



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A Meeting of the **Environment and Leisure Committee** to be held on
Monday 10th July 2017 at 7.00pm
in
The Council Chamber, Civic Centre

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 CHAIRMAN'S DISCRETION

3.0. APOLOGIES FOR ABSENCE

4.0. MINUTES

- 4.1. Minutes of the meeting of the Environment and Leisure Committee held on 30th May 2017
- 4.2. Action list – For information only
(Attached)
- 4.3. Project Monitoring List – For information only
(Attached)

5.0. FINANCE

- 5.1. To note bills paid
- 5.2. No income and expenditure report until accounts completed

6.0. ADMINISTRATION

- 6.1. Request for a memorial in Snatts Road Cemetery
(Attached)

7.0. ENVIRONMENT

- 7.1. Request to purchase land adjacent to 14 Egles Grove
(Attached)

8.0. LEISURE

- 8.1. Hughes Way Play Area Update
(Attached)

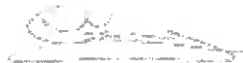
9.0. REPORTS FROM WORKING GROUPS AND TO AGREE TERMS OF REFERENCE

- 9.1. Ridgewood Recreation Ground
9.2. Road Safety
(Attached)

10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 10.1. Uckfield Railway Line Parishes
(Attached)
10.2. Informal Wealden Line Steering Group
10.3. West Park LNR and Hempstead Meadows LNR – Supporters Group
(Attached)
10.4. Uckfield and District Twinning
10.5. Age Concern
10.6. Luxford Centre Management Committee
10.7. Uck Valley Flood Forum
10.8. Active Uckfield Group
10.9. Wealden Bus Alliance
10.10 Millennium Green Trust

11.0 CHAIRMANS ANNOUNCEMENTS



Holly Goring
Town Clerk
4th July 2017

Environment and Leisure Committee

10th July 2017

Agenda Item 6.1.

REQUEST FOR A MEMORIAL IN SNATTS ROAD CEMETERY

1.0 Summary

- 1.1 The report details a request to install 'tomb' style memorials in the Snatts Road Cemetery, Uckfield.

2.0 Background

- 2.1. The Town Council is responsible for the administration and maintenance of the Cemetery in Snatts Road. This includes the allocation and preparing of burial and interment of ashes plots, and the granting of permits for memorials.
- 2.2. A Working Group was set up a few years ago to review the Cemetery, including Rules and Regulations, fees and memorials. As part of this review it was agreed that only headstones be permitted in the new 'X' section for ease of maintenance and plaques on the new Cloister Wall be restricted in size and material. (Rules and Regulations and fees attached)
- 2.3. Memorial applications are submitted to the Town Council office for approval and providing they are in accordance with the Council's criteria are granted. To date all memorials have conformed with the current rules with regards to size, materials etc. apart from one. A request, declined by officers, for a very large memorial headstone in the 'W' section was referred to Committee and subsequently agreed.
- 2.4. As this new request is outside the Council's criteria, officers once again declined permission, and the resident has asked that this be considered at a higher level.

3.0. Request

- 3.1. The request is for two 'tomb' style memorials consisting of solid Granite 2'6" x 6'6" and approximately 20" high to the top of the pitch. One is to replace an existing headstone and kerb set, the other for an adjacent purchased plot for a future interment, both are in the 'W' section.

- 3.3. The request: -

"As sole owner of my parents plot and my own adjoining plot I write to request that the Council consider my choice of memorial to my parents, as a replacement, and to my own in preparation of my demise. Following the recent loss of my mother in January I feel that I would like to make final preparations while I still can to ensure that there is no maintenance required for the future.

I have approached a Memorial Mason for a price to supply a Granite Ledger Style memorial of 2'6" x 6'6" and approximately 20" in height. The Proposed

inscriptions would be cut onto the sloping part on both memorials, but will obviously exclude my date of death, to be added later. It is on their advice that I write for your consideration prior to taking the matter further.

Where I realise this is not a standard memorial proposal I understand that other request for memorials that have not confirmed in size or position/angle etc. in 'W' plot and have been successful and I hope you can see the practicalities of such a memorial with regard to maintenance from a long-term point of view. A solid unit such as this will not have vulnerable parts or sections liable to separate over the course of time. Easily washed down with soap and water now and self-maintaining beyond my lifetime the granite is tough and almost indestructible choice of stone. Apart from natural Algae and Lichen the memorial will not be susceptible to weed growing as with kerbsets. This particular style of memorial is currently still being erected around the country and is a familiar style in our Churchyards.

My parents have a traditional kerbset and this will be disposed of should you allow this to go forward. At this time in life I am keen to bring matters to a satisfying closure whilst I can, knowing that beyond myself there will be no one else left to attend to the graves. These Ledgers will give me that peace of mind.

Therefore, can I appeal to your combined judgement on this matter to allow me to proceed.

Thank you in anticipation".

Photograph of similar memorials attached.

4.0. Recommendation

- 4.1. Members are asked to consider the report and **RESOLVE** to instruct the Clerk accordingly.

unless otherwise arranged. The Council will however supply a limited number of rose bushes for purchase by prior application. Any future replacement of the said roses will be at the Council's cost.

No planting is permitted in the Cloistered Garden of Remembrance.

CREMATED REMAINS

74. Cremated remains may be interred, in caskets or other approved biodegradable containers, in the Garden of Remembrance or in a conventional grave in the Cemetery for which the Exclusive Right of Burial has been purchased.

There is only a facility to scatter cremated remains in the Cloistered Garden of Remembrance, subject to the appropriate fees.

FEES

75. Fees for all Cemetery services will be determined by the Council annually, to take effect from 1st April each year.

76. In determining whether fees will be chargeable at the Parishioner or Non-Parishioner rate, the last permanent address of the deceased will be used. However, the Parishioner rate will be used if it can be shown that the deceased has had to move out of the parish in order to receive the type of care which is not available in the parish.

77. All fees are payable in advance to the Council, except in the case of Funeral Directors and monumental masons, dealing continuously with the Council

GENERAL

78. All rubbish and waste material, including wreaths and floral tributes, which have been removed from graves, should be disposed of in the litter bins provided. Household waste or other waste material not generated in the Cemetery must not be placed in the litterbins.

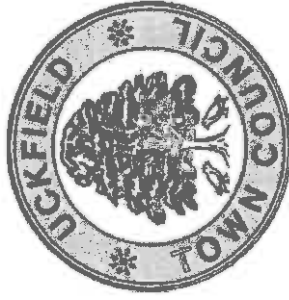
79. The Council are empowered to alter or amend the foregoing Regulations at any time; to introduce further regulations as they consider necessary; to waive any of the foregoing Regulations in exceptional circumstances or to

impose temporary restrictions on any matters not specifically covered by these regulations.

80. All persons entering the Cemetery do so at their own risk and the Council will not accept any liability for injuries or damage sustained, howsoever caused.

81. On rare occasions, when a burial necessitates the re-opening of an existing grave, it may be necessary to place the excavated soil on to an adjacent grave for a short period of time. The adjacent plot will be protected with a tarpaulin and immediately following the burial the soil will be back-filled and both plots left tidy. We apologise for any distress this may cause to visitors to the Cemetery.

82. The Town Council accepts the kind donation of seats at the Cemetery. However the Council reserves the right to determine the siting of each seat and move seats if required. All designs and inscriptions are to be agreed in advance. The Council will maintain the benches but will not replace them.



SNATTS ROAD CEMETERY REGULATIONS

UCKFIELD TOWN COUNCIL, SNATTS ROAD CEMETERY, UCKFIELD

Uckfield Town Council welcomes all visitors to the Cemetery and you are asked to respect the peace and dignity of the facility.

The Cemetery is managed and operated by Uckfield Town Council in accordance with the Local Authorities Cemeteries Order (LACO) 1977, as amended by the Local Authorities (Amendment) Order 1986 and such other regulations as may be made by the Secretary of State for the Ministry of Justice from time to time.

MANAGEMENT OF THE CEMETERY

1. The Cemetery will be open to the public daily during the hours of daylight but the Council reserves the right to close the Cemetery and limit entry at any time.

No person, other than a person authorised by the Council shall enter, or remain in the Cemetery at any hour when it is closed to the public.

2. All persons entering the Cemetery will be subject to the orders and control of the Council or any person authorised by the Council.

3. All persons shall conduct themselves in a decent, quiet and orderly manner and are reminded of the provisions of the LACO article 18 (1), which states:

No person shall:

- (a) Wilfully create any disturbance in a Cemetery
- (b) Commit any nuisance in a Cemetery
- (c) Wilfully interfere with any burial taking place in a Cemetery
- (d) Wilfully interfere with any grave or vault any tombstone or other memorial or any flowers or plants on any such grave, or
- (e) Play at any game or sport in a Cemetery.

