



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
Uckfield, East Sussex, TN22 1AE

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Town Clerk – Holly Goring

A Meeting of the **Environment and Leisure Committee** to be held on
Monday 7th October 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 27th August 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
(to follow)

5.3. To review the fees and charges for Snatts Road Cemetery in 2020/21

(Attached)

5.4. To review the fees and charges for our Sports facilities and Allotments in 2020/21

(Attached)

5.5. To start considering new initiatives for the draft budget 2020/21

(Attached)

6.0 ADMINISTRATION

- 6.1 To note the minutes of the Allotment Conference meeting of 11th September 2019 (to follow)

7.0 ENVIRONMENT

- 7.1 To note the current position of the Town Council's Estates (Attached)
- 7.2 To review the sheltered seating area in Ridgewood Play Area (Attached)
- 7.3 To initially consider the costs of adding permanent CCTV cameras to Ridgewood Village Hall and Ridgewood Recreation Ground (Attached)
- 7.4 To note initial investigations into the addition of a gate/security on Ridgewood Village Hall Car Park (Attached)

8.0 LEISURE

None.

9.0 REPORTS FROM WORKING GROUPS

- 9.1 Children Stay Safe Day (nothing to report at this time)
- 9.2 Speed Indication Device (SID) Working Group (Attached)
- 9.3 Climate Change Working Group (Attached)
- 9.4 2020 VE Anniversary Working Group (nothing to report at this time)

10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 10.1 Active Uckfield (nothing to report at this time)
- 10.2 Age Concern (Attached)
- 10.3 West Park LNR and Hempstead Meadows LNR – Supporters Group (nothing to report at this time)
- 10.4 Luxford Centre Management Committee (Attached)
- 10.5 Uckfield and District Twinning Association (nothing to report at this time)
- 10.6 Uckfield Parkrun Board (nothing to report at this time)
- 10.7 Uckfield Plastic Free Working Group (nothing to report at this time)
- 10.8 Uckfield Railway Line Parishes Committee (nothing to report at this time)
- 10.9 Uckfield Youth Club Board (nothing to report at this time)
- 10.10 Wealden Bus Alliance/Weald Link (nothing to report at this time)
- 10.11 All Weather Pitch Operational Group (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

1st October 2019

UCKFIELD TOWN COUNCIL

ACTION LIST - FOR INFORMATION ONLY

Environment and Leisure Committee

Please note no resolutions can be made from the action list and is for information only.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.28.09.16</u>	<p><u>To consider revised byelaws for the Town Council's Local Nature Reserves (LNRs)</u> Members reviewed the amendments to the byelaws which still require Natural England and DEFRA's approval. It was RESOLVED to accept the revised byelaws.</p>	05.09.16	CW	DEFRA responded to DRAFT byelaws 17.5.18 – A further process to be completed and still in discussions with DEFRA.
<u>EL.26.01.19</u>	<p>It was RESOLVED that the Supporter Groups for both reserves be consulted with a view to shorten the byelaws in accordance with DEFRA's comments and report back to the Environment & Leisure committee.</p>	28.01.19		Meeting held with Supporter Groups – amended version sent to DEFRA – waiting for response
	<p><u>Harlands Farm Pond</u> The Ranger is to be asked for ideas to captivate children's interest whilst at the pond.</p>	18.4.17	CW	Passed to Ranger 19.4.17 Nothing planned at this moment in time
	<p>Harlands Farm Pond, VCT and Sussex Wildlife Trust are to be contacted to establish if they can assist with ideas etc. regarding children involvement in the pond.</p>	30.4.18	CW	Email sent but no response.
Resolution No.	Details	Date	Action	Date Complete

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL 85.10.17</u>	<u>Request to rent allotment land to the rear of 155 Framfield Road</u> Following further discussion, it was RESOLVED that the new owner be asked to remove the fence back to their boundary in accordance with clause 4 of the license agreement. A license agreement could then be granted for the use of the land for garden use only, to grown vegetables etc, and that this land remains unfenced at all times.	02.10.17	CW	4/2/19 Letter sent to Solicitors 15/4/19 Solicitors advised if no response happy for us to proceed and re-charge costs. Resident has since been in touch with the Town Council and liaised with Assistant Town Clerk. Work is in progress to remove all items, and new shed has been erected behind boundary line.
<u>EL.30.01.19</u>	<u>Bird in Eye Allotment boundary fence rear of 155 Framfield Road</u> It was RESOLVED to give notice to remove all items, failure to do so would result in the Town Council removing the items and recharging costs.	28.01.19		
<u>EL037.04.19</u>	<u>Street Lighting Replacements</u> It was RESOLVED to agree to the implementation of the new columns and the removal of the light in London Road. The new columns are to match existing columns in height.	23.04.19	CW	Contact with ESCC has been made and order placed for replacement street lights. A letter has been sent to residents of Keld Avenue. In progress. It is anticipated that the work will be carried out before Christmas.
<u>EL07.06.19</u>	<u>Historical plaques</u> It was RESOLVED in order to try and move the scheme forward, that this be advertised to the wider audience.	03.06.19	TA	To be actioned.

