



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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**YOU ARE HEREBY SUMMONED TO A MEETING OF  
UCKFIELD TOWN COUNCIL**

**in**

**The Council Chamber, Civic Centre**

**on**

**Monday 14<sup>th</sup> January 2019 at 7.00pm**

**AGENDA**

Under The Openness of Local Government Bodies Regulations 2014, members of the public are able to film or record during a committee meeting.

**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 MAYOR'S DISCRETION**

**3.0. TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND  
WEALDEN DISTRICT COUNCIL**

**4.0 APOLOGIES FOR ABSENCE**

**5.0 MINUTES**

5.1 To **RESOLVE** that the minutes of the Full Council on 3<sup>rd</sup> December 2018 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only  
(Attached)

**7.0 COMMITTEE MINUTES**

- 7.1 To note the acts and proceedings of the following committee meetings:-
- |     |                                   |   |
|-----|-----------------------------------|---|
| (a) | Plans Committees                  | 10 <sup>th</sup> December 2018 and 2 <sup>nd</sup> January 2018 |
| (b) | Environment and Leisure Committee | No meeting held.  |
| (c) | General Purposes Committee        | 7 <sup>th</sup> January 2019                                    |

**8.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

- (i) The Uckfield Town Centre Regeneration Joint Committee  
(nothing to report at this time)
- (ii) Neighbourhood Plan Steering Group  
(nothing to report at this time)
- (iii) Gatwick Airport Consultation Group  
(nothing to report at this time)

**9.0 TO RECEIVE REPORTS FROM WORKING GROUPS**

- (i) Civic Centre Working Group  
(nothing to report at this time)
- (ii) Uckfield – Events Working Group  
(nothing to report – working group meeting late January 2019)
- (iii) Uckfield Dementia Forum  
(nothing to report – next meeting mid February 2019)

**10.0 TO CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2019/20**  
(Attached)

**11.0 TO CONSIDER THE PROPOSED CORPORATE PLAN (2019-23), DRAFT BUDGET (2019/20) AND MEDIUM-TERM FINANCIAL STRATEGY FOR WEALDEN DISTRICT COUNCIL**  
(Attached)

**12.0 TO CONSIDER PROVIDING A FINANCIAL CONTRIBUTION TO THE RUNNING OF WEALDEN WORKS**  
(Attached)


**13.0 TO CONSIDER PROVIDING SUPPORT TO THE 'UCKFIELD CARD'**  
(Attached)

**14.0 TO FORMALLY ADOPT THE TOWN COUNCIL'S STRATEGIC PLAN 2019/24**  
(Attached)

**15.0 TO FORMALLY ADOPT THE TOWN COUNCIL'S ANNUAL PLAN 2019/20**  
(Attached)

**16.0 TO FORMALLY SET THE ANNUAL BUDGET (PRECEPT) FOR 2019/20**  
(Attached)

- 17.0 TO FORMALLY ADOPT THE ASSET MANAGEMENT PLAN FOR 2019/24**  
(Attached)
- 18.0 TO CONSIDER APPOINTING A DIRECTOR TO THE PARKRUN INITIATIVE**  
(Attached)
- 19.0 TO SIGN AND SEAL THE ACCESS AGREEMENT BETWEEN ST. PHILIP'S CATHOLIC SCHOOL AND UCKFIELD TOWN COUNCIL**  
(to follow)
- 20.0 TO SIGN AND SEAL THE LEASE AGREEMENT FOR THE SOURCE**
- 21.0 TO NOTE THE MAYOR'S ENGAGEMENTS**  
(Attached)
- 22.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 23.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**  
None received by deadline.
- 24.0 TOWN CLERK'S ANNOUNCEMENTS**
- 25.0 CHAIRMAN'S ANNOUNCEMENTS**



**Town Clerk**  
8<sup>th</sup> January 2019



## Meeting of the Full Council

Monday 14<sup>th</sup> January 2019

### Agenda Item 10.0

#### **TO CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2019/20**

##### **1.0 Summary**

- 1.1 The report sets out the recommendations from the Parish Remuneration Panel for Wealden District.

##### **2.0 Background**

- 2.1 As Members will be aware the Panel make recommendations on allowances for Wealden District Council and all the Town and Parish councils in the Wealden District. All councils are required to take their recommendations into account when setting their allowances. The Panel was established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area.

##### **3.0 Recommendations for 2019/20 allowances**

- 3.1 The Independent Remuneration Panel met on 27<sup>th</sup> November 2018. Their final report is attached for Members consideration. A copy of the report is also displayed in the Town Council's noticeboard at the Civic Centre, as required. A copy of the Local Authorities (Members' Allowances) (England) Regulations 2003 is available in the office should Members wish to read the legislation.
- 3.2. The recommended increase for Level (3) Councils in 2019/20 is 2% and equates to the following allowance per annum:
- **Basic Allowance £1,286** (£1,261 in 2018/19)
  - **Chairman's allowance £1,776** (£1,741 in 2018/19)
- Allowances for this increase have been made in the Town Council's 2019/20 budget for all 15 seats.

##### **4.0. Travelling and Subsistence Allowances**

- 4.1. Under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances undertaken or incurred in connection with the performance of any duty within one of more of the categories set out in that regulation. These payments and categories are set out in the Parish Remuneration Panel report in paragraphs 16-20.

##### **5.0 Recommendations**

- 5.1. Members are asked to consider the above report and final report of the Panel, and instruct the Clerk accordingly.

Appendices: Appendix A: Final report of the Independent Remuneration Panel

Contact Officer: Holly Goring



# Report of the Wealden Parish Remuneration Panel on Town and Parish Councillor Allowances for 2019/2020

## Introduction

1. This is the report of the Parish Remuneration Panel for 2019/20. The Panel is established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area (full list of Town and Parish Councils to which the report applies is attached at Appendix A).

## Summary

2. The Panel recommends:
  - a) That allowances should be paid in accordance with three bands, Levels 1 to 3;
  - b) That there be a 2% increase to all Basic and Chairman's Allowances rounded to the nearest pound.

2019/20	LEVEL 1	LEVEL 2	LEVEL 3
Basic Allowance	£163	£403	£1,286
Chairman's Allowance	£281	£633	£1,776

- c) That the policy to fix Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' rates be re-affirmed;
- d) That the Subsistence Allowances remain unchanged from last year;
- e) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2019/20. However, Town and Parish Councils can choose what level of allowances to implement; and
- f) The Panel notes with regret that it is still not possible under the current legislation to recommend a Carers' Allowance for Parish/ Town Councillors, but would wish for all Parish and Town Councils to consider adopting a basic allowance to enable Parish/Town Councillors to use this to cover care costs where need be to attend meetings.

## Membership of Panel and Meetings

3. The Panel consists of three members – Mr Edward Stone (Chairman), Mr Michael Kettell, and Mr Clive Mills.
4. The Panel met on Tuesday 27 November 2018. The Panel subsequently dealt with the preparation of this report through discussion and advice from officers by email.

## Panel Remit

5. The Panel produces a report in relation to the members of the town and parish councils for which the Wealden District Council is the responsible authority and in respect of which it is established, making recommendations, in accordance with the provisions of regulation 29 of the Local Authorities (Members' Allowances) (England) Regulations 2003 as to:
  - a) the amount of parish basic allowance payable to members of such town and parish councils;
  - b) the amount of travelling and subsistence allowance payable to members of such town and parish councils;

- c) whether parish basic allowance should be payable only to the Mayor or Chairman of any such town and parish council or to all of its members; whether, if parish basic allowance should be payable to both the Mayor or Chairman and the other members of any such town and parish council, the allowance payable to the Mayor or Chairman should be set at a level higher than that payable to the other members, and, if so, the higher amount so payable (Chairman's Allowance); and
- d) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

### **Parish Basic and Chairman's Allowances**

6. As in previous years, the Panel has examined information in order to assist in determination of a recommendation on parish/town council basic allowance and whether it should be payable to both the Mayor or Chairman and the other elected members of a town or parish council.
7. The Panel has considered last year's report to Town and Parish Councils recommending allowances for 2018/19. The Panel had carried out a review of the level of allowances last year and had recommended a 2% increase.
8. The Clerk to the Panel had invited all Town and Parish Clerks to provide any comments on the allowance scheme. Six Parish/Town Councils had responded and a summary is set out below:
  - The basic allowance is insufficient to cover the costs of undertaking the role of a councillor and would not attract new blood; however most councillors are in that role because of their community spirit – it is not about the remuneration.
  - Better to state that no fee is paid, but that all expenses are reimbursed.
  - Present level covers the costs of ink, paper and travelling costs.
  - Unfair that no allowance is paid to co-opted members.
  - The allowance is too low to cover cost of all expenses, such as telephone calls (particularly at peak time).
  - The categorisation into three levels of Council bears no relation to the time, effort or expertise put in by councillors. Wrong to imply that the Chairman of a town council works harder than the Chairman of a small parish council.
  - Workloads depend upon how a councillor conducts their duties and some are more proactive than others. Perhaps better to have attendance allowance.
  - The Chairman's reimbursement is probably not enough considering the number of functions they have to attend.
  - One councillor felt aggrieved that they could not claim because of their Council's agreement not to adopt the allowances recommended.
9. The Panel notes that the last full election for all Town and Parish Councils was May 2015, but there were a number of Parishes where Councillors had stepped down and further elections had been held. The Panel is aware that it is common practice to co-opt Parish Councillors to vacancies. It noted the request that allowances should be given to co-opted members, but confirmed that this was not allowed under the Regulations.
10. However, the Panel emphasised that it is keen to see all Parish and Town Councils adopt a scheme of some sort, even if it is normal practice not to claim. This is to ensure that no potential candidate should be put off standing due to the costs of working as a local councillor, and to ensure that Parish and Town Councillors could choose to claim an allowance should they need to do so.



11. Given the rise in the cost of living, it was agreed that a recommended 2% increase in all the basic allowances for levels 1-3 is appropriate, rounded to the nearest £1. This is in line with the Panel's recommendations for Wealden District Council.
12. Regulation 29(2) requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending that the allowance is increased for District Councillors to £4,611 per annum for the financial year 2019/20. Based on that figure, the percentages have been incorporated into the attached Appendix A.

### **Chairman's Allowance**

13. As indicated in previous reports, individual Town and Parish Councils are free to decide whether an allowance should be payable only to the Mayor or Chairman and/or to all of its members. The Chairman's Allowance as recommended by this report is intended to be paid as a substitute for the Basic Allowance rather than in addition to it, but this is at the discretion of each Town and Parish Council.
14. Town and Parish Councils are reminded that the Chairman's Allowance (again detailed in the attached Appendix A) is an allowance personal to the Parish/Town Councillor elected Mayor or Chairman. It is entirely separate to the allowance under the Local Government Act 1972, Sections 15(5) and 35(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.
15. The Panel **recommends** an increase to all Chairman's Allowances in Levels 1 to 3 on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

### **Travelling Allowance**

16. The Panel wanted to clarify that under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances, including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the categories set out in that Regulation.
17. Councillors can receive up to a tax-free approved amount when using their own vehicles in carrying out their duties. These payments are known as Approved Mileage Allowance Payments (**AMAP**), and as from 6 April 2011 the following rules apply:
  - Car or Van – 45p per mile for the first 10,000 miles and 25p per mile thereafter;
  - Motor Cycle – 24p per mile (all miles);
  - Cycle – 20p per mile (all miles); and
  - A 5 pence per mile per passenger supplement for up to four passengers.
18. The Panel **recommends** that the policy to fix Travelling Allowances in line with AMAP be re-affirmed.

## **Subsistence Allowance**

19. The Panel **recommends** that the current level of subsistence rates remain for 2019/20, as follows:

Breakfast	£6.50	When away from home on approved Parish/ Town Council business before 8 am.
Lunch	£8.50	When away from home on approved Parish/ Town Council business between 12 noon and 2 pm.
Tea	£4.50	When away from home on approved Parish/ Town Council business between 5 pm and 7 pm.
Evening Meal	£10.50	When away from home on approved Parish/ Town Council after 7 pm.

In addition, subsistence for overnight absence other than London or specified conferences should remain at £85, and for London or specified conferences should be £95.00.

20. It was confirmed that payment should still be subject to Parish/ Town Councillors certifying that they had actually and necessarily incurred the amount being claimed.

## **Co-opted Members**

21. As set out above under the relevant legislation, co-opted members of Town and Parish Councils are not eligible to be paid Parish/Town Council Basic Allowances nor Chairman's Allowances, but may claim Travelling and Subsistence Allowances. It is not in the Panel's remit to make any recommendations that this change.

## **Communication of Allowances**

22. On receipt of this report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations).
23. In setting the levels of allowances, Town and Parish Councils must show they have regard to the IRP's recommendations, but it is entirely up to each Town and Parish Council what scheme of allowances is adopted. The Panel has expressed its preference that an allowance scheme is adopted by all Councils, even if not claimed by individual Councillors. When adopting a scheme, Parish and Town Councils must under the Regulations publish its scheme by public notice.
24. The Panel asks that Parish and Town Clerks ensure that all Parish/Town Councillors are made aware of what level of allowance is available and what other expenses can be claimed.

## **Other Business**

25. The Panel did not consider that it was appropriate to make a recommendation for more than one year.
26. The Panel would like to express its thanks to the Parish and Town Councils and Officers who had assisted it in its work and the preparation of this report.

**Mr Edward Stone**  
Chairman

## Appendix A

	LEVEL1	LEVEL2	LEVEL3	
<b>Basic Allowance</b>	£163	£403	£1,286	
<b>Chairman's Allowance</b>	£ 281	£633	£ 1,776	
PARISH	No. of Councillors	Maximum Basic Allowance	Maximum Chairman's Allowance	% of Recommended District Basic Allowance
<b><u>Level 1</u></b>				
Alciston	n/a	n/a	n/a	n/a
Little Horsted	n/a	n/a	n/a	n/a
Selmeston	n/a	n/a	n/a	n/a
Cuckmere Valley	7	£163	£281	3.54%
Berwick	7	£163	£281	3.54%
Wartling	7	£163	£281	3.54%
Long Man	7	£163	£281	3.54%
Hooe	7	£163	£281	3.54%
Arlington	7	£163	£281	3.54%
Laughton	7	£163	£281	3.54%
Isfield	7	£163	£281	3.54%
Chiddingly	9	£163	£281	3.54%
Hellingly	15	£163	£281	3.54%
Hadlow Down	7	£163	£281	3.54%
Fletching	9	£163	£281	3.54%
Warbleton	11	£163	£281	3.54%
Frant	11	£163	£281	3.54%
Alfriston	7	£163	£281	3.54%
East Hoathly/Halland	9	£163	£281	3.54%
Chalvington/Ripe	7	£163	£281	3.54%
Horam	11	£163	£281	3.54%
East Dean/Friston	9	£163	£281	3.54%
Framfield	11	£163	£281	3.54%
Hartfield	13	£163	£281	3.54%
Ninfield	9	£163	£281	3.54%
Danehill	9	£163	£281	3.54%
Buxted	15	£163	£281	3.54%
Withyham	13	£163	£281	3.54%
Herstmonceux	11	£163	£281	3.54%
Mayfield/ Five Ashes	15	£163	£281	3.54%
Maresfield	14	£163	£281	3.54%
Rotherfield	13	£163	£281	3.54%
Westham	13	£163	£281	3.54%
Pevensey	13	£163	£281	3.54%
Wadhurst	15	£163	£281	3.54%
<b><u>Level 2</u></b>				
Forest Row	15	£403	£633	8.74%
Willingdon/Jevington	19	£403	£633	8.74%
Polegate	15	£403	£633	8.74%
Heathfield/Waldron	21	£403	£633	8.74%
<b><u>Level 3</u></b>				
Hailsham	24	£1,286	£1,776	27.89%
Uckfield	15	£1,286	£1,776	27.89%
Crowborough	16	£1,286	£1,776	27.89%



## Meeting of the Full Council

Monday 14<sup>th</sup> January 2019

### Agenda item 11.0

## **TO CONSIDER THE PROPOSED CORPORATE PLAN (2019-23), DRAFT BUDGET (2019/20) AND MEDIUM-TERM FINANCIAL STRATEGY FOR WEALDEN DISTRICT COUNCIL**

### **1.0 Summary**

- 1.1 On 12<sup>th</sup> December 2018, Wealden District Council's Cabinet approved their Proposed Corporate Plan 2019-23, their draft budget for 2019/20 and Medium-Term Financial Strategy for public consultation. The deadline for providing a response falls on 23<sup>rd</sup> January 2019.
- 1.2 This report provides members with a copy of the documents and consultation questions for consideration.

### **2.0 Recommendations**

- 2.1 Members are asked to consider the content of the attached reports from Wealden District Council (in appendix B and C) and advise the Town Clerk of how they wish to respond:

#### Wealden DC's Proposed Corporate Plan 2019-23

The Corporate Plan sets out the Council's vision for the District over the next four years with a broad outline of its priorities and how they will be achieved.

The draft Plan contains the Council's vision along with the themes of community, environment, local economy and sound business management. The questions ask for your views on the vision, aims and actions we plan to undertake with each theme.

#### Wealden DC Draft 2019/20 Budget

The Council is required to set a balanced budget each year and the Local Government Finance Act 1992 requires the Council to estimate revenue expenditure and income for the forthcoming year from all sources, together with contributions from reserves, in order to determine a net budget requirement to be met by government grant, Business Rates and Council Tax.

#### Wealden DC Draft Medium Term Financial Strategy

The Medium-Term Financial Strategy sets out the District Council's financial position over the next four years, with key information on risk, the Council's capital programme and new contracts within that period.

Appendices:           Appendix A:   Consultation questions  
                              Appendix B:   Proposed Corporate Plan 2019-23  
                              Appendix C:   Draft Budget 2019/20 and Medium Term Financial Strategy

Contact Officer:       Holly Goring

**PROPOSED WEALDEN CORPORATE PLAN 2019-23  
CONSULTATION**

Q1 The Corporate Plan Vision (page 3) sets out the Council's priorities for the District over the next four years.  
To what extent do you agree or disagree with this vision?

Strongly agree

Tend to agree

Neither agree nor disagree

Tend to disagree

Strongly disagree

Don't know

Q2 Are there any particular elements of the vision that you wish to comment on? If so, please use the space below

Q3 In the Communities section (pages 4 & 5), the Council sets out how it wants people in Wealden's communities to have the opportunity to enjoy an excellent quality of life.  
To what extent do you agree or disagree with the aims and the actions to achieve this?