4. Visitors to the Cemetery shall not unreasonably interrupt the Council's employees at their duties or employ them to execute private works within the Cemetery. All enquiries, complaints and requests by members of the public must be made to the office of the Council and not to Council employees in the Cemetery.

5. Under the Dogs Exclusion (Uckfield Town Council) Order 2012 all dogs except guide dogs are excluded from the Cemetery.

6. Children (e.g. under the age of 12 years) are not permitted in the Cemetery except under the care and supervision of a responsible person.

7. No person shall sell or offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit for orders for the same, within the Cemetery without the prior consent of the Council.

8. Any person using a motor vehicle in the Cemetery shall only do so on a cartage way suited to the purpose, except with the consent of the Council, and shall not exceed 10 mph.

9. All visitors to the Cemetery must keep to the footpaths or roads provided for that purpose, except whilst visiting a grave, and refrain from touching the trees, shrubs, plants or flowers.

10. No person shall drop, throw or otherwise deposit and leave in the Cemetery any wastepaper or refuse of any kind, except in the litter bins provided.

11. No person shall operate any sound reproducing equipment or play any musical instrument in the Cemetery without the prior consent of the Council.

12. No employee of the Council is to demand or receive any gratuity.

13. No interment shall take place and no monument or memorial shall be placed in the Cemetery nor shall any additional inscription be made on a monument or memorial without the prior consent of the Council. The scattering of cremated remains is only permitted in the new

- (iii) Provide their own tools and equipment and complete the work with due despatch.

59. The Council must be informed of the removal of any monument from the Cemetery.

Subject to approval by the Council temporary wooden crosses are permitted for a period of up to 6 months to allow the soil to settle prior to a permanent memorial being installed.

60. The removal and re-erection of a monument to facilitate the re-opening of a private grave or to level such grave shall be at the expense of the grave owner or their personal representative.

61. Any person removing a monument to permit a further interment shall either remove the same from the Cemetery, after informing the Council, or place it in a location or position indicated by the Council.

62. Any monument removed from a grave to facilitate an interment shall be replaced as soon as possible.

63. Any unauthorised monument shall be removed at the expense of the Exclusive Right of Burial owner, or their personal representative.

64. Any monument or memorial erected in the Cemetery remains the property and responsibility of the Exclusive Right of Burial owner or their personal representative and therefore, remains in the Cemetery at the sole risk of, and must be kept in a good state of repair by, the said owner or personal representative.

Uckfield Town Council shall not be held responsible for any damage or breakage which may occur to any monument or memorial through any cause whatsoever.

65. The Council undertakes safety inspections on all memorials. Where the Council is unable to trace the owner of the Exclusive Right of Burial for any graves with unsafe memorials, these memorials may be laid flat to prevent the possibility of accidents. All other memorials requiring minor work will be covered with a safety warning.

The Council reserves the right to remove any monument or memorial, which has become, or is likely to become, dangerous or which is in a derelict or unsightly condition.

MAINTENANCE AND UPKEEP

66. After an interment has taken place in a private grave and a reasonable time has elapsed for the natural subsidence of the earth used to fill the grave, the Council shall, in accordance with the Local Authorities Cemeteries Order 1977, cause the surface of the grave to be levelled and properly covered with fresh turf, except for any area covered by any monument or memorial.

67. It is the responsibility of the owner of the Exclusive Right of Burial to keep the grave space free from weeds and in a tidy condition. In default the Council reserves the right to level and turf the grave.

68. The placing of glass containers or shades, items of pottery, tin, plastic or wire mesh fences or other items of metal, plastic or other material are forbidden and will be removed by the Council without notice from any grave or the Garden of Remembrance. Temporary Funeral Director markers are permitted.

69. Small annual bedding plants or bulbs may be planted on a grave, as directed by the Council, but the planting of perennials, shrubs and trees is not permitted and will be removed by the Council without notice.

In the lawn section, planting is only permitted 9 inches from the headstone.

70. The Council reserves the right to remove from any grave space flowers, plants, floral tributes or wreaths which have deteriorated or become unsightly and dispose of them in such manner as they deem fit.

71. Grass cutting will be carried out by the Council, at a frequency determined by weather conditions and by the Council. Within the Conservation Area, set aside by the Council, maintenance will differ from the normal grass cutting cycle.

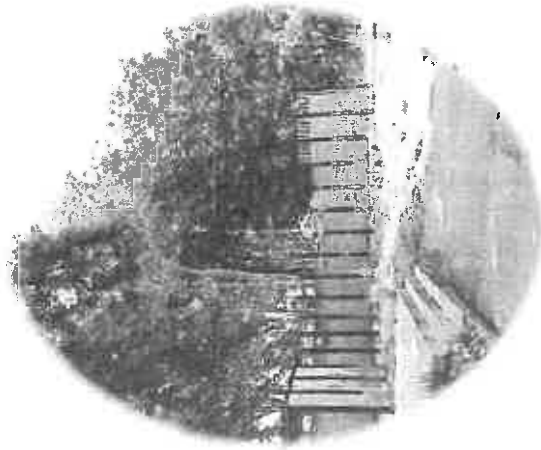
GARDEN OF REMEMBRANCE

72. Within the Garden of Remembrance, the only memorial permitted is a 300mm x 300mm x 50mm (12 inches x 12 inches x 2 inches) tablet as approved by the Council and only authorised flower receptacles are permitted.

73. All planting within the Garden of Remembrance is to be carried out by the Council,

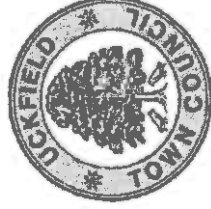
RULES AND REGULATIONS

The Snatts Road Cemetery Regulations, a copy of which can be obtained from the Town Council Offices, must be adhered to at all times.



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Uckfield Town Council

Snatts Road Cemetery Fees

as at 1st April 2017 Snatts Road
Cemetery fees fixed by Uckfield Town
Council



Please note: All Exclusive Rights, interment and memorial fees in sections 1-5 are DOUBLED for Non-parishioners (Non-parishioners are those that have lived outside the parish for six months or more)

BURIALS

1. INTERMENT FEE (including excavation)

- a) New grave any depth) £613.00
- b) Re-open existing grave £501.00
- c) Charges for babies and children on application

2. EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVE

- Deed for the Exclusive Right of Burial for a period of 75 years
- a) Adult over 12 years of age £709.00
- b) Child between 1 and 12 years of age £234.00
- c) Babies under 1 year (parishioners only) NIL
(see below)

The Town Council does not charge for a baby plot for under 1 year olds and will retain the Exclusive Right of Burial unless the plot is purchased at a cost of £228.00. Memorials will be allowed at the Council's discretion on un-purchased plots subject to the appropriate fee.

ASHES

3. THE GARDEN OF REMEMBRANCE

- a) Deed for the Exclusive Right of Burial of Ashes for a period of 75 years £337.00
- b) Interment of cremated remains £123.00

4. CLOISTERED GARDEN OF REMEMBRANCE

- The Exclusive Right of Burial of Ashes is not required in this section
- a) Scattering of cremated remains £123.00

5 MEMORIALS

For the right to erect or place a memorial on a grave the Exclusive Right of Burial must be purchased. The Town Council must approve all memorials and inscriptions including those for babies under 1 year old where the Council holds the Exclusive Right of Burial.

