The success of the new parish council will very much depend on the calibre and enthusiasm of the new parish councillors elected into office.

#### **Terms of Reference Review**

10. For the CGRSG to be involved in the matters outlined in this report, the Terms of Reference (ToR) for the Group will need to be expanded. Members are invited to review the ToR attached at Appendix A, with additions in red text. Cabinet will be requested to approve these, along with the appointment of the interim administrator at the meeting to be held on 14 December 2020.

#### **Conclusion**

11. The report highlights the significant amount of work that needs to be undertaken for the creation of the Bexhill-on-Sea Parish Council. The engagement of an interim Clerk and associated external expertise will ensure there are sufficient dedicated resources to ensure this is a smooth process.

Malcolm Johnston  
Chief Executive

#### Appendices

Appendix A - Terms of Reference

## Terms of Reference for the Community Governance Review Steering Group

<b>Aims and Origins</b>	<p>To manage the Community Governance Review (CGR) process, under the terms of reference set by full Council.</p> <p>A CGR is required following the motion passed by Full Council on 22 May 2019.</p>
<b>Scope</b>	<p>To determine a detailed timetable and consultation programme for the CGR;</p> <p>To progress the review in accordance with the requirements of the Local Government and Public Involvement in Health Act 2007 and the Guidance on CGRs issued by the Department of Communities and Local Government and The Local Government Boundary Commission for England in March 2010;</p> <p>To recommend appropriate electoral arrangements for a parish / town council created within Bexhill-on-Sea, where necessary (including the name of any newly created parish; the number, name and boundaries of any parish wards; the number of councillors to be elected within each ward; and the ordinary year of elections); and</p> <p>To consider and make recommendations on any consequential matters arising from the review which are required to give effect to any subsequent Community Governance Order (CGO), e.g. the transfer and management or custody of property, the setting of precepts for new parishes, provision for the transfer of any functions, rights, liabilities, staff, etc.</p> <p>To work with the interim parish council administrator on the preparation of the job description and person specification and appointment process for the new clerk, the promotion of the elections and pre-election events and information sessions for prospective candidates.</p>
<b>Outcomes</b>	<p>To recommend to Cabinet, via the OSC to create a Town Council for Bexhill-on-Sea and if so what types of functions it would seek to undertake.</p> <p>A successful recruitment campaign and identification of suitable candidates to be appointed as Town Clerk by the new parish council.</p> <p>A successful pre-election campaign with sufficient candidates standing for election.</p>

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## Rother District Council

Report to - Community Governance Review Steering Group  
 Date - 24 November 2020  
 Subject - Proposals from Democracy4Bexhill

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Email received from D4B to Councillor Bayliss

Dear Christine

As you know, for some time there have been suggestions that some community organisations could be involved in the forthcoming decisions on the town council.

Most of the Rother councillors for Bexhill and the steering group which you chair, came from D4B, so their commitment to the town council is not in doubt, nor the expectation that the town council and Rother should work harmoniously together. However, there are two sets of interests involved here - Rother's and Bexhill's- and it would not be surprising if there were some split loyalties. In other words, it could be perceived that you will be negotiating with yourselves!

To address this and to give an immediate community feel to the town council, perhaps some of the leading voluntary organisations in the town could be invited to join the discussions about the main points of the Reorganisation of Community Governance Order. Of course, from May 2021 it is likely that the town council will want to involve the wider community in a structured way, but it would be a good idea to start off by giving the organisations some voice now and listening to them. This is an idea which Trevor Leggo has enthusiastically endorsed and it worked well in Queens Park.

The organisations may simply want to say what their hopes are for the town council but at this crucial point, there are some key issues to be decided. It is very good that no services currently provided under Bexhill Special Expenses will be transferred until the councillors are in place and make their own decisions. But there are other decisions as you know on which they may have views.

For example - when discussing the precept which has to be settled in the Order, there will be questions arising from:

- CIL money and any 106 money - can the town council get its fair share?
- The RDC Community Grants Fund budget, ditto.
- Premises - presumably initially part of the town hall, but which part, will it look like a town hall entrance and not just a few rooms out the back. We presume it will be rent free and could be under an initial 5 year non-repairing lease. (I see that Lowestoft town council retrieved its town hall from Waveney DC and promptly leased it back to Waveney DC ! (Waveney RCG Order 2017).
- The transfer of the Charter Trustees & Mayor's budget of c 12K to the BTC, plus its assets, regalia etc.
- The May 2021 election expenses to be met by Rother. We assume that Rother would also pay for the 2023 elections if the town council has to join the usual "cycle" of election years, since it was Rother who denied the creation of the town council on the "right" year.
- Some training provision for BTC candidates.

- Subscriptions to NALC and SSALC, about £4,000 a year.

In addition, it could be noted that there will be considerable savings to RDC if and when services are transferred in later years, reflected in the RDC 5 year budget of January 2019 of a figure of up to £1.3 million, and a 50/50 share of that would be appropriate.

The organisations consulted might include RVA, Bexhill Heritage, D4B, The Pelham, the Chamber of Commerce, perhaps a residents association. I am sure you will have a better idea of who could be on board. There could be representations from the police or from schools or churches or transport authorities, but this may make it too unwieldy in the short time available.

Hoping that the steering group can consider this idea and take it forward.

Thanks and best wishes

Viv

Viv Taylor Gee

Chair, Democracy4Bexhill