



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

A Meeting of the **Environment and Leisure Committee** to be held on
Monday 28th January 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 12th November 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. To note the income and expenditure report
(Attached)

6.0. ADMINISTRATION

6.1. Minutes of the Strengthening Local Relationships Liaison Meeting of January 14th January 2019
(Attached)

6.2. Byelaws for the Town Council's Local Nature Reserves (LNRs)
(Attached)

7.0. ENVIRONMENT

7.1. Tikspac Dog Bag Dispenser Scheme – To approve advertising
(Attached)

7.2. Request to purchase land adjacent to 10 Wilson Grove, West Park, Uckfield
(Attached)

8.0. LEISURE

Nothing to report

9.0. REPORTS FROM WORKING GROUPS

9.1. Road Safety
(Attached)

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

9.3. Battles Over – A Nation's Tribute
(Attached)

10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

10.1. Uckfield Railway Line Parishes
(Attached)

10.2. West Park LNR and Hempstead Meadows LNR – Supporters Group
(Nothing to report at this time)

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

10.4. Age Concern
(Attached)

10.5. Luxford Centre Management Committee
(Attached)

10.6. Active Uckfield Group
(Attached)

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)

12.2 Bird in Eye Allotment boundary fence
(Attached)


Town Clerk

22nd January 2019

Environment Leisure Financial Forecast as at 31st December 2018

	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 £	Actuals to Date	Budgets to Date	Jan 19 Budget £	Feb 19 Budget £	Mar 19 Budget £	Total £	2018/2019 Budgets
Sales																
Weald Hall Events	557	328	640	149	340	736	2,780	2,893	2,887	11,310	31,000	2,000	4,000	5,000	22,310	42,000
Allotments	18	(3)	50	(12)	0	426	2,546	1,772	215	5,012	5,200	0	0	0	5,012	5,200
Allotment Deposit	(50)	50	150	50	50	250	100	100	(50)	650	500	0	0	0	650	500
Playing Fields & Pitches, Sport Income	387	62	2,448	9	154	12	82	8,808	0	11,962	8,000	0	0	0	11,962	8,000
Playing Fields & Pitches, Event Income	0	687	1	175	3,669	270	0	0	0	4,802	4,575	0	0	25	4,827	4,600
WDC - West Park Culverts Agreement	350	0	0	0	0	0	0	0	0	350	350	0	0	0	350	350
Cemetery - Interments	4,839	0	6,074	1,436	592	0	342	1,438	5,777	20,498	17,436	1,938	1,938	1,938	26,312	23,250
Cemetery - Memorials	866	153	358	1,181	563	858	233	153	970	5,335	3,600	400	400	400	6,535	4,800
Cemetery - Sundry income	0	0	82	0	0	111	91	90	41	415	308	0	0	112	527	450
Cemetery Maintenance Charge	658	0	282	188	94	0	0	188	658	2,068	2,624	292	292	292	2,944	3,500
Env. Sundry Income	0	83	0	0	0	0	0	0	2	85	100	0	0	0	85	100
Litter/bus station	0	0	324	0	324	0	0	0	0	648	960	0	0	320	968	1,280
Roundabout income	436	0	0	0	0	0	0	0	0	436	450	0	0	0	436	450
Total Sales	8,061	1,360	10,409	3,176	5,786	2,663	6,174	15,442	10,500	63,571	75,103	4,630	6,630	8,087	82,918	94,480
Purchases																
Clothing - Corp/Prot, Outdoor staff	56	0	49	116	0	25	0	85	0	331	463	0	0	237	568	700
Weald on the Field & Revival	790	449	1,269	2,924	3,224	233	641	0	0	9,530	3,000	0	0	0	9,530	3,000
Street Lights, Supply & Maintenance	50	0	0	0	0	0	0	0	0	50	0	0	9,000	0	9,050	9,000
Street Light Repairs	0	0	0	0	0	0	0	0	1,710	1,710	1,710	0	1,490	0	3,200	3,200
Bus Shelters	0	0	0	0	0	106	0	(106)	0	0	0	0	60	0	60	60
Allotments	347	0	175	0	0	761	77	0	0	1,360	1,523	169	169	169	1,867	2,030
Playing Fields and Pitches	(18)	619	19,250	(7,971)	336	439	954	395	29	14,033	14,300	1,800	0	2,900	18,733	19,000
Play Areas	73	242	743	2	115	297	1,571	84	0	3,127	2,600	0	0	0	3,127	2,600
Cemetery, rates	115	110	110	110	106	181	110	110	110	1,062	1,048	192	0	0	1,254	1,240
Grave digging	1,600	0	960	0	320	0	0	0	960	3,840	4,238	837	0	0	4,677	5,075
Cemetery, litter	130	130	130	130	130	130	130	10	130	1,050	938	104	104	104	1,362	1,250
Cemetery Maintenance	0	0	377	0	0	0	0	0	0	377	200	0	0	0	377	200
General Equipment Repairs	0	49	254	0	0	283	209	0	0	795	1,000	0	0	1,000	1,795	2,000
New Equipment	0	34	100	12	0	65	16	0	0	227	135	0	1,865	0	2,092	2,000
Grounds Maintenance Contract	1,851	1,851	1,851	1,851	1,851	1,851	1,551	0	0	12,657	16,000	0	0	0	12,657	16,000
Grounds Maintenance general	36	331	316	76	889	263	289	493	103	2,796	1,868	119	119	119	3,153	2,225
Hire of Equipment	0	0	100	0	0	0	0	0	0	100	100	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	20,466	20,444	2,272	2,272	2,272	27,282	27,260
LNRS & Sites of Interest - Working budget	0	95	432	94	0	15	980	0	19	1,635	2,326	442	442	290	2,809	3,500
Transit	0	0	295	81	0	0	0	0	0	376	1,520	226	226	228	1,056	2,200
Ford Ranger	60	86	64	62	380	119	153	87	65	1,076	1,651	183	183	183	1,625	2,200
Tractor maintenance & running costs	48	0	47	0	638	737	(284)	0	53	1,239	1,100	400	0	500	2,139	2,000
Movano Vehicle	78	84	85	79	85	87	89	85	84	756	1,651	183	183	183	1,305	2,200
Fencing	524	97	0	56	0	0	0	0	405	1,082	1,000	0	0	0	1,082	1,000
Trees	0	0	0	0	0	0	960	0	740	1,700	2,000	0	2,500	0	4,200	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	0	0	0	0	0	0	0	0	550	550	550
Litter Collection, Open spaces	284	506	363	337	426	204	465	247	284	3,116	2,963	329	329	329	4,103	3,950
Horticulture	0	0	0	0	0	0	141	0	0	141	150	150	0	0	291	300
Weald Hall Events	2,554	369	2,000	156	72	5,241	1,964	2,053	5,598	20,007	22,000	500	2,000	2,500	25,007	27,000
Corp Dev - Signage outside areas	0	0	0	0	0	0	0	0	0	0	0	0	0	250	250	250
Roundabouts exp	0	24	0	0	0	0	0	0	0	24	100	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	57,174	60,512	6,723	6,723	6,723	77,343	80,681
Groundsmen - National Insurance	431	618	458	458	458	458	550	458	458	4,347	5,152	572	572	572	6,063	6,868
Groundsmen - Pension	1,096	1,197	1,152	1,152	1,131	666	666	666	666	8,392	13,373	1,486	1,486	1,486	12,850	17,831
Town Security/CCTV	56	63	2,422	55	56	56	70	71	70	2,919	2,861	45	45	49	3,058	3,000
Road Safety Week	0	0	202	151	0	0	0	0	0	353	1,600	0	0	0	353	1,600
Floral Displays	0	1,320	612	442	442	442	141	0	0	3,399	3,290	0	0	710	4,109	4,000
Repair & Replacement street furniture	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000	2,000
Cleaning Materials	0	46	0	0	20	0	28	0	0	94	100	0	0	0	94	100
Civic Hospitality	0	0	0	0	0	0	0	0	0	0	0	0	0	200	200	200
Performing Rights	0	0	0	0	0	0	0	0	1,009	1,009	1,000	0	0	1,000	2,009	2,000
Event Advertising Marketing	66	800	120	55	335	264	222	469	105	2,436	2,992	400	350	258	3,444	4,000
Total Purchases	17,562	18,779	42,363	9,396	20,360	22,001	21,130	12,902	20,293	184,786	196,908	17,132	30,118	24,912	256,948	269,070
New Initiatives																