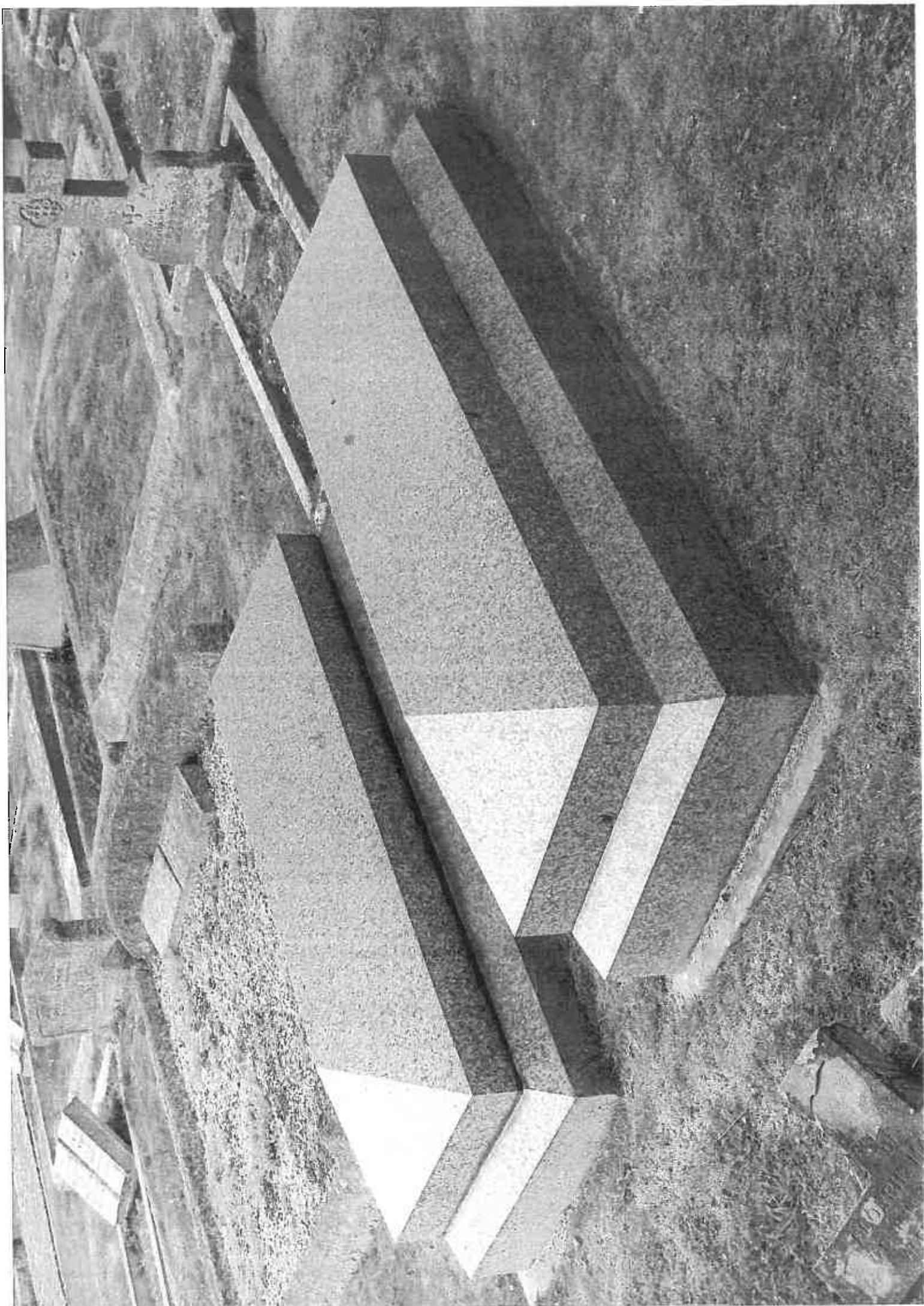
Headstones only are permitted on the lawn section plot numbers X1 - X325

All memorial sizes must be in accordance with the Cemetery Regulations.

- a) Headstone £151.00 + VAT
- b) Kerb sets including Headstone £330.00 + VAT
- c) Kerb sets or book £178.00 + VAT
- d) Tablet - Garden of Remembrance £151.00 + VAT
- e) Plaque - Cloistered Remembrance Wall (single size) - 25 year licence £151.00 + VAT
- f) Plaque - Cloistered Remembrance Wall (double size) - 25 year licence £196.00 + VAT
- g) Additional Inscription £ 51.00 + VAT
- h) Vase memorial only £ 62.00 + VAT
- i) Rose tree £84.00 inc. VAT

6 OTHER CHARGES

- a) Cemetery maintenance charge £ 93.00 + VAT
Applicable for all burial and ashes interments
- b) Fee for search of burial records £10.00 inc. VAT
- c) Transfer of the Deed of Exclusive Rights of Burial £ 40.00 + VAT



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Environment and Leisure Committee

10th July 2017

Agenda Item 7.1.

REQUEST TO PURCHASE LAND ADJACENT TO 14 EGLES GROVE, WEST PARK, UCKFIELD

1.0 Summary

- 1.1 The report details a request by the resident of 14 Egles Grove to establish if the Town Council would be willing to sell a parcel of land adjacent to their property so they can extend their garden.

2.0 Background

- 2.1 The land came into the Town Council's ownership via a Section 52 Agreement with Charles Church the developer of the estate. The area of land, which is approximately 20' x 20', and denoted with the red dotted line is part of a public car park next to where the West Park and Rocks Park estates are divided by bollards.
- 2.2 Various restrictions are placed on the land as part of the Section 52 Agreement.

3.0 Issues

- 3.1 The land has various covenants and a legal opinion would need to be sought as to whether these could be lifted and the land sold.
- 3.2. The land would have to be professionally valued.
- 3.3. Previous requests to purchase Town Council land have been turned down and it should be noted that if the Committee agreed to sell this parcel of land it could set a precedent for other home owners to make similar requests.

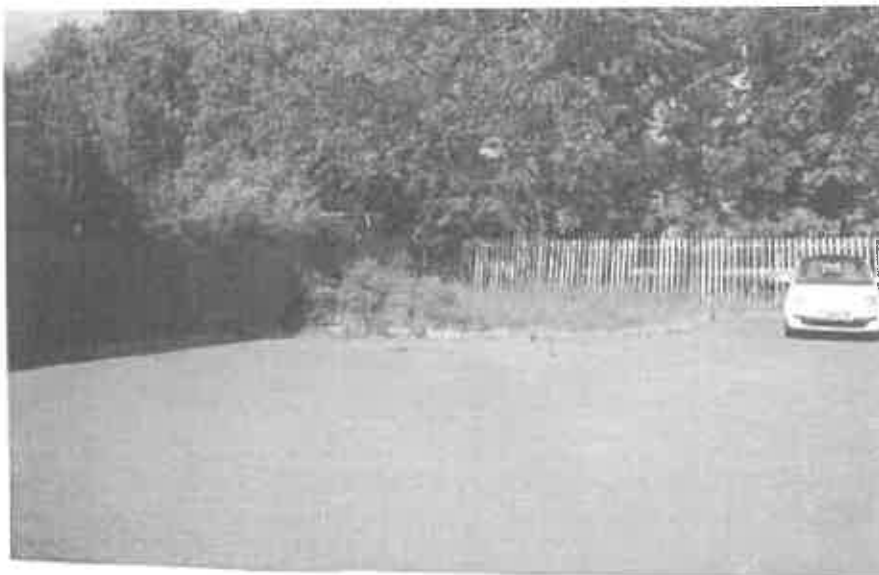
4.0 Recommendation

- 4.1 Members are asked to consider the report and **RESOLVE** to instruct the Clerk accordingly.

Contact Officer

Christine Wheatley





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Meeting of the Environment & Leisure Committee

10th July 2017

Agenda Item 8.1.

Hughes Way Play Area Update – Consultation Assessment

1.0. Summary

- 1.1. The report provides members with details of the designs submitted for a new play area at Hughes Way, the evaluation process including the outcomes from the design open day from the public and conclusions from the exercise. This will allow members to make a decision as to which supplier they wish to proceed with. Members also need to determine whether any additional works are to be considered as well as any minor modifications to the successful suppliers' design.

2.0. Background

- 2.1. The Town Council agreed earmarked reserves be used to provide a new play area at Hughes Way. A survey of residents was undertaken and the results indicated that the grassed area where there used to be an Oak tree, be utilised and provision should be made for young children up to the age of 10 years. The survey also detailed preferred items of equipment.

- 2.2. The Town Council went out to tender inviting play equipment companies to submit their proposals based on the maximum budget of £50,000, and a detailed Project Brief which included:

The project is to remove all items of equipment and safety surface at the existing play area and to install new equipment, safety surfacing and gates, for young children up to the age of 10 years.

Uckfield Town Council would be interested in a scheme which provides a variety of activities for young children within this small area, and reflects the preferences of local residents in our recent survey.

- 2.3. The Town Council also asked for two quotes from each company regarding different types of safety surface:
- Bonded rubber mulch system e.g. Tiger mulch or named equivalent.
 - Wet Pour rubber surfacing system with stone base

Some companies have supplied different designs for the difference types of safety surface as the bonded mulch is less expensive than the traditional wet pour system. The decision as to the type of surface used will be for members to decide.

- 2.4. The Town Council will supply additional seating and litter bins.

