



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

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

in

The Council Chamber, Civic Centre

on

Monday 15th January 2018 at 7.00pm

AGENDA

1.0 DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

**2.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE
AGENDA AT THE 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 4th December 2017 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only
(Attached)

6.0 COMMITTEE MINUTES

- 6.1 To note the acts and proceedings of the following committee meetings:-
- | | | |
|-----|-----------------------------------|---|
| (a) | Plans Committees | 18 th December 2017 and 8 th January 2018 |
| (b) | Environment and Leisure Committee | 2 nd January 2018 |
| (c) | General Purposes Committee | No meeting held. |

- 7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**
- (i) The Uckfield Town Centre Regeneration Joint Committee
(Nothing to report – next meeting due to take summer 2018)
 - (ii) Neighbourhood Plan Steering Group
(nothing to report at this time)
 - (iii) Gatwick Airport Consultation Group
(Attached)
- 8.0 TO RECEIVE REPORTS FROM WORKING GROUPS**
- (i) Civic Centre Working Group
(to be considered under confidential business)
 - (ii) Uckfield – Events Working Group
(nothing to report at this time)
 - (iii) Uckfield Dementia Forum
(Attached)
- 9.0 TO REVIEW COMMUNITY SAFETY WITHIN UCKFIELD AND UPDATES FROM COMMUNITY WARDEN SCHEMES ELSEWHERE**
(Attached)
- 10.0 TO CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2018/19**
(Attached)
- 11.0 TO CONSIDER THE DRAFT MEDIUM TERM FINANCIAL STRATEGY (2018/23) AND BUDGET (2018/19) FOR WEALDEN DISTRICT COUNCIL**
(Attached)
- 12.0 TO FORMALLY ADOPT THE TOWN COUNCIL'S STRATEGIC PLAN 2018/23**
(Attached)
- 13.0 TO FORMALLY ADOPT THE TOWN COUNCIL'S ANNUAL PLAN 2018/19**
(Attached)
- 14.0 TO FORMALLY SET THE ANNUAL BUDGET (PRECEPT) FOR 2018/19**
(Attached)
- 15.0 TO UNDERTAKE A REVIEW OF THE TOWN COUNCIL'S STANDING ORDERS**
(Attached)
- 16.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2017-18 (QTR 3)**
(Attached)
- 17.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
(Attached)

18.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT

19.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received by deadline.

20.0 TOWN CLERK'S ANNOUNCEMENTS

21.0 CHAIRMAN'S ANNOUNCEMENTS

22.0 CONFIDENTIAL BUSINESS

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted:-

22.1 Action List (confidential business)
(Attached)

22.2 Update on CCTV Installation
(Attached)

22.3 Report of the Civic Centre Working Group
(Attached)



Town Clerk
9th January 2018

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Meeting of Full Council

Monday 15th January 2018

Agenda Item 7.0 (iii)

TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: GATWICK AIRPORT AIRSPACE AND NOISE MANAGEMENT BOARD MEETING 7TH December 2017

Following an introduction by Andy Sinclair, Head of Airspace Strategy at Gatwick Airport, Mr Sinclair provided a brief synopsis of the current state of affairs and the relationship between the airport, Civil Aviation Authority, Department for Transport and NATS (*global leader in Air Traffic Control*).

A report was then given on the past year regarding the various committees and processes of recording.

This report was followed by further information from the Chairman of the Noise Management Board on their past activity and future proposals. This covered liaison with community noise groups, the airlines and details on routes and reviews.

Particular details were given on the matter of continuous descent, fair and equitable distribution of flights and aircraft modification (*Monarch was noted as being 100% complete in terms of achieving these points – the only one so far*). Information was also provided on matters which had been less successful such as noise sharing, meeting efficiencies, follow up communications, night noise and their departures plan.

Attendees were then given an opportunity to study and discuss matters with representatives at 11 display stands which including airlines and Air Traffic Control.

The meeting concluded with a Q&A session which mainly focused on similar topics to last year such as fair and equitable distribution of flights and subsequently noise, and night flights. Attendees suggested that stacking should be over the sea, the approach route taken over populated areas and general concerns were raised that complaints and comments were ignored.

A copy of two documents - a guide to continuous descent operations and Gatwick Aviation Noise Information (June 2017) are available to view in the Town Council Office reception.

Councillor Chris Macve

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Meeting of Full Council

Monday 15th January 2018

Agenda Item 8.0 (iii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD DEMENTIA FORUM

The Uckfield Dementia Forum met on 4th December 2017. Forum members reflected on the activities that had taken place in the previous few weeks:

- free dementia awareness sessions at Bridge Cottage and Uckfield Civic Centre run by local Dementia Champions ;
- anniversary event held at Luxfords Centre to celebrate the one-year anniversary of the Uckfield Dementia Forum.

The dementia awareness sessions were well received but it was agreed that a more targeted approach was needed to get more organisations on board and to provide tailored sessions which met the needs and times of specific businesses. The 7pm session at Bridge Cottage was found to be the best time for attendees.

The anniversary event went extremely well, with over 35 people in attendance. Residents living with dementia and their carers attended and the free screening of Andre Rieu's Christmas was a popular choice. Attendees were keen to hold similar music based events in the future.

Forum members discussed potential events for 2018. It was agreed that events held for Dementia Awareness Week (May 2018) should run from 14th May to the end of the month. This would enable residents from across Wealden to attend a range of activities at different locations around the district. The Dementia Forum would start planning for May and seek grant funding to assist with funding these events.

Work would now take place to investigate how the forum could be further strengthened and become part of the recognition scheme with the Alzheimer's Society.

The next meeting of the Uckfield Dementia Forum is booked to take place on Monday 12th February 2018 at Uckfield Civic Centre.

Councillor Paul Sparks

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Meeting of the Full Council

Monday 15th January 2018

Agenda item 9.0

TO REVIEW COMMUNITY SAFETY AND CONSIDER HOW COMMUNITY WARDEN MODELS ARE WORKING ELSEWHERE

1.0 Summary

- 1.1 On 9th October 2017, members of the General Purposes Committee raised their concerns about matters relating to community safety. At that time, Sussex Police had recently announced proposals to change their way of working and to make changes to Neighbourhood Policing.
- 1.2 Members requested that the matter be discussed in more detail at a future meeting of Full Council.
- 1.3 Since then, other matters including reports of anti-social behaviour, the town council's plans to run behaviour change campaigns to reduce littering and dog fouling, and the discussions taking between the district and county councils to review on-street parking enforcement in Wealden District has suggested that it may be timely to reconsider the benefits of community wardens.
- 1.4 This report brings together the various points raised by members for consideration.



2.0 Changes to Policing

- 2.1 The local model of Policing has recently changed in Sussex. The changes introduced, are part of a transformational programme which started in 2015, in

response to funding cuts and changing crime types.

- 2.2 Sussex Police explain on their website that their new policing model “holds onto areas of policing which are much valued and transformed others to address the changing nature of crime, and new crime types and threats (e.g. cyber crime, child sexual exploitation etc). The new model provides a flexible and resilient service focused around prevention, response and investigation.”

Prevention Teams

- are accessible.
- aim to prevent crime and anti-social behaviour by working with partners and targeting their patrols in areas where they can make a difference.
- include PCSOs with enhanced skills, police officers and staff, including specialists working with young people in schools and colleges.
- identify the best ways to solve problems, tackle repeat issues and reduce crime.
- cover every neighbourhood in Sussex and can be [contacted directly](#).

Response Teams

- are there when needed in an emergency, available 24/7.
- Work proactively in vulnerable areas.
- also attend non-emergency calls where a policing presence is needed.

Investigations teams

- investigate professionally and effectively.
- proactively pursue and manage offenders, using the latest technology and digital evidence techniques to catch criminals.
- support communities and victims, with each crime type investigated and each case considered individually according to the threat and harm caused.
- through the Investigation and Resolution Centre resolve less serious incidents, which do not require a face to face visit, over the phone.

- 2.3 The full local policing model document and vision to 2025 can be viewed on their website at:
<https://www.sussex.police.uk/about-us/priorities-and-direction/local-policing-model/>

3.0 Reported crime

- 3.1 The website www.police.uk holds statistics on crime and policing in England, Wales and Northern Ireland, by ward area.

- 3.2 The following figures were recorded for the ward areas of Uckfield in the past 12 months. The figures recorded reflect a range of activity from anti-social behaviour to theft, criminal damage and shoplifting etc.

- 3.3 Uckfield Central incorporates the High Street, Bell Farm Road, the industrial estate, West Park and Rocks Park. Most incidents were reported in the vicinity of the High

Street.

- 3.4 Uckfield North incorporates Manor Park, Churchcoombe and the upper part of the High Street/London Road.
- 3.5 Uckfield Newtown incorporates the area south of Bell Lane junction including the station and residential areas of Newtown both sides of the main road as far south as Selby Rise.
- 3.6 Uckfield Ridgewood incorporates the entire residential area of Ridgewood up as far as Little Horsted roundabout and just past Teelings Drive on Eastbourne Road.
- 3.7 Please note that by month, some areas of the town fluctuate in terms of reported incidents, and these areas see variations which appear to be seasonal - perhaps affected by school holidays. The below table is a snapshot of reports at six monthly intervals during the past 12 months.

Ward area	Nov 2017	May 2017	Nov 2016
Uckfield Central	45 reports	29 reports	29 reports
Uckfield North	29 reports	23 reports	28 reports
Uckfield Newtown	19 reports	19 reports	13 reports
Uckfield Ridgewood	6 reports <i>(28 reported in Oct 2017)</i>	4 reports	4 reports

4.0 Community Warden models

- 4.1 Members will be aware that previous considerations have been given to the role of community wardens. A detailed report was presented to members at their meeting of Full Council on 4th July 2016, which provided details of the Police & Crime Commissioner pilot initiative, the capabilities of community wardens, models in Kent and Sussex and potential costs.
- 4.2 This report does not seek to repeat that information but provide an update on two local parish/town councils using community wardens.
- 4.3 Forest Row Parish Council appointed a Community Warden in 2016 as part of the Police & Crime Commissioner pilot initiative. Feedback received has indicated that the introduction of the Warden has been fairly successful. The individual has provided a helpful and reactive presence in the community, reacting to fly-tipping, graffiti, neighbour complaints etc. The Community Warden also provided a valuable security presence at their Festival and has become well known in the community.
The warden still has limited enforcement powers and this has been noted by a couple of residents but the warden has built good relationships with the relevant authorities which has made a difference.
- 4.4 The Community Warden for Forest Row works on flexible rota - working a range of early and late shifts.

- 4.5 Crowborough Town Council now fund a full time community warden. In addition to annual salary costs (in the region of £21k), they also funded initial accreditation training, and supplies/equipment (up to the amount of £1,500).
- 4.6 The warden works a rolling four days on, four days off pattern; starting around lunchtime and working until 8pm during the week and Sundays. The role is expected to start later on Fridays and Saturdays to reflect a later finish.
- 4.7 The role is responsible for providing a visible presence, to work in partnership with Sussex Police to take action, as able, under the accreditation scheme and under the Clean Neighbourhoods and Environment Act 2005, promote social inclusion, offer support to vulnerable households and to monitor fly-tipping, graffiti, defects in the highway and play spaces etc.
- 5.0 Recommendation**
- 5.1 Members are asked to note the information provided above and advise the Town Clerk of their preferred next steps.

