



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
Tuesday 26th February 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 28th January 2019
- 4.2. Action list – For information only
(Attached)
- 4.3. Project Monitoring List – For information only
(Attached)

5.0. FINANCE

- 5.1. To note bills paid
- 5.2. To note the income and expenditure report
(Attached)

6.0. ADMINISTRATION

- 6.1 Nothing to report

7.0. ENVIRONMENT

- 7.1. To consider the involvement of the Civic Centre in the Walkers recycling scheme with Terracycle
(Attached)

8.0. LEISURE

- 8.1. Nothing to report

9.0. REPORTS FROM WORKING GROUPS

- 9.1. Road Safety
(Nothing to report at this time)
- 9.2. Speed Indication Device (SID)
(Nothing to report at this time)

10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 10.1. Uckfield Railway Line Parishes
(Nothing to report at this time)
- 10.2. West Park LNR and Hempstead Meadows LNR – Supporters Group
(Nothing to report at this time)
- 10.3. Uckfield and District Twinning Association
(Nothing to report at this time)
- 10.4. Age Concern
(Nothing to report at this time)
- 10.5. Luxford Centre Management Committee
(Nothing to report at this time)
- 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)



Town Clerk

19th February 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>	£3,000		2 Year Project

Committee	Environment & Leisure		
Project Name	Battles Over - A Nations Tribute		Project Number
			48
Resolution Number	Funds	Date	Commentary
<u>FC.86.01.18</u>	£1,000		Awaiting final update from the Working Group. Report to E&L 28.01.19 NFA

**UCKFIELD TOWN COUNCIL
PROJECT MONITORING FORM**

Committee	Environment & Leisure		
Project Name	Biodegradable Dog Bag Dispensers		Project Number
			49
Resolution Number	Funds	Date	Commentary
<u>FC.66.10.18</u>		22.10.18	<p>Agreement for 10 Biodegradable Dog Bag Dispensers approved by Full Council.</p> <p>Members RESOLVED to:</p> <p>(i) note the attached agreement with TiksPac;</p> <p>(ii) approve the content of the agreement and for the Town Council to proceed;</p> <p>(iii) request that the agreement be signed off by the Proper Officer on behalf of the Town Council.</p>
<u>EL.020.10.18</u>		15.10.18	<p>RESOLVED that the dog bag dispensers should be located as follows: -</p> <ul style="list-style-type: none"> • Victoria Pleasure Ground • New Barn Farm • Harlands Farm Football Pitch area • Ridgewood Recreation Ground • Snatts Road Cemetery • Luxford Field • West Park Recreation Ground • Hempstead Lane Recreation Ground • West Park Local Nature Reserve • Hempstead Meadow Local Nature Reserve <p>Agenda Item 28.01.19 – Re Advertising – Adverts agreed 28.1.19</p> <p>Adverts sent and marketing in the area to start soon.</p>