3.0. Design submissions summary

3.1 Designs have been submitted by the following suppliers:

- Hag- SMP
- Ludus
- Monster Play
- Playforce
- Sutcliffe play
- Wicksteed

3.2 In general all the designs have met the design brief. The contents of the designs are summarised below:

HAGS-SMP

The design includes:

- Includes 8 items of play equipment (wet pour option) incorporating swings, rocking and rotating items, 2 climbing frames, one with a slide, activity panels.
- A different design with rubber mulch safety surface would give 9 items of equipment and a slightly different range.
- Play surface includes coloured areas in red, green and blues
- All play equipment conforms to relevant health and safety standards
- Includes removal of all existing play equipment and new gates

The design is weaker in the following areas:

- Nothing noted

LUDUS

The design includes:

- Includes 7 items of play equipment (wet pour safety surface option) incorporating swings, spinning and rocking play items, climbing units with monkey bars.
- Two additional items if Rubber Mulch safety surface used
- All play equipment conforms to relevant health and safety standards
- Includes removal of all existing play equipment and new gates
- Equipment is mainly wooden

The design is weaker in the following areas:

- No mention of additional colour in the safety surface

MONSTER PLAY

The design includes:

- Only quoted for wet pour as feel it is a stronger more attractive surface. Includes 6 items of play equipment incorporating swings, rotating items, climbing units, one with a slide and rockers.
- Play surface allowance for coloured areas in the wet pour, reds and blues.
- All play equipment conforms to relevant health and safety standards
- Includes removal of all existing play equipment and new gates

The design is weaker in the following areas:

- No quote for bonded mulch safety surface

PLAYFORCE

The design includes:

- Includes 8 items of play equipment incorporating swings, rocking and rotating items, climbing frames and a basketball post.
- Only quoted for wet pour safety surface additional items can be considered including bonded mulch surface.
- All play equipment conforms to relevant health and safety standards
- Includes removal of all existing play equipment and new gates
- Design uses natural products rather than steel or synthetic man-made products

The design is weaker in the following areas:

- A Basketball post has been included although no ball games are allowed in the area

SUTCLIFFE PLAY

The design includes:

- Includes 12 items of play equipment incorporating swings, spinning and rocking play items, trim trail climbing and cone climber (rotating net roundabout, climber)
- All play equipment conforms to relevant health and safety standards
- Includes removal of all existing play equipment and new gates
- Play surfaces are bonded mulch with wear pads under high use areas
- British manufacturer

The design is weaker in the following areas:

- No quote for wet pour safety surface

WICKSTEED

The design includes:

- Wet pour option includes 8 items of play equipment incorporating a variety of swings, rocking and rotating items, climbing items with slides and a funrun trial.
- The bonded mulch offer 7 items of equipment with a larger funrun trial.
- All play equipment conforms to relevant health and safety standards
- Includes removal of all existing play equipment and new gates
- Wet pour surfaces allow for different colours

The design is weaker in the following areas:

- Nothing noted

4.0 Evaluation process

4.1 It is essential that the decision-making process can be demonstrated to be fair and related solely to the merits of the designs submitted. To achieve this, the tenderers were advised that a scoring assessment would be used based on a number of factors including:

- Compliance with financial constraint
- Provision of warranties and guarantees
- Subjective preferences of residents following open day (public consultation)
- Play values of equipment supplied
- Range of equipment provided
- Provision and design of safety surfaces
- Inclusion of equipment with educational values and access under DDA
- Provision of gates
- Removal of existing equipment

4.2 Using the above set of criteria a scoring matrix has been prepared with each assessment attracting an appropriate score. Each design was then assessed and a score attributed to each element with an explanation as to the reason for the score.

1. Hags- SMP	57 Points
2. Ludus	61 Points
3. Monster Play	57 Points
4. Playforce	56 Points
5. Sutcliffe Play	59 Points
6. Wicksteed	59 Points

5.0 Public consultation

5.1 An Open Day was held at the Civic Centre on Saturday 1st July when all companies were able to showcase their ideas and discuss their designs with local residents and Councillors. The event was advertised extensively in Uckfield and was well attended by both residents and Councillors. Those

attending were invited to complete a survey selecting their preferred top 3 designs and make comments on any aspect of the scheme they wished. A total of 28 responses were received and these have been evaluated and incorporated into the evaluation assessment.

5.2 The first design preferences from the survey forms completed were:

1. HAGS - SMP
2. Ludus
3. Playforce

Second design choice

1. Wicksteed
- Joint second were HAGS-SMP, Monster Play and Playforce

5.4 The additional comments from the survey forms have been analysed and categorised as follows:

- Wet pour option
- Prefer more durable wet pour surface
- Need seating for parents, picnic table?
- Like Ludus taking into account semi-rural setting with timber
- Like the basket swing on the arm
- Prefer no ball games
- In place of Clamber stack would prefer Cockerel Rock 'n' Roll.

5.5 The majority of responses and the feedback that was received verbally from those who attended were very positive.

6.0 Conclusions

6.1 The six companies that tendered have each submitted designs that will greatly improve the existing facility and generally meet the design brief. All the designs have merit and the evaluation criterion has given an overall ranking of the designs. The rankings overall are very similar to the results from the public consultation, providing a solid base upon which to make an award that can be supported and demonstrated as fair to all those suppliers that will be unsuccessful in securing the project. There will be a final opportunity to discuss with the successful tenderer any aspects of the design that needs minor changes and specify the location of equipment provided that the financial constraints are not compromised.

6.2 Alternatively Councillors may wish to review final amendments to the designs to ensure they fully address the design brief and any amendments that are necessary. A further final assessment can then be completed and a decision on selection made.

7.0 Recommendations

7.1 Members are asked to consider the following:

- 7.2. It is recommended that wet pour safety surface be used at this location.
- 7.3. All six companies have ranked similar in the scoring process making it difficult to have an overall preference.
- 7.4. Members are asked to consider the above report, the feedback from residents and instruct the clerk accordingly.

Background Papers: Appendix A – Survey findings Hughes Way

Contact Officer: Christine Wheatley

Hughes Way Play Area

Residents' Survey



Uckfield Town Council
March 2017

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1. Introduction

1.1 Hughes Way Play Area

1.1.1 Hughes Way Play Area is a small recreational space located in the heart of a residential area within Uckfield. It's nestled between the housing estate of Churchcoombe (roads include Manor Close, Manor Way, Manor End), the newer residential area of Hughes Way and a traditional row of cottages in North Row, which lead residents to the main thoroughfare of the High Street/London Road.

1.1.2 The existing play area is fairly small and the equipment is now a number of years old. The space is underused and the equipment is only practical for small children; from toddlers to those aged under the age of five years old.

1.1.3 It should be noted that due to the close proximity of the play area to properties at the end of Manor Close, Hughes Way and North Row, any proposed changes could have an impact on nearby residents. It is therefore necessary to undertake a full process of consultation to ensure residents are fully engaged throughout the process.

1.1.4 The Town Council has secured a budget of £50,000 for improvements to the play area and the local Churchcoombe Community Association has secured an additional £5,000 grant funding from Wealden District Council. Play area equipment and surface matting can be costly, however initial enquiries confirmed that it would be possible to make reasonable improvements to the play area with this level of funding.

1.2 Aim of the consultation

1.2.1 At the meeting of Full Council in January 2017, members adopted the precept for 2017-18 and as part of the budget setting process agreed that Hughes Way Play Area would be the next space to upgrade by setting aside funds for improvements.

1.2.2 It was therefore considered important to obtain key information from both residents and visitors to the play area, to understand:

- current usage;
- the preferred age range for new facilities;
- the type of equipment children would like to see and tend to prefer, and;
- any facilities adults would like to see.

2. Process of consultation

2.1 Methodology

2.1.1 Targeting respondents

To ensure we captured a range of views from residents, we visited properties within all of the roads which surround the play area.

Face to face methodology was chosen as it was considered to be more valuable in capturing detailed responses from residents and information on the type of facilities and equipment most preferred within the space.

A survey was created and volunteers consisting of local town councillors and members of the Churchcoombe Community Association visited properties over two dates (Saturday 25th February between 10am and 12noon and Wednesday 1st March 4.30pm - 7pm) within the vicinity of Hughes Way Play Area.

Working door to door, interviewers asked local residents using a survey, on whether they currently used the facilities, the preferred age range for any new facilities, and the type of equipment they would like to see for young people and adults. If residents were not at home, a survey form was posted through the door and the interviewers returned later that week and the following week to collect the completed forms.

2.1.2 Face to face survey

The survey consisted of ten questions. A mix of closed and open questions were incorporated in the survey, which assisted with analysis and provided respondents with the opportunity to explain in detail what equipment or improvements they thought would be best for the play area. They were also provided with the opportunity to make more general comments relating to the recreational space.

The face to face survey was created in a specific style to encourage conversation between the interviewer and respondent and was generally well received by local residents and visitors.

2.1.3 Response and analysis

In total, we received feedback from a total of 107 householders during the consultation exercise.

A total of 53 survey forms were completed via face to face interviews on Saturday 25th February 2017 and Wednesday 1st March 2017 and a further 54 survey forms were completed by residents in their own time, and collected afterwards by volunteers.