Environment Leisure Financial Forecast as at 31st December 2018

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HMLNR & WPLNR	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500	500
Adult Goal Posts	0	0	0	0	2,114	0	0	0	0	2,114	2,000	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	3,000	3,000
Fencing boundary/gate Ridgewood Mill. Green	0	0	1,909	0	0	0	0	0	0	1,909	391	0	0	0	1,909	2,300
Battles Over - A Nations Tribute	0	0	0	0	55	0	0	0	0	55	1,000	0	0	0	55	1,000
Total New Initiatives	0	0	1,909	0	2,169	0	0	0	0	4,078	3,391	0	0	3,500	7,578	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	0	6,861	0

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the Strengthening Local Relationships Liaison Meeting held in the Martlets Room, Uckfield Civic Centre on Monday 14th January 2019

PRESENT: Cllr. Chris Dowling East Sussex County Council
 Cllr. Claire Dowling East Sussex County Council
 Ian Johnson East Sussex County Council
 John Godfrey East Sussex County Council
 Liam Reilly East Sussex County Council
 Cllr. D. French Uckfield Town Council

IN ATTENDANCE:

Christine Wheatley – Assistant Town Clerk, Uckfield Town Council
Minutes taken by Christine Wheatley

1.0 APOLOGIES

Cllr. J. Beesley – Uckfield Town Council

2.0 TO APPROVE THE MINUTES OF MEETING HELD ON 25th JULY 2018

3.0. MATTERS ARISING

Land Drains at West Park

The Highway Steward confirmed that the area was clear of all vegetation.

Grass verges in Downsview Crescent

Concern has been expressed regarding vehicles parking on grass verges in Downsview Crescent. This item is ongoing but have been advised that bollards will not be installed – No further information Ian Johnson to chase.

Speed Limit on London Road and Surveys

The speed survey at Ringles Cross had been completed. Confirmation is to be sought as to whether this is to be included in Phase 4 road works.

Mapping of utility pipes and tunnels in Uckfield

ESCC explained that they hold foul water and SGM (Gas) mapping but are not allowed to share this information. All information can be obtained from the utility companies direct.

No evidence of tunnels in the area has been found. No further action.

The Drive

Pothole repaired. No further action.

Rocks Road

Road works completed. No further action.

4.0. NEWLY INSTALLED DISABLED BAYS ON HIGH STREET DO NOT HAVE DROPPED KERBS

ESCC has advised the following:

We will shortly be undertaking a formal trial of the parking controls in the High Street including the two disabled parking spaces and we will incorporate the concerns raised and consider as appropriate.

This matter has been investigated previously and it proved ultimately inconclusive as to where and if a dropped kerb would be beneficial at this location.

5.0. TWITTEN BEHIND BEECHES CLOSE

a) Overgrown trees blocking bus stop light.

The Highway Steward confirmed that the resident had cut back trees around the bus stop and had been advised that further work was required around the street light.

b) Poor condition of the path

ESCC confirmed that the condition of Tower Ride was acceptable, although undulated in areas due to tree roots etc.

c) Access into Beeches Close from twitten is being obstructed.

ESCC advised that this area is unadopted therefore ESCC had no enforcement powers. It was report that a householder sometimes blocked the access with their bins, WDC are to be asked to write to the resident concerned.

6.0. PARKING ON FOOTPATH AT ROCK HALL COTTAGES – POSSIBILITY OF INSTALLING BOLLARDS

ESCC advised that they would not consider installing bollards in this area.

7.0 ANY OTHER BUSINESS

New Road, Ridgewood:

- ESCC confirmed that the re-lining of double yellow lines and all lines to the junction approach were in the system.
- ESCC to look again at the use of New Road by lorries despite ample signage in and around the area.

Parking Orders:

ESCC confirmed that all work on parking orders had been suspended until further notice.