Contact Officer: Holly Goring

Background paper:

Full Council Agenda Paper - Agenda item 13.0, Monday 4th July 2016
"To consider Police and Crime Commissioner Community Warden Pilot"

Meeting of the Full Council

Monday 15th January 2018

Agenda Item 10.0

TO CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2018/19

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 makes 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.

2.2 At Full Council on 20th February 2017, allowances were discussed for 2016/17 and 2017/18. At that meeting members agreed with nine votes in favour, out of eleven members present, to:

- (i) rectify members' allowances for 2016/17 in line with current recommendations;
- (ii) adopt the proposed 1% recommended by the Independent Remuneration Panel, in members allowances in 2017/18.

This brought members up to the figure of:

- Basic allowance £1,236
- Chairman's allowance, £1,706

3.0 Recommendations for 2018/19 Allowances

3.1 The full Remuneration Panels report is attached for Members consideration and 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 2018/19 is 2% and equates to the following:

- Basic Allowance £1,261
- Chairman's allowance £1,741

Allowances for this increase have been made in the Town Council's 2018/19 budgets.

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 19-21.

5.0 Recommendations

- 5.1. Members are asked to consider the above report and the report from the Parish Remuneration Panel for Wealden District, and instruct the Clerk accordingly.

Contact Officer: Holly Goring

Report of the Wealden Parish Remuneration Panel on Town and Parish Councillor Allowances for 2018/2019

Introduction

1. This is the report of the Parish Remuneration Panel for 2018/19. 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.

2018/19	LEVEL1	LEVEL2	LEVEL 3
Basic Allowance	£160	£395	£1261
Chairman's Allowance	£ 275	£ 621	£1741

- c) The policy to fix Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' rates be re-affirmed;
- d) That there be a £1 increase to each of the existing Subsistence Allowances, and additional allowances be added in line with that operated by Wealden District Council in relation to subsistence for overnight absence in and out of London;
- e) 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; and
- f) The recommendations set out above are all proposed for implementation at the commencement of the financial year 2018/19. However, Town and Parish Councils can choose what level of allowances to implement.

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 14 November 2017. 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 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 2017/18. The Panel had carried out a major review of the level of allowances four years before and had recommended 1% increase last year.
8. The Clerk to the Panel had invited all Town and Parish Clerks to provide any comments on the allowance scheme. Three Parish/Town Councils had responded as follows:
 - One Parish Council confirmed it had adopted the panel's recommendation last year and looked forward to receiving this year's report.
 - One Town Council recommended that there be no increase, taking account of the upset caused by large increases recently adopted by East Sussex County Council.
 - One of the Councillors from the same Town Council reflected that the problem in deferring any suggested increase for 3-4 years meant that when increases become essential and went above RPI to catch up, this became a public relations problem.
 - One Parish Council confirmed it currently paid allowances to Councillors, but as a number of representatives were co-opted it asked if these could also be paid an allowance.
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. The Panel noted that inflation was currently 3%, and due to the rises in costs of living, it was appropriate to recommend an increase in order not to fall behind on allowances. It was up to individual Councils whether to adopt this in full, to phase it in or to reject the Panel's recommendation.
11. Despite one of the representations expressing a concern that phasing in allowances could be storing up trouble for the future, it was up to Parish and Town Councils how best to meet any increases in costs and how it approached allowances.
12. 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.

13. The Panel is pleased with the feedback received from several Councils indicating a scheme was adopted last year.
14. 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.
15. 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 to £4,521 per annum for the financial year 2018/19. Based on that figure, the percentages have been incorporated into the attached Appendix A.

Chairman's Allowance

16. 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.
17. 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.
18. 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

19. 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.
20. 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.
21. The Panel **recommends** that the policy to fix Travelling Allowances in line with AMAP be re-affirmed.

Subsistence Allowance

22. The Panel **recommends** that there be a £1 increase to the current level of subsistence rates making the payments for 2018/19, 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, in line with that recommended to Wealden District Council, and in recognition that Parish and Town Councillors also may wish to attend training and conferences to assist them in their roles, that subsistence for overnight absence other than London or specified conferences should be £85, and for London or specified conferences should be £95.00.

23. 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

24. 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

25. On receipt of this report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations):
26. 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. When adopting a scheme, Parish and Town Councils must under the Regulations publish its scheme by public notice.
27. 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

28. The Panel did not consider that it was appropriate to make a recommendation for more than one year. It is recognised that several Parish Councils have requested a governance review be undertaken by the District Council, which has the potential to change the numbers of Councillors and boundaries for those affected, which may have an impact on the level of remuneration appropriate. It is considered appropriate to review the financial situation and consider any further changes in context for Parish/Town Councils at that time.
29. 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

	LEVEL1	LEVEL2	LEVEL3	
Basic Allowance	£160	£395	£1,261	
Chairman's Allowance	£ 275	£621	£ 1,741	
PARISH	No. of Councillors	Maximum Basic Allowance	Maximum Chairman's Allowance	% of Recommended District Basic Allowance
<u>Level 1</u>				
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	£160	£275	3.54%
Berwick	7	£160	£275	3.54%
Wartling	7	£160	£275	3.54%
Long Man	7	£160	£275	3.54%
Hooe	7	£160	£275	3.54%
Arlington	7	£160	£275	3.54%
Laughton	7	£160	£275	3.54%
Isfield	7	£160	£275	3.54%
Chiddingly	9	£160	£275	3.54%
Hellingly	15	£160	£275	3.54%
Hadlow Down	7	£160	£275	3.54%
Fletching	9	£160	£275	3.54%
Warbleton	11	£160	£275	3.54%
Frant	11	£160	£275	3.54%
Alfriston	7	£160	£275	3.54%
East Hoathly/Halland	9	£160	£275	3.54%
Chalvington/Ripe	7	£160	£275	3.54%
Horam	11	£160	£275	3.54%
East Dean/Friston	9	£160	£275	3.54%
Framfield	11	£160	£275	3.54%
Hartfield	13	£160	£275	3.54%
Ninfield	9	£160	£275	3.54%
Danehill	9	£160	£275	3.54%
Buxted	15	£160	£275	3.54%
Withyham	13	£160	£275	3.54%
Herstmonceux	11	£160	£275	3.54%
Mayfield/ Five Ashes	15	£160	£275	3.54%
Maresfield	14	£160	£275	3.54%
Rotherfield	13	£160	£275	3.54%
Westham	13	£160	£275	3.54%
Pevensey	13	£160	£275	3.54%
Wadhurst	15	£160	£275	3.54%
<u>Level 2</u>				
Forest Row	15	£395	£621	8.74%
Willingdon/Jevington	19	£395	£621	8.74%
Polegate	15	£395	£621	8.74%
Heathfield/Waldron	21	£395	£621	8.74%
<u>Level 3</u>				
Hailsham	24	£1,261	£1,741	27.89%
Uckfield	15	£1,261	£1,741	27.89%
Crowborough	16	£1,261	£1,741	27.89%

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Meeting of the Full Council

Monday 15th January 2018

Agenda item 11.0

TO CONSIDER THE DRAFT MEDIUM TERM FINANCIAL STRATEGY (2018/23) AND BUDGET (2018/19) FOR WEALDEN DISTRICT COUNCIL

1.0 Summary

- 1.1 On 13th December 2017, Wealden District Council's Cabinet approved their draft budget for 2018/19 and their Medium Term Financial Strategy for 2018/23 for public consultation. The deadline for providing a response falls on Wednesday 24th January 2018.
- 1.2 This report provides members with a copy of the survey questions asked within Wealden District Council's consultation (see appendix A) and details of the District Council's draft financial reports (see appendix B).

2.0 Recommendations

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

Wealden DC Draft 2018/19 Budget

- (i) does UTC support an increase in WDC's council tax of £5 per year (based on Band D property)?;
- (ii) areas where WDC should spend more money in its 2018/19 budget;
- (iii) areas where WDC should spend less money in its 2018/19 budget;
- (iv) WDC plans to use New Homes Bonus on capital spending, do you agree;
- (v) any other comments regarding the WDC draft budget 2018/19;

Wealden DC Draft 2018/23 Medium Term Financial Strategy

- (vi) does UTC support the WDC draft Medium Term Financial Strategy 2018/23 (based on a balanced budget),
- (vii) and are there areas where WDC should spend more or less money in the medium term;
- (vii) any other comments regarding the WDC draft medium term financial strategy 2018/23.

Appendices:

- Appendix A: Wealden DC's Consultation questionnaire
- Appendix B(i) : Wealden DC General Fund Capital Programme
- Appendix B(ii): Wealden DC 2018/19 Draft Budget and 2018/23 Draft Medium Term Financial Strategy

Contact Officer: Holly Goring

Appendix A – Consultation questionnaire

Q1: Do you support the Council setting a budget for 2018/19 with an increase in Council Tax of £5 a year (based on a Band D equivalent property)?

Yes

No

Not sure

If No or Not sure, please explain why

Q2: Are there any areas where you think that the Council should spend more money in its 2018/19 budget?

Yes

No

Not sure

*If yes, please tell us in which areas you think **more** should be spent*

Q3: Are there any areas where you think that the Council should spend less money in its 2018/19 budget?

Yes

No

Not sure

*If yes, please tell us in which areas you think **less** should be spent*

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

Yes

No

Not sure

If No or Not sure, please explain why

Q5: Do you have any other comments you would like to make about the Council's 2018/19 budget proposal?

Yes

No

If yes, please provide more information

Q6: Do you support the Council's proposed Medium Term Financial Strategy for the years to 2023 based upon a balanced budget?

Yes

No

Not sure

If No or Not sure, please explain why

Q7: Over the medium term (up to 2023) are there any areas where you think that the Council should spend more money?

Yes

No

Not sure

*If yes, please tell us in which areas you think **more** should be spent*

Q8: Over the medium term (up to 2023) are there any areas where you think that the Council should spend less money?

Yes

No

Not sure

*If yes, please tell us in which areas you think **less** should be spent*

Q9: Do you have any other comments you would like to make about the Council's proposed Medium Term Financial Strategy for the years to 2023?

