



## **UCKFIELD TOWN COUNCIL**

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**Town Clerk – Holly Goring**

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### **YOU ARE HEREBY SUMMONED TO THE ANNUAL STATUTORY MEETING OF UCKFIELD TOWN COUNCIL**

in  
The Council Chamber, Uckfield Civic Centre  
on  
Monday 8<sup>th</sup> May 2017 at 7pm

#### **AGENDA**

**1.0 ELECTION OF TOWN MAYOR**

**2.0 TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF  
OFFICE**

**3.0 ELECTION OF DEPUTY TOWN MAYOR**

**4.0 TO CO-OPT A YOUTH MEMBER TO UCKFIELD TOWN COUNCIL  
(Attached)**

**4.1 To receive Declaration of Acceptance of Office**

**5.0 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.

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

**7.0 APOLOGIES FOR ABSENCE**

**8.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED STANDING COMMITTEES**

- (a) General Purposes (9 Members)
- (b) Environment and Leisure (9 Members)
- (c) Plans (7 Members)

(The meeting will now adjourn to allow the committees to meet and elect a Chairman and Vice-chairman, following which the meeting will reconvene.)

Standing Orders state:-

*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 Deputy Mayor be Chairman of a full committee."*

**9.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED SUB-COMMITTEES AND THE NEWSLETTER EDITORIAL PANEL**

(Standing Order No. 19.1.8 states that, *"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."*)

- (d) Personnel (5 Members)
  - (e) Finance (5 Members)
- (Both reporting to the General Purposes Committee)

(The meeting will now adjourn to allow the sub-committees to meet and elect a Chairman and Vice-chairman following which the meeting will reconvene.)

- (f) Newsletter Editorial Panel (3 Members)

**10.0 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**  
(Attached)

**11.0 TO APPOINT MEMBERS TO THE CIVIC CENTRE WORKING GROUP**  
(Attached)

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

**13.0 MINUTES**

- 13.1 To **RESOLVE** that the minutes of the Full Council meeting of the 3<sup>rd</sup> April 2017 be taken as read, confirmed as a correct record and signed by the Town Mayor.
- 13.2 To note the minutes of the Annual Town Meeting of the 11<sup>th</sup> April 2017, previously circulated, and for the Town Council's committees to take forward the issues raised as appropriate.

13.3 Action List  
(Attached)

**14.0 COMMITTEE MINUTES**

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

- (a) Environment & Leisure Committee 18<sup>th</sup> April 2017
- (b) Plans Committee 10<sup>th</sup> April 2017 and 2<sup>nd</sup> May 2017
- (c) General Purposes Committee 24<sup>th</sup> April 2017

**15.0 TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2018**  
(Attached)

**16.0 TO RECEIVE UPDATES FROM REPRESENTATIVES TO OUTSIDE BODIES**

- (i) The Uckfield Town Centre Regeneration Joint Committee  
(Nothing to report at present)
- (ii) Neighbourhood Plan Steering Group  
(Attached)
- (iii) Gatwick Airport Consultation Panel  
(Nothing to report at present)

**17.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS**

- (i) Uckfield – Events Working Group  
(Attached)
- (ii) Dementia Friendly Working Group – Uckfield Dementia Forum  
(Attached)
- (iii) Civic Centre Working Group  
(nothing to report at present)

**18.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**  
(No questions received by the deadline)

**19.0 TO SIGN AND SEAL THE LEASE WITH THE SOURCE (THE HUB)**

**20.0 TOWN MAYORS ANNOUNCEMENTS**

**21.0 TOWN CLERK'S ANNOUNCEMENTS**

**22.0 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.

None received.



**Town Clerk**  
2<sup>nd</sup> May 2017

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## **The Annual Statutory meeting of the Council**

**Monday 8<sup>th</sup> May 2017**

### **Agenda Item No. 4.0**

#### **TO CO-OPT A YOUTH MEMBER TO UCKFIELD TOWN COUNCIL**

##### **1.0 Summary**

- 1.1 This report sets out the process for co-opting a non-voting youth member to Uckfield Town Council as part of the Town Council's new youth engagement programme with Uckfield Community Technology College.

##### **2.0 Background**

- 2.1 Members will be aware that the Town Clerk has been liaising with Uckfield Community Technology College to see whether there were any students interested in becoming involved in the Town Council's decision-making process.
- 2.2 At the meeting of Full Council on 20<sup>th</sup> February 2017, one Year 13 student (Mr Coleman) was co-opted onto the Town Council as a non-voting youth member and at the meeting of Full Council on 3<sup>rd</sup> April 2017, one Year 12 student (Mr Boyce) was co-opted.
- 2.3 Since that meeting, the Town Council has received interest from one more Year 12 who would like to put themselves forward for co-option at the Full Council meeting.

The applicant(s) wishing to nominate themselves as a non-voting youth member at the meeting of Full Council on 8<sup>th</sup> May 2017 is:

Mr Daniel Manvell

The applicant has confirmed that they are interested in becoming a non-voting co-opted member of the Town Council which would allow them to attend any of the Town Council committees that they express an interest in, and fully take part in discussions/debate (including confidential business) but not vote.

- 2.4 As per standard procedures for co-opting and selecting a member onto the Council, the applicant has been provided with a copy of 'The Good Councillor's Guide' and will be required to complete a declaration of interest form.

##### **3.0 Co-option Procedure**

- 3.1 At the start of the meeting, the applicant(s) will be given the opportunity to introduce themselves and explain their interest in becoming a non-voting co-opted member of the Town Council. The whole process will be carried out in public session prior to a vote.