Strongly agree

Tend to agree

Neither agree nor disagree

Tend to disagree

Strongly disagree

Don't know

Q4 Are there any particular aims or actions that you wish to comment on? If so, please use the space below:

Q5 In the Environment section (pages 6 and 7), the Council sets out how it wants people in Wealden to be able to access and enjoy the outstanding natural beauty and heritage of our landscape and environment including conservation areas. Also for residents to live in good quality housing that integrates harmoniously.

To what extent do you agree or disagree with the aims and the actions to achieve this?

Strongly agree

Tend to agree

Neither agree nor disagree

Tend to disagree

Strongly disagree

Don't know

Q6 Are there any particular aims or actions that you wish to comment on? If so, please use the space below:

Q7 In the Local Economy section (pages 8 and 9), the Council outlines how it wants Wealden businesses, communities and residents to thrive and prosper in the District.

To what extent do you agree or disagree with the aims and the actions to achieve this?

Strongly agree

Tend to agree

Neither agree nor disagree

Tend to disagree

Strongly disagree

Don't know

Q8 Are there any particular aims or actions that you wish to comment on? If so, please use the space below:

Q9 In the section about Sound Business Management (pages 10 and 11) the Council outlines how it will continue to be a well-run Council, well thought of and respected by our residents, peers and partners.

To what extent do you agree or disagree with the actions we propose?

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

Q10 Are there any particular aims or actions that you wish to comment on? If so, please use the space below:

Q11 The draft Corporate Plan is intended to be easy to read and visually attractive.

Please rate each of the following;

	Very Good	Good	Average	Poor	Very Poor
Language	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Structure	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Images and graphics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Length of the document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Q12 Do you have any other comments you would like to make about the draft Corporate Plan?

If so, please do so here:

## DRAFT BUDGET 2019/20 AND MEDIUM-TERM FINANCIAL STRATEGY CONSULTATION

Draft Budget 2019/20

Q1 Do you support the Council setting a budget for 2019/20 with an increase in Council Tax of 2.7%?

Yes

No

Not sure

Q2 Are there any areas where you think that the Council should spend more money in its 2019/20 budget?

Yes

No

Not sure

Q3 Are there any areas where you think that the Council should spend less money in its 2019/20 budget?

Yes

No

Not sure

Q4 The Council is spending New Homes Bonus on Capital Spending. Do you agree with this approach?

Yes

No

Not sure

Q5 Do you have any other comments you would like to make about the Council's 2019/20 budget proposal?

Yes

No

**Medium Term Financial Strategy 2019-24**

Q6 Do you support the Council's proposed Medium-Term Financial Strategy for the years to 2024 (based upon a balanced budget)?

Yes

No

Not sure

Q7 Over the medium term (up to 2024) are there any areas where you think that the Council should spend **more** money?

Yes

No

Not sure

Q8 Over the medium term (up to 2024) are there any areas where you think that the Council should spend **less** money?

Yes

No

Not sure

Q9. The Council needs to find new income/savings of £0.6 million by 202/21. Do you have any suggestions?

Q10. Do you have any other comments you would like to make about the Council's proposed Medium-Term Financial Strategy for the years to 2024?

Yes

No

# Draft Corporate Plan 2019-23

## Wealden District of Opportunity



Vision

Communities

Environment

Local Economy

Sound Business  
Management

# Building on our track record...

## The 2015-19 Corporate Plan focused on

- > Managing growth to meet future needs
- > Protecting and enhancing Wealden's unique rural character and environment
- > Supporting our local economy and businesses
- > Generating sustainable sources of income to reinvest in local priorities
- > Helping to improve connectivity and access to services for all our communities

## Change

There have been unprecedented levels of local government change over the life of the 2015-19 Corporate Plan. Wealden has embraced opportunities that have arisen as a result.

Our earlier transformation programme put the Council in a healthy position, and the end of Revenue Support Grant from Central Government has further stimulated the development of alternative sources of revenue and income generation. In this way, Wealden has shown agility and resilience, delivering creative new initiatives for the District whilst working towards greater financial independence.

Wealden has shown agility and resilience

## Achievements

- > 2,133 new homes delivered in the District over the four years to March 2018
- > 595 affordable homes and 88 new build council homes delivered over the same period
- > 1,555 new jobs and 19,490 sq ft employment space created
- > Opening of Walshes and Horsted Green parks to mitigate adverse impacts on the Ashdown Forest Special Protection Area
- > £5.6m development of a Council-owned crematorium to meet local need and realise an anticipated income of around £800k a year
- > Sussex Weald Homes Ltd created as a wholly owned housing company, to help meet local needs and generate income
- > Vicarage Field Shopping Centre, Hailsham purchased to lead regeneration of the town centre, and raise around £600k a year
- > Over 1 million visits to the four District-supported leisure centres in 2017/18 - an average of seven visits per Wealden resident
- > Support for our visitor economy which generates over £305 million per annum and supports more than 8,500 jobs
- > Low unemployment at under 1% of the Wealden working age population
- > Savings through shared services with other councils for building control, environmental health, licensing and legal services
- > Consistently unblemished financial record from independent auditors
- > 90% of Wealden residents happy with where they live and 76% happy with the way the Council runs things - national figures are 79% and 61% respectively

This plan sets out our key priorities for the District and how we intend to deliver our vision for Wealden



# Our vision for the future

Shaping Wealden as a District which offers a fulfilling and worthwhile quality of life for our residents, a thriving and prosperous place for businesses where local people and visitors can enjoy the outstanding beauty and heritage of our landscape and environment.

We will continue to chart a course for the District founded on lean, efficient principles, based on sound business management with a considered approach to investment and income generation. In a post-Brexit UK, the Council will play its part in achieving strong, self-reliant and vibrant conditions for the wellbeing of our residents, our businesses and our environment.

## **We will continue to work with our partners to support Wealden's communities, environment and economy with**

- Engaged, resilient, active communities
- Access to suitable housing, local jobs, services, facilities, leisure and recreational opportunities
- Sustainable economic growth
- Sound business management

## **We aim to**

1. Protect and enhance Wealden's high quality natural environment and heritage
2. Promote a better quality of life for Wealden people through activities that improve health, resilience and well-being
3. Improve access to essential services for all our communities
4. Ensure development meets future needs, with associated investment in infrastructure



5. Take advantage of opportunities to promote new, cleaner technologies
6. Work with partners to regenerate our diverse market towns, creating jobs and attracting investment
7. Support our local businesses and entrepreneurs to achieve a locally sustainable economy
8. Generate ongoing sources of income to reinvest in local priorities and optimise funding from external sources



Cllr Bob Standley - Leader



# Communities

**We want people in Wealden's communities to have the opportunity to enjoy an excellent quality of life through:**

- > Active, healthy and fulfilling lifestyles
- > Access to good health care
- > Safe environments for all ages
- > Positive democratic engagement
- > Strong community leadership
- > Skills that match local opportunities and worthwhile jobs
- > Thriving community clubs, sport, recreation and leisure
- > Good housing local people can afford, in places they want to live

# Our plan to achieve this...



1. Meet local needs in our housing market particularly for first time buyers and elder people seeking to downsize
  2. Build and maintain more council homes to a high standard, and help people who are, or are likely to become homeless
  3. Work in partnership to develop an overall approach for advice and guidance on health, skills, jobs and benefits
  4. Support initiatives to address changing health needs across the District, including work on dementia and social isolation
  5. Seek opportunities to invest in more modern GP surgeries and local health hubs in Wealden
  6. Work with partners to reduce harm from substance misuse, poor mental health and the impact of poverty on diet and exercise
7. Help local people feel safe, creating a secure public realm and reducing anti-social behaviour in partnership with Sussex Police and other agencies
  8. Promote digital inclusion and good access to mobile and broadband networks
  9. Design new development to protect our communities from environmental contamination, poor air quality and noise
  10. Encourage and promote better leisure, sporting and recreational facilities across the District







Credit: Ashdown Forest Conservators

# Environment

**We are steadfast in our duty and desire to protect Wealden's beautiful landscape. We want people in Wealden to be able to access and enjoy the outstanding natural beauty and heritage of our landscape and environment, including conservation areas. Also, for residents to live in good quality housing that integrates harmoniously.**

## **Key strands:**

- Planned growth that respects our environment
- Ongoing improvements to infrastructure
- Working with partners for more renewable energy use
- Securing sustainable growth in our towns and villages
- Accessible open spaces close to homes and workplaces



- Increased action within communities to improve the environment
- Harnessing our natural resources for sustainable rural enterprise
- Valuing our green spaces and biodiversity assets
- Conserving and enhancing the character of our rural areas
- Managing the street scene

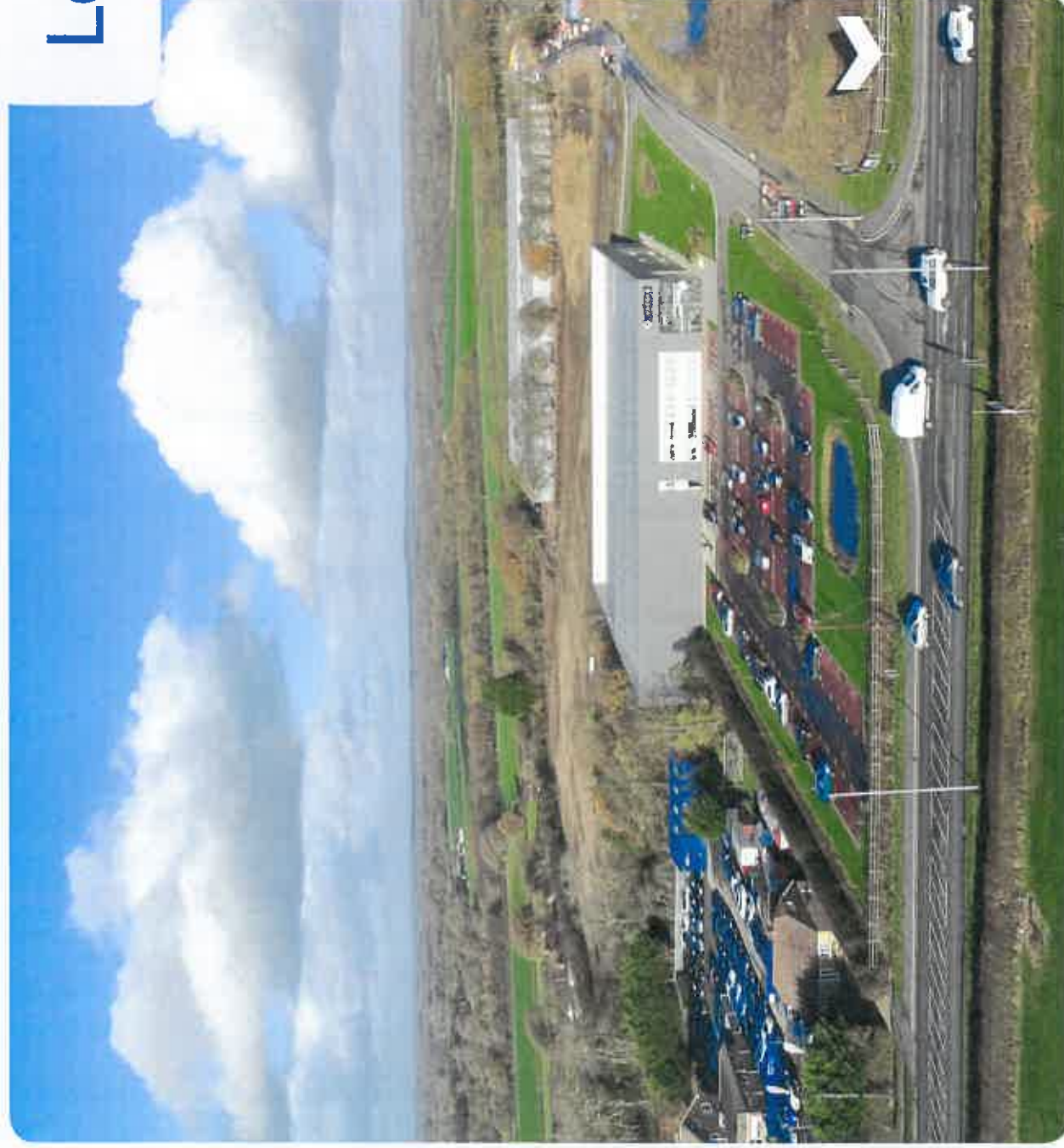
# Our plan to achieve this...

1. Deliver the Wealden Local Plan providing a balanced approach to growth, the environment and our communities
2. Help deliver infrastructure to support growth - schools, medical facilities, care, roads, transport, affordable homes
3. Mitigate the effects of new development on the rare biodiversity in the District
4. Maintain and manage Suitable Alternative Natural Green Spaces to allow development in the District
5. Make the most of opportunities arising from



6. Support and promote campaigns to increase community action to improve the environment
7. Support projects to encourage use of low carbon or renewable energy so Wealden is fit for a sustainable future
8. Facilitate and support initiatives to extend the Electric Vehicle charging network and encourage take-up of ultra-low emission vehicles
9. Reduce pollution, littering, dog fouling and fly-tipping; reduce waste, use of plastics and promote recycling
10. Support the delivery of an improved A27, the Lewes-Uckfield rail link and the continuing development of the A22 corridor

changes in the energy system to help facilitate cleaner, smarter, more affordable energy for our communities



# Local Economy

**We want Wealden businesses, communities and residents to thrive and prosper in the District. We are committed to planning and promoting opportunities for sustainable growth through**

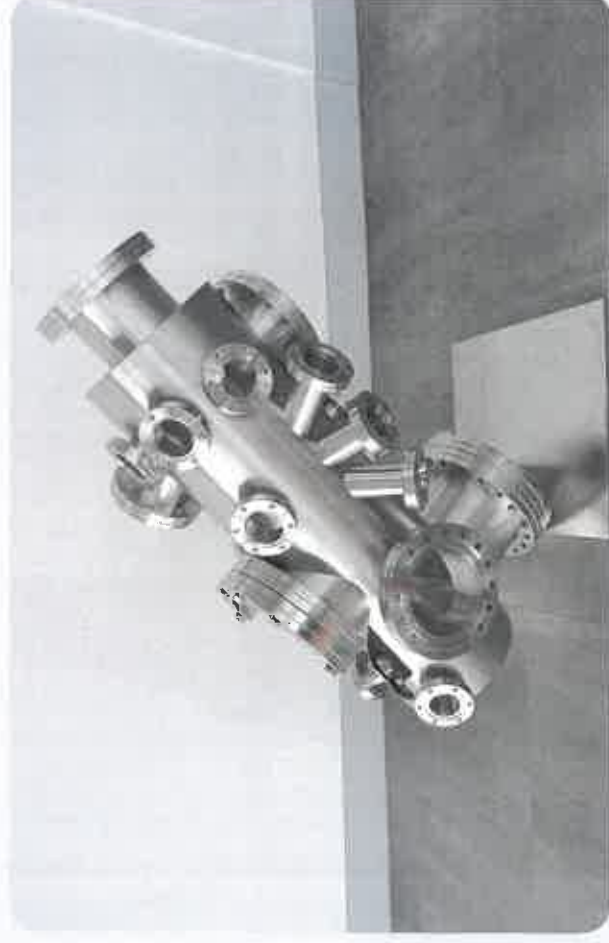
- Vibrant town centres and villages
- Business innovation in a green environment
- Promoting Wealden as a tourist destination
- Stimulating high quality tourism experiences
- Better broadband, 4G and 5G connectivity
- Appropriate employment spaces
- Leveraging funding into the District
- Working with the South East Local Enterprise Partnership
- Support local businesses, the Chambers of Commerce & the FSB
- Rebalancing the housing market to reflect local needs



# Our plan to achieve this...



1. Create an attractive and supportive business environment to encourage entrepreneurs, start-ups and niche businesses
2. Ensure practical support for local businesses to expand, creating more jobs for local people with the right skills
3. Lead by example in local procurement, and encourage local people to buy more from local producers
4. Take opportunities to increase external funding and inward investment into the District from a range of sources
5. Lead on key local regeneration projects to create busier, more diverse high streets and villages
6. Work with partners on a quality tourism offer, increasing visitor spend but containing numbers in line with capacity
7. Actively support Wealden's farming, forestry and viticulture enterprises
8. Encourage healthy business practices through strong, consistent regulatory and safety advice, support, training and enforcement
9. Promote apprenticeship opportunities to stimulate local employment for young people in Wealden
10. Engender a positive local environment for the cultural, creative and digital sectors, attracting better paid, higher skilled local jobs