Yes

No

If yes, please provide more information

Q10: Are you responding as:

On behalf of an organisation

Appendix B (i): Wealden DC General Fund Capital Programme 2018/23

Wealden District Council General Fund Capital Programme 2018/19 to 2022/23 Medium Term Financial Strategy	2018/19 Forecast	2019/20 Forecast	2020/21 Forecast	2021/22 Forecast	2022/23 Forecast
	£000	£000	£000	£000	£000
Housing					
Disabled Facilities Grants	940	940	500	500	500
Housing Renewal Grants	15	15	15	15	15
Total Housing	955	955	515	515	515
Land and Buildings					
Wealden Crematorium	3,700	0	0	0	0
Leisure Centres	107	225	215	55	15
Vicarage Lane Office & Civic Community Hall	20	0	15	0	0
Car Parks	50	10	10	10	10
SANGS Crowborough	152	0	0	11	0
SANGS Uckfield	1,733	0	0	0	0
Cuckoo Trail	45	50	30	30	30
Public Conveniences	45	0	0	0	0
Investment Property	0	0	10	0	0
Infrastructure Investment	0	2,204	2,100	1,853	1,653
Total Land and Buildings	5,852	2,489	2,380	1,759	1,708
Vehicles and Equipment					
ICT Investment Programme	570	120	100	100	100
Refuse & Recycling Containers	30	200	200	200	200
Total Vehicles and Equipment	600	320	300	300	300
Other Capital Expenditure					
Grants to Voluntary Organisations	50	50	50	50	50
Total Other Capital Expenditure	50	50	50	50	50
Total General Fund Capital Programme	7,457	3,814	3,245	2,624	2,573
FUNDED BY:					
Loan	0	660	635	431	380
Specific Government Grants - Better Care Fund	940	940	500	500	500
Home Improvement Loans Repayments	40	10	10	40	40
Revenue	6,477	2,204	2,100	1,653	1,653
Total GF Capital Programme Funding	7,457	3,814	3,245	2,624	2,573
Authorised But Not Committed Capital Programme	2018/19 Forecast	2019/20 Forecast	2020/21 Forecast	2021/22 Forecast	2022/23 Forecast
	£000	£000	£000	£000	£000
Commercial, Housing and Infrastructure Investment	7,388	7,796	7,900	8,347	0
FUNDED BY:					
Loan	6,000	6,000	6,000	6,000	0
Revenue	1,388	1,796	1,900	2,347	0
Total GF Capital Programme Funding	7,388	7,796	7,900	8,347	0

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2018/19 Budget and 2018 to 2023 Medium Term Financial Strategy for consultation

Summary

This report sets out Cabinet's consultation proposals for the 2018/19 budget and Medium Term Financial Strategy (MTFS) for 2018 to 2023. 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 21 February 2018.

Portfolio Holder: Cllr Robert Standley, Leader of the Council

Recommendation

Cabinet is recommended to:

- A. Agree the 18/19 budget proposal and the MTFS for the years 2018-2023 be published for consultation
- B. Note that the budget proposes a £5 a year increase for Band D and proportionate increases for bands above and below Band D.
- C. 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 issued the final Local Government Finance Settlement on 20 February 2017 which was unchanged from the Provisional Settlement issued on 15 December 2016 in relation to core Settlement Funding. For the first time in many years the Government published a four year Settlement. The Council has accepted the offer and produced an efficiency plan acceptable to Government. The Settlement plus comparative figures are shown in the table below :

Settlement Funding

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
	Actual	Actual	Estimate	Estimate	Estimate	Estimate	Estimate
	£ (000)	£ (000)	£ (000)	£ (000)	£ (000)	£ (000)	£ (000)
Revenue Support Grant	-3,101	-2,316	-1,213	-288	0	0	0
Baseline Funding Level	-2,630	-2,680	-2,461	-2,518	-2,444	-2,373	-2,420
Total	-5,731	-4,996	-3,674	-2,806	-2,444	-2,373	-2,343
% Change	-11%	-13%	-26%	-24%	-13%	-3%	2%
Safety Net Threshold	-2,433	-2,479	-2,500	-2,549	-2,624	-2,708	-2,059

3. Whilst total support will remain unchanged, the balance between Revenue Support Grant and Retained Business Rates will be unknown until the settlement is published in December as the Business Rates Revaluation will change the figures across England.
4. In addition the Secretary of State previously indicated that the Rural Services Delivery Grant will end in 2017/18 but the Transition Grant will continue to 2019/20. The grants are shown in the table below:

Non-Core Settlement Funding

	2016/17	2017/18	2018/19	2019/20
	Estimate	Estimate	Estimate	Estimate
	£ (000)	£ (000)	£ (000)	£ (000)
Rural Services Delivery Grant	-205	-166	-128	-166
Transition Grant	-167	-166	0	0
Total	-372	-332	-128	-166

5. The potential move to 100% business rate retention is currently on hold until 2019/20 at the earliest due to all Parliamentary time being taken up with Brexit. As this requires primary legislation to proceed this cannot be factored into the MTFS.

New Homes Bonus

6. 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%. There is a risk that this grant may be discontinued or that the percentage distribution may change. The estimates in the budget are based on the assumption of the grant continuing unchanged.
7. Cabinet take the view that New Homes Bonus grant, being time limited, should not be used to support the base revenue budget as this could produce a "cliff edge" funding situation when the grant ends. Cabinet's policy is to use New Homes Bonus to support the capital programme and to invest in the District's infrastructure. The Council's New Homes Bonus awards are matched by revenue funding for the capital programme, so any

change in award is automatically stabilised in the budget. Any reduction would require the capital programme to be flexed for the change. Forward projections for the New Homes Bonus are further complicated by technical changes introduced to the calculations. The Council needs to discount the number of new homes by a national baseline for housing growth of 0.4%. For Wealden we estimate the baseline growth figure to be 273. The initial increase in the tax base return used to perform the calculation shows growth of 422. Therefore, growth applicable for the bonus is 149. From this the Government will deduct the number of houses granted on appeal as they no longer count. There were 16 appeals where permission was granted against the Council but the numbers of units are not shown in the Planning Inspectorate statistics. Therefore the MTFs only shows current New Homes Bonus awards and the Council will await the Government calculations to come forward.

General Fund

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

General Fund Summary						
2018/19 - 2022/23 Medium Term Financial Strategy						
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	Budget	Estimate	Estimate	Estimate	Estimate	Estimate
	£(000)	£(000)	£(000)	£(000)	£(000)	£(000)
Members	402	415	438	415	415	415
Chief Executive's Directorate	299	257	257	257	257	257
District Council Elections			280			
Directorate of Governance and Corporate Services	5,064	5,394	5,335	5,331	5,313	5,313
Wealden Crematorium		(100)	(500)	(750)	(850)	(950)
Directorate of Environment and Community Services	8,628	8,370	9,116	8,600	8,619	8,694
Directorate of Planning Policy & Economic Development	2,315	2,177	1,714	1,673	1,630	1,425
Central Costs	588	917	1,093	1,208	1,323	1,438
Total Cost of Services	17,296	17,430	17,733	16,734	16,707	16,592
Drainage Levies	75	68	68	68	68	68
Interest from Investments	(200)	(260)	(200)	(200)	(200)	(200)
Rents received on Investment Property	(40)	(40)	(40)	(40)	(40)	(40)
Interest payable on external loans	5	1	1	1	1	1
Charges to the Housing Revenue Account:						
Support Services	(1,012)	(1,027)	(1,027)	(1,027)	(1,027)	(1,027)
Minimum Revenue Provision	213	265	265	265	265	265
Capital Expenditure Charged to Revenue	4,191	6,477	2,204	2,100	1,653	1,653
Net Cost of Services	20,528	22,914	19,004	17,901	17,427	17,312
Local Council Tax Support						
Parish Council Tax Support Grant	158	99	39			
Business Rates/Revenue Support Grant						
Business Rates/Revenue Support Grant	(3,787)	(3,468)	(3,319)	(3,100)	(2,900)	(2,700)
General Grants						
Zero Council Tax Increase Grant						
Rural Services Delivery Grant/Transition Grant	(332)	(128)	(166)			
New Homes Bonus Grant	(4,096)	(2,612)	(2,204)	(2,100)	(1,653)	(1,653)

**General Fund Summary
2018/19 - 2022/23 Medium Term Financial Strategy**

	2017/18 Budget £(000)	2018/19 Estimate £(000)	2019/20 Estimate £(000)	2020/21 Estimate £(000)	2021/22 Estimate £(000)	2022/23 Estimate £(000)
Other Financing						
Collection Fund (Surplus)/Deficit	359					
Contributions to/(from) Earmarked Reserves	(599)	(3,625)	(220)	60	60	60
Contributions to/(from) General Fund Balance	(701)	(1,196)	(811)	(179)	(88)	97
Council Tax Requirement	11,530	11,984	12,323	12,582	12,846	13,116

Funded By:

Council Tax Demand on the Collection Fund	(11,530)	(11,984)	(12,323)	(12,582)	(12,846)	(13,116)
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Council Tax Base

Tax Base for Tax Setting Purposes	63,196.60	63,937.60	64,037.60	64,137.60	64,237.60	64,337.60
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General Fund Balance

	2017/18 Estimate £(000)	2018/19 Estimate £(000)	2019/20 Estimate £(000)	2020/21 Estimate £(000)	2021/22 Estimate £(000)	2021/22 Estimate £(000)
Opening Balance	6,597	5,896	4,700	5,473	5,099	5,358
Movement in Year	(701)	(1,196)	(811)	(179)	(88)	97
Closing Balance	5,896	4,700	3,889	5,294	5,011	5,455

Summary Budget Proposals

9. The Summary Budget Proposals that Cabinet have adopted for consultation are based on a £5 Band D equivalent 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	124.96
Band B	3.89	145.79
Band C	4.44	166.61
Band D	5.00	187.44
Band E	6.11	229.09
Band F	7.22	270.75
Band G	8.33	312.40
Band H	10.00	374.88

10. The indicative future Council Tax increases have been set at the expected maximum in each year in the table. 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

11. Personnel Committee at its meeting on 24 November 2017 requested a provision for a pay award of 2.5% for staff. 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 the under spend on the pay budget in 2017/18 being transferred to earmarked reserves for this purpose.
12. The actual pay settlement is a matter for the Council's Personnel Committee which will decide on the cost of living award in early 2018.

Members' Allowances

13. 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.
14. 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.

15. A budget of £22,500 has been included in 2019/20 to provide ICT equipment for Members following the District Election.

Interest from Investments

16. This budget has been increased based on: the Council investing a core £5 million in the Local Authorities Property Investment Fund; wider use of Money Market Funds; Covered Bonds; and cash deposits with other local authorities which has been making better returns compared to reserve accounts and deposits with banks.

New Waste Contract

17. Additional costs have been factored into 2019/20 for contract mobilisation for the new waste collection contract. Changes in cost to reflect the recycle market price falls have also been factored in. 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.

Risks

18. Based on current estimates and projections the Council estimated it will operate at a surplus by 2021/22. However, it should also be noted that no provision for staff pay awards has been made after 2018/19 so the additional costs from future pay awards must be factored in each year of the budget.
19. There are a number of potential risks to the current projected budget surpluses in later years. 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.
20. There is a risk that Council Tax Base growth could be impacted by planning constraints in relation to the Ashdown Forest and/or 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 Council Tax income levels in future years.
21. 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 Councils, 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 short term but

over the MTFS period the estimated 48% loss of workload and grant is factored in.

22. Due to the planning constraints the MTFS forecasts a reduction in planning application income over the MTFS period but should the environmental constraints require more severe restrictions then there would be further downward pressure on income levels.
23. 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

24. 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.
25. 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.
26. 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

27. 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.
28. 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.
29. The detailed capital programme is at Appendix B.

