



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A Meeting of the **Environment and Leisure Committee** to be held on
Tuesday 23rd April 2019 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 26th February 2019

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. To note the income and expenditure report
(Attached)

6.0. ADMINISTRATION

6.1 Nothing to report

7.0. ENVIRONMENT

7.1 Street Lighting Replacements
(Attached)

7.2 Items for the next Strengthening Local Relationship (SLR) meeting on 1st July 2019

7.3 Biodegradable Dog Bag Dispensers Update – Press Release
(Attached)

8.0. LEISURE

Nothing to report

9.0. REPORTS FROM WORKING GROUPS

9.1 Children Stay Safe Day
(Attached)

9.2 Speed Indication Device (SiD)
(Nothing to report at this time)

10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

10.1 Uckfield Railway Line Parishes
(Nothing to report at this time)

10.2 West Park LNR and Hempstead Meadows LNR – Supporters Group
(AGM Minutes attached)

10.3 Uckfield and District Twinning Association
(Nothing to report at this time)

10.4 Age Concern
(Nothing to report at this time)

10.5 Luxford Centre Management Committee
(Attached)

10.6 Active Uckfield Group
(Nothing to report at this time)

10.7 Wealden Bus Alliance
(Nothing to report at this time)

11.0 CHAIRMANS ANNOUNCEMENTS

12.0 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: -

12.1 To consider a report on the Marketing programme
(Attached)



Town Clerk

16th April 2019

Environment Leisure Financial Forecast as at 31st March 2019

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Sep 18 Actuals £	Oct 18 Actuals £	Nov 18 Actuals £	Dec 18 Actuals £	Jan 19 Actuals £	Feb 19 Actuals £	Mar 19 Actuals £	Total £	2018/2019 Budgets
Weald Hall Events	557	328	640	149	340	736	2,780	2,893	2,272	1,675	2,146	1,097	15,613	42,000
Allotments	18	(3)	50	(12)	0	426	2,546	1,772	215	85	82	103	5,282	5,200
Allotment Deposit	(50)	50	150	50	50	250	100	100	(50)	50	150	250	1,100	500
Playing Fields & Pitches, Sport Income	387	62	2,448	9	154	12	82	8,808	0	0	0	0	11,962	8,000
Playing Fields & Pitches, Event Income	0	687	1	175	3,669	270	0	0	0	0	0	0	4,802	4,600
WDC - West Park Culverts Agreement	350	0	0	0	0	0	0	0	0	0	0	0	350	350
Cemetery - Interments	4,839	0	6,074	1,436	592	0	342	1,438	5,777	4,990	4,512	1,688	31,688	23,250
Cemetery - Memorials	866	153	358	1,181	563	858	233	153	970	335	358	1,022	7,050	4,800
Cemetery - Sundry income	0	0	82	0	0	111	91	90	41	41	0	41	497	450
Cemetery Maintenance Charge	658	0	282	188	94	0	0	188	658	470	564	188	3,290	3,500
Env. Sundry Income	0	83	0	0	0	0	0	0	2	0	0	0	85	100
Litter/bus station	0	0	324	0	324	0	0	0	0	0	324	324	1,296	1,280
Roundabout income	436	0	0	0	0	0	0	0	0	0	0	0	436	450
Total Sales	8,061	1,360	10,409	3,176	5,786	2,663	6,174	15,442	9,885	7,646	8,136	4,713	83,451	94,480
Purchases														
Clothing - Corp/Prot, Outdoor staff	56	0	49	116	0	25	0	85	0	154	64	0	549	700
Weald on the Field & Revival	790	449	1,269	2,924	3,224	233	641	0	0	0	0	0	9,530	3,000
Street Lights, Supply & Maintenance	50	0	0	0	0	0	0	0	0	0	0	9,435	9,485	9,000
Street Light Repairs	0	0	0	0	0	0	0	0	1,710	0	0	0	1,710	3,200
Bus Shelters	0	0	0	0	0	106	0	(106)	0	0	0	0	0	60
Allotments	347	0	175	0	0	761	77	0	0	0	0	269	1,629	2,030
Playing Fields and Pitches	(18)	619	19,250	(7,971)	336	439	954	395	29	0	53	30	14,116	19,000