<u>EL09.06.19</u>	<p><u>Town Council's involvement in commemorating VE Day 75</u> It was RESOLVED that: (a) the Town Council takes part in the commemoration and celebrations; (b) that a working group be set up to organise the event; (c) that the Committee decide how much to set aside for the event at the 2020/21 budget setting meeting.</p>	03.06.19	WG	In progress.
<u>EL.14.07.19</u>	<p><u>7.2 To consider a 'Bagged Dog Poo' sticker scheme</u> It was RESOLVED that we place details regarding the scheme on Facebook and The Voice to gain initial public response. Further costings for stickers are to be sought. The Committee will discuss the item further when this information has been collated.</p>	15.07.19	TA/HG	To be actioned.
	<p><u>Report from Working Group – Children Stay Safe Day</u> It was suggested that the following be investigated before a decision is made on next year's event: - attendance by First Responders or St. John's Ambulance - put out feelers to see who would be available with different skill sets - members of PTA's to be asked if they wished to sit on the group Further information to be obtained regarding Wealden DC's event to establish if there could be a joint venture.</p>	15.07.19	WG	In progress
<u>EL17.08.19</u>	<p><u>6.1 Children's Funeral Fund for England</u> It was RESOLVED to amend the reduced fee for children between 1 and 12 years to include 18 year olds to bring in line with The Social Fund (Children's Funeral Fund for England).</p>	27.08.19	HG	Cemetery fees to be returned to Environment & Leisure Committee on 7 th October 2019.

**UCKFIELD TOWN COUNCIL
PROJECT MONITORING FORM**

Committee	Environment & Leisure		
Project Name	New Cricket Mower	Project Number	46
Resolution Number	Funds	Date	Commentary
<u>FC.86.01.18</u>	£6000		2 Year Project, Final Year
		30/09/2019	An order has been placed for the new Cricket Mower.

Committee	Environment & Leisure		
Project Name	Safety Surface Hempstead Lane	Project Number	50
Resolution Number	Funds	Date	Commentary
<u>FC93.01.19</u>	£12,500		Agreed as part of E&L budgets under new initiatives
		08/07/19	Currently exploring the best safety surface material to apply to this area and liaising with other parish/town councils to see what is most effective.
		30/09/2019	Works are planned week beginning 30 th September 2019 to replace the safety surface around the Titan Swing at Hempstead Recreation Ground and improve the surface underneath the Zip-Wire using resin bonded mulch over existing sub surface. NFA.

**ENVIRONMENT AND LEISURE COMMITTEE
INCOME AND EXPENDITURE AT 31 AUG 2019**

	Apr 19 Actuals £	May 19 Actuals £	Jun 19 Actuals £	Jul 19 Actuals £	Aug 19 Actuals £	Actuals to date	Budgets to date	Sep 19 Revised Budget £	Oct 19 Revised Budget £	Nov 19 Revised Budget £	Dec 19 Revised Budget £	Jan 20 Revised Budget £	Feb 20 Revised Budget £	Mar 20 Revised Budget £	Total £	2019/ 2020 Budgets
Sales (Income)																
Contribution to Town Centre Security	183	0	0	575	0	758	650	0	0	0	0	0	0	0	758	650
Weald Hall Events	1,266	546	1,220	841	540	4,413	14,875	2,975	2,975	2,975	2,975	2,975	2,975	2,975	25,238	35,700
Allotments	17	81	174	0	0	272	1,956	392	392	392	392	392	392	392	3,016	4,700
Allotment Deposit	0	200	350	0	175	725	300	0	0	0	0	0	0	0	725	300
Playing Fields & Pitches, Sport Income	330	1,647	162	73	224	2,436	2,500	1,000	0	0	7,000	0	0	0	10,436	10,500
Playing Fields & Pitches, Event Income	496	114	289	3,562	13	4,474	4,700	0	0	0	0	0	0	0	4,474	4,700
WDC - West Park Culverts Agreement	0	0	360	0	0	360	350	0	0	0	0	0	0	0	360	350
Cemetery - Interments	2,149	2,782	508	2,182	516	8,137	9,978	1,996	1,996	1,996	1,996	1,996	1,996	1,996	22,109	23,950
Cemetery - Memorials	495	159	620	155	53	1,482	2,294	458	458	458	458	458	458	458	4,688	5,500
Cemetery - Sundry income	0	84	0	0	0	84	184	38	38	38	38	38	38	38	350	450
Cemetery Maintenance Charge	380	286	95	190	95	1,046	1,081	217	217	217	217	217	217	217	2,565	2,600
Env. Sundry Income	126	0	0	0	0	126	100	0	0	0	0	0	0	0	126	100
Litter/bus station	0	0	331	0	0	331	320	320	0	0	320	0	0	320	1,291	1,280
Roundabout income	864	0	0	0	0	864	440	0	0	0	0	0	0	0	864	440
Total Sales	6,306	5,899	4,109	7,578	1,616	25,508	39,728	7,396	6,076	6,076	13,396	6,076	6,076	6,396	77,000	91,220
Weald on the Field & Revival Income	0	100	0	2,500	1,809	4,409	N/A	60								4,469