- 3.2 Voting will take place in the normal way. Members are reminded of the Town Council's Standing Orders 3.21, which states:-

***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.***

- 3.3 In order for the applicant to be co-opted onto the Council, it will be necessary for them to obtain 50% + 1 of the votes available at the meeting.
- 3.4 Typically the co-option of an elected member runs until the end of the Municipal Year, and the newly appointed Member would undertake the positions of the previous Member on committees and sub-committees, (except as Chairman or Vice chairman), as well as the positions as the Council's representative on outside bodies. However we are enabling all students involved in this project (non-voting co-opted members) to participate in any of our committee meetings as and when they can.
- 3.5 The applicant and interested student will be provided with a copy of the agenda and background papers for the Full Council meeting so will be aware of the process and the details of the issues to be considered at the meeting.

#### **4.0 Recommendations**

- 4.1 Members are asked to note the report and the procedures for the co-option of a youth member to the Town Council.

Background Papers: Uckfield Town Council's Co-option Policy No. 44

Contact Officer: Holly Goring

# UCKFIELD TOWN COUNCIL



## COMMITTEE MEMBERSHIP 2017-18

<b>GENERAL PURPOSES COMMITTEE (9)</b> (Reports to Full Council)			<b>ENVIRONMENT AND LEISURE COMMITTEE (9)</b> (Reports to Full Council)		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		
7.			7.		
8.			8.		
9.			9.		
<b>PLANS COMMITTEE (7)</b> (Reports to Full Council)			<b>FINANCE SUB-COMMITTEE (5)</b> (Reports to General Purposes Committee)		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.					
7.					
<b>PERSONNEL SUB-COMMITTEE (5)</b> (Reports to General Purposes Committee)			<b>NEWSLETTER EDITORIAL (3)</b> (Reports to General Purposes Committee)		
1.			1.		
2.			2.		
3.			3.		
4.					
5.					

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# UCKFIELD TOWN COUNCIL



## REPRESENTATIVES ON OUTSIDE BODIES 2017-18

### FULL COUNCIL

Organisation	No. Required	
Uckfield Town Centre Regeneration Joint Committee	2	
Uckfield Town Centre Regeneration Joint Committee – Substitute Members	2	
Neighbourhood Plan Steering Group	2	
Gatwick Airport Consultation Group	(2) 1 member and 1 substitute	

### ENVIRONMENT AND LEISURE COMMITTEE

Uckfield Railway Line Parishes Committee	1	
West Park L .N. R.	(2) 1 member and 1 substitute	*Representatives to be nominated from E&L Committee as per revised terms of reference.
Hempstead Meadows L. N. R	(2) 1 member and 1 substitute	
Uckfield and District Twinning Association (AGM and events only)	1	
Age Concern (AGM only)	1	
Luxford Centre Management Committee	1	

Wealden Bus Alliance	<b>1</b>	
Active Uckfield	<b>2</b>	

#### **GENERAL PURPOSES COMMITTEE**

Uckfield Volunteer Centre	<b>1</b>	
Citizens Advice Bureau	<b>1</b>	
Ridgewood Village Hall Management Committee	<b>1</b>	
Uckfield and District Preservation Society - Bridge Cottage Committee (AGM only)	<b>1</b>	
Wealden District Association of Local Councils Management Committee	<b>1</b>	
Wealden District Association of Local Councils Planning Panel	<b>1</b>	
(East) Sussex Association of Local Councils (Attendance at AGM only)	<b>(2)</b> <b>1 member</b> <b>and 1</b> <b>substitute</b>	
Emergency Planning Co-ordinators	<b>2</b>	

## **The Annual Statutory meeting of the Council**

**Monday 8<sup>th</sup> May 2017**

### **Agenda item 11.0**

#### **TO APPOINT MEMBERS TO THE CIVIC CENTRE WORKING GROUP**

##### **1.0 Summary**

- 1.1 This report asks the Council to appoint members to the Civic Centre Working Group for 2017/18.

##### **2.0 Background**

- 2.1 The Civic Centre Working Group was set up in its present form in 2012.
- 2.2 Since the formation of the working group in 2012, the Town Council has worked with consultants, reviewed the services being provided, implemented changes, and continued to seek improvements to services and the overall profitability of the Civic Centre.
- 2.3 Over the course of 2016, the working group undertook a great deal of work, including consultation with service users, which resulted in the production of an action plan for the Civic Centre of short, medium and longer term objectives. The short term objectives identified for delivery by March 2017 have been delivered, and the working group will be required in 2017/18 to make progress with the larger scale medium term objectives focused on the restaurant and Civic Centre.

##### **3.0 Recommendations**

- 3.1 Members are asked to consider the above report, and;
- 3.2 In line with the Working Group Policy (Policy no. 39), appoint five Members to the Civic Centre Working Group for 2017/18.

Contact Officer:           Holly Goring

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## UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held in the Council Chamber,  
Civic Centre on Monday 3rd April 2017 at 7.00pm

### **PRESENT:**

Cllr. D Eastwood (Town Mayor)	Cllr. C. Macve
Cllr. M. Dean	Cllr. S. Mayhew
Cllr. K. Everett	Cllr. P. Meakin
Cllr. H. Firth	Cllr. I. Smith
Cllr. D. French	Cllr. P. Sparks
Mr O. Coleman (Youth Member)	Cllr. D. Ward

### **IN ATTENDANCE:**

2 members of the Press  
3 members of the Public  
1 x County Councillor - Cllr. C. Dowling

Holly Goring – Town Clerk

Minutes taken by Holly Goring

### **PRESENTATION FROM 'WEALDEN WORKS'**

Ms Crozier and Ms Bowdler attended the meeting and provided some background on the 'Wealden Works' initiative. This employability project has been in place since 2011 and worked with young people who were regarded as NEETs (16 - 24 year olds not in employment, education and training). The success they'd seen had been outstanding and the input from local organisations and businesses, immense.

The project had supported 214 young people into employment in the district of Wealden. Four ten-week programmes took place each year, where young people were required to attend five days a week from 9.30am. The project enabled young people to get into a routine and stop them from falling into bad habits. The project supported young people into employment by building a strong CV and helping them follow their interests into training or employment. During their time on the project, they would gain qualifications, experience, attend financial workshops and learn day to day life skills.

