



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 20th February 2017 at 7pm**

AGENDA

**1.0 TO CO-OPT A YOUTH MEMBER TO UCKFIELD TOWN COUNCIL
(Attached)**

1.1 To receive Declaration of Acceptance of Office

2.0 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.

**3.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE
AGENDA AT THE MAYOR'S DISCRETION**

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

5.0 APOLOGIES FOR ABSENCE

6.0 MINUTES

**6.1 To RESOLVE that the minutes of the Full Council meeting of the 9th January
2017 be taken as read, confirmed as a correct record and signed by the Town
Mayor.**

- 6.2 Action list – For information only
(Attached)

7.0 COMMITTEE MINUTES

- 7.1 To note the acts and proceedings of the following committee meetings:-
- | | | |
|-----|-----------------------------------|---|
| (a) | Plans Committees | 3 rd January, 16 th January and 6 th February 2017 |
| (b) | Environment and Leisure Committee | 30 th January 2017 |
| (c) | General Purposes Committee | 23 rd January 2017 |

8.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
(Minutes of the meeting held on 27th January 2017 are attached)
- (ii) Neighbourhood Plan Steering Group
(Attached)
- (iii) Gatwick Airport Consultation Group
(Attached)

9.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(to be reported under confidential business)
- (ii) Dementia Friendly Working Group – Uckfield Dementia Forum
(Attached)
- (iii) Uckfield Events Working Group
(Attached)

10.0 TO CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2016/17 AND 2017/18
(Attached)

**11.0 TO PROVIDE INPUT INTO A POTENTIAL PHASE 4 OF HIGHWAY IMPROVEMENTS:
ACCESS CORRIDORS LEADING TO THE TOWN CENTRE**
(Attached)

12.0 TO CONSIDER THE FUNDING OF TRAFFIC SPEED SURVEYS
(Attached)

13.0 TO MAKE A DECISION ON THE FUTURE OF THE HIGH STREET DOUBLE HEIGHT BRICKS
(to follow)

14.0 TO SIGN AND SEAL THE BYELAWS FOR HEMPSTEAD MEADOWS LOCAL NATURE RESERVE AND WEST PARK LOCAL NATURE RESERVE
(Attached)

15.0 TO NOTE THE MAYOR'S ENGAGEMENTS
(Attached)

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

17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED
None

18.0 TOWN CLERK'S ANNOUNCEMENTS

19.0 CHAIRMAN'S ANNOUNCEMENTS

20.0 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:-

20.1 Update from Civic Centre Working Group
(Attached)

20.2 To consider options (in principle) for a new CCTV system in Uckfield Town Centre
(Attached)



Town Clerk
14th February 2017

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Meeting of the Council

Monday 20th February 2017

Agenda Item No. 1.0

TO CO-OPT A YOUTH MEMBER TO UCKFIELD TOWN COUNCIL

1.0 Summary

- 1.1 This report sets out the process for co-opting a non-voting youth member to Uckfield Town Council as part of the Town Council's new youth engagement programme with Uckfield Community Technology College.

2.0 Background

- 2.1 Members will recall from the last meeting of Full Council (9th January 2017) that the Town Clerk has been liaising with Uckfield Community Technology College to see whether there were any students interested in becoming involved in the Town Council's decision-making process.
- 2.2 To date, two Year 13 students have expressed an interest in engaging with the Town Council's committee process. Both students are currently studying politics at A-Level or wish to study politics in the future and are aged 18 years old.
- 2.3 One student has agreed to put themselves forward for co-option at the Full Council meeting of 20th February 2017. The second student wishes to observe the meeting and confirm their interest after this meeting.

The applicant wishing to nominate themselves as a non-voting youth member at the meeting of Full Council on 20th February 2017 is:

Mr Owen Coleman

The applicant has met with the Town Clerk and confirmed that they are interested in becoming a non-voting co-opted member of the Town Council which would allow them to attend any of the Town Council committees that they express an interest in, and fully take part in discussions/debate (including confidential business) but not vote.