Consultation

30. 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

31. Cabinet is recommended to:

- (a) To agree the 2018/19 budget proposal for consultation;
- (b) To agree to consultation on the MTFs for years from 2018 to 2023; and
- (c) Note the potential risks to the Council's budgetary position in future years.

Financial Implications

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

Legal Implications

33. 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

- 34. Cabinet's proposals on a provision for a staff pay award are detailed in paragraph 11.
- 35. 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 2018.

Other Implications

- 36. The budget underpins delivery of the Council's policies and priorities in relation to crime and disorder.
- 37. The budget underpins policies and priorities in relation to the environmental and sustainability areas.
- 38. 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 possibility that 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.

39. The budget underpins delivery of the Council's policies and priorities in relation to equalities and diversity.

40. 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	Director of Governance and Corporate Services
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	

Appendix A

Wealden District Council General Fund Capital Programme 2018/19 to 2022/23 Medium Term Financial Strategy	2018/19 Forecast £000	2019/20 Forecast £000	2020/21 Forecast £000	2021/22 Forecast £000	2022/23 Forecast £000
Housing					
Disabled Facilities Grants	940	940	500	500	500
Housing Renewal Grants	15	15	15	15	15
Total Housing	955	955	515	515	515
Land and Buildings					
Wealden Crematorium	3,700	0	0	0	0
Leisure Centres	107	225	215	55	15
Vicarage Lane Office & Civic Community Hall	20	0	15	0	0
Car Parks	50	10	10	10	10
SANGS Crowborough	152	0	0	11	0
SANGS Uckfield	1,733	0	0	0	0
Cuckoo Trail	45	50	30	30	30
Public Conveniences	45	0	0	0	0
Investment Property	0	0	10	0	0
Infrastructure Investment	0	2,204	2,100	1,653	1,653
Total Land and Buildings	5,852	2,489	2,380	1,759	1,708
Vehicles and Equipment					
ICT Investment Programme	570	120	100	100	100
Refuse & Recycling Containers	30	200	200	200	200
Total Vehicles and Equipment	600	320	300	300	300
Other Capital Expenditure					
Grants to Voluntary Organisations	50	50	50	50	50
Total Other Capital Expenditure	50	50	50	50	50
Total General Fund Capital Programme	7,457	3,814	3,245	2,624	2,573
FUNDED BY:					
Loan	0	660	635	431	380
Specific Government Grants - Better Care Fund	940	940	500	500	500
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Revenue	6,477	2,204	2,100	1,653	1,653
Total GF Capital Programme Funding	7,457	3,814	3,245	2,624	2,573
Authorised But Not Committed Capital Programme					
Commercial, Housing and Infrastructure Investment	7,388	7,796	7,900	8,347	0
FUNDED BY:					
Loan	6,000	6,000	6,000	6,000	0
Revenue	1,388	1,796	1,900	2,347	0
Total GF Capital Programme Funding	7,388	7,796	7,900	8,347	0

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Meeting of the Full Council

Monday 15th January 2018

Agenda item 12.0

TO FORMALLY ADOPT THE TOWN COUNCIL'S STRATEGIC PLAN 2018/23

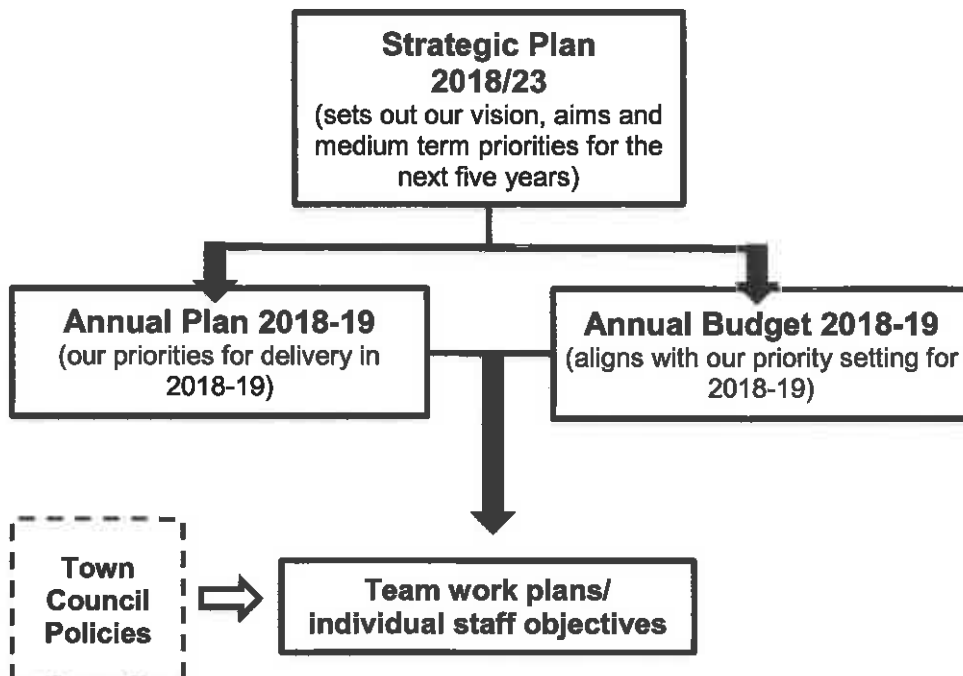
1.0 Summary

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 (2018/19).

2.0 Background

2.1 The draft Strategic Plan for 2018/23 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 2018/23 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 4th December 2017, the draft Strategic Plan 2018/23 was placed out for public consultation, alongside the draft Annual Plan 2018/19.

- 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 accounts. Contact was also made with partner agencies, local community groups and organisations that work closely with the Town Council.
- 3.3 As of Monday 8th January 2018, 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 in a more presentable format for publication on our 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 2018/23.

Contact Officer: Holly Goring

Appendices:

Appendix A: Consultation feedback received by 8th January 2018

Appendix B: Draft Strategic Plan 2018/23

Appendix A – Consultation feedback received by 8th January 2018

1.	<p>I've been through the Strategic Plan and it's good that UTC is still working for and with the community. The one thing that I'd like to see is a good large notice board where the fence at The Source faces down towards Nat West as that could be seen by everyone driving or walking in that way. Using the fence is good e.g. the morning when we have our Fairtrade Coffee morning each month we put up a banner, but somewhere that events on during the coming week or two could advertise would be great for them and the community. You could also put one up on the north side of The Source where people coming down Luxford would see it. Costs might be offset by Corporate sponsorship of the Boards?</p>
2.	<p>My thoughts on your very good 2018/19 and longer-term plans for Uckfield to 2023</p> <p>1) Please apply as much pressure as possible to the state departments to improve our rail service:</p> <p>Electrifying the current train service ASAP. Chris Grayling MP has just recommended this with a new base for trains to built at Crowborough. It's required within 2 years for local commuters and not in 5 + years - noting the new housing that is coming to the town which will add more demard to this unreliable line.</p> <p>Great to read a focus on reconnection of Uckfield to Lewes and Brighton. This is a critical element of infrastructure which would ease the commute for many heading south every day on the A26. I for one could sell one of our cars and commuget to Lewes if a modern fast frequent electric train service ran south of Uckfield.</p> <p>2) Footpaths leading out of town to green spaces. We live on Framfield Road (B2102) if we want to go to the Wealden Way footpath (Crosses Sandy lane) we can not walk out of the town on the B2102 unless we walk on the road on the dangerous hill passing Bird in Eye Farm due to the pavement ending. This is a real shame for everyone this side of town. So we end up driving a few miles then parking again. I understand the farm has even offered its land for a path.</p> <p>Playgrounds need to have solid stone or tarmac paths leading to them (mud free) enabling the facilities to be accessed all year and not just in the summer months. Some playgrounds are cut off by boggy land.</p> <p>3) I am pleased to see a long-term plan to replace all of the old (SOX) Orange street lights but can see you need £50K + to complete this. I am confused why there isn't savings on your budget sheet? Once new LED street lights go in they use far less power and require less maintenance so the £9000 per year of costs should reduce dramatically, or ever be halved. Can I confirm that the new lights use less power every night and that these savings are being passed on to you on the lights you have replaced already?</p> <p>Try walking along the Eastbourne Road out of town to the new estate and you will find the old sodium lights very poor!</p> <p>4) No parking yellow lines do nothing on our roads, everyday we have to pull out of Keld Av by edging out into traffic which is not visible due to the amount of cars illegally parked on the junction. We need enforcement! Many roads and junctions are the same in Uckfield. Countless time I see emergency vehicles delayed on Framfield road by badly parked cars. This will not change until we have a traffic officer a few times a month working in our town. I would happily pay to park in town if this earned enough to cover the cost of a part time traffic officer that could also work in other towns. This is an urgent matter!</p> <p>5) Electric cars are coming, by 2020 8% of new cars will be electric and they will have a 250 + mile range. New fast changers for these cars that only take 20 mins to charge are required in our town. We should work with ESCC to get a few in Uckfield. There is funding available for this announced in the latest gov budget. Once people see the chargers they are more</p>

	likely to adopt. Also people with no off street parking to charge there own car need this kind of fast charger basic infrastructure.
3.	<p>Many thanks for the opportunity to comment on the Town Council's draft priorities. From a community and regeneration perspective, we are very pleased to see that the plan includes a number of objectives that link to the Wealden District Council Health and Wellbeing strategy- 'Healthy Wealden' which focuses on encouraging residents to become more active and healthy. This also includes the promotion of key assets within the town which residents can enjoy and use to improve their own health and wellbeing such as open space areas, nature reserves and the many recreational activities that take place within the town.</p> <p>Continued support to the voluntary and community sector through a grant funding programme 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, it is encouraging to read that the Town Council continues to support the business community as well as organising annual events to attract visitors to the town and continued support and promotion of an attractive high street through activities such as floral displays and Christmas lights.</p>



UCKFIELD TOWN COUNCIL

DRAFT - Our Strategic Plan 2018/23

1.0 Uckfield Town Council

The purpose of the Strategic plan is to identify new initiatives and develop a five year plan which describes the steps we will take to deliver these initiatives within the resources available.

The Town Council recently reviewed its five year plan and looked afresh at our vision for the town. Whilst we try to take on board the views of residents, sometimes this can prove difficult especially with the amount of budget cuts being made by local government. However I would like to reassure you that this does not mean that your ideas will be discarded, they are just likely to take a little longer to explore.