	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Actuals to	Budgets	Feb 19	Mar 19	Total	2018/2019
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Date	to Date	Budget	Budget	£	Budgets
	£	£	£	£	£	£	£	£	£	£			£	£		
Income																
Weald Hall Events	557	328	640	149	340	736	2,780	2,893	2,272	1,675	12,370	33,000	4,000	5,000	21,370	42,000
Allotments	18	(3)	50	(12)	0	426	2,546	1,772	215	85	5,097	5,200	0	0	5,097	5,200
Allotment Deposit	(50)	50	150	50	50	250	100	100	(50)	50	700	500	0	0	700	500
Playing Fields & Pitches, Sport Income	387	62	2,448	9	154	12	82	8,808	0	0	11,962	8,000	0	0	11,962	8,000
Playing Fields & Pitches, Event Income	0	687	1	175	3,669	270	0	0	0	0	4,802	4,575	0	25	4,827	4,600
WDC - West Park Culverts Agreement	350	0	0	0	0	0	0	0	0	0	350	350	0	0	350	350
Cemetery - Interments	4,839	0	6,074	1,436	592	0	342	1,438	5,777	4,990	25,488	19,374	1,938	1,938	29,364	23,250
Cemetery - Memorials	866	153	358	1,181	563	858	233	153	970	335	5,670	4,000	400	400	6,470	4,800
Cemetery - Sundry income	0	0	82	0	0	111	91	90	41	41	456	338	0	112	568	450
Cemetery Maintenance Charge	658	0	282	188	94	0	0	188	658	470	2,538	2,916	292	292	3,122	3,500
Env. Sundry Income	0	83	0	0	0	0	0	0	2	0	85	100	0	0	85	100
Litter/bus station	0	0	324	0	324	0	0	0	0	0	648	960	0	320	968	1,280
Roundabout income	436	0	0	0	0	0	0	0	0	0	436	450	0	0	436	450
Total Income	8,061	1,360	10,409	3,176	5,786	2,663	6,174	15,442	9,885	7,646	70,602	79,763	6,630	8,087	85,319	94,480
Expenditure																
Clothing - Corp/Prot, Outdoor staff	56	0	49	116	0	25	0	85	0	154	485	463	0	237	722	700
Weald on the Field & Revival	790	449	1,269	2,924	3,224	233	641	0	0	0	9,530	3,000	0	0	9,530	3,000
Street Lights, Supply & Maintenance	50	0	0	0	0	0	0	0	0	0	50	0	9,000	0	9,050	9,000
Street Light Repairs	0	0	0	0	0	0	0	0	1,710	0	1,710	1,710	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	0	1,360	1,692	169	169	1,698	2,030
Playing Fields and Pitches	(18)	619	19,250	(7,971)	336	439	954	395	29	0	14,033	16,100	0	2,900	16,933	19,000
Play Areas	73	242	743	2	115	297	1,571	84	0	417	3,544	2,600	0	0	3,544	2,600
Cemetery, rates	115	110	110	110	106	181	110	110	110	110	1,172	1,240	0	0	1,172	1,240
Grave digging	1,600	0	960	0	320	0	0	0	960	0	3,840	5,075	0	0	3,840	5,075
Cemetery, litter	130	130	130	130	130	130	130	85	130	165	1,290	1,042	104	104	1,498	1,250
Cemetery Maintenance	0	0	377	0	0	0	0	0	0	0	377	200	0	0	377	200
General Equipment Repairs	0	49	254	0	0	283	209	0	0	1,700	2,495	1,000	0	1,000	3,495	2,000
New Equipment	0	34	100	12	0	65	16	0	(200)	148	175	135	1,865	0	2,040	2,000
Grounds Maintenance Contract	1,851	1,851	1,851	1,851	1,851	1,851	1,551	0	0	0	12,657	16,000	0	0	12,657	16,000
Grounds Maintenance general	36	331	316	76	889	263	289	493	103	164	2,960	1,987	119	119	3,198	2,225
Hire of Equipment	0	0	100	0	0	0	0	0	0	0	100	100	0	0	100	100
LNRS & Sites of Interest - Ranger	2,171	2,379	2,277	2,277	2,270	2,273	2,273	2,273	2,273	2,273	22,739	22,716	2,272	2,272	27,283	27,260
LNRS & Sites of Interest - Working budget	0	95	432	94	0	15	980	0	19	0	1,635	2,768	442	290	2,367	3,500
Transit	0	0	295	81	0	0	0	0	0	0	376	1,746	226	228	830	2,200
Ford Ranger	60	86	64	62	380	119	153	87	65	149	1,225	1,834	183	183	1,591	2,200
Tractor maintenance & running costs	48	0	47	0	638	737	(284)	0	53	0	1,239	1,500	0	500	1,739	2,000
Movano Vehicle	78	84	85	79	85	87	89	85	84	80	836	1,834	183	183	1,202	2,200
Fencing	524	97	0	56	0	0	0	0	405	0	1,082	1,000	0	0	1,082	1,000
Trees	0	0	0	0	0	0	960	0	740	0	1,700	2,000	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	510	208	0	3,303	3,292	329	329	3,961	3,950
Horticulture	0	0	0	0	0	0	141	0	0	0	141	300	0	0	141	300
Weald Hall Events	2,554	369	2,000	156	72	5,241	1,964	2,053	6,667	244	21,320	22,500	2,000	2,500	25,820	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	0	24	100	0	0	24	100
Groundsmen - Salaries	5,164	7,280	6,150	6,691	7,076	6,805	7,164	5,422	5,422	5,422	62,596	67,235	6,723	6,723	76,042	80,681
Groundsmen - National Insurance	431	618	458	458	458	458	550	458	458	458	4,805	5,724	572	572	5,949	6,868
Groundsmen - Pension	1,096	1,197	1,152	1,152	1,131	666	666	666	666	666	9,058	14,859	1,486	1,486	12,030	17,831
Town Security/CCTV	56	63	2,422	55	56	56	70	71	70	71	2,990	2,906	45	49	3,084	3,000
Road Safety Week	0	0	202	151	0	0	0	0	0	0	353	1,600	0	0	353	1,600
Floral Displays	0	1,320	612	442	442	442	141	0	0	0	3,399	3,290	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	0	94	100	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	0	1,009	1,000	0	1,000	2,009	2,000
Event Advertising Marketing	66	800	120	55	335	314	222	469	105	443	2,929	3,392	350	258	3,537	4,000
Total Expenditure	17,562	18,779	42,363	9,396	20,360	22,051	21,130	13,240	21,086	12,664	198,631	214,040	30,118	24,912	253,661	269,070