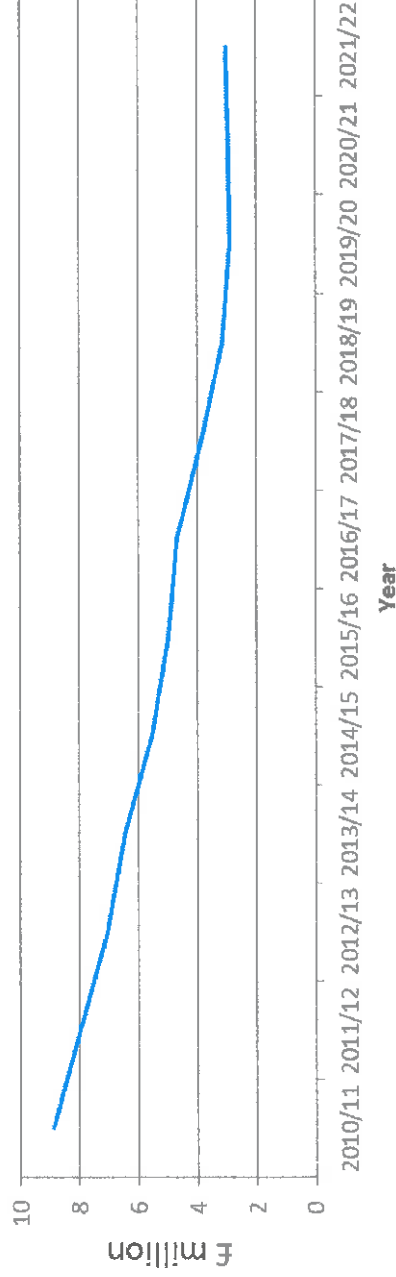


Credit: Vacogen

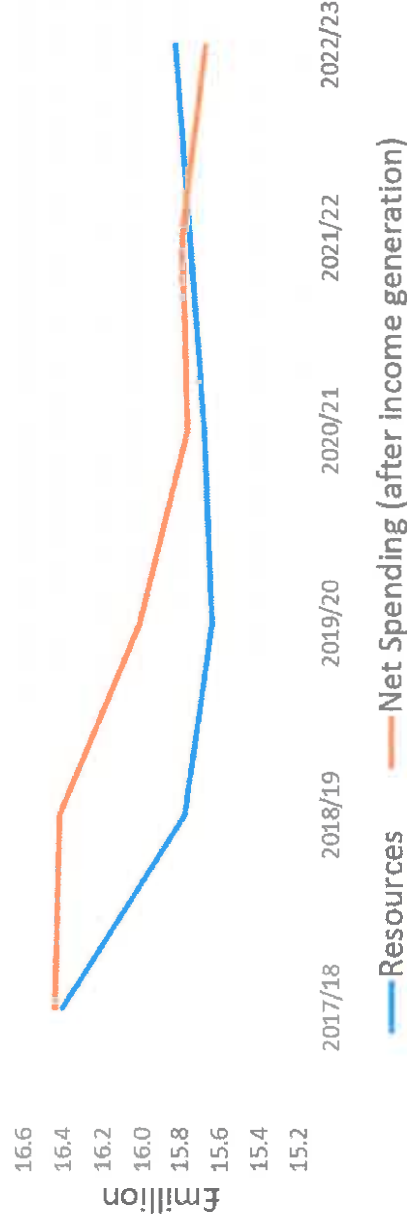
# Sound Business Management

## How resourcing the Council's services has changed

Government Settlement Funding to the Council



Our journey to be a self-financing council



**Wealden will continue to be a well-run Council, well thought of and respected by our residents, peers and partners.**

**We will**

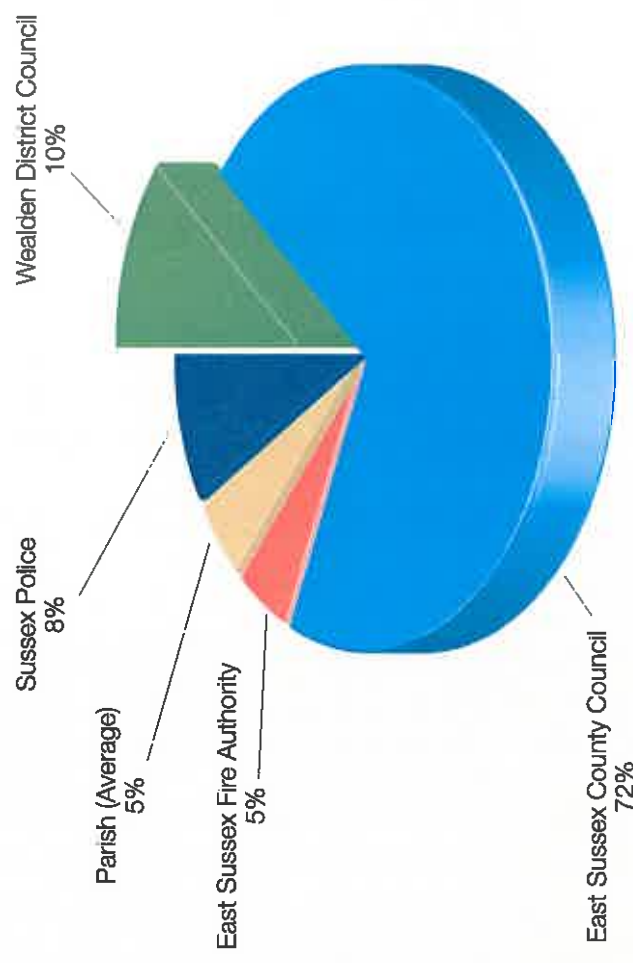
- > Provide the range of good quality services that people expect, and offer excellent value for money
- > Deliver key projects that enhance quality of life and wellbeing across Wealden, thoughtfully generating reasonable income streams in line with our Commercial Strategy to achieve a financially stable and self-sufficient council
- > Maintain our measured, professional approach to managing the Council's finance and investments, and continue to develop our enterprise culture for the benefit of the District as a whole
- > Deliver more by working with partners continue to extend our use of technology, minimise transaction costs and sustain customer satisfaction.

# How we plan to achieve this...



1. Pursue income generation opportunities to offset the withdrawal of central government funding and maintain valued services
  2. Robust governance for our commercial projects to ensure clarity of roles and responsibilities
  3. Include community value in our approach to return on investment
  4. Optimise access to services online 24/7, reducing the costs of delivery and maintaining support for people who need it most
  5. Keep Council Tax as low as possible
  6. Use behavioural insights to improve income collection rates
  7. Support local businesses by maximising local procurement and fair business rate relief
  8. Continue to enhance the Council's online services, researching and implementing options like Voice and Artificial Intelligence
9. Ensure efficient, effective service delivery for waste, planning, building control, housing, environmental health, benefits and council tax collection
  10. Provide open, transparent and timely performance data to demonstrate our accountability to our stakeholders

## Where the Council Tax goes







## **2019/20 Budget and 2019 to 2023 Medium Term Financial Strategy for Consultation**

### **Summary**

This report sets out Cabinet's consultation proposals for the 2019/20 budget and Medium Term Financial Strategy (MTFS) for 2019 to 2024. The proposals are for consultation and Cabinet will consider at its January meeting the results of the consultation before making a budget recommendation to Full Council on 20 February 2019.

### **Portfolio Holder: Councillor R Standley, Leader of the Council**

#### **Recommendation**

Cabinet is recommended:

- a) To agree the 2019/20 budget proposal and the MTFS for the years 2019-2024 be published for consultation;
- b) To note that the budget proposes a 2.7% increase for Council Tax in 2019/20; and
- c) To note the risks to the Council's financial position over the MTFS period.

#### **Reason**

The Council is required to set a balanced budget each year. The Local Government Finance Act 1992 requires the Council to estimate revenue expenditure and income for the forthcoming year from all sources, together with contributions from reserves, in order to determine a net budget requirement to be met by government grant, Business Rates and Council Tax.

#### **Introduction**

1. The budget this year is set against the continuing significant reductions in government grant, announced in the Comprehensive Spending Review 2015.

#### **Local Government Finance Settlement**

2. The Secretary of State will issue the Local Government Finance Settlement on 6 December 2018. We do not anticipate it being different from that previously announced in the four-year settlement.

Fundamentally, there is a great deal of uncertainty going forward on Government funding. The Council will in face a Business Rates reset in 2020/21 that will reset the baseline within the system and remove all growth. The Government will reform the funding formula for the 2020/21

settlement resulting in what they call the Fairer Funding Formula. The Government intends to introduce further business rates retention (up to 75% this time) as this can be done without primary legislation. To add further uncertainty, going forward there will be a spending review that will affect the 2020/21 settlement onwards. Also, the amount of money directed to social care against district council services within the four block model is set at the discretion of the Secretary of State who could easily transfer money to the social care block.

### **New Homes Bonus**

3. The Government currently pays New Homes Bonus to the Council based on the number of new homes built, empty homes brought back into use and also the delivery of affordable housing. The grant is currently payable for a total of 4 years. Currently the Council receives 80% of the total and the County Council 20%.
4. 2019-20 represents the final year of New Homes Bonus funding agreed through the Spending Review 2015. In a Technical consultation the Government's has signalled its intention to explore how to incentivise housing growth most effectively, for example by using the Housing Delivery Test results to reward delivery or incentivising plans that meet or exceed local housing need. The Government will consult widely on any changes prior to implementation. The Government has also indicated that it will increase the national baseline for housing growth in 2019/20 (currently 0.4%). In light of this the budget estimates assume that the Council will receive no further New Homes Bonus awards.

### **General Fund**

5. The summary General Fund budget and Medium Term Financial Strategy is shown in the table overleaf.



Date: 12 December 2018

For: Cabinet

<b>General Fund Summary</b>						
<b>2019/20 - 2023/24 Medium Term Financial Strategy</b>	<b>2018/19 Estimate</b>	<b>2019/20 Estimate</b>	<b>2020/21 Estimate</b>	<b>2021/22 Estimate</b>	<b>2022/23 Estimate</b>	<b>2023/24 Estimate</b>
	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>	<b>£(000)</b>
Members	415	377	372	372	372	372
Chief Executive's Directorate	4,956	4,738	4,583	4,402	4,221	4,223
District Council Elections		300				
Customer & Community Services	6,899	7,692	8,380	8,477	8,598	8,714
Planning, Policy & Environmental Services	3,882	3,490	3,540	3,435	3,230	3,227
Central Costs	687	644	644	644	644	644
<b>Total Cost of Services</b>	<b>16,839</b>	<b>17,241</b>	<b>17,519</b>	<b>17,330</b>	<b>17,065</b>	<b>17,180</b>
Savings/Income to be identified			(600)	(600)	(600)	(600)
Provision for future pay awards			122	246	371	497
Drainage Levies		72	73	74	75	76
Interest from Investments	68	(300)	(200)	(200)	(200)	(200)
Rents received on Investment Property	(240)	(40)	(40)	(40)	(40)	(40)
Interest payable on external loans	(40)					
Charges to the Housing Revenue Account:						
Support Services	1	1	1	1	1	1
Minimum Revenue Provision	(1,027)	(1,021)	(1,021)	(1,021)	(1,021)	(1,021)
Capital Expenditure Charged to Revenue	300	665	665	665	665	665
<b>Net Cost of Services</b>	<b>6,477</b>	<b>1,528</b>	<b>779</b>	<b>332</b>	<b>0</b>	<b>0</b>
	<b>22,378</b>	<b>18,146</b>	<b>17,298</b>	<b>16,787</b>	<b>16,316</b>	<b>16,558</b>
<b>Local Council Tax Support</b>						
Parish Council Tax Support Grant	99	39	0	0	0	0
<b>Business Rates/Revenue Support Grant</b>						
Business Rates/Revenue Support Grant	(4,278)	(3,800)	(3,600)	(3,400)	(3,300)	(3,300)
Negative Revenue Support Grant						
<b>General Grants</b>						
Rural Services Delivery Grant/Transition Grant	(206)	(166)	0	0	0	0
New Homes Bonus Grant	(2,571)	(1,528)	(779)	(332)	0	0

General Fund Summary 2019/20 - 2023/24 Medium Term Financial Strategy	2018/19 Estimate £(000)	2019/20 Estimate £(000)	2020/21 Estimate £(000)	2021/22 Estimate £(000)	2022/23 Estimate £(000)	2023/24 Estimate £(000)
Other Financing						
Collection Fund (Surplus)/Deficit	(284)	(46)				
Contributions to/(from) Earmarked Reserves	(3,325)	(240)	60	60	60	60
Contributions to/(from) General Fund Balance	180	7	(306)	(176)	134	169
<b>Council Tax Requirement</b>	<b>11,993</b>	<b>12,412</b>	<b>12,673</b>	<b>12,939</b>	<b>13,210</b>	<b>13,487</b>

Funded By:

Council Tax Demand on the Collection Fund	(11,984)	(12,412)	(12,673)	(12,939)	(13,210)	(13,487)
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Council Tax Base	63,937.60	64,500.00	64,600.00	64,700.00	64,800.00	64,900.00
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General Fund Balance	2018/19 Estimate £(000)	2019/20 Estimate £(000)	2020/21 Estimate £(000)	2021/22 Estimate £(000)	2021/22 Estimate £(000)	2021/22 Estimate £(000)
Opening Balance	6,562	6,742	6,749	6,443	6,267	6,401
Movement in Year	180	7	(306)	(176)	134	169
<b>Closing Balance</b>	<b>6,742</b>	<b>6,749</b>	<b>6,443</b>	<b>6,267</b>	<b>6,401</b>	<b>6,570</b>

Band D Council Tax	187.44	192.44	196.17	199.98	203.86	207.81
Percentage Increase	2.7%	2.7%	1.9%	1.9%	1.9%	1.9%

## Summary Budget Proposals

6. The Summary Budget Proposals that Cabinet have adopted for consultation are based on a 2.7% Council Tax increase. The increases and proposed Council Tax per Band are shown in the table below:

Band	£ increase per annum	£ Council Tax per annum
Band A	3.33	128.29
Band B	3.89	149.68
Band C	4.44	171.06
Band D	5.00	192.44
Band E	6.11	235.20
Band F	7.22	277.97
Band G	8.33	320.73
Band H	10.00	384.88

7. The indicative future Council Tax increases have been set at 1.9% each year in the table, below the core inflation assumption of 2%. Given the uncertainty concerning actual resource levels available through changes to the funding formula, 100% rates retention and economic uncertainty, Cabinet are at this stage recommending Council Tax increases to protect the revenue base in order to continue to invest in infrastructure. Future increases, if any, will continue to be reviewed once the emerging financial position is clearer.

## Employee Costs

8. After consideration of the Council's current budget situation and mindful of the national economic situation, the Portfolio Holder has decided to include a provision worth up to 2% to cover both the cost of living award and also to address hard to recruit posts. Cabinet have provided for an award for up to 1% in the remaining years of the MTFs. Annual Achievement Awards, based on performance, will be funded from an earmarked reserve set up for this purpose.
9. The actual pay settlement is a matter for the Council's Personnel Committee which will decide on the cost of living award in early 2019.

## Members' Allowances

10. Cabinet propose that there should be a budget for an overall increase for Members' Allowances of 2% next year then 1% in every year of the MTFs.
11. Recommendations on Members' Allowances are made by the Independent Remuneration Panel and the decision is a matter for Full Council but Cabinet believe that a modest increase in allowances is appropriate.

12. The budget proposals allow for a reduction in the number of members in 2019/20 from 55 to 45.

### **New Waste Contract**

13. Additional costs have been factored into 2019/20 for contract mobilisation for the new waste collection contract. Costs from the competitive tendering exercise have been higher than the already substantial cost increase provision factored in resulting in a budget pressure. This is offset by assumed income of £50 per bin for garden waste based on a 50% take up across the district to offset collection and disposal costs. 50% is considered a reasonable initial take up percentage based on experience at Rother and Eastbourne, when charging was introduced.

### **Risks**

14. Based on current estimates and projections the Council estimates it will operate at a surplus by 2022/23, providing savings or additional income of £0.600 million are implemented. However, it should also be noted that the provision for staff pay awards has been held at 1% per annum from 2020/21 onwards and indications are that labour shortages, especially of skilled staff, is pushing salaries upwards. The Council will need to carefully consider controlling overall costs through pay restraint with the risk of being unable to fill posts and not having appropriate skilled staff.
15. There are a number of potential risks to the current projected budget. Should there be price increases as a result of inflation this will affect contracted out services which are usually indexed by an inflation measure such as CPI and RPI and therefore cost pressures could increase if inflation remains high over the MTFS period. The Council also has supply chain risks should UK trade with the European Union be impacted by non-tariff barriers causing import delays due to the large numbers of items that have to be imported to support service delivery, e.g. all engines for refuse trucks are imported and there are currently no manufacturers of wheelie bins operating within the UK meaning bins are imported from the EU.
16. There is a risk that Council Tax Base growth could be impacted by any potential economic downturn. An economic downturn would also increase the discounts in the Council Tax Base if more residents claimed Local Council Tax Support. This would depress the Tax Base Council Tax income levels in future years.
17. There is uncertainty surrounding the impact on staffing and workload of Benefits as a result of the roll out of Universal Credit. Whilst pensioner housing benefit will remain with the Council, as well as the need to calculate Local Council Tax Support, working age housing benefit claimants will transfer over to Universal Credit with a loss of administration grant from the DWP. The budget assumes workload will remain in the medium term but over the MTFS period there could be a loss of workload and grant.

18. There is uncertainty about the impact of changes to the Funding Formula and also 100% rate retention and future Government reductions in funding to local government. Therefore reductions from the estimated retained Business Rates in the MTFS are a risk.

### **Excessive Council Tax Increase Referendum**

19. The Localism Act 2011 has replaced Council Tax Capping with a requirement for the Council to hold a referendum should it propose a Council Tax increase greater than a set of principals approved by Parliament. The Principles are 2% or £5 whichever is the greater.
20. Should this Council propose an excessive increase it must have a fall back budget with an increase at no more than the principals limit and Council would be required to approve that budget at the same time - known as a substitute calculation. At the same time as bills were issued the Council would need to send polling cards for a local referendum to be held on the first Thursday in May.
21. Should the referendum reject the higher budget then the substitute calculation will apply and the Council would need to rebill all residents. The cost of a referendum is estimated at £205,000 and rebilling at £86,000.

### **Capital Programme**

22. The Capital Programme has been framed to create funding for infrastructure to enable housing development and economic growth, as well as invest in the Council's asset base. The vast majority of the funding is provided by New Homes Bonus.
23. The Government Grant for Disabled Facilities Grants is paid to the County Council who should pass the grant on. Government last year gave allocations within the Better Care Fund and required the payments to be passported to the Council. There is currently no information available on allocations and whether passporting will be a requirement in this year. There is therefore a risk that the funding levels assumed in the Capital Programme will not materialise whilst the statutory duty on the Council will continue and payments have to be made. To those eligible for the grants.
24. The detailed capital programme is at Appendix B.

### **Consultation**

25. The Budget consultation will be undertaken with the following:
- (a) Business associations as required by Section 34 Local Government Finance Act 1988;
  - (b) The public via the Council's web site;
  - (c) Parish and Town Councils;
  - (d) Wealden Local Strategic Partnership; and
  - (e) Council staff through the Employee Consultative Group.

### **Corporate Management Team Advice**

26. Cabinet is recommended to:
- (a) To agree the 2019/20 budget proposal for consultation;
  - (b) To agree to consultation on the MTFS for years from 2019 to 2024; and
  - (c) Note the potential risks to the Council's budgetary position in future years.

### **Implications**

#### **Financial Implications**

27. These are contained in the main body of the report.

#### **Legal Implications**

28. The Council is required to set a balanced budget each year. The Local Government Finance Act 1992 requires the Council to estimate revenue expenditure and income for the forthcoming year from all sources, together with contributions from reserves, in order to determine a net budget requirement to be met by government grant and Council Tax.