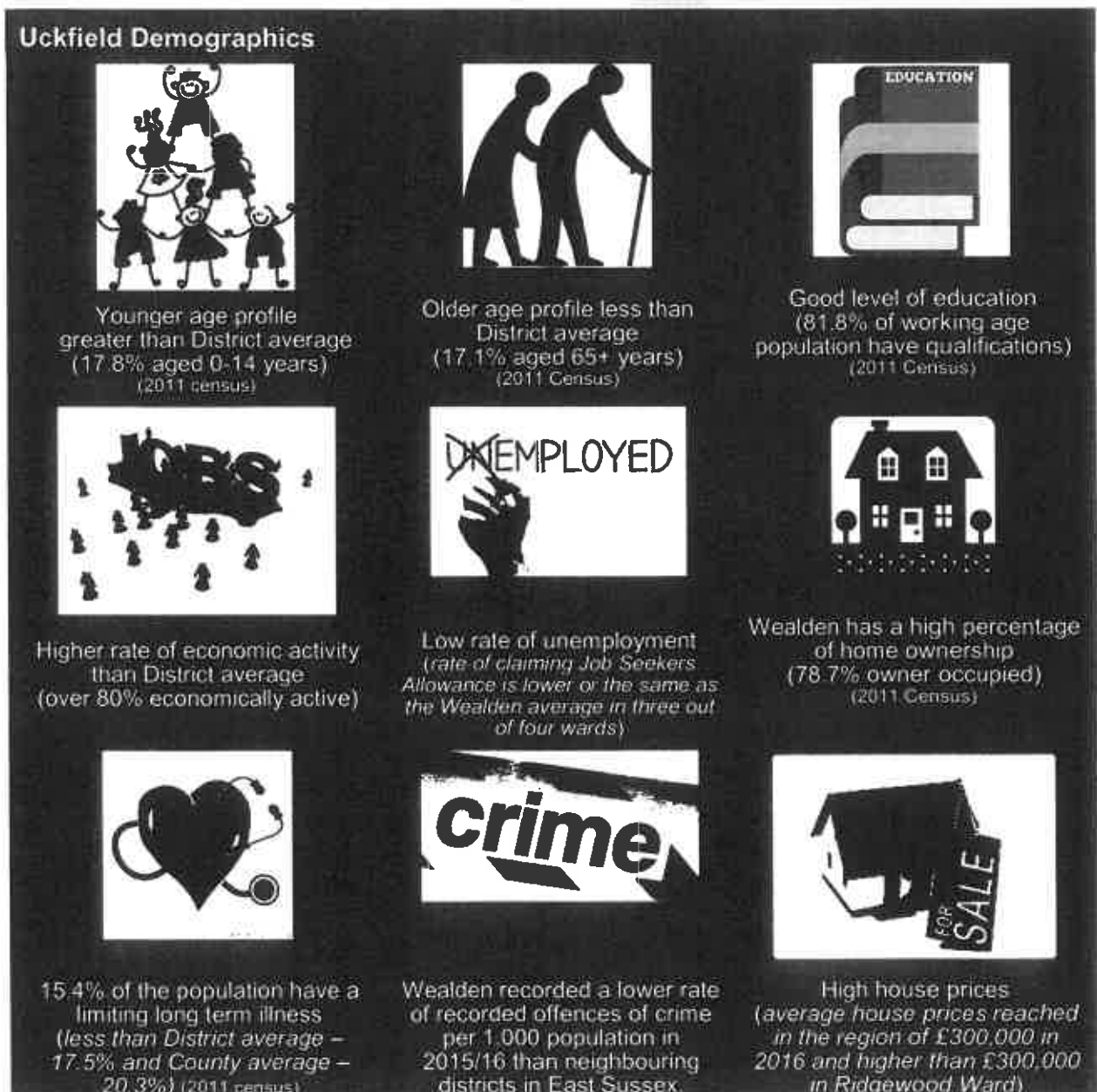
Over the next five years the Town Council will continue to do its very best for the town, and work with partner agencies to do so. Councillors work hard to find ways to bring projects to fruition. We hope this Strategic Plan will give you confidence in knowing that our town is being managed to the best of our abilities and within the budget constraints being placed upon us.

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

2.0 Uckfield Town

Uckfield Town 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.

Uckfield is one of five market towns located within the Wealden District and has a population of 15,122 living in just over 6,000 households. 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.



3.0 Challenges and Opportunities

Challenges	Opportunities
<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>

4.0 Our Vision

Our Vision:	Preserving heritage, providing for the future
Our Mission:	Working with our partner agencies to provide a high standard of service delivery for residents, businesses and visitors to the town
Our Corporate Priorities:	Division of Council themes <i>(for the purpose of accounts, Council activities are divided into the following categories).</i>
People	<ul style="list-style-type: none">• Cultural and Related services• Luxfords and Civic Centre• Environmental and Regulatory Services
Place	<ul style="list-style-type: none">• Planning and Development Services• Highways and Transport Services
Provision	<ul style="list-style-type: none">• Central Services

5.0 Our Strategic Objectives

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.

5.1 People

5.1.1 Cultural and related services

By 2023, 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 one playground;
- Explored plans for upgrading and improving the skatepark;
- Explored options for creating further opportunities for residents to enjoy recreational activities (e.g. Parkrun etc);
- 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 within the town, taken up opportunities to celebrate the town's history and commemorated this on notable buildings;
- Investigated and sought options for the provision of additional public convenience facilities within the town;
- Retained the traditional red telephone kiosk as a community facility;
- Restored the Cardale monument;
- Explored options for the facilities provided in and the future of Foresters Hall;
- Continued to maintain, improve and protect all of our natural areas to accommodate the demands of future growth of the town; encouraging community involvement;
- Investigated the potential provision of a shelter at Victoria Pleasure Ground subject to a suitable location being found.

5.1.2 Luxfords and Civic Centre

By 2023, we will have:

- Undertaken renovations to the Restaurant area, to provide a modern and contemporary space that meets the needs of a variety of customers;
- 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 Civic Centre website and social media accounts;
- Explored the implementation and costs of developing a new booking system for the Civic Centre and associated digital processes for booking which link to the website;
- 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 and existing Wi-Fi connections and networking ports are of good quality;
- 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.

5.2 Place

5.2.1 Environmental and regulatory services

By 2023, 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, to ensure Uckfield town centre remains an attractive place to live, work and visit;
- Maintained a good standard of grounds maintenance within the town to ensure Uckfield remains an attractive place to live;
- Implemented improvements to the operation of the town's CCTV and continued to monitor provision to ensure the technology remains up to date;
- Continued to work with East Sussex County Council to gradually review street lighting and replace with new columns and LED lighting where necessary;
- Encouraged allotment holders to conserve and collect rainwater for use on their plots and utilising sustainable methods of allotment management;
- Considered whether the Town Council is able to take on services devolved by the District and County Councils, to ensure residents retain a good level of service provision during times of financial restraints.

5.2.2 Planning and development services

By 2023, 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.

5.2.3 Highways and Transport services

By 2023, 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 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 speed indicator devices and behaviour change campaigns;
- 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 Newtown;
- 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, Owlsbury Park and the nature reserves which incorporate the industrial estate, town centre and river Uck.

5.3 Provision

5.3.1 Central Services

By 2023, we will have:

- Improved communication with residents, businesses and visitors to the town through enhancements to the Town Council website and social media accounts;
- Located new sites for noticeboards and improved the condition and display of existing noticeboards;
- Simplified financial reporting for the purposes of committee meetings to enable greater clarity;
- 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 which provides the key dates of all standing committees, and promotes businesses within the town;
- Undertaken an annual review of all key policies to ensure they remain up to date with the latest guidance and best practice;
- Supported the town's local groups and organisations through the provision of an annual community grants programme.

6.0 Delivering our objectives

6.1 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)

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.

6.2 Financial information

6.2.1 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 £(to be added in after the meeting).

6.2.2 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.

6.2.3 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.

6.3 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.

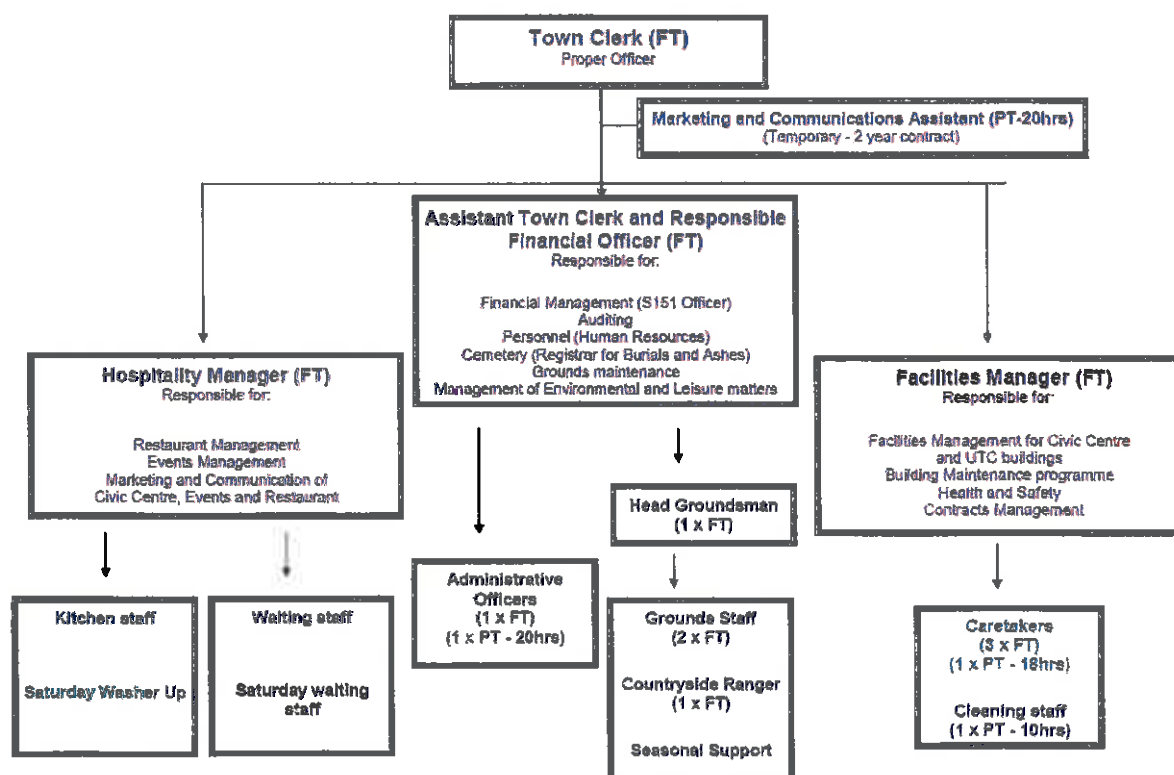
The Town Clerk is supported by a team of nearly 30 members of staff who are responsible for maintaining the town’s grounds and open spaces, buildings, facilities, and providing services to our customers within Luxfords Restaurant and the Civic Centre.

