



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A Meeting of the **Environment and Leisure Committee** to be held on
Monday 26th March 2018 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 12th February 2018

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. Income and Expenditure Financial Forecast
(Attached)

6.0. ADMINISTRATION

6.1. Nothing to report at this time

7.0. ENVIRONMENT

7.1. Nothing to report at this

8.0. LEISURE

8.1. Hughes Way Play Area Update
(Attached)

8.2. Luxford Field play area
(Attached)

8.3. To consider whether to fund the placement of a bike/scooter rack in /Ridgewood Village Hall Car Park
(Attached)

9.0. REPORTS FROM WORKING GROUPS

9.1. Road Safety
(Attached)

9.2. Speed Indication Device (SID)
(Attached)

10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

10.1. Uckfield Railway Line Parishes

10.2. West Park LNR and Hempstead Meadows LNR – Supporters Group
(Attached)

10.3. Uckfield and District Twinning

10.4. Age Concern

10.5. Luxford Centre Management Committee
(Attached)

10.6. Active Uckfield Group

10.7. Wealden Bus Alliance

11.0 CHAIRMANS ANNOUNCEMENTS



Holly Goring
Town Clerk
20th March 2018

Environment Leisure Committee Financial Forecast as at 28th February 2018

	Apr 17 Actuals £	May 17 Actuals £	Jun 17 Actuals £	Jul 17 Actuals £	Aug 17 Actuals £	Sep 17 Actuals £	Oct 17 Actuals £	Nov 17 Actuals £	Dec 17 Actuals £	Jan 18 Actuals £	Feb 18 Actuals £	Actuals to Date	Budget To Date	Mar 18 Budget £	Total £	2017/2018 Budgets
Sales																
Sales																
Weald Hall Events	612	397	289	228	355	665	3,000	2,851	1,523	1,664	2,082	13,666	22,917	2,083	15,749	25,000
Allotments	123	124	16	23	35	0	0	4,968	493	23	(5)	5,800	5,000	0	5,800	5,000
Allotment Deposit	100	200	75	0	0	50	10	100	100	10	50	695	500	0	695	500
Playing Fields & Pitches, Sport Income	382	2,383	102	64	196	157	7,135	(20)	0	0	0	10,399	7,500	0	10,399	7,500
Playing Fields & Pitches, Event Income	436	166	1	172	3,549	394	0	0	0	0	0	4,718	4,400	0	4,718	4,400
WDC - West Park Culverts Agreement	210	0	0	0	0	0	0	0	0	0	0	210	0	0	210	0
Cemetery - Interments	1,784	337	3,337	1,596	2,491	9,718	5,412	2,860	0	4,667	2,877	35,079	17,371	1,579	36,658	18,950
Cemetery - Memorials	102	353	101	302	1,187	504	633	353	604	151	1,307	5,597	3,117	283	5,880	3,400
Cemetery - Sundry income	40	160	40	0	0	80	80	0	0	40	120	560	321	29	589	350
Cemetery Maintenance Charge	372	0	186	0	186	186	465	279	0	295	462	2,431	2,567	233	2,664	2,800
Env. Sundry Income	46	0	0	52	0	0	400	0	2	20	0	520	100	0	520	100
Litter/bus station	0	320	0	0	0	320	0	0	320	0	0	960	1,280	0	960	1,280
Roundabout income	0	873	0	0	0	0	0	0	0	0	0	873	875	0	873	875
Road Safety donations	0	0	0	200	0	0	0	0	0	0	0	200	0	0	200	0
Total Sales	4,207	5,313	4,147	2,637	7,999	12,074	17,135	11,391	3,042	6,870	6,893	81,708	65,948	4,207	85,915	70,155