Responses were received from residents in the following roads:

Road	Number
Hughes Way	25
North Row	17
High Street	<5
Manor Close	7
Crown Close	8
Manor End	27
Manor Way	16
The Drive	<5
TOTAL	107

The detail and information made available through these responses has helped to provide a snapshot of views from those using or living near to the play area, and in particular their preference for the play area's age range, the types of facilities preferred for young people and any facilities that adults would like to see within the space.

Responses received from the consultation exercise were coded and analysed using analytical software package SPSS to make comparisons within the development of this report.

2.2 Profile of respondents

2.2.1 Gender and household set up

Three quarters of respondents were female (75.0%) with a quarter of respondents male (25.0%).

Responses to the survey were captured from a good spread of households. Nearly half of respondents had dependents (children) with 5.6% - lone parents with dependents and 38.9% - a couple with dependents. The remaining respondents were either living in one person households or were in a couple but with no dependents. It should be noted however that a number of respondents who didn't have children, did have young relatives (such as grandchildren or nieces/nephews) and therefore still had a keen interest in the play area and the facilities provided.

Figure 1 presents the breakdown of respondents by gender and figure 2 illustrates the profile of respondents by gender and age.

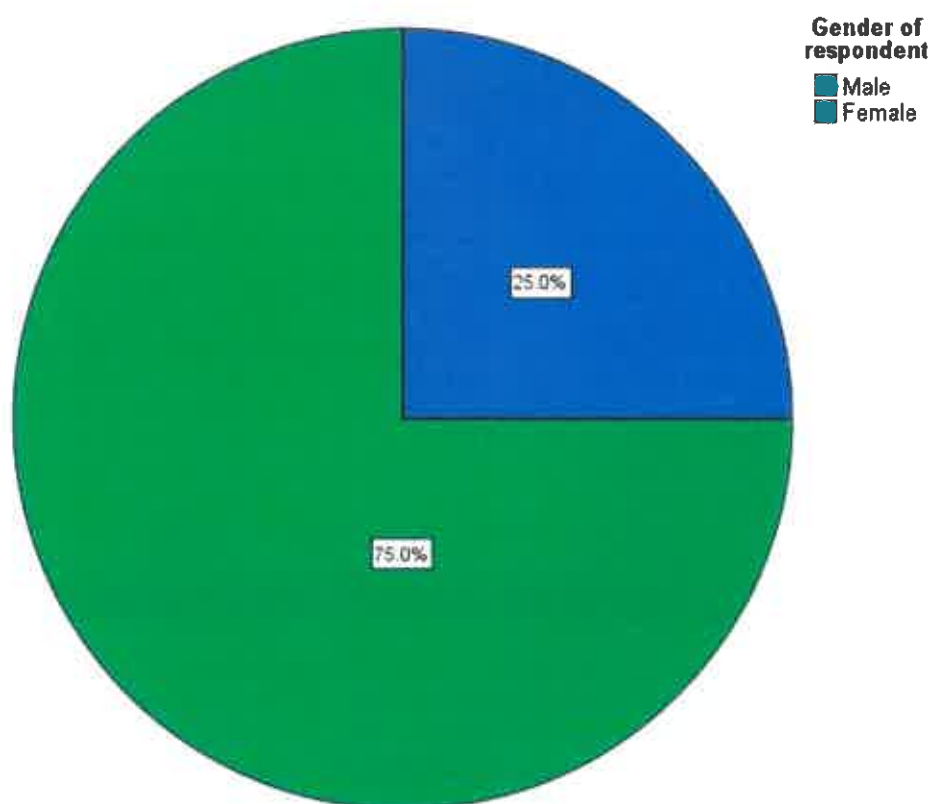


Figure 1: Gender profile of respondents (sample base - 96)

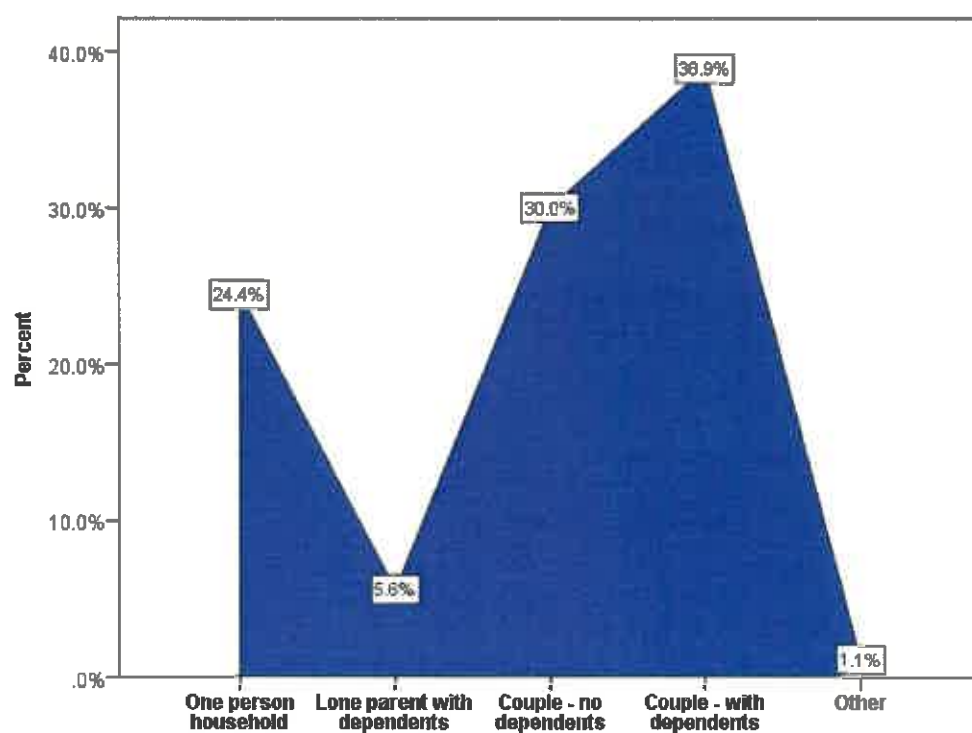


Figure 2: Household set up of respondents (sample base - 90)

3. Visiting Hughes Way Play Area

3.1. Length of time lived in local area

The first question respondents were asked is how long they had lived in the local area.

Of the 107 respondents, nearly two thirds (61.7%) had lived in the local area for ten or more years (see figure 3 below). Only a very small proportion of respondents had lived in the local area for up to 12 months (3.7%) which suggests that the majority of respondents would have reasonable knowledge of the play area and its history.

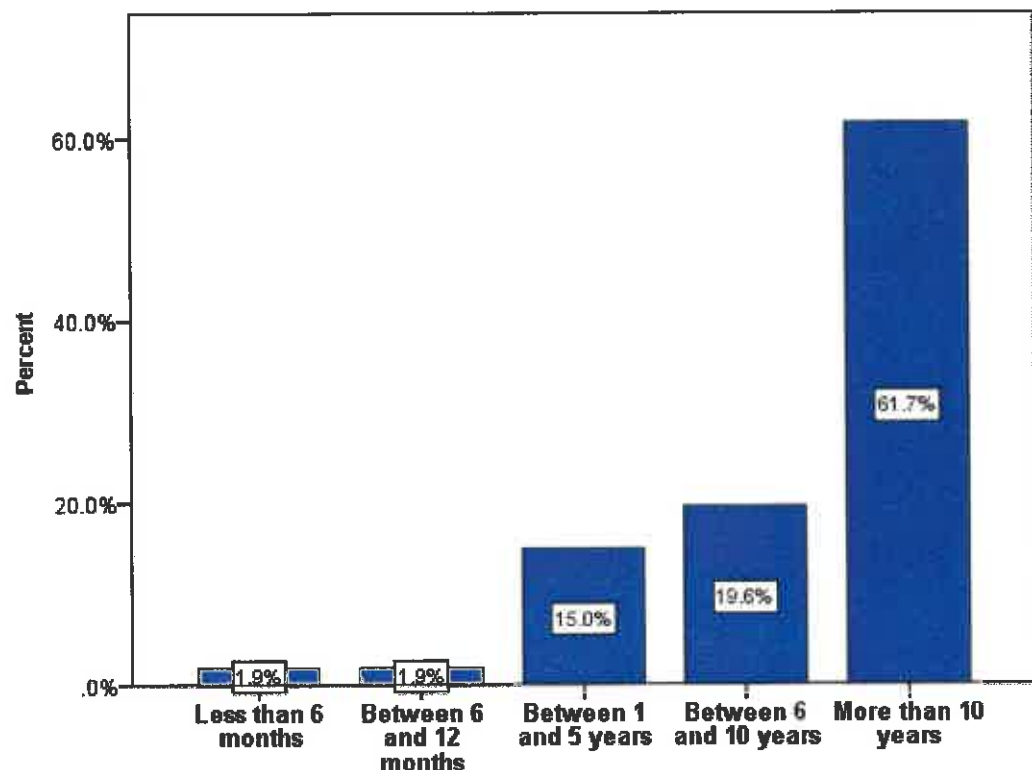


Figure 3: Length of time respondents had lived in the local area (sample base - 107)

3.2. Frequency of visit

The survey asked respondents whether they or any of their family members had visited Hughes Way Play Area in the previous 12 months. This question created a fairly polarised response with 44.7% of respondents having visited the play area in the past year but 55.3% of respondents who had not visited the play area for a number of years or at all.