Local businesses were invited in to come and talk about their work, what support they needed and what they would be looking for in an employee. Barclays Bank visited and ran interview skill sessions, and they also received support from three psychotherapists who supported the emotional needs and health of the young people.

The project ensured that the first placement that the young person attended, was the right match for both them and the employer. The young people were offered work trials and received a reference from the employer, and enabled them to try different experiences and find out what they could achieve. The project also provided 12 months of aftercare once the young person was in work or education.

Members were advised that Tomorrow's People would be withdrawing funding to all of their rural projects, including the project based at Heathfield Youth Centre. The project had supported a number of Uckfield residents in the last year.

The Mayor wished to say a big thank you to Ms Crozier and Ms. Bowdler for the work that the project achieved.

Members asked a number of questions which clarified that Tomorrow's People had previously funded the majority of the project's revenue. The project would become a charity within the next couple of months and they had managed to reduce the annual budget from £140k to £81k. Three members of staff were based at the centre and funding was being provided by East Sussex County Council, Wealden District Council and Heathfield & Waldron Parish Council. In the longer term, it was hoped that further funding would be sought from Skills UK on a payment by results basis. Funding was sought of up to £10k to continue the project into the next financial year.

#### **1.0 TO CO-OPT A YOUTH MEMBER TO UCKFIELD TOWN COUNCIL**

As part of a new initiative with Uckfield Community Technology College, the Town Council has been inviting students with an interest in politics to become involved in local decision-making by engaging with the Town Council.

The Mayor, Councillor Eastwood welcomed Mr Boyce to the Full Council meeting and invited him to introduce himself.

Mr Boyce explained that he was a Year 12 student studying at Uckfield Community Technology College Sixth Form. He was currently studying Politics, Philosophy and Economics. He was looking forward to the opportunity and learning about political processes.

The Mayor asked for members to take a vote by show of hands on the co-option.

#### **FC.109.04.17**

With unanimous support, it was **RESOLVED** to co-opt Mr Boyce onto Uckfield Town Council as a Youth Member.

**1.1 To receive declaration of Acceptance of Office**

Mr Boyce and the Town Clerk signed the declaration of acceptance of office.

**2.0 DECLARATIONS OF INTEREST**

Members and officers were reminded to make any declarations of personal and/or prejudicial interest that they may have in relation to items on the agenda.

None were received.

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

None received.

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

**FC.110.04.17** It was **RESOLVED** to suspend Standing Orders to allow Cllr Chris Dowling to speak.

Councillor Dowling referred to the extra £2billion promised by central government to all councils over the next three years towards Adult Social Care. East Sussex County Council (ESCC) were expecting to receive in the region of £21million in that period. This still had to be confirmed and allocated accordingly.

ESCC had entered into an agreement with Costain for road maintenance for the next six to seven years.

Lewes Registration Office would be reopening at the end of the April 2017 after a £1million refurbishment. The office would be available for the registration of births, deaths and weddings.

**FC.111.04.17** It was **RESOLVED** to reinstate Standing Orders.

**5.0 APOLOGIES FOR ABSENCE**

Apologies for absence were received from the Deputy Mayor, Councillor D. Bennett and Councillors J. Anderson, J. Beckford and J. Love.

Apologies were also received from District Councillors Cllr. Claire Dowling, Cllr. P. Waldock and Cllr. Marlowe.

**6.0 MINUTES**

**6.1** To resolve that the minutes of the Full Council meeting on the 20th February 2017 be taken as read, confirmed as a correct record and signed by the Town Mayor

**FC.112.04.17** It was **RESOLVED** that the minutes of the Full Council meeting of the 20th February 2017 be taken as read, confirmed as a correct record and signed by the Town Mayor.

6.2 Action list

Members considered the action list and agreed to remove the following items which had been completed or appeared elsewhere on the agenda:-

FC.58.10.16 - To consider the potential re-use of the High Street Double Height Bricks

FC.62.10.16 – Initial review of CCTV

FC.102.02.17 – To consider the recommendation of the Wealden Parish Remuneration Panel on Town and Parish Councillor Allowances for 2016/17 and 2017/18

FC.104.02.17 – To make a decision on the future of the High Street Double Height Bricks

7.0 **COMMITTEE MINUTES**

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

- FC.113.04.17** (a) Plans Committees – 27th February and 20th March 2017  
It was **RESOLVED** to note the acts and proceedings of the Plans Committees of the 27th February and 20th March 2017.
- FC.114.04.17** (b) Environment and Leisure Committee – 13th March 2017  
It was **RESOLVED** to note the acts and proceedings of the Environment and Leisure Committee of the 13th March 2017.
- FC.115.04.17** (c) General Purposes Committee – 6th March 2017  
It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee of 6th March 2017.

8.0 **TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

- (i) The Uckfield Town Centre Regeneration Joint Committee  
Nothing to report at this time.
- (ii) Neighbourhood Plan Steering Group  
Members noted the report.
- (iii) Gatwick Airport Consultation Group  
Nothing to report at this time.

9.0 **TO RECEIVE REPORTS FROM WORKING GROUPS**

- (i) Civic Centre Working Group  
The report would be reviewed under confidential business.
- (ii) Dementia Friendly Working Group  
Members noted the report.
- (iii) Uckfield Events Working Group  
Members noted the report.



**10.0 TO CONSIDER PROVIDING A FINANCIAL CONTRIBUTION TO 'WEALDEN WORKS' FOR 2017/18**

Members considered the report and the information that had been provided during the presentation at the start of the meeting.

Members noted the fantastic work undertaken by the project and wished to make a contribution to get them through their initial funding difficulty. Members suggested that the 2016/17 year end budget figures be reviewed as a slight underspend had been projected.