8.0 DATE AND TIME OF NEXT MEETING

Monday 1st July 2019 in the Martlets Room at Civic Centre Uckfield at 9.15am.

Meeting finish at 10.00am.

Environment and Leisure Committee

28th January 2019

Agenda Item 6.2.

BYELAWS FOR THE TOWN COUNCIL'S LOCAL NATURE RESERVES (LNRS)

1.0 Summary

1.1 The report details the current position regarding the byelaws for West Park and Hempstead Meadows Local Nature Reserves.

2.0 Background

2.1 In September 2016 the Environment & Leisure Committee discussed draft byelaws for the reserves following the withdrawal and transfer of powers by East Sussex County Council to Uckfield Town Council.

2.2. DEFRA initially advised that the draft byelaws would require the Secretary of State confirmation, unfortunately due to staff changes at DEFRA and a difference of opinion by their staff confirmation has not been completed.

2.3. In 2018 following talks with DEFRA's legal team it transpired that they no longer encourage organisations to stick to the model byelaws. The Town Council also has to set out justification for the introduction of byelaws and how they will be enforced. DEFRA has stated the following: -

"The Ministry Justice has confirmed that a justice impacts test won't be required for your proposed byelaws. However, this may need to be reassessed should these byelaws come into effect and they create an additional costs or burdens on the justice system.

You may also recall that I have previously mentioned that byelaws should only be used to address measures where there are real concerns and should not be used as deterrent or preventative measures. I am aware that the main purpose of these byelaws is to reflect the change in responsibility for them however it may also be an opportune moment to review where all the current restrictions are actually still necessary – you have previously pointed out some areas of continued concern but would that apply to all the restrictions set out in the existing byelaws, for example, use of firearms, pollution of waterways etc. If these are no longer issues then you may want to re-consider including them in your proposed new byelaws. It would be good to consider this alongside the issues of playing golf. The proposed prohibition on the playing of golf suggest that the casual playing of golf is still permitted so you may want to look at this one again" .

They have also given the following examples:

- Byelaw No. 6. Climbing or ascending any tree, DEFRA think this should be a Health & Safety issue or to try and prevent climbing altogether.
- Byelaw No. 19 and 22, regarding the inclusion of crossbows and drones if these have not been a threat they should be removed as we must provide evidence.

DEFRA also asked for the number of prosecutions, or possible prosecutions that have been made over the years, which to date there have been none.

- 2.4. DEFRA have made suggested some technical amendments and these are attached for information.
 - 2.5. It is very apparent that the byelaws as they stand are unlikely to be given the support of DEFRA and members are asked to look again at the wording. However, the Committee may think that this might be an item that could involve the Supporter Groups for both reserves to review and advise the Committee on any possible changes to the byelaws.
- 3.0. Recommendation
- 3.1. Members are asked to note the report and advise the Clerk accordingly.

Contact Officer: Christine Wheatley

UCKFIELD TOWN COUNCIL BYELAWS FOR WEST PARK LOCAL NATURE RESERVE, UCKFIELD

The Uckfield Town Council in exercise of the powers conferred upon them by sections 20¹, 21(4)² and 106³ of the National Parks and Access to the Countryside Act 1949 in accordance with section 236 of the Local Government Act 1972 hereby make the following byelaws for the protection of the Nature Reserve at West Park in the Parish of Uckfield in the County of East Sussex

1. In these byelaws
 - (a) "The Reserve" shall mean the pieces or parcels of land containing in the whole 10.8 hectares or thereabouts and situated in the Parish of Uckfield in the County of East Sussex declared to be managed as a Nature Reserve by the declaration dated the 7th day of July 2014 made by the Uckfield Town Council in pursuance of section 21 of the National Parks and Access to the Countryside Act 1949, and the Reserve is for the purposes of identification shown as nearly as may be on the map annexed to these byelaws and therein shaded red.
 - (b) "The Council" shall mean Uckfield Town Council.
 - (c) "Firearm" shall have the same meaning as in section 57 of the Firearms Act 1968.
2. Within the Reserve the following acts are hereby prohibited except insofar as they may be authorised by a permit issued by the Council in accordance with Byelaw [3](#) [5](#) or are necessary to the proper execution of his duty by an officer of the Council or by any person, or servant of any person, employed or authorised by the Council.

RESTRICTION OF ACCESS

- (1) Entering at any time those parts of the reserve where notice to keep out has been posted by order of the Council.

DAMAGE TO OR DISTURBANCE OF THINGS IN THE RESERVE

- (2) Spreading or using any net, or setting or using any lamp or other instrument, or any snare or lure, for the taking, injury or destruction of any living creature.
- (3) Taking, molesting or intentionally disturbing, injuring or killing any living creature.
- (4) Taking or intentionally disturbing or destroying the eggs, larvae, pupae or other immature stages, or the place used for shelter or protection of any living creature.
- (5) Intentionally removing or displacing any tree, shrub, plant, fungus or part thereof, or any unfashioned mineral thing including water.
- (6) Climbing or ascending any tree or climbing or placing a ladder or steps against any tree.

¹ Amended by Natural Environment and Rural Communities (NERC) Act 2006, Telecommunications Act 1984, Water Act 1988, and Communications Act 2003.

² Amended by the (NERC) Act 2006

³ Amended by the (NERC) Act 2006 and the Environmental protection Act 1990

- (7) Climbing, ascending or descending any rock outcrop or placing a ladder or steps against any rock outcrop or fixings ropes or other climbing aids to any rock outcrop or otherwise defacing any rock outcrop.

BRINGING ANIMALS INTO THE RESERVE

- (8) Intentionally bringing, or permitting to be brought, into the Reserve any living creature, or the egg of any living creature, or any plant, or any seed or other part of any plant, in such circumstances that it is likely that such creature or plant will reproduce or propagate itself, or such egg will hatch, or such seed will germinate.
- (9) Bringing into, or permitting to remain within, the Reserve any animal other than a dog⁴, unless it is kept under proper control and is prevented from worrying or disturbing any animal or bird.
- (10) Riding or leading any horse into and within the Reserve.
- (11) Turning out any animal or poultry to feed or graze.