Purchases (Expenditure)																
Clothing - Corp/Prot, Outdoor staff	0	30	37	53	0	120	67	0	183	0	250	0	0	0	553	500
Weald on the Field & Revival	492	724	874	3,754	495	6,339	3,000	0	0	0	0	0	0	0	6,339	3,000
Street Lights, Supply & Maintenance	0	50	0	0	0	50	50	0	0	0	0	0	8,950	0	9,000	9,000
Street Light Repairs	0	0	0	0	0	0	0	0	2,000	0	0	1,200	0	0	3,200	3,200
Bus Shelters	0	0	0	0	0	0	0	0	0	0	100	0	0	0	100	100
Allotments	723	(874)	50	123	50	72	831	167	167	167	167	167	167	167	1,241	2,000
Playing Fields and Pitches	248	6,507	314	62	94	7,225	8,625	1,500	2,000	2,000	0	0	0	1,875	14,600	16,000
Play Areas	215	567	735	616	5	2,138	2,175	250	0	250	0	250	0	75	2,963	3,000
Cemetery, rates	127	124	124	124	124	623	562	113	113	113	113	113	113	0	1,301	1,240
Grave digging	0	0	0	1,600	0	1,600	2,114	423	423	423	423	423	423	423	4,561	5,075
Cemetery, litter	167	117	142	158	92	676	669	133	133	133	133	133	133	133	1,607	1,600
Cemetery Maintenance	0	100	0	0	0	100	169	33	33	33	33	33	33	33	331	400
General Equipment Repairs	6	7	19	220	20	272	831	167	167	167	167	167	167	167	1,441	2,000
New Equipment	20	127	536	0	0	683	0	1,500	0	0	0	0	0	0	2,183	1,500
Grounds Maintenance Contract	1,888	1,888	1,888	1,699	1,888	9,251	9,643	1,928	1,929	0	0	0	0	0	13,108	13,500
Grounds Maintenance general	1	119	284	141	168	713	706	142	142	142	142	142	142	142	1,707	1,700
Hire of Equipment	0	0	0	0	0	0	0	0	0	0	100	0	0	0	100	100
LNRS & Sites of Interest - Ranger	2,383	2,379	2,379	2,379	2,379	11,899	12,283	2,456	2,456	2,456	2,456	2,456	2,456	2,456	29,091	29,475
LNRS & Sites of Interest - Working budge	3	165	0	4	39	211	1,044	208	208	208	208	208	208	208	1,667	2,500
Transit	0	0	154	0	545	699	831	167	167	167	167	167	167	167	1,868	2,000
Ford Ranger	85	66	67	88	394	700	831	167	167	167	167	167	167	167	1,869	2,000
Tractor maintenance & running costs	0	48	0	50	53	151	669	133	133	133	133	133	133	133	1,082	1,600
Movano Vehicle	119	89	87	84	85	464	919	183	183	183	183	183	183	183	1,745	2,200
Fencing	0	205	0	0	0	205	419	83	83	83	83	83	83	83	786	1,000
Trees	700	0	0	0	0	700	500	0	0	500	500	500	500	500	3,200	3,000
Graffiti Removal	0	0	0	0	0	0	0	0	0	0	0	0	50	0	50	50
Litter Bins	0	0	781	0	0	781	900	0	0	0	0	0	0	0	781	900
Litter Collection, Open spaces	247	261	321	247	462	1,538	1,919	383	383	383	383	383	383	383	4,219	4,600
Horticulture	0	0	150	0	0	150	150	0	150	0	0	0	0	0	300	300
Weald Hall Events	0	0	1,250	128	0	1,378	4,500	4,000	1,500	3,500	9,500	1,500	1,500	1,500	24,378	27,500
Corp dev. Signage	0	0	0	0	0	0	0	250	0	0	0	0	0	0	250	250
Roundabouts exp	0	0	0	0	0	0	50	0	50	0	0	0	0	0	50	100
Groundsmen - Salaries	5,626	6,668	7,131	7,131	7,131	33,687	32,045	6,409	6,409	6,409	6,409	6,409	6,409	6,409	78,550	76,908
Groundsmen - National Insurance	479	523	587	587	587	2,763	2,484	497	497	497	497	497	497	497	6,242	5,963
Groundsmen - Pension	711	955	1,036	1,036	1,036	4,774	7,245	1,448	1,448	1,448	1,448	1,448	1,448	1,448	14,910	17,381

**ENVIRONMENT AND LEISURE COMMITTEE
INCOME AND EXPENDITURE AT 31 AUG 2019**

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Town Security/CCTV	1,171	71	71	70	71	1,454	1,250	250	250	250	250	250	250	250	3,204	3,000
Road Safety Week	9	545	571	0	0	1,125	1,600	0	0	0	0	0	0	0	1,125	1,600
Floral Displays	0	0	1,724	450	450	2,624	2,800	400	300	0	0	0	0	0	3,324	3,500
Repair & Replacement street furniture	0	919	0	0	0	919	920	0	0	0	1,080	0	0	0	1,999	2,000
Cleaning Materials	0	0	0	0	31	31	0	60	0	0	0	60	0	0	151	120
Performing Rights	0	0	0	0	0	0	0	0	0	0	1,300	0	0	0	1,300	1,300
Event Advertising Marketing	510	733	144	270	499	2,156	1,669	333	333	333	333	333	333	333	4,487	4,000
HMLNR & WPLNR	0	0	0	0	1,000	1,000	500	0	0	0	0	0	0	0	1,000	500
Total Purchases	15,930	23,113	21,456	21,074	17,865	99,271	104,970	23,533	22,007	20,145	26,725	17,405	24,895	17,732	251,880	257,662

New Initiatives																
Safety Surface Hempstead Lane Play Area	0	0	0	0	0	0	0	0	12,500	0	0	0	0	0	12,500	12,500
To Promote Single Plastics	200	0	0	0	0	200	200	0	0	0	0	0	0	0	200	200
Dog Bag Dispenser Advertising	1,000	0	0	0	0	1,000	1,000	0	0	0	0	0	0	0	1,000	1,000
Adult Equipment Signs Hempstead/Ridgewood	0	1,340	0	0	0	1,340	1,340	0	0	0	0	0	0	0	1,340	1,340
West Park LNR Boardwalk	0	0	0	0	0	0	0	0	0	0	0	0	0	2,000	2,000	2,000
Additional Grass Cutting ESCC	6,500	0	0	0	0	6,500	6,500	0	0	0	0	0	0	0	6,500	6,500
Total New Initiatives	7,700	1,340	0	0	0	9,040	9,040	0	12,500	0	0	0	0	2,000	23,540	23,540

Meeting of the Environment & Leisure Committee

Monday 7th October 2019

Agenda Item 5.3

TO REVIEW THE FEES AND CHARGES FOR SNATTS ROAD CEMETERY 2020/21

1.0 Summary

1.1 Each year as part of the budget setting process, the Town Council is required to review its fees and charges. In addition to the fees and charges for our room hire and sports facilities, the Town Council is also required to review the fees and charges set for Snatts Road Cemetery.