Nearly three quarters (73.3%) of those who had visited the play area in the past 12 months tended to visit at different times in the week (both weekdays and weekends). This was shortly followed by a fifth of respondents (20.0%) who visited the play area on weekdays only.

Figure 4 illustrates the proportion of respondents who visited the play area and figure 5 highlights when in the week these respondents tended to visit.

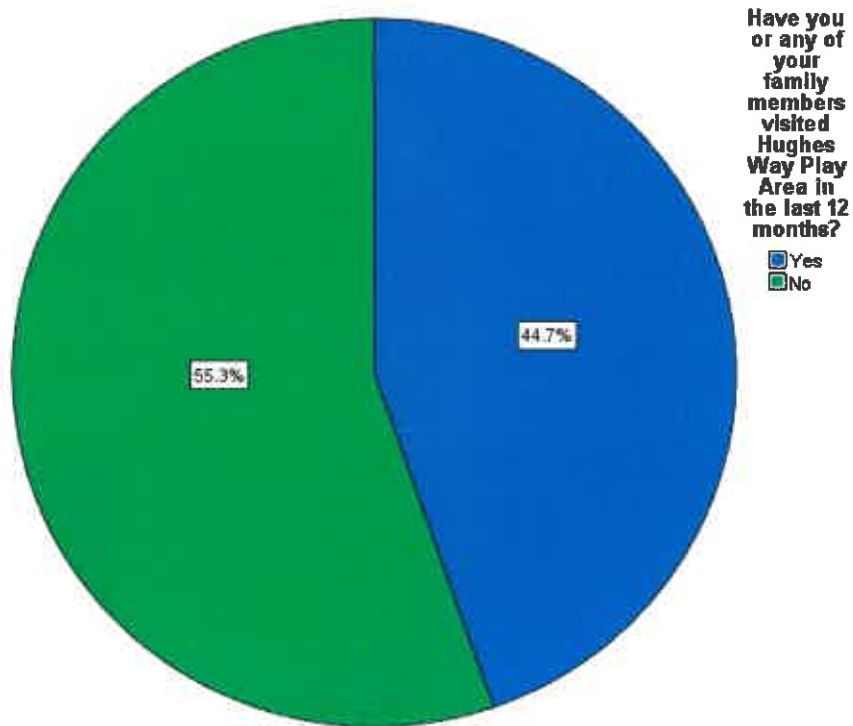


Figure 4: Visits to the play area in previous 12 months (sample base – 103)

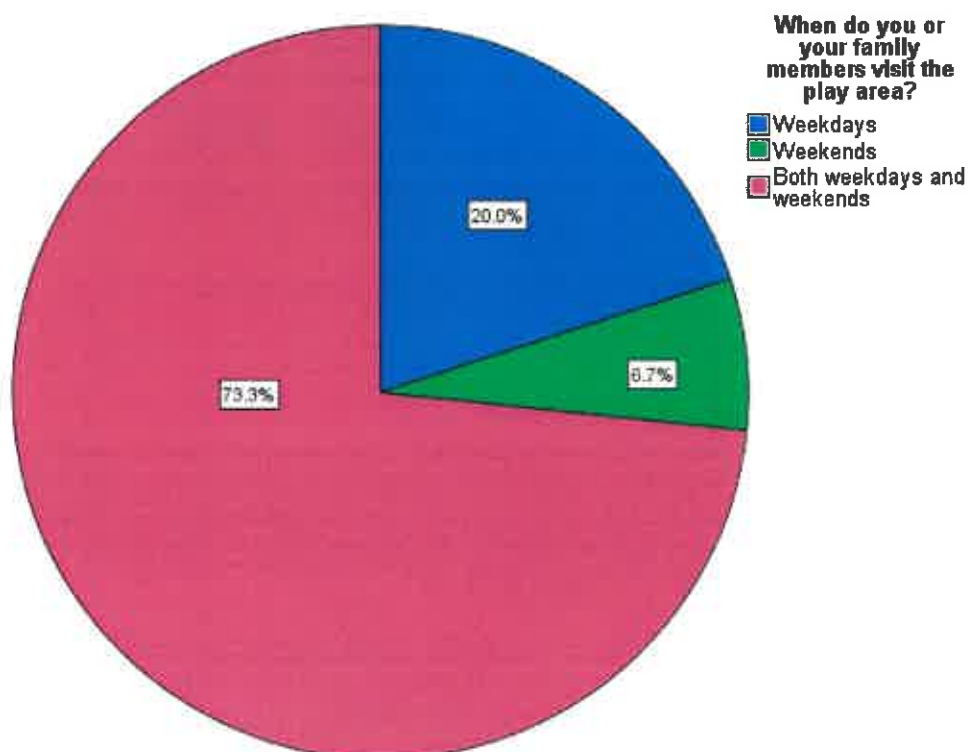


Figure 5: Times in the week that respondents who visit the play are, visit (sample base – 45)

Those who had visited the play area were asked about the frequency of their visits. A good proportion of visitors to the play area attended on a regular basis, with over half visiting at least once a week (53.5%). This was shortly followed by a quarter of respondents who visited the play area at least once a month (25.6%). This demonstrates that the play area is a valuable space for local residents and those who do visit the play area, visit often and therefore have good knowledge of the facilities available and what improvements could be made.

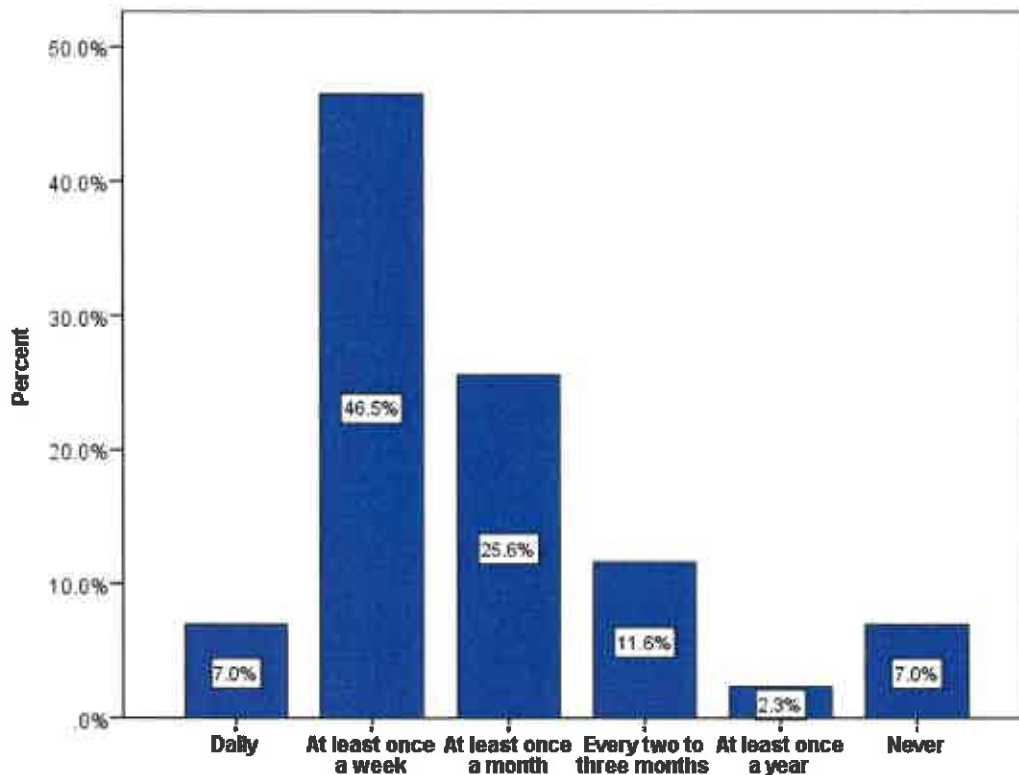


Figure 6: Frequency of visit (sample base – 43)

3.3 Main reasons for not visiting the play area

In order to understand the profile of respondents and why they might not visit the play area, respondents were asked about their main reason for not visiting Hughes Way Play Area.