- 2.4 As per standard procedures for co-opting and selecting a member onto the Council, the applicant has been provided with a copy of 'The Good Councillor's Guide' and will be required to complete a declaration of interest form.

3.0 Co-option Procedure

- 3.1 At the start of the meeting, the applicant will be given the opportunity to introduce themselves and explain their interest in becoming a non-voting co-opted member of the Town Council. The whole process will be carried out in public session prior to a vote.

- 3.2 Voting will take place in the normal way. Members are reminded of the Town Council's Standing Orders 3.21, which states:-

Members shall vote by a show of hands or, if at least two Councillors so request, by signed ballot. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

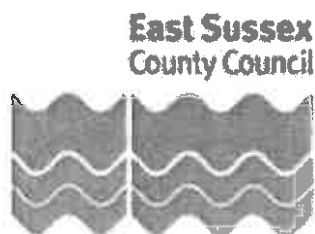
- 3.3 In order for the applicant to be co-opted onto the Council, it will be necessary for them to obtain 50% + 1 of the votes available at the meeting.
- 3.4 Typically the co-option of an elected member runs until the end of the Municipal Year, and the newly appointed Member would undertake the positions of the previous Member on committees and sub-committees, (except as Chairman or Vice chairman), as well as the positions as the Council's representative on outside bodies. However we are enabling all students involved in this project (non-voting co-opted members) to participate in any of our committee meetings as and when they can.
- 3.5 The applicant and interested student will be provided with a copy of the agenda and background papers for the Full Council meeting so will be aware of the process and the details of the issues to be considered at the meeting.

4.0 Recommendations

- 4.1 Members are asked to note the report and the procedures for the co-option of a youth member to the Town Council.

Background Papers: Uckfield Town Council's Co-option Policy No. 44

Contact Officer: Holly Goring



Minutes of meeting of the UCKFIELD TOWN CENTRE REGENERATION JOINT COMMITTEE held on Friday, 27th January, 2017 in Council Chamber, Uckfield Town Council, Uckfield, East Sussex, TN22 1AE (3.00 p.m. to 3.43 p.m.)

PRESENT: Councillor R Galley (Chairman), Councillor C Dowling (Deputy Chairman), Councillors L Eastwood, H Firth, D French and R Simmons.

Also present: Councillors J Love, P Meakin, I Smith and P Sparks.

In attendance were the Director of Planning Policy & Economic Development (N Hannam), Uckfield Town Centre Regeneration Programme Support Manager (P Griggs), Democratic Services Officer (S Lawrence), Head of Planning and Environmental Services (K Williams), ESCC Team Manager, Strategic Economic Infrastructure (J Wheeler), Children's Services Client Manager (S Hambrook), ESCC Transport Development Control Manager (A Jack) and Clerk to Uckfield Town Council (H Goring).

APOLOGIES: Apologies for absence were received from Councillor D Ward.

17/1 DECLARATION OF SUBSTITUTE MEMBERS

Councillor French substituted for Councillor Ward.

17/2 DECLARATIONS OF INTEREST

There were no declarations of interest made at the meeting.

17/3 MINUTES

RESOLVED that the minutes of the meeting held on 15th July 2016 be confirmed and signed as a correct record.

17/4 HIGHWAY IMPROVEMENT PROJECT BOARD - ORAL UPDATE

Alex Jack (East Sussex County Council) provided a final update on the Stage 2 highway works. He advised that a number of snagging and additional items had been identified in conjunction with Uckfield Town Council and the contractor Colas would be working to address each item and to complete the outstanding works. This included replacement trees and protective guard rails which were expected to be in place by the end of February, installation of measures to prevent parking on pavements, repair to the bus shelter, and repair to street columns which were not working. He confirmed that the dates of these works would be publicised. The County Council would monitor the traffic flows

in the town centre over a period of 18-24 months from the completion of the works, to assess the success of the scheme; however the timing for this would be dependent on the progress of further stages of the town centre scheme, as monitoring could not take place whilst other works were ongoing.