Play Areas	73	242	743	2	115	297	1,571	84	0	417	0	175	3,719	2,600
Cemetery, rates	115	110	110	110	106	181	110	110	110	110	0	32	1,204	1,240
Grave digging	1,600	0	960	0	320	0	0	0	960	320	1,280	0	5,440	5,075
Cemetery, litter	130	130	130	130	130	130	130	85	228	165	173	90	1,651	1,250
Cemetery Maintenance	0	0	377	0	0	0	0	0	0	0	0	178	555	200
General Equipment Repairs	0	49	254	0	0	283	209	0	0	1,775	0	128	2,698	2,000
New Equipment	0	34	100	12	0	65	16	0	(200)	148	90	38	303	2,000
Grounds Maintenance Contract	1,851	1,851	1,851	1,851	1,851	1,851	1,551	0	0	0	0	0	12,657	16,000
Grounds Maintenance general	36	331	316	76	889	263	289	493	103	164	50	192	3,202	2,225
Hire of Equipment	0	0	100	0	0	0	0	0	0	0	0	0	100	100
LNRS & Sites of Interest - Ranger	2,171	2,379	2,277	2,277	2,270	2,273	2,273	2,273	2,273	2,273	2,273	2,273	27,285	27,260
LNRS & Sites of Interest - Working budget	0	95	432	94	0	15	980	0	19	0	756	525	2,916	3,500
Transit	0	0	295	81	0	0	0	0	0	0	129	0	505	2,200
Ford Ranger	60	86	64	62	380	119	153	87	65	149	950	65	2,240	2,200
Tractor maintenance & running costs	48	0	47	0	638	737	(284)	0	53	0	104	53	1,396	2,000
Movano Vehicle	78	84	85	79	85	87	89	85	84	80	87	374	1,297	2,200
Fencing	524	97	0	56	0	0	0	0	405	0	0	0	1,082	1,000
Trees	0	0	0	0	0	0	960	0	740	0	0	660	2,360	4,500
Graffiti Removal	0	0	0	0	0	0	0	0	0	0	0	0	0	100
Litter Bins	0	0	0	0	0	0	0	0	0	0	0	0	0	550
Litter Collection, Open spaces	284	506	363	337	426	204	465	510	208	0	121	216	3,640	3,950
Horticulture	0	0	0	0	0	0	141	0	0	0	0	0	141	300
Weald Hall Events	2,554	369	2,000	156	72	4,846	1,964	2,158	6,667	96	2,600	792	24,274	27,000
Corp Dev- Signage outside areas	0	0	0	0	0	0	0	0	0	0	0	0	0	250
Roundabouts exp	0	24	0	0	0	0	0	0	0	0	0	0	24	100
Groundsmen - Salaries	5,164	7,280	6,150	6,691	7,076	6,805	7,164	5,422	5,422	5,422	5,422	5,422	73,440	80,681
Groundsmen - National Insurance	431	618	458	458	458	458	550	458	458	458	458	458	5,721	6,868
Groundsmen - Pension	1,096	1,197	1,152	1,152	1,131	666	666	666	666	666	666	666	10,390	17,831
Town Security/CCTV	56	63	2,422	55	56	56	70	71	70	71	71	69	3,130	3,000
Road Safety Week	0	0	202	151	0	0	0	0	0	0	0	0	353	1,600
Floral Displays	0	1,320	612	442	442	442	141	0	0	0	0	0	3,399	4,000
Repair & Replacement street furniture	0	0	0	0	0	0	0	0	0	0	0	900	900	2,000
Cleaning Materials	0	46	0	0	20	0	28	0	0	0	0	0	94	100
Civic Hospitality	0	0	0	0	0	0	0	0	0	0	0	0	0	200
Performing Rights	0	0	0	0	0	0	0	0	1,009	0	0	0	1,009	2,000
Event Advertising Marketing	66	800	120	55	335	709	222	469	105	443	250	192	3,766	4,000
Total Purchases	17,562	18,779	42,363	9,396	20,360	22,051	21,130	13,345	21,184	12,911	15,597	23,232	237,910	269,070

Environment Leisure Financial Forecast as at 31st March 2019

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New Initiatives														
HMLNR & WPLNR	0	0	0	0	0	0	0	0	0	0	0	0	0	500
Adult Goal Posts	0	0	0	0	2,114	0	0	0	0	0	0	0	2,114	2,000
New cricket mower	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000
Fencing boundary/gate Ridgewood Mill. Green	0	0	1,909	0	0	0	0	0	0	0	0	0	1,909	2,300
Battles Over - A Nations Tribute	0	0	0	0	55	0	0	0	0	0	250	0	305	1,000
Total New Initiatives	0	0	1,909	0	2,169	0	0	0	0	0	250	0	4,328	8,800

Non Budget Items														
Weald on the Field Income	1,000	0	0	1,850	4,011	0	0	0	0	0	0	0	0	6,861

Meeting of the Environment and Leisure Committee

Tuesday 23rd April 2019

Agenda Item 7.1.