The main reasons were:

- The respondents didn't have children;
- Respondents' children had outgrown the age range of the play equipment currently available;
- The respondent was too old.

Comments made by respondents – Question: If you or your family members haven't visited the play area, what are the main reasons for this?

Respondents did not have children

Don't have children

I currently do not have grandchildren but look forward to a time when I do and I can take them into

I live on my own, no children
Just moved here. No children in family.
No children
No children
No children
No children
No children
No children
No children
No children
No children
No children - if we did would certainly use the play area.
No children in the household
No grandchildren
No young children
No young people in household
We do not have children/grandchildren and as there is currently no adult equipment on site. There is nothing for us to use.
We have no children
We have no children of this age group. Only time would use is occasionally with grandchildren when they visit.
Respondents' children had outgrown the age range of the play equipment currently available
Children are now 12 and 14 years olds
Children grown up and no longer use the facility
Daughter playing with friend
I don't have children of the appropriate age. I enjoy watching people using it though.
Kids too old.
No children of that age but grandchildren in future
Not visiting now due to ages.

Our children are grown up. But if our younger relatives visit the facilities are too young for them (ages 6 and 8 years)
Play area too young for my sons
We have no small children now
Did not know about the play area
Didn't know it was there.
Don't know where it is
(Children are) wrong age
Respondent felt they were too old
I am a senior citizen and family all grown up
I'm a pensioner, not applicable.
Too old
Too old
Too old
Too old
Too old
Too old
Too old
Too old
Other
At one stage too many broken beer bottles smashed and in grass
Especially during school holidays
Fresh air and to entertain kids
I don't have children however I have visited in past with friends, family and they have used it.
It's local
It's not inviting or inspiring as it is. Need improving or updating i.e. like Hempstead
Not enough fun equipment, boring and outdated and not aimed at older than 5 yr olds
Not enough play equipment
Seating
Son doesn't live here
Summer months only

(Children) too young at the moment
Until now there have been no small children at this address
Will use it in future

Figure 7: Reasons why respondents did not visit the play area

4.0 Preferred facilities for young people

4.1 Preferred age groups

Taking into account both respondents who visited the play area and those who lived in the vicinity of the play area, we were interested to learn what age range they felt was appropriate for the play area.

		Responses	
		N	Percent
\$AGE_GROUP ^a	0-3 years	65	29.7%
	4 - 6 years	61	27.9%
	7 - 10 years	53	24.2%
	10 - 12 years	28	12.8%
	13 years or over	12	5.5%
Total		219	100.0%

Figure 8: Preferred age range for the play area

Figure 8 presents the variation in responses. Please note that respondents could select more than one age range, and these have been calculated together to produce a cumulative response.

The above table clearly shows that the majority of respondents (81.8%) felt that the play area should provide facilities for children up to the age of 10 years, of which 57.6% of respondents felt that there should be facilities for children aged 0 - 3 years and 4 - 6 years.

Interestingly, the households who thought that the play area should provide facilities for older children had lived in the area longer but were from a mix of household set ups.

4.2 Preferred equipment

In the survey, respondents were asked from a list of play equipment what they would like to see in the play area for children and young people.

A number of respondents identified more than one piece of equipment. The order in which the equipment received interest is as follows:

- Slide (84.0%)
- Swing (83.1%)
- Climbing frame (80.5%)
- Roundabout (77.1%)
- Rocker (74.7%)
- Multi-play (70.4%)
- Basket swing (66.3%)
- Toddler area (63.2%)
- Rope (50.6%)
- Carousel (50.0%)

The most popular pieces of equipment were slides, swings, climbing frames and roundabouts. The above results and preferences of respondents will be added to the brief to enable play area companies tendering for the contract to understand the most popular choices.

The climbing frame, swing, slide and multi-play equipment were the most popular choices for couples with dependents.

The climbing frame, swing, slide and roundabout were the most popular choices for lone parents with dependents.

The slide, swing and roundabout were the most popular choices for couples without dependents and one person households selected the slide, climbing frame and rocker as the most popular choices.

Respondents were also asked for general feedback in terms of equipment. Figure 9 provides the detail of these comments.

Are there any other pieces of play equipment that you would like to see in the play area for children?
A good mix for lots of ages, to help them develop
A solid wooden wall designed for kicking a ball against and a basketball hoop
Adult monkey bars
(Keep) As it is currently but updated and smartened up.
Cannot say as never been there
Carousel, tree house
Dome, climbing frame
Flying fox or sandpit, tunnel

Football nets
Football nets/ball games area. Or improve the football cage off the Drive so they can use it safely.
Hop-scotch and sunk in ground trampoline
I would be concerned if a closed playhouse or obscured view could result in a place for drink/drug use.
I would like to see a section with a turf pitch so it doesn't get muddy and for people to play football on.
If you make it for older kids you then get groups hanging around smoking, drinking. From experience living opposite, this is not a pleasant experience.
More places for them to sit and have a picnic etc.
Natural wood equipment would be good.
No shelter please
No, the area is not large enough to accommodate more equipment
No. Site not suitable for any other equipment other than that listed - roundabout, basket swing, slide, climb, rocker and toddler area
Play area not big enough, not being able to play ball games. No space for games.
Safety materials
Small trampoline set in the ground (like at Princes Park, Eastbourne)
Sorry I have no ideas as it does not affect me.
Trampoline
Trampoline with net at ground level
Up to 8 years old only and toddler area not necessary as whole area is well enclosed
Would like all but space limited. Basketball hoop, climbing wall, revolving table.
Zip-line
Zip-wire
Zip-wire and sprung loaded car

Figure 9: Comments relating to equipment preferences for young people

5.0 Preferred facilities for adults

5.1 Preferred facilities

The Council felt it was important to consider the facilities that adults would like to see within the space. Adults were asked from a short list, what improvements they would like to see in the play area.

This question produced mixed reviews with some respondents not providing much response to this section, feeling that equipment for young people was more important. The order in which the adult facilities received interest is as follows:

- **Seating** (86.8%)
- **Picnic table** (80.6%)
- **Planting** (55.2%)
- **Adult fitness equipment** (46.7%)
- **Bike rack** (33.7%)

This demonstrates that local residents were keen to see improvements to seating, and would benefit from these improvements whilst taking their young children to the play area. A mix of seating or picnic style tables would therefore be appropriate within the space.

Once again respondents were given the opportunity to make general comments which are listed below in figure 10:

Do you have any suggestions about the way in which facilities can be improved for adults visiting the play area?
Chin up bar
Coffee hut?
Covered seating
Covered seating area
Decent seating and covered seating
Easier access - current opening very small
Fitness equipment not good in this space. Need robust planting.
Flowers in tubs?
For grandchildren visiting regularly.
High fencing so children can play ball games instead of on the road.
Increase exercise
Just seating and picnic tables
Keep for kids
Litter bins

Maybe adult fitness equipment
Other areas I don't mind but this is more about the children
Parking??
Patrol visiting to keep older kids away
Perimeter fencing
Remember litter bins. Range of facilities and comfortable benches to sit on.
Scooter parking and bins
Seating and less teen night use!
Shaded area
Shelter
Somewhere to have a natter
Surface not grass
The area is not large enough to accommodate more equipment.
The park is a great idea, however in the short time living in Hughes Way I have noticed teenagers hanging around, throwing rubbish and drinking alcohol. Anything to deter this would be better for the homes facing the park.
Two accesses - Hughes Way and end of Manor Close
Used to use the area a lot when the children were younger. Often see teenagers in there.

Figure 10: Comments relating to facilities for adults

6.0 Conclusion

This survey provided valuable insight into the views of local residents whether they visited the play area with young relatives or lived nearby. In total, 107 responses were received from a spread of roads in the vicinity of the play area and the number of responses provided a good range of views, from households within young children to households without.

Respondents were in support of improvements being made but felt that the maximum age range should be 0 - 10 years due to the size of the space. Respondents supported the need for equipment to be improved for young people but were less interested in facilities being provided for adults, other than improved seating. The most popular types of equipment for young people included climbing frames, swings, slides, and roundabout. This information will now be used to create a brief and a procurement process will follow to invite play companies to tender for the improvement works.

Meeting of the Environmental & Leisure Committee

Monday 10th July 2017

Agenda Item 9.2.