Footnote

[A dog control order made under the Dog Control Orders \(Prescribed Offences and Penalties, etc\) Regulations 2006 \(S.I. 2006/1059\) is in effect for West Park Nature Reserve.](#)

AREAS OF WATER

- (12) Committing any act which pollutes or is likely to cause pollution of any water.
- (13) Obstructing any flow of any drain or watercourse.

USE OF VEHICLES

- (14) Driving, riding (including bicycles), propelling or leaving any mechanically propelled vehicle (including hovercraft) elsewhere than on a highway or on a road, or in a place indicated by a notice as being available for the purpose. Disability vehicles are permitted.
- (15) Taking off or landing any aircraft except in case of emergency.
- (16) Launching or landing a hang glider except in an emergency.
- (17) Operating any hang glider at such height that persons on the ground or in buildings may be inconvenienced or annoyed.

USE OF CERTAIN EQUIPMENT

- (18) Using any camera or any apparatus for the transmission, reception, reproduction, or amplification of any sound, speech or images by electrical or mechanical means, except apparatus designed and used as an aid to defective hearing and

⁴[A dog control order made under the Dog Control Orders \(Prescribed Offences and Penalties, etc\) Regulations 2006 \(S.I. 2006/1059\) is in effect for West Park Nature Reserve.](#)

apparatus used in a vehicle so as not to produce sound audible by a person outside the vehicle. Personal use of cameras is permitted.

- (19) Using any device designed or adapted for detecting or locating any metal or mineral in the Reserve.

USE OF FIREARMS ETC.

- (20) Being in possession of a firearm-(with ammunition suitable for use in that firearm) otherwise than on a public paved road or discharging a firearm or lighting a firework.
- (21) Projecting any missile manually or by artificial means.

GENERAL PROHIBITIONS

- (22) Erecting, occupying or using any tent, shed, caravan or other structure for the purpose of camping elsewhere than in an area indicated by a notice as being available for camping.
- (23) Flying any kite or model aircraft.
- (24) Erecting any post, rail, fence, pole, booth, stand, building or other structure.
- (25) Neglecting to shut any gate or to fasten it if any means of doing so are provided.
- (26) Posting or placing any notice or advertisement.
- (27) Selling or offering or exposing for sale, or letting for hire or offering or exposing for letting for hire, any commodity or article, or selling or offering for sale any service.
- (28) (a) Engaging in any activity which is causing or likely to cause a disturbance.
(b) Holding any show, performance, public meeting, exhibition or sports or the playing of any organised games (including golf_[BP1]).
- (29) Intentionally or recklessly removing or displacing, any building, seat, notice board, notice exhibited by order of the Council, apparatus, wall, boundary bank, fence barrier, riling, post or hide.
- (30) Roller skating, skiing, tobogganing, or skate boarding.
- (31) Lighting any fire, stove, heater or other appliance capable of causing a fire, elsewhere than in an area indicated by a notice as being available for camping.
- (32) Letting fall or throwing any lighted match or lighted substance in a manner likely to cause a fire.
- (33) Intentionally leaving items in a place other than a receptacle provided by the Council for deposit of litter or refuse.

3. INTERFERENCE WITH DULY AUTHORISED OFFICER

- (34) Intentionally obstructing any officer of the Council or any person, or the servant of a person, employed or authorised by the Council in the execution of any works including research or scientific work connected with the laying out, maintenance or management of the Reserve.

4. PERMITS

- (1) The Council may issue permits authorising any person to do any act or class of acts within the Reserve or any part thereof which would otherwise be unlawful under these byelaws.
- (2) Any such permit shall be issued subject to the following conditions:
- (a) that it must be carried whenever a visit is made to the Reserve, and produced for inspection when required by a person duly authorised by the Council in that behalf; and
- (b) that it may be revoked by the Council at any time.

5. BYELAWS

These byelaws shall not operate so as to interfere with the exercise –

- (1) by a person of –
- (a) a right vested in him/her as owner, lessee or occupier of land in the reserve,
- (b) any easement or profit a prendre to which he is entitled,
- (c) any public right of way.
- (2) Of any functions of a local authority, statutory undertaker or drainage authority.
- (3) By a constable or a member of the armed forces or of any fire brigade or ambulance service of the performance of his duty.

6. PENALTY

Any person who offends against any of these byelaws shall be liable on summary conviction to a fine up to level 2_[BP2] on the Standard Scale and in the case of a continuing offence to a further fine for each day during which the offence continues after the said conviction.

7.0. REVOCATION

[The byelaws relating to West Park Nature Reserve made by East Sussex County Council on 2 January 1998 and confirmed by the Secretary of State on 11 March 1998 are hereby revoked.](#)

~~These byelaws relating to West Park Nature Reserve revoke and replace Byelaws made by East Sussex County Council which were made on 2nd January 1998 and confirmed by the Secretary of State on 11th March 1998.~~

The common Seal of Uckfield)

Town Council was hereunto)

affixed in the presence of:)

Councillor

Councillor

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UCKFIELD TOWN COUNCIL BYELAWS FOR HEMPSTEAD MEADOWS LOCAL NATURE RESERVE, UCKFIELD

The Uckfield Town Council in exercise of the powers conferred upon them by sections 20¹, 21(4)² and 106³ of the National Parks and Access to the Countryside Act 1949 in accordance with section 236 of the Local Government Act 1972 hereby make the following byelaws for the protection of the Nature Reserve at Hempstead Meadows in the Parish of Uckfield in the County of East Sussex

1. In these byelaws
 - (a) "The Reserve" shall mean the pieces or parcels of land containing in the whole 4.90 hectares or thereabouts and situated in the Parish of Uckfield in the County of East Sussex declared to be managed as a Nature Reserve by the declaration dated the 7th day of July 2014 made by the Uckfield Town Council in pursuance of section 21 of the National Parks and Access to the Countryside Act 1949, and the Reserve is for the purposes of identification shown as nearly as may be on the map annexed to these byelaws and therein shaded red.
 - (b) "The Council" shall mean Uckfield Town Council.
 - (c) "Firearm" shall have the same meaning as in section 57 of the Firearms Act 1968.
2. Within the Reserve the following acts are hereby prohibited except insofar as they may be authorised by a permit issued by the Council in accordance with Byelaw [35](#), or are necessary to the proper execution of his duty by an officer of the Council or by any person, or servant of any person, employed or authorised by the Council.