2.0 Update

2.1 At the meeting of Environment & Leisure Committee, on 27th August 2019, members were informed of the Children's Funeral Fund for England – a new government regulation that was introduced on 23rd July 2019. The regulation seeks to provide practical support to bereaved parents with the fees arising from their child's burial or cremation for a child aged under 18 years at the time of death or stillborn after the 24th week of pregnancy. In the future, burial authorities would be able to claim their fees from the government fund to cover the cost of these interments.

At that meeting, members agreed:

EL.17.08.19 It was **RESOLVED** to amend the reduced fee for children between 1 and 12 years to include 18 year old's to bring in line with The Social Fund (Children's Funeral Fund for England).

2.2 It is therefore appropriate for the wording to be altered in the Fees and Charges for Snatts Road Cemetery with immediate effect. A revised version has been attached in appendix A for members' approval.

2.3 Members are also required to review the fees and charges for 2020/21. In the past three years the Environment & Leisure Committee has agreed to increase all fees by 1.5% for the sports facilities, and Cemetery. A copy of the current rates are attached at Appendix A for reference.

3.0 Recommendations

3.1 Members are asked to:

- (i) note the report;
- (ii) review and approve the revised wording relating to children's burials in appendix A, with immediate effect;
- (iii) advise the Town Clerk of any proposed changes to fees and charges in 2020/21.

Contact Officer: Holly Goring

Rules and Regulations

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



Uckfield Town Council

Snatts Road Cemetery Fees

As at **October 2019**
Snatts Road Cemetery Fees
as fixed by Uckfield Town Council



Uckfield Town Council

Council Offices, Civic Centre, Uckfield TN22 1AE
Tel: 01825 762774
www.uckfieldtc.gov.uk



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

BURIALS

1. **INTERMENT FEE** (including excavation)
 - a. New grave any depth £631.00
 - b. Re-open existing grave £516.00
 - c. Charges for babies and children on application
2. **EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVE**
Deed for the Exclusive Right of Burial for a period of 75 years
 - a. Adult over 18 years of age £730.00
 - b. Child between 1 and 18 years of age £241.00
 - c. Babies under 1 year (parishioners only) Nil
(see below)

The Town Council does not charge for a baby plot for those under 1 year old and will retain the Exclusive Right of Burial unless the plot is purchased at a cost of £237.00. Memorials will be allowed at the council's discretion on un-purchased plots subject to the appropriate fee.

In line with The Social Fund (Children's Funeral Fund for England), burial authorities can claim back the fees incurred for the above exclusive right of burial for a child between 1 and 18 years of age.

ASHES

3. **THE GARDEN OF REMEMBRANCE**
 - a. Deed for the Exclusive Right of Burial of Ashes for a period of 75 years £347.00
 - b. Interment of cremated remains £127.00
4. **CLOISTERED GARDEN OF REMEMBRANCE**
The Exclusive Right of Burial of Ashes is not required in this section
 - a. Scattering of cremated remains £127.00

5 MEMORIALS

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

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

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

- a. Headstone £155.00 + VAT
- b. Kerb sets including headstone £340.00 + VAT
- c. Kerb sets or book £184.00 + VAT
- d. Tablet – Garden of Remembrance £155.00 + VAT
- e. Plaque – Cloistered Remembrance Wall (single size) – 25 year licence £155.00 + VAT
- f. Plaque – Cloistered Remembrance Wall (double size) – 25 year licence £202.00 + VAT
- g. Additional inscription £53.00 + VAT
- h. Vase memorial only £64.00 + VAT
- i. Rose tree £86.00 + VAT

6 OTHER CHARGES

- a. Cemetery maintenance charge £95.00 + VAT
Applicable for all burial and ashes interments
- b. Fee for search of burial records £10.00 + VAT
- c. Transfer of Deed of Exclusive Rights of Burial £42.00 + VAT

Meeting of the Environment & Leisure Committee

Monday 7th October 2019

Agenda Item 5.4

TO REVIEW THE FEES AND CHARGES FOR OUR SPORTS FACILITIES AND ALLOTMENTS IN 2020/21

1.0 Summary

- 1.1 Each year as part of the budget setting process, the Town Council is required to review its fees and charges. This includes the fees and charges for allotments, Luxford Field, sport pitches - cricket, football and stoolball.
- 1.2 In the past three years the Committee has agreed to increase all fees by 1.5%.

2.0 Comparisons

- 2.1 In the past details of other local council fees and charges have been obtained to try and establish a comparison. However, this has proved difficult as in some towns and villages, clubs maintain their own football or cricket wicket.
- 2.2 In the mid Sussex area, all football pitches are owned and maintained by Mid Sussex District Council. Charges have been obtained to try and establish a comparison but the condition of pitches and facilities vary in each area.