#### **Human Resources Implications**

29. Cabinet's proposals on a provision for a staff pay award are detailed in paragraph 11.
30. The actual pay settlement is a matter for the Council's Personnel Committee who will decide on the balance between cost of living and performance related amounts in early 2019.

#### **Other Implications**

31. The budget underpins delivery of the Council's policies and priorities in relation to crime and disorder.
32. The budget underpins policies and priorities in relation to the environmental and sustainability areas.
33. The budget is subject to a risk assessment which will be detailed in full in the final report to Council. Key risk areas are around: the New Homes Bonus will be changed or ended; Government Grant will reduce on a much faster basis than the forecast in the MTFS and that tariff payments will be increased until the Council relies solely on Council Tax and fees and charges; income levels may decline; and demand led services such as homelessness may increase.
34. The budget underpins delivery of the Council's policies and priorities in relation to equalities and diversity.
35. Consultation arrangements are identified in the main body of the report.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	Yes
Crime and Disorder	Yes	Consultation	Yes
Environmental	Yes	Access to Information	No
Sustainability	Yes	Exempt from Publication	No
Risk Management	Yes		

Director:	Trevor Scott	Chief Executive
Proper Officer:	Steven Linnett,	Chief Finance Officer
Report Contact Officer:	Steven Linnett	
Telephone Number:	01323 443234	
e-mail address:	Steve.linnett@wealden.gov.uk	
Appendices:	A	Capital Programme
Background Papers:	None	

<b>Wealden District Council General Fund Capital Programme 2019/20 to 2023/24 Medium Term Financial Strategy</b>	<b>2019/20 Forecast</b>	<b>2020/21 Forecast</b>	<b>2021/22 Forecast</b>	<b>2022/23 Forecast</b>	<b>2023/24 Forecast</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Housing</b>					
Disabled Facilities Grants	1,000	500	500	500	500
Housing Renewal Grants	15	15	15	15	15
<b>Total Housing</b>	<b>1,015</b>	<b>515</b>	<b>515</b>	<b>515</b>	<b>515</b>
<b>Land and Buildings</b>					
Leisure Centres	170	69	58	22	10
Vicarage Lane Office & Civic Community Hall	50	33	18	30	0
Car Parks and Unadopted Roads	121	30	37	28	37
SANGS Crowborough	85	0	11	0	0
SANGS Uckfield	478	0	0	0	70
Cuckoo Trail	95	45	35	35	35
Public Conveniences	25	60	25	0	0
Investment Property	0	10	0	0	0
Infrastructure Investment	1,528	779	332	0	0
<b>Total Land and Buildings</b>	<b>2,552</b>	<b>1,026</b>	<b>516</b>	<b>115</b>	<b>152</b>
<b>Vehicles and Equipment</b>					
ICT Investment Programme	100	100	100	100	100
Refuse & Recycling Containers	200	200	200	200	200
<b>Total Vehicles and Equipment</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>Other Capital Expenditure</b>					
Investment in Sussex Weald Homes Ltd	2,508	0	0	0	0
Community Grants to Voluntary Organisations	50	50	50	50	50
Flood Resilience Grants	100	0	0	0	0
<b>Total Other Capital Expenditure</b>	<b>2,658</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>Total General Fund Capital Programme</b>	<b>6,525</b>	<b>1,891</b>	<b>1,381</b>	<b>980</b>	<b>1,017</b>
<b>FUNDED BY:</b>					
Borrowing	3,887	602	509	440	477
Specific Government Grants - Better Care Fund	1,000	500	500	500	500
Other Capital Contributions	100	0	0	0	0
Home Improvement Loans Repayments	10	10	40	40	40
Revenue	1,528	779	332	0	0
<b>Total GF Capital Programme Funding</b>	<b>6,525</b>	<b>1,891</b>	<b>1,381</b>	<b>980</b>	<b>1,017</b>
<b>Authorised But Not Committed Capital Programme</b>					
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Land and Buildings</b>					
Commercial, Housing and Infrastructure Investment	5,963	9,221	9,668	0	0
<b>FUNDED BY:</b>					
Borrowing	5,963	9,221	9,668	0	0
<b>Total GF Capital Programme Funding</b>	<b>5,963</b>	<b>9,221</b>	<b>9,668</b>	<b>0</b>	<b>0</b>



## Meeting of the Full Council

Monday 14<sup>th</sup> January 2019

### Agenda Item 12.0

#### **TO CONSIDER PROVIDING A FINANCIAL CONTRIBUTION TO THE RUNNING OF WEALDEN WORKS**

##### **1.0 Background**

- 1.1 At the meeting of Full Council on 3<sup>rd</sup> April 2017, Wealden Works gave a presentation to Uckfield Town Council. They provided key information about their services and the financial difficulty they were facing as a result of cuts made to rural projects by 'Tomorrow's People.' Tomorrow's People, a charity supporting young people who become detached from work and employment, had originally set up two projects in Wealden District - Heathfield Works and Hailsham Works. The Heathfield Works project also received support from the Heathfield Partnership. As a result of these cuts in March 2017, the two projects were combined to form 'Wealden Works.'
  - 1.2 'Wealden Works' support young people aged 16 – 24 years and classified as NEET (not in education, employment or training). They work with local businesses, educational establishments and community groups to ensure that these young people receive the training and work experience they need to reach their goals and get themselves back into employment or education; most importantly on a path that they wish to take and have an interest in.
  - 1.3 The programme runs four ten-week courses per year. Ten young people are selected for each cohort and are required to attend each day of the ten weeks from 9.30am, to ensure they become used to structure and routine. The young people attend workshops on employability, receive support in writing CVs, looking for work, budgeting, life skills, food shopping and where necessary undertake qualifications in First Aid, Food Hygiene or Customer Service to ensure they have some basic skills which would be transferrable to the workplace.
  - 1.4 At the meeting of Full Council, in April 2017, members agreed to provide a financial contribution towards the running of Wealden Works, and to assist with maintaining the service provided. A financial contribution of £10,000 was provided using savings identified at the end of the financial year 2016/17.
  - 1.5 Wealden Works applied for further grant funding for the next financial year (2018/19) during the 2017 Community Grants Programme. Due to the large sum requested and the funds that had already been provided that year, members agreed not to provide any further financial support during that initial period. A member representative was appointed to sit on the Board, which oversees the finance and governance of Wealden Works, and the Town Council representative appointed to this Board was Councillor P. Sparks.
- ##### **2.0 Current situation**
- 2.1 Since the establishment of 'Wealden Works' by the Heathfield Partnership back in April/May 2017, they have been working hard to strengthen the existing model, and broaden their catchment area.

2.2 They now have more engagement with young people living in the Wealden District, and Uckfield in particular. In their annual 2018 newsletter they highlighted that they had 35 people enrol onto the programme from a wide catchment area which included Uckfield. All 35 completed the course, with participants ranging in aged between 16 and 24 years. Only three had previously registered with the Job Centre and were claiming benefits. The other 32 were not working. It is often found, that those individuals not in employment or education may have a mental or physical health issue. Three of the individuals had Autism and Aspergers Syndrome and a number of the young people had low self-esteem, anxiety or lacked confidence which reduced their ability to engage with employers or training centres in the first instance.

2.3 The 'soft outcome' success of the programme, which Wealden Works are proud of, complement the qualifications and hard outcomes achieved:  
Particular achievements include:  
**Accredited Qualifications - 82% of participants**  
**Work Experience/Voluntary work attended - 88% of participants**  
**Employment - 70% of participants**  
**Apprenticeships - 14% (+ 2 pending)**  
**Further Education - 9% (+2 pending)**

**Employment Positions gained** included: Trainee Investment Advisor, Tree Surgeon, Trainee Pharmacist, Child Care Practitioner, Crew Supervisor, Barista, Horticulture Apprenticeship, Care Worker, Retail Supervisor, Butchery Apprenticeship, Warehouse Assistant, Research Assistant, Electrical Apprenticeship, Social media Assistant, Carpet/Floor Fitting Apprenticeship

2.4 Since Wealden Works started at the end of May 2017, they have been building new relationships with schools and colleges, employers and potential participants, with Uckfield in particular being an area of focus.

Their Uckfield activity has included initial business and participant research, leaflet distribution, posters displayed in prominent areas, local radio coverage, presentations events and business networking events. They have also built close links with Uckfield College which has resulted in visits and student referrals. One individual in particular, enrolled on the programme, completed work experience, and they secured an apprenticeship commencing early October 2018.

2.5 Lewes Job Centre is where Uckfield NEET young people attend. A partnership has since been formed between Lewes Job Centre and Wealden Works to ensure that in the future, any young person in the Uckfield area would be recommended to their services.

2.6 Confirmation was provided, by Wealden Work's accountants in February 2018, that finances relating to Wealden Works are placed with the Charity, the Heathfield Partnership. The funds are specifically ringfenced within the Heathfield Partnership's accounts for Wealden Works, and the accountants carry out an independent examination of the accounts on an annual basis. It has been advised that there are significant benefits to the funds not being placed in another structure with their own administrative costs.

2.7 Wealden Works have also been busy raising funds during 2018, including through the Tesco Bags of Help scheme.

**3.0 Recommendations**

3.1 Members are asked to consider the above report and consider if they wish to provide a further financial contribution to the running of Wealden Works. Members are asked to advise the Clerk accordingly.

Contact Officer: Holly Goring



## Meeting of the Full Council

Monday 14<sup>th</sup> January 2019

### Agenda item 14.0

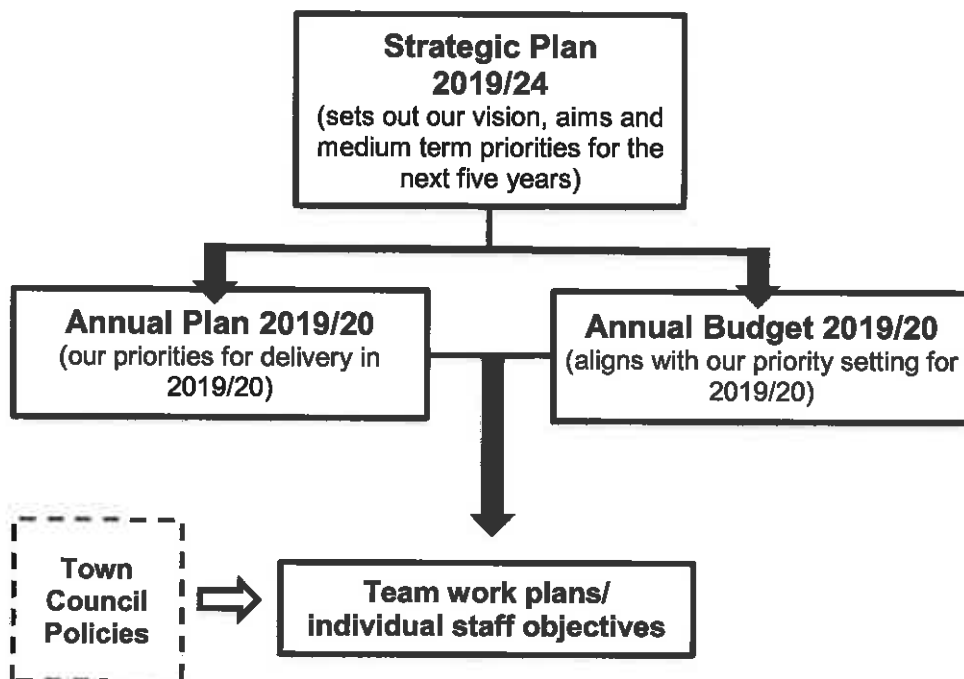
#### TO FORMALLY ADOPT THE TOWN COUNCIL'S STRATEGIC PLAN 2019/24

##### 1.0 Summary

- 1.1 The Town Council is required to refresh its priorities on an annual basis as part of the budget setting process.
- 1.2 The Town Council's planning consists of a strategic plan which sets out the priorities of the Town Council over the next five years and an annual plan which lists the priorities of the Town Council specifically for the forthcoming year (2019/20).

##### 2.0 Background

- 2.1 The draft Strategic Plan for 2019/24 sets out the vision, aims and medium-term priorities of the Town Council over the next five years and, forms the overarching strategy of the Town Council.



- 2.2 The draft Strategic Plan 2019/24 identifies the challenges and opportunities for the Town Council and town of Uckfield, and provides information on the key areas that the Town Council wishes to focus on over the next five years.

##### 3.0 Consultation feedback

- 3.1 After receiving approval from Full Council on 3<sup>rd</sup> December 2018, the draft Strategic Plan 2019/24 was placed out for public consultation, alongside the draft Annual Plan 2019/20 and draft Budget 2019/20.

- 3.2 The documents were placed on the Town Council website and information was shared with members of the public via the Town Council's social media account(s) and an article in the Voice, Uckfield Matters. Contact was also made with partner agencies, local community groups and organisations that work closely with the Town Council.
- 3.3 As of Tuesday 8<sup>th</sup> January 2019, comments had been received from three individuals/organisations. Details of these comments have been attached for reference in appendix A. Any further feedback received will be provided verbally by the Town Clerk at the meeting. A copy of the report with suggested amendments has been provided in appendix B of this report for consideration by members.
- 3.4 Members are asked to consider the content of the report. Once adopted, the report will be placed on the Town Council website and in hard copy format at the Town Council offices.
- 4.0 Recommendation**
- 4.1 Subject to any amendments that may be required in response to the feedback received, it is recommended that Full Council adopt the Strategic Plan 2019/24.

**Contact Officer:** Holly Goring

**Appendices:**

Appendix A: Consultation feedback received by 7<sup>th</sup> January 2019

Appendix B: Draft Strategic Plan 2019/24

## Appendix A – Consultation feedback received by 7<sup>th</sup> January 2019

<p><b>1.</b></p>	<p><b>Response from Active Uckfield</b></p> <p>Health &amp; Wellbeing – We are all in favour of your proposed actions.</p> <p>Play Area - All in favour to start activity, hopefully with all the family involved.</p> <p>Neighbourhood Plan - With the new housing there will be more problems locating sports activities e.g. in non-school hours, Freedom Leisure is pretty well booked up and opening other facilities for ad-hoc people wanting to play badminton for example are too small and/or not cost effective re key handling/security etc.</p> <p>Telephone Box - We're trying to get a full and updated list of activities and their contacts which could perhaps go in there?</p>
<p><b>2.</b></p>	<p><b>Response from Community and Regeneration Team at Wealden DC</b></p> <p>From a community and regeneration perspective, we very much support priority 2 (Health and Wellbeing) which aims to increase the use of open spaces and encourage greater physical activity. This priority aligns closely to the Wealden District Council Health and Wellbeing strategy- 'Healthy Wealden' which focuses on encouraging residents to become more active and healthy.</p> <p>We also support Priority 4 (play area upgrades) as improvements to create quality and safe recreational areas/ open spaces help to encourage residents to lead healthy lifestyles and be responsible for their own health and wellbeing. Access to local assets such as open space areas, nature reserves and recreational activities are important quality of life indicators.</p> <p>Continued support to the voluntary and community sector through a grant funding programme (Priority 1) is also vital as it is becoming harder for community groups to access and secure funding to deliver sustainable community projects and initiatives- all of which are important and contribute to building community resilience, through increasing social interaction by providing opportunities and reducing the feelings of loneliness and isolation.</p> <p>From an economic development perspective, we support (Priority 3, 5,6 and 7) where the Town Council continues to support the growth of the town and work in partnership with the business community. We also support the Town Council in organising public annual events to attract visitors to the town and the Council's continued support and promotion of an attractive high street.</p>
<p><b>3.</b></p>	<p><b>Response from Ridgewood Village Hall Committee</b></p> <p>Specific clarification was required with the budget figures and what certain projects referred to. The Town Clerk has clarified these points.</p> <p>A query was then raised with regard to the Ridgewood Village Hall Extension and whether the Town Council wished to refer to this in its longer-term projects and priorities.</p>
<p><b>4.</b></p>	<p><b>Response from Uckfield resident</b></p> <p>With regards to the Strategic Plan and Environmental issues I would recommend that the Town Council adopt a Pesticides Minimisation Policy to phased in over the next two (or three) years.</p> <p>This policy would see the Town Council:</p> <ul style="list-style-type: none"> <li>- Working towards minimising the use of pesticides on all its land and property (herbicides, fungicides and insecticides);</li> <li>- such Pesticides to only be used when they are the subject of a special derogation granted by the Town Clerk e.g. for spot treatments such as stem injection for invasive species such as Giant Hogweed and Knot Weed;</li> </ul>

- Investigating the effectiveness, cost and practicality of introducing the use of the various alternative means of weed and insect control that are available.

I think such a policy would be beneficial to the health of the residents of the town, beneficial to the ecology of the town and also meet the increasing awareness and expectations of the community in relation to the long-term toxicity of some of these substances.

I am not aware of any other Town or Parish in Wealden that has a declared policy on Pesticide usage and so this could be a first and I hope that the Council will see this as an important 'trail blazing' initiative worth pursuing,

Finally, I am assuming the TC does not have a policy already in place (!). If in fact it does then perhaps you could forward me a copy please.





# Our Strategic Plan 2019-2024



Uckfield Town Council

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Facts and figures	4-5
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## Uckfield Town Council

Our five-year strategic plan sets out the direction for Uckfield Town Council between 2019 and 2024. It helps us to understand where we are today, where we want to be in the future and the steps we will take to get there.

The plan therefore sets out a number of objectives, that we wish to achieve within this period.

The plan takes on board the current situation within which we are working, in particular the challenges and opportunities for Uckfield. It also reflects on the feedback we have received from both our residents and partners, about what matters.



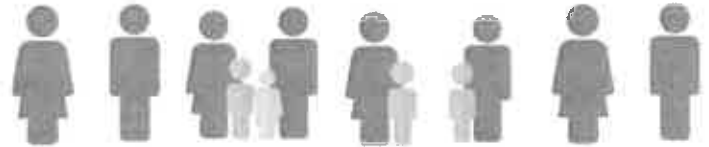
The financial situation remains challenging, but the Town Council is committed to doing the very best for the town, its residents, local businesses and visitors. We will work in partnership with the right agencies and community groups to do this, and ensure that Uckfield remains a beautiful place to live.