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 staff structure in December 2017:





DRAFT - Our Annual Plan 2018-2019

PRIORITIES

PEOPLE		PLACE	
1	<p>COMMUNITY GRANTS We will award up to £41,285 of community grant funding to local groups and charitable organisations for the period 2018/19.</p>	6	<p>NEIGHBOURHOOD PLAN 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>HEALTH AND WELLBEING We will map the town's open spaces and footways, and introduce a number of initiatives to increase the use of these spaces and encourage greater physical activity.</p>	7	<p>TOWN COUNCIL BUILDINGS We will improve the condition and decoration of Town Council owned buildings, and assess how these buildings could be better utilised.</p>
3	<p>ENGAGEMENT AND ACCESSIBILITY We will expand on the Uckfield Dementia Forum to encourage Uckfield to be an accessible town; supportive of varying health conditions.</p>	8	<p>CELEBRATING GREEN INITIATIVES We will work with the Horticultural Association to encourage the conservation of water on allotments plots and run an allotment competition to celebrate attractive and resourceful plot management</p>
4	<p>CIVIC CENTRE EVENTS We will deliver a greater variety of events within the Civic Centre to attract a broad range of age groups and households.</p>	9	<p>SAFETY We will run campaigns to encourage safety and speed reduction; using speed indicator devices and educate school pupils about safety.</p>
5	<p>PUBLIC EVENTS IN THE TOWN 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>	10	<p>PAVEMENTS AND HIGHWAYS We will work with partner agencies to push for improvements to accessibility and safety on our pavements and highways.</p>
		11	<p>IMPROVING FOOTWAY LINKS We will work with partner agencies/landowners to explore how footway links could be improved throughout the town.</p>
		12	<p>PUBLIC CONVENIENCE We will work with partner agencies to investigate whether a suitable location can be found for a public convenience and the associated costs of contributing towards installation and maintenance.</p>
PROVISION			
13	<p>COMMUNICATION We will increase public awareness of the Town Council's activities and increase engagement with residents.</p>		

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	Proposed Income 2017/2018	Proposed Expenditure 2017/2018	Proposed Income 2018/2019	Proposed Expenditure 2018/2019
General Purposes				
Revenue	£196,954	£702,182	190,611	728,020
New Initiatives etc.		95,650		20,000
Earmarked Reserve Projects		£15,750		110,750
Sub Totals		£813,582		858,770
Environment and Leisure				
Revenue	£70,155	£247,423	94,480	269,070
New Initiatives etc.		£19,000		8,800
Earmarked Reserve Projects		£64,300		36,500
Sub Totals		£330,723		314,370
Luxfords Restaurant				
Revenue	£183,516	£180,851	176,700	174,782
Earmarked Reserve Projects		£1,000		0
New Initiatives		0		1,500
Sub Totals		£181,851		176,282
Gross Income/Expenditure	£450,625	£1,326,156	461,791	1,349,422
		£875,531		887,631
Wealden District Grant		-22,653		-14160
Net Budget Requirement		£852,878		873,471
Tax Base	5553.4		5568.2	
Band 'D' Council Tax		£153.57		£156.87

2.15%

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Environment Leisure Committee

Committee	Nominal Code		2017/2018 Budget	2017/2018 Predicted Outturn	2018/2019 Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES				
		Cultural and Related Services				
		Recreation and Sport - Leisure and Recreation Grounds				
E & L	5,120	Playing Fields and Pitches	18,000		19,000	
E & L	5176	Play Equipment Repairs/Maintenance	2,500		2,600	
E & L	5203	Grounds Maintenance - Contract	20,000		16,000	
E & L	5204	Grounds Maintenance - General	2,200		2,225	Includes £625 for maintenance to rain harvest system
E & L	5201 & 5205	General Equipment Repairs and Hire	3,200		2,100	Hire £100 - General equipment repairs £2,000
E & L	5202	New Equipment	3,000		2,000	
E & L		Vehicle Running Costs				
E & L	5269	* Transit	2,163		2,200	
E & L	5279	* Movano	2,163		2,200	
E & L	5275	*Tractor	1,500		2,000	Two new tyres required
E & L	5271	* Ford Ranger	1,300		2,200	
		TOTAL	56,026		52,525	
		Income				
E & L	4110	* Sport Income	-7,500		-8,000	
E & L	4120	* Event Income	-4,400		-4,600	
		TOTAL	-11,900		-12,600	
		Net Expenditure	44,126		39,925	
		Public Open Spaces, Planting and Allotments				
E & L	5100	Allotments	2,000		2,030	1.5% increase
E & L	5231.5038	Hempstead Meadows and West Park LNRs + sites of conservation interest	3,500		3,500	
E & L	5295. 5296	Litter Bins and Collection	4,500		4,500	£3,950 collection/sacks - £550 bins
E&L	5375	Repair & replacement of street furniture	0		2,000	
E & L	5305	UTC Promotional Tent	50		0	
E & L	5330	Corporate Signage	250		250	
E & L	5058	Protective Clothing	700		700	
E & L	5280	Fencing	1,000		1,000	
E & L	5299	Horticulture - Bedding	300		300	
E & L	5285	Tree Works	4,500		4,500	
E & L	5377	Cleaning Materials	100		100	
		TOTAL	16,900		18,880	
		Income				
E & L	4100. 4101	* Allotments	-5,500		-5,700	Includes £50 deposits 1.5% increase
		* Environment Sundry Income	-100		-100	Scrap metal etc.
E & L		West Park Culvert Maintenance Agreement with WDC	0		-350	
		TOTAL	-5,600		-6,150	
		Net Expenditure	11,300		12,730	
		Culture and Heritage				
E & L	5394	Twining Hospitality	300		200	
E & L	5300	Civic Centre Events	15,000		27,000	
		Performing Rights Society			2,000	
		Event Advertising /Marketing			4,000	
		TOTAL	15,300		33,200	
E & L	4050	Income	-25,000		-42,000	
		Net Expenditure	-9,700		-8,800	

Committee	Nominal Code	2017/2018 Predicted Outturn	2017/2018 Budget	2018/2019 Budget	Notes
E & L	5370	4,000	4,000	3,000	Town Security CCTV
E & L	5373	4,000	4,000	4,000	Floral Displays Town Centre Baskets & Troughs
E & L	4350	Income - Roundabout	-875	-450	
		Net Expenditure	7,125	6,550	
		Environmental and Regulatory Services			
E & L	5180-5186	Cemetery Services	5,000	5,075	1.5% Increase
E & L		* Grave Digging			
E & L		* Rates/Water	1,110	1,240	£1070 Rates £170 Water
E & L		* Litter	1,000	1,250	
		TOTAL	7,310	7,765	
		Income			
E & L	4180-4183	* Cemetery	-25,500	-32,000	
		Net Expenditure	-18,190	-24,235	
		HIGHWAYS AND TRANSPORT SERVICES			
		Highways and Transportation			
E & L		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	1,750	1,600	
E & L	5086,5053,	Bus Shelters	60	60	
E&L	5350	Roundabout Expenditure	100	100	
		TOTAL	14,110	13,960	
		Income			
E & L	4370	* Road Safety Week	0	0	
E & L	42954240	* Delegated Functions	-1,280	-1,280	Litter Bus Station
		TOTAL	-1,280	-1,280	
		Net Expenditure	12,830	12,680	
		Other Buildings and Services to the Public			
E & L	5294	Graffiti Removal	100	100	
		TOTAL	100	100	
E & L	5360 - 5362	Salaries Groundsmen/Ranger	129,677	132,640	
		TOTAL	129,677	132,640	
		TOTAL REVENUE EXPENDITURE	247,423	266,070	
		TOTAL INCOME	-70,155	-94,480	
		TOTAL	177,268	171,590	

Committee	Nominal Code		2017/2018 Budget	2017/2018 Predicted Outturn	2018/2019 Budget	Notes
		Long Term Earmarked Reserve Projects				
		Play area	50,000		25,000	
		Cemetery Wall	9,300		0	
		Old Timbers Lane	3,000		1,500	
		CCTV replacement programme	2,000		0	
		Resurfacing Orsborn Hall car park	7,000		7,000	Year 2 of 2 year project
		Vehicle Replacement			1,000	
		Street Light replacement SOX lanterns			2,000	Orange SOX lantern no longer available, long term replacement programme
		Total Long Term Earmarked Projects	71,300		36,500	
		TOTAL				
		Previous Initiatives from 2017/2018				
		White lining West Park pavilion car park	1,000		0	
		Weald on the Field & Revival Events etc.	3,000		3,000	Move to revenue
		Litter Policy Bins	3,000		0	
		Speed Reduction Sign	5,000		0	
		TOTAL	12,000		3,000	
		New Initiatives 2018/2019				
		HMLNR & WPLNR			500	As per constitution £250 each group
		3 x Adult Sets Goal Posts			2,000	
		New Cricket Mower			3,000	£6000 new Mower 2 Year Project
		Fencing Boundary and Kiss Gate - Ridgewood Recreation Ground			2,300	
		Battles Over - A Nations Tribute			1,000	
		TOTAL			8,800	

TOTAL 2018/2019		
Total Revenue Expenditure	247,423	269,070
Total Long Term Earmarked Reserve Projects	71,300	36,500
Total New Initiatives	12,000	8,800
Total Budget Expenditure	330,723	314,370
Total Income	-70,155	-94,480
Net Expenditure	260,568	219,890

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Committee	Nominal Code		2017/2018 Budget	2017/2018 Predicted Outturn	2018/2019 Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES				
		Cultural and Related Services				
		Recreation and Sport - Community Centres				
GP	5610 - 5676	Civic Centre	117,600		105,115	
GP	5743 - 5748	The Hub	9,300		6,500	
GP	5760 - 5769	Foresters Hall	9,030		11,836	
GP	5719 - 5729	Victoria Pavilion	14,925		16,704	
GP	5709 - 5718	West Park Pavilion	5,075		5,320	
		TOTAL	155,930		145,475	
		Income				
GP	4610 - 4677,4700	* Civic Centre	-97,967		- 92,700	
	4690	* Quickborn Suite	-7,959		- 8,500	
GP	4796 - 4797	* The Hub and The Source	-23,070		- 22,150	
GP	4760 - 4763	* Foresters Hall	-16,100		- 15,200	
GP	4719 - 4723	* Victoria Pavilion	-11,230		- 11,400	Including V.P Sussex Support Rent and recharge of gas and electricity
GP	4781	* Ridgewood Village Hall	-1,140		- 1,140	Including Building Insurance recharge
GP	4710	* West Park Pavilion	-100		- 100	
GP	4677	* FIT Payments - Civic Centre	-4,620		- 5,000	
		* RHI Payments - Civic Centre	-10,000		- 10,000	
		Vending Machine	-3,000		- 500	
		TOTAL	-175,186		- 166,690	
		Net Expenditure	-29,711		- 21,215	
		Planning and Development Services				
		Economic Development				
GP	5530/5532	Festive Lights	13,000		13,200	
		TOTAL	13,000		13,200	
		Income				
GP	4530	* Festive Lights	-2,000		- 2,000	
		Net Expenditure	11,000		11,200	
		CENTRAL SERVICES				
		Corporate and Democratic Core				
		Corporate Management				
		Administration and Hospitality				
GP	5410- 5418	* Administration	17,595		16,966	
GP	5435	* Hospitality	180		100	
GP	5455	Health and Safety	1,250		1,250	
		Advertising- Recruitment/General				
GP	5420	* Recruitment	1,100		500	
GP	5425	* General	2,500		800	
		Accountant, Audit and Internal Audit Fees				
GP	5475	* Accountant Fees	4,480		4,500	
GP	5495	* External Audit Fees	2,300		2,323	
GP	5494	* Internal Audit Fees	2,200		1,680	
GP	5497	Professional Fees	10,500		10,600	
GP	5793	Subscriptions	3,600		3,500	
GP	5794	Training	5,500		3,500	
GP	5430	Office Equipment	9,900		9,500	
GP	5460	Insurances	35,000		35,000	