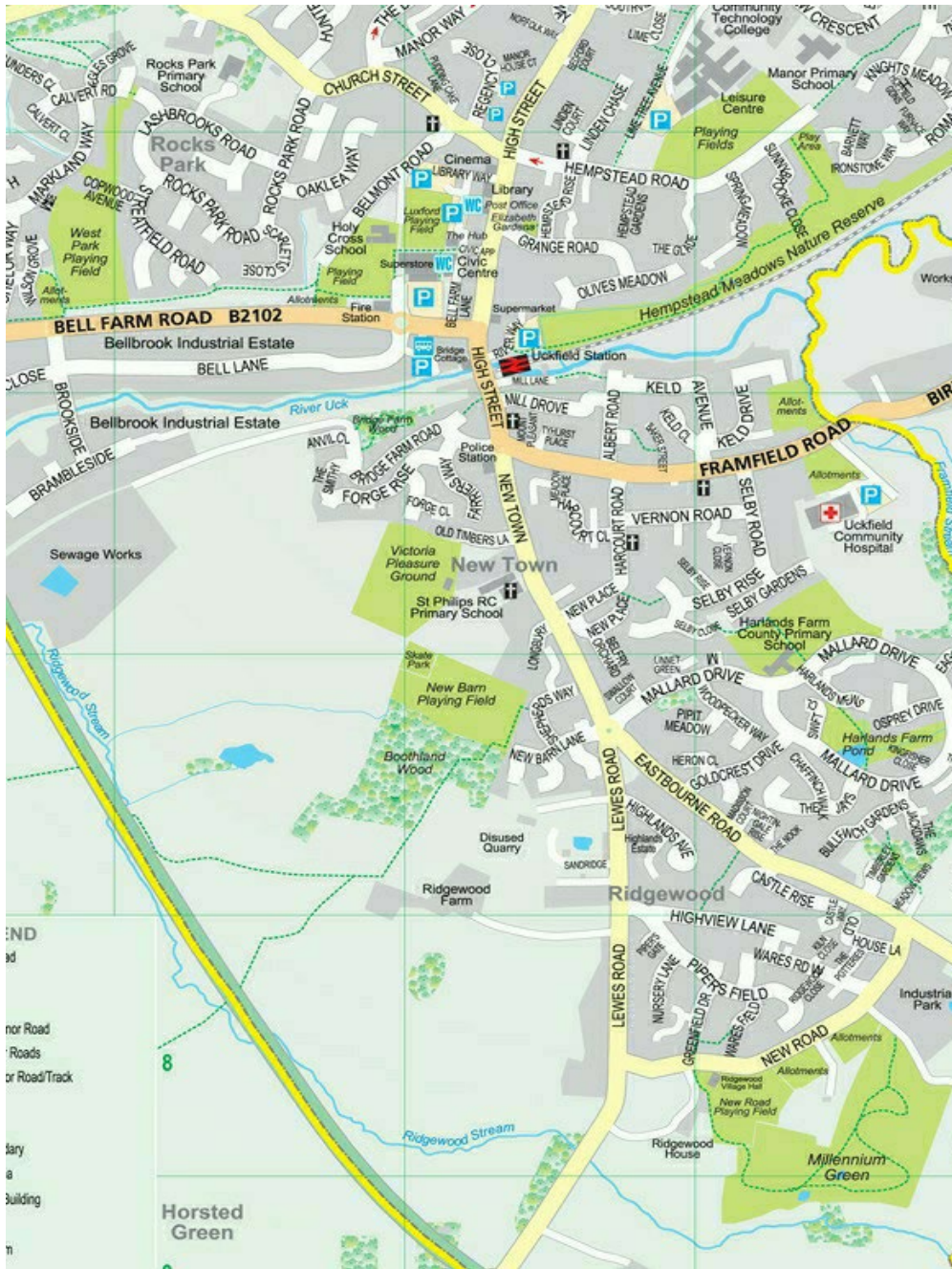
3.0 Current Fees and Charges

- 3.1 A copy of our current rates for our sports facilities and allotments is attached at Appendix A.

4.0 Recommendation

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

Contact Officer: Holly Goring



Uckfield Town Council

HIRE CHARGES 2019/2020 for SPORTS FACILITIES and ALLOTMENTS

Uckfield Town Council
Council Offices, Civic Centre, Uckfield TN22 1AE
Tel: 01825 762774 www.uckfieldtc.gov.uk

Uckfield Town Council
Council Offices, Civic Centre, Uckfield TN22 1AE
Tel: 01825 762774 www.uckfieldtc.gov.uk

Terms and Conditions which apply to these facilities will be issued to all hirers

LUXFORDS FIELD

- The casual hire charge for locally based organisations is £57 per day
- Other commercial organisations will be considered upon application to the Town Clerk
- A returnable deposit of £780 is required
- An electricity supply can be made available for which you will be charged at the current unit price by Uckfield Town Council

ALLOTMENTS

The annual cost of an allotment plot from 1 October 2018 is £2.24 per 15m² plus an additional water charge.
A refundable deposit of £50 is chargeable on all allotments.

There are five allotment sites:

- Bell Lane
- Bird in Eye
- Framfield Road
- Ridgewood
- West Park



SPORTS FACILITIES FOR HIRE

SPORTS PAVILIONS – hire per hour + VAT

Pavilion	Non-Commercial	Commercial
Victoria Pavilion	£6.46	£9.06
West Park Pavilion	£6.46	£9.06

GROUND CHARGES - including pavilion facilities Seasonal per team

Football	Senior	Junior
Victoria	£848	£366
New Barn Farm	£720	£366
West Park	£720	£366
Harlands	£463	£239
Mini Soccer	-----	£250

Cricket One-off games charged at 5% of Senior charge + VAT

	Senior	Junior
Victoria (grass wicket)	£1,201	N/A
Victoria (artificial wicket)	£720	£366

Stoolball	Per Team
Victoria and West Park	£210
Harlands	£167
Tournaments	£71

Meeting of the Environment & Leisure Committee

Monday 7th October 2019

Agenda Item 5.5

TO START CONSIDERING NEW INITIATIVES FOR THE DRAFT BUDGET 2020/21

1.0 Summary

- 1.1 The draft budgets are presented to Full Council in early December for the following financial year, prior to a final decision being taken on the precept and detailed budget papers on 20th January 2020.
- 1.2 In order to assist staff with exploring the costs associated with new initiatives and the Town Council's priorities, and to give staff adequate time to obtain quotations and estimates, members are asked to consider now, what new initiatives they may wish to deliver in the next financial year and beyond.