				
Cllr Jeremy Beesley (Ridgewood Ward)	Cllr Duncan Bennett (New Town Ward)	Cllr Mick Dean (New Town Ward)	Cllr Louise Eastwood (North Ward)	Cllr Keith Everett (Ridgewood Ward)
				
Cllr Helen Firth (Central Ward)	Cllr Donna French (North Ward)	Cllr Jackie Love (Deputy Mayor) (North Ward)	Cllr Chris Macve (North Ward)	Cllr Daniel Manvell (North Ward)
				
Cllr Spike Mayhew (Town Mayor) (New Town Ward)	Cllr Paul Meakin (Central Ward)	Cllr Ian Smith (Ridgewood Ward)	Cllr Paul Sparks (North Ward)	Cllr Diane Ward (Central Ward)

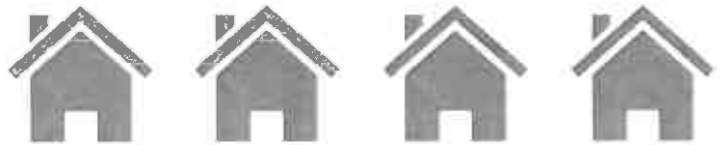
Uckfield is one of five market towns located within the Wealden District and is located within the heart of the Wealden District. Its facilities serve not only the residents of the town but also the residents of its neighbouring villages.

The attractive setting of Uckfield brings both new residents and visitors to the town. Its location in the heart of Wealden and close proximity to the Ashdown Forest provides plenty of opportunities for leisure and recreation, in addition to the beautiful green open spaces and woodlands located within the town itself.

**15,229 residents**



**Living in just over 6,000 households**



**Younger age profile is greater than District average**

(18.2% aged 0-14 years)  
(2017 Population Est.)



**Older age profile is less than District average**

(20.2% aged 65+ years)  
(2017 Population Est.)



**Good level of education**

(81.8% of working age population have qualifications)  
(2011 Census)





## High rate of economic activity

(over 75.5% economically active)



## Wealden has a high percentage of home ownership

(78.7% owner occupied)  
(2011 Census)

~~Unemployed~~

## Low rate of unemployment

(rate of Job Seekers Allowance claimants is the second lowest town rate (after Crowborough) in Wealden District)



## 15.4% of the population have a limiting long term illness

(less than District average – 17.5% and County average – 20.3%) (2011 census)



## High house prices

(average house prices reached in the region of £307,000 in 2018 and higher than £340,000 in Uckfield Central and Ridgewood Wards)

# Turning Challenges into Opportunities

## Challenges

## Opportunities

### Limited infrastructure to support future development

With an increase in the population and plans for further development within the town boundary, it is important for the key agencies to consider where improvements are required in terms of infrastructure – education, health, transport, sewerage capacity, water supply, broadband coverage and mitigation of flood risk.



### Proposals for growth

Plans have been put in place to build a further 1,000 homes in the Ridgewood area of Uckfield Town. This reflects proposals within the Wealden Local Plan for growth and increasing housing stock

### Range of facilities

The town has a substantial range of facilities, with its own independent cinema and leisure centre. High performing schools, free parking, a diverse selection of shops and nearby Ashdown Forest are a big draw for residents and visitors.

### Retaining our highly educated workforce

Uckfield has high levels of educational attainment but with good and improving transport links to Brighton, East Croydon and London mean much of the town's working age population are attracted to work out of the town.



### Central location within South East

Being in the heart of the Wealden District, the town is centrally located within the South East between London and the South Coast. Its close proximity to Gatwick Airport and Newhaven port provides job opportunities and ease of travel.

### Flood risk

The River Uck runs through the middle of the town which could place the town at risk of fluvial flooding. Mitigating measures are in place but the town is also susceptible to surface water run-off in heavy bouts of rain as a result of the undulating landscape of the town



### Our green spaces

Uckfield is fortunate to have two nature reserves, green open spaces and allotments. We need to encourage greater use of these spaces and continue to maintain them to a high standard.

### Addressing traffic congestion

The road network through Uckfield Town and the A22 by-pass are heavily used by traffic. Although recent works in the High Street have improved accessibility for pedestrians and vehicles, there are still a number of pinch points on the corridors to the town, which could benefit from improvements.

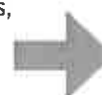


### Improvements to transport links

The train station platform has been extended, carriages increased and a new station car park created which will support an increase in rail users in the future. The Council also supports any future opportunities to re-establish the rail line between Lewes and Uckfield and build a new rail link between Uckfield and Brighton via Falmer.

### Limited financial resources

The Town Council along with other tiers of local government (District and County Councils) are being placed under increasing financial pressure. Despite this, the Council still needs to deliver the services for which it has responsibility and consider taking on services devolved from other tiers of local government under financial restraint. This may require the Town Council to be innovative and/or make difficult decisions.



### Partnership working

As with all local authorities, the Town Council is in a strong position to work closely with its partner agencies to retain good quality services for residents. Partnership working can provide good value for money and increase opportunities.

### Asset management

The Town Council has responsibility for a number of assets that could assist in generating higher revenues in the future. It would be prudent for the Town Council to develop an Asset Management Plan now, to effectively prepare for the future.

# Our Vision

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Preserving heritage,  
providing for the future

# Our Mission

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Working with our partner agencies to provide a high standard of service delivery for residents, businesses and visitors to the town.

## Our Corporate Priorities

### People

- Cultural and Related services
- Luxfords and Civic Centre

### Place

- Environmental and Regulatory Services
- Planning and Development Services
- Highways and Transport Services

### Provision

- Central Services

# Our Strategic Priorities - People

In addition to agreeing a set of specific priorities each year, the Town Council has set out a number of medium term aspirations for the town.

## Cultural and related services

By 2024 we will have

- Supported local community and voluntary organisations and sought to assist them with their positive work within the town;
- Replaced or updated at least two playgrounds;
- Introduced a number of initiatives to increase the use of our open spaces, and encourage greater physical activity (distance markers, fun games and activities which encourage movement);
- Worked with our partner agencies to increase opportunities for residents of all ages to take part in activities which improve their health and wellbeing;
- Organised events which assist in attracting visitors to the town and support local businesses;
- Established a list of special and important dates or individuals within the town's history and commemorated these on heritage plaques;
- Investigated the viability of providing additional public convenience facilities within the town centre and seeking to obtain a changing places facility;
- Restored the traditional red telephone box and brought back into use in a prominent location as a community facility;
- Explored options for the facilities provided at two town council buildings – Foresters Hall and West Park Pavilion, to see how these buildings can better meet the need of Uckfield's residents and organisations,
- Continued to maintain, improve and protect all of our natural areas to accommodate the demands of future growth of the town; encouraging community involvement;
- Explored whether there are opportunities for adding to or improving the existing skatepark facilities.

## Luxfords and Civic Centre

By 2024 we will have

- Developed a marketing plan to assist with the re-launch and branding of the restaurant and on-going communication;
- Made improvements to air conditioning within the Civic Centre building;
- Made improvements to the decoration and flooring within the main corridors and meeting rooms;
- Installed a new internal booking system for use by the Civic Centre for all venue and room hire;
- Explored and implemented (if cost effective) the introduction of an online booking facility on the Civic Centre website for the purchase of event tickets;
- Developed and implemented a communications and marketing plan for the Civic Centre, in addition to an annual calendar of events;
- Updated room facilities in line with the latest modern technologies, improved the existing Wi-Fi connection and ensured networking ports are of good quality;
- Upgraded the CCTV system in and around the vicinity of the Civic Centre building;
- Identified options for improved seating and staging within the Weald Hall and side curtains, and considered options for providing a temporary partition within the Green Room.





# Our Strategic Priorities - Place

In addition to agreeing a set of specific priorities each year, the Town Council has set out a number of medium term aspirations for the town.

## Environmental and regulatory services

By 2024 we will have

- Continued to provide burial authority services with responsibility for the maintenance of the Cemetery at Snatts Road and Holy Cross churchyard;
- Maintained good quality floral displays within the town centre;
- Maintained a good standard of grounds maintenance within the town to ensure Uckfield remains an attractive place to live;
- Continued to work with East Sussex County Council to gradually review street lighting and replace with new columns and LED lighting where necessary;
- Led by example, to deliver a project with Brighter Uckfield and Uckfield Chamber of Commerce to encourage Uckfield's businesses and organisations to stop using single-use plastic and undertake a review around recycling and re-use;
- Financially contributed to East Sussex County Council's grass verge cutting contract in 2019/20, to retain a a good standard of service and ensured visibility is maintained on pavements and highways;
- Considered whether the Town Council is the right service and has the funds available to take on services devolved by the District and County Councils, to ensure residents retain a good level of service provision.

## Planning and development services

By 2024 we will have

- Worked closely with the planning authority, Wealden District Council, to understand the latest legislative updates and guidance;
- Supported the development of a Neighbourhood Plan and worked with Action in Rural Sussex and the local Planning authority to enable this plan to be adopted and utilised alongside the Wealden Local Plan by developers;
- As a member of Uckfield Town Centre Regeneration Committee, we will have worked with our partners (Wealden District Council and East Sussex County Council) to explore options for regeneration within the centre of the town, and possibility of expanding the retail and business offer;
- Promoted the need for affordable housing within Uckfield Town, to support those in housing need and first time buyers;
- Worked with Wealden District Council to ensure the Town Council is fully engaged in other regulatory matters such as licensing;
- Developed an annual process by which the Town Council reviews its assets and strategic asset management plan and consideration is given to each of the Town Council's buildings to improve the efficiency and use of these properties
- Delivered a ten year programme of maintenance and decoration to all of the Town Council community buildings through schemes of major and minor works;
- Reviewed the condition of car parks adjacent to Town Council owned buildings and agreed a programme of repairs or resurfacing;
- Arranged an annual display of Christmas lights;
- Worked with the Chamber of Commerce to engage with High Street landlords (commercial and residential) to promote and secure improvements to street frontages.



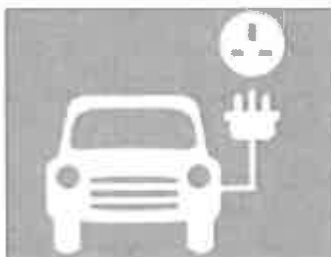
# Our Strategic Priorities - Place

In addition to agreeing a set of specific priorities each year, the Town Council has set out a number of medium term aspirations for the town.

## Highways and Transport services

By 2024 we will have

- Organised the annual safety day with partner agencies to educate young people about the importance of safety;
- Identified potential areas within the town which required improvements to pedestrian safety and worked with the relevant agencies to lobby for enhancements;
- Worked with our partner agencies to feed into improvements to the bus station area, to improve accessibility, signage and provide improved facilities such as real time bus information and public convenience(s);
- Worked with our partner agencies to identify highway issues within the access corridors into the town centre and utilised S106 developer contributions or Community Infrastructure Levy to improve the infrastructure and address matters relating to traffic congestion, traffic calming and road safety;
- Worked with the relevant partner agencies to address the danger of speeding vehicles and explored the possibility of extending the 20mph town centre speed limit;
- Introduced speed reduction initiatives including the use of temporary speed indicator devices and behaviour change campaigns, and explored the introduction of installing permanent speed indicator devices;
- Worked with partner agencies to identify and implement solutions for introducing parking controls within the town centre;
- Worked with partners to explore the introduction of residents' permit parking zones in the town centre and New Town;
- Engaged in discussions to actively promote the re-opening of the Uckfield to Lewes railway line, and a direct route into Brighton;
- Worked with partner agencies to explore whether electric car charging points can be introduced in Uckfield town;
- Worked with partner agencies and landowners to explore the possibility of improving footway links between Ridgewood Farm, the SANGs and the nature reserves, and explored the possibility of creating a riverside walk;
- Created up to date street maps of the town, which highlight our open spaces and footways including the alleyways and twittens.



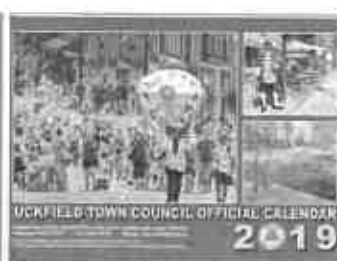
# Our Strategic Priorities - Provision

In addition to agreeing a set of specific priorities each year, the Town Council has set out a number of medium term aspirations for the town.

## Central Services

By 2024 we will have

- Improved communication with residents, businesses and visitors to the town through enhancements to the Town Council website and social media accounts;
- Improved the condition and display of existing noticeboards, and undertaken a review of their location to ensure they are clear and visible;
- Reviewed our existing financial and performance management processes in order to meet customer needs;
- Improved accessibility to committee meetings by installing an additional hearing loop in the Council Chamber;
- Encouraged applications from local traders and organisations in the Town Council's procurement procedures for contractual work within the town;
- Increased promotion of the town's key facilities;
- Provided training and briefings for the Town Councillors and staff, to support them in their learning and development;
- Published an annual calendar at zero cost for residents which provides the key dates of all standing committees, key events within the town and promotes local businesses;
- Undertaken an annual review of all key policies to ensure they remain up to date with the latest guidance and best practice.



# Delivering our Objectives

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## Overview of the Town Council

The Town Council has 15 Town Councillors, who are elected every four years. The last set of town council elections took place in May 2015. The next set of local elections will therefore take place in May 2019.

The positions of Town Mayor and Deputy Town Mayor are elected by the Town Councillors each year at the start of the annual statutory meeting of Full Council which takes place in May.

All Town Councillors meet in the format of Full Council at least six times a year, and the town council's three main standing committees, are:

- General Purposes Committee (9 members)
- Environment and Leisure Committee (9 members)
- Plans Committee (7 members)

## Financial information

### General finances

Town Councillors are required to start the process of budget setting within the autumn of each year, for the following financial year. This provides time to review our income and expenditure, the priorities of the Town Council, the priorities within the Town and the costs associated.

The precept is the local tax levied by the Town Council and collected on our behalf by Wealden District Council as the rating authority.

The precept for 2018/19 was agreed by the Town Council on 15th January 2018 at a figure of £873,472. (To be amended January 2019)

We also have two sub-committees responsible for dealing with specific matters related to finance and human resources, called Personnel Sub-Committee and Finance Sub-Committee, which report their recommendations back to General Purposes Committee. These sub-committees meet on an ad-hoc basis when further detailed work is required.

All formal committee meetings are held in the Council Chamber of the Civic Centre, Uckfield. Residents are welcome to attend these public meetings and make statements in relation to items on the agenda of that committee, subject to the Chairman's discretion. Under the Openness of Local Government Bodies Regulations 2014, members of the public are able to film and record during a committee meeting to report on the meeting.

### Capital expenditure

The Council adopts a balanced approach to its capital expenditure in respect of the procurement of new assets and the maintenance of its existing assets. The first priority should however focus on developing and maintaining existing assets for the benefit of the community. Additional income may also be generated, where appropriate, through renting or leasing of these assets.

### Reserves

The Council adopts a risk based approach to its level of reserves which will be reviewed annually or more frequently if necessary. Currently the minimum level of general reserves will be set at approximately three months gross operating costs. Reserves will only be held above the minimum level for specific, earmarked purposes.

# Delivering our Objectives

## Organisational structure

Delivery of the Town Council's functions is overseen and managed by the Town Clerk, who is the Town Council's proper officer and required to support and advise members in their role and issue any statutory notifications.

The Town Clerk is supported by a team of nearly 30 members of staff who are responsible for maintaining the town's grounds and open spaces, buildings, facilities, and providing services to our customers within Luxfords Restaurant and the Civic Centre.

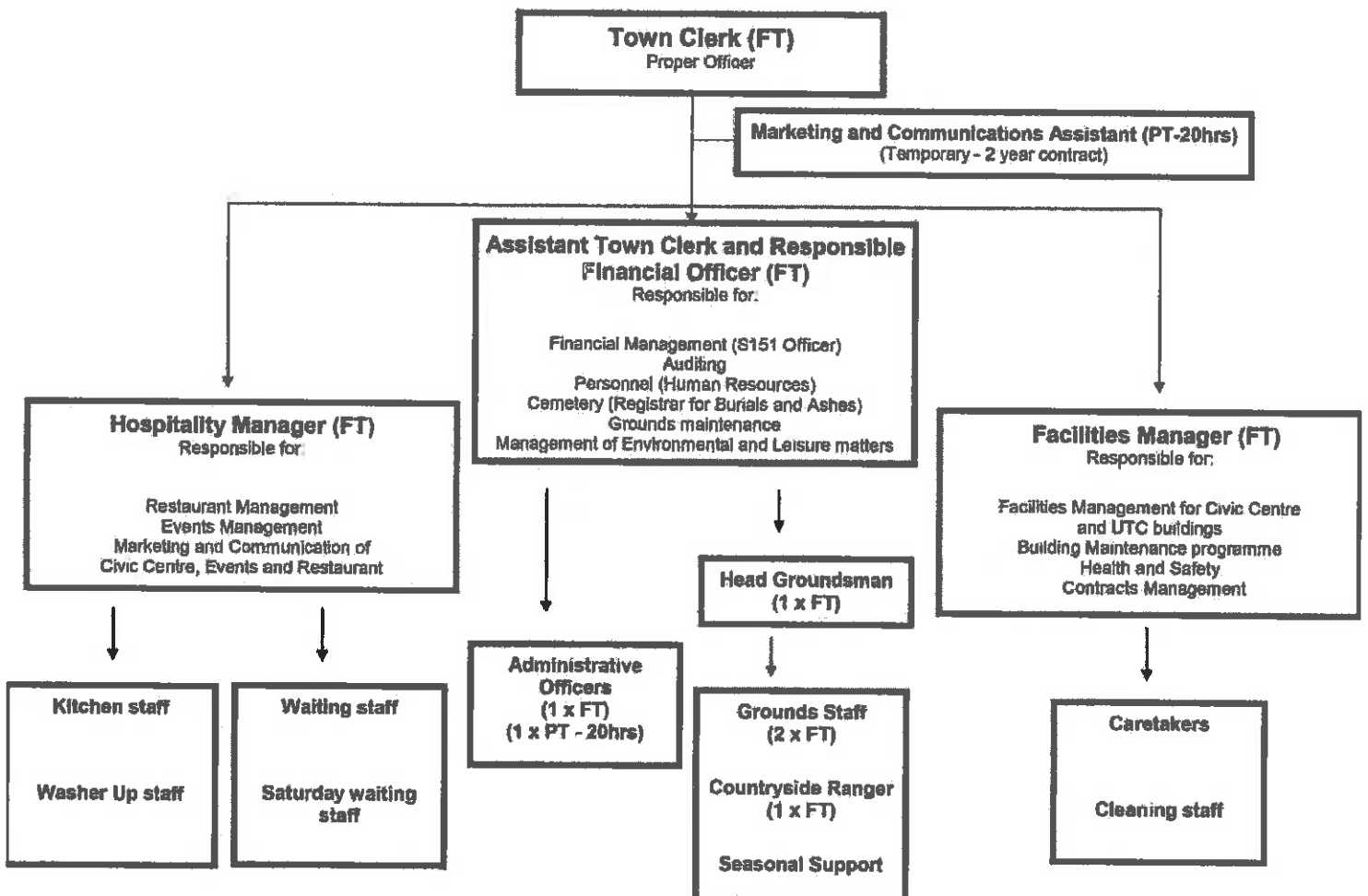
The Assistant Town Clerk and Responsible

Financial Officer is responsible for managing the Council's finances, human resources, grounds and open spaces and Council administration.