**FC.116.04.17** With ten votes in favour, out of eleven members present, it was **RESOLVED** to provide a financial contribution of £10,000 towards 'Wealden Works' to support their project.

**11.0 TO REVIEW THE LIST OF OUTSIDE BODIES FOR 2017-18**

Members were asked to review the existing list of outside bodies and inform the Town Clerk as to whether the body was still in existence, whether meetings were taking place and how many representatives should be put forward to represent the Town Council.

**FC.117.04.17** Members **RESOLVED** to approve the changes made in preparation for appointments at the Annual Statutory Committee meeting in May 2017.

**12.0 TO NOTE THE MAYOR'S ENGAGEMENTS**

Members noted the Mayor's engagements.

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

One grave certificate had been received.

**FC.118.04.17** It was **RESOLVED** to sign the grave certificate for the following:  
S. Richards

**14.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**

None received.

**15.0 TOWN CLERK'S ANNOUNCEMENTS**

The precept had been adopted at the meeting of Full Council on 9<sup>th</sup> January 2017. The Town Clerk advised that it was best practice for local councils to minute the exact figure of the precept for the next financial year, when adopting the precept.

**FC.119.04.17** Members **RESOLVED** to approve the figure of £852,878 as the precept for Uckfield Town Council for 2017/18.

**16.0 CHAIRMAN'S (TOWN MAYOR'S) ANNOUNCEMENTS**

The Town Mayor wished to give a special mention to a local pupil at Rocks Park Primary School, Jack Carter who had completed a project which provided some excellent ideas for how the Civic Centre could use environmental initiatives to save money.

Members noted the excellent work completed by Master Carter and thanked him for his ideas.

**17.0 CONFIDENTIAL BUSINESS**

**FC.120.04.17**

It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

**17.1 Update from Civic Centre Working Group**

Members noted the update provided.

**17.2 To receive a progress update on the new CCTV system in Uckfield Town Centre**

Members noted the update provided.

The meeting finished at 8.34pm.

## UCKFIELD TOWN COUNCIL



Minutes of the **ANNUAL TOWN MEETING** held in the Council Chamber  
Uckfield Civic Centre, Tuesday 11<sup>th</sup> April 2017 at 7.00pm

<b>PRESENT</b>	Cllr. L. Eastwood	Town Mayor
	Cllr. Mick Dean	Chairman of the Environment and Leisure Committee
	Cllr. D. Ward	Chairman of the General Purposes Committee
	Cllr. B. Mayhew	Deputy Chairman of the Plans Committee

**Councillors:-**

P. Sparks, P. Meakin, D. French, J. Love, K. Everett, H. Firth  
C, Macve and I. Smith

Owen Coleman (Youth Member)

District Councillor Claire Dowling, County Councillor Chris Dowling

3 members of the press

24 residents and organisation representatives

Holly Goring – Town Clerk

Angela Paul – Administrative Officer

Minutes taken by Angela Paul

- 1.0 Welcome and introduction by the Town Mayor**  
Cllr. Louise Eastwood welcomed everyone and stated that she and the Councillors appreciated residents supporting the meeting and then introduced the Chairman of each of the three main committees.
- 2.0 Apologies for absence**  
Apologies for absence received from Cllrs. D. Bennett, J. Anderson, J. Beckford, Mr J. Molesworth Edwards and Mrs Dorothy Sparks.
- 3.0 Minutes of the Annual Town Meeting of the 13<sup>th</sup> April 2016**  
After an amendment to Cllr. Dean's Christian name which should be Cllr. Mick Dean not Mike, the minutes of the Annual Town meeting of the 13<sup>th</sup> April 2016 previously circulated were approved as being a true record.
- 4.0 Matters arising from the minutes**  
None.

## **5.0 Topics and questions by residents previously notified**

Cllr. Eastwood read out the questions previously notified and provided responses:-

### **Question 1 from Mrs Boniface**

#### **(Luxford Field)**

*"Following a question to the Town Council about five years ago, asking for an upgrade/redesign of the playground on Luxford Field, I was told that it would not happen as there was an Uckfield Town Plan due to be implemented which would mean the reorganisation of the Town centre. Given that this plan has now been shelved can we now look forward to our town centre 'village green' having a playground worthy of its position. The equipment in the present playground is dire, old and very sparse. As it stands it is not a good reflection on the town's ability to provide suitable recreation for its people. I know you have developed other play areas for which the townsfolk are very grateful but surely it is now time to enhance the 'village green' the centre of our lovely town!"*

#### **Response:**

- The Town Clerk advised that the Town Council quite agreed that Luxford Field was a valuable space within the centre of the town and great for town events and activities. Unfortunately, due to financial constraints and as a result of potential regeneration plans for the town centre, any improvement works to the play area were put on hold until more was known.
- On 27<sup>th</sup> January 2017, the Uckfield Town Centre Joint Regeneration Committee at that time resolved to (1) keep the potential to redevelop and regenerate Uckfield town centre under review; and (2) to hold a further Joint Committee made up of ESCC, WDC and UTC to meet in Summer 2018 to provide an update on the project on that point.
- This meant that we were no closer in knowing what the economic situation would be at that point in time.
- The Town Council's Strategic Plan for 2017-2022 does recognise the need to upgrade the council's play areas and funding has been allocated for improvements to be made to Hughes Way in the next 12-18 months.
- It would be unwise to move forward with any substantial improvement plans to Luxfords play area before the next meeting of the Joint Committee is held in 2018, nor would we have the funds to make improvements to the play area at the present time.
- In the meantime, the town council will consider what interim repairs can be undertaken this year and as part of the budget setting process for 2018/19, consider which play area should be prioritised next for improvement.