RESTRICTION OF ACCESS

- (1) Entering at any time those parts of the reserve where notice to keep out has been posted by order of the Council.

DAMAGE TO OR DISTURBANCE OF THINGS IN THE RESERVE

- (2) Spreading or using any net, or setting or using any lamp or other instrument, or any snare or lure, for the taking, injury or destruction of any living creature.
- (3) Taking, molesting or intentionally disturbing, injuring or killing any living creature.
- (4) Taking or intentionally disturbing or destroying the eggs, larvae, pupae or other immature stages, or the place used for shelter or protection of any living creature.
- (5) Intentionally removing or displacing any tree, shrub, plant, fungus or part thereof, or any unfashioned mineral thing including water.

¹ Amended by Natural Environment and Rural Communities (NERC) Act 2006, Telecommunications Act 1984, Water Act 1988, and Communications Act 2003.

² Amended by the (NERC) Act 2006

³ Amended by the (NERC) Act 2006 and the Environmental Protection Act 1990

- (6) Climbing or ascending any tree or climbing or placing a ladder or steps against any tree.

BRINGING ANIMALS INTO THE RESERVE

- (7) Intentionally bringing, or permitting to be brought, into the Reserve any living creature, or the egg of any living creature, or any plant, or any seed or other part of any plant, in such circumstances that it is likely that such creature or plant will reproduce or propagate itself, or such egg will hatch, or such seed will germinate.
- (8) Bringing into, or permitting to remain within, the Reserve any animal other than a dog⁴, unless it is kept under proper control and is prevented from worrying or disturbing any animal or bird.
- (9) Permitting a dog to disturb or worry any animal or bird.
- (10) Turning out any animal or poultry to feed or graze.

Footnote

[A dog control order made under the Dog Control Orders \(Prescribed Offences and Penalties, etc\) Regulations 2006 \(S.I. 2006/1059\) is in effect for Hempstead Meadows Local Nature Reserve.](#)

AREAS OF WATER

- (11) Committing any act which pollutes or is likely to cause pollution of any water.
- (12) Obstructing any flow of any drain or watercourse.

USE OF VEHICLES

- (13) Driving, riding (including bicycles), propelling or leaving any mechanically propelled vehicle (including hovercraft) elsewhere than on a highway or on a road, or in a place indicated by a notice as being available for the purpose. Disability vehicles are permitted.
- (14) Landing any aircraft except in case of emergency.
- (15) Launching or landing a hang glider except in an emergency.
- (16) Operating any hang glider at such height that persons on the ground or in buildings may be inconvenienced or annoyed.

USE OF CERTAIN EQUIPMENT

- (17) Using any camera or any apparatus for the transmission, reception, reproduction, or amplification of any sound, speech or images by electrical or mechanical means, except apparatus designed and used as an aid to defective hearing and

⁴[A dog control order made under the Dog Control Orders \(Prescribed Offences and Penalties, etc\) Regulations 2006 \(S.I. 2006/1059\) is in effect for Hempstead Meadows Local Nature Reserve.](#)

apparatus used in a vehicle so as not to produce sound audible by a person outside the vehicle. Personal use of cameras is permitted.

- (18) Using any device designed or adapted for detecting or locating any metal or mineral in the Reserve.

USE OF FIREARMS ETC.

- (19) Being in possession of a firearm, (with ammunition suitable for use in that firearm) otherwise than on a public paved road, or discharging a firearm or lighting a firework.

- (20) Projecting any missile manually or by artificial means.

GENERAL PROHIBITIONS

- (21) Erecting, occupying or using any tent, shed, caravan or other structure for the purpose of camping elsewhere than in an area indicated by a notice as being available for camping.

- (22) Flying any kite or model aircraft.

- (23) Erecting any post, rail, fence, pole, booth, stand, building or other structure.

- (24) Neglecting to shut any gate or to fasten it if any means of doing so are provided.

- (25) Posting or placing any notice or advertisement.

- (26) Selling or offering or exposing for sale, or letting for hire or offering or exposing for letting for hire, any commodity or article, or selling or offering for sale any service.

- (27) (a) Engaging in any activity which is causing or likely to cause a disturbance.
(b) Holding any show, performance, public meeting, exhibition or sports or the playing of any organised games.

- (28) Intentionally or recklessly removing or displacing, any building, seat, notice board, notice exhibited by order of the Council, apparatus, wall, boundary bank, fence barrier, riling, post or hide.

- (29) Roller skating, skiing, tobogganing, or skate boarding.

- (30) Lighting any fire, stove, heater or other appliance capable of causing a fire, elsewhere than in an area indicated by a notice as being available for camping.

- (31) Letting fall or throwing any lighted match or lighted substance in a manner likely to cause a fire.

- (32) Intentionally leaving items in a place other than a receptacle provided by the Council for deposit of litter or refuse.

3. INTERFERENCE WITH DULY AUTHORISED OFFICER

- (34) Intentionally obstructing any officer of the Council or any person, or the servant of a person, employed or authorised by the Council in the execution of any works

including research or scientific work connected with the laying out, maintenance or management of the Reserve.

4. PERMITS

- (1) The Council may issue permits authorising any person to do any act or class of acts within the Reserve or any part thereof which would otherwise be unlawful under these byelaws.
- (2) Any such permit shall be issued subject to the following conditions:
 - (a) that it must be carried whenever a visit is made to the Reserve, and produced for inspection when required by a person duly authorised by the Council in that behalf; and
 - (b) that it may be revoked by the Council at any time.

5. BYELAWS

These byelaws shall not operate so as to interfere with the exercise –

- (1) by a person of –
 - (a) a right vested in him/her as owner, lessee or occupier of land in the reserve,
 - (b) any easement or profit a prendre to which he is entitled,
 - (c) any public right of way.
- (2) Of any functions of a local authority, statutory undertaker or drainage authority.
- (3) By a constable or a member of the armed forces or of any fire brigade or ambulance service of the performance of his duty.