The Hospitality Manager is responsible for managing the restaurant, Civic Centre room hire and hospitality, and Civic Centre events programme.

The Facilities Manager is responsible for managing the maintenance and repair of the Town Council's key buildings, liaising with external contractors, managing health and safety and our caretaking staff.

The following organisational chart presents the current staff structure:





Uckfield Town Council Offices  
Civic Centre, Uckfield, TN22 1AE



# Our Annual Plan 2019-2020 PRIORITIES

PEOPLE		PLACE	
1	<p><b>COMMUNITY GRANTS</b> We will award up to £43,367 of community grant funding to local groups and charitable organisations for the period 2019/20</p>	5	<p><b>NEIGHBOURHOOD PLAN</b> We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan ready for submission to the local planning authority.</p>
2	<p><b>HEALTH AND WELLBEING</b> We will seek to update the maps of the town which highlight our open spaces and footways, and introduce a number of initiatives to increase the use of these spaces and encourage greater physical activity.</p>	6	<p><b>CELEBRATING OUR HISTORY</b> We will explore the practicalities of starting a blue plaque heritage scheme which would note important people and places in Uckfield's history.</p>
3	<p><b>PUBLIC EVENTS IN THE TOWN</b> We will work alongside the local business community and local community groups to deliver two free public events within the town; Weald on the Field and Uckfield Revival.</p>	7	<p><b>PLASTIC FREE</b> Leading by example, we will work closely with Brighter Uckfield and Uckfield Chamber of Commerce to encourage Uckfield to become a town free of single-use plastic.</p>
4	<p><b>PLAY AREA UPGRADE</b> We will put funds aside towards the upgrade of Luxfords Play Area and explore other opportunities to assist with the funding of this upgrade.</p>	8	<p><b>PAVEMENTS AND HIGHWAYS</b> We will work with partner agencies to push for improvements to accessibility and safety on our pavements and highways.</p>
		9	<p><b>GRASS VERGE CUTTING</b> We will contribute to the costs of the East Sussex County Council's grass verge cutting contract to retain a good standard of service, and ensure visibility is maintained on pavements and highways.</p>
		10	<p><b>TOWN COUNCIL BUILDINGS</b> We will assess whether our buildings could be better utilised and meet the needs of Uckfield's residents and organisations.</p>
		11	<p><b>TRADITIONAL RED TELEPHONE BOX</b> We will restore the traditional red telephone box, move it to a more prominent location and use the iconic facility to provide a service for residents and visitors to the town.</p>
12	<p><b>USER FRIENDLY BOOKING</b> We will look to install a new internal booking system to manage room and venue hire, and explore the introduction of an online booking facility on the Civic Centre website for the purchase of event tickets.</p>	<b>PROVISION</b>	





	Proposed Income 2018/2019	Proposed Expenditure 2018/2019	Proposed Income 2019/2020	Proposed Expenditure 2019/2020
General Purposes				
Revenue	190,611	728,020	198,813	736,437
New Initiatives etc.		20,000		48,900
Earmarked Reserve Projects		110,750		91,000
Sub Totals		<b>858,770</b>		<b>876,337</b>
Environment and Leisure				
Revenue	94,480	269,070	91,220	257,662
New Initiatives etc.		8,800		23,540
Earmarked Reserve Projects		36,500		32,500
Sub Totals		<b>314,370</b>		<b>313,702</b>
Luxfords Restaurant				
Revenue	176,700	174,782	176,700	191,814
Earmarked Reserve Projects		0		0
New Initiatives		1,500		500
Sub Totals		<b>176,282</b>		<b>192,314</b>
Gross Income/Expenditure	461,791	1,349,422	466,733	1,382,353
		887,631		915,620
Wealden District Grant		-14159		-5665
Net Budget Requirement		873,472		909,955
Tax Base	5568.2		5649.6	
Band 'D' Council Tax		£156.87		£161.06

2.67%



## Luxfords

Committee	Nominal Code		2018/2019 Budget	2019/2020 Budget	Notes
		<b>OTHER SERVICES</b>			
GP		Luxfords			
	5810	* Food Purchases	40,000	37,500	
	5820	* Bar Purchases Non Alcoholic	3,000	2,750	
	5825	* Bar Purchases Alcoholic	7,000	6,500	
	5840	* Paper Consumables	2,600	2,600	
	5845	* Maintenance & Repairs	3,100	2,800	
	5850	Equipment	2,000	2,000	
	5855	Luxfords equipment hire	250	250	
	5860	Luxford Postage	275	300	
	5870	Stationery	100	100	
	5865	Luxford Telephone	200	175	
	5875	Luxford Recruitment Advertising	150	0	
	5880	Luxfords General Advertising	2,000	1,400	
	5890	* Uniforms & Protective Clothing	600	200	
	5895	* Training	500	0	
	5980	* Credit Charges	1,500	1,500	
	5861	* Rates	7,500	9,500	
	5862	Electricity	5,800	5,950	
	5863	Gas	500	550	
	5864	Water	1,120	1,300	
	5866	* Litter Collection	1,500	2,000	
	5867	* Stock Taker	750	750	
	5940	Luxfords salaries	74,196	89,386	
	5941	Luxfords National Insurance	2,998	3,613	
	5942	Luxfords Pension	11,143	14,450	
	5945	Luxfords Casual wages	6,000	6,240	
		*Management costs	0	0	
		<b>TOTAL</b>	<b>174,782</b>	<b>191,814</b>	
GP		Income			
	4810	* Restaurant Food Sales	-121,800	-121,800	
	4820	* Restaurant Bar Sales	-6,800	-6,800	
	4825	* Takeaway	0	0	
	4910	* Function Food Sales	-26,400	-26,500	
	4920	* Function Bar Sales	-18,000	-17,500	
	4850	*General equipment hire	0	0	
	4940	*Hire of Equipment	-1,000	-1,100	
	4840	*Hire of Luxfords	-2,250	-2,250	
	4950	*Sundry Income	-450	-750	
		<b>TOTAL</b>	<b>-176,700</b>	<b>-176,700</b>	
		<b>Net Expenditure</b>		<b>15,114</b>	
		<b>Long Term Earmarked Projects</b>			
			0	0	
		<b>Total</b>			
		<b>New Initiatives 2018/2019</b>			
		New Microwave	1000	500	
		New Wine Fridge	500	0	
		<b>Total Budget Expenditure</b>	176,282		
		<b>Income</b>	-176,700		
		<b>Net Expenditure</b>	-418		

<b>TOTAL 2019/2020</b>			
<b>Total Revenue Expenditure</b>			191,814
<b>New Initiatives</b>			500
<b>Total Long Term Earmarked Reserve Projects</b>			0
<b>Total Budget Expenditure</b>			192,314
<b>Total Income</b>			-176,700
<b>Net Expenditure</b>			15,614



Environment Leisure Draft 2019/2020 Budgets

Committee	Nominal Code		2018/2019 Budget	2018/2019 Predicted Outturn	2019/2020 Budget	Notes
		<b>CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES</b>				
		<b>Cultural and Related Services</b>				
		Recreation and Sport - Leisure and Recreation Grounds				
E & L	5,120	Playing Fields and Pitches	19,000		16,000	
E & L	5176	Play Equipment Repairs/Maintenance	2,600		3,000	
E & L	5203	Grounds Maintenance - Contract	16,000		13,500	No extra cuts required
E & L	5204	Grounds Maintenance - General	2,225		1,700	No rain rain harvest system maintenance this year
E & L	5201 & 5205	General Equipment Repairs and Hire	2,100		2,100	Hire £100 - General equipment repairs £2,000
E & L	5202	New Equipment	2,000		1,500	
E & L		Vehicle Running Costs				
E & L	5269	* Transit	2,200		2,000	
E & L	5279	* Movano	2,200		2,200	
E & L	5275	*Tractor	2,000		1,600	
E & L	5271	* Ford Ranger	2,200		2,000	
		<b>TOTAL</b>	<b>52,525</b>		<b>45,600</b>	
		Income				
E & L	4110	* Sport Income	-8,000		-10,500	
E & L	4120	* Event Income	-4,600		-4,700	
		<b>TOTAL</b>	<b>-12,600</b>		<b>-15,200</b>	
		<b>Net Expenditure</b>	<b>39,925</b>		<b>30,400</b>	
		Public Open Spaces, Planting and Allotments				
E & L	5100	Allotments	2,030		2,000	
E & L	5231.5038	Hempstead Meadows and West Park LNRs + sites of conservation interest	3,500		2,500	
E & L	5295. 5296	Litter Bins and Collection	4,500		5,500	£4,600 collection/sacks - £845 (2) bins
E&L	5375	Repair & replacement of street furniture	2,000		2,000	
E & L	5305	UTC Promotional Tent	0		0	
E & L	5330	Corporate Signage	250		250	
E & L	5058	Protective Clothing	700		500	
E & L	5280	Fencing	1,000		1,000	
E & L	5299	Horticulture - Bedding	300		300	
E & L	5285	Tree Works	4,500		3,000	
E & L	5377	Cleaning Materials	100		120	
		HMLNR & WPLNR			500	As per constitution £250 each group
		<b>TOTAL</b>	<b>18,880</b>		<b>17,670</b>	
		Income				
E & L	4100. 4101	* Allotments	-5,700		-5,000	Includes £50 deposits 1.5% increase
		* Environment Sundry Income	-100		-100	Scrap metal etc.
E & L		West Park Culvert Maintenance Agreement with WDC	-350		-350	
		<b>TOTAL</b>	<b>-6,150</b>		<b>-5,450</b>	
		<b>Net Expenditure</b>	<b>12,730</b>		<b>12,220</b>	
		Culture and Heritage				
E & L	5394	Twinning Hospitality	200		0	C/fwd 18/19 Budget
E & L	5300	Civic Centre Events	27,000		27,500	
		Performing Rights Society	2,000		1,300	
		Event Advertising /Marketing	4,000		4,000	
		Weald on the Field and Revival			3,000	Weald on Field and Revival
		<b>TOTAL</b>	<b>33,200</b>		<b>35,800</b>	
E & L	4050	Civic Centre Events	-42,000		-35,700	
		<b>Net Expenditure</b>	<b>-8,800</b>		<b>100</b>	

Environment Leisure Draft 2019/2020 Budgets

Committee	Nominal Code		2018/2019 Budget	2018/2019 Predicted Outturn	2019/2020 Budget	Notes
		<b>Planning and Development Services</b>				
		Economic Development				
E & L	5370	Town Security CCTV	3,000		3,000	
E & L	5373	Floral Displays Town Centre Baskets & Troughs	4,000		3,500	3K Baskets - 500 plants
		<b>TOTAL</b>	<b>7,000</b>		<b>6,500</b>	
E & L	4350	Income - Roundabout	-450		-440	
E&L		CCTV - Chamber Contribution			-650	
		Total			-1090	
		<b>Net Expenditure</b>	<b>6,550</b>		<b>5,410</b>	
		<b>Environmental and Regulatory Services</b>				
E & L	5180-5186	Cemetery Services				
		* Grave Digging	5,075		5,075	
		* Rates/Water	1,240		1,240	£1070 Rates £170 Water
		*Litter	1,250		1,600	
		* Maintenance	200		400	
		<b>TOTAL</b>	<b>7,765</b>		<b>8,315</b>	
		Income				
E & L	4180-4183	* Cemetery	-32,000		-32,500	
		<b>Net Expenditure</b>	<b>-24,235</b>		<b>-24,185</b>	
		<b>HIGHWAYS AND TRANSPORT SERVICES</b>				
		Highways and Transportation				
		Street Lights - Supply, Maintenance and Repairs				
E & L	5080	* Supply & Maintenance	9,000		9,000	
E & L	5081	* Repairs	3,200		3,200	
E & L	5082	* New Lights	0		0	
E & L	5372	Road Safety Week	1,600		1,600	
E & L	5086.5053.	Bus Shelters	60		100	
E&L	5350	Roundabout Expenditure	100		100	
		<b>TOTAL</b>	<b>13,960</b>		<b>14,000</b>	
		Income				
E & L	4370	* Road Safety Week	0		0	
E & L	42954240	* Delegated Functions	-1,280		-1,280	Litter Bus Station
		<b>TOTAL</b>	<b>-1,280</b>		<b>-1,280</b>	
		<b>Net Expenditure</b>	<b>12,680</b>		<b>12,720</b>	
		Other Buildings and Services to the Public				
E & L	5294	Graffiti Removal	100		50	
		<b>TOTAL</b>	<b>100</b>		<b>50</b>	
E & L	5360 - 5362	Salaries Groundsmen/Ranger	132,640		129,727	
		<b>TOTAL</b>	<b>132,640</b>		<b>129,727</b>	
		<b>TOTAL REVENUE EXPENDITURE</b>	<b>266,070</b>		<b>257,662</b>	
		<b>TOTAL INCOME</b>	<b>-94,480</b>		<b>-91,220</b>	
		<b>TOTAL</b>	<b>171,590</b>		<b>166,442</b>	



Environment Leisure Draft 2019/2020 Budgets

Committee	Nominal Code		2018/2019 Budget	2018/2019 Predicted Outturn	2019/2020 Budget	Notes
		<b>Long Term Earmarked Reserve Projects</b>				
		Play area	25,000		25,000	
		Old Timbers Lane	1,500		1,500	
		Resurfacing Orsborn Hall car park	7,000		0	2 year project funding complete
		Vehicle Replacement	1,000		1,000	
		Street Light replacement SOX lanterns	2,000		2,000	Orange SOX lantern no longer available, long term replacement programme
		New Cricket Mower (moved from 2018/19 new initiatives)			3,000	Final Year - £6000 new Mower 2 Year Project
		<b>Total Long Term Earmarked Projects</b>	<b>36,500</b>		<b>32,500</b>	
		<b>TOTAL</b>				
		<b>Previous initiatives from 2017/2018</b>				
		Weald on the Field & Revival Events etc.	3,000		0	Moved to revenue
		<b>TOTAL</b>	<b>3,000</b>			
		<b>Previous Initiatives 2018/2019</b>				
		HMLNR & WPLNR	500		0	Moved to Revenue - As per constitution £250 each group
		3 x Adult Sets Goal Posts	2,000		0	
		New Cricket Mower	3,000		0	Year Project moved to Earmarked Reserves
		Fencing Boundary and Kiss Gate - Ridgewood Recreation Ground	2,300		0	
		Battles Over - A Nations Tribute	1,000		0	
		<b>TOTAL</b>	<b>8,800</b>		<b>0</b>	
		<b>New Initiatives 2019/2020</b>				
		Safety surface Hempstead Lane Play Area			12,500	
		Funds to promote use of single plastics			200	
		Dog Bag Dispenser Scheme - Advertising			1,000	4 year scheme (1k per year)
		Adult equipment signs Hempstead Lane and Ridgewood + QR codes			1,340	
		West Park LNR Boardwalk			2,000	Long term project - start to build up funds
		Additional Grass cutting ESCC grass verges			6,500	
		<b>TOTAL</b>			<b>23,540</b>	
		<b>TOTAL</b>	<b>2018/2019</b>		<b>2019/2020</b>	
		<b>Total Revenue Expenditure</b>	<b>269,070</b>		<b>257,662</b>	
		<b>Total Long Term Earmarked Reserve Projects</b>	<b>36,500</b>		<b>32,500</b>	
		<b>Total New Initiatives</b>	<b>8,800</b>		<b>23,540</b>	
		<b>Total Budget Expenditure</b>	<b>314,370</b>		<b>313,702</b>	
		Total Income	-94,480		-91,220	
		<b>Net Expenditure</b>	<b>219,890</b>		<b>222,482</b>	



