



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

**YOU ARE HEREBY SUMMONED TO A MEETING OF
UCKFIELD TOWN COUNCIL**

in

The Council Chamber, Civic Centre

on

Monday 4th December 2017 at 7.00pm

AGENDA

1.0 DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

**2.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE
AGENDA AT THE MAYOR'S DISCRETION**

**3.0. TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND
WEALDEN DISTRICT COUNCIL**

4.0 APOLOGIES FOR ABSENCE

5.0 MINUTES

5.1 To **RESOLVE** that the minutes of the Full Council on 23rd October 2017 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only
(Attached)

6.0 COMMITTEE MINUTES

6.1 To note the acts and proceedings of the following committee meetings:-

- | | | |
|-----|-----------------------------------|---|
| (a) | Plans Committees | 6 th November and 27 th November 2017 |
| (b) | Environment and Leisure Committee | 13 th November 2017 |
| (c) | General Purposes Committee | 20 th November 2017 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
(Nothing to report – next meeting due to take summer 2018)
- (ii) Neighbourhood Plan Steering Group
(Attached)
- (iii) Gatwick Airport Consultation Group
(nothing to report at this time)

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(to be considered under confidential business)
- (ii) Uckfield – Events Working Group
(Attached)
- (iii) Uckfield Dementia Forum
(Attached)

9.0 TO AGREE THE PROPOSED FEES AND CHARGES FOR CIVIC CENTRE ROOM HIRE IN 2018/19
(to follow)

10.0 TO CONSIDER THE DRAFT STRATEGIC PLAN FOR 2018/23
(Attached)

11.0. TO CONSIDER THE DRAFT ANNUAL PLAN FOR 2018/19
(Attached)

12.0 TO CONSIDER THE DRAFT ANNUAL BUDGET FOR 2018/19
(Attached)

13.0 TO REVIEW THE TOWN COUNCIL'S STANDING ORDERS
(to follow)

14.0 TO REVIEW AND RESPOND TO THE PROPOSED HIGHWAYS WORKS LINKED TO PHASES 1A & 1B OF DEVELOPMENT AT RIDGEWOOD FARM
(Attached)

15.0 TO NOTE THE TOWN COUNCIL'S VIEWS ON THE TOWN CENTRE 20MPH SPEED LIMIT
(Attached)

16.0 TO NOTE THE FINDINGS FROM THE SPEED SURVEYS COMPLETED ON THE ACCESS CORRIDORS INTO UCKFIELD
(Attached)

17.0 TO CONSIDER THE BOUNDARY COMMISSION FOR ENGLAND'S REVISED PROPOSALS FOR NEW PARLIAMENTARY CONSTITUENCIES
(Attached)

18.0 TO NOTE THE MAYOR'S ENGAGEMENTS
(Attached)

**19.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF
DEEDS OF GRANT**

20.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED
None received by deadline.

21.0 TOWN CLERK'S ANNOUNCEMENTS

22.0 CHAIRMAN'S ANNOUNCEMENTS

23.0 CONFIDENTIAL BUSINESS

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted:-

23.1 Report of the Civic Centre Working Group
(to follow)

23.2 Update report on the installation of the Town Centre CCTV
(Attached)



Town Clerk
28th November 2017

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Meeting of Full Council

Monday 4th December 2017

Agenda Item 7.0(ii)

TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: NEIGHBOURHOOD PLAN STEERING GROUP

Thursday 16th November 2017

Members of the Neighbourhood Plan Steering Group met on the evening of Thursday 16th November 2017 with the Community Development Officer from Action in Rural Sussex.

Prior to the meeting, group members had been set two tasks (i) to create a suite of draft objectives under the plan themes and (ii) to review the National Planning Policy Framework and existing Wealden Local Plan and record where these documents made reference to matters referenced within the group's draft policy statements.

During the meeting, group members reviewed the work achieved and considered in detail, the draft objectives which had been put forward. This resulted in the collation of a number of draft objectives which would sit under the key themes of Environment & Health, Economy, Design & Development, Transport & Access and Infrastructure and recreation.

Steering group members were asked to revisit their findings from analysing the National Planning Policy Framework and existing Wealden Local Plan and identify whether a local policy would be required in the specific areas mentioned.

The steering group would be required to complete this work and make further comments on the draft objectives prior to the next meeting of the Neighbourhood Plan Steering Group in January 2018. Group members were also asked to consider and capture photographs of key views within Uckfield, character, materials, style and areas for improvement in preparation for the next meeting.

Councillor P. Sparks

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Meeting of Full Council

Monday 4th December 2017

Agenda Item 8.0 (ii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: 'UCKFIELD EVENTS WORKING GROUP' (CELEBRATE UCKFIELD)

The working group met briefly on 23rd October 2017 to look back at the year and revisit the two events held within Uckfield Town (Weald on the Field and Uckfield Revival).

The working group recorded the achievements of both events and the lessons learnt.

Weald on the Field cost in the region of £5.5k to run, but the Town Council were very fortunate to receive a contribution from Wealden District Council of £1,500 and were successful with their application for funding via the Tesco Bags of Help scheme which resulted in receiving a further £2,120. This assisted the Town Council to run the event with the funds it had available (£2,000) and deliver a successful day which was well received. A big thank you to all of the local community groups and businesses who supported the event by their offer of help, presence on the day, or merely the hire of equipment or gazebo's to ensure the most appropriate facilities were available.

Uckfield Revival was a smaller event but received positive feedback from both vehicle owners and spectators. This cost under £1,000 to run with the help of local businesses, community groups and organisations.

The working group felt that these events had started to build a good reputation and the learning points from 2017/18 would help to strengthen how the events were organised in the future. The events increased footfall within the town and kept Saturday shoppers in the town for longer. The events brought out the fantastic community spirit of the town and encouraged partnership working with agencies, community groups as well as other services such as the monthly Farmers Market.

The working group would like to propose that Uckfield Town Council continues to hold both events in 2018/19 on the same weekends (Saturday 4th August 2018 and Saturday 6th October 2018) and set aside a budget of £3,000 (*the same as 2017/18*) to contribute towards the cost of these events. Further funding would be sought from grant applications, partner agencies or sponsors to meet the remaining costs.

RECOMMENDATION:

Members are asked to consider the above, and agree to set £3,000 in the budget for 2018/19 towards the organisation of 'Weald on the Field' and 'Uckfield Revival' events.

Councillor D. French

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Meeting of Full Council

Monday 4th December 2017

Agenda Item 8.0 (iii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD DEMENTIA FORUM

Since the Uckfield Dementia Forum last met, a number of activities have taken place.

The forum arranged a run of five dementia awareness sessions within Uckfield town, at venues Bridge Cottage and Uckfield Civic Centre during November. The awareness sessions were delivered by local Dementia Champions trained by the Alzheimer's Society (also members of the Uckfield Dementia Forum and working locally). The members of the public who attended, found the sessions extremely valuable and provided positive feedback. It is likely that further sessions will be arranged in the New Year, once the festive period has passed by.

An event was held at Luxfords Centre on Wednesday 29th November 2017, to celebrate the one-year anniversary of the Uckfield Dementia Forum. The event was free and invited those living with dementia and their carers to come along, enjoy some festive cakes and refreshments, before watching the Andre Rieu Christmas Concert. The event was organised to provide a safe, comfortable and friendly environment for people living with dementia and enjoy an afternoon of entertainment.

The next meeting of the Uckfield Dementia Forum is due to take place on Monday 4th December. An update will be provided to Full Council in January 2018.

Councillor P. Sparks

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UCKFIELD TOWN COUNCIL



Courtesy of Skyshots RPAS
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M: 07715363641

DRAFT - Our Strategic Plan 2018-23

1.0 Uckfield Town Council

The purpose of the Strategic plan is to identify new initiatives and develop a five year plan which describes the steps we will take to deliver these initiatives within the resources available.

The Town Council recently reviewed its five year plan and looked afresh at our vision for the town. Whilst we try to take on board the views of residents, sometimes this can prove difficult especially with the amount of budget cuts being made by local government. However I would like to reassure you that this does not mean that your ideas will be discarded, they are just likely to take a little longer to explore.











Over the next two years the Town Council will continue to do its very best for the town, and work with partner agencies to do so. Councillors work hard to find ways to bring projects to fruition. We hope this Strategic Plan will give you confidence in knowing that our town is being managed to the best of our abilities and within the budget constraints being placed upon us.

Cllr James Anderson (North Ward)	Cllr Jeremy Beesley (Ridgewood Ward)	Cllr Duncan Bennett (Deputy Mayor) (New Town Ward)	Cllr Mick Dean (New Town Ward)	Cllr Louise Eastwood (Town Mayor) (North Ward)
Cllr Keith Everett (Ridgewood Ward)	Cllr Helen Firth (Central Ward)	Cllr Donna French (North Ward)	Cllr Jackie Love (North Ward)	Cllr Chris Macve (North Ward)
Cllr Spike Mayhew (New Town Ward)	Cllr Paul Meakin (Central Ward)	Cllr Ian Smith (Ridgewood Ward)	Cllr Paul Sparks (North Ward)	Cllr Diane Ward (Central Ward)

2.0 Uckfield Town

Uckfield Town is located within the heart of the Wealden District. Its facilities serve not only the residents of the town but also the residents of our neighbouring villages.

Uckfield is one of five market towns located within the Wealden District and has a population of 15,122 living in just over 6,000 households. The attractive setting of Uckfield brings both new residents and visitors to the town. Its location along the River Uck and close proximity to the Ashdown Forest provides plenty of opportunities for leisure and recreation, in addition to the beautiful green open spaces and woodlands located within the town itself.

Uckfield Demographics (2016/17)		
 <p>Younger age profile greater than District average (17.8% aged 0-14 years)</p>	 <p>Older age profile less than District average (17.1% aged 65+ years)</p>	 <p>Good level of education (81.8% of working age population have qualifications)</p>
 <p>Higher rate of economic activity than District average (over 80% economically active)</p>	 <p>Low rate of unemployment (as low as 0.5% in areas of the town)</p>	 <p>High percentage of home ownership (78.7% owner occupied)</p>
 <p>15.4% of the population have a limiting long term illness (less than District average – 17.5% and County average – 20.3%)</p>	 <p>Low level of crime</p>	 <p>High house prices (average house prices have reached over £300,000 in 2016)</p>

3.0 Challenges and Opportunities

Challenges	Opportunities
<p>Limited infrastructure to support future development</p> <p>With an increase in the population and plans for further development within the town boundary, it is important for the key agencies to consider, where improvements are required in terms of infrastructure – education, health, transport, sewerage capacity, water supply, broadband coverage and to mitigate the risk of flooding.</p>	<p>Proposals for growth</p> <p>Plans have been put in place to build a further 1,000 homes in the Ridgewood area of Uckfield Town. This reflects proposals within the Wealden Local Plan for growth and increasing housing stock.</p>
<p>Retaining our highly educated workforce</p> <p>Uckfield has high levels of educational attainment but whilst transport links improve to Brighton, East Croydon and London, only a proportion of the town's working age population are working locally.</p>	<p>Range of facilities</p> <p>The town has a substantial range of facilities, with its own independent cinema and modern leisure centre. High performing schools, free parking, a diverse selection of shops and nearby Ashdown Forest are a big draw for residents and visitors.</p>
<p>Flood risk</p> <p>Uckfield Town is located alongside the River Uck which could place the town at risk of fluvial flooding. Mitigating measures are in place but the town is also susceptible to surface water run-off in heavy bouts of rain as a result of the undulating landscape of the town.</p>	<p>Central location within South East</p> <p>Being in the heart of the Wealden District, the town is centrally located within the South East between London and the South Coast. Its close proximity to Gatwick Airport and Newhaven port provides job opportunities and ease of travel.</p>
<p>Addressing traffic congestion</p> <p>The road network through Uckfield Town and A22 by-pass is heavily used by traffic. Although recent works in the High Street have improved accessibility for pedestrians and vehicles, there are still a number of pinch points on the corridors to the town, which could lend to improvements.</p>	<p>Our green spaces</p> <p>Uckfield is also fortunate to have two nature reserves, green open spaces and allotments. We need to encourage greater use of these spaces and continue to maintain them to a high standard.</p>
<p>Limited financial resources</p> <p>The Town Council is being placed under pressure as a result of reductions in grant funding from the District authority and the threat of a cap on Council tax. Despite this, the Council still needs to deliver the services for which it has responsibility and consider taking on services devolved from other tiers of local government under financial restraint. This may require the Town Council to be innovative and/or make difficult decisions.</p>	<p>Improvements to transport links</p> <p>The train station platform has been extended, carriages increased and a new station car park created which will support an increase in rail users in the future. The Council also supports any future opportunities to re-establish the rail line between Lewes and Uckfield and build a new rail link between Uckfield and Brighton via Falmer.</p>
	<p>Partnership working</p> <p>As with all local authorities, the Town Council is in a strong position to work closely with its partner agencies to retain good quality services for residents. Partnership working can provide good value for money and increase opportunities.</p>
	<p>Asset management</p> <p>The Town Council has responsibility for a number of assets that could assist in generating higher revenues in the future. It would be prudent for the Town Council to develop an Asset Management Plan now, to effectively prepare for the future.</p>

4.0 Our Vision

Our Vision:

**Preserving heritage,
providing for the future**

Our Mission:

Working with our partner agencies to provide a high standard of service delivery for residents, businesses and visitors to the town

Our Corporate Priorities:

Division of Council themes
(for the purpose of accounts, Council activities are divided into the following categories):

People

- **Cultural and Related services**
- **Luxfords and Civic Centre**

Place

- **Environmental and Regulatory Services**
- **Planning and Development Services**
- **Highways and Transport Services**

Provision

- **Central Services**



5.0 Our Strategic Objectives

In addition to agreeing a set of specific priorities each year, the Town Council has set out a number of medium term aspirations for the town.

5.1 People

5.1.1 Cultural and related services

By 2023, we will have:

- Supported local community and voluntary organisations and sought to assist them with their positive work within the town;
- Replaced or updated at least one playground every five years;
- Explored plans for upgrading and improving the skatepark;
- Explored options for creating further opportunities for residents to enjoy recreational activities (e.g. Parkrun etc);
- Worked with our partner agencies to increase opportunities for residents of all ages to take part in activities which improve their health and wellbeing;
- Organised events which assist in attracting visitors to the town and support local businesses;
- Established a list of special and important dates within the town, taken up opportunities to celebrate the town's history and commemorated this on notable buildings;
- Investigated and sought options for the provision of additional public convenience facilities within the town;
- Retained the traditional red telephone kiosk as a community facility which meets the needs of local people;
- Restored the Cardale monument;
- Explored options for the facilities provided and future of Foresters Hall;
- Continued to maintain, improve and protect all of our natural areas to accommodate the demands of future growth of the town; encouraging community involvement.



5.1.2 Luxfords and Civic Centre

By 2023, we will have:

- Undertaken renovations to the Restaurant area, to provide a modern and contemporary space that meets the needs of a variety of customers;
- Developed a marketing plan to assist with the re-launch and branding of the restaurant and on-going communication;
- Made improvements to air conditioning within the Civic Centre building;
- Made improvements to the Civic Centre website and social media accounts;
- Explored the implementation and costs of developing a new booking system for the Civic Centre and associated digital processes for booking which link to the website;
- Developed and implemented a communications and marketing plan for the Civic Centre, in addition to an annual calendar of events;
- Updated room facilities in line with the latest modern technologies and existing Wi-Fi connections and networking ports are of good quality;
- Identified options for improved seating and staging within the Weald Hall and side curtains, and considered options for providing a temporary partition within the Green Room.



5.2 Place

5.2.1 Environmental and regulatory services

By 2023, we will have:

- Continued to provide burial authority services with responsibility for the maintenance of the Cemetery at Snatts Road and Holy Cross churchyard;
- Maintained good quality floral displays within the town centre, to ensure Uckfield town centre remains an attractive place to live, work and visit;
- Maintained a good standard of grounds maintenance within the town to ensure Uckfield remains an attractive place to live;
- Implemented improvements to the operation of the town's CCTV and continued to monitor provision to ensure the technology remains up to date;
- Continued to work with East Sussex County Council to gradually review street lighting and replace with new columns where necessary;
- Encouraged allotment holders to conserve and collect rainwater for use on their plots, and consider opportunities to harvest rainwater for use by Grounds staff;
- Considered whether the Town Council is able to take on services devolved by the District and County Councils, to ensure residents retain a good level of service provision during times of financial restraints.



5.2.2 Planning and development services

By 2023, we will have:

- Worked closely with the planning authority, Wealden District Council, to understand the latest legislative updates and guidance;
- Supported the development of a Neighbourhood Plan and worked with Action in Rural Sussex and the local Planning authority to enable this plan to be adopted and utilised alongside the Wealden Local Plan by developers;
- As a member of Uckfield Town Centre Regeneration Committee, we will have worked with our partners (*Wealden District Council and East Sussex County Council*) to explore options for regeneration within the centre of the town, and possibility of expanding the retail and business offer.
- Promoted the need for affordable housing within Uckfield Town, to support those in housing need and first time buyers;
- Worked with Wealden District Council to ensure the Town Council is fully engaged in other regulatory matters such as licensing;
- Developed an annual process by which the Town Council reviews its assets and strategic asset management plan and consideration is given to each of the Town Council's buildings to improve the efficiency and use of these properties
- Delivered a ten year programme of maintenance and decoration to all of the Town Council community buildings through schemes of major and minor works;
- Reviewed the condition of car parks adjacent to Town Council owned buildings and agreed a programme of repairs or resurfacing;
- Arranged an annual display of Christmas lights which brings Christmas to the town;
- Worked with the Chamber of Commerce to engage with High Street landlords (commercial and residential) to promote and secure improvements to street frontages.