Weald On the Field Grant																3,966
Purchases																
Clothing - Corp/Prot, Outdoor staff	41	0	0	100	0	59	0	68	0	73	0	341	700	0	341	700
Olives Meadow Upgrade S.Lights	0	16,650	0	0	0	0	0	0	0	0	0	16,650	0	0	16,650	0
French Twin Signs x 6	0	0	0	0	0	0	0	0	0	0	569	569	0	0	569	0
Renew/Update Interp Boards	0	235	0	0	0	0	0	38	0	261	0	534	0	0	534	0
Rev. Cardale Monument	0	0	0	0	0	0	0	304	150	1,600	0	2,054	0	0	2,054	0
Street Lights, Supply & Maintenance	8,867	0	0	0	0	0	0	0	0	0	0	8,867	9,000	9,000	17,867	9,000
Street Light Repairs	0	0	1,442	0	0	0	0	0	0	0	0	1,442	3,200	0	1,442	3,200
Bus Shelters	0	0	0	0	0	0	0	0	0	0	0	0	60	0	0	60
Allotments	359	6	220	0	0	0	1,108	0	0	0	0	1,693	1,833	167	1,860	2,000
Playing Fields and Pitches	69	191	7,425	0	544	970	233	251	(175)	454	1,800	11,762	18,000	0	11,762	18,000
Play areas rolling programmes	2,000	550	7,465	(250)	0	0	0	0	0	0	0	9,765	0	0	9,765	0
Play Areas	127	126	602	132	0	4	280	3	1	214	114	1,603	2,292	208	1,811	2,500
Cemetery, rates	98	100	100	100	100	100	100	100	154	100	0	1,052	1,018	92	1,144	1,110
Grave digging	0	320	0	320	0	1,280	640	0	320	0	1,600	4,480	4,583	417	4,897	5,000
Cemetery, litter	293	40	293	0	0	0	293	0	0	0	0	919	917	83	1,002	1,000
Cemetery Sundries	0	74	42	0	0	62	30	0	0	0	0	208	0	0	208	0
Cemetery Maintenance	0	0	0	0	0	0	45	0	0	0	62	107	200	0	107	200
General Equipment Repairs	184	0	133	152	195	0	351	258	144	595	0	2,012	2,842	258	2,270	3,100
New Equipment	386	37	0	111	0	944	0	0	0	1,502	0	2,980	3,000	0	2,980	3,000
Grounds Maintenance Contract	52	3,629	907	1,849	907	1,849	941	33	0	0	0	10,167	18,333	1,667	11,834	20,000
Grounds Maintenance general	102	132	688	144	197	193	118	86	36	71	245	2,012	2,017	183	2,195	2,200
Hire of Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
LNRS & Sites of Interest - Ranger	2,165	2,108	2,172	2,168	2,168	2,165	2,237	2,165	2,165	2,165	2,165	23,843	23,975	2,180	26,023	26,155
LNRS & Sites of Interest - Working budget	253	66	0	111	60	59	2	980	0	2	0	1,533	3,208	292	1,825	3,500
Transit	69	73	240	121	0	73	76	0	479	50	0	1,181	1,983	180	1,361	2,163
Ford Ranger	57	56	0	52	325	58	62	105	63	61	80	919	1,192	108	1,027	1,300
Tractor maintenance & running costs	42	1,053	46	88	0	89	67	116	39	0	0	1,540	1,375	125	1,665	1,500
Movano Vehicle	75	75	118	71	75	102	0	0	79	198	116	909	1,983	180	1,089	2,163
Fencing	0	0	74	0	0	26	0	0	0	200	0	300	1,000	0	300	1,000
Trees	0	0	0	460	0	110	890	0	0	0	0	1,460	4,125	375	1,835	4,500
Graffiti Removal	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
Litter Bins	0	0	0	0	0	613	0	0	0	0	0	613	520	0	613	520
Litter Collection, Open spaces	939	40	971	0	0	118	853	0	255	0	0	3,176	3,663	317	3,493	3,980
Horticulture	0	0	130	0	0	0	0	0	0	0	0	130	300	0	130	300
Weald Hall Events	1,002	1,929	0	0	0	287	256	1,861	6,082	271	1,750	13,438	13,750	1,250	14,688	15,000
Festival Tent	0	0	0	0	0	0	0	0	0	0	0	0	50	0	0	50