## Question 2 from Mr Woodham

### (Pigeons)

*Ongoing issues with pigeons resulting in the new pedestrian paving slabs becoming stained, unsightly mess for residents/visitors and shopkeepers alike in these areas.*

*Potential health and safety issue if children were to fall over in these areas and touch the droppings. Pedestrians are walking through this mess and it does adhere to the soles of their footwear.*

*UTC and partners are dealing with the effect on what would appear an ad hoc basis but the cause is not being dealt with i.e. removal of these birds.*

*For consideration! At Kings Cross station in London the rail authority have brought in a falconer with a harrier hawk on a regular basis during the working days to deal with a similar problem.*

*What is the future for Uckfield High Street regarding these unwanted pests?*

### **Response:**

The Town Clerk agreed that it was a pity that after all the hard work undertaken by ESCC and Colas installing the new paving that they were now being spoilt.

- The Clerk advised that the pigeons and pigeon mess were assessed by an officer of Wealden District Council's Environmental Health team before Christmas. At that point in time, it was not considered to be a health and safety hazard nor deemed bad enough to take enforcement action.
- At that time, the Town Council also made contact with a number of local businesses who specialised in pest and bird control to explore what options would be available to the town. Costs varied and consideration of the central high street location would also need to be taken into account.
- Unfortunately despite properties opposite the old post office covering their premises with netting, the pigeons had still found a home there. This suggested that basic pest control options were not necessarily the answer.

In the last couple of weeks the Town Council had become aware that some residents were encouraging the pigeons by feeding them. We had therefore purchased signs which would be placed in Elizabeth Gardens to advise against feeding the birds;

- The Town Council had also liaised with tenants in the old post office building and provided a copy of the options available, which I believe had been passed onto their landlord/the property owner to take action – and we understand measures were going to be put in place.
- The Town Council had also arranged for Grounds staff to undertake deep cleans of the area as build-ups arise;

- The Town Clerk advised that she had been in contact once more with the Environmental Health Team at WDC and sent further photographs of the number of pigeons on the roofs requesting that they re-assess the situation which they have agreed to do.
- The Town Clerk also advised that WDC and their contractors were the responsible authority for the cleaning of the pavements but it was regrettable that they were not currently taking responsibility.
- Please note these are private properties and therefore other than liaising with those concerned and providing the relevant information, we have limited powers.

### **Question 3 from Mrs Frost**

#### **(Parking and Woodlands)**

*"I would like to raise the following points:*

*Lack of sufficient disabled spaces in the High Street, as well as loading and unloading bays, and pull ins for the buses.*

*The two current disabled spaces need to be clearly marked up with yellow hatchings to dissuade able bodied parking, with signage too.*

*Luxford car park is one way on both sides in the 3-hour area, and I have seen vehicles going the wrong way on several occasions.....it needs to be marked much more clearly, and signage too.*

*Have seen a concerning post on social media when some bike jumps were removed from some local woods that are now under private ownership. The young people who posted on the thread are left with the impression that Uckfield does not care about its younger members. Is there some suitable woodland in the ownership of the Town Council, where they could re-build their jumps. Apparently it took a long time to build the jumps (as in several hours), and had been there for at least one generation, and it would be a nice touch to find them another suitable site so they can build some more."*

### **Response**

#### **(1) Parking**

- The Town Clerk advised that the scheme was developed under an Experimental Traffic Regulation Order which provided the town with time to review how the scheme was working and provide feedback to ESCC.
- A time schedule is given to enable the scheme to settle and then ESCC will undertake a review of how the space is used – this is typically 18 months after the work has completed;
- In regards to accessibility within the High Street, the Town Clerk had met with a local disability group shortly after the reopening of the High Street to listen to any concerns that they wished to raise e.g. trip hazards, parking spaces etc. The issues raised at the time were incorporated in the snagging list, which Colas will be addressing shortly on their return. This included clearer marking up of the two disabled spaces at the bottom of the High Street.

- In terms of longer term proposals, such as increasing the number of disabled bays - this would be fed into ESCC's review.

If residents had further comments they were asked that any comments be passed to the Town Clerk to collate.

With regard to the allocation of loading bays this is not straight forward, as with other towns, these bays were often misused and blocked by normal vehicles. Therefore until civil enforcement was in place, it would be difficult to be on hand to regularly enforce these bays.

- Luxfords car park is the responsibility of Wealden District Council and the Town Council has also noted and received reports about the markings in the car park and have passed on the concerns to WDC.

## (2) Jumps in woodland

- The Town Clerk confirmed that the Town Council was keen to support its younger generation and was already working with Uckfield Community Technology College to involve young people and receive their views. Recently two Youth Members joined the Town Council and would have an opportunity to take part in discussions and express their opinions.
- The Town Council provides spaces for a variation of sports within the town but unfortunately any woodland owned by the Town Council was protected either as an ancient woodland such as Boothland Wood or as Nightingale Wood had a number of Tree Preservation Orders. These woodlands were also heavily used by members of the public so unfortunately they would not be the best locations for jumps to be built.

### **Question 4 from Mrs Sparks (Room hire – Civic Centre)**

*' Uckfield Town Council is giving discounts to prospective new hirers of the Civic Centre as set out in your Civic Centre and Foresters Hall venue hire charges 2017/18 to encourage them to make a booking. I can appreciate why you are doing this, but I am involved in several groups that hire the Civic Centre, including the Decorative and Fine Arts. This group has booked the Weald Hall for the last 21 years for their monthly meetings. Not only showing you loyalty but quite a number of our members use the Luxford Restaurant for lunch prior to the meeting, giving you their custom and more revenue.*

*Perhaps you would consider giving a discount to long term hirers to encourage them to continue using the facilities, or a special offer?'*

### **Response:**

- Cllr Ward advised that the Civic Centre Working Group undertook a full review of its fees and charges for the hire of the Civic Centre and Foresters Hall for the forthcoming year which was approved by General Purposes Committee in October 2016.
- As part of this review, members discussed the importance of recognising the loyalty of regular room hirers in addition to attracting new community groups and organisations. The Civic Centre Working Group and the Town Council were to continue to explore various options over the next few months and any decisions taken will be advertised.