It was noted that due to a change in structure at East Sussex County Council, Jon Wheeler would lead on Stages 3 and 4 of the highways work, which would be completed through the East Sussex joint venture contract with Costain/CH2M. He advised that for Stage 3 the preliminary design for the bus station had been consulted upon in 2013, and a detailed design would be delivered in 2017/18, which would take 4-6 months. In addition, there was consideration being given to toilet provision within these plans. Any work required would be scheduled with Costain with a view to minimising the impact on the town centre.

There was a remaining budget of £500-£800k available from S106 contributions, which it was being proposed to use as Phase 4, to improve movement and access on the corridors into the Town Centre. The Town Council was being consulted on these proposals in the next month and its input would be welcomed.

A question had been asked in relation to on-street parking enforcement. Nigel Hannam (Director of Planning Policy and Economic Development, WDC) confirmed that the Police were responsible for enforcement, but it was recognised this was not a Police priority. Wealden District Council and Uckfield Town Council had had extensive discussions on how best to achieve effective parking enforcement, and whether it could be delegated by the Police. This option had been ruled out and a number of other options explored, but the only one which continued to be viable was the local reporting of repeat offences to the Police resulting in follow up Police action. He advised that the wider issue of the decriminalisation of on street parking across the District remained under discussion, but emphasised the legal duty for enforcement was with the Police.

A question was raised on the location of the disabled spaces in the town centre and whether these were appropriate. Alex Jack confirmed that much discussion had taken place as to the correct location, but their usage would be monitored. It was noted that there were also a number of disabled spaces in the car parks managed by Wealden District Council. Holly Goring (Clerk to Uckfield Town Council) advised that she would continue to collate any comments received in relation to such matters, and would continue to liaise with Highways Officers, and would feed back the information collated for inclusion in their review at the end of the monitoring period.

The Committee noted the update provided on the highways works.

17/5 REVENUE MONITORING 2016/17

Nigel Hannam (Director for Planning Policy and Economic Development, WDC) presented the report setting out details of the budget position for 2016/17 for the project. He confirmed that the project had been initially funded by equal contributions of £50,000 from each of East Sussex County Council, Uckfield Town Centre and Wealden District Council. No further contributions had been

paid as the income had been carried forward from the previous year's surplus, and the spend to date for 2016/17 had been funded by this surplus. There remained a predicted outturn for the year of £16k, which was held by Wealden District Council on behalf of the project.

In response to a question submitted in advance of the meeting, Mr Hannam advised that the 'project management' line in the budget referred to a range of expenditure on project and programme management activities and support (detailed further in Members' questions below). He confirmed that this did not include the cost of Capita consultancy, which was reported under 'Property Support'.

RESOLVED: -

To note the budget position for 2016/17 as set out in Appendix A of the report.

17/6 COMMUNICATIONS AND ENGAGEMENT - PROGRESS REPORT

Peter Griggs (Programme Support Manager) presented the report on the communications and activities undertaken since the last meeting, and highlighted the way that the project's communication channels had been used to communicate the timing and progress of the highways works, and to encourage shoppers to continue to visit the town promoting the message of 'Uckfield is Open'. That the town centre shops had survived so well he attributed to the resilience and energy of local businesses, the work of the 'Uckfield – the Future Group', the offer of free parking at the station, the loyalty of local people, and that the County Council and contractors had delivered the improvements on time and to a good quality. He recognised that it had been a difficult time for the High Street and that many businesses had suffered a drop in trade.

The Joint Committee had provided £2.5k funding to the 'Uckfield – the Future' group and a report on its work from the Clerk to Uckfield Town Council was appended to the report. The success of the Group in holding a number of events and activities in and around the High Street during the year to attract visitors and shoppers to the town had been recognised by a special award at the Uckfield Business Awards event in November. Holly Goring (Clerk to Uckfield Town Council) passed on the thanks of the Group to the Committee.

The Chairman welcomed the proactive approach to communications which had been taken throughout the project to date and the excellent work of the 'Uckfield – The Future' group.

RESOLVED to note the Town Centre Regeneration (TCR) Project's communications and engagement activity as set out in the report.