Environment Leisure Committee Financial Forecast as at 28th February 2018

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Corp Dev - Signage outside areas	0	103	0	0	0	0	0	0	0	0	0	103	250	0	103	250
Rounabout Expenditure	0	0	0	0	0	0	0	0	0	0	0	0	100	0	0	100
Groundsmen - Salaries	5,813	6,583	6,548	6,548	6,548	6,235	5,042	6,465	5,164	5,164	5,164	65,274	73,098	6,645	71,919	79,743
Groundsmen - National Insurance	444	528	528	528	528	528	414	525	431	431	431	5,316	6,008	546	5,862	6,554
Groundsmen - Pension	1,141	1,116	1,104	1,093	1,093	1,084	771	1,070	1,070	1,070	1,070	11,682	15,790	1,435	13,117	17,225
Town Security/CCTV	52	55	56	55	56	56	55	56	55	56	56	608	3,667	333	941	4,000
Road Safety Week	0	10	1,310	0	0	0	0	0	0	0	0	1,320	1,750	0	1,320	1,750
Floral Displays	0	0	1,864	462	462	462	(188)	86	0	0	79	3,227	4,000	0	3,227	4,000
Repair & Replacement street furniture	0	42	0	0	0	0	0	0	0	0	0	42	0	0	42	0
Cleaning Materials	0	0	0	0	0	0	45	0	0	0	0	45	100	0	45	100
Civic Hospitality	0	0	0	0	0	0	0	0	0	0	0	0	0	300	300	300
Total Purchases	24,589	19,042	34,478	14,315	13,258	17,467	14,721	14,160	16,362	12,604	14,732	215,876	229,882	26,541	222,269	247,423
New Initiatives																
Speed Reduction	0	400	0	0	0	0	0	700	0	0	0	1,100	5,000	0	1,100	5,000
Resurface Osborn Hall Car Park	0	0	0	0	0	0	0	0	0	0	0	0	0	7,000	7,000	7,000
West Park Car Park White Lines	0	0	0	415	0	0	0	0	0	0	0	415	1,000	0	415	1,000
Weald on the Field & Revival	0	0	250	3,792	1,196	296	111	0	148	0	0	5,793	3,000	0	5,793	3,000
Litter Policy Bins	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000	3,000	3,000
Total New Initiatives	0	400	250	4,207	1,196	296	111	700	148	0	0	7,308	9,000	10,000	17,308	19,000

** Earmarked Reserves

£9,000 From Earmarked Reserves

Meeting of the Environment & Leisure Committee

26th March 2018

Agenda Item 8.1

Hughes Way Play Area Update

1.0. Summary

- 1.1. The report details the current situation regarding the upgrade of the Hughes Way Play Area.

2.0. Background

- 2.1. Members will recall that HAGS-SMP had been appointed to upgrade the play area at Hughes Way.

3.0. Current position

- 3.1. Installation is now complete and all snagging issues have been rectified. We are currently awaiting a copy of the independent safety check of the equipment.
- 3.2. The main issue at present is the area where the Oak tree used to stand, this area is very boggy and due to current weather conditions, the contractors are unable to turf the area. Temporary barrier fencing has been installed to this area until the contractors can return to make the area good.
- 3.3. It is anticipated that the play area will be open before the Easter holidays but this is dependent on the weather and the condition of the site.
- 3.4. We are currently liaising with the Churchcoombe Residents Association to agree a package of items to purchase with the £6-7k of funding that they received from Wealden District Council and Tesco's towards the scheme. This could include, fencing, picnic benches, children's fun seating and/or additional activities.

4.0. Recommendation

- 4.1. Members are asked to note the report.

Contact officer: Christine Wheatley

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Meeting of the Environment & Leisure Committee

Monday 26th March 2018

Agenda Item 8.2.

Luxford Field Play Area

1.0. Summary

1.1. The report asks Members to consider Luxford Field Play area.

2.0. Background

2.1. The Council has in total of seven play areas including the skatepark and the Multi Use Games Area (MUGA) at Downland Copse and over the last few years Hempstead Lane, Ridgewood and Hughes Way have had a complete upgraded.

2.2. In previous years the Council has agreed not to upgrade Luxford Field play area due to the ongoing town centre regeneration scheme discussions, which have included the possibility of relocating the play area elsewhere on the field.

2.3. The play area houses some of the oldest equipment owned by the council. In recent years the rocking horse, a spring animal and roundabout have been removed and not been replaced leaving a set of swings, over 20 years old, a see-saw, spring animal and a multi activity unit. The area is enclosed by post and rail fencing with chain link attached and in places is in a poor condition, needing either replacing or major repairs.

3.0. Current position

3.1. The current position regarding the town centre scheme is unclear with the next meeting proposed for the summer and members may now consider that Luxford Field play area should be the next area for a major refurbishment.

3.2. There are currently insufficient funds to enable a complete refurbishment scheme at this moment in time, which would cost in excess of £100K, however if agreed future budgets could be set aside. If the Committee agree that the play area should eventually be upgraded then future consideration should be given as to whether the current footprint should remain, or if it would be more appropriate to relocate the facility to another location on the field without impeding other users, for example the fun fair, Weald on the Field, fun days etc.