## **6.0 Consideration of the Town Council's Annual Report**

The Mayor introduced the reports from the Chairmen of the three main committees which had previously been circulated and asked if there were any questions arising from the reports.

None were forthcoming.

## **7.0 Questions from the floor**

Mrs Frost advised that as many people were aware she was against the Highway improvements from the start and the question regarding pull ins for the buses had still not been resolved, due to lack of space on the road traffic was brought to a halt every time the buses were in the High Street especially at school time.

Mrs Frost asked what ESCC was doing to mend the many pot holes in and around the town and when they were going to spend some money on the repairs.

Cllr Eastwood advised that the meeting was a Town meeting and everybody was aware that there was a problem with potholes, Central Government had recently announced that there would be some monies available for Councils to assist with the repair of pot holes.

Mrs Frost advised that she knew it was a Town Council meeting but she noted that County Councillors were in attendance and asked if they would take the opportunity to respond.

Cllr. Chris Dowling agreed to respond and noted that pot holes were a problem nationally not just in East Sussex and were taken seriously by the County Council. The Highways Department was spending 90 million pounds on the repairs over the next 7 years and was working with their new contractors on the best and efficient way to carry out the works.

Cllr Sparks advised that when he was a County Councillor 4 years ago he argued that the most effective way was to initially repair the potholes properly rather than just carrying out patching which did not last and meant that the same holes were having to be repaired.

Mr Firth asked if consideration had been given to employing a Traffic Warden and sharing the costs with other Councils as illegal, inconsiderate and the 1 hour parking limit was not being policed and although there was a large car park for the railway, commuters were still parking and blocking up nearby residential roads. If the Police were not going to carry out enforcement they should not receive any of the money from collected fines.

The Town Clerk advised that WDC had resolved recently at Cabinet to keep off-street parking free and explore options with ESCC for civil enforcement of on-street parking. WDC and Town and Parish Councils were continuing to talk with the Police and had been monitoring the situation and exploring interim measures.

Mr Selby asked why the signs for Ridgewood had disappeared from the road signs and also did the Council have any powers to do anything about the road surface in Mill Lane he was aware it was a private road.



The Town Clerk advised that when the new town twinning signs were erected the Ridgewood signs were removed which was not expected or planned by the Town Council but ESCC had been contacted and Ridgewood Village signs would be put back in place in due course.

Cllr. Firth advised that she was also aware of the concerns of residents regarding Mill Lane and had made enquiries but the problem was that the lane was private and that many people were involved including a Trust and the residents at Millington Court.

Mr Selby advised that he would make further enquiries regarding the ownership of Mill Lane.

Mr S. Colvin advised that he raised the question last year regarding the number of advertising hoardings on the roundabouts and he wanted to thank Cllr. Anderson for all his work with ESCC in arranging for the advertising hoardings to be removed from the roundabouts.

Mr Colvin was disappointed to see that following work carried out by Open Reach they had used the correct man holes covers on the new paving slabs but had spoiled the look by using tar rather than replacing the York stone slabs. He also wanted to know when the trees would be replaced.

The Town Clerk advised that the Town Council was also very disappointed to see that the work had been allowed to be carried out as it was understood that any works were subject to a Section 58 for 3 years. She understood from ESCC that the company was allowed a 6 month period for them to make good and she would be monitoring the situation.

With regards to the replacement trees we were waiting for new tree guards and again she was liaising with ESCC to be addressed..

Mrs Venables (representative of Buc Up) reported that since the toilet block in Luxford Car Park had been removed by WDC an old metal 'T' shape bar had been left sticking up from the ground and the top with sharp edges was at eye level of a small child and she was concerned it could cause a serious injury.

Cllr. Eastwood and the Clerk noted the report and would pass to WDC as urgent request to have removed.

Mrs Venables also advised that she was still very concerned about the possibility of flash flooding in the High Street due to the large amount of grit and sand accumulating in the gutters and drains especially the drains near to St Philips Church/school where the recent building work has taken place and a lot of mud/sand has run off from the building site. Mrs Venables had reported the problem before but ESCC were still not cleaning the gutters.

The Town Clerk advised that this would be followed up with ESCC.

Mr Firth advised that he had correspondence going back 9 years regarding the cemetery and for 5 years he had been asking for the wall to be repaired and he also wanted to know why a dog walker was still allowed to enter the cemetery by a gate as it was not very pleasant to find dog mess on the War Graves where he had planted daffodils.

The Town Clerk advised that there was a 10 year maintenance programme and the wall had been prioritised when budget setting for this financial year but the Clerk explained that before the programmed work could take place it would have to go out to Tender therefore would not take place until late 2017, early 2018.

Mr Blackford wanted to know why the grass at Ridgewood Play area and Luxford Field had not been cut as they both looked a mess, was it due to budget cuts?

The Town Clerk advised that the Grass Cutting contract had been awarded to new contractors and they were due to start work this week.

Mr Blackford also reported that it was not just the drains in the High Street that were blocked but the drains in Ridgewood and elsewhere in the town were terrible and he did not know why Councillors had not noticed or appeared to be doing anything about the situation.

Mrs Frost thanked the Town Councillors for all the hard work they undertook for the Town.

Mr Woodham referred to page 2 question 1 of the Minutes of the 2016 meeting regarding the southbound traffic slowed down at Church Street traffic lights by cars turning right into Church Street and asked if a solution was being considered for this dangerous junction as cars jumping the red traffic lights had been observed on many occasions by residents.

Cllr. Eastwood advised that the Town Council and ESCC were aware of cars jumping the red lights at Church Street and phasing of the lights and possible solutions to the problem was currently being considered and reviewed.

Mr Blackford advised that he had noticed that the old metal rings had appeared on the kerbs by Waitrose and asked if anybody knew why they were there.