STREET LIGHTING REPLACEMENTS

1.0 Summary

1.1 The report details information regarding street light replacements agreed by the Council to be met from Community Levy Infrastructure (CIL) contributions

2.0. Background

2.1. East Sussex County Council recently carried out a street lighting structural test on the Town Council's steel and galvanised steel columns which are over 20 years old (14 in total). The results show three columns (red) are recommended for replacement and six columns (amber) have some form of structural issue that the Town Council may wish to budget for replacing in the future. Cast and concrete columns are to be inspected during the six yearly routine inspection.

Grange Road	O/S Nails And Beauty
Keld Drive	O/S 33
Keld Drive	O/S 31

Keld Drive	O/S Norlington
Keld Drive	O/S 37
Keld Drive	O/S 17
Keld Drive	O/S 24
London Road	Opp Lavender Cottage
Selby Rise	In Fp Adj 39

At a pre-budget meeting it was agreed that the lights should be replaced and the cost be met from the CIL contributions.

2.2. The provisional estimate for replacing the columns including new LED lanterns is as follows:

£2906.41 for Keld Drive and Grange Road x 7 columns	=	£20,344.87
£2920.45 for Selby Rise	=	£ 2,920.45

The above is assuming that the UKPN supply is suitable to be transferred, it does not include the painting of the columns or VAT.

3.0. London Road Column

3.1. The London Road column is currently obscured by a canopy of trees, this column could be moved to the opposite side of the road but could be met with complaints from neighbouring properties, there is also a light further down the road and it has been suggested that rather than replace the light it is removed as there is very little vehicle/pedestrian movement in this area. The chairman has visited the area and agrees that removal could be the best option. The cost of removal and disconnection has been estimated at £1,500.

4.0. Recommendation

- 4.1. Members are asked to note the report and agree the implementation of the new columns and determine if they wish to remove and not replace the column in London Road.

Contact Officer: Christine Wheatley

Meeting of the Environment and Leisure Committee

Tuesday 23rd April 2019

Agenda Item 7.3

Biodegradable Dog Bag Dispensers Update – Press Release

New Biodegradable Dog Bag Dispensers at Uckfield Green Spaces

Uckfield Town Council has introduced new biodegradable dog bag dispensers at green space sites across Uckfield. This initiative follows a successful communications campaign last year to encourage dog owners to “Bag the poo...any bin will do”.

Whether you are a dog owner or not, we all know how unpleasant it can be to come across dog poo on the pavement or playing field. And it is even worse if you step in it or go through it with your pushchair or wheelchair. Not only does it smell unpleasant but also it is unhygienic and spreads diseases - some of which can have a life-changing impact.

The new dispensers are provided by TiksPac and are designed to be paid for by local businesses advertising on the stations. The Town Council has funded the first year with advertising space and any businesses interested in supporting this scheme by taking advertising space on the stations should contact Lynsey Alderson on 01925 593985.

The 10 stations are located at Victoria Pleasure Ground, New Barn Farm, Harlands Farm Football Pitch Area, Ridgewood Recreation Ground, Luxford Field (2), West Park Recreation Ground, Hempstead Lane Recreation Ground, West Park Local Nature Reserve and Hempstead Meadow Local Nature Reserve.

Uckfield is suitably proud of its open green spaces and wants to help dog owners to keep these areas clean and useable by all residents. Uckfield has a large number of litter bins sited across the town and dog owners can bag and drop their dog poo into any litter bin.

Holly Goring, Town Clerk, said: “Uckfield has many lovely green open spaces and we want to make them a pleasure to visit and use. We know that most dog owners in the town are responsible and clear up after their pets. However, by providing these dog bag dispensers it will be easier for all dog owners to clean up the little ‘messages’ left by their dogs.”

Lynsey Alderson, TiksPak said: “We are passionate about clean public spaces and finding sustainable, affordable solutions to environmental problems. We are proud to be partnering Uckfield to make it a more pleasant environment for everyone.”

UCKFIELD TOWN COUNCIL
DOG CONTROL
ORDERS



**Keep your dog
on a lead
when requested**

Clean Neighbourhoods and Environment Act 2005

Failure to comply may result in a fixed penalty
notice or the issue of a summons by the Council

PLEASE BE A RESPONSIBLE DOG OWNER

For more information call
01424 763774 or visit
www.uckfield.gov.uk



Meeting of the Environmental & Leisure Committee

Tuesday 23rd April 2019

Agenda Item 9.1.

From: 'Children Stay Safe day' (2019) Working Group
Event: - (Wednesday 20th June 2019)

1.0 Summary

Work progresses to communicate with our regular attending schools to introduce the new name and proposed content to improve the day.