5.2.3 Highways and Transport services



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By 2023, we will have:

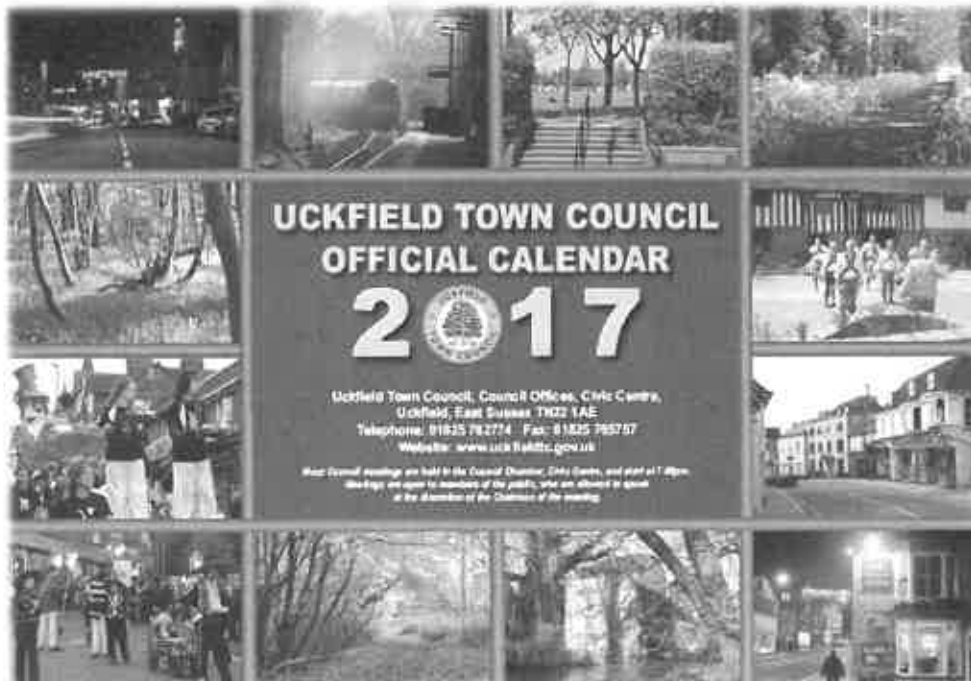
- Organised the annual safety day with partner agencies to educate young people about the importance of safety;
- Identified potential areas within the town which required improvements to pedestrian safety and worked with the relevant agencies to lobby for enhancements;
- Worked with our partner agencies to feed into improvements to the bus station area, to improve accessibility, signage and provide improved facilities such as real time bus information and public convenience(s);
- Worked with our partner agencies to identify highway issues within the access corridors into the town centre and utilised S106 developer contributions to improve the infrastructure and address matters relating to traffic congestion, traffic calming and road safety;
- Worked with the relevant partner agencies to address the danger of speeding vehicles and explored the possibility of extending the 20mph town centre zone;
- Worked with partner agencies to identify and implement solutions for addressing parking controls within the town centre;
- Worked with partners to explore the introduction of residents' permit parking zones in the town centre and Newtown;
- Engaged in discussions to actively promote the re-opening of the Uckfield to Lewes railway line, and a direct route into Brighton;
- Worked with partner agencies and landowners to explore the possibility of improving footway links between Ridgewood Farm, Owlsbury Park and the nature reserves which incorporate the industrial estate, town centre and river Uck.

5.3 Provision

5.3.1 Central Services

By 2023, we will have:

- Improved communication with residents, businesses and visitors to the town through enhancements to the Town Council website and social media accounts;
- Located new sites for noticeboards and improved the condition and display of existing noticeboards;
- Simplified financial reporting for the purposes of committee meetings to enable greater clarity;
- Improved accessibility to committee meetings by installing an additional hearing loop in the Council Chamber;
- Encouraged applications from local traders and organisations in the Town Council's procurement procedures for contractual work within the town;
- Increased promotion of the town's key facilities ;
- Provided training and briefings for the Town Councillors and staff, to support them in their learning and development;
- Published an annual calendar at zero cost which provides the key dates of all standing committees, and promotes businesses within the town;
- Undertaken an annual review of all key policies to ensure they remain up to date with the latest guidance and best practice;
- Supported the town's local groups and organisations through the provision of an annual community grants programme.



6.0 Delivering our objectives

6.1 Overview of the Town Council

The Town Council has 15 Town Councillors, who are elected every four years. The last set of town council elections took place in May 2015. The next set of local elections will therefore take place in May 2019.

The positions of Town Mayor and Deputy Town Mayor are elected by the Town Councillors each year at the start of the annual statutory meeting of Full Council which takes place in May.

All Town Councillors meet in the format of Full Council at least six times a year, and the town council's three main standing committees, are:

- General Purposes Committee (9 members)
- Environment and Leisure Committee (9 members)
- Plans Committee (7 members)

We also have two sub-committees responsible for dealing with specific matters related to finance and human resources, called Personnel Sub-Committee and Finance Sub-Committee, which report their recommendations back to General Purposes Committee. These sub-committees meet on an ad-hoc basis when further detailed work is required.

All formal committee meetings are held in the Council Chamber of the Civic Centre, Uckfield. Residents are welcome to attend these public meetings and make statements in relation to items on the agenda of that committee, subject to the Chairman's discretion. Under the Openness of Local Government Bodies Regulations 2014, members of the public are able to film and record during a committee meeting to report on the meeting.

6.2 Financial information

6.2.1 General finances

Town Councillors are required to start the process of budget setting within the autumn of each year, for the following financial year. This provides time to review our income and expenditure, the priorities of the Town Council, the priorities within the Town and the costs associated.

The precept is the local tax levied by the Town Council and collected on our behalf by Wealden District Council as the rating authority.

The precept for 2018/19 was agreed by the Town Council on 15th January 2018 at a figure of £(to be added in after the meeting).

6.2.2 Capital expenditure

The Council adopts a balanced approach to its capital expenditure in respect of the procurement of new assets and the maintenance of its existing assets. The first priority should however focus on developing and maintaining existing assets for the benefit of the community. Additional income may also be generated, where appropriate, through renting or leasing of these assets.

6.2.3 Reserves

The Council adopts a risk based approach to its level of reserves which will be reviewed annually or more frequently if necessary. Currently the minimum level of

general reserves will be set at approximately three months gross operating costs. Reserves will only be held above the minimum level for specific, earmarked purposes.

6.3 Organisational structure

Delivery of the Town Council's functions is overseen and managed by the Town Clerk, who is the Town Council's proper officer and required to support and advise members in their role and issue any statutory notifications.

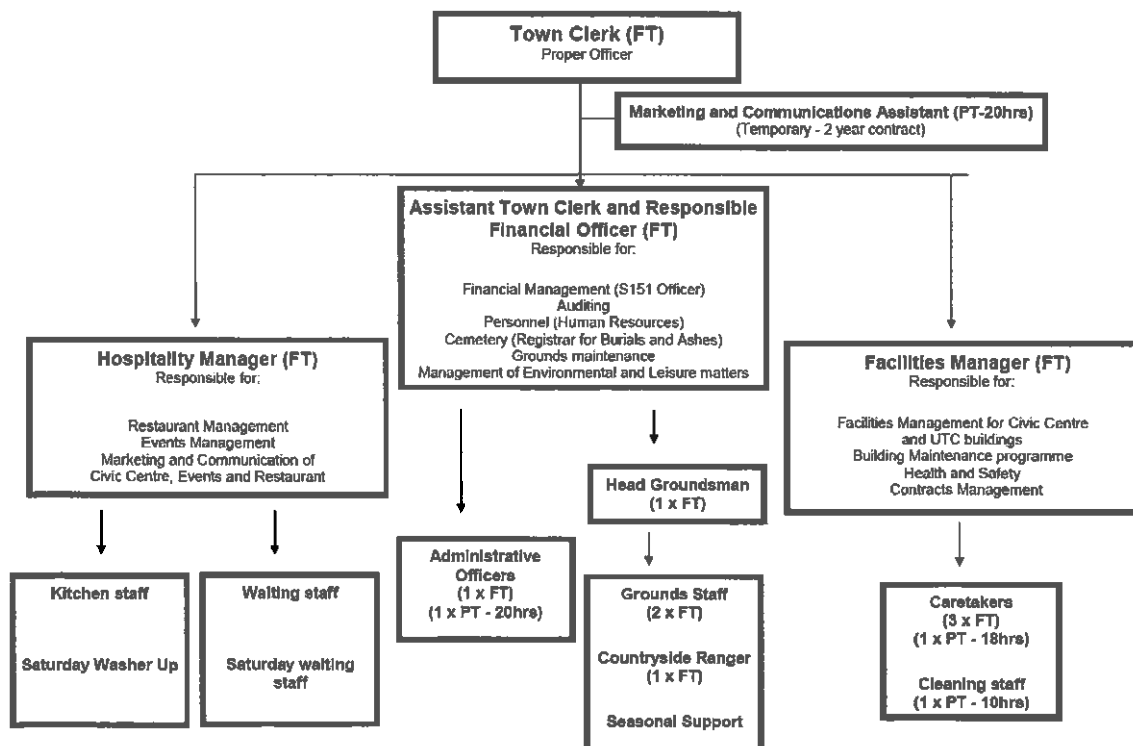
The Town Clerk is supported by a team of nearly 30 members of staff who are responsible for maintaining the town's grounds and open spaces, buildings, facilities, and providing services to our customers within Luxfords Restaurant and the Civic Centre.

The Assistant Town Clerk and Responsible Financial Officer is responsible for managing the Council's finances, human resources, grounds and open spaces and Council administration.

The Hospitality Manager is responsible for managing the restaurant, Civic Centre room hire and hospitality and events programme.

The Facilities Manager is responsible for managing the maintenance and repair of the Town Council's key buildings, liaising with external contractors, managing health and safety and our caretaking staff.

The following organisational chart presents the staff structure in December 2017:



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Meeting of Full Council

Monday 4th December 2017

Agenda Item No. 9.0

TO AGREE THE PROPOSED FEES AND CHARGES FOR CIVIC CENTRE ROOM HIRE IN 2018/19

1.0 Summary

1.1 At the meeting of General Purposes Committee on 20th November 2017, members reviewed the proposed fees and charges for room hire in the Civic Centre, Foresters Hall and Sports Pavilions.

1.2 Members agreed to:

GP24.11.17 Members *RESOLVED* that:

- (i) the Town Clerk should review the room hire charges for the Civic Centre and bring this matter back to Full Council on 4th December prior to budgetary discussions;*
 - (ii) the proposed room hire charges for Foresters Hall in 2018/19 be agreed;*
 - (iii) the proposed hire charges for West Park and Victoria Pavilions be agreed;*
 - (iv) the projector/screen be incorporated within room hire costs in the Civic Centre;*
 - (v) office staff look into a reward or loyalty system for long term hirers*
- 1.3 A review was undertaken of the Civic Centre's competitor rates which have been circulated to members separately, so as not to present any commercially sensitive information within the report.
- 1.4 At present, room hire charges are separated out by non-commercial and commercial bookings for our larger halls (Weald Hall and Ashdown Room) and standard rates for all other meeting rooms.
- 1.5 Hourly room hire charges do not include VAT. Unfortunately room hire charges are unable to be published inclusive of VAT as a result of the system used for invoicing and additional work this would place on the Town Council office to manually alter each booking calculation.
- 1.6 The charges for this year (2017/18 – see appendix A) appear to have worked well, using more rounded sums and reasonable rates but we have had very little take up on the delegate rates. A number of public services have looked to reduce their expenditure over the past few years and tend only to pay for one or two refreshment breaks. It should also be noted that the room hire charges at the Civic Centre are so reasonable that the delegate packages are not always cost effective for the hirer.
- 1.7 The paper presented to General Purposes Committee suggested that the room hire charges be increased slightly to incorporate the use of the facilities including the screen and projector and these facilities no longer be charged separately.

- 1.8 The paper also proposed to increase the room hire rate for the largest rooms within the Civic Centre in the evening to cover the increase in salary costs for caretaking staff after 8pm. It was agreed that to change the rate midway through the evening may cause confusion for hirers and cause difficulties for bookings made between 7pm and 9pm.

2.0 Proposed room hire charge options

- 2.1 In order to assist the budget setting process, it was proposed that a further paper be presented to Full Council for consideration with alternative options for room hire charges in the Civic Centre:

Option A – Peak and Off Peak rates in largest rooms

	Suggested room hire rates 2018/19 Non-commercial (per hour + VAT)	Suggested room hire rates 2018/19 Commercial (per hour + VAT)
Weald Hall (300)	Off peak rate: £23.00* Peak rate: £28.00**	Off peak rate: £40.00* Peak rate: £45.00**
Ashdown Room (100)	Off peak rate: £12.00* Peak rate: £15.00**	Off peak rate: £21.00* Peak rate: £25.00**
Council Chamber (50)	£14.00	Off peak rate: £15.00* Peak rate: £18.00**
Green Room (50)	£11.50	
Oakleaf Room (25)	£10.50	
Martletts Room (30)	£10.50	
Mayor's Parlour (10)	£9.00	
Luxfords Restaurant	£10.50	

*Off peak rate – applies daytime Monday to Sunday and evenings Monday to Wednesday from 6pm

** Peak rate – applies evenings from 6pm on Thursday/Friday/Saturday/Sundays

Option B – Daytime and Evening rates in largest rooms

	Suggested room hire rates 2018/19 Non-commercial (per hour + VAT)	Suggested room hire rates 2018/19 Commercial (per hour + VAT)
Weald Hall (300)	Daytime rate: £23.00* Evening rate: £28.00**	Daytime rate: £40.00* Evening rate: £45.00**
Ashdown Room (100)	Daytime rate £12.00* Evening rate: £15.00**	Daytime rate: £21.00* Evening rate: £25.00**
Council Chamber (50)	£14.00	Daytime rate: £15.00* Evening rate: £18.00**
Green Room (50)	£11.50	
Oakleaf Room (25)	£10.50	
Martletts Room (30)	£10.50	
Mayor's Parlour (10)	£9.00	
Luxfords Restaurant	£10.50	

*Daytime rate – applies daytime Monday to Sunday

** Evening rate – applies evenings from 6pm

Option C – Standard commercial/non-commercial rates

	Suggested room hire rates 2018/19 Non-commercial (per hour + VAT)	Suggested room hire rates 2018/19 Commercial (per hour + VAT)
Weald Hall (300)	£23.50	£40.00
Ashdown Room (100)	£12.00	£22.00
Council Chamber (50)	£14.00	£16.00
Green Room (50)	£11.50	
Oakleaf Room (25)	£10.50	
Martletts Room (30)	£10.50	
Mayor's Parlour (10)	£9.00	
Luxfords Restaurant	£10.50	

3.0 Recommendations

- 3.1 Members are asked to consider the options put forward and advise the Town Clerk accordingly.

Appendices: Appendix A – Current room hire charges (2017/18)

Background paper: Room hire costs of competitors
(circulated separately to members)

Contact Officer: Holly Goring

MEETING ROOMS AND VENUE HIRE

www.uckfieldciviccentre.com

Booking Line: 01825 747790

Email: admin@uckfieldtc.gov.uk

Making a Booking

To check availability of rooms and dates in the Civic Centre, please call 01825 747790.

To assist our staff, please have the following information available:

- Date(s) required
- Number attending
- Start and end times for your event

We will then be able to advise you of available rooms and will make every effort to accommodate your event.

If a room is available for your preferred date and time, we will need additional details to make your provisional booking:

- Your name
- Company or organisation
- The billing address
- Contact telephone numbers
- Brief details of the event.

You will be required to complete: a booking form, a catering form, an additional equipment and layout forms.

You should check and complete the forms and return them to the Council Offices, where your booking will be confirmed.

You will then be sent a confirmation of your booking preferably by email.

An invoice for the hire charge will be sent to you at least 28 days prior to your booking and should be paid within 14 days.

Prior to your event

Please ensure that you confirm numbers attending and the layout at least **two days** before your event.

If you require catering, you must advise Luxfords of your order at least one week before your event on 01825 761659.

If you have any queries, or would like to discuss specific requirements for your event, please call 01825 747790 and make an appointment to see a member of staff.

Cancellations

Please Note: if you cancel your booking within 14 days of the date of the event, the **full** hire charge will be payable.

Access for Disabled People

The Civic Centre is fully accessible for disabled people, with designated parking spaces at the rear of the building.

If you have any specific access requirements, or require any information in an alternative format, please call 01825 747780.

Layout

The room will have been set out to the specification you will have indicated on the booking forms.

If this is incorrect or you require alterations, please contact a caretaker or the Council Offices immediately.

The chairs and tables are heavy and you should **not** attempt to move them.

Additional Equipment

If you require additional audio-visual equipment on the day, or have difficulties with operating any equipment, please contact a caretaker or the Council Offices for assistance.

Catering

If you require additional catering, or have any queries regarding your catering order, please contact Luxfords directly on 01825 761659.

Housekeeping

Maps of the building and housekeeping notices are provided in each room.

If you require further information, please contact the Council Offices or, out of normal office hours, a caretaker.

EMERGENCY PROCEDURES

Fire evacuation and emergency procedure notices are provided in all rooms.

Please ensure that all of your delegates/guests are aware of the emergency evacuation procedures.

In the event of a fire, please evacuate to Luxfords Field car park and take a roll call of your delegates/guests.

You must report

immediately to the Fire Officer in charge should anyone from your party be missing or require assistance.

If you require additional information about the evacuation procedures, please contact the Council Offices in person or call 01825 747791

CIVIC CENTRE AND FORESTERS HALL

Venue hire charges 2017/18

SPECIAL OFFERS FOR NEW CUSTOMERS



Weald Hall



Foresters Hall



Council Chamber



Green Room



Martlets Room



Gallery Room



Ashdown Room



Mayor's Parlour

Civic Centre, Uckfield, TN22 1AE
Tel: 01825 747790 Email: admin@uckfieldtc.gov.uk
Website: www.uckfieldciviccentre.com

MEETING ROOMS AND VENUE HIRE

www.uckfieldciviccentre.com

Booking Line: 01825 747790

Email: admin@uckfieldtc.gov.uk

CIVIC CENTRE (TN22 1AE) - Basic room hire per hour + VAT

Room	Non-Commercial	Commercial	Day delegate rate**	Half day delegate rate**
Weald Hall *(Seats up to 300) 15 m x 21 m	£22.00	£38.50	£26.75 pp (80 people or more) £21.60 pp (less than 80)	£17.50 pp (80 people or more) £16.50 pp (less than 80)
Ashtown Room *(Seats up to 100) 11 m x 7 m	£11.50	£20.00	£26.75 pp	£17.50 pp
Council Chamber *(Seats up to 50) 6.8 m x 12.9 m	£12.50		£18.00 pp	£13.50 pp
Green Room *(Seats up to 50) 5.5 m x 9.4 m	£10.00		£18.00 pp	£13.50 pp
Oakleaf Room *(Seats up to 25) 4.1 m x 6.1 m	£9.00		£18.00 pp	£13.50 pp
Marlets Room *(Seats up to 30) 4 m x 6.8 m	£9.00		£18.00 pp	£13.50 pp
Mayor's Parlour *(Seats up to 10) 3.7 m x 4.4 m	£8.00		n/a	n/a
FORESTERS HALL (TN22 50T) - Basic room hire per hour				
Room	Non-Commercial		Commercial	
Main Hall – adult group	£9.60		£21.00	
Main Hall – voluntary youth group	£4.60		n/a	

* Maximum capacity dependent on room layout – please see separate sheet for details and specify the layout when you make your booking.

Foresters Hall:

- You will need to collect a key prior to your event. If you have made a booking for a Saturday or Sunday, please call into the offices on the Friday before 4.00pm to collect the key. You will need to return the key on the Monday morning.
- Bookings cannot be taken for Fridays or Sunday evenings due to services in the Chapel.
- Foresters Hall is *not* suitable for adult parties or discos.