Cllr. Eastwood advised that as they were part of the history of the old town and they should remain on the kerbs.

There being no further questions Cllr. Eastwood thanked everybody for attending and their interest and also thanked the Councillors and Officers for all the hard work they undertook for the Town.

The meeting closed at 7.50pm.

# UCKFIELD TOWN COUNCIL

## ACTION LIST – FOR INFORMATION ONLY

### Full Council

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>FC.46.08.16</u></b>	To consider whether the <u>Town Council</u> should instruct a <u>Town Crier</u> Members subsequently <b>RESOLVED</b> to appoint a Town Crier on a voluntary basis for the purpose of communicating specific events within the town, and the Town Clerk be authorised to undertake the necessary requirements for advertising this position.	22.08.16	HG/CW	In progress
<b><u>FC.51.08.16</u></b>	<b>17.3 Update from Sussex Police</b> Members considered the update and subsequently <b>RESOLVED</b> to authorise the Town Clerk to explore alternative options.	22.08.16	HG	In progress.
<b><u>FC.63.10.16</u></b>	<b>19.3 Initial review of Parking</b> Members considered the report provided and subsequently <b>RESOLVED</b> to request that the Town Clerk liaise with the relevant bodies to address and action the proposed next steps.	17.10.16	HG	This remains a high priority and discussions continue with the relevant agencies whilst Wealden DC explore the options.
<b><u>FC.94.01.17</u></b>	<b>19.2 Update report on parking issues within Uckfield Town Centre</b> Members discussed the current issues facing the Town Centre and <b>RESOLVED</b> for the Town Clerk to continue discussions with Sussex Police and Wealden District Council.			

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>FC.92.01.17</u></b>	13.0 To review update on proposed way forward for youth engagement Members <b>RESOLVED</b> to agree to this method of youth engagement; enabling young people to participate in Town Council discussions at public meetings and discussions about the town.	09.01.17	HG	Three youth members have now been co-opted to the Town Council, which is sufficient for 2017/18. The project is now in full swing. <b>NFA</b>
<b><u>FC.103.02.17</u></b>	12.0 To consider the funding of Speed Traffic Surveys Subject to clarification of costings, members <b>RESOLVED</b> 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.	20.02.17	HG	In progress.  The Town Clerk has since met with ESCC to identify suitable locations for the two speed surveys on London Road.
<b><u>FC.105.02.17</u></b>	14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve Members <b>RESOLVED</b> to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.	20.02.17	CW	The byelaws have been sent to DEFRA as per procedure. In progress.
<b><u>FC.108.02.17</u></b>	20.2 To consider options (in principle) for a new CCTV system in Uckfield Town Centre Members reviewed the options available and <b>RESOLVED</b> to enter into the Sussex CCTV Partnership and install the latest modern camera technology as part of this review.	20.02.17	HG/CW	In progress.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.116.04.17</u>	<p><u>10.0 To consider providing a financial contribution to 'Wealden Works' for 2017/18</u></p> <p>With ten votes in favour, out of eleven members present, it was <b>RESOLVED</b> to provide a financial contribution of £10,000 towards 'Wealden Works' to support their project</p>	03.04.17	HG/CW	<p>The financial contribution has been passed to Wealden Works and confirmation and thanks received. <b>NFA</b></p>
<u>FC.117.04.17</u>	<p><u>11.0 To review the list of Outside Bodies for 2017-18</u></p> <p>Members <b>RESOLVED</b> to approve the changes made in preparation for appointments at the Annual Statutory Committee meeting in May 2017.</p>	03.04.17	HG	<p>The list of outside bodies has been amended to reflect discussions at the last Full Council meeting and any correspondence received by organisations. <b>NFA</b></p>

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## The Annual Statutory meeting of the Council

Monday 8<sup>th</sup> May 2017

### Agenda item 15.0

#### **TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2018**

##### **1.0 Summary**

1.1 This report sets out the rota for Members' Audit for the coming Municipal year.

##### **2.0 Background**

2.1 In order to obtain all the relevant background information relating to the completion of the monthly audit, Members are asked to refer to the 'Members' Audit Policy No. 63' which is on their USB under the 'Councillors' Policies' folder and which states:

*2.1.1 At each Annual Statutory Meeting, the Clerk will provide a schedule of Members who will be required to undertake the Members' Audit for a particular month. Such Audit will be required to be completed within the first two weeks of the following month and individual Members will be required to make an appropriate appointment with the Responsible Financial Officer accordingly.*

*2.1.2 Should any Member not be able to make the date set out for them in the schedule, it will be their responsibility to make alternative arrangements with another Member to fulfil their obligations for that month.*

2.2 The following members undertook a members audit in 2016/17

<b>Month</b>	<b>Councillor</b>
<i>May</i>	<i>Cllr. L. Eastwood</i>
<i>June</i>	<i>Cllr. H. Firth</i>
<i>July</i>	<i>Cllr. I. Smith</i>
<i>August</i>	<i>Cllr. P. Sparks</i>
<i>September</i>	<i>Cllr. L. Eastwood</i>
<i>October</i>	<i>Cllr. J. Beckford</i>
<i>November</i>	<i>Cllr. D. Bennett</i>
<i>December</i>	<i>Cllr. P. Meakin</i>
<i>January</i>	<i>Cllr. K. Everett</i>
<i>February</i>	<i>Cllr. D. French</i>
<i>March</i>	<i>Cllr. J. Love</i>

- 2.3 The following table puts forward a proposed schedule for member audits in 2017/18:

Month	Councillor
April	Cllr. C. Macve
May	Cllr. D. Ward
June	Cllr. S. Mayhew
July	Cllr. H. Firth
August	Cllr. I. Smith
September	Cllr. P. Sparks
October	Cllr. L. Eastwood
November	Cllr. D. Bennett
December	Cllr. J. Anderson
January	Cllr. P. Meakin
February	Cllr. K. Everett
March	Cllr. D. French
April	Cllr. J. Love

### **3.0 Recommendations**

- 3.1 Members are asked to note and approve the proposed schedule for members audits in 2017/18 and make appropriate arrangements with the Responsible Financial Officer.