Committee	Nominal Code		2017/2018 Budget	2017/2018 Predicted Outturn	2018/2019 Budget	Notes
GP	5577	Newsletter	4,400		4,855	
GP	5490	Protective Clothing	450		450	
GP	7903. 2300	Loan Costs	65,820		64,309	
GP	5580 - 5590	Bank and Credit Charges	600		600	
		TOTAL	167,375		160,433	
		Income				
GP	4403/4410	* Training/Administration	-300		-	
GP	4414	Luxfords - re-allocation administration fees	-3,700		-	
GP	4579 - 4583	* Bank Interest	-100		1,343	
		TOTAL	-4,100		1,343	
		Net Expenditure	163,275		159,090	
		Democratic Representation and Management				
GP	5543	Members Allowances	18,555		15,132	
GP	5544	Members Expenses	100		100	
GP	5465	Mayors Allowance	1,706		1,741	
		TOTAL	20,361		16,973	
		Income	0		-	
		Net Expenditure	20,361		16,973	
		Grants and Partnerships				
GP	5480	Grants Section 142	19,500		19,500	
GP	5485	Grants - General Power of Competence	22,450		25,000	
GP	5487	Volunteer Bureau Service Level Agreement	8,000		8,000	
		TOTAL	49,950		52,500	
		Income	0		-	
		Net Expenditure	49,950		52,500	
		Other Buildings and Services to the Public				
GP	5730-5733	Cemetery Buildings East & West rates	7,265		1,250	
	5735	* Signal Box	0		0	
		* Osborn Hall	0		0	
	5770	* Foresters Hall Chapel	2,000		0	
GP	5772-5774	2a Vernon Road	225		200	
GP	5790	Bridge Cottage	0		300	
		TOTAL	9,490		1,750	
		Income				
GP	4730	* Cemetery Buildings	-4,200		4,200	
GP	4775-4776	* Signal Box includes building insurance recharge	-4,000		4,350	
GP	4780	* Osborn Hall	-440		440	
GP		* Foresters Hall Chapel	-1,087		1,087	
GP	4016	* 2a Vernon Road	-5,940		7,200	
GP	4783	* Bridge Cottage Includes Buildings Ins recharge	-1		3,301	
		TOTAL	-15,668		20,578	
		Net Expenditure	-6,178		18,828	

Committee	Nominal Code		2017/2018 Budget	2017/2018 Predicted Outturn	2018/2019 Budget	Notes
		SALARIES				
GP	5680 - 5682, 5795	C/C Caretakers/Other Buildings Cleaners	120,255		93,562	Including £7200 for cleaning of outside buildings.
GP	5540 - 5542	Administration	165,821		244,127	Excluding C/C Management salary (included under Caretakers/Luxfords)
		TOTAL	286,076		337,689	
		TOTAL REVENUE EXPENDITURE	691,727		728,020	
		TOTAL INCOME	-196,954		- 190,611	
		TOTAL	494,773		537,409	
		Long Term Earmarked Reserve Projects				
		Weald Hall Floor	10,000		5,000	
		Elections	5,750		5,750	£5,750 to be placed in Earmarked Reserves for three years
		Building Maintenance Fund			100,000	
		Total Long Term Earmarked Projects	15,750		110,750	
		Previous Initiatives from 2017/2018				
		Dementia training	1,250			
		Luxfords Refurbishment	50,000			
		Telephone Boxes	1,000			
		Asset Management	10,000			
		Marketing	30,000			
		Vending Machine	1,400			
		Notice Boards	2,000			
		TOTAL	95,650		0	
		New Initiatives 2018/2019				
		West Park Pavilion Scheme			15,000	Potential improvements/reconfiguration
		Bus Service			3,000	262 Saturday Service
		Data Protection			2,000	GDPR DPO/ Audit requirement
		TOTAL			20,000	
		TOTAL 2018/2019				
		Total Revenue Expenditure	702,182		728,020	
		Total Long Term Earmarked Reserve Projects	15,750		110,750	
		Total New Initiatives	95,650		20,000	
		Total Budget Expenditure	813,582		858,770	
		Total Income	-196,954		-190,611	
		Net Expenditure	616,628		668,159	

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Committee	Nominal Code		2016/2017 Budgets	2016/2017 Predicted Outturn	2018/2019 Budgets	Notes
		OTHER SERVICES				
GP		Luxfords				
	5810	* Food Purchases	44,880		40,000	
	5820	* Bar Purchases Non Alcoholic	3,570		3,000	
	5825	* Bar Purchases Alcoholic	6,120		7,000	
	5840	* Paper Consumables	2,490		2,600	
	5845	* Maintenance & Repairs	3,100		3,100	
	5850/5855	* Equipment New/replacement/hire	2,275		2,250	
	5860/5865/5864	* Postage/Telephone/Stationery	575		575	
	5875/5880	* Advertising Recruitment/General	1,220		2,150	
	5890	* Uniforms & Protective Clothing	200		600	
	5895	* Training	550		500	
	5980	* Credit Charges	1,175		1,500	
	5861	* Rates	8,484		7,500	
	5862/5863/5864	* Electricity/ Gas/ Water	7,670		7,420	
	5866	* Litter Collection	1,100		1,500	
	5867	* Stock Taker	1,000		750	
	5940 - 5945	* Wages	92,742		94,337	
		* Management Costs	3,700		0	
		TOTAL	180,851		174,782	
GP		Income				
	4810	* Restaurant Food Sales	-127,000		-121,800	
	4820	* Restaurant Bar Sales	-7,800		-6,800	
	4910	* Function Food Sales	-31,000		-26,400	
	4920	* Function Bar Sales	-14,500		-18,000	
	4850/4940	* Hire of equipment	-535		-1,000	
	4840/4950	* Hire of Luxfords	-2,681		-2,700	
		TOTAL	-183,516		-176,700	
		New Initiatives 2018/2019				
		New Microwave			1,000	2 year project
		New Wine Fridge			500	
					1,500	
		Long Term Earmarked Projects				
		New Cold Room	1,000		0	
		Total	1,000		0	

TOTAL 2017/2018				
Total Revenue Expenditure	180,851			174,782
New Initiatives				1,500
Total Long Term Earmarked Reserve Projects	1,000			0
Total Budget Expenditure	181,851			176,282
Total Income	-183,516			-176,700
Net Expenditure	-1,665			-418

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	EARMARKED RESERVE PROJECTS	Cost of Project Estimated	As at 31/3/2017 Carried Forward Accumulation			
Com		2017/2018		2017/2018	2018/2019	Notes
	CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES					
	Cultural and Related Services					
	Recreation and Sport - Leisure and Recreation Grounds					
E & L	New Play Area	125,000	28,818	50,000	25,000	
E & L	Playground Fencing Capital	25,000	10,547			
GP	West Pavilion External/Internal Maintenance	45,000	11,600			
GP	Victoria Pavilion Internal/External Maintenance	45,000	16,124			
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	
E & L	Ranger Equipment Budget	4,500	6,922			
E & L	Ridgewood Ground Improvements		11,718			
E & L	Litter Bins		500			
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			
	Recreation and Sport - Community Centres					
GP	Maintenance Schedule for Civic Centre	6,000	0			
GP	Future Maintenance Programme for Civic Centre	25,000	22,391			
GP	Weald Hall Floor	55,000	23,000	10,000	5,000	To investigate the need and type of floor required and eventual funding
GP	Ridgewood Village Hall Car Park	50,000	49,000			
GP	Victoria Doors		3,000			
GP	Foresters Hall Complex External Schedule/Maintenance	25,000	25,650	0		Soffits and fascias to last a further 8-10years. Money to be used for Phase 3 Works
E&L	Osborne Hall Car Park			7000	7,000	2 year scheme !
	Open Spaces and Allotments					
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		3,200			
E & L	Reverend Cardale Memorial		3,850			
	Culture and Heritage					
E & L	Twining Signs		739			
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			
	Cemetery and Churchyard					
E & L	Cemetery Enhancement	20,500	10,000	9,300		For wall repairs
	HIGHWAYS AND TRANSPORT SERVICES					
	Community Safety					
E & L	Street Lighting	50,000	21,201		2,000	Orange SOX lantern no longer available, long term replacement programme
E&L	Olives Meadow Street Lighting		17,000			
E & L	CCTV Replacement Programme	76,000	23,880	2,000		
E & L	Old Timbers Lane Maintenance	30,000	9,000	3,000	1,500	
E & L	Street Scene	5,000	1,573			
	CENTRAL SERVICES					
GP	Upgrading of IT Systems and Equipment	10,500	10,572			
GP	OTHER BUILDINGS AND SERVICES TO THE PUBLIC					
GP	Maintenance Programme/Schedule for Chapels	25,500	3,503			
GP	Signal Box External Schedule/Maintenance	45,000	10,000			
GP	Building Maintenance Fund		135,116	0	100,000	
GP	Defibrillators		711			
GP	Elections		15,750	5,750	5,750	£5,750 to be placed in Earmarked Reserves for four years
GP	Public Conveniences		30,000			For transport hub
GP	Professional Fees		1,335			
GP	Training		1,500			
	OTHER SERVICES					
GP	Luxfords	6,000	0			
GP	Luxfords Cooler		5,000	1,000		Contribution to Cold Room
GP	Luxfords Maintenance		1,980			
	TOTAL	781,900	709,593	81,050	147,250	
	Section 52/106		24,728			Depreciated Annually under Accounting Principles
	CIL Payment					

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Meeting of the Full Council

Monday 15th January 2018

Agenda Item 15.0

TO UNDERTAKE A REVIEW OF THE TOWN COUNCIL'S STANDING ORDERS

1.0 Background

1.1. Members reviewed the Town Council's Standing Orders at the previous meeting of Full Council held on 4th December 2017.

1.2. At this meeting, a request was made asking for paragraphs 15.3 and 15.4 to be reviewed. The Mayor asked the Clerk to investigate the matter further and report back to Full Council at its next meeting on 15th January 2018.

2.0 Term of chairmanship

2.1 Paragraphs 15.3 and 15.4 of Uckfield Town Council's Standing Orders state that a Chairman of a Committee can serve no longer than three consecutive years:

15.0 VOTING ON APPOINTMENTS

15.1 Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

15.2 The Mayor and Deputy Mayor should not serve longer than three complete consecutive municipal years in their respective offices.

15.3 Chairmen of committees and sub-committees should not serve as Chairmen longer than three consecutive years. Nor should any member of the Council be Chairman of more than one committee or sub-committee at any one time.

15.4 Neither shall the Mayor or Deputy Mayor be Chairman of a full committee.

2.2 Having reviewed the Standing Orders of neighbouring town councils, it appears that Uckfield Town Council is the only council to place a time restriction on term of office for chairmanship of the Council and the Council's standing committees (see table below).