General Purposes Draft 2019/2020 Budgets

Committee	Nominal Code		2018/2019 Budget	Predicted Outturn	2019/2020 Budget	Notes
		<b>CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES</b>				
		<b>Cultural and Related Services</b>				
		Recreation and Sport - Community Centres				
GP	5610 - 5676	Civic Centre	105,115		104,885	
	5743 - 5747	The Hub	6,500		6,500	
GP	5760 - 5769	Foresters Hall	11,836		11,841	
GP	5719 - 5729	Victoria Pavilion	16,704		16,684	
GP	5709 - 5718	West Park Pavilion	5,320		5,340	
		<b>TOTAL</b>	<b>145,475</b>		<b>145,250</b>	
		Income				
GP	4610 - 4700	* Civic Centre	-92,700		-95,500	
	4690	*Quickborn Suite	-8,500		-8,500	Rent agreed with new lease agreement 2018/19
GP	4796 - 4798	* The Hub	-22,150		-22,150	
GP	4760 - 4763	* Foresters Hall	-15,200		-17,675	
GP	4720 - 4723	* Victoria Pavilion	-11,400		-11,650	
GP	4781	* Ridgewood Village Hall	-1,140		-733	£120 Rent + £613 Insurance
GP	4710	* West Park Pavilion	-100		-100	
		Vending Machine	-500		-150	
GP	4677	* FIT Payments - Civic Centre	-5,000		-5,000	
		* RHI Payments - Civic Centre	-10,000		-10,000	
		<b>TOTAL</b>	<b>-166,690</b>		<b>-171,458</b>	
		<b>Net Expenditure</b>	<b>-21,215</b>		<b>-26,208</b>	
		<b>Planning and Development Services</b>				
		Economic Development				
GP	5530/5532	Festive Lights	13,200		10,850	Could reduce as 18/19 £10,310 + increase with loss of 1 across street + Elec
		<b>TOTAL</b>	<b>13,200</b>		<b>10,850</b>	
		Income				
GP	4530	* Festive Lights	-2,000		-2,000	Chamber contribution
		<b>Net Expenditure</b>	<b>11,200</b>		<b>8,850</b>	
		<b>CENTRAL SERVICES</b>				
		<b>Corporate and Democratic Core</b>				
		Corporate Management				
		Administration and Hospitality				
GP	5410- 5417	* Administration	16,966		17,690	
GP	5435	* Hospitality	100		100	
GP	5455	Health and Safety	1,250		1,250	No change
		Advertising- Recruitment/General				
GP	5425	* Recruitment	500		400	
GP	5425	* General	800		250	
		Accountant, Audit and Internal Audit Fees				
GP	5475	* Accountant Fees	4,500		4,600	
GP	5495	* External Audit Fees	2,323		2,000	
GP	5494	* Internal Audit Fees	1,680		1,800	
GP	5497	Professional Fees	10,600		12,000	
GP	5793	Subscriptions	3,500		3,200	
GP	5794	Training	3,500		5,500	To maintain ongoing refresher training
GP	5430	Office Equipment	9,500		9,500	
GP	5460	Insurances	35,000		30,000	
GP	5577	Newsletter	4,855		5,300	Includes delivery of calender (4800 for The Voice plus £500 delivery of calendar)
GP	5490	Protective Clothing	450		300	
GP	7903, 2300	Loan Costs	64,309		62,797	
GP	5580 - 5590	Bank and Credit Charges	600		550	
		<b>TOTAL</b>	<b>160,433</b>		<b>157,237</b>	
		Income				
GP	4403/4410	* Training/Administration			-100	
GP	4579 - 4583	* Bank Interest	-1,343		-3,503	
		<b>TOTAL</b>	<b>-1,343</b>		<b>-3,603</b>	
		<b>Net Expenditure</b>	<b>159,090</b>		<b>153,634</b>	

GP	5543	Members Allowances	15,132	19,290	2% increase plus election year possible 15 Cllrs. Claiming allowance
GP	5544	Members Expenses	100	100	
GP	5465	Mayors Allowance	1,741	1,776	2% increase
GP	5470	Elections	0	0	In earmarked reserves for 4 years
		<b>TOTAL</b>	<b>16,973</b>	<b>21,166</b>	
		Income	0	0	
		<b>Net Expenditure</b>	<b>16,973</b>	<b>21,166</b>	
		Grants and Partnerships			
GP	5480	Grants Section 142	19,500	19,500	CAB
GP	5485	Grants - Power of Well Being	25,000	25,000	
GP	5487	Volunteer Bureau Service Level Agreement	8,000	8,000	
		<b>TOTAL</b>	<b>52,500</b>	<b>52,500</b>	
		Income	0	0	
		<b>Net Expenditure</b>	<b>52,500</b>	<b>52,500</b>	
		Other Buildings and Services to the Public			
GP	5730-5732	Cemetery Buildings East & West	1,250	2,150	Inc. £900 General Repairs/Gutter service
GP	5735	* Signal Box Regular Contracts	0	750	£750 Gutters/Boiler service
		* Signal Box Repairs (NEW CODE)		750	General repairs - leaks/windows etc
		* Osborn Hall	0	0	
		* Foresters Hall Chapel	0	0	
GP	5770	* Foresters Hall Chapel	0	0	
GP	5772-5774	Za Vernon Road	200	200	
GP	5790	Bridge Cottage	300	0	
		<b>TOTAL</b>	<b>1,750</b>	<b>3,850</b>	
		Income			
GP	4730	* Cemetery Building East	-4,200	-4,200	£3,000 one chapel - £1,200 half chapel
GP	4775-4776	* Signal Box + Insurance recharge	-4,350	-4,485	£4,250 rent + £235 insurance
GP	4780	* Osborn Hall	-440	-415	£100 Rent + £315 insurance recharge
GP	4771	* Foresters Hall Chapel	-1,087	-1,087	
GP	4783	* Bridge Cottage + Insurance recharge	-3,301	-4,065	£625 per month £1 rent + £4064 insurance recharge
		<b>TOTAL</b>	<b>-20,578</b>	<b>-21,752</b>	
		<b>Net Expenditure</b>	<b>-18,828</b>	<b>-17,902</b>	
		<b>SALARIES</b>			
GP	5680 - 5682, 5795	Caretakers/Other Buildings	93,562	101,282	
GP	5540 - 5542	Administration	244,127	244,302	
		<b>TOTAL</b>	<b>337,689</b>	<b>345,584</b>	
		<b>Total Revenue Expenditure</b>	<b>728,020</b>	<b>736,437</b>	
		<b>Total Income</b>	<b>-190,611</b>	<b>-198,813</b>	
		<b>Total Long Term Earmarked Projects</b>			
		Elections	5,750	5,750	Elections
		W Hall Floor	5,000	5,000	Replacement floor in future. Total £33k so far in Earmarked Reserves plus 2018/19 £5k
		Building Maintenance	100,000	75,000	
		Signal Box replacement boiler		250	New boiler needed in a few years
		Snatts Road Chapel, replacement roof		5,000	To be replaced in future
		<b>Total New Initiatives</b>	<b>110,750</b>	<b>91,000</b>	
		West Park Pavilion Scheme	15,000	10,000	Towards potential refurbishment complemented possibly by grant funding
		Bus Service	3,900	3,900	Members agreed to increase budget FC 3.12.18
		Data Protection	2,000	1,000	To cover annual fee for DPO and training service (move to revenue)
		Civic Centre CCTV upgrade		6,000	
		Civic Centre WiFi upgrade		6,000	
		Civic Centre Wiff upgrade		6,000	Improvement required due to increase in demand
		Replacement back drops Weald Hall		2,500	Rolling replacement due to age

General Purposes Draft 2019/2020 Budgets

	Upgrade of Town Council website			4,000	4,000 for 2 years - Figure TBC - obtaining indication of cost from Town Councils
	Replacement of Civic Centre booking system			8,000	Figure TBC - obtaining indication of cost from companies
	Online event ticket system			1,500	Exploring Tickera system - online ticket booking system for Civic Centre events only.
	Five Year Asset Valuation			6,000	Figure TBC with District Valuer
		20,000		48,900	
	<b>TOTAL 201920</b>				
	<b>Total Revenue Expenditure</b>	728,020		736,437	
	<b>Total Long Term Earmarked Reserve Projects</b>	110,750		91,000	
	<b>Total New Initiatives</b>	20,000		48,900	
	<b>Total Budget Expenditure</b>	<b>858,770</b>		<b>876,337</b>	
	Total Income	-190,611		-198,813	
	<b>Net Expenditure</b>	<b>668,159</b>		<b>677,524</b>	



LONG TERM EARMARKED RESERVE PROJECTS

EARMARKED RESERVE PROJECTS		Cost of Project Estimated	As at 31/3/2018 Carried Forward Accumulation			
Com		2019/2020		2018/2019	2019/2020	Notes
	<b>CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES</b>					
	<b>Cultural and Related Services</b>					
	<b>Recreation and Sport - Leisure and Recreation Grounds</b>					
E & L	New Play Area	125,000	69,053	25,000	25,000	
E & L	Playground Fencing Capital	25,000	10,547			
E & L	Skate/BMX park peripheral area including gateway from Victoria to New Barn	6,900	3,992			
E & L	Vehicle Replacement	18,000	0	1,000	1,000	
E & L	Ranger Equipment Budget	4,500	8,888			
E & L	Ridgewood Ground Improvements		11,718			
E & L	Litter Bins/Policy		3,500			3k Litter Bin Policy
E & L	Picnic Tables		1,500			
E & L	Browns Lane Rockery		180			
E & L	Hughes Way Play Area Donation		5,000			
E & L	Seats, Signage for Tennis Courts		595			
E&L	New Mower				3,000	Moved from New Initiatives already £3,000 in 2018/19 Budget
	<b>Recreation and Sport - Community Centres</b>					
E&L	Library Way Re-imburement		400			
GP	Weald Hall Floor	73,000	33,000	5,000	5,000	To investigate the need and type of floor required and eventual funding
GP	Ridgewood Village Hall Car Park	50,000	49,000			
E&L	Osborne Hall Car Park		7,000	7,000		2 year scheme !
	<b>Open Spaces and Allotments</b>					
E & L	Allotment Fencing	8,000	6,803			
E & L	Open Space Improvements	15,000	6,043			Incorporates various headings, Trees, HMLNR Donation etc
E & L	Renewal /Upgrade Notice Boards		2,665			
	<b>Culture and Heritage</b>					
GP	Consultants Town Centre	60,000	120,300			£50,000 to 2016-2017 Budget - For Town Centre Project Implementation
GP	Joint Committee Master Plan Works		50,000			
GP	Telephone Boxes		1,000			
E&L	Weald on the Field		847			
	<b>Cemetery and Churchyard</b>					
E & L	Cemetery Enhancement	20,500	19,300			For wall repairs
	<b>HIGHWAYS AND TRANSPORT SERVICES</b>					
	<b>Community Safety</b>					
E & L	Street Lighting	50,000	12,201	2,000	2,000	Orange SOX lantern no longer available, long term replacement programme
E & L	CCTV Replacement Programme	76,000	27,090			
E & L	Old Timbers Lane Maintenance	30,000	12,000	1,500	1,500	
E & L	Street Scene	5,000	1,531			
GP	Notice Boards		2,000			
GP	Speed Reduction		3,500			
	<b>CENTRAL SERVICES</b>					
GP	Upgrading of IT Systems and Equipment	10,500	565			
GP	<b>OTHER BUILDINGS AND SERVICES TO THE PUBLIC</b>					
GP	Maintenance Programme/Schedule for Chapels	25,500	3,503			
GP	Signal Box External Schedule/Maintenance	45,000	10,000			
GP	Signal Box Replacement Boiler				250	
GP	Building Maintenance Fund		136,760	100,000	75,000	
GP	Snatts Road Chapel Replacement Roof				5,000	
GP	Elections		18,593	5,750	5,750	£5,750 to be placed in Earmarked Reserves for four years





LONG TERM EARMARKED RESERVE PROJECTS

GP	Public Conveniences		30,000			For transport hub
GP	Professional Fees		875			
GP	Training		1,500			
GP	Dementia		870			
	<b>OTHER SERVICES</b>					
GP	Luxfords Refurbishment		51,980			
	<b>TOTAL</b>	<b>647,900</b>	<b>724,299</b>	<b>147,250</b>	<b>123,500</b>	
	Section 52/106		19,032			Depreciated Annually under Accounting Principles
	CIL Payment		14,310			





**UCKFIELD TOWN COUNCIL**  
**Property Asset Management Plan**  
**2019 – 24**

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## **1.0 Purpose of the Asset Management Plan**

Uckfield Town Council first drafted an Asset Management Plan in 2001 in line with guidance from the Department of the Environment and Transport, and the Regions. It provided details of the operational assets at that time in terms of land and buildings, vehicles and non-operational assets which were leased out to other parties. However, this document did not closely align with the Town Council's strategic documents at that time nor was it referred to on a regular basis.

The Town Council produced a new Asset Management Plan in 2017. The Town Council recognised the important role that property plays in supporting the Town Council to deliver its strategic and annual plans and wants to provide a clear and accessible statement of its intentions for the portfolio both in the immediate year and over the next five years. The Asset Management Plan has been written in accordance with the Royal Institution of Chartered Surveyors Public Sector Property Asset Management Guidelines and further reflects good practice as recognised by Chartered Institute of Public Finance and Accountancy. It provides a clear, approved strategy for the management of the Town Council's property assets.

## **2.0 Function of the Asset Management Plan**

1. To manage the asset portfolio in support of the Town Council's Annual Plan and Strategic Plan;
2. To define the property portfolio, its value, condition and suitability to deliver the Town Council's priorities;
3. To outline the policy for holding, acquiring and disposing of the property assets;
4. To identify opportunities to rationalise, invest or develop the property portfolio to support the Town Council's corporate priorities and the need for financial return;
5. To raise awareness of property as a valuable and workable asset in support of the Town Council's corporate priorities;
6. To manage the asset portfolio to deliver the needs of the Town Council's services;
7. To maximise asset value and asset use through strategic maintenance and operational planning;

The property assets are managed both individually and as an entire portfolio to maximise operational value, income generation and capital value at all times whilst complying with the requirements for commercial sensitivity, economic viability, best value and probity.

The Asset Management Plan (AMP) identifies the anticipated maintenance budget requirement over a five to ten-year period for the building assets. This is used to assist in financial planning and to indicate ongoing costs related to the individual assets to inform strategic decisions on their future.

The AMP is subject to consultation processes which are summarised at Appendix 1.

The management of the property assets is subject to external and internal influences which are summarised at Appendix 2.

The AMP will support the Council in the delivery of its corporate priorities through ensuring that the portfolio is dynamically managed with focus directed towards priority areas, maintenance costs kept to a sustainable level and strategic decisions based on delivering services and optimising financial return.

**3.0 The Town Council’s Asset Portfolio**

The Portfolio comprises 65 land and property assets. These assets comprise buildings, land, recreation grounds and playing fields, woodland, cemeteries, allotments, playgrounds and a signal box. In addition, the Town Council holds a number of wayleaves, licences and leases and street furniture.

<b>Asset Type</b>	<b>Number of Assets</b>
Allotment	7
Building	13
Cemetery	2
Land	16
Nature Reserve	3
Path	1
Playground	8
Pond	2
Recreation Ground	7
Woodland	6
<b>Total</b>	<b>65</b>

The assets are summarised in the Asset Register at Appendix 3 in accordance with these categories.

A number of the Town Council’s assets were last valued in 31 March 2014. This exercise is typically undertaken every five years and will next be carried out in April 2019. The values given are made for capital accounting purposes in accordance with International Financial Reporting Standards and RICS Valuation – Professional Standards 2014. At that time, the report considered the current asset portfolio to be valued at £4,513,250 <sup>[1]</sup> (March 2014) with an annual rental income of £57,034 (*which includes all income from building rents and other rents and wayleaves at Nov 2018*) and an annual maintenance budget which has recently been in the region of £70-£100k to work through some major works required.

The works and servicing requirement for the buildings is prioritised to ensure that all legislative compliance needs are met followed by maintaining a ‘fitness for purpose’ to deliver the operational need and to maintain the asset value.

In 2014 a Building Maintenance Programme was commissioned which is currently in its fourth year. The plan details the work needed on the building assets where the Town Council has a maintenance responsibility and provides an estimate of the cost of the work. The plan is in its fourth year and whilst some work has been carried out, the full extent of



work outlined has not been undertaken. Therefore, there is currently a backlog of works amounting in year four and five, in the region of £150k. It has been proposed a full inspection of all properties and revised maintenance programme be carried out in April 2019, to understand what works need to be prioritised over the next five years.

<sup>[2]</sup> *This valuation exercise included the buildings of Civic Centre, Quickborn Suite, The Hub, Victoria Pavilion (Ground floor and First floor), Storage units, West Park Pavilion, Signal Box, Bridge Cottage, Osborn Hall, Ridgewood Village Hall, Foresters Hall and Baptist Chapel, 2A Vernon Road, Chapels at Snatts Road Cemetery, Harlands Farm Sports field and Luxford field."*

The Town Council reviews the building maintenance programme on an annual basis in order to prioritise works in accordance with the condition of all buildings. The Town Council has also recently reviewed works in year 4 and year 5, to see what works can be carried out by local contractors and smaller firms in contrast to larger scale or specialist works.

#### **4.0 Asset Management Strategy 2019/24**

The Asset Management Strategy defines the framework for the property portfolio management over the next three to five years. The Town Council will:

- Manage the assets to support the objectives of the Strategic Plan;
- Manage the assets in accordance with relevant legislation;
- Undertake a review of existing land use;
- Consider the acquisition and disposal of assets to support the strategic priorities;
- Undertake a full review of leases, licences and other land interests to ensure that they are up to date and that all occupations are properly regularised;
- Review statutory compliance of the Town Council's buildings to ensure that proper procedures are in place to comply with Health and Safety requirements;
- Produce and update a Maintenance Strategy to support the Asset Management Strategy which, when combined will jointly assist in the delivery of the corporate priorities. The maintenance plan will identify the annual actions that will need to be carried out from year to year to achieve the Maintenance Strategy;
- Identify opportunities to work with partners to support wider public sector real estate strategies.

## **5.0 Asset Management Strategy Delivery 2019/20**

The Asset Management Plan underpins the five-year property asset strategy and also breaks this down into stages to be achieved in each financial year of the Asset Management Plan. Over the next financial year, the Town Council will:

Commission a full review of all buildings and their current condition;

Review and confirm the Maintenance Strategy for the next 10 years;

Consider options for delivering the backlog of maintenance;

Deliver year 4 and 5 of the planned maintenance programme;

Identify the process and timetable for asset review and commence the review;

Develop a programme and commence the review of the leases, licences and land titles;

Continue to work with partners to explore options for regeneration within the centre of the town and expand the retail and business offer;

Consider initiatives listed within the Town Council's strategic plan to upgrade or improve the facilities offered by the Town Council such as West Park Pavilion etc. This will be considered in the context of the overall property portfolio;

Explore options for creating further recreational facilities;

Land holdings will be reviewed to reflect the Town Council's People and financial objectives;

Manage consultants and contractors to deliver the asset management objectives;

Report six monthly on the delivery of the asset management plan objectives.

## **6.0 Process for Adoption and Operation**

The Town Clerk will present the Asset Management Plan to the Town Council for approval and adoption.

If approved, the Asset Management Plan will form the strategy under which the property portfolio is managed by the Town Clerk on behalf of the Town Council. The Town Clerk will agree targets for the delivery of the strategy over the forthcoming financial year and will report at the end of the financial year as part of the asset management plan annual review.