2

MEETING ROOMS AND VENUE HIRE

www.uckfieldciviccentre.com

Booking Line: 01825 747790

Email: admin@uckfieldtc.gov.uk

USEFUL INFORMATION

General hire of equipment	Weald Hall equipment hire only
<ul style="list-style-type: none"> Charged per item when ordered with rooms booked on an hourly rate. All equipment is included as required in day and half day delegate rates. 	<ul style="list-style-type: none"> Full Stage (5.4m x 21.9m) £19.00 2/3 Stage (3.6m x 21.9m) £ 9.50 Stage lights (1" night) £18.00 Stage lights (subsequent nights) £12.00 Piano £14.00 PA System + one microphone £ 3.00 Standard microphone £ 9.00 Lapel microphone £ 9.00 Wheelchair lift to stage FREE Induction Loop (requires PA) FREE Lectern £10.00
<ul style="list-style-type: none"> TV Video & DVD £ 6.50 Overhead Projector £ 8.50 Flip Chart (with pens) £ 5.00 Powerpoint Projector £15.00 Laptop £ 5.00 NoBo Display Boards £ 2.50 (Velcro fastenings) Lectern £10.00 	

**Delegate rates

- Delegate rates are for the Civic Centre rooms only and for a minimum of 10 people.
- The day delegate rate includes: 8 hours room hire, arrival tea/coffee and biscuits, mid-morning tea/coffee and biscuits, mid-afternoon tea/coffee and biscuits, "Finger Food" lunch, jugs of water, stationery, all equipment available as required
- The half day delegate rate includes: 4 hours' room hire, arrival tea/coffee and biscuits, break tea/coffee and biscuits, "Sandwich Buffet" lunch, jugs of water, stationery, equipment available as required
- All food and alcohol consumed must be purchased on the premises, unless otherwise authorised in writing in advance. Luxfords offer a full inhouse catering service, including bar. The delegate rates include catering as above. Menus will be sent with your booking form and we will be happy to discuss specific requirements.
- Maximum capacity dependent on room layout – please see separate sheet for details and specify the layout when you make your booking.

Special offers

- Special introductory offers are available to new customers. So whether you're a new start-up business or community group, or just returning to the Civic Centre after a period of time, contact us on 01825 747790 or admin@uckfieldtc.gov.uk to see what offers are available.*
- * (offer on room hire only)

Parties

- All parties will be considered on merit and may be subject to additional terms and conditions including:
 - a responsible person should be named who undertakes to remain sober throughout the event, to act as a liaison with Council staff in the event of an incident or emergency;
 - an ID system to be specified to prevent under-18s from buying alcohol at the bar.

For 18th birthday parties or parties for under 18s, please note:

- assurances will be sought that alcohol must not be bought and then given to under 18s;
- a £100 returnable deposit is to be paid in advance to cover any damage that may occur;
- if required, door supervisors are available for the duration of the event.

3

Meeting of the Full Council

Monday 4th December 2017

Agenda Item 13.0

TO REVIEW THE TOWN COUNCIL'S STANDING ORDERS

1.0 Background

- 1.1. The Town Council's Standing Orders were last reviewed in 2016 and set out the internal procedures for the way in which Town Council meetings should be handled and council business should be conducted.
- 1.2. At a recent meeting of Full Council, a couple of members wished to put forward a question partway through the meeting, but had not given seven days clear notice of the question they wished to ask (as per section 11) and were therefore unable to raise their question:

11.0 QUESTIONS

11.1 A Councillor may seek an answer to a question concerning any business of the Council provided seven clear days notice of the question has been given to the Proper Officer.

11.2 Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

11.3 Every question shall be put and answered without discussion.

- 1.3. Members have asked whether this section could be reviewed to allow for questions to be asked without notice.
- 1.4. Having reviewed other local council standing orders, it appears Town Councils in Sussex vary. Some Town Councils do not provide any opportunity for formal questions from members. Two Town Councils have a procedure which requires a Councillor to submit their question to the Proper Officer within set timescales:
- 1.5.

Town Council	Reference to Questions from Members
Burgess Hill Town Council	Seven clear days notice – no standard agenda item.
Crowborough Town Council	Seven clear days notice – and forms part of Full Council agenda.
East Grinstead Town Council	Unable to find reference to 'Questions from Members' – only reference to motions and no inclusion on Council agenda.
Hailsham Town Council	Unable to find reference to 'Questions from Members' – only reference to motions but the last item of Full Council agenda is named 'Councillors Questions/Information Forum'
Seaford Town Council	Unable to find reference to 'Questions from Members' and no inclusion on Council agenda.
Polegate Town Council	Unable to find reference to 'Questions from Members' only reference to motions and no inclusion on Council agenda.

- 1.6 Wealden District Council's Constitution makes reference to questions from members and works to the following procedures which are similar to those of Uckfield Town Council:

7. Questions by Members

7.1 On Reports of the Cabinet or Committees

(1) A Member of the Council may ask the Leader or Chairman of a Committee any question without notice upon an item of the report of the Cabinet or a Committee when that item is being received or under consideration by the Council.

7.2 Written Questions by Members

(1) Subject to Rules 7.2(3) and 7.3(1) a member of the Council may ask:

(a) the Chairman of the Council;

(b) a Cabinet Member; or

(c) the Chairman of any Committee a question on any matter in relation to which the Council has powers, duties or functions or which affects the District.

(2) The ruling of the Chief Executive in consultation with the Chairman of the Council on the relevance of the question will be final.

(3) A question may not be asked if it falls into those categories itemised at Rules 6.1 (2) and (4).

(4) The Chairman may approve that similar questions be amalgamated in order to secure reasonable brevity and administrative efficiency in responding to the questions.

7.3 Notice of questions at Council

(1) A Member may only ask a question under Rule 7.2(1) if:

(a) they have previously followed the procedure outlined in Rule 7.4(1) and have given at least five clear working days' notice in writing of the question to the Chief Executive; or

(b) the question relates to urgent matters, the questioner has the consent of the Chairman of the Council and the content of the question is given to the Chief Executive at least one hour before the commencement of the meeting; or

(c) in any other circumstances where the consent of the Chairman of the Council has been granted and where at least five clear working days' notice in writing of the question to the Chief Executive has been given.

2.0. Recommendation

2.1 Members are asked to:

(i) note the information provided within this report;

(ii) consider whether they wish to re-consider the existing procedures in respect of member questions;

(iii) advise if there are any other areas within the Standing Orders that should be reviewed.

Appendices:

Appendix A -
Standing Orders for Uckfield Town Council

Contact Officer:

Holly Goring

UCKFIELD TOWN COUNCIL



STANDING ORDERS

Issue No.	Date Agreed	Details of amendments
1	2 nd May 2006	Reissued in new format
2	25 th March 2008	General Purposes (GP.070.03.08)
3	28 th April 2008	Full Council (FC.096.04.08)
4	6 th July 2009	Full Council (FC.018.07.09)
5	10 th January 2011	Complete reissue of document at Full Council in accordance with revised NALC Model Standing Orders. (FC.049.01.11)
6	16 th May 2011	Annual Statutory Meeting – Review of SO 34.2
7	11 th November 2013	Full Council (FC.55.11.13) Comprehensive amendments following introduction of Localism Act 2011
8	7 th July 2014	Amendments to start times of meetings.
9	20 th April 2015	FC - General review and update
10	4 th July 2016	FC – General review and update
11	22 nd August 2016	FC – Minor amendment to 9.3. Plus amendments to Section 34 (Financial Matters) following update to financial regulations approved by GP Committee on 15 th August 2016.

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STANDING ORDERS

Standing Orders set out how all committees, sub-committees and associated groups of the Council conduct their business and should be read in conjunction with the Council's

- Financial Regulations
- Code of Conduct Policy (No. 43).

Reference to the masculine gender should also be construed as a reference to the feminine gender except where the context suggests otherwise.

Reference to, 'the Mayor', should also be construed as reference to the Chairman of any committee or sub-committee, except that of Full Council.

1.0 ROLE OF STANDING ORDERS

- 1.1 The Town Clerk shall provide a copy of the Council's Standing Orders to a Councillor upon delivery of his declaration of acceptance of office.
- 1.2 The Chairman's decision as to the application of Standing Orders at meetings shall be final.
- 1.3 A Councillor's failure to observe Standing Orders more than three times in one meeting may result in him being excluded from the meeting in accordance with Standing Orders.

2.0 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 2.1 Any or every part of these Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business. Standing Orders printed in **bold type** cannot be altered.
- 2.2 A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

3.0 MEETINGS

Timing and Business

- 3.1 **Meetings shall not take place in rooms, which at the time of the meeting, are used for the supply of alcohol unless no other rooms are available free of charge or at a reasonable cost.**
- 3.2 **When calculating the three clear days for notice of a meeting to Councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- 3.3 The duration of all Council committee or sub-committee meetings shall not exceed two hours, unless before this period is exceeded a proposal to suspend this Standing Order for a nominated length of maximum time receives a majority vote from those present. After this time the meeting shall be adjourned and any business not completed shall be completed at a resumed meeting to be notified by the Clerk; such resumed meeting shall be held before the next scheduled meeting.

At the resumption, only the business not completed at the previous meeting shall be considered.

- 3.4 Meetings of the Council and its committees shall be held at the Uckfield Civic Centre normally from 7.00 pm on such dates as the Council may direct.

Questions by the Public

- 3.5 **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion by means of the following resolution:-**

"That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw in accordance with the Public Bodies (Admission to Meetings) Act 1960".

- 3.6 Subject to Standing Order 3.5 above, members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda.
- 3.7 The period of time which is at the Mayor's discretion shall not exceed fifteen minutes.
- 3.8 Subject to Standing Order 3.6 above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than three minutes.
- 3.9 In accordance with Standing Order 3.6 above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- 3.10 In accordance with Standing Order 3.9 above, the Mayor may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- 3.11 A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 3.12 A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Mayor may at any time permit an individual to be seated when speaking.
- 3.13 Any person speaking at a meeting shall address his comments to the Mayor.
- 3.14 Only one person is permitted to speak at a time. If more than one person wishes to speak, the Mayor shall direct the order of speaking.

Press and public attending and reporting on meetings

- 3.15 Filming and recording of all Council, committee and sub-committee meetings open to the public is welcomed but restrictions do apply to protect confidential information and those individuals who do not wish to be recorded. The Town

Council will provide assistance to anyone who wishes to carry out any recording in accordance with its Recording of Meetings Policy. (No. 72)

- 3.16 **In accordance with Standing Order 3.5 above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

Members' conduct at meetings

- 3.17 **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in his absence be done by, to or before the Deputy Mayor.**
- 3.18 **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- 3.19 **When a Member speaks at Full Council, and the Town Council's standing committees (General Purposes, Environment & Leisure and Plans), they must address the meeting through the Chairman and use the microphone. If more than one Member indicates that they wish to speak, the Chairman will ask one to speak and the others must wait in the order in which they notified the Chairman of their intention to speak, unless in the case of paragraph 8.16 when a Councillor wishes to interrupt on a point of order.**
- 3.20 **Subject to Standing Order 3.26 below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- 3.21 **The Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- 3.22 **Members shall vote by a show of hands or, if at least two Councillors so request, by signed ballot. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**
- 3.23 **The minutes of a meeting shall record the names of Councillors present.**
- 3.24 **The Code of Conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.**
- 3.25 **An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**
- 3.26 **Five Members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.**

(For a quorum relating to committees, sub-committees and other meetings, please refer to Standing Order 19.1.9)

3.27 If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be completed at a resumed meeting to be notified by the Clerk; such resumed meeting shall be held before the next scheduled meeting. At the resumption, only the business not completed at the previous meeting shall be considered.

4.0 THE ANNUAL STATUTORY MEETING

4.1 In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.

4.2 In a year which is not an election year, the Annual Meeting of the Council shall be held on such day in May as the Council may direct.

4.3 The Annual Meeting of the Council shall take place at 7.00pm.

4.4 In addition to the Annual Meeting of the Council, at least five other ordinary meetings shall be held in each year on such dates and times as the Council directs.

4.5 The election of the Mayor of the Council shall be the first business completed at the Annual Meeting of the Council.

4.6 The Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected at the next Annual Meeting of the Council.

4.7 The Deputy Mayor of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor at the next Annual Meeting of the Council.

4.8 In an election year, if the current Mayor has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but must give a casting vote in the case of an equality of votes.

4.9 In an election year, if the current Mayor has been re-elected as a member of the Council, he shall preside at the meeting until a new Mayor has been elected. He may exercise an original vote in respect of the election of the Mayor and must give a casting vote in the case of an equality of votes.

4.10 Following the election of the Mayor of the Council at the Annual Meeting of the Council, the order of business shall be as follows.

4.10.1 To receive the Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.

4.10.2 To elect a Deputy Town Mayor.

**4.10.3 In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
(Co-option Policy No. 44)**

- 4.10.4 **To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.**
- 4.10.5 To appoint committees, sub-committees and other groups as necessary.
- 4.10.6 To appoint representatives to outside bodies.
- 4.10.7 To inspect any deeds and trust instruments in the custody of the Council as required.
- 4.10.8 To read and consider the minutes, provided a copy has been circulated to each Councillor not later than the day of issue of the summons to attend the meeting, the minutes may be taken as read.
- 4.10.9 **After consideration, to approve the signature of the minutes as a correct record by the person presiding.**
- 4.10.10 **Business as specified in the summons including:-**
- 4.10.11 **To deal with business expressly required by statute to be done.**
- 4.10.12 To dispose of business, if any, remaining from the last meeting.
- 4.10.13 To receive such communications as the person presiding may wish to lay before the Council.
- 4.10.14 To answer previously notified questions from Councillors.
- 4.10.15 To receive the minutes and consider reports and recommendations of committees.
- 4.10.16 To consider resolutions or recommendations in the order in which they have been notified.
- 4.10.17 To receive and consider reports from officers of the Council.
- 4.10.18 To authorise the sealing of documents.
- 4.10.19 Councillors may request an item to be placed on an agenda of the relevant committee at least seven days prior to the publication of the agenda supported by a written report. Questions do not require a seconder but the Chairman of the committee would use their discretion as to the inclusion of an item.
- 4.10.20 Any other business specified in the summons.

5.0 PROPER OFFICER

5.1 The Council's Proper Officer shall be either:

- (i) the Clerk or such other employee as may be nominated by the Council from time to time or
- (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence.

The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in Standing Orders.

5.2 The Council's Proper Officer shall do the following.

5.2.1 **Sign and serve on Councillors electronically if agreed, by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least three clear days before the meeting.**

5.2.2 **Give public notice of the time, date, venue and agenda at least three clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

5.2.3 Subject to Standing Orders 6.1 – 6.5 below, include in the agenda all motions in the order received unless a Councillor has given written notice at least five days before the meeting confirming his withdrawal of it.

5.2.4 **Convene a meeting of Full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office, in accordance with Standing Order 5.2.1 above.**

If during the Municipal Year, the office of Town Mayor becomes vacant, then the Deputy Mayor will normally become Mayor for the remainder of that year.

5.2.5 Make available for inspection the minutes of meetings.

5.2.6 **Receive and retain copies of byelaws made by other local authorities.**

5.2.7 **Receive and retain declarations of acceptance of office from Councillors.**

5.2.8 Retain a copy of every Councillor's register of interests and any changes to it and keep copies of the same available for inspection.

5.2.9 Keep proper records required before and after meetings.

5.2.10 Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.

5.2.11 Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

5.2.12 Manage the organisation, storage of and access to information held by the Council in paper and electronic form.

5.2.13 Arrange for legal deeds to be sealed using the Council's common seal.

- 5.2.14 Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's Financial Regulations.
- 5.2.15 Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- 5.2.16 Refer any planning application received by the Council outside the normal Plans Committee cycle to the Chairman or in their absence the Vice chairman of the Plans Committee for consideration in accordance with the Council's Late Planning Applications Policy. (No. 74)
- 5.2.17 Retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- 5.2.18 Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

6.0 MOTIONS REQUIRING WRITTEN NOTICE

- 6.1 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the agenda by the Town Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Town Clerk at least seven clear days before the next meeting of the Council.
- 6.2 The Town Clerk shall date every motion on notice when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
- 6.3 The Town Clerk shall insert in the summons for every meeting, all notices of motion or recommendation properly given in the order in which they have been received unless the Councillor giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- 6.4 If a resolution or recommendation specified in the summons is not moved either by the Councillor who gave notice of it or by any other Councillor, it shall unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 6.5 If the subject matter of the resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Mayor, if they consider it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- 6.6 Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

7.0 MOTIONS NOT REQUIRING WRITTEN NOTICE

- 7.1 Motions in respect of the following matters may be moved without written notice.
 - 7.1.1 To appoint a Chairman of the meeting.
 - 7.1.2 To approve the absences of Councillors.

- 7.1.3 To approve the accuracy of the minutes of the previous meeting.
- 7.1.4 To correct an inaccuracy in the minutes of the previous meeting.
- 7.1.5 To dispose of business, if any, remaining from the last meeting.
- 7.1.6 To alter the order of business on the agenda for reasons of urgency or expedience.
- 7.1.7 To proceed to the next business on the agenda.
- 7.1.8 To close or adjourn debate.
- 7.1.9 To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
- 7.1.10 To appoint a committee or sub-committee or any Councillors (including substitutes) thereto.
- 7.1.11 To receive nominations to a committee or sub-committee.
- 7.1.12 To dissolve a committee or sub-committee.
- 7.1.13 To note the minutes of a meeting of a committee or sub-committee.
- 7.1.14 To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
- 7.1.15 To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- 7.1.16 To authorise legal deeds to be sealed by the Council's common seal and witnessed.
- 7.1.17 To authorise the payment of monies in accordance with Financial Regulations.
- 7.1.18 To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- 7.1.19 To extend the time limit for speeches.
- 7.1.20 To exclude the press and public for all or part of a meeting.
- 7.1.21 To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- 7.1.22 To give the consent of the Council if such consent is required by Standing Orders.
- 7.1.23 **To suspend any Standing Order except those which are mandatory by law.**
- 7.1.24 To adjourn the meeting.

7.1.25 To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.

7.1.26 To answer questions from Councillors.

8.0 RULES OF DEBATE

8.1 Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.

8.2 Subject to Standing Orders 6.1 - 6.5 above, a motion shall not be considered unless it has been proposed and seconded.

8.3 Subject to Standing Order 5.2.3 above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.

8.4 A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.

8.5 A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

8.6 Any amendment to a motion shall be either:

8.6.1 to leave out words;

8.6.2 to add words;

8.6.3 to leave out words and add other words.

8.7 A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

8.8 Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

8.9 Subject to Standing Order 8.8 above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.

8.10 Pursuant to Standing Order 8.8 above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.

8.11 If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.

8.12 If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

- 8.13 The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding three minutes.
- 8.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- 8.15 Subject to Standing Orders 8.13 and 8.14 above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.
- 8.16 During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- 8.17 A point of order shall be decided by the Chairman and his decision shall be final.
- 8.18 With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- 8.19 Subject to Standing Order 8.15 above, when a Councillor's motion is under debate no other motion shall be moved except:
- 8.19.1 to amend the motion;
 - 8.19.2 to proceed to the next business;
 - 8.19.3 to adjourn the debate;
 - 8.19.4 to put the motion to a vote;
 - 8.19.5 to ask a person to be silent or for him to leave the meeting;
 - 8.19.6 to refer a motion to a committee or sub-committee for consideration;
 - 8.19.7 to exclude the public and press;
 - 8.19.8 to adjourn the meeting;
 - 8.19.9 to suspend any Standing Order, except those which are mandatory.
- 8.20 In respect of Standing Order 8.19.4 above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived.

At the end of any speech a Councillor may, without comment, move "*that the question be now put*", "*that the debate be now adjourned*" or "*that the Council do now adjourn*". If such motion is seconded, the Mayor shall put the motion but, in the case of a motion "*that the question be now put*", only if they are of the opinion that the question before the Council has been sufficiently debated. If the motion "*that the question be now put*" is carried, they shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

9.0 CODE OF CONDUCT

9.1 All Councillors shall observe the Code of Conduct adopted by the Council.
(Policy No. 43)

9.2 All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.

9.3 Councillors with a disclosable prejudicial (pecuniary) interest in relation to any item of business being transacted at a meeting must declare the existence and nature of that interest as soon as it becomes apparent to them unless it is a sensitive interest as previously disclosed in which case only the existence of that interest should be declared. In all cases the Councillor must leave the room and not take part in any debate or vote unless a dispensation has been authorised by the Clerk.