2.0. New initiatives

- 2.1. Members are asked to consider potential new initiatives for 2020/21:

These are some of the items that may be require further funding in 2020/21:

- Re-visiting grass verge cutting – annual contribution to ES Highways;
- Yearly saving towards long term project – replacement of boardwalk at West Park Local Nature Reserve;
- Yearly advertising as part of Dog Bag Dispenser Scheme - £1k per annum;

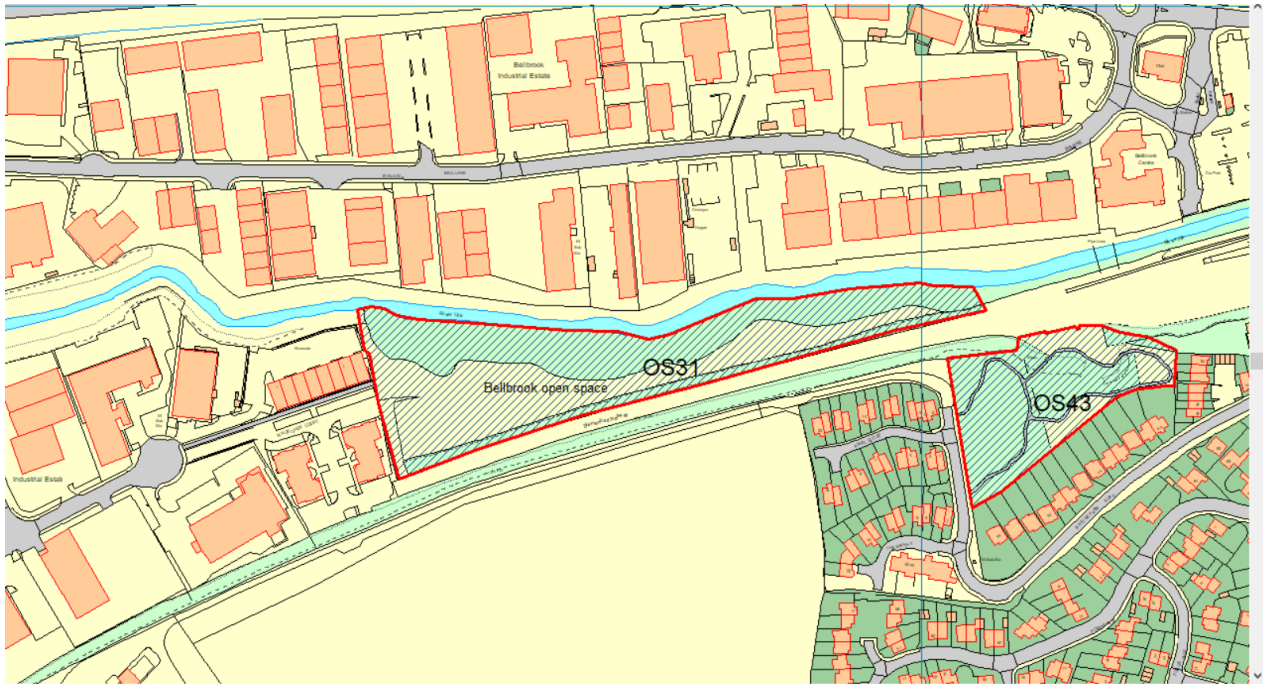
- 2.2 The Estates and Facilities Manager has also put forward a suggestion for a new initiative in 2020/21:

Tree for a Tree

Uckfield Town Council does not currently hold a policy which includes the planting of new trees when dead, dying or decayed trees are cut down within the town.

The re-planting would not have to occur in the same location, but initially proposed that existing land covered in overgrown brambles and owned by the Uckfield Town Council, on the Bellbrook Industrial Estate could be cleared and for English species of trees to be planted in this location.

This would complement the aims of the Climate Emergency Working Group and intentions of the Town Council. Although this isn't a well-trodden walk, the idea would be to help the environment with reducing carbon/nitrogen levels. Trees would be placed away from powerlines, leaving good access for maintenance.



3.0. Recommendation

3.1. Members are asked to:

- (i) note the report;
- (ii) advise the Clerk of any items that they would like to consider for inclusion in the draft 2020/21 budget;
- (iii) and advise the Clerk if they wish to explore the concept of the 'Tree for Tree' Policy, and associated costs/budget setting.

Contact Officer: Holly Goring/Mark Francis

Meeting of the Environment & Leisure Committee

Monday 7th October 2019

Agenda Item 7.1

TO NOTE THE CURRENT POSITION OF THE TOWN COUNCIL'S ESTATES

1.0 Summary

1.1 This report sets out the current position of the Town Council's Estates.

Victoria Skatepark

Works to undertake repairs to areas of the skatepark to commence 2nd October, works are estimated to take one week.

Hempstead Lane Play Area

Works to install new safety surface beneath the Titan swing and Zipwire, to commence 1st October, works are estimated to take one week.

Rocks Park Play Area

Quotes are being obtained to replace the existing fencing surrounding the play area with new bow top fencing.

Equipment

A new replacement mower and associated attachments have been ordered at a cost of £5000, from a budget of £6000 (see project report – agenda item 4.3). This was a new initiative in 2018/19 and funds were set aside during 2018/19 for this project to be completed.

2.0 Recommendations

2.1 Members are asked to note the report.

Contact Officers: Mark Francis/Holly Goring

Meeting of the Environment & Leisure Committee

Monday 7th October 2019

Agenda Item 7.2

TO REVIEW THE SHELTERED SEATING AREA IN RIDGEWOOD PLAY AREA

1.0 Summary

1.1 On the evening of 11th September 2019, after the Allotment Conference, a meeting was held in the Weald Hall of the Civic Centre. This meeting was specifically arranged for residents of New Road, Ridgewood to meet with Town and District Councillors for Ridgewood, and a representative of Sussex Police following residents' concerns with regards to anti-social behaviour in the car park adjacent to Ridgewood Village Hall and on Ridgewood Recreation Ground, in particular within the vicinity of the play area.