A full list of all the school contacts is being created for the process of contacting schools, contact updates, reminders and confirmation of deadlines.

2.0 Action Points

- 2.1 All previous participating organisations being contacted to confirm their attendance. The local Police Inspector has had discussions with the Town Clerk and is very interested in our plans. The recent annual report of Sussex Highways contains a good report on our last Road Safety day in 2018 showing their full support and involvement.

Cllr. Paul Meakin

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Uckfield Local Nature Reserves Supporters AGM

8th March 2019 @ 7.00pm

Green Room Civic Centre

Present David Hall, Sandra Wiles, Andrew Ledward, Maggie Baldock, David Baldock, Ian Muldoon, Geoff Pollard,

Graham & Chris Wilkin, Mike Skinner UFM, Trevor Weeks WRAS, Cllr Jackie Love.

1. **Apologies** Cllr Donna French, Cllr Paul Meakin

2. **Minutes of the last meeting**

These were agreed and signed: proposer Maggie Baldock, seconder David Baldock

3. **Matters arising** None

4. **Chair Report**

- David reported on the activities of the group which included several bird walks and fungal forays which were all well supported.
- Facebook now has 120 members and is a very useful way of communicating with our supporters and informing them of events and items of interest.

5. **Ranger**

HMLNR

Geoff reported on the work over the last year which included cutting hay, brambles, and willows and coppicing blackthorn. He has cleared the fence line and path up to the playing field which is a good area for wildflowers.

Balsam was strimmed in May which stops the flowers developing seeds and had help with pulling balsam by members of Uckfield Rotary.

WPLNR

- The **boardwalk will need replacing before long** and Geoff is researching the possibility of replacing it in the long term with substantial and suitable pathways. These would be less easily vandalised and improve access to all.
- He has also been researching the use of **temporary electric fencing for the sheep** so that areas not reached before where bracken is a nuisance will be possible., particularly the area near Egles Grove. It will involve an area about 50x100metres using removable electric fencing and just a few permanent posts. It was agreed that the public will need to be fully informed of this. Although the sheep are very effective in knocking back the bracken some cutting and pulling of the plants is still necessary. Removal of the bracken allows the wild flowers to grow which in turn provide food for the insects.
- **Volunteers are always needed** and Plumpton need to be contacted again to replace previous volunteers. Uckfield Volunteer Bureau has a schools contact Stephan Butler and as well as him the supporters Facebook will feature an article as well as promotion from UFM
- **Diseased trees** have been removed or reduced but many have TPO's and it would be good to be informed from the council which ones these are.

- **Logs** that Geoff has cut and stacked have been disappearing by a certain individual. He should be stopped as it contravenes the byelaws.

6. Finances

Andrew presented the accounts which showed there is £787.86 in the bank for both reserves.

There was discussion re seeking larger funding other than the Town council by finding sponsors. Approaching the Chamber of commerce with a proposal for a specific project was suggested with maybe a presentation at one of their meetings.

Tesco was also suggested as they are involved with local projects.

7. Election of Officers

As there were no nominations for committee positions and all the present committee were continuing on, the committee were elected on bloc.

Chair David Hall

Secretary Sandra Wiles

Treasurer Andrew Ledward

Committee members Maggie and David Baldock

Proposed Ian Muldoon

Seconded Graham Wilkins

All agreed

8. Proposed Activities for 2018

- David will continue with his regular walks.
- The photo competition will be run again over the summer and be launched in May.
- A stall will be manned at the Festival Big Day with information and activities for children.

9. AOB

- More bird boxes in the reserves are needed and a possible upgrade of the owl box in HMLNR and repositioning.
- Cllr Jackie Love volunteered to provide 3 bat boxes which Geoff will install.

The meeting closed at 8.30pm

Meeting of the Environment and Leisure Committee

Tuesday 23rd April 2019

Agenda Item 10.5

Luxford Centre Management Committee

Meeting of the Executive Committee Luxford Centre 22nd March 2019

The members were updated on the general administrative matters involved in the operation of the club. These covered amongst other items, the star rating for hygiene awareness following the educational course and revamping of catering procedures, the Fire Safety Seminar for general safety and evacuation aimed at all the hall users not only club members and the current position of the new website.

Members were given details on the activities of the club and how they are receiving improved support. The membership numbers continue to improve.

The treasurer reported continuing ongoing problems with the utility supplies on their invoicing systems but is slowly managing to resolve the queries.

The committee agreed to instruct the electrical contractor to proceed with the installation of LED lighting to all the building following confirmation of the successful grant application.

Members were reminded of the House Committee AGM on 9th April and the Executive AGM on 11th May 2019.

Cllr. C. Macve

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