9.4 An interest arising from the Code of Conduct shall be recorded in the minutes.

9.5 The Clerk, may authorise a dispensation for Councillors under the Code of Conduct, in accordance with Section 33 of the Localism Act 2011 where:-

9.5.1 without the dispensation, the number of Councillors or co-opted Councillors prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or

9.5.2 without the dispensation the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or

9.5.3 granting the dispensation is in the interests of persons living in the authority's area; or

9.5.4 it is otherwise appropriate to grant a dispensation.

9.6 A dispensation granted under Section 33 of the Localism Act 2011 must specify the period for which it has effect, and that period may not exceed four years.

10.0 ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT

10.1 On receipt of a notification that there has been an alleged breach of the Code of Conduct, the Clerk shall refer this to Wealden District Council's Monitoring Officer who will review the complaint and will make a decision as to whether it merits formal investigation.

11.0 QUESTIONS

- 11.1 A Councillor may seek an answer to a question concerning any business of the Council provided seven clear days notice of the question has been given to the Proper Officer.
- 11.2 Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- 11.3 Every question shall be put and answered without discussion.

12.0 MINUTES

- 12.1 If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- 12.2 No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with Standing Order 7.1.4 above.
- 12.3 Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 12.4 Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes of the meeting shall be destroyed.

13.0 DISORDERLY CONDUCT

- 13.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- 13.2 If, in the opinion of the Chairman, there has been a breach of Standing Order 13.1 above, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- 13.3 If a resolution made in accordance with Standing Order 13.2 above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

14.0 RESCISSION OF PREVIOUS RESOLUTIONS

- 14.1 A resolution (whether affirmative or negative) of the Council shall not be reversed within six months except either by a proposal, the written notice whereof bears the names of at least five members of the Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.
- 14.2 When a resolution moved under the provision of Standing Order 14.1 above has been disposed of, no similar motion may be moved within a further six months.
- 14.3 Any resolution passed by a committee reporting to Full Council may be placed on the next Full Council agenda for discussion in its own right if so requested in writing by at least five members of the Council. Once such a request has been received, further activities, clarification and information gathering excepted, shall cease on the original resolution

15.0 VOTING ON APPOINTMENTS

15.1 Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

15.2 The Mayor and Deputy Mayor should not serve longer than three complete consecutive municipal years in their respective offices.

15.3 Chairmen of committees and sub-committees should not serve as Chairmen longer than three consecutive years. Nor should any member of the Council be Chairman of more than one committee or sub-committee at any one time.

15.4 Neither shall the Mayor or Deputy Mayor be Chairman of a full committee.

16.0 EXPENDITURE

16.1 Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.

16.2 **The Council's Financial Regulations shall be reviewed once a year.**

16.3 **The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

17.0 RESOLUTIONS ON EXPENDITURE

17.1 A resolution, by any committee, which would increase the expenditure upon any service which is under the management of that committee, or which would reduce the revenue at the disposal of the Council, or which would involve capital expenditure, shall be referred to the General Purposes Committee for decision.

18.0 EXECUTION AND SEALING OF LEGAL DEEDS

18.1 A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

18.2 **In accordance with a resolution made under Standing Order 18.1 above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.**

19.0 COMMITTEES AND SUB-COMMITTEES

19.1 The Council may at its Annual Statutory Meeting, appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-

19.1.1 Shall not appoint any member of a committee so as to hold office later than the next Annual Statutory Meeting.

19.1.2 May appoint persons other than members of the Council to any committee. Such appointed members will have no voting rights.

19.1.3 May, subject to the provisions of Standing Order No.14, at any time dissolve or alter the membership of a committee.

- 19.1.4 Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-chairman who shall hold office until the next Annual Statutory Meeting of the Council.
 - 19.1.5 In the event of the ballot failing to determine the Chairman and Vice-chairman because of an equality of votes the candidate or candidates to be elected from those having an equal number of votes shall be determined at the first committee meeting which will be chaired by the Mayor. Any tie may then be settled by the Chairman's casting vote.
 - 19.1.6 The Chairman of a committee or the Mayor of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a third of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
 - 19.1.7 Each committee may appoint working groups or steering groups for purposes to be specified by the committee. Sub-committees will be appointed by Full Council.
 - 19.1.8 The Chairman, or in their absence the Vice-chairman of the committee shall be members of every sub-committee reporting to it unless they signify that they do not wish to serve.
 - 19.1.9 Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be three or one-third of its members, whichever is the greater.
 - 19.1.10 The Standing Orders on rules of debate, (except those parts relating to standing and speaking more than once), and the Standing Order on interests of Councillors in contracts and other matters shall apply to committees, sub-committees.
- 20.0 WORKING GROUPS AND STEERING GROUPS**
- 20.1 Any committee may create working or steering groups, whose name and number of members and the bodies to be invited to nominate members shall be specified.
 - 20.2 The working and steering groups will conduct their business in accordance with Working Group Policy No. 39 and Steering Group Policy No. 57.
 - 20.3 Working and steering groups may make recommendations and give notice thereof to the parent committee.
 - 20.4 Working and steering groups may consist wholly of persons who are not members of the Council.
- 21.0 EXTRAORDINARY MEETINGS**
- 21.1 The Mayor of the Council may convene an extraordinary meeting of the Council at any time.

- 21.2 If the Mayor of the Council does not or refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.**
- 22.0 ACCOUNTS AND FINANCIAL STATEMENT**
- 22.1 All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations.**
- 22.1 The statement of accounts of the Council, which is subject to external audit, shall be presented to the Council for formal approval.**
- 23.0 ESTIMATES AND PRECEPTS**
- 23.1 The Council shall review the estimates not later than the end of January each year and shall fix the precept to be levied for the ensuing financial year. The Responsible Financial Officer shall supply each Councillor with a copy of the approved estimates.**
- 23.2 Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the end of November each year.**
- 23.3 The annual capital and revenue expenditures shall form the Council's budgets and the basis of financial control for the ensuing year.**
- 24.0 INTERESTS**
- 24.1 If a Councillor has a personal interest as defined by the Code of Conduct (Policy No. 43) then they shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required which shall be recorded in the minutes of the meeting.**
- 24.2 If a Councillor who has declared a personal interest then considers the interest to be a disclosable interest, they must withdraw from the room during consideration of the item to which the interest relates unless a dispensation has been authorised by the Clerk in advance of the meeting.**
- 24.3 The Clerk may be required to compile and hold a register of Councillors' interests in accordance with any agreement with the Monitoring Officer of Wealden District Council and/or as required by statute.**
- 24.4 If a candidate for any appointment under the Council is to their knowledge related to any Councillor or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do, shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a Councillor is disclosed, Standing Orders No. 24.1 and 24.2 shall apply. The Clerk shall make known the significance of this Standing Order to every candidate.**
- 25.0 CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS**
- 25.1 Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from**

such an appointment. The Clerk shall disclose the requirements of this Standing Order to every candidate.

- 25.2 A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; however any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 25.3 This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.

26.0 INSPECTION OF DOCUMENTS

- 26.1 Subject to Standing Orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

27.0 UNAUTHORISED ACTIVITIES

- 27.1 Unless specifically authorised to do so by the Council or relevant committee or sub-committee by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

27.1.1 inspect any lands or premises which the Council has a right or duty to inspect;

27.1.2 issue orders, instructions or directions

28.0 CONFIDENTIAL BUSINESS

- 28.1 **No member of the Council or of any committee, sub-committee, working or steering group shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee, sub-committee, working or steering group as the case may be.**

- 28.2 **Any Councillor in breach of the provisions of paragraph 28.1 of this Standing Order shall be removed from any committee, sub-committee, working or steering group of the Council by the Council and reported to the Standards Committee.**

29.0 GENERAL POWER OF COMPETENCE

- 29.1 **Before exercising the General Power of Competence, a meeting of the Full Council shall have passed a resolution to confirm that it has satisfied the prescribed statutory criteria required to qualify as an eligible Council. The prescribed statutory criteria are:-**

29.1.1 **the number of ordinary members of the Council that have been declared to be elected, whether at ordinary elections or at a by-election, is equal or greater than two-thirds of the total number of members of the Council;**

29.1.2 **the Clerk to the Town Council holds an appropriate qualification;**

and

- 29.1.3 the Clerk to the Town Council has completed the relevant training, unless such training was required for the purpose of obtaining a qualification of a description mentioned in paragraph 29.1.2.

30.0 MATTERS AFFECTING COUNCIL EMPLOYEES

- 30.1 If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council, committee or sub-committee, (as the case may be), has decided whether or not the press and public shall be excluded pursuant to Standing Order 3.5 above.
- 30.2 Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- 30.3 The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- 30.4 Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- 30.5 Only persons with line management responsibilities shall have access to employee records referred to in Standing Orders 30.3 and 30.4 above if so justified.
- 30.6 Access and means of access by keys and/or computer passwords to records of employment referred to in Standing Orders 30.3 and 30.4 above shall be provided only to The Town Clerk, Responsible Financial Officer and Civic Centre Manager.

31.0 FREEDOM OF INFORMATION ACT 2000

- 31.1 All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000. (Policy No. 16)
- 31.2 Correspondence from, and notices served by, the Information Commissioner shall be referred by the Town Clerk to the Chairman of the General Purposes Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 5.2.10 above.

32.0 RELATIONS WITH THE PRESS AND MEDIA

- 32.1 All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media. (Policy No 26)

33.0 LIAISON WITH DISTRICT AND COUNTY COUNCILLORS

- 33.1 An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillors of the District and County Council representing their electoral wards.

- 33.2 When requested, letters ordered to be sent to the County or District Council shall be transmitted to the County Councillors for the division or to the District Councillors for the ward as the case may be.

34.0 FINANCIAL MATTERS

- 34.1 The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- 34.1.1 the accounting records and systems of internal control;
- 34.1.2 the assessment and management of financial risks faced by the Council;
- 34.1.3 the work of the internal auditor and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- 34.1.4 the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;
- 34.1.5 procurement policies (subject to Standing Order 34.2 below) including the setting of values for different procedures.

- 34.2 **For any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value between £10,000 but not exceeding £25,000, the Town Clerk shall invite quotations from at least three appropriate firms from a preferred list of contractors as set out in the Financial Regulations.**

- 34.3 **For expenditure which is valued at £25,000 or more, the Council shall comply with the relevant requirement of the The Public Contracts Regulations ("the Regulations"). The Regulations require the Council to use the Government's Contracts Finder website to advertise contract opportunities, set out the procedure to be followed in awarding new contracts and to publicise the award of new contracts.**

- 34.4 **Where the value of a contract is likely to exceed £164,176 (which may change from time to time) the full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU.**

35.0 TRAINING

- 35.1 All Councillors appointed to the Council will attend appropriate training courses.

- 35.2 Chairmen shall be expected to undertake appropriate training courses.

36.0 URGENT BUSINESS

- 36.1 If a matter is deemed "urgent" and if outside scheduled committee meetings or Full Council and with the consent of the Mayor and Chairman of committee, it can be agreed by the use of an Urgent Consultation Panel. The Panel will consist of the Mayor, the Deputy Mayor and Chairmen of committees. All decisions agreed by

the panel will be reported to Full Council or the appropriate standing committee at the earliest opportunity.

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Meeting of the Full Council

Monday 4th December 2017

Agenda item 14.0

TO REVIEW AND RESPOND TO THE PROPOSED HIGHWAY WORKS LINKED TO PHASES 1A & 1B OF DEVELOPMENT AT RIDGEWOOD FARM

1.0 Summary

- 1.1 As part of the development works at Ridgewood Farm, East Sussex County Council are providing key stakeholders with the preliminary details for the highways scheme associated with this development.
- 1.2 This scheme will seek to create two new road accesses, a footway and traffic calming on Lewes Road, which they are currently assessing for technical acceptance.
- 1.3 The proposals also intend to extend the 30mph speed limit southwards on Lewes Road to the Little Horsted Roundabout.
- 1.4 The key elements of the s278 proposals and new access routes are:
 - *The proposed southernmost access will serve the new development known as Phase 1a, with the proposed northern access serving Phase 1b (please note that there is no vehicular link between the two phases);*
 - *Pedestrians from Phase 1a will access Lewes Road via Phase 1b and a crossing point over the stream between the two phases. A new footway from the northern most access will connect with the existing footway on the west side of Lewes Road;*
 - *Three priority working traffic calming features are proposed on Lewes Road to help reduce vehicle speeds in the vicinity of the two new accesses serving the respective developments;*
 - *Extension of the 30mph speed limit on Lewes Road to the Little Horsted Roundabout;*
 - *Various improvements to the crossing places (tactile paving and wider footways etc) located along Lewes Road, around The Highlands roundabout and into the town centre.*
- 1.5 Uckfield Town Council has been provided with an opportunity to comment on the proposed design. Drawings are set out in the attached appendices (A – C).

2.0 Recommendation

- 2.1 Members are asked to note the highways scheme associated with phases 1A and 1B of the Ridgewood Farm development and advise the Town Clerk if they wish to make any comments.

Contact Officer: Holly Goring

Appendices:

Appendix A: General Masterplan for phases 1A and 1B of Ridgewood Farm
Appendix B (i): General arrangement of Highway scheme (sheets 1 of 2)
Appendix B (ii): General arrangement of Highway scheme (sheets 2 of 2)
Appendix C: Signs and Lining

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Our Annual Plan

2018-19



PEOPLE	PLACE
1. Support local groups and charities through the provision of grant funding	6. Support the Neighbourhood Plan Steering Group with the development of a draft Neighbourhood Plan for Uckfield for submission to the local planning authority
2. Deliver a programme of initiatives which will encourage physical activity within and between the town's open spaces	7. Deliver improvements to the maintenance and decoration of Town Council owned buildings, and consider how these buildings could be better utilised
3. Work with local businesses and organisations to encourage Uckfield to be an accessible town; supportive of varying health conditions	8. Work with the Horticultural Association to encourage the conservation of water on allotments plots and run an allotment competition to celebrate attractive and resourceful plot management
4. Deliver a greater variety of events within the Civic Centre which attract a range of age groups and households	9. Work with our partner agencies to educate school pupils about safety
5. Work alongside the local business community and local community groups to deliver two public events within the town.	10. Work with partner agencies to push for improvements to accessibility and safety on our pavements and highways
	11. Work with partner agencies/landowners to explore how footway links could be improved between the south of the town and town centre
PROVISION	
12. Improve communication and engagement with residents through more frequent use of our social media accounts and regular web updates	
13. Increase public awareness of the Town Council's activities through improved communication	

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	Proposed Income 2017/2018	Proposed Expenditure 2017/2018	Proposed Income 2018/2019	Proposed Expenditure 2018/2019
General Purposes				
Revenue	£196,954	£702,182	189,351	731,611
New Initiatives etc.		95,650		18,000
Earmarked Reserve Projects		£15,750		110,750
Sub Totals		£813,582		860,361
Environment and Leisure				
Revenue	£70,155	£247,423	94,340	269,070
New Initiatives etc.		£19,000		8,800
Earmarked Reserve Projects		£64,300		36,500
Sub Totals		£330,723		314,370
Luxfords Restaurant				
Revenue	£183,516	£180,851	176,700	174,782
Earmarked Reserve Projects		£1,000		0
New Initiatives		0		1,500
Sub Totals		£181,851		176,282
Gross Income/Expenditure	£450,625	£1,326,156	460,391	1,351,013
		£875,531		890,622
Wealden District Grant		-22,653		-14160
Net Budget Requirement		£852,878		876,462
Tax Base	5553.4		5553.4	
Band 'D' Council Tax		£153.57		£157.82

2.78%

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	EARMARKED RESERVE PROJECTS	Cost of Project Estimated	As at 31/3/2017 Carried Forward Accumulation			
Com		2017/2018		2017/2018	2018/2019	Notes
	CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES					
	Cultural and Related Services					
	Recreation and Sport - Leisure and Recreation Grounds					
E & L	New Play Area	125,000	28,818	50,000	25,000	
E & L	Playground Fencing Capital	25,000	10,547			
GP	West Pavilion External/Internal Maintenance	45,000	11,600			
GP	Victoria Pavilion Internal/External Maintenance	45,000	16,124			
E & L	Skate/BMX park peripheral area including gateway from Victoria to New Barn	6,900	3,992			
E & L	Vehicle Replacement	18,000	0		1,000	
E & L	Ranger Equipment Budget	4,500	6,922			
E & L	Ridgewood Ground Improvements		11,718			
E & L	Litter Bins		500			
E & L	Picnic Tables		1,500			
E & L	Browns Lane Rockery		180			
E & L	Hughes Way Play Area Donation		5,000			
E & L	Seats, Signage for Tennis Courts		595			
	Recreation and Sport - Community Centres					
GP	Maintenance Schedule for Civic Centre	6,000	0			
GP	Future Maintenance Programme for Civic Centre	25,000	22,391			
GP	Weald Hall Floor	55,000	23,000	10,000	5,000	To investigate the need and type of floor required and eventual funding
GP	Ridgewood Village Hall Car Park	50,000	49,000			
GP	Victoria Doors		3,000			
GP	Foresters Hall Complex External Schedule/Maintenance	25,000	25,650	0		Soffits and fascias to last a further 8-10years. Money to be used for Phase 3 Works
E&L	Osborne Hall Car Park			7000	7,000	2 year scheme !
	Open Spaces and Allotments					
E & L	Allotment Fencing	8,000	6,803			
E & L	Open Space Improvements	15,000	6,043			Incorporates various headings, Trees, HMLNR Donation etc
E & L	Renewal /Upgrade Notice Boards		3,200			
E & L	Reverend Cardale Memorial		3,850			
	Culture and Heritage					
E & L	Twinning Signs		739			
GP	Consultants Town Centre	60,000	120,300			£50,000 to 2016-2017 Budget - For Town Centre Project Implementation
GP	Joint Committee Master Plan Works		50,000			
	Cemetery and Churchyard					
E & L	Cemetery Enhancement	20,500	10,000	9,300		For wall repairs
	HIGHWAYS AND TRANSPORT SERVICES					
	Community Safety					
E & L	Street Lighting	50,000	21,201		2,000	Orange SOX lantern no longer available, long term replacement programme
E&L	Olives Meadow Street Lighting		17,000			
E & L	CCTV Replacement Programme	76,000	23,880	2,000		
E & L	Old Timbers Lane Maintenance	30,000	9,000	3,000	1,500	
E & L	Street Scene	5,000	1,573			
	CENTRAL SERVICES					
GP	Upgrading of IT Systems and Equipment	10,500	10,572			
GP	OTHER BUILDINGS AND SERVICES TO THE PUBLIC					
GP	Maintenance Programme/Schedule for Chapels	25,500	3,503			
GP	Signal Box External Schedule/Maintenance	45,000	10,000			
GP	Building Maintenance Fund		135,116	0	100,000	
GP	Defibrillators		711			
GP	Elections		15,750	5,750	5,750	£5,750 to be placed in Earmarked Reserves for four years
GP	Public Conveniences		30,000			For transport hub
GP	Professional Fees		1,335			
GP	Training		1,500			
	OTHER SERVICES					
GP	Luxfords	6,000	0			
GP	Luxfords Cooler		5,000	1,000		Contribution to Cold Room
GP	Luxfords Maintenance		1,980			
	TOTAL	781,900	709,593	81,050	147,250	
	Section 52/106		24,728			Depreciated Annually under Accounting Principles