1.2 Letters were hand delivered by the Town Clerk to 85 households in New Road, Ridgewood and these households were invited to attend. A total of 18 residents attended, of which 15 lived in the stretch opposite the recreation ground and car park/village hall.

1.3 After a lengthy discussion regarding the issues occurring, and the options that could be explored or had previously been explored but not resolved, resulted in residents asking for the following three issues to be formally considered by members of the Environment & Leisure Committee:

(i) to deter anti-social behaviour and reduce noise nuisance after dark, to review the sheltered seating area in Ridgewood Play Area (to either move elsewhere or remove altogether);

(ii) to explore options for adding a gate or some form of security to the entrance of Ridgewood Village Hall Car Park;

(iii) to explore the costs of adding permanent CCTV cameras to the Ridgewood Village Hall/Ridgewood Recreation Ground.

1.4 The above items will be considered separately. It is also important to note that some matters will take longer to explore as a result of obtaining quotations from external companies (*such as the gate/security (ii) and (iii) cost of CCTV for example*) but the reports presented on 7th October 2019, will seek to start discussions on these matters.

1.5 This report specifically asks members to consider the sheltered seating area currently located within the Ridgewood Play Area which was installed at the time that the new play area was installed in the autumn of 2016. The cost incurred by the Town Council to remove the sheltered seating area will be given as a verbal update at the meeting.

2.0 Recommendations

2.1 Members are asked to:

(i) note the above report and advise the Clerk of how they wish to proceed.

Contact Officer: Holly Goring

Meeting of the Environment & Leisure Committee

Monday 7th October 2019

Agenda Item 7.3

TO INITIALLY CONSIDER THE COSTS OF ADDING PERMANENT CCTV CAMERAS TO THE RIDGEWOOD VILLAGE HALL AND RIDGEWOOD RECREATION GROUND

1.0 Summary

- 1.1 As advised in agenda item 7.2, on the evening of 11th September 2019 after the Allotment Conference, a meeting was held in the Weald Hall of the Civic Centre. This meeting was specifically arranged for residents of New Road, Ridgewood to meet with Town and District Councillors for Ridgewood, and a representative of Sussex Police following residents' concerns with regards to anti-social behaviour in the car park adjacent to Ridgewood Village Hall and on Ridgewood Recreation Ground, in particular within the vicinity of the play area.
- 1.2 One of the issues that residents wished the Town Council to explore further, included:
(iii) to explore the costs of adding permanent CCTV cameras to the Ridgewood Village Hall/Ridgewood Recreation Ground.
- 1.3 This report seeks to advise both members and local residents that work has begun to explore the options available and costs associated and gives an early indication of the information received.
- 1.4 One issue that has been raised by external companies, is the need to consider the General Data Protection Regulations and Child Protection. As it is very likely that young people/children would be picked up on the footage of the cameras in the vicinity of the play area and car park adjacent to the Village Hall, it is important that any camera recording equipment is maintained within a lockable cabinet and a protocol is put in place to restrict access. This would require the key/mechanism to only be accessible to designated persons, who are trained and able to view the footage and for a register to be maintained which records access to the box.
- 1.5 To install three CCTV cameras around the Ridgewood Village Hall similar to the style of the CCTV system present around the Civic Centre, associated video recording equipment and USB backup for police evidence, a small lockbox, consumables, labour for installation, the initial quotation obtained has come in at £1,200 plus VAT. This does not include the cost of a CCTV monitor and any contingency costs to reflect the location and difficulties that may be experienced onsite. Plus further ongoing maintenance fees should be planned for. It would therefore be recommended that a sum of £2k be set aside if members wish to consider this type of system.
- 1.6 To add to the existing Town Centre CCTV system which is linked up to the iWitness partnership with Sussex Police would be a lot more expensive. Although contact has not yet been made with Sussex Police, it is estimated that the cost of installation could reach within the region of £10-12k if including the cost of one high quality HD camera, installation fees, connection fees, licence fees and in particular the work required to create a wireless connection between the Town Centre and Ridgewood, which is a fair distance.

This estimate does not reflect ongoing maintenance charges, electricity charges and line rental.

2.0 Recommendations

2.1 Members are asked to:

- (i) note the above report and advise the Clerk of how they wish to proceed.

Contact Officer: Holly Goring

Meeting of the Environment & Leisure Committee

Monday 7th October 2019

Agenda Item 7.4

TO NOTE INITIAL INVESTIGATIONS INTO THE ADDITION OF A GATE/SECURITY ON RIDGEWOOD VILLAGE HALL CAR PARK

1.0 Summary

- 1.1 As advised in agenda item 7.2, on the evening of 11th September 2019 after the Allotment Conference, a meeting was held in the Weald Hall of the Civic Centre. This meeting was specifically arranged for residents of New Road, Ridgewood to meet with Town and District Councillors for Ridgewood, and a representative of Sussex Police following residents' concerns with regards to anti-social behaviour in the car park adjacent to Ridgewood Village Hall and on Ridgewood Recreation Ground, in particular within the vicinity of the play area.
- 1.2 One of the issues that residents wished the Town Council to explore further, included:
 - (ii) to explore options for adding a gate or some form of security to the entrance of Ridgewood Village Hall Car Park;
- 1.3 This report seeks to advise both members and local residents that work has begun to explore the options available.
- 1.4 It should be noted that in the short timeframe between the meeting of 11th September and the writing of this report, contact has been made with one company to understand the cost of installing a metal high visibility gate and posts to the entrance of the car park, which would include a locking mechanism and lock. The quote obtained stated a cost of £3,400.00 plus VAT.
- 1.5 A meeting has yet to be arranged with the Ridgewood Village Hall Committee and Millennium Green Trust to discuss access arrangements and logistics, should a gate be added.
- 1.6 A key point that also needs to be considered is access for the emergency services.