6. PENALTY

Any person who offends against any of these byelaws shall be liable on summary conviction to a fine up to level 2_[BP1] on the Standard Scale and in the case of a continuing offence to a further fine for each day during which the offence continues after the said conviction.

7.0. REVOCATION

[The byelaws relating to Hempsted Meadows Nature Reserve made by East Sussex County Council on xxxxxx and confirmed by the Secretary of State on 23 July 2007 are hereby revoked.](#)

The common Seal of Uckfield)

Town Council was hereunto)

affixed in the presence of:)

Councillor

Councillor



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Meeting of the Environment & Leisure Committee

Monday 28th January 2019

Agenda Item 7.1

Tikspac Dog Bag Dispenser Scheme – To approve advert

1.0. Summary

1.1. The report sets out details of advertising suggestions for the 10 free bio-degradable dog bag dispenser stations.

2.0. Background

2.1. At the Environment & Leisure Committee on the 3rd September 2018 it was agreed:-

2.2.

EL.013.09.18 It was **RESOLVED** to note the report and agreed to:

- a) proceed with the scheme;
- b) advertise on the “roof top space” at a total cost of £1,000 per annum for a four-year period
- c) the cost of advertising to be added to the 2019/20 budget and the following three years.

2.3. The scheme consists of:-

- A term agreement of 48 (forty-eight) months, which may be extended by 24 (twenty-four) months at a time with the agreement of both Parties;
- Each dispenser will have advertisements on them, which the Town Council can approve in advance to ensure appropriate for the location etc;
- Bags and delivery are free, bio-degradable and can be composted;
- Roof top advertising space on all bins at a cost of £1,000 per annum.

3.0. Advertising

3.1. In addition to the landscape 6 x 16 cm roof top advertising space the Town Council also has a free scenic image space, dependant on advertising space availability.

3.2. The following are suggestions for the scenic image and the roof top advertising:-



Scenic Image



Roof Top Space



4.0. Recommendation

41. Members are asked to note the report and instruct the clerk accordingly.

Contact Officer: Christine Wheatley

Environment and Leisure Committee

28th January 2019

Agenda Item 7.2.

REQUEST TO PURCHASE LAND ADJACENT TO 10 WILSON GROVE, WEST PARK, UCKFIELD

1.0 Summary

1.1 The report details a request by the resident of 10 Wilson Grove to establish if the Town Council would be willing to sell all or part of a parcel of land adjacent to their property so they can extend their garden. They have also advised that they are in the process of submitting a planning application for an extension.

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, edge yellow/red on the attached plan is adjacent to the public car park used for the West Park allotment holders.

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.

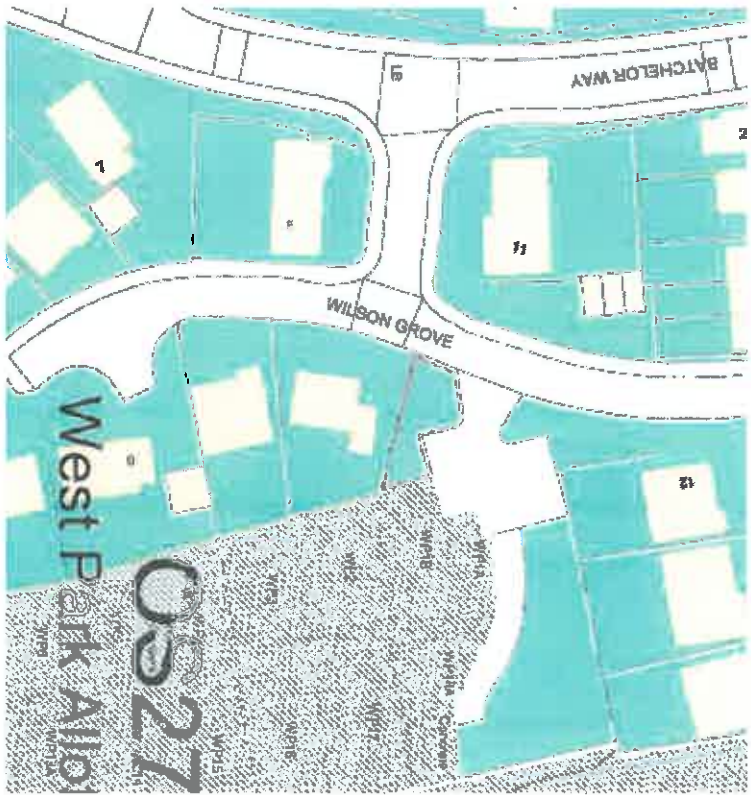
3.4. The disposal of land would have to fall within the criteria of the Asset Management Plan - Procedure for disposing of surplus freehold assets. (Attached)

4.0 Recommendation

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

Contact Officer

Christine Wheatley



UCKFIELD TOWN COUNCIL



PROCEDURE FOR DISPOSING OF SURPLUS FREEHOLD ASSETS

Issue No.	Date completed	Details of amendments
1	FC.10.09.18	Draft procedure to form an appendix to the Asset Management Plan. Approved.

1.0 INTRODUCTION

- 1.1 This procedure forms an appendix to the Town Council's Asset Management Plan which was approved by Full Council in May 2018, and will be reviewed and refreshed on an annual basis alongside the draft budget and draft priorities.
- 1.2 Whilst developing the Asset Management Plan, it was acknowledged that the Town Council did not have set procedures for dealing with different situations or eventualities. One of those eventualities is that at some stage, a discussion will take place to consider whether an asset is surplus to requirements.

2.0 ANNUAL REVIEW OF ASSETS

- 2.1 The definition of an asset is an item of property owned by the Town Council, which could consist of a piece of land, property(building), street furniture or play areas for example. This procedure relates predominantly to land or property.
- 2.2 It has been advised that during the process of reviewing the Town Council's strategic documents, including that of the Asset Management Plan, the following should be considered:
 - whether or not there is a continued need for the asset in its current use;
 - whether it should be redeveloped, refurbished, or;
 - whether it (or part of it) is no longer required to deliver the Council's operational functions, or;
 - whether the corporate priorities could be better served from the capital receipt or revenue saving generated by its disposal.
- 2.3 It is good estate management to review the effectiveness of your assets on an annual basis, and to consider how they are performing financially, operationally and strategically. Usually this would be a desktop study followed by an annual inspection.
- 2.4 It is recommended that assets be inspected throughout the year and then reviewed as a whole on an annual basis, to assist with this process and to ensure a regular review is undertaken. Prior to the annual review, the Facilities Manager or appointed surveyor should inspect the premises/land and consider usage, repair and condition, and lease terms to support members with their decision-making.