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Committee	Nominal Code		2016/2017 Budgets	2016/2017 Predicted Outturn	2018/2019 Budgets	Notes
		OTHER SERVICES				
GP		Luxfords				
	5810	* Food Purchases	44,880		40,000	
	5820	* Bar Purchases Non Alcoholic	3,570		3,000	
	5825	* Bar Purchases Alcoholic	6,120		7,000	
	5840	* Paper Consumables	2,490		2,600	
	5845	* Maintenance & Repairs	3,100		3,100	
	5850/5855	* Equipment New/replacement/hire	2,275		2,250	
	5860/5865/5864	* Postage/Telephone/Stationery	575		575	
	5875/5880	* Advertising Recruitment/General	1,220		2,150	
	5890	* Uniforms & Protective Clothing	200		600	
	5895	* Training	550		500	
	5980	* Credit Charges	1,175		1,500	
	5861	* Rates	8,484		7,500	
	5862/5863/5864	* Electricity/ Gas/ Water	7,670		7,420	
	5866	* Litter Collection	1,100		1,500	
	5867	* Stock Taker	1,000		750	
	5940 - 5945	* Wages	92,742		94,337	
		* Management Costs	3,700		0	
		TOTAL	180,851		174,782	
GP		Income				
	4810	* Restaurant Food Sales	-127,000		-121,800	
	4820	* Restaurant Bar Sales	-7,800		-6,800	
	4910	* Function Food Sales	-31,000		-26,400	
	4920	* Function Bar Sales	-14,500		-18,000	
	4850/4940	* Hire of equipment	-535		-1,000	
	4840/4950	* Hire of Luxfords	-2,681		-2,700	
		TOTAL	-183,516		-176,700	
		New Initiatives 2018/2019				
		New Microwave			1,000	2 year project
		New Wine Fridge			500	
					1,500	
		Long Term Earmarked Projects				
		New Cold Room	1,000		0	
		Total	1,000		0	

TOTAL 2017/2018				
Total Revenue Expenditure	180,851			174,782
New Initiatives				1,500
Total Long Term Earmarked Reserve Projects	1,000			0
Total Budget Expenditure	181,851			176,282
Total Income	-183,516			-176,700
Net Expenditure	-1,665			-418

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Committee	Nominal Code		2017/2018 Budget	2017/2018 Predicted Outturn	2018/2019 Budget	Notes	
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES					
		Cultural and Related Services					
		Recreation and Sport - Community Centres					
GP	5610 - 5676	Civic Centre	117,800		105,115		
GP	5743 - 5748	The Hub	9,300		6,500		
GP	5760 - 5769	Foresters Hall	9,030		11,836		
GP	5719 - 5729	Victoria Pavilion	14,925		16,704		
GP	5709 - 5718	West Park Pavilion	5,075		5,320		
		TOTAL	155,930		145,475		
		Income					
GP	4610 - 4677,4700	* Civic Centre	-97,967		- 92,700		
	4690	* Quickborn Suite	-7,959		- 8,500		
GP	4796 - 4797	* The Hub and The Source	-23,070		- 22,150		
GP	4760 - 4763	* Foresters Hall	-16,100		- 15,200		
GP	4719 - 4723	* Victoria Pavilion	-11,230		- 11,400	Including V.P Sussex Support Rent and recharge of gas and electricity	
GP	4781	* Ridgewood Village Hall	-1,140		- 1,140	Including Building Insurance recharge	
GP	4710	* West Park Pavilion	-100		- 100		
GP	4677	* FIT Payments - Civic Centre	-4,620		- 5,000		
		* RHI Payments - Civic Centre	-10,000		- 10,000		
		Vending Machine	-3,000		- 500		
		TOTAL	-175,186		- 166,690		
		Net Expenditure	-29,711		- 21,215		
		Planning and Development Services					
		Economic Development					
GP	5530/5532	Festive Lights	13,000		13,200		
		TOTAL	13,000		13,200		
		Income					
GP	4530	* Festive Lights	-2,000		- 2,000		
		Net Expenditure	11,000		11,200		
		CENTRAL SERVICES					
		Corporate and Democratic Core					
		Corporate Management					
		Administration and Hospitality					
GP	5410- 5418	* Administration	17,595		16,966		
GP	5435	* Hospitality	180		100		
GP	5455	Health and Safety	1,250		1,250		
		Advertising- Recruitment/General					
GP	5420	* Recruitment	1,100		500		
GP	5425	* General	2,500		800		
		Accountant, Audit and Internal Audit Fees					
GP	5475	* Accountant Fees	4,480		4,500		
GP	5495	* External Audit Fees	2,300		2,323		
GP	5494	* Internal Audit Fees	2,200		1,680		
GP	5497	Professional Fees	10,500		10,600		
GP	5793	Subscriptions	3,600		3,500		
GP	5794	Training	5,500		3,500		
GP	5430	Office Equipment	9,900		9,500		
GP	5460	Insurances	35,000		35,000		

Committee	Nominal Code		2017/2018 Budget	2017/2018 Predicted Outturn	2018/2019 Budget	Notes
GP	5577	Newsletter	4,400		4,855	
GP	5490	Protective Clothing	450		450	
GP	7903. 2300	Loan Costs	65,820		64,309	
GP	5580 - 5590	Bank and Credit Charges	600		600	
		TOTAL	167,375		160,433	
		Income				
GP	4403/4410	* Training/Administration	-300		-	
GP	4414	Luxfords - re-allocation administration fees	-3,700		-	
GP	4579 - 4583	* Bank Interest	-100		- 1,343	
		TOTAL	-4,100		- 1,343	
		Net Expenditure	163,275		159,090	
		Democratic Representation and Management				
GP	5543	Members Allowances	18,555		18,741	
GP	5544	Members Expenses	100		100	
GP	5465	Mayors Allowance	1,706		1,723	
		TOTAL	20,361		20,564	
		Income	0		-	
		Net Expenditure	20,361		20,564	
		Grants and Partnerships				
GP	5480	Grants Section 142	19,500		19,500	
GP	5485	Grants - General Power of Competence	22,450		25,000	
GP	5487	Volunteer Bureau Service Level Agreement	8,000		8,000	
		TOTAL	49,950		52,500	
		Income	0		-	
		Net Expenditure	49,950		52,500	
		Other Buildings and Services to the Public				
GP	5730-5733	Cemetery Buildings East & West rates	7,265		1,250	
	5735	* Signal Box	0		0	
		* Osborn Hall	0		0	
	5770	* Foresters Hall Chapel	2,000		0	
GP	5772-5774	2a Vernon Road	225		200	
GP	5790	Bridge Cottage	0		300	
		TOTAL	9,490		1,750	
		Income				
GP	4730	* Cemetery Buildings	-4,200		- 4,200	
GP	4775-4776	* Signal Box includes building insurance recharge	-4,000		- 4,350	
GP	4780	* Osborn Hall	-440		- 440	
GP		* Foresters Hall Chapel	-1,087		- 1,087	
GP	4016	* 2a Vernon Road	-5,940		- 5,940	
GP	4783	* Bridge Cottage Includes Buildings Ins recharge	-1		- 3,301	
		TOTAL	-15,668		- 19,318	
		Net Expenditure	-6,178		- 17,568	

Committee	Nominal Code		2017/2018 Budget	2017/2018 Predicted Outturn	2018/2019 Budget	Notes
		SALARIES				
GP	5680 - 5682, 5795	C/C Caretakers/Other Buildings Cleaners	120,255		93,562	Including £7200 for cleaning of outside buildings.
GP	5540 - 5542	Administration	165,821		244,127	Excluding C/C Management salary (included under Caretakers/Luxfords)
		TOTAL	286,076		337,689	
		TOTAL REVENUE EXPENDITURE	691,727		731,611	
		TOTAL INCOME	-196,954		- 189,351	
		TOTAL	494,773		542,260	
		Long Term Earmarked Reserve Projects				
		Weald Hall Floor	10,000		5,000	
		Elections	5,750		5,750	£5,750 to be placed in Earmarked Reserves for three years
		Building Maintenance Fund			100,000	
		Total Long Term Earmarked Projects	15,750		110,750	
		New Initiatives 2017/2018				
		Dementia training	1,250			
		Luxfords Refurbishment	50,000			
		Telephone Boxes	1,000			
		Asset Management	10,000			
		Marketing	30,000			
		Vending Machine	1,400			
		Notice Boards	2,000			
		TOTAL	95,650		0	
		New Initiatives 2018/2019				
		West Park Pavilion Scheme			15,000	50k project over 2 years
		Bus Service			3,000	
		TOTAL			18,000	
		TOTAL 2018/2019				
		Total Revenue Expenditure	702,182		731,611	
		Total Long Term Earmarked Reserve Projects	15,750		110,750	
		Total New Initiatives	95,650		18,000	
		Total Budget Expenditure	813,582		860,361	
		Total Income	-196,954		-189,351	
		Net Expenditure	616,628		671,010	

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Environment Leisure Committee

Committee	Nominal Code		2017/2018 Budget	2017/2018 Predicted Outturn	2018/2019 Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES				
		Cultural and Related Services				
		Recreation and Sport - Leisure and Recreation Grounds				
E & L	5,120	Playing Fields and Pitches	18,000		19,000	
E & L	5176	Play Equipment Repairs/Maintenance	2,500		2,600	
E & L	5203	Grounds Maintenance - Contract	20,000		16,000	
E & L	5204	Grounds Maintenance - General	2,200		2,225	Includes £625 for maintenance to rain harvest system
E & L	5201 & 5205	General Equipment Repairs and Hire	3,200		2,100	Hire £100 - General equipment repairs £2,000
E & L	5202	New Equipment	3,000		2,000	
E & L		Vehicle Running Costs				
E & L	5269	* Transit	2,163		2,200	
E & L	5279	* Movano	2,163		2,200	
E & L	5275	*Tractor	1,500		2,000	Two new tyres required
E & L	5271	* Ford Ranger	1,300		2,200	
		TOTAL	56,026		52,525	
		Income				
E & L	4110	* Sport Income	-7,500		-8,000	
E & L	4120	* Event Income	-4,400		-4,600	
		TOTAL	-11,900		-12,600	
		Net Expenditure	44,126		39,925	
		Public Open Spaces, Planting and Allotments				
E & L	5100	Allotments	2,000		2,030	1.5% increase
E & L	5231.5038	Hempstead Meadows and West Park LNRs + sites of conservation interest	3,500		3,500	
E & L	5295. 5296	Litter Bins and Collection	4,500		4,500	£3,950 collection/sacks - £550 bins
E&L	5375	Repair & replacement of street furniture	0		2,000	
E & L	5305	UTC Promotional Tent	50		0	
E & L	5330	Corporate Signage	250		250	
E & L	5058	Protective Clothing	700		700	
E & L	5280	Fencing	1,000		1,000	
E & L	5299	Horticulture - Bedding	300		300	
E & L	5285	Tree Works	4,500		4,500	
E & L	5377	Cleaning Materials	100		100	
		TOTAL	16,900		18,880	-
		Income				
E & L	4100. 4101	* Allotments	-5,500		-5,700	Includes £50 deposits 1.5% increase
		* Environment Sundry Income	-100		-100	Scrap metal etc.
E & L		West Park Culvert Maintenance Agreement with WDC	0		-210	
		TOTAL	-5,600		-6,010	
		Net Expenditure	11,300		12,870	
		Culture and Heritage				
E & L	5394	Twinning Hospitality	300		200	
E & L	5300	Civic Centre Events	15,000		27,000	
		Performing Rights Society			2,000	
		Event Advertising /Marketing			4,000	
		TOTAL	15,300		33,200	
E & L	4050	Income	-25,000		-42,000	
		Net Expenditure	-9,700		-8,800	

Committee	Nominal Code		2017/2018 Budget	2017/2018 Predicted Outturn	2018/2019 Budget	Notes
		Planning and Development Services				
		Economic Development				
E & L	5370	Town Security CCTV	4,000		3,000	
E & L	5373	Floral Displays Town Centre Baskets & Troughs	4,000		4,000	
		TOTAL	8,000		7,000	
E & L	4350	Income - Roundabout	-875		-450	
		Net Expenditure	7,125		6,550	
		Environmental and Regulatory Services				
E & L	5180-5186	Cemetery Services				
		* Grave Digging	5,000		5,075	1.5% increase
		* Rates/Water	1,110		1,240	£1070 Rates £170 Water
		*Litter	1,000		1,250	
		* Maintenance	200		200	
		TOTAL	7,310		7,765	
		Income				
E & L	4180-4183	* Cemetery	-25,500		-32,000	
		Net Expenditure	-18,190		-24,235	
		HIGHWAYS AND TRANSPORT SERVICES				
		Highways and Transportation				
		Street Lights - Supply, Maintenance and Repairs				
E & L	5080	* Supply & Maintenance	9,000		9,000	
E & L	5081	* Repairs	3,200		3,200	
E & L	5082	* New Lights	0		0	
E & L	5372	Road Safety Week	1,750		1,600	
E & L	5086.5053.	Bus Shelters	60		60	
E&L	5350	Roundabout Expenditure	100		100	
		TOTAL	14,110		13,960	
		Income				
E & L	4370	* Road Safety Week	0		0	
E & L	42954240	* Delegated Functions	-1,280		-1,280	Litter Bus Station
		TOTAL	-1,280		-1,280	
		Net Expenditure	12,830		12,680	
		Other Buildings and Services to the Public				
E & L	5294	Graffiti Removal	100		100	
		TOTAL	100		100	
E & L	5360 - 5362	Salaries Groundsmen/Ranger	129,677		132,640	
		TOTAL	129,677		132,640	
		TOTAL REVENUE EXPENDITURE	247,423		266,070	
		TOTAL INCOME	-70,155		-94,340	
		TOTAL	177,268		171,730	

Committee	Nominal Code		2017/2018 Budget	2017/2018 Predicted Outturn	2018/2019 Budget	Notes
		Long Term Earmarked Reserve Projects				
		Play area	50,000		25,000	
		Cemetery Wall	9,300		0	
		Old Timbers Lane	3,000		1,500	
		CCTV replacement programme	2,000		0	
		Resurfacing Orsborn Hall car park	7,000		7,000	Year 2 of 2 year project
		Vehicle Replacement			1,000	
		Street Light replacement SOX lanterns			2,000	Orange SOX lantern no longer available, long term replacement programme
		Total Long Term Earmarked Projects	71,300		36,500	
		TOTAL				
		New Initiatives 2017/2018				
		White lining West Park pavilion car park	1,000		0	
		Weald on the Field & Revival Events etc.	3,000		3,000	Move to revenue
		Litter Policy Bins	3,000		0	
		Speed Reduction Sign	5,000		0	
		TOTAL	12,000		3,000	
		New Initiatives 2018/2019				
		HMLNR & WPLNR			500	As per constitution £250 each group
		3 x Adult Sets Goal Posts			2,000	
		New Cricket Mower			3,000	£6000 new Mower 2 Year Project
		Fencing Boundary and Kiss Gate - Ridgewood Recreation Ground			2,300	
		Battles Over - A Nations Tribute			1,000	
		TOTAL			8,800	

<u>TOTAL 2018/2019</u>			
Total Revenue Expenditure	247,423		269,070
Total Long Term Earmarked Reserve Projects	71,300		36,500
Total New Initiatives	12,000		8,800
Total Budget Expenditure	330,723		314,370
Total Income	-70,155		-94,340
Net Expenditure	260,568		220,030

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Meeting of the Full Council

Monday 4th December 2017

Agenda item 14.0

TO REVIEW AND RESPOND TO THE PROPOSED HIGHWAY WORKS LINKED TO PHASES 1A & 1B OF DEVELOPMENT AT RIDGEWOOD FARM

1.0 Summary

- 1.1 As part of the development works at Ridgewood Farm, East Sussex County Council are providing key stakeholders with the preliminary details for the highways scheme associated with this development.
- 1.2 This scheme will seek to create two new road accesses, a footway and traffic calming on Lewes Road, which they are currently assessing for technical acceptance.
- 1.3 The proposals also intend to extend the 30mph speed limit southwards on Lewes Road to the Little Horsted Roundabout.
- 1.4 The key elements of the s278 proposals and new access routes are:
 - *The proposed southernmost access will serve the new development known as Phase 1a, with the proposed northern access serving Phase 1b (please note that there is no vehicular link between the two phases);*
 - *Pedestrians from Phase 1a will access Lewes Road via Phase 1b and a crossing point over the stream between the two phases. A new footway from the northern most access will connect with the existing footway on the west side of Lewes Road;*
 - *Three priority working traffic calming features are proposed on Lewes Road to help reduce vehicle speeds in the vicinity of the two new accesses serving the respective developments;*
 - *Extension of the 30mph speed limit on Lewes Road to the Little Horsted Roundabout;*
 - *Various improvements to the crossing places (tactile paving and wider footways etc) located along Lewes Road, around The Highlands roundabout and into the town centre.*
- 1.5 Uckfield Town Council has been provided with an opportunity to comment on the proposed design. Drawings are set out in the attached appendices (A – C).