2.0 Recommendations

- 2.1 Members are asked to note the above report and progress made to date. A further detailed report will be presented to the next meeting of Environment & Leisure Committee.

Contact Officer: Holly Goring

Meeting of the Environment and Leisure Committee

Monday 7th October 2019

Agenda Item 9.2

REPORTS FROM WORKING GROUPS SPEED INDICATION DEVICE (SID) WORKING GROUP

This newly formed group had its first meeting on 19th September 2019 when 11 of us were trained by Graeme Beattie, Road Safety Officer, East Sussex County Council.

We also have a selection of approved sites in Uckfield to deploy SID including several on Churchcoombe. As a result, several members of Churchcoombe Residents Association have joined the working party.

One of the new volunteers, Robin Butler, has kindly agreed to act as the co-ordinator and following a further meeting with me, he is now starting to organise teams to deploy SID around the Town.

The equipment will no longer be stored at the Civic Centre but will be kept by Robin to ensure it is always fully charged and available

Councillor P. Sparks

Meeting of the Environment and Leisure Committee

Monday 7th October 2019

Agenda Item 9.3

REPORTS FROM WORKING GROUPS: CLIMATE CHANGE WORKING GROUP

The Climate Change Working Group held its first meeting on 25th September 2019. The group:

- (i) reviewed the minutes of the Full Council meeting regarding the set-up of a working party to look at how Uckfield Town Council can play a key role in supporting Wealden District Council's decision to become carbon neutral by 2050;
- (ii) agreed to look at two areas:
 - how UTC can adapt and improve its carbon neutral workings;
 - for UTC to be an influencer and role model and develop ideas to be a focus for the town to encourage residents and businesses in the town to develop and improve their carbon neutral practices.

Specific ideas that were discussed by the group included:

Tree planting

An idea was put forward to combine tree planting with the May 2020 VE Day celebrations by planting a tree named for each Uckfield Soldier who died in WW2. This could be fruit trees planted in the grounds of each primary school and Uckfield College (this is an idea already being considered by Holy Cross School and could be widened across the town).

It would be necessary to consult the schools, which fruit trees would be used, when they should be planted and in what soil. Specific individuals were mentioned as who had created tree nurseries and orchards in the local area, and contact would be made with them. The group also wished to meet with the Uckfield Tree Group.

Going paperless

Members considered whether the Town Council could become paperless by supplying all information via digital means.

Civic Centre

It was suggested that Luxfords Restaurant could have a VEGAN option on all its menus which would encourage other local restaurants to do the same.

Liaising with local schools

It was suggested that further work could be carried out with the local schools such as, a:

- (i) poster competition looking at ways to improve carbon neutral practices at home. e.g. not over filling the kettle. turning off lights etc
- (ii) a link made with a member of staff in each school looking at good practice in both the schools and council offices. There could also be options to incorporate this theme within or instead of the Road Safety Day in alternate years.

Environment Expo

This was suggested as a way to not only promote carbon neutral ideas but to show what local businesses can do e.g. Heat source pumps, solar panels wood burner boilers. This would also give council members the opportunity to talk to the public and try and get them involved in the working party as the aim needs to be to develop the working party in the

same way as the Uckfield Plastic Free campaign has been taken up and run independently of council members with huge success.

Electric vehicles

Although it is agreed that currently there are no finances to replace all council vehicles with electric vehicles, it was suggested that it be considered as a first line choice as vehicles need require replacement in the future.

Green Charter

To explore whether there is a Green Charter in place at the Town Council and to carry out an environmental audit on all council owned buildings.

Rewilding

It was suggested that consideration should be given to identifying and nominating a or a number of small area of lands for rewilding.

Councillor K. Bedwell

Meeting of the Environment and Leisure Committee

Monday 7th October 2019

Agenda Item 10.2

REPORTS FROM OUTSIDE BODIES AGE CONCERN

The committee meeting held on 30th August 2019 was updated on the current state of the group.

The main topic of discussion centred around the shortage of drivers. In order to address the problem there had been an interview on Uckfield FM and an advert had been placed in the Volunteer Centre. Other ideas were also being investigated.

Whilst the number of requests had been down in the summer. Unfortunately some had been refused through lack of drivers.

After many years as Co-ordinator, Jacky is due to retire from that role, her post will be taken over by Lynne.

The group finances are still satisfactory but some service users, it is felt abuse the service with derisory donations. Cards had been produced to put in driver's cars requesting donations. Grant applications had been made to maintain the financial reserves.

Councillor C. Macve
2nd September 2019

Meeting of the Environment and Leisure Committee

Monday 7th October 2019

Agenda Item 10.4

REPORTS FROM OUTSIDE BODIES:

Luxford Centre Executive Committee meeting – 27th September 2019

The members were informed by the House Committee of a very full and successful events programme and a continuing increase in member numbers.

It was agreed and minuted that the final conversion from the Charitable Trustee status to Charitable Incorporated Organisation would be effective on 1st October 2019 and that all the administrative details and bank changes would be from that date.

Discussion on property maintenance and other expenditure followed and it was agreed where possible, to delay any items in view of the continuing limited funds in the bank. The Treasurer did report that the finances were slowly improving.

Other general administrative matters including the website, annual return, utilities and hire charges for 2020 were considered and agreed.

Councillor. C. Macve