3.0 DECLARING AN ASSET SURPLUS TO REQUIREMENTS

- 3.1 Where assets, or parts of assets, are identified as no longer needed to perform the operational functions of the Council, the Proper Officer will:
 - ensure that the Council is entitled to dispose of the asset (or part)
 - follow the necessary procedures to declare the asset (or part) surplus and;
 - begin a process to dispose of the asset (or part).
- 3.2 Once declared surplus, the Proper Officer will amend the asset register to show that this asset (or part) has been declared surplus;

- 3.3 The Proper Officer will ensure that all necessary and relevant legislation and procedures are followed in undertaking the disposal.
- 3.4 The Proper Officer will consider the options to ensure that the asset is disposed of for best consideration.
- 3.5 To achieve this, the Proper Officer will consider whether the asset (or part) could be suitable for development and if so, will undertake a feasibility study to ascertain whether it would be advantageous to the Council to apply for planning permission on the asset (or part).
- 3.6 A feasibility study should comprise of three stages:
- Stage 1 Feasibility - High Level Review
 - Site inspection to ascertain potential,
 - Title review
 - Planning policy review
 - Stage 2 Feasibility: - Detailed Review
 - Detailed analysis of the land title
 - Detailed analysis of the physical site
 - Detailed analysis of the planning status and likely grant of planning permission
 - Stage 2 Feasibility timeline
 - Stage 3 Feasibility – Design and Delivery
 - Design of a development scheme
 - Valuation of land
 - Application for Planning Permission
 - Valuation of site
 - Marketing and disposal of Site
 - Disposal Timeline
- 3.7 Key professionals may need to be appointed to assist with the above process, first and foremost – a chartered surveyor. A property solicitor would be able to advise in terms of the land title and would be useful should the Town Council decide to go down the route of disposal.
- 3.8 Depending on the nature of the asset and whether or not it has any development potential, will determine whether any further specialist advice may be required in Stage 2 of the procedures followed. For example, if the asset has potential for residential development, an architect may be required to design a scheme, and if the authority wished to apply for planning permission for a scheme, other surveys such as ecological and arboricultural surveys may be required.
- 3.9 The Proper Officer is advised to report to the Council at the end of each stage with a recommendation on how best to proceed with the disposal.

- 3.10 The Proper Officer will review the disposal methods, i.e. Marketing with sealed bids, auction, or private treaty and will dispose using the most appropriate method for the specific disposal. If disposal by Private Treaty is selected, the Proper Officer will first obtain the approval of the Town Council and will ensure that such disposal method is in accordance with governance and securing Best Consideration.
- 3.11 As advised previously, the Proper Officer will employ professional consultants (Solicitors and surveyors) as necessary to deliver the disposals.
- 3.12 The Proper Officer will ensure that the Council's Asset register is updated following disposal of any interest held by the Council.
- 3.13 All assets must be considered on their own merits, and individually. This includes small pieces of land, up to larger properties.
- 3.14 If the Town Council is certain that the asset in question has no value to the Town Council and will never have value, and it is not conceivably of any interest to any other party, than one potential buyer, than it could be sold to that potential buyer.
- 3.15 However if it is considered that others may express an interest in acquiring the asset, then consideration should be given to selling the asset at auction.
- 3.16 An alternative could be to licence the asset to the interested party(s). This has an advantage in that the Town Council would retain the freehold title.
- 3.17 In both of the above cases (auction or licensing), the other interested party would be required to bear the Town Council's reasonable legal and surveyor costs.

Meeting of the Environmental & Leisure Committee

Monday 28th January 2019

Agenda Item 9.1.

From: Children Stay Safe day (2019) Working Group

Event: - (Wednesday 19th June 2019)

1.0 Summary

Our biggest concern is that how long will organisations be able to support such community activity and how do we have certainty that they will actually appear on the day?

The Group has met and based upon initial thoughts and suggestions to re-energise the day, work is in progress to secure support and commitment from new participating organisations, develop /obtain educational games/ relevant group activities to occupy the waiting times between the main activities and promote the new content to all our 12 target schools

2.0 Action Points

2.1 Contact all previous participating organisations to confirm their attendance, the risk of non-availability on the day and the mix of activities to be provided.

2.2 New activities to be investigated and sought;
Safety around Water
Bicycle / scooter safety
Basic bicycle maintenance
Basic First aid / Ambulance service
Simple Home safety
Safety whilst out walking /Traffic/Car Parks
Risks around Railways
Countryside safety, Trees/climbing, getting lost

We will be trying to source as many activity groups to provide the school groups with something to occupy their time as much as possible

2.3 There are many organisations who provide 'safety' information for our target age group, but most of it is classroom/paper based activity, videos etc. The group is to investigate the idea of some form of video tent, where such material can be shown. An additional event?

2.4 Group activities that can be used to occupy waiting groups are to be investigated. The availability of paper based puzzles/games relating to children's safety are to be looked into. As resources have been removed Safety Organisation still provide resources for schools to promote their messages.

2.5 In partnership with the Town Clerk improvements to the process for contacting schools, contact updates, reminders and confirmation of deadlines are being made.

2.6 When details have been finalised a promotional/information campaign will be run for all our 12 attending schools outlining the improvements to encourage more attendance this year

2.7 The theme for this year's poster competition is still to be finalised.

Members are asked to note the report

Children Stay Safe Day Working Group

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

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Environment and Leisure Committee

28th January 2019

Agenda Item 9.3

Report on Battles Over - A Nation's Tribute

Sunday 11 November 2018 marked the Centenary of Armistice, one hundred years since the end of the War to end all Wars.

The Town Council were honoured to be asked by Bruno Peeks, the Pageant Master to the Queen to light the Beacon along with 1000's of other towns, villages and cities across the country.

The Working Group was given a budget of £1000.