2.0 Recommendation

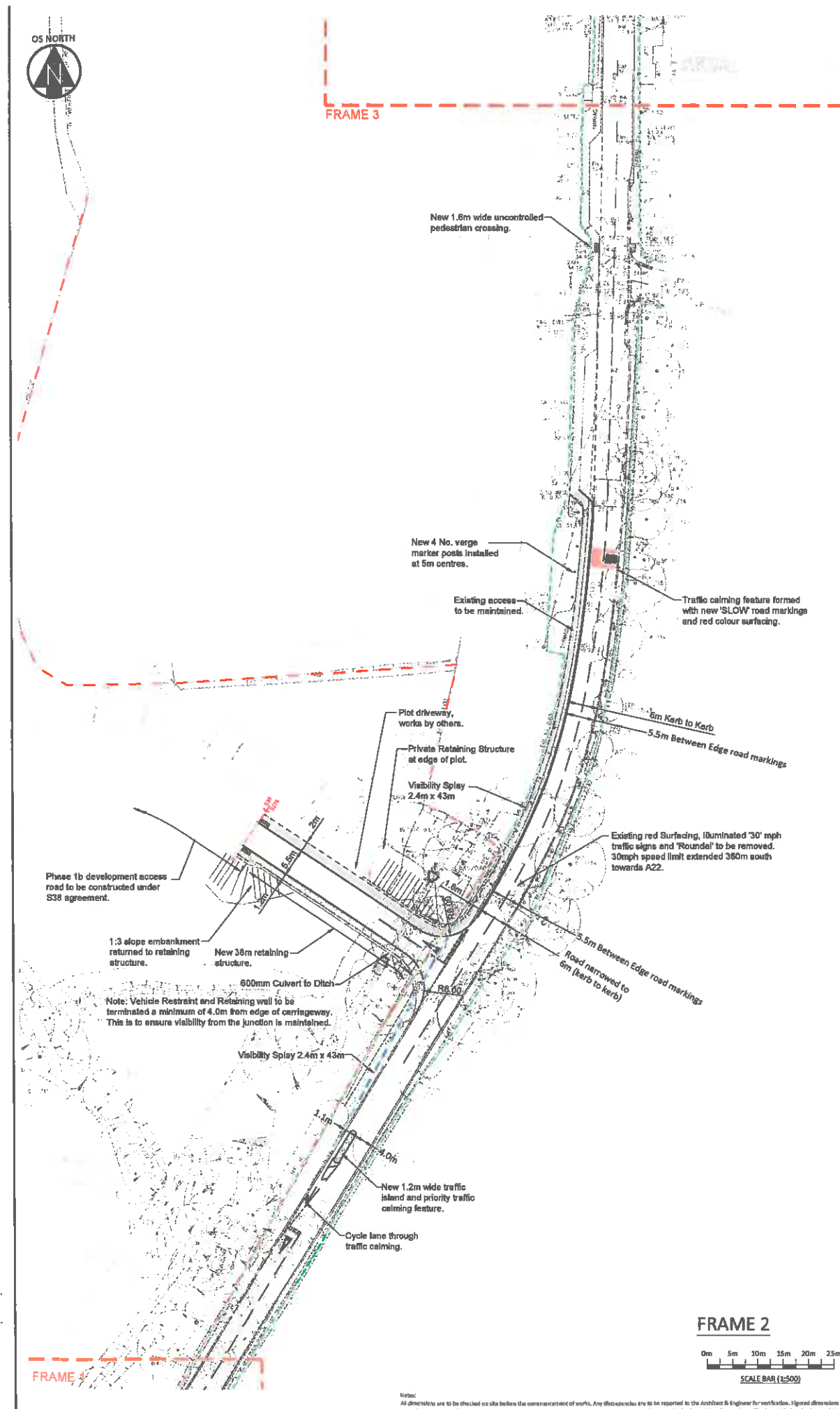
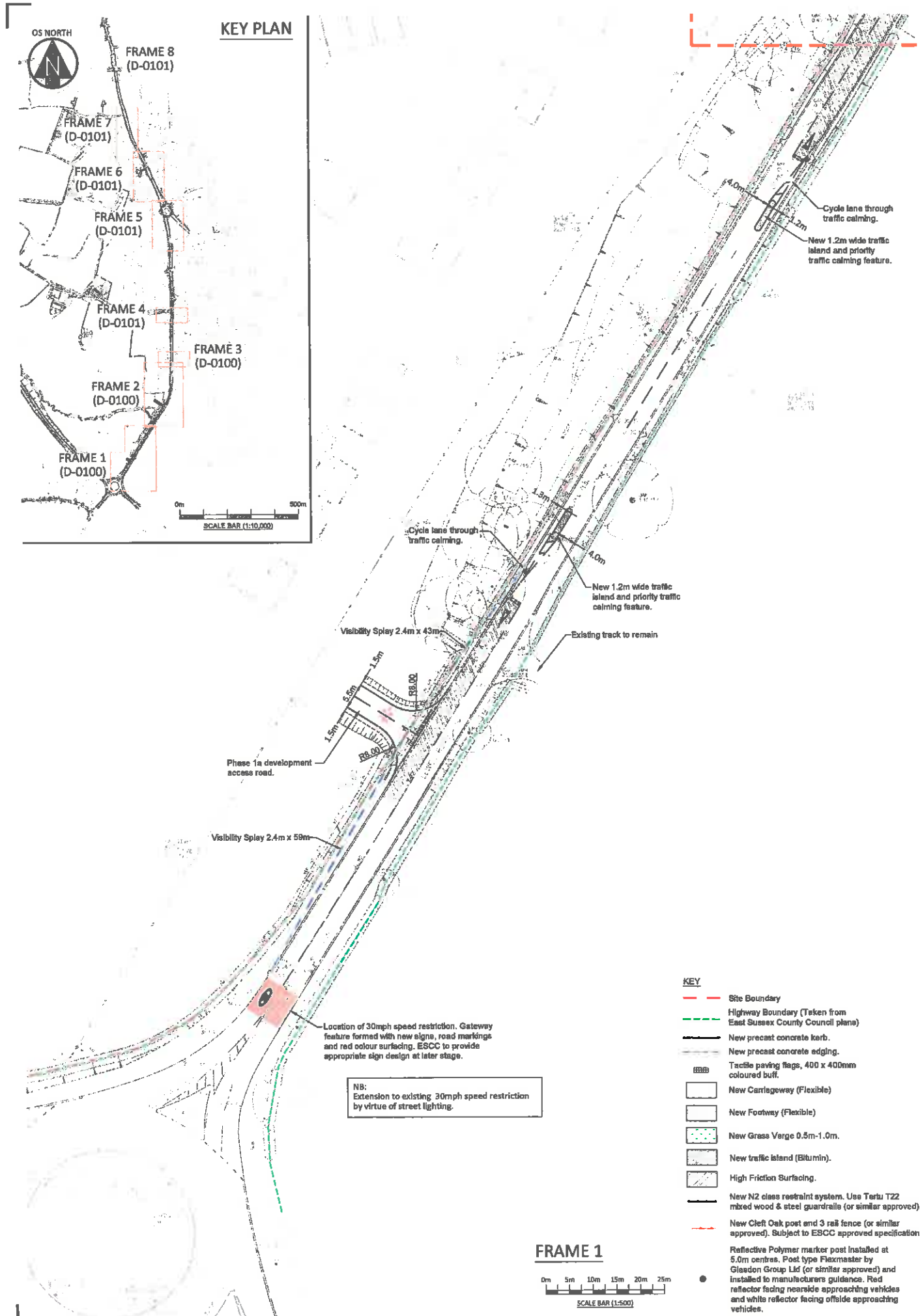
- 2.1 Members are asked to note the highways scheme associated with phases 1A and 1B of the Ridgewood Farm development and advise the Town Clerk if they wish to make any comments.

Contact Officer: Holly Goring

Appendices:

Appendix A: General Masterplan for phases 1A and 1B of Ridgewood Farm
Appendix B (i): General arrangement of Highway scheme (sheets 1 of 2)
Appendix B (ii): General arrangement of Highway scheme (sheets 2 of 2)
Appendix C: Signs and Lining

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- NOTES
- Topographical survey as supplied by Taylor Wimpey South East and undertaken by 4441/1-8/Rev A.
 - The design speed for Lewes Road is to be altered to extend the existing 30mph (50kph) limit to include the site accesses.
 - Street lighting has not been shown at this stage.
 - General Arrangement is subject to consultation with East Sussex County Council/Lewes District Council.
 - For Section 38 works refer to separate submission.
 - This drawing is to be read in conjunction with the other information provided in the S278 submission.
 - Design based on approved WSP Drawings - 0623-S278-041 Rev J and 0623-S278-042 Rev F.
 - Planning application number: WD/2015/0209/MEA.

Pre-construction Note:
Temporary traffic calming system to be introduced to mirror the proposed physical priority features during S278 works and monitored to establish the impact on traffic speeds. Detail of temporary system to be discussed between the contractor and East Sussex County Council Highways. If monitoring indicates higher than design speeds discussions between developer and ESCC regarding additional calming features should be undertaken.

P8	27/10/17	Following ESCC comment, temporary traffic calming note added to drawing. Pedestrian crossing adjacent to New Road junction reverted to original location.	JD	RJP
P5	17/10/17	Following RSA 2 comments, new coloured surfacing and 'SLOW' markings shown on southbound approach to bend. Western edge of carriageway road marking removed and existing marking retained to increase carriageway width to 8.5m between markings. Centreline marking shown to continue through the section of the bend. Pedestrian crossing adjacent to Junction Lewes Road with New Road repositioned north of bus lay-by. HF8 shown 50m in advance of traffic island give way markings. Road markings (Dag 1040) amended for all traffic islands.	JD	NH
P4	21/09/17	Issued for Tender. Amendments to key.	JD	NH
P3	14/09/17	Design of 30mph gateway sign to be provided by ESCC noted on drawing. Visibility note added. Key plan updated.	JD	RJP
P2	22/08/17	Layout amended including repositioning of new traffic islands. Drawing title amended. Junction rail dimensioned.	JD	RJP
P1	07/04/17	First Issue	PTC	RJP
Rev	Date	Description	By	Ctd

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Client:

TAYLOR WIMPEY SOUTH EAST

Project:

RIDGEWOOD FARM, UCKFIELD

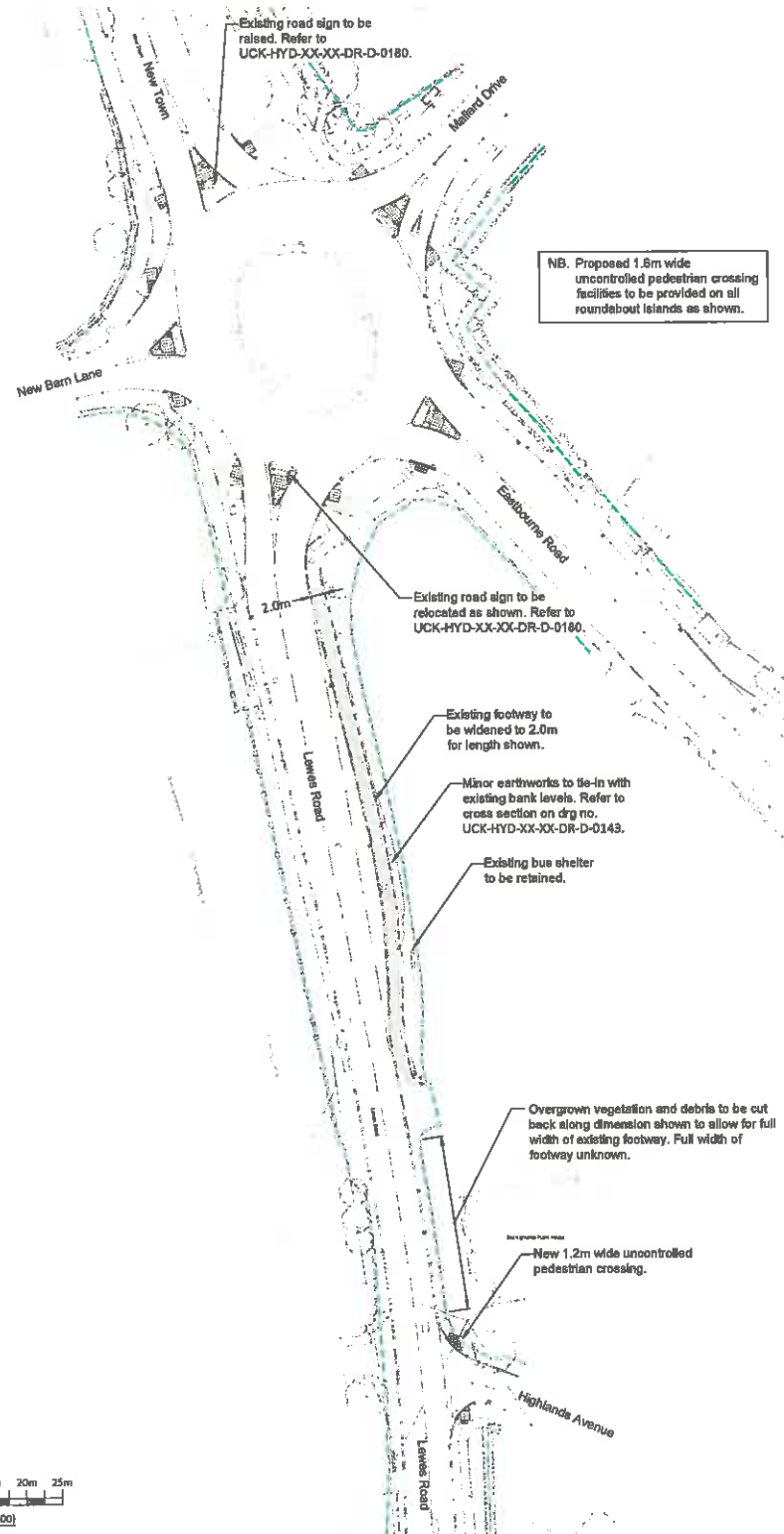
Hydrock Project No: **C161428**

Drawing Title:

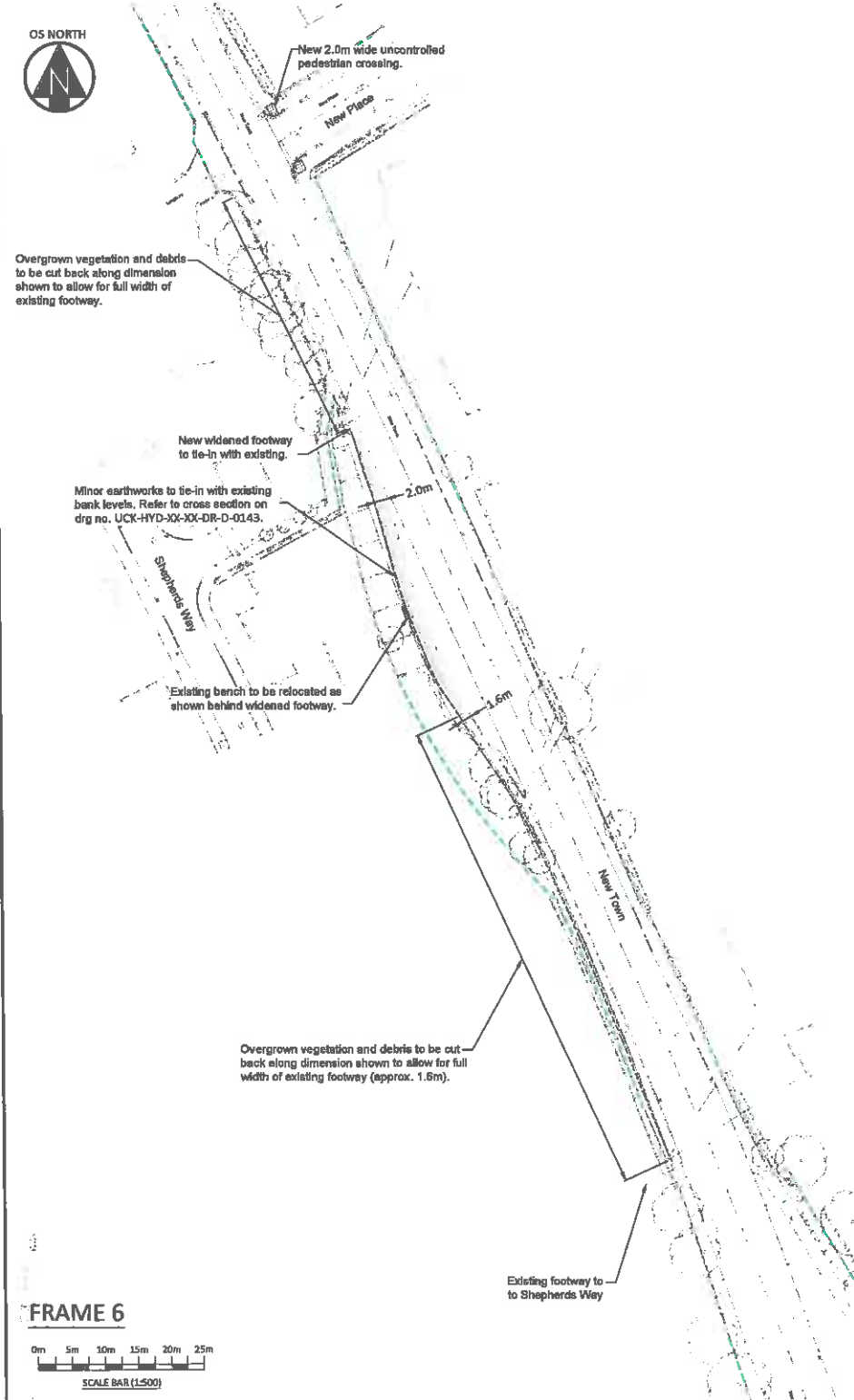
SECTION 278 AGREEMENT GENERAL ARRANGEMENT SHEETS 1 OF 2

Status:	S2	Purpose of Issue:	APPROVAL	
Drawn:	Checked:	Scale @ A1:	Drawn Date:	First Issue:
PTC	RJP	As shown	07/04/2017	28/04/2017
Drawing No.			Revision	
UCK-HYD-XX-XX-DR-D-0100			P6	

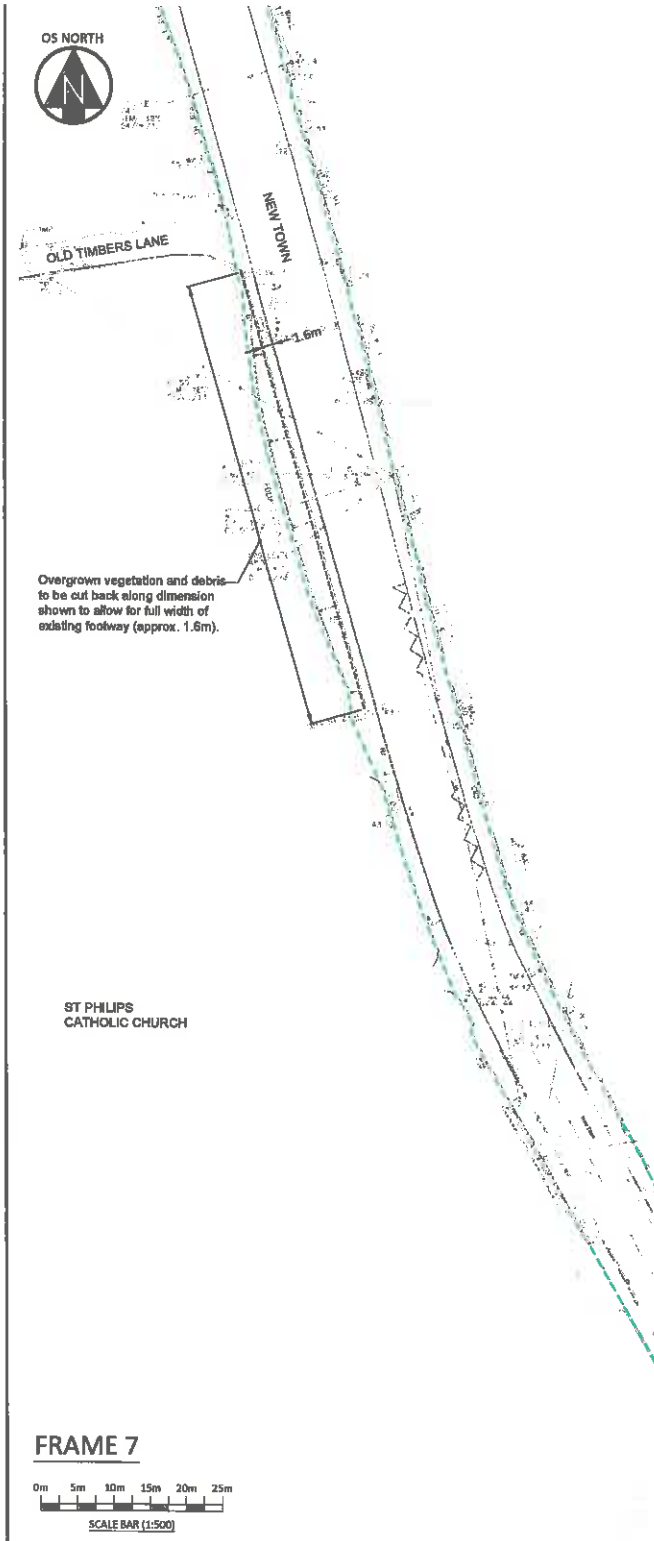
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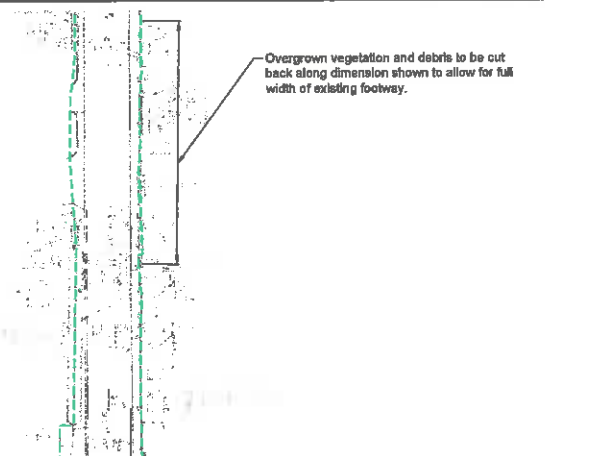
FRAME 5



FRAME 6



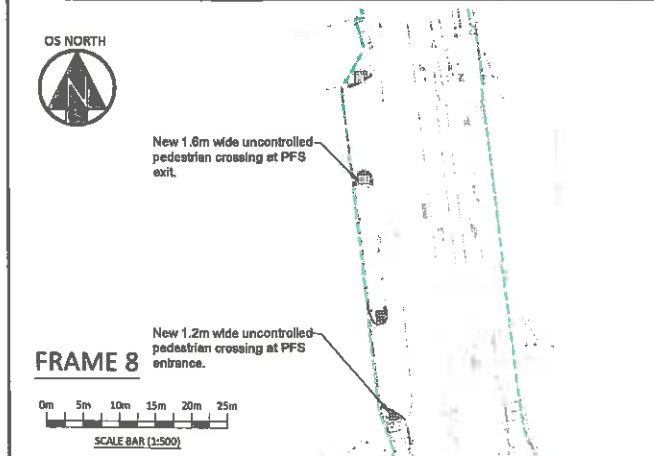
FRAME 7



FRAME 3



FRAME 4



FRAME 8



NOTES

1. Topographical survey as supplied by Taylor Wimpey South East and undertaken by 4441/1-6/Rev A.
2. The design speed for Lewes Road is to be altered to extend the existing 30mph (50kph) limit to include the site accesses.
3. Street lighting has not been shown at this stage.
4. General Arrangement is subject to consultation with East Sussex County Council/Lewes District Council.
5. For Section 38 works refer to separate submission.
6. This drawing is to be read in conjunction with the other information provided in the S278 submission.
7. Design based on approved I-Transport drawings - ITB9209-GA-023 and ITB9209-GA-023.
8. Planning application number: WD/2015/0209/MEA.