4.0. Recommendation

4.1. Members are asked to consider the above report and advise the Clerk accordingly.

Contact Officer: Christine Wheatley

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Meeting of the Environment & Leisure Committee

Monday 26th March 2018

Agenda Item 8.3

To consider whether to fund the placement of a bike/scooter rack in Ridgewood Village Hall Car Park

1.0. Summary

- 1.1 The report sets out the details of a request received from Ridgewood Village Hall Committee.
- 1.2 Ridgewood Village Hall Committee would like to see a couple of bike and/or scooter racks added to the village hall car park to meet with their environmental policy and support of utilising sustainable methods of transport.
- 1.3 The Village Hall Committee have proposed that any racks be placed along the front of the entrance to the village hall.

2.0. Bike and scooter racks

- 2.1. There are a range of products available on the market which range in price:

Bike racks:



In the region of £50.00



In the region of £65.00

Bike stands:



In the region of £30.00 to £50.00



In the region of £115.00

Scooter stand:



In the region of £90.00

- 2.2. The Village Hall Committee have suggested that perhaps a basic bike rack priced in the region of £50.00 and a small scooter stand such as that listed above (*but in plain steel colour*) would be sufficient.
- 2.3. No funds are currently set aside for this purpose, but members are asked to consider the above and make a decision on whether this is something they would like to fund and provide within the car park adjacent to Ridgewood Village Hall.
- 3.0. **Recommendation**
- 3.1. Members are asked to note the report and advise the Clerk accordingly.

Contact officer: Holly Goring

Meeting of the Environmental & Leisure Committee

Monday 26th March 2018

Agenda Item 9.1.

From: The Road Safety Day (2018) Working Group

Event: - (Wednesday 20th June 2018)

1.0 Summary

Confirmation of all the attending schools has been received. Also, we know that all the organisations that participated last year will be coming again, including Sussex Police. We have a new activity this year, the Coast Guard service will be covering coastal safety, beach hazards and cliff safety.

Comments have been received about concerns over the delays for the activities last year in the burning heat. These have been addressed and hope we only have a warm dry June day.

2.0 Action Points

2.1 After delays and re-contacting some schools we now have the confirmed list of attendees. Regrettably we will only be having 7 schools from our regular list of 12. Those not coming are the much smaller village schools. Reason given include; not enough pupils (Nutley), clash of dates (Little Horsted who were informed last September). All the Town schools will be attending although some have still to confirm their final numbers

2.2 All the participating organisations in 2017 have confirmed their willingness to attend again. We accept that there were difficulties for two of last year's planned participants, which did interfere somewhat with the smooth and efficient running of the day. The Transport Police and the Southern Community Rail partnership will be here again hoping that things will be up to their usual standard.

Following the support of one of our District Councillors and our Town Clerk, Sussex Police have reconsidered their policy and have just confirmed they will be attending again this year. Sadly, Network rail no longer have any capability to attend but some joint discussion with the Community rail partnership about having a presence continues.

We have a new event this year provided by the Coast Guard Service and perhaps supported by the RNLI. This activity will be led by our own David Nott, who is a Coast Guard reservist volunteer.

In total, we will have 8 participating activities, including the popular 'beat the SID', supported by Uckfield FM. There might be a 9th event if Network rail can be engaged. This is enough to ensure a smooth flow of school groups.

2.3 The working group has been seeking to extend the content of the day to include other areas of children's safety, for example cycling, for the years 3 / 4 pupils. The principle of the interactive style of the event combining fun with learning is core to the day and will not change.

National safety groups, such as BRAKE, as well as the community safety teams at both District and County level have been investigated but as yet without much progress.

It is proving difficult to find such organisations that work with such an age range and can offer the interactive element of learning and fun with the open air sequential group activities format. Effort is continuing to widen the remit, as some of our current supporters may not be able to attend in the future.

In light of this we may need to refresh the activities we have to involve other agencies and organisations, not necessarily specifically related to road safety, that have safety issues which children need to be aware of. This potential move to promote other general safety issues would need to be reflected in the name of the event. The best catch-all suggestion is 'UTC Keep Safe day.' A proposal will be presented to the committee in the Autumn to consider this change.

- 2.4 The absence of the village schools, this year, will result in us only needing two coaches instead of the usual four giving a saving on the budget.
- 2.5 The theme for this year's poster competition is going to be **"LOOK OUT – Keep your eyes peeled"**. Its objective is to promote the need for every child to be vigilant and be aware of all the risks and hazards that could face them on the roads, around parked vehicles, walking, cycling, etc.