2.3

Town Council	Reference to Term of Chairmanship
Burgess Hill Town Council	No reference made within the Standing Orders to the length of term that a Councillor can stand as Chairman of a standing committee.
Crowborough Town Council	No reference made within the Standing Orders and confirmation received that there is nothing in the Standing Orders limiting length of term as Chair or Vice Chair of the Council and/or any committee. Mention was made that two consecutive years tends to be the maximum that a Councillor stands as Council Chairman, but it does not form any part of the Constitution, and the previous Mayor was elected for three consecutive terms.

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Town Council	Reference to Term of Chairmanship
East Grinstead Town Council	No reference in Standing Orders.
Hailsham Town Council	No reference in Standing Orders. Advised that Hailsham TC has never added anything to the Standing Orders which restricts the number of years the Chairman or Vice-Chairman can serve. In practice there has in the past been a 'gentleman's agreement' that a Councillor can serve two years and then hand over to someone else. The last two Chairmen of Hailsham TC have both served for longer than that period.
Seaford Town Council	No reference in Standing Orders and confirmation received that Seaford TC has no limit on the length of term.
Polegate Town Council	No reference in Standing Orders. Confirmation received that in regards to committees, there are no rules (<i>the council elects the Chairman/ Vice-Chairman</i>) but there is an 'unspoken rule' that two years is typical for Chairman of the Council.

- 2.4 It has been noted that as the Council elects the Chairman of the Council, and Chairman or Vice-Chairman of any standing committee, the Council is taking a democratic decision year on year, and ascertains at that time who is best suited to the role.
- 2.5 There is also no reference to the term in which a Chairman of a standing committee can retain their seat within the Constitution of Wealden District Council.
- 2.6 Looking back at versions of Uckfield Town Council's Standing Orders, the current wording within paragraphs 15.3 and 15.4 has been in place for at least 10 years.

3.0. Recommendations

- 3.1 Members are asked to:
- (i) note the information provided within this report;
 - (ii) consider whether they wish to review existing procedures and advise the Clerk accordingly.

Background papers: Standing Orders for Uckfield Town Council
(see Full Council agenda papers – 4th December 2017 – Item 13 (Appendix A))

Contact Officer: Holly Goring

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Meeting of Full Council

Monday 15th January 2018

Agenda item 16.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2017-18 (Q3)

1.0 Summary

- 1.1 This report provides a quarterly update on the Town Council's priorities for 2017-18 and the progress that had been made by the end of December 2017.
- 1.2 The priorities identified for delivery in 2017-18 consist of initiatives which are often additional to the day to day responsibilities of the Town Council, but demonstrate by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.3 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year.
- 1.4 With this paper, the Town Clerk provides an update to members to explain the progress undertaken to deliver these priorities.

2.0 Quarter 3 – Progress Update

- 2.1 If we group the last three priorities (12-14) into one which are jointly focused on communication, four of the twelve priorities have already been completed, seven of the priorities are on schedule and one has yet to commence.





3.0 Recommendations

- 3.1 Members are asked to review the quarter 3 progress report, and note the work undertaken to date.





Appendices: Appendix A - Quarter 3 Progress Report





Contact Officer: Holly Goring



Key:



 = Progress behind schedule	 = Some progress has been made
 = On schedule for completion	 = Completed

APPENDIX A – Quarter 3 Progress Update 2017-18 (Oct – Dec 2017)

Priority	Status	Notes	Lead Committee	Lead Officer
1. Support local groups and charities through the provision of community grant funding.		On 13th September 2017, Finance Sub-Committee reviewed 25 applications for community grant funding as part of the council's annual community grants programme. A total of £41,285 was recommended and approved by General Purposes Committee to be given to community groups and organisations in 2018/19. This funding supports a wealth of initiatives and projects within the town. Letters were sent out to successful applicants.	General Purposes Committee (Finance Sub)	Assistant Town Clerk
2. Support initiatives within the town to encourage good health and wellbeing amongst our residents and an increased awareness of health conditions.		The Town Council has begun delivery of its action plan. Launching on 3rd January 2018, Uckfield Town Council issued a press release and social media communication to promote the use of a number of green open spaces in Uckfield Town and to #getactiveinuckfield. A webpage has been developed which highlights the perimeter distances of key open spaces within the town, and provides weblinks to key walks and websites. Further information will be added as the project develops and work will commence shortly to start mapping the green spaces and twittens in Uckfield.	Environment and Leisure Committee	Town Clerk
3. Work with local businesses and organisations to create a Dementia Friendly town, starting with the creation of the Uckfield Forum.		The Uckfield Dementia Forum has seen further partner agencies and individuals join in the last few months. Uckfield Dementia Forum celebrated its one-year anniversary with a free event for those living with dementia and their carers in November 2017. The event was a great success and further activities will be planned over the course of 2018. Work will now commence to plan for the 2018 Dementia Awareness month of activities, to seek grant funding for 2018 and see how the Uckfield Dementia Forum can become part of the recognition scheme with the Alzheimer's Society.	Full Council	Town Clerk
4. Increase signposting of existing facilities and explore the provision of additional public conveniences.		Information continues to be shared about the town's community toilet scheme – members of the public are able to access facilities at Costa Coffee, Thyme for Food & Friends and Uckfield Civic Centre. The Town Council has highlighted the need for a public convenience within the town to its partner agencies and will be investigating the options available in due course.	Full Council	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
5. Support an increase in the provision of events and activities for the town		<p>Town events Weald on the Field and Uckfield Revival have now taken place. Weald on the Field (a day festival selling local produce, street food, drink and crafts on Saturday 5th August) was a great success and well attended. Uckfield Revival (Saturday 7th October) saw a few rain showers but this did not deter the classic vehicle parade and display in Luxford Field, with food and refreshment stalls available alongside the monthly Farmers Market.</p> <p>Uckfield Civic Centre The Civic Centre has been building on its existing events programme and also assisted with the promotion of events organised by others which are taking place within the building. Before Christmas the Civic Centre hosted a variety of events including the Model Railway Exhibition, The Steadfast Tin Soldier (Puppet Show), Raystede Fashion Show, An evening with Noel and Trisha Richards, Tony Stockwell, Cinderella – Christmas Pantomime and An Edwardian Christmas Concert by Candlelight. Before the end of March the Civic Centre will see performances by The Take That Experience, Tannahill Weavers and Abba Fever.</p>	Full Council	Town Clerk
6. Implement the Town Council's litter bin policy		<p>The Town Council has implemented the litter bin policy and now refers to this, when enquiries are received. The Town Council has also provided advice to Churchcoombe Residents Association with their considerations.</p>	Environment and Leisure Committee	Assistant Town Clerk
7. Work with our partner agencies to lobby for a reduction in the amount of litter on public highways		<p>No progress has been made on this action to date. Grounds staff and Brighter Uckfield, along with members of the public continue to look after and clean our streets, but it is too unsafe for these groups to address the litter which gathers on the public highways (A22 etc).</p>	Environment and Leisure Committee	Town Clerk
8. Implement improvements to the operation of CCTV in Uckfield Town Centre		<p>The Town Council is working closely with BT Redcare, Sussex Police, ESCC Streetlighting and Uckfield Chamber of Commerce to arrange the logistics of installation.</p>	Full Council	Town Clerk/ Assistant Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
9. Work with our partner agencies to continue to educate school pupils about road safety		<p>The Town Council held its annual road safety day on 21st June, which saw pupils from 11 local primary schools attend and learn about the importance of road safety via interactive tasks and activities.</p> <p>Liaison also continues with local residents' associations to support changes which will encourage road safety in residential areas, and in particular near to schools.</p>	Environment and Leisure Committee	Town Clerk/ Assistant Town Clerk
10. Work with our partner agencies to identify further improvements to accessibility and safety on our pavements and highways		<p>Highway improvements The Town Council has provided a comprehensive list of issues on the access corridors leading into the town to the County Council, to be considered as part of a fourth phase of highway improvements;</p> <p>Reducing speed of traffic The Town Council has funded speed surveys in the areas of Church Street, Eastbourne Road and Ringles Cross, to help understand the behaviour of vehicles in this area. The Town Council has also liaised with Framfield Parish Council regarding Framfield Road and Bird in Eye Hill. The results of the speed surveys were presented to Full Council on 4th December 2017.</p> <p>A member working group is currently in the process of setting up a project to change the behavior of road users utilising speed indicator devices at various locations in Uckfield</p> <p>Parking The Town Council provided a comprehensive list of the parking issues within the town and hotspots to Wealden District Council as part of their parking review.</p> <p>The Town Council has reported issues where vehicles have caused an obstruction, to Operation Crackdown and written letters/notices to vehicle owners.</p> <p>The Town Council also made contact with Wealden District Council in December 2017 following the publication of their Cabinet papers. On reading the report on Civil Parking Enforcement, the Town Council raised a number of issues which needed further clarification and explanation. The item was deferred by Wealden DC.</p>	Full Council	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
<p>11. Promote the Town's green spaces and, allotments to encourage greater leisure and recreation.</p>		<p>An Allotment Conference was held on 7th September 2017 which enabled allotment holders to raise any issues with the Town Council for discussion. This highlighted topics which the Town Council could explore further and it was agreed to run an allotment competition in 2018, which would provide an excellent opportunity to further promote the allotments within the town.</p> <p>This achievement of this priority also relates to priority 2 above.</p>	<p>Environment and Leisure Committee</p>	<p>Town Clerk/ Assistant Town Clerk</p>
<p>12. Improve communication with residents through increased use of noticeboards and social media;</p> <p>13. Increase communication with local community groups to enable greater sharing of information and support;</p> <p>14. Strengthen partnership opportunities with local service providers to ensure the delivery of good quality services to our residents.</p>		<p>The Town Council's part time Marketing & Communications Assistant started in post at the beginning of September 2017.</p> <p>The officer has assisted the Town Council with its communication, and in particular reviewing the content of the council's website and social media accounts to ensure the information we provide is helpful, and we engage better and more frequently.</p> <p>The officer has been supporting the Civic Centre's Hospitality Manager with the marketing and advertisement of Civic Centre events, as well as supporting the rebuild of a new website for the Civic Centre and related artwork/content.</p> <p>The Town Council has acted as a key facilitator this year in bringing community groups together with agencies to discuss key issues or queries, and is keen to continue building these relationships. The Town Council has also acted as the link between agencies and individuals to help address enquiries or resolve outstanding matters.</p> <p>Improvements have been made to some of the noticeboards outside the Civic Centre but further works are required to existing noticeboards and the erection of an additional noticeboard in Elizabeth Gardens before year end.</p>	<p>ALL</p>	<p>ALL</p>

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Meeting of the Full Council

Monday 15th January 2018

Agenda Item 17.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

1.1 The report sets out the Town Mayor engagements.

30 th November	AGM League of Friends Uckfield Hospital
30 th November	Christmas Tree Lighting Ceremony – Holy Cross Church
9 th December	Uckfield Singers Annual Concert
17 th December	Christmas Service - Holy Cross Church

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

5th December` Lights of Love Service – Holy Cross Church

Cllr. Louise Eastwood
Town Mayor

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