We contacted Extreme Hire (Hailsham) with regard to hiring a cherry picker to help fill the Beacon. They were happy to assist us. As the owner and his family were ex service personnel, they agreed to let us have the use of this free of charge.

We decided to douse torches to signify each man from Uckfield who had lost their life in the First World War. Because of this and because we needed assistance with the Beacon, we asked the Uckfield Bonfire and Carnival Society for assistance. They provided the torches, kerosene and their assistance. They also provided the PA system.

As it was a public event, we needed to have First Aid Cover. We contacted St John Ambulance, Ringmer Division who agreed to cover this event and due to the reason for the event agreed to do this at no charge to us.

As we were going to have the Last Post, we asked Uckfield Performance Ensemble to do this. They happily agreed, again at no cost.

On the evening we were joined by approx. 300 members of the public.

The dousing of the torches, over 30 torches in total each one having 5 names, was a moving service with Father John Wall reading the names. Among the people who doused a torch was the Royal British Legion Uckfield Branch Chairman and Secretary, Joe Spicer and Norman Mayers and members of Dan Gambles family.

The Last Post then sounded, followed by the lighting of the beacon, lit by the Mayor, Cllr Spike Mayhew, Cllr Mick Dean a former Grenadier Guardsman and two of the youngest ATC cadets.

Our Town Crier then gave the Cry for Peace.

Holy Cross Church then rang the church bells.

Many people thanked us for this and it was received well.

As stated above our budget was £1000. We would therefore like to give donations to the following:

Extreme Hire Hailsham) – a donation of £100 to Help for Heroes on behalf of Extreme Hire (Hailsham).

UBCS – a donation of £50

UPE – a donation of £50

St John Ambulance Ringmer Division – a donation of £50

The budget from Battles Over also purchased the two Perspex soldiers at the cost of £55

Recommendations

1. To note the report
2. To agree the donations above

Cllr Diane Ward and Cllr Mick Dean

Meeting of the Environment & Leisure Committee

Monday 28th January 2019

Agenda Item 10.1

REPORTS FROM OUTSIDE BODIES: THE UCKFIELD RAILWAY LINE PARISHES COMMITTEE

The November's meeting agenda was largely occupied by a very interesting and detailed report on the Brighton Mainline upgrade programme which is designed to improve reliability and resilience on this most heavily used line.

In order that these works can progress there are planned closures of the lines from Three Bridges to both Brighton and Lewis over some weekends up until May 2019 and a complete 9-day period from 16-24 February 2019. In an effort to reduce disruption extensive measures have been put in place in providing alternative means of transport.

The presentation concentrated on the pre-planning which has taken place over an extended period by all parties involved and co-operation and interaction between them.

The general other matters discussed covered the termination and turn rounds of the Uckfield service at Crowborough on which the G.T.R. representative suggest the group continue to pressure Southern. The matter of car parking restriction for collecting passengers at Crowborough was again highlighted when incoming trains are delayed. The Chairman advised that he had still not received a response from SALC and as this has now been ongoing for so long it was proposed that this was not pursued further.

Advice had been received that London Victoria Station would be closed from 23/12/18 until 1/1/19 with most services being diverted to London Bridge. It was agreed to pursue the local MP's to raise questions in the House on the outcome of The Gibb Report in respect of electrification and a depot at Crowborough.

Finally, members were reminded of the Wealden Line AGM on 24th November in the Civic Centre.

Councillor C. Macve

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Meeting of the Environment & Leisure Committee

Monday 28th January 2019

Agenda Item 10.4

REPORTS FROM OUTSIDE BODIES: AGE CONCERN

The AGM held on 23rd November in the Civic Centre was well attended and supported by members and volunteer drivers.

Following the adoption of last years minutes the proposal of officers and committee who were willing to offer their services was seconded and they were duly elected.

The treasurer reported on the finances and this led to a lengthy discussion on the car transport services offered by the group. Whilst it was agreed the number of those services offered had increased it was then felt they could still, subject to adequate finances, be extended further.

The Chairman will pursue obtaining various grant aid to bolster the groups finances and will promote the services offered to those groups in the community with elderly members. The meeting concluded with general discussion with tea and biscuits.

Councillor C. Macve

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Meeting of the General Purposes Committee

Monday 28th January 2019

Agenda Item 10.5

REPORTS FROM OUTSIDE BODIES:

Luxford Centre Management Committee – 23RD November 2018

Members were update on various administrative matters covering annual safety checks, equipment, repairs and or renewal, finances and outside hirers.

The House Committee gave a detailed report on their membership numbers and on outings and functions past and organised. Membership is continuing to improve and the Committee have several future events planned and reported on successful functions since the last meeting.

It seems the long ongoing problems with the internet and Wi-Fi have been resolved and thanks were passed to Jean Wilcox for her persistence.

The new website is now up and running but requires a little detailed adjustment.

At last the new CIO is in place and it was agreed to wind up the Charitable Trust at the year end and transfer everything into the CIO subject to a few loose ends being cleared. The House Committee spoke at length on the food hygiene awareness and hoped that Wealden would soon reinstate the 5-star rating as the matters previously noted had now been resolved.

The members were thanked for their attendance and wished a Happy Christmas and New Year.

Councillor Chris Macve

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To: Environment and Leisure Committee, 28 January 2019

Agenda Item 10.6.

From: Councillor Ian Smith

Active Uckfield

1. The group continues to meet to prepare plans for activity in 2019.
2. The group is working closely with David Chennell, Community and Regeneration Officer, from Wealden District Council and with Stephan Butler from the Volunteer Centre to maximise input into the Annual Activity Day. Discussions include a possibility for the Active Uckfield Day and the annual District Council day at West Park to merge.
3. Active Uckfield members have been invited to the Annual Meeting on 7 February when there will be presentations from David Chennell and from Tony Rossi, Active Uckfield Chairman. The Town Clerk has also been invited to attend to say a few words on behalf of UTC.
4. Meanwhile, discussions surrounding the wish for a board to be erected at the junction of Old Timbers Lane with New Town to display the activities that will be found on the Victoria Pleasure Ground are moving forward. It is envisaged the board will be similar in size to the board outside Bridge Cottage.

ENDS

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