Key

- Highway Boundary (Taken from East Sussex County Council plans)
- New precast concrete kerb.
- New precast concrete edging.
- Indicative line indicating existing back of footway under overgrowth.
- Tactile paving flags, 400 x 400mm coloured buff.
- New Footway (Flexible)
- New 150mm topsoil & seed. Seed mix to be in accordance with Landscape Architect's specification.

Notes:
All dimensions are to be checked on site before the commencement of works. Any discrepancies are to be reported to the Architect & Engineer for verification. Revised dimensions only are to be taken from this drawing. This drawing is to be read in conjunction with all relevant Engineers' and Services Engineers' drawings and specifications. This drawing is copyright.

PS	21/09/2017	Issued for Tender.	JD	RJP
P2	14/09/2017	Pedestrian crossings amended. Footway 'tidying' and sign notes added. Additional frames added.	JD	RJP
P1	22/08/2017	First Issue	JD	RJP
Rev	Date	Description	By	Ctd

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Client:

**TAYLOR WIMPEY
SOUTH EAST**

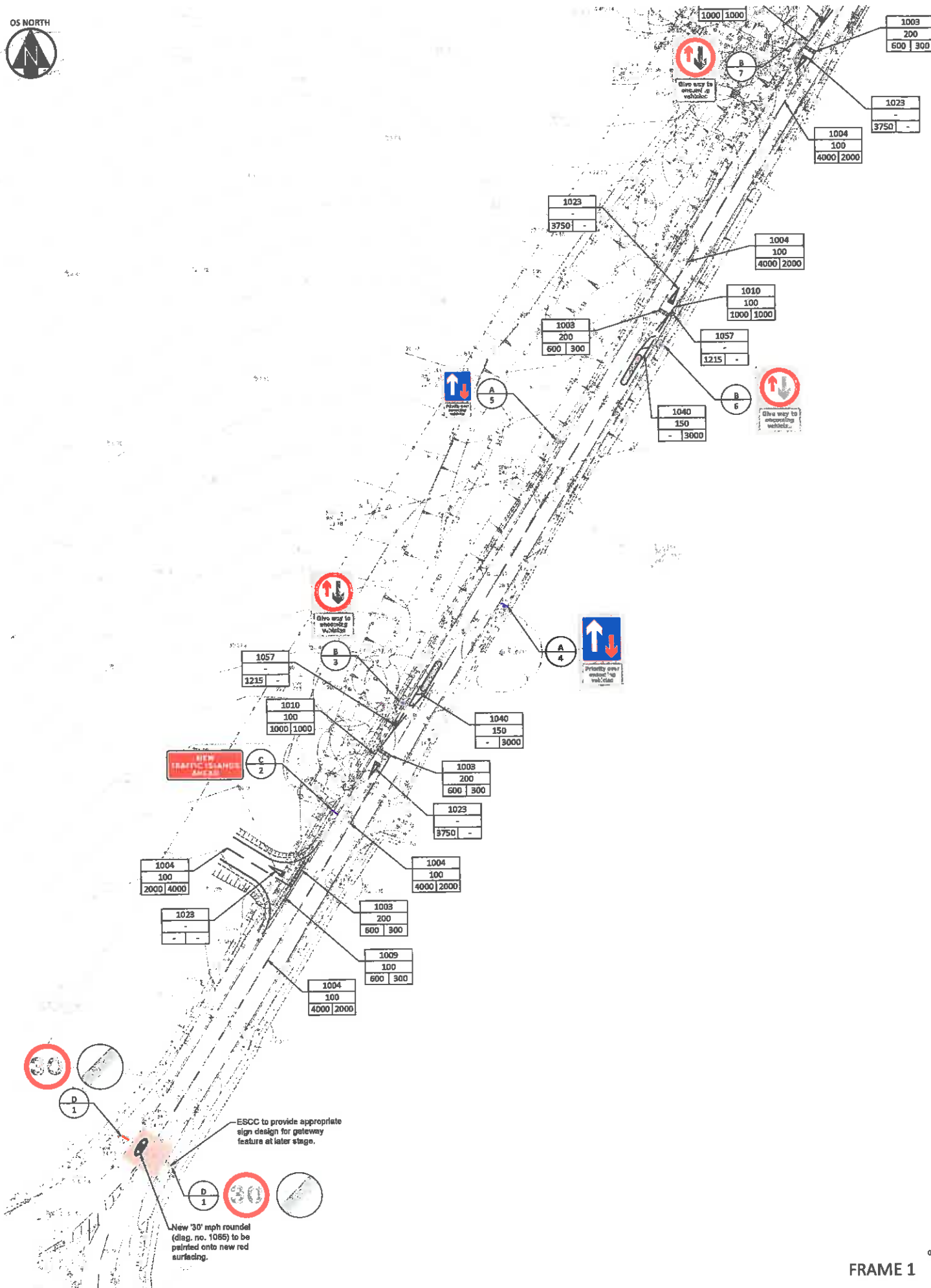
Project:
**RIDGEWOOD FARM,
UCKFIELD**

Hydrock Project No: **C161428**

Drawing Title:
**SECTION 278 AGREEMENT
GENERAL ARRANGEMENT
SHEETS 2 OF 2**

Status:	S2	Purpose of Issue:	APPROVAL
Drawn:	JD	Checked:	RJP
Scale @ A1:	As shown	Drawn Date:	27/07/2017
First Issue:	22/08/2017	Revision:	P3
Drawing No.	UCK-HYD-XX-XX-DR-D-0101		

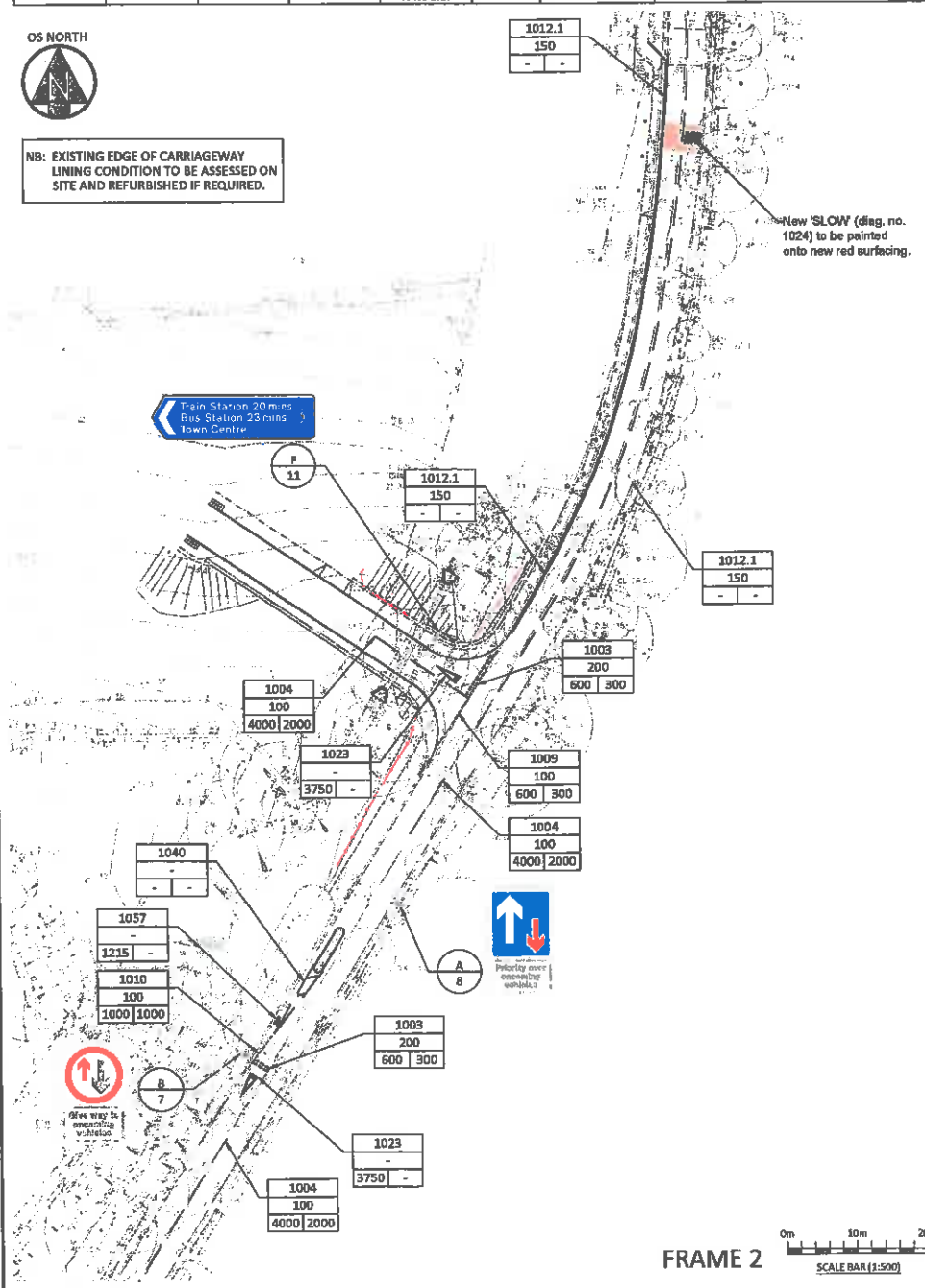
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FRAME 1



NB: EXISTING EDGE OF CARRIAGEWAY LINING CONDITION TO BE ASSESSED ON SITE AND REFURBISHED IF REQUIRED.



FRAME 2



SIGNAGE DETAILS

SIGN REF	LOCATION REF	MOUNTING HEIGHT	TYPE	DIAG No.	SIGN SIZE (mm) (B BOARD)	MOUNTING TYPE	ILLUMINATION TYPE	NOTES
D (30mph)	1	2300	REGULATORY SIGN	670	600	POST	LIT	To be mounted onto gateway feature above Boundary Sign. Mounting heights TBC.
D (NATIONAL)	1	2300	REGULATORY SIGN	671	600	POST	LIT	To be mounted onto gateway feature. Mounting heights TBC.
D (BOUNDARY SIGN)	1	SEE NOTE			1195 X 630	GATEWAY	NOT LIT	To be mounted onto gateway feature. Mounting heights TBC.
C	2	N/A	TEMPORARY	7034 (VAR)	1030 X 390	A FRAME	NOT LIT	Temporary sign mounted on 'A' frame to be taken down 3 months after completion of Highway works.
B	3	2100	REGULATORY SIGN	615	895 X 1365	POST	LIT	
A	4	2100	ADVISORY SIGN	811	625 X 1020	POST	LIT	
A	5	2100	ADVISORY SIGN	811	625 X 1020	POST	LIT	
B	6	2300	REGULATORY SIGN	615	895 X 1365	POST	LIT	
B	7	2300	ADVISORY SIGN	615	895 X 1365	POST	LIT	
A	8	2300	REGULATORY SIGN	811	625 X 1020	POST	LIT	
C	9	N/A	TEMPORARY	7034 (VAR)	1030 X 390	A FRAME	NOT LIT	Temporary sign mounted on 'A' frame to be taken down 3 months after completion of Highway works.
F	11	2100	DIRECTIONAL SIGN	SEE SCHEDULE 12, PART 2, ITEM 9 TSGD 2016	865 X 235	POST	NOT LIT	
G	12	2300	DIRECTIONAL SIGN	SEE SCHEDULE 12, PART 2, ITEM 9 TSGD 2016	865 X 235	POST	NOT LIT	
H	13	2300	DIRECTIONAL SIGN	SEE SCHEDULE 12, PART 2, ITEM 9 TSGD 2016	865 X 235	POST	NOT LIT	
I	14	2100	DIRECTIONAL SIGN	SEE SCHEDULE 12, PART 2, ITEM 9 TSGD 2016	865 X 235	POST	NOT LIT	
J	15	2300	DIRECTIONAL SIGN	SEE SCHEDULE 12, PART 2, ITEM 9 TSGD 2016	825 X 345	TWIN POST	NOT LIT	Existing sign to be broken out and reinstalled at new location.
K	16	2300	DIRECTIONAL SIGN	SEE SCHEDULE 12, PART 2, ITEM 9 TSGD 2016	865 X 235	POST	NOT LIT	
L	17	2300	DIRECTIONAL SIGN	SEE SCHEDULE 12, PART 2, ITEM 9 TSGD 2016	1025 X 255	TWIN POST	NOT LIT	

NOTES

- Topographical survey as supplied by Taylor Wimpey South East.
- All works shall be carried out to local authority standards for adoptable roads.
- The design speed for Lewes Road is to be altered to extend the existing 30mph (50mph) limit to include the side accesses.
- Street lighting has not been shown at this stage.
- General Arrangement is subject to consultation with East Sussex County Council/Lewes District Council.
- For Section 38 works refer to separate submission.
- This drawing is to be read in conjunction with the other information provided in the S278 submission.
- This drawing to be read in conjunction with drawing numbers; UCK-HYD-XX-XX-DR-D-0185/0186/0187.
- All road markings to be in accordance with 'Traffic Signs Regulations and General Directions 2016' and the 'Traffic Sign Manuals Chapters 1 to 8'.
- Reflectorised Bollard type approved by ESCC.
- All white road markings to be reflectorised thermoplastic scribed with applied 'Ballofin' unless otherwise stated.
- The contractor is to remove and / or reinstate existing markings where necessary in accordance with East Sussex County Council specification.
- All new road markings to tie into existing markings.
- Locations of signs to be agreed with ESCC Engineer on site.

P6	**/10/2017	New coloured surfacing and 'SLOW' markings shown on southbound approach to band.	JD	RP
P5	21/09/2017	Issued for Tender.	JD	NH
P4	14/09/2017	Sign Ref. L17 added to sign detail table. Sign Ref. C2 & C3 amended.	JD	RJP
P3	22/08/2017	Road marking references updated to correlate with amended layout. 'Wayfinding' signs shown.	JD	RJP
P2	13/06/17	Existing edge of carriageway to be refinished.	NH	RJP
P1	28/04/17	First Issue	AJT	RJP
Rev	Date	Description	By	Ctd

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Client:
TAYLOR WIMPEY SOUTH EAST

Project:
RIDGEWOOD FARM, UCKFIELD
Hydrock Project No: **C161428**

Drawing Title:
SECTION 278 AGREEMENT SIGNS & LINING SHEET 1 OF 2

Status:	S2	Purpose of Issue:	APPROVAL		
Drawn:	Checked:	Scale @ A1:	Drawn Date:	First Issue:	
AJT	RJP	1:500	07/04/2017	28/04/2017	
Drawing No.			Revision		
UCK-HYD-XX-XX-DR-D-0180			P6		

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Meeting of the Full Council

Monday 4th December 2017

Agenda item 15.0

TO NOTE THE TOWN COUNCIL'S VIEWS ON THE TOWN CENTRE 20MPH SPEED LIMIT

1.0 Summary

- 1.1 The highway improvement works undertaken in Uckfield in 2016, included the introduction of a 20mph speed limit within Uckfield Town Centre.
- 1.2 East Sussex Highways are now seeking to formalise the proposed change to the speed limit.
- 1.3 The 20mph speed limit incorporates the High Street and sections of roads leading onto the High Street such as Church Street, Hempstead Road and Bell Lane. A plan outlining the extent of the proposed 20mph speed limit is attached at appendix A for reference.
- 1.4. Members are asked to note the area incorporated in the 20mph speed limit and if necessary, provide any comments in respect of the speed limit set within this area.
- 1.5 Feedback will be considered by East Sussex Highways prior to advertising the draft 20mph speed limit Traffic Regulation Order in the New Year.