## **7.0 Appendices:**

Appendix 1: Consultation and protocols

Appendix 2: External Influences

Appendix 3: Asset Register

Appendix 4: Summary of building maintenance costs

## **Appendix 1 - Consultation and Protocols**

The draft Asset Management Plan will be presented to the Town Council for consideration with a recommendation that it be accepted and formalised into the Final Asset Management Plan subject to any amendments that the Town Council wish to see included into the final document.

The AMP will then be amended to reflect the Town Council's decision and the final document will be published and will confirm the strategy upon which the property assets will be managed for the period of the Asset Management Plan.

The AMP will be presented to the Town Council each year in draft alongside the draft budget and draft priorities to summarise progress over the outgoing financial year and to identify targets for the forthcoming financial year. The Town Council will be invited to review progress and approve the following year's targets.

The Town Clerk will report to the Town Council on the progress of the Asset Management Plan on a six-monthly basis via Full Council and the delivery of the objectives for the specific financial year.

## **Appendix 2 – External Influences**

### **Legislation**

The property portfolio will be managed and maintained in accordance with relevant legislation to ensure compliance with Health and Safety, Landlord and Tenant, Planning and environmental legislation.

### **Best Practice**

In addition, the portfolio will be managed in accordance with best practice following relevant industry guidelines and guidelines and policies from Central Government.

New leases will be let in accordance with RICS best practice; Asset maintenance will follow the RICS best practice on maintenance management as outlined in Strategic Facilities Management Guidance Note.

Where appropriate the Town Council will follow the Government's Transparency Code for recording asset database details.

### **Property Market**

Recommendations for the strategic and operational management and maintenance of the Town Council's property assets will be made having regard to the nature of the property market at the relevant time.

### Appendix 3 - Asset Register

#### Allotment

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS13	Ridgewood Allotments (i)	Allotment land, declared Town Council land 1978. Members agreed in 2009 (FC.082.03.09) during a review of the Strategic Housing Land Availability Assessment that no allotment sites should be offered for housing development.	Allotment	Freehold	0.72ha
OS27	West Park Allotments	Allotment land, transferred from developer in 1987 with restrictive covenants in place. As per FC.082.03.09 above.	Allotment	Freehold	0.36ha
OS30	Bell Lane Allotments	Allotments leased from ESCC in 1995. As per FC.082.03.09 above.	Allotment	Leasehold	0.19ha
OS32	Bird-in-Eye Allotments	Allotment land purchased in 1932 with restrictive covenants. As per FC.082.03.09 above.	Allotment	Freehold	0.85ha
OS39	Framfield Road Allotments (i)	Allotment land purchased in 1932, divided by road to hospital in 1992. As per FC.082.03.09 above.	Allotment	Freehold	0.86ha

OS40	Framfield Road Allotments (ii)	Allotment land purchased in 1932, divided by road to hospital in 1992. As per FC.082.03.09 above.	Allotment	Freehold	0.43ha
OS48	Ridgewood Allotments (ii)	Allotment land, declared Town Council land 1978.	Allotment	Freehold	0.76ha

**Building**

<b>ID</b>	<b>DESCRIPTION</b>	<b>SUMMARY</b>	<b>ASSET TYPE</b>	<b>TENURE</b>	<b>SIZE</b>
OS16	Ridgewood Village Hall	Hall leased on full repairing lease to Ridgewood Village Hall Management Committee. (25 year term from April 2010)	Building	Freehold, leased out	0.21ha
OS24	2A Vernon Road	Flat and garden to the rear of Foresters Hall. Purchased in 1994, rented out.	Building	Freehold, leased out	0.06ha
OS38	Foresters Hall	Community hall and associated land/car park purchased in 1986 and available for hire to community groups and individuals.	Building	Freehold	0.10ha
OS45	Victoria Pavilion	Pavilion building adjacent to Victoria Pleasure Ground. Ground floor of pavilion available for hire by recreation ground users or organisations. First floor of pavilion leased to Sussex Support Services. (5 year term from April 2014)	Building	Freehold, leased out	0.03ha



ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS49	West Park Pavilion	Pavilion building adjacent to West Park recreation ground. Pavilion is available for hire by recreation ground users or organisations. The building was transferred from developer in 1987 with restrictive covenants in place. Previously reviewed for redevelopment.	Building	Freehold	0.02ha
OS50	The Hub	Building purchased from ESCC in 2007. Southern side of building is leased to Citizen's Advice Bureau (5 year term from Sept 2017); Northern side of building is leased to The Baptist Church (1 year extension from Sept 2017).	Building	Freehold	0.03ha
OS51	Civic Centre	Building housing Town Council Offices, meeting rooms, function rooms and restaurant. Opened in 1991 by the Mayor.	Building	Freehold	0.12ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS55	Bridge Cottage	Historic building purchased from ESCC in 1984. Leased to Uckfield and District Preservation Society (25 year full repairing lease from December 2015). Previously reviewed for redevelopment.	Building	Freehold, leased out	0.01ha
OS55a	Bridge Cottage - Shop Adjacent	Building adjacent to Bridge Cottage and associated land. Purchased in 2010. Forms part of above lease arrangements with Uckfield and District Preservation Society.	Building	Freehold, leased out	
OS56	Signal Box	Former Signal Box building, purchased from British Railways Board in 1993. Leased out to commercial tenant (3 year term from July 2015)	Building	Freehold, leased out	
OS57	Osborn Hall	Community hall leased out to Guide Association on a full repairing lease. (20 year term from Jan 2006 – review to be undertaken every five years).	Building	Freehold, leased out	0.02ha
OS63	Large storage unit - Victoria Pleasure Ground	Building used to store grounds equipment and vehicles. Completed in 2012.	Building	Freehold	

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS64	Double garage storage - Victoria Pleasure Ground	Set of double garages. One leased to Anderida Cricket Club and one is leased to Uckfield Performance Ensemble on full repairing leases.	Building	Freehold, leased out	

### Cemetery

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS34	Snatts Road Cemetery and Chapel	Cemetery (new section) purchased in 1942.	Cemetery	Freehold	1.33ha
OS35	Snatts Road Cemetery and Chapel	Cemetery and Chapel (Consecration of chapel removed by Lord Bishop of Chichester in 1999). One chapel and part of second chapel leased to commercial tenant – 3 year lease from Feb 2016). Part of second chapel utilised by Uckfield Town Council.	Cemetery	Freehold	1.19ha

**Land**

<b>ID</b>	<b>DESCRIPTION</b>	<b>SUMMARY</b>	<b>ASSET TYPE</b>	<b>TENURE</b>	<b>SIZE</b>
OS1	Land to the north of Hart Close	Open land adjacent to road, transferred to Town Council by developer. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.22ha
OS2	Hempstead Fields	Open land adjacent to recreation ground, transferred to Town Council by developer in 1991. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	1.69ha
OS6	Hunters Way	Open land with footpaths and tree planting, transferred to Town Council by developer in 1973. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.36ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS7	Linnet Green	Open land adjacent to road, acquired by Town Council in 1955. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.05ha
OS9	Land at Harlands Farm	Open land and woods, transferred to Town Council by developer in 1989. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.30ha
OS10	New Barn Farm	Open land, transferred to Town Council by developer in 1990. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed it was not appropriate at that time.	Land	Freehold	3.24ha
OS11	Oaklea Way	Open land adjacent to road, previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.11ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS18	Rocks Park Bank	Open land adjacent to road junction. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.07ha
OS19	Rocks Park Flats	Open land with footpaths and tree planting, transferred to Town Council by developer in 1990. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.28ha
OS21	Land at Selby Road (Selby Meadows)	Open land under 5 year licence from March 2015 for community use. Registered as an Asset of Community Value. Resolution to continue to review the use of the land.	Land	Freehold, licenced out	0.13ha
OS22	Shepherds Gate	Open land, transferred to Town Council by developer in 1995. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.16ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS23	Swallow Court	Open land, transferred to Town Council by developer in 1955. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.03ha
OS31	Bellbrook Open Space	Open land, transferred from developer in 1995 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. Considered unsuitable as currently a de facto Nature Reserve.	Land	Freehold	1.46ha
OS33	Browns Lane Rockery and Path	Open land, transferred from developer in 1991 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.08ha
OS37	Elizabeth Gardens	Open land with footpath. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.14ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS52	Land and woods at Harlands Farm	Land and woods, transferred to Town Council by developer in 1989, adjacent to Harlands Farm. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.03ha

#### Nature Reserve

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS20	Hempstead Meadows LNR	Open land established as a nature reserve in 2002. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Nature Reserve	Freehold	1.60ha
OS58	HMLNR extension	Open land adjacent to Hempstead Lane Local Nature Reserve, transferred to the Town Council by developer in 2008. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Nature Reserve	Freehold	2.42ha



OS29	West Park Local Nature Reserve	Open land, transferred from developer in 1990 with agreement to create local nature reserve. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Land	Freehold	11.04ha
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**Path**

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS62	Land on South side of 32 Keld Drive and North side of 33 Keld Drive	Access path to the Bird-in-Eye allotments	Path		

**Playground**

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS5	Hughes Way	Playground with play equipment, transferred to Town Council by developer in 1998. New play equipment installed in Feb 2018.	Playground	Freehold	0.09ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS12	Oakwood Drive	Playground with play equipment, transferred from developer in 1987.	Playground	Freehold	0.09ha
OS15	Ridgewood Play Area	Playground with play equipment, declared Town Council land 1978. New play equipment & MUGA installed in Oct 2016.	Playground	Freehold	0.03ha
OS17	Rocks Park Play Area	Playground with play equipment..	Playground	Freehold	0.33ha
OS36	Downland Copse	Playground with basket ball court, transferred from developer in 1993..	Playground	Freehold	0.15ha
OS44	Luxford Field Play Area	Playground with play equipment, transferred to Town Council from ESCC in 1983..	Playground	Freehold	0.13ha
OS46	Hempstead Play Area	Playground with play equipment, acquired by Town Council in 1932. New play equipment installed in August 2013.	Playground	Freehold	0.02ha
OS47	Victoria Play Area	Play area, part of Victoria Pleasure Ground, leased from Richard James Streatfield in 1897 for 999 years. New surfacing added in 2017.	Playground	Leasehold	0.09ha

**Pond**

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS53	Harlands Farm Pond	Pond, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Pond	Freehold	0.16ha
OS61	Balancing Pond at Harlands	Balancing pond behind pumping station on Mallard Drive, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Pond	Freehold	0.21ha

**Recreation Ground**

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS3	Hempstead Lane Recreation Ground	Recreation ground, acquired in 1932, with some restrictions.	Recreation Ground	Freehold	0.76ha
OS8	Luxford Field	Open land for recreation open space, public recreation ground or a site of a community building, transferred from ESCC in 1983. Requirements are in place that need to be observed.	Land	Freehold	1.13ha
OS14	Ridgewood Recreation Ground	Open land used as recreation area, declared Town Council land 1978.	Recreation Ground	Freehold	1.94ha

OS25	Victoria Pleasure Ground Tennis Courts	Tennis Court, part of Victoria Pleasure Ground, leased from Richard James Streatfield in 1897 for 999 years.	Recreation Ground	Leasehold	0.12ha
OS26	Victoria Pleasure Ground	Recreation ground, leased from Richard James Streatfield in 1897 for 999 years.	Recreation Ground	Leasehold	3.37ha
OS28	West Park Playing Fields	Recreation ground, transferred from developer in 1987 with restrictive covenants in place.	Recreation Ground	Freehold	2.97ha
OS42	Harlands Farm playing fields	Open recreation ground, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Recreation Ground	Freehold	2.07ha

#### Woodland

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS4	Boothland Wood	Woodland transferred to Town Council by developer with restrictive covenants. .	Woodland	Freehold	4.99ha
OS41	Nightingale Wood	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	2.00ha
OS43	Bridge Farm Road Wood	Woodland, transferred to Town Council by developer in 2002 with restrictive covenants.	Woodland	Freehold	0.66ha

<b>ID</b>	<b>DESCRIPTION</b>	<b>SUMMARY</b>	<b>ASSET TYPE</b>	<b>TENURE</b>	<b>SIZE</b>
OS54	Harlands Farm woods	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.16ha
OS59	Nightingale Wood (extension)	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.31ha
OS60	Nightingale Wood (extension)	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.46ha

**Appendix 4 - Summary of Building Maintenance Costs**

Site Name	Backlog	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Snatts Road Cemetery (Wall)	£20,630	£24,620	£0	£0	£0	£0	£4,660	£0	£0
Snatts Road Cemetery Chapel	£7,000	£0	£0	£15,000	£2,130	£2,000	£6,660	£2,000	£35,270
Uckfield Civic Centre	£400	£9,000	£11,000	£15,000	£7,990	£6,520	£26,620	£3,990	£15,310
Foresters Hall	£11,500	£6,555	£10,000	£18,500	£4,660	£6,660	£0	£0	£2,660
Signal Box	£1,500	£3,508	£4,000	£0	£2,130	£5,320	£670	£670	£670
The Hub	£47,500	£0	£70,000	£0	£10,710	£1,400	£2,730	£1,400	£12,710
Victoria Park Pavilion	£7,000	£12,750	£5,000	£5,000	£9,980	£2,000	£2,660	£0	£9,980
West Park Pavilion	£9,000	£0	£0	£1,500	£19,150	£1,650	£1,150	£1,650	£5,150
2A Vernon Road	-	£5,500	-	-	-	-	-	-	-
Equipment (skip/scaffolding etc)	-	£1,222	-	-	-	-	-	-	-
Labour/preliminaries	-	£10,902	-	-	-	-	-	-	-
Review of Maintenance Programme/ Additional works				£20,000					
<b>Total</b>	<b>£104,530</b>	<b>£74,057</b>	<b>£100,000</b>	<b>£75,000</b>	<b>£56,750</b>	<b>£25,550</b>	<b>£45,150</b>	<b>£9,710</b>	<b>£81,750</b>

## Meeting of Full Council

Monday 14<sup>th</sup> January 2019

### **Agenda Item No. 18.0**

#### **TO CONSIDER APPOINTING A DIRECTOR TO THE PARKRUN INITIATIVE**

##### **1.0 Summary**

- 1.1 At the meeting of Full Council on 3<sup>rd</sup> December 2018, Full Council agreed to provide a financial contribution of £1,000 towards the set-up of a Parkrun for Uckfield. This resolution was very well received and Uckfield College were delighted to hear of the news, as this provided a fantastic step towards meeting the £3,000 they need to formally set up the National Parkrun initiative.
- 1.2 The Town Council was first approached by Uckfield College in November 2018 regarding setting up a Parkrun in Uckfield. The idea originated from Duke of Edinburgh students at the College, who would be looking to support the project, going forward. Uckfield College made contact with the Uckfield Rugby Club and Buxted Park to see what could be achieved.
- 1.3 Since then, meetings have taken place with key organisations including Buxted Park Hotel, Uckfield Grasshoppers, Uckfield Rugby Club, Uckfield Runners, Uckfield Town Council, Uckfield Volunteer Centre and Wealden District Council, and work is progressing well to ensure the routes identified from the Rugby Club and around Buxted Park are suitable for use. Uckfield College have also been making good progress with fundraising to reach the target amount they require to set up the initiative.
- 1.4 It is proposed that the Parkrun initiative starts on Saturday 27<sup>th</sup> April 2019, subject to all preparations being in place.
- 1.5 The National Parkrun initiative is dependent on volunteers and over time, often those taking part will assist with the support required on the day. Volunteers are typically required to assist with the following roles each week:
  - **Event Director** – takes overall responsibility for each event;
  - **Run Director** – in charge of a particular run on a specific day (they would do the briefing at the start, and ensure all goes well during the event);
  - **Marshals** (at key points around the course);
  - **Tail Walker** (stays at the back and has to be the last person to cross the finish line to ensure everyone is accounted for);
  - **Timekeeper** (responsible for recording the finish times of all the participants at the event);
  - **Finish Tokens person** (responsible for handing out finish position tokens in correct sequence);
  - **Barcode Scanner** (responsible for recording participants against their finish position tokens);

- 1.6 People that have marshalled earlier positions in the course can always help with the latter positions and roles, such as helping to funnel participants into an orderly fashion before they obtain their finish tokens.
  - 1.7 It is also hoped that the Duke of Edinburgh students will take it in turn to help at the event each week by taking on one of the above roles.
  - 1.8 It has been proposed by the Principal of Uckfield College, that if Uckfield Parkrun appointed 12 Parkrun Run Directors, the 'taking charge' of the weekly parkrun would be more manageable. It would mean that each Run Director would need to oversee four of the Parkruns per annum.
  - 1.9 Uckfield College should be able to provide at least three of the 12 Run Director roles, the Volunteer Centre could offer one position, the Rugby Club one position, the Uckfield Runners are likely to be able to provide between 4-6 positions, with Uckfield Town Council and Uckfield Grasshoppers potentially filling the last two positions.
  - 1.10 It has been expressed that Uckfield College would like to have the involvement of the Town Council going forward, and by appointing a member to the role of Run Director, this would be a key way of ensuring that there was Town Council representation.
- 2.0 Recommendations**
- 2.1 Members are asked to review the above report and advise the Town Clerk accordingly.

**Contact Officer:** Holly Goring



## **Meeting of the Full Council**

**Monday 14<sup>th</sup> January 2019**

### **Agenda Item 21.0**

#### **TO NOTE THE MAYOR'S ENGAGEMENTS**

##### **1.0 Summary**

1.1 The report sets out the engagements of the Town Mayor.

1 <sup>st</sup> December	The High Sheriff of Sussex Prayer Breakfast
6 <sup>th</sup> December	Holy Cross Church Christmas Tree Lighting Ceremony
7 <sup>th</sup> December	Late Night Shopping
16 <sup>th</sup> December	Sussex Bonfire Societies Christmas Concert
22 <sup>nd</sup> December	Phab Christmas Party
5 <sup>th</sup> January	AFC Uckfield Town
9 <sup>th</sup> January	Community Safety Meeting with Sussex Police

#### **TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS**

1 <sup>st</sup> December	The High Sheriff of Sussex Prayer Breakfast
6 <sup>th</sup> December	Holy Cross Church Christmas Tree Lighting Ceremony
7 <sup>th</sup> December	Late Night Shopping
8 <sup>th</sup> December	Uckfield Singers Christmas Concert
16 <sup>th</sup> December	Sussex Bonfire Societies Christmas Concert
5 <sup>th</sup> January	AFC Uckfield Town

Councillor S. Mayhew  
Town Mayor