Road Safety Working Group

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

Meeting of the Environment & Leisure Committee

Monday 26th March 2018

Agenda Item 9.2.

Speed Indication Device (SID) Working Party

1. We can confirm that there are now eight people trained in the operation and deployment of the Speed Indicator Display device.
2. Having regard to recent weather conditions and the coming Easter school holiday break, it has been decided to commence use of the equipment from 9 April.
3. We have been told that we can look after the equipment in Uckfield until another group elsewhere requests its use.
4. We are asking therefore for the Committee to agree that SID will be kept in a Storeroom at the Civic Centre, and that the Caretaker will be able to help with the collection and return of it. There are two battery packs for the equipment – the one in use and the other as a back-up spare - and it would be useful also if the Caretaker could be asked to ensure that both batteries are fully charged and ready for the next use.
5. It will be helpful if a call for more SID volunteers can be put out via the Council's social media and via the "Voice" in Uckfield Matters.

Councillors Paul Sparks and Ian Smith

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Uckfield Local Nature Reserves Supporters AGM

8th March 2018 @ 7.30pm

Green Room Civic Centre

Present David Hall, Sandra Wiles, Andrew Ledward, Maggie Baldock, Geoff Pollard, Frances McGuckin, Suzi Lock, Dee Maltby, Wendy Tagg, Gilly Brownwood, Jane Dugdale.

1. Apologies

Cllr Donna French, Cllr Mick Dean, Cllr Paul Meakin

2. Minutes of the last meeting (Report)

These were agreed and signed

3. Matters arising None

4. Chair Report

David reported on the activities of the group which included several bird walks and fungal forays. The 2017 photo competition had several entries and we'll re-run this in the summer of 2018. This or a separate drawing competition may be linked to some local schools. Facebook now has 81 members and is a very useful way of communicating with our supporters and informing them of events and items of interest.

5. Ranger

Geoff explained the work he has been doing in the two reserves and identified the problem that is developing with the boardwalk in WPLNR. It will need some replacement in future as he is only able to do small repairs and it needs more investment in order to survive in the long term.

He suggested that improvement of a path in HMLNR could be achieved with the addition of some large stones.

Some blackthorn has been cleared to deter some problems with youngsters.

The work that takes much of his time is when the sheep arrive and maintaining the fencing etc. The sheep did a very good job reducing the bracken but needed more grazing so he is considering a temporary enclosure at the top end of the reserve. Details and costs need to be worked out.

6. Finances

Andrew explained that we currently have £314 left in the bank from the inherited £370 as the £500 grant from the Council is not yet in the bank account.

If money needs to be raised for replacing some of the boardwalk he will look into possible grants available.

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 Frances McGuckin

Seconded Wendy Tagg

All agreed

8. Proposed Activities for 2018

- David will continue with his regular walks and a suggestion to measure the large oak tree could be included next time.
- The photo competition will be run again over the summer and launched at the Festival Big Day.
- Also possible will be a drawing competition with local schools.
- A stall will be manned at the Festival Big Day with information and activities for children.
- Maggie has been liaising with Rocks Park School and the headmaster has suggested linking with Key stage 2 science curriculum. She will be in discussion with them next week. Other school have also shown interest, Harlands and Manor Park.
- Andrew has written to the two education people working with Bridge Cottage and passed the link to Maggie.

9. AOB

Geoff pointed out that David had put a great deal of work in helping develop the new signage for the interpretation boards and as yet there are still no boards in the reserves. He suggested Gavin could sort out the woodwork and discuss with the town clerk . Kingfishers have been seen again along the river Uck which is good news but as Jane pointed out the river seems to regularly have large items such as trolleys, boxes etc thrown into it and questioned who is responsible for keeping it clean.

The meeting closed at 8.30pm

Environment and Leisure Committee

Monday 26th March 2018

Agenda Item 10.5

Luxford Centre Management Committee

Special General Meeting held on Friday 9th March 2018.

The Chairman opened the meeting by welcoming everyone and thanked them for attending this very important meeting held to consider the proposal to convert from a charitable trust to a charitable incorporated organisation.

The reasons for the proposed change were explained and the proposed constitution were examined clause by clause; with the main reason for changing being to remove from the Trustees, the financial liability of the Trust.

Following general discussion a vote was taken on the proposal to convert and this was approved with a unanimous vote in favour by the members.

Councillor. C. Macve

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