Environment Leisure Financial Forecast as at 31st January 2019

	Apr 18 Actuals £	May 18 Actuals £	Jun 18 Actuals £	Jul 18 Actuals £	Aug 18 Actuals £	Sep 18 Actuals £	Oct 18 Actuals £	Nov 18 Actuals £	Dec 18 Actuals £	Jan 19 Actuals £	Actuals to Date	Budgets to Date	Feb 19 Budget £	Mar 19 Budget £	Total £	2018/2019 Budgets
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New Initiatives																
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	0	2,114	2,000	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	0	1,909	2,300	0	0	1,909	2,300
Battles Over - A Nations Tribute	0	0	0	0	55	0	0	0	0	0	55	750	250	0	305	1,000
Total New Initiatives	0	0	1,909	0	2,169	0	0	0	0	0	4,078	5,050	250	3,500	7,828	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

Meeting of the Environment & Leisure Committee

Tuesday 26th February 2019

Agenda Item 7.1

To consider the involvement of the Civic Centre in the Walkers recycling scheme with Terracycle.

1.0. Summary

1.1. The report sets out details of a Walkers Crisp recycling scheme with TerraCycle.

2.0. The Scheme

2.1. The scheme offers a recycling programme funded by brands, manufacturers, and retailers around the world to help collect and recycle hard-to-recycle waste.

2.2. Their Zero Waste Box developed by TerraCycle provides a comprehensive recycling solution for everyday consumer waste. There are over 100 different boxes to choose from and a resident has suggested that the Council could provide a re-cycling box at the Civic Centre for discarded crisps packets and bags.

2.3. Once collected, the crisp packets are separated by plastic type, cleaned, and extruded into plastic pellets to make new recycled products.

2.4. To set up the scheme the Council would have to purchase a recycling box, which when full would be sent or picked up free of charge. A new box would have to be purchased each time.

The cost of the boxes are as follows:

Small / 25x25x46cm / approx.	702 units of waste - £124.72
Medium / 30.5x30.5x84cm / approx.	1907 units of waste - £164.84
Large / 38x38x100cm / approx.	3525 units of waste - £230.26

No budget has been set aside for the cost of such a scheme.

2.5. The scheme can also earn reward points which means the Council could help raise money for local good causes. This would have to be donated to a non-profit organisation or school or its choice.

2.6. Full details of the scheme can be found at <https://www.terracycle.co.uk/en-GB/brigades/crisppacket>

3.0. Recommendation

3.1. Members are asked to note the report and advise the Clerk accordingly

Contact officer: Christine Wheatley

Meeting of the Environment & Leisure Committee

Tuesday 26th February 2019

Agenda Item 10.6

REPORTS FROM OUTSIDE BODIES:

Active Uckfield – 7th February 2019

Members of Active Uckfield were invited to attend a workshop style meeting on Thursday 7th February 2019, alongside representatives of Wealden District Council and Uckfield Town Council.

The purpose of the meeting was to start preparing for this year's big event:

Activity Day

Saturday 10th August 2019

10am to 2pm

West Park Recreation Ground, Uckfield, TN22 2BQ

This year Active Uckfield has partnered up with Wealden District Council to run an activity day for all ages. It will focus on four key areas – nutrition, community, physical activity and mental wellbeing.

Previously the Active Uckfield taster days had predominantly focused on physical activity, but working with Wealden District Council and their background in holding summer activity days, it was planned to bring the two events together and create a great Saturday day out for all ages and all members of the family, with activities both educational and fun.

A plan of communication was drawn up to widely promote the event and discussions took place on potential groups and organisations to involve.

Further information would be made available in due course.