Background Papers: Members' Audit Policy No. 63

Contact Officer: Christine Wheatley



## **The Annual Statutory meeting of the Council**

**Monday 8<sup>th</sup> May 2017**

### **Agenda Item 16.0 (ii)**

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

**Thursday 27<sup>th</sup> April 2017**

Members of the Neighbourhood Plan Steering Group met on Thursday 27<sup>th</sup> April 2017 to review the initial work collated from the workshop in February.

Work has since begun on drafting the first section of the Neighbourhood Plan which sets out the history of Uckfield and Uckfield today in terms of information and key statistics. This would help to set the scene for the policies being put forward. A draft vision and set of objectives had been created in response to the feedback received from the workshop in February. The draft papers would be circulated to members of the group for their comments by mid-May.

The Chairman of the group had recently met with representatives from Action in Rural Sussex (AiRS) to discuss their proposal for providing support. The Chairman explained that a great amount of work had already been undertaken and the group would require the support of AiRS to refine their policies and ensure, with their planning expertise, that the plan would be robust to sit alongside Wealden's Local Plan.

The group agreed to obtain more detail from AiRS in terms of their proposed detailed workplan and how staged payments would need to be made, and requested more information about specific tools mentioned within the proposal, such as Community 21.

The group agreed to commission AiRS to work with them to finalise the plan within the next 12-18 months. They also agreed to research potential grant funding streams to assist with future costs.

The champion roles were confirmed, so all individuals were clear which themes they were working on, and the Chairman reminded the group that all volunteers and champions would need to recognise that the next 12 months may require hard work to ensure that the draft plan is pulled together on schedule.

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## **The Annual Statutory meeting of the Council**

**Monday 8<sup>th</sup> May 2017**

### **Agenda Item 17.0 (i)**

#### **TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: 'UCKFIELD EVENTS WORKING GROUP'**

Since the working group last met, Food Rocks have engaged interest from over 25 local producers and traders for the 'Weald on the Field' event, which is taking place on Saturday 5<sup>th</sup> August 2017. This will be an excellent one day festival celebrating all things local, with local produce, streetfood, drink, live music and entertainment.

Promotion of the event has begun on social media and flyers are being produced to start circulating to local businesses within Uckfield.

Two bands have been booked already for the live music and entertainment on the day. The working group has also been seeking quotes for the PA system and set up for the live entertainment.

The working group have just learnt that their application for funding via the Tesco's Bags of Help scheme, for the 'Weald on the Field' event has been successful, which means that the project will be one of three appearing in local stores (*Uckfield Tesco's, Brown's Lane Tesco Express and Heathfield Tesco Express*) during May and June. Members of the public can vote using blue tokens and there are three amounts of funding up for grabs - £1k, £2k and £4k.

Cllr. Donna French

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## **The Annual Statutory meeting of the Council**

**Monday 8<sup>th</sup> May 2017**

### **Agenda Item 17.0 (ii)**

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

The Uckfield Dementia Forum held its most recent meeting on Wednesday 19<sup>th</sup> April 2017. The meeting focused mainly on the events taking place during National Dementia Awareness Week (Sunday 14<sup>th</sup> May to Saturday 20<sup>th</sup> May 2017) and moving the various initiatives of the group forward:

- Alzheimer's Society;
- Buxted Surgery/NHS;
- Care for Carers;
- Home Instead Senior Care;
- Know Dementia;
- Sussex Support Services;
- Uckfield Town Council;
- Wealden District Council.

Members discussed the various initiatives being arranged for Dementia Awareness Week (Sunday 14<sup>th</sup> May to Saturday 20<sup>th</sup> May 2017):

- **Tues 16th May 2017 - Wealden Dementia Action Alliance (Hailsham Civic Hall, WDC Offices) (2pm – 4pm)**  
This event would be a celebration of the Alliance and the work that had been undertaken since its launch last May. They would be looking to hear from their supporters and the various initiatives undertaken across the district. A representative from the Uckfield Dementia Forum would be speaking at the event and promoting the work from this area. The event was free and all were welcome to attend.
- **Wed 17<sup>th</sup> May 2017 – Uckfield Chamber of Commerce (Uckfield Civic Centre – chamber members only) (7pm)**  
A presentation would be held for all Chamber members to hear about the Forum, how they could become involved and help promote the benefit of the awareness sessions with staff. Handouts would be available, and examples of the directory and fact sheets. Posters advertising the event on 20<sup>th</sup> May would also be circulated.
- **Weekdays – Know Dementia**  
Know Dementia were planning to arrange extra activities during Dementia Awareness week in their Memory Moments Cafes.

- **Weekdays – Freedom Leisure**

Freedom Leisure centres were also arranging a variety of activities and events including 'Boccia and New Age Kurling' at Uckfield Leisure Centre on Wednesday 17<sup>th</sup> May.

- **Sat 20<sup>th</sup> May 2017 – Dementia Awareness Information Day  
(Sussex Support Services, Victoria Pavilion, Victoria Pleasure Ground)  
(10.30am – 4pm)**

The event had been advertised with public health organisations and community space. There would be information stalls, information and signposting advice, a bake sale and 'become a dementia friend' sessions for members of the public to take part in.

Further engagement had taken place with businesses in the High Street. Members were informed that a free carers support group (drop-in session) took place at the Horder Centre, on the fourth Wednesday of each month.

Members discussed the format and design of the contact directory for members of the public and would arrange for this to be designed and printed.

Information was also circulated on a recent article in the Argus about Worthing and their initiative to create a dementia friendly town.

The next meeting would be held in mid-June.

Cllr. Paul Sparks