From: The Road Safety Day (2017) Working Group

TO REPORT BACK ON THE DELIVERY OF THE ROAD SAFETY DAY WEDNESDAY 21st JUNE 2017

1.0 Summary

1.1

389 children attended from 11 local primary schools from Uckfield and the surrounding villages

The event took place on the Luxford Field on what was the hottest day since 1976! The working group and Officers had foreseen this possibility and had prepared accordingly. The layout of activities was moved towards the top of the field adjacent to the 10 hr parking. This left a large area under the trees at the bottom of the field, behind Tesco, to provide a shady rest area for the pupils and staff. In addition Councillors provided several personal gazebos to give shade to the helpers and staff, as well as waiting pupils, on the open field. Also, extra water supplies for the helpers ensured that cold drinks were constantly available.

All these preparations resulted in reducing the risks to pupils, staff and helpers on the open field and making it tolerable during the morning period.

It was realised by 08.30 that the heat at midday could be at a record level. The day co-ordinator and the Town Clerk agreed that it would be best to end the event by 12.00/12.30 to avoid any risks to all those on the field. As the school groups arrived the teachers were informed of the decision, so they could arrange plans, and all agreed this was a very a sensible step. From 11.45 coaches and walking groups started to leave and the field was clear by about 12.30.

In spite of the heat and the re-organisation the pupils still enjoyed the many running activities, the SID racing and the road layout, and once again the day was a great success.

We were supported by only 6 participating organisations who brought vehicles, literature and staff teams to run a range of educational and fun activities focussed on Road Safety. The reduced number of participants meant that there was considerable waiting time for the children between activities. On such a very hot day this was well managed by the accompanying staff and did not appear to be a problem

A traction engine was present and the children found it hot and very interesting.

Cold drinks and fresh fruit were provided for the children by Waitrose Ltd supplementing the water and squash helpers provided. The Waitrose trainer uses their large lorry to inform the children of the risks for cyclists around vehicles of the road.

The Road Safety Day working group was well supported by the team of local residents who have helped in the past, the working group and fellow Councillors. In total there were 7 helpers running the day.

Thanks must go to all our Council team; Office staff, Caretakers, Restaurant staff and ground staff who all contributed to the preparations and the success of the day.

2.0 Action Points

2.1 Attending Schools

*Blackboys C of E Primary	*Little Horsted C of E Primary
*Bonners C of E Primary(Maresfield)	Manor Park Primary
*Framfield C of E Primary	*Nutley C of E Primary
Harlands Primary	Rocks Park Primary
*High Hurstwood C of E Primary	Holy Cross C of E Primary
St Phillips Catholic Primary	

The children attending were from Year groups 3 and 4, aged 7 to 8

Buxted C of E school could not attend this year

2.2 Participating Organisations

British Transport Police (Sent apologies) Southern Rail

East Sussex Fire & Rescue Services Costain Services – Highways (ESCC Highways)

Waitrose Ltd Uckfield FM

2.3 Poster Competition

A competition open to all the years at each of the attending schools for pupils to enter and create a poster based around a Road Safety Theme. This year the theme was "Road Safety near Schools". 10 schools submitted entries and the standards were as high as ever. The Mayor, Cllr Eastwood, assisted by Mr Mike Skinner judged all the entries to decide the winners.

At the start of the Safety Day all the children gathered in the Weald Hall to see all the winning posters displayed and the winners to receive their prizes. A £10 voucher from Kids Stuff shop was the prize. The prizes were funded by a donation from the Uckfield & District Lions club and UTC

The James Molesworth-Edwards Road safety day competition award for the overall winner of the poster competition was presented by the Mayor to a year 6 pupil from Little Horted School.

2.4 Transport.

Four coaches were provided to convey children from the 6 schools starred above. The 5 schools within the Uckfield urban area all walked to the Luxford Field.

216 children (55 %) walked. The balance 173 children (45%) had transport

2.5 Catering.

On the day a buffet lunch was provided for all the staff of the participating organisation and the event helpers.

Drinking cups and squash were donated to the event so all the children had access to a considerable supply of cold drinks throughout the day, served by our event helpers

2.6 Budget management

Final costings to be compiled by working group and Officers and reported at next meeting

2.7 Next Steps

- E & L Committee to agree their wish to hold a Road Safety Day in 2018 and agree to a tentative date being set. An early decision about a possible date is helpful to alert all those involved to ensure they will be available
- Identify most suitable date for 2018. Wednesday 20th June would be recommended.
- Confirm availability of participants for 2018. This year has shown, as feared, that due to the continuing pressure on resources and budgets two organisations, Sussex Police and Network Rail, did not attend. The number of participants next year could be uncertain so be reduced even further.
The working group will review the likely position for next year and consider broadening the nature of the event to include other organisations involved in other aspect of children's safety.
- Report back to E & L committee suggested changes and the organisations that would be able to attend in 2018.

3.0 Recommendations

3.1 Members are asked to note the report and **RESOLVE** that;

- A date in 2018 be agreed to hold a Road Safety Day, subject to participants and funding being available
- G P Committee to be requested to consider including adequate funds for the day in the preparation of next year's budget
- Agree to establish a working group for 2018.
- A Member to be tasked to obtain confirmation of continued support of current participants for 2018
- A Member be tasked to inform likely attendee schools / likely participants of the conditional date for 2018

Road Safety Working Group

Chair	Cllr. Ian Smith
Support	Cllr. Paul sparks
Co-ordinator	Cllr. Paul Meakin

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Environment and Leisure Committee

10th July 2017

Agenda Item 10.1

Uckfield Railway Line Parishes Committee

At a recent meeting of the committee the Chairman reported he still had not received a response from Southern on the matters of reliability, punctuality and turnarounds at Crowborough. However, it was generally felt that on the first two points, things were generally better and that we should write to thank them but make the point about lack of information and announcements. There was still concern on disabled access on the Crowborough down platform and at Eridge.

It was agreed to push for more support from all levels of corridors and our MP's for the ease of the opening the Uckfield-Lewes link and the greater BML2 infrastructure. The London & South Coast Rail study firmly places the future development of the railway in this area on improving the existing Brighton Main line and removing the bottleneck at East Croydon.

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Meeting of the Environmental & Leisure Committee

Monday 10th July 2017

Agenda Item 10.3.

Minutes of Uckfield LNR Supporters on March 30th at URC at 7.30pm

Present: David Hall, Sandra Wiles, Cllr Paul Meakin, Cllr Donna French, Andrew Ledward, Peter Keer. Wendy Tagg, Jan Rowland, Anne Mitchell, Frances McGuckin, Zoe Brown, Jane Dugdale.

Apologies: Jeremy Hallett, Maggie and Dave Baldock

AGM Election of Officers to WPLNR committee

The nominations for the committee;

- Chair David Hall
- Secretary Sandra Wiles
- Treasurer Andrew Ledward
- Members Maggie Baldock
- Members David Baldock

These nominations were agreed and carried by a show of hands.

Ranger Report

Geoff gave a brief update on both reserves.

WPLNR he indicated different the work priorities with the changing season with the emphasis now on some construction of fencing and later on bracken control. The sheep will be back later in the year and from April to June the wet meadow will be closed to encourage nesting birds. The enclosing of log piles helps keep the logs together to form stable habitats.

HMLNR is waiting for the work on the boardwalk to commence. The large frog population this spring is encouraging.

Chair report

David gave a very interesting talk on birds that can be seen in the reserve now and provided the sounds with the pictures which will hopefully help some of us to identify them in future. He also illustrated examples of insects particularly butterflies and spring flowers that are out and about now. He also provided a number of illustrated leaflets for supporters to take home and had a fox and badger skull on display.

David concluded with a list of future dates with a bird walk in WPLNR on Sunday April 9th at 10am, meeting at Princes Close entrance.

1. Bird song walk – Sunday April 9th at 10am.
2. Photography competition for adults and children - culminating at the Big Day event maybe?
3. “Big Day” event in July on Luxford Field
4. Plant / tree identification sessions with the Ranger
5. A “Big Bug Hunt” in the summer – bring your magnifying glasses!
6. Talks on Beekeeping, the Dodo and other exciting things to come

The meeting closed at 9.15pm

Update on forthcoming events July 2017

Festival Big Day 8th July 2017

Supporters Group stand with a wide Range of information and interactive activities to create and stimulate interest and involvement with the Local Nature Reserves, wildlife and plants.

Open Day - Hempstead Meadows LNR 15th July 2017 10.00 – 12.00

Conducted walk lead by the Ranger, Geoff Pollard, explaining the different habitats, plants and wildlife within the reserves. Organised by LNR Supporters Group in conjunction with the Uckfield Rotarians.

HMLNR Update Boardwalk replacement project

East Sussex County Council footpaths team plan to start this project on Monday 17th July. Final details of their plans are awaited before communications to residents of signage, leafleting as appropriate, social media etc. can be implemented well in advance of the start date.