2.0 Recommendation

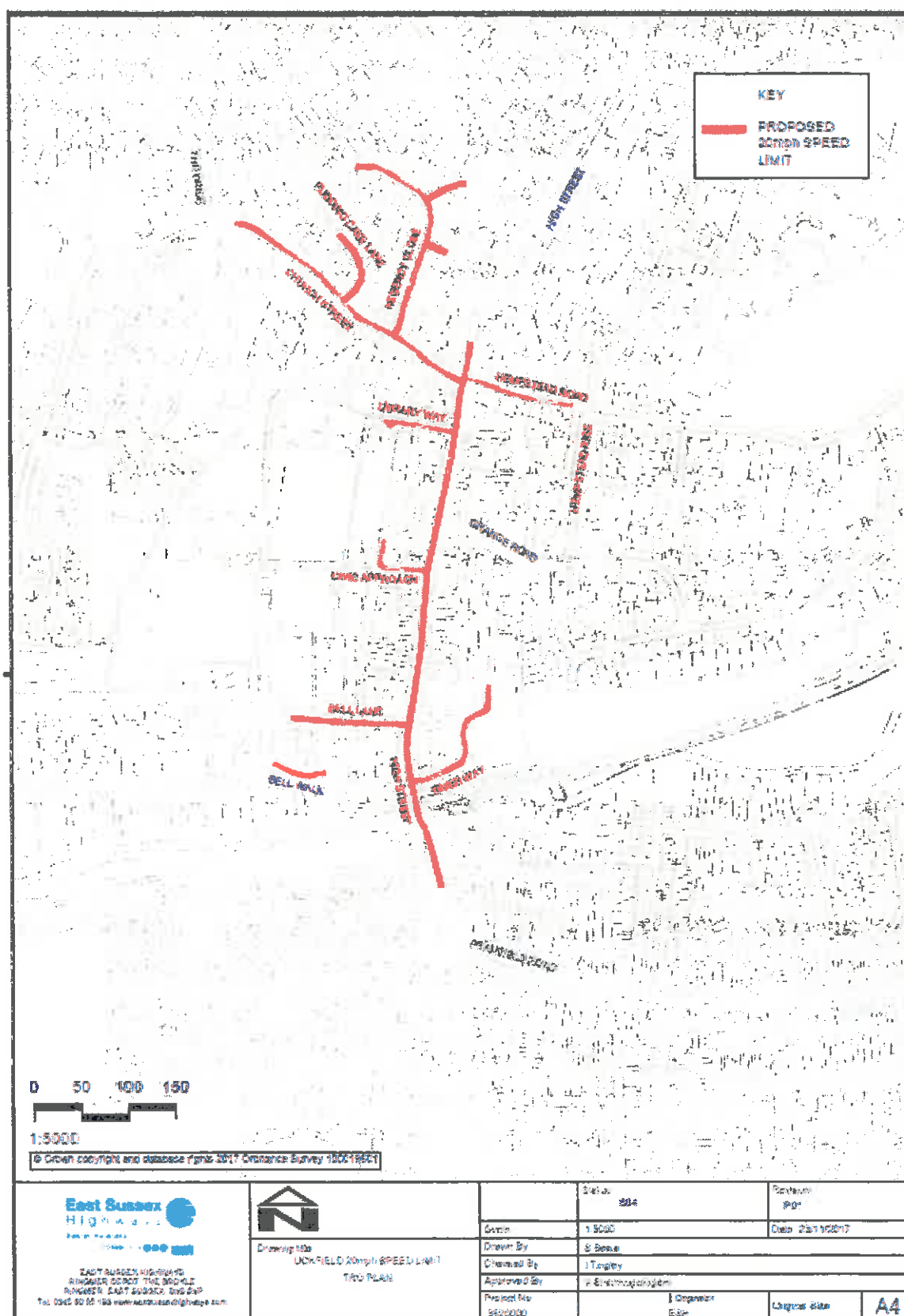
- 2.1 Members are asked to:
 - (i) note the area covered by the 20mph speed limit;
 - (ii) confirm whether they wish to support the introduction of the 20mph speed limit, and;
 - (iii) make any additional comments.

Contact Officer: Holly Goring

Appendices:

Appendix A: Plan showing the extent of the proposed 20mph speed limit area in Uckfield Town Centre

APPENDIX A



Meeting of the Full Council

Monday 4th December 2017

Agenda item 16.0

TO NOTE THE FINDINGS FROM THE SPEED SURVEYS COMPLETED ON THE ACCESS CORRIDORS INTO UCKFIELD

1.0 Background

- 1.1 Full Council agreed in February 2017 to fund five speed surveys on key access corridors leading into Uckfield Town Centre. These included:

FC.103.02.17 Subject to clarification of costings, members **RESOLVED** to contribute to the funding of speed surveys in:

- Eastbourne Road x 1;
- Church Street x 1;
- London Road (Ringles Cross) x 2;
- Framfield Road x 1.

- 1.2 Although initial discussions had commenced with partners to consider bringing forward a Phase 4 of highway improvements specifically to look at the access corridors into town, members received contact from a local resident in Ringles Cross who wanted to bring about change to the behavior of drivers and reduce the speed limit in this area. They asked if the Town Council could assist by helping to fund the gathering of speed data. The Town Council had also received concerns from residents in the roads of Church Street, Framfield Road and Eastbourne Road in the previous months, so thought it timely to gather up to date survey data and understand the speed the traffic.

- 1.3 Speed surveys were undertaken in Eastbourne Road, Church Street and London Road. Contact was made with Framfield Parish Council regarding Bird in Eye Hill and the Town Council was informed that speed data had already been collected for this area as the parish council were exploring the possibility of taking forward a community match funding initiative to address speed. Framfield Parish Council have shared the findings with the Town Council. To capture speed data, a device is placed in a road for a period of seven days, which will capture information over the 24 hour clock.

- 1.4 Please note the 85th percentile speed is the speed at, or below, which 85 percent of the traffic is travelling, or viewed another way, the speed that only 15 percent of drivers exceed. The average speed is the speed at, or below, which 50 percent of the traffic is travelling, or viewed another way, the speed that only 50 percent of drivers exceed.

2.0 Summary of speed data

2.1 Eastbourne Road (between Timberley Gardens and Castle Rise)

The survey undertaken in Eastbourne Road was carried out in September 2017. The average figures summarised by ESCC are listed below but the pattern of driver behavior is more notable by speed limit categories.

The average 85th percentile speed over twenty four hours was recorded as:

A5343	northbound	40 miles per hour
	southbound	44 miles per hour

The average speed over twenty four hours was recorded as:

A5343	northbound	35 miles per hour
	southbound	37 miles per hour

The specific data recorded, noted that the bulk of traffic travelled between 31mph and 41mph when heading northbound (into town), but over 250 vehicles were recorded driving over the 40mph speed limit in this area. The highest speed recorded was between 51 and 55mph.

The survey also noted that the bulk of southbound traffic (out of town) was travelling between 31 and 41mph but over 650 vehicles were recorded travelling over the speed limit, with the highest speed recorded between 56 and 61mph.

2.2 Church Street (just west of Regency Close)

Two surveys were undertaken in Church Street due to the nature of the road and likely change in speeds at different points.

The first survey undertaken near to Regency Close was also undertaken in September 2017.

The average 85th percentile speed over twenty four hours was recorded as:

A5345	eastbound	25 miles per hour
	westbound	25 miles per hour

The average speed over twenty four hours was recorded as:

A5345	eastbound	21 miles per hour
	westbound	21 miles per hour

Specific data recorded noted that the bulk of traffic travelled between 16 and 26mph when heading eastbound (into town), but over 260 vehicles were recorded as driving over 26mph in this area. The highest speed recorded was between 31 and 36mph.

The survey also noted that the bulk of westbound traffic (out of town) was travelling between 16 and 26mph but over 240 vehicles were recorded travelling over 26mph, with the highest speed recorded between 31 and 36mph.

2.3 Church Street (on hill between The Drive and Belmont Road)

The survey was undertaken in September 2017.

The average 85th percentile speed over twenty four hours was recorded as:

A5344	eastbound	29 miles per hour
	westbound	30 miles per hour

The average speed over twenty four hours was recorded as:

A5344	eastbound	24 miles per hour
	westbound	26 miles per hour

Specific data noted that the bulk of traffic travelled between 21 and 31mph when heading eastbound (into town), but over 125 vehicles were recorded as driving over 31mph in this area. The highest speed recorded was between 36 and 41mph.

The survey also noted that the bulk of westbound traffic (out of town) was travelling between 21 and 31mph but over 160 vehicles were recorded as travelling over 31mph, with the highest speed recorded between 31 and 36mph.

2.4 London Road/Ringles Cross (between Ringles Cross and Chichester Caravans)
The survey was undertaken in October 2017.

The average 85th percentile speed over twenty four hours was recorded as:

A5360	northbound	53 miles per hour
	southbound	55 miles per hour

The average speed over twenty four hours was recorded as:

A5360	northbound	46 miles per hour
	southbound	47 miles per hour

Specific data noted that the bulk of traffic travelled between 40 to 55mph when heading southbound (into town), but over 180 vehicles were recorded as driving over the national speed limit of 60mph in this area. The highest speed recorded was over 75mph and tended to occur late at night.

The survey also noted that the bulk of northbound traffic (out of town) was travelling between 40 and 55mph but over 90 vehicles were recorded as travelling over the national speed limit of 60mph, with the highest speed recorded between 70-75mph. This was recorded early in the morning.

2.5 London Road/Ringles Cross (between Browns Lane and Snatts Road)
The survey was undertaken in May 2017.

The average 85th percentile speed over twenty four hours was recorded as:

ATC48	northbound	40 miles per hour
	southbound	40 miles per hour

The average speed over twenty four hours was recorded as:

ATC48	northbound	35 miles per hour
	southbound	35 miles per hour

Specific data noted that the bulk of traffic travelled between 31 and 41mph when heading northbound (out of town into 40mph zone), but over 500 vehicles were recorded as driving over 41mph in this area. The highest speed recorded was between 51 – 56mph.

The survey also noted that the bulk of southbound traffic (into town into 30mph zone) was travelling between 31 and 41mph but over 500 vehicles were recorded as travelling over 41mph, with the highest speed recorded between 51-56mph.

2.6 Bird in Eye Hill, Framfield
The survey was undertaken in January 2017 and data shared with Uckfield Town Council.

The average 85th percentile speed over twenty four hours was recorded as:

A5248	eastbound	41 miles per hour
	westbound	43 miles per hour

The average speed over twenty four hours was recorded as:

A5248	eastbound	35 miles per hour
	westbound	38 miles per hour

Specific data noted that the bulk of traffic travelled between 31 and 41mph when heading eastbound (out of town), but over 270 vehicles were recorded as driving over 41mph in this area. The highest speed recorded was between 51 and 56mph.

The survey also noted that the bulk of westbound traffic (into town) was also travelling between 31 and 41mph but over 440 vehicles were recorded as travelling over 41mph, with the highest speed recorded between 51 and 56mph, and tended to occur during the middle of the day.

3.0 Recommendation

- 3.1 Members are asked to note the speed data gathered and advise the Town Clerk if they wish to take any further steps at this stage.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 4th December 2017

Agenda Item 17.0

TO CONSIDER THE BOUNDARY COMMISSION FOR ENGLAND'S REVISED PROPOSALS FOR NEW PARLIAMENTARY CONSTITUENCIES

1.0 Summary

- 1.1. Over the past 12-18 months, the Boundary Commission for England (BCE) have conducted a review into the parliamentary constituency boundaries within the South-East region, which includes Wealden District.
- 1.2. The Boundary Commission have recently published their revised proposals following the initial consultation carried out at the end of 2016. The deadline for comments on these proposals is 11th December 2017.
- 1.3. A map of the proposed constituency of Lewes & Uckfield is presented in appendix A for reference.
- 1.4. The Boundary Commission advise that they have been tasked with reducing the number of constituencies in the South East region from 84 to 83. By law, they are required to ensure every constituency contains between 71,031 and 78,507 electors. They tend to use the boundaries of the upper tiers of local government for considering constituency boundaries and have regard to both geographical factors and existing constituency boundaries where possible.
- 1.5. In their recent publication, the Boundary Commission propose that the areas within Wealden District are covered by four constituencies:
 - Bexhill & Battle;
 - Tunbridge Wells & Crowborough;
 - Eastbourne;
 - Lewes & Uckfield.
- 1.6. The proposed revisions are as follows:

Parliamentary constituency	Changes proposed
Bexhill and Battle	<ul style="list-style-type: none">• Horam ward will now sit within this constituency;• Hailsham wards will move into Lewes & Uckfield constituency• Wealden District wards that feature in this constituency are: Cross-in-Hand/Five Ashes Herstmonceux Heathfield East Heathfield North and Central Horam Ninfield and Hooe with Wartling Pevensey and Westham
Eastbourne	<ul style="list-style-type: none">• No changes proposed to the constituency.• Wealden District wards that feature in this constituency are: Willingdon

Parliamentary constituency	Changes proposed
Lewes & Uckfield	<ul style="list-style-type: none"> • Buxted & Maresfield, Forest Row, Framfield and Hartfield will now sit in the Tunbridge Wells & Crowborough constituency; • Horam is now in the Bexhill and Battle constituency; • The three Hailsham wards are now included in this proposed constituency; • Wealden District wards that feature in this constituency are: Alfriston Chiddingly & East Hoathly Danehill/Fletching/Nutley East Dean Hailsham Central & North Hailsham East Hailsham South & West Hellingly Polegate North Polegate South Uckfield Central Uckfield New Town Uckfield North Uckfield Ridgewood
Tunbridge Wells & Crowborough	<ul style="list-style-type: none"> • This constituency replaces the originally proposed High Weald constituency. • Wealden District wards that feature in this constituency are: Buxted & Maresfield Crowborough East Crowborough Jarvis Brook Crowborough North Crowborough St Johns Crowborough West Forest Row Framfield Frant/Withyham Hartfield Mayfield Rotherfield Wadhurst

- 1.7. A report prepared by a working group of Wealden District Council's Overview and Scrutiny Committee, highlighted that the request by the district council to align the parliamentary boundaries with those of the 2019 district ward boundaries had not been met.
- 1.8. If the current proposals were approved, this would result in three areas being split across two constituencies:

Cross-in-Hand with Five Ashes – The existing ward will be wholly within the Bexhill and Battle CC but in 2019 the new District ward of Mayfield with Five Ashes will be split across the Bexhill & Battle and Tunbridge Wells & Crowborough constituencies;

Danehill/Fletching/Nutley – the existing ward will be within the Lewes and Uckfield constituency but under the new 2019 ward boundaries Nutley (which is within the Maresfield Ward) will be split from the rest of the new Maresfield ward which will be in the Tunbridge Wells & Crowborough constituencies;

Uckfield North – the existing ward will be within the Lewes and Uckfield constituency but under the new 2019 ward boundaries the new Uckfield North ward will be split across two constituencies – with Coopers Green being in the Tunbridge Wells.

- 1.9. Wealden District Council's Overview and Scrutiny Committee's working group also felt that the constituency of Lewes & Uckfield should be renamed to include Hailsham as it has been proposed to add Hailsham within this constituency.

2.0 Next steps

- 2.1 After the feedback has been analysed from this stage of the review process, the Boundary Commission will develop and publish their final report and recommendations. It is anticipated that the final recommendations will be ready in September 2018.

3.0. Recommendation

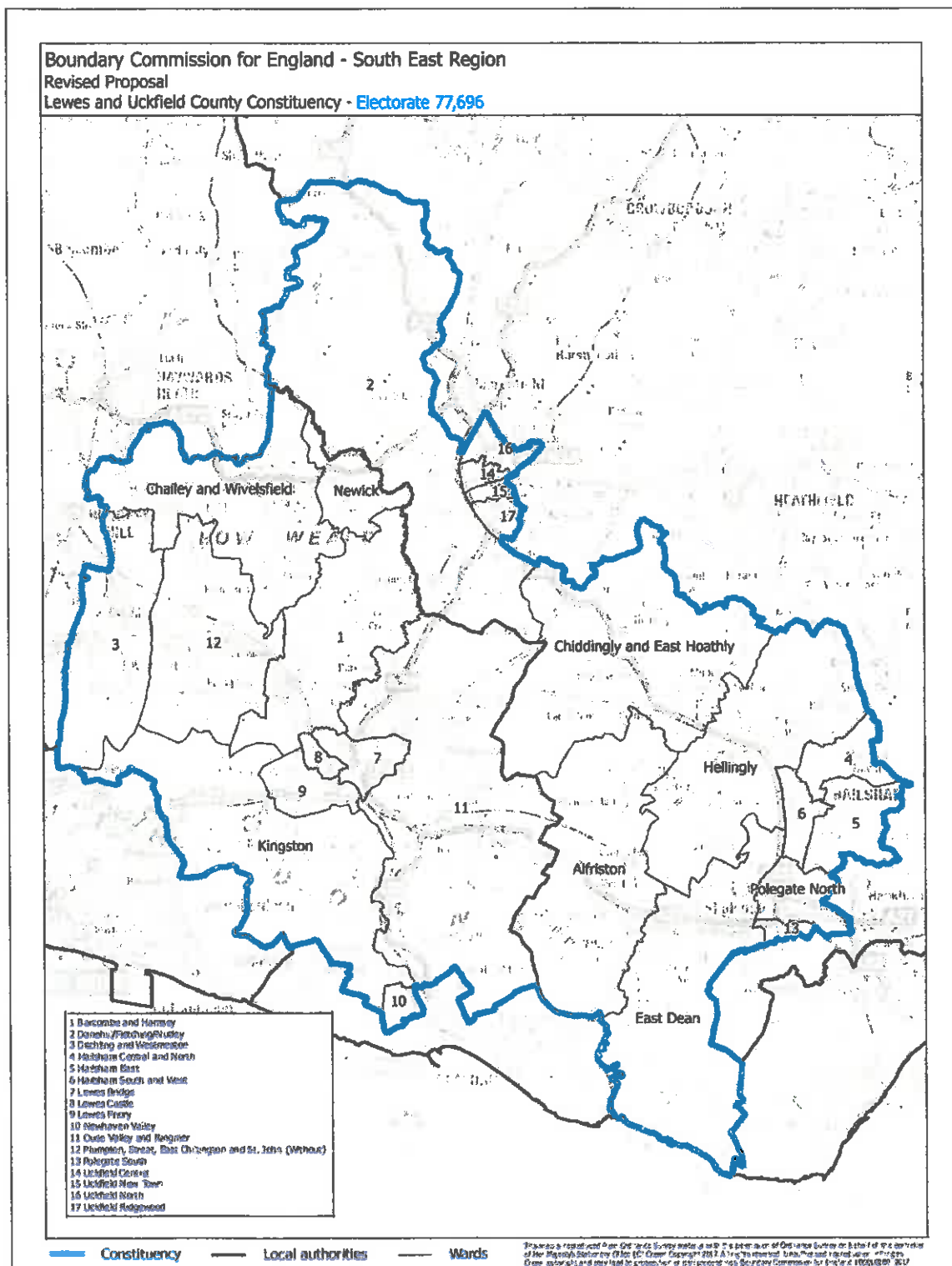
- 3.1 Members are asked to note the above proposals of the Boundary Commission for England, and advise the Town Clerk if they wish to provide a response or put forward recommendations to the consultation.

Appendices: Appendix A -
Proposed Constituency boundaries for Lewes & Uckfield

Contact Officer: Holly Goring

Appendix A – Parliamentary boundary proposals

New Constituency – Lewes & Uckfield



Meeting of the Full Council

Monday 4th December 2017

Agenda Item 18.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

1.1 The report sets out the Town Mayor engagements.

31 st October	Rocks Park School to talk with Yr. 5 pupils
11 th November	Royal British Legion Armistice Day Service
11 th November	Uckfield FM Presentation Evening
12 th November	Laying a wreath at Eugene Seghers Memorial
12 th November	Royal British Legion Parade & Service
28 th November	East Sussex Fire & Rescue Safe Drive Stay Alive event
30 th November	The switch on of Christmas Tree Lights Holy X Church

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

12th November Laying a wreath at Eugene Seghers Memorial

Cllr. Louise Eastwood
Town Mayor

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