17/7 UCKFIELD TOWN CENTRE RE-INVESTMENT PROJECT UPDATE

Nigel Hannam (Director of Planning Policy and Economic Development, WDC) presented the report providing an update on the wider project. It was noted that at the last meeting of the Committee in July 2016, the Committee had considered four options for a phased development project, and it was asked that the viability of one option be explored, which was for the development of land on the southern end of the Holy Cross school playing field.

Mr Hannam advised that the position following investigations and discussions was that this option could not be progressed for the reasons set out in the report, which included the school being unable to release land at this time without a market return, the low level of interest in development from major food retailers in a re-investment project, interest from the budget retailers being insufficient to support the project's wider objectives, and the projected lack of residential development capacity to support such a scheme.

Sean Hambrook (East Sussex County Council) confirmed that given the current financial position the County's Capital Programme agreed last week was to meet core need or 'basic need provision' for schools. The position in relation to Holy Cross School would be subject to further consideration in the future if and when additional primary school places were required as result of residential development, including the Welbeck scheme, but this was unlikely to be until the mid-2020s.

The Chairman commented that this was obviously a disappointing position, and the choice before the Committee was to decide to end the project now or to review again at a future date to be determined to see if the position had changed.

The Committee discussed the matter, recognising the expectations and hopes that had been raised in the Town, the excellent collaboration that had taken place between the Councils, the success of the highways and station improvements, and the number of factors which could change in relation to the economic position, school place planning and the Local Plan. It was agreed that the Committee wished to re-convene in the summer of 2018 to review the position again as to whether the re-investment project could be realised. It was agreed that Wealden District Council would continue to hold the £16k budget until that point.

RESOLVED: -

1. To ask Wealden District Council, through the Director of Planning Policy and Economic Development, to keep the potential to redevelop and regenerate Uckfield town centre under review; and
2. To hold a further Joint Committee meeting in Summer 2018 to provide an update on the project on that point.

17/8

COUNCILLORS' QUESTIONS

The Committee had received eight questions submitted in writing in accordance with the Constitution.

The majority of the questions had been answered under other items but Kelvin Williams (Head of Planning and Environmental Services, WDC) responded to the questions posed on Section 106 contributions which had not been addressed.

It was agreed that the full text of the questions and the answers provided would be appended to the Minutes (attached as Appendix 1).

17/9

DATE OF NEXT MEETING

The next meeting of the Joint Committee would be held in Summer 2018 on a date to be identified.

Councillor R Galley
Chairman

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Minute 17/8 – Councillors' Questions

The following questions were received in writing and the answers given are set out below:

1) Questions from Cllr. Paul Meakin, Uckfield Town Council

- a) Will the Committee give an update on their proposal, plans, start and completion date for phase three of the High Street /Town Centre improvements?
- b) If they cannot give an update can they explain the reasons for their delay in planning this final phase of the project?

Response to a) and b) from Jon Wheeler, East Sussex County Council:
Phase 3 (the Bus Station) will be taken forward through the East Sussex Highways Joint Venture. The design brief is being developed to take forward the preliminary design which was consulted upon in 2013 to the next stage (detailed design). The detailed design work is to be included in the draft East Sussex Highways local transport improvements work programme for 2017/18 which will be considered by the County Council's Lead Member for Transport and Environment in March 2017.

- c) Can the total amount of section 106 grant funds accumulated for the whole project be confirmed and the remaining saved part of the budget for phase three also be confirmed, having spent approximately £1.7 mill on phases one and two? (If commercially sensitive a written answer will suffice).

Response from Kelvin Williams, Wealden District Council
All the money for Phases 1-3 of the development has been secured. Currently between £700k and £800k is held in Section 106 contributions which have yet to be passed to East Sussex County Council, but it is anticipated that there could be a further amounts coming forward. The remaining amounts held will be used for Phase 4/5.

- d) As time has moved on can the committee give an indication of the expiry dates of the remaining section 106 funds still not spent for its original purpose? In view of the committee's delay in progressing this phase is there still time to spend the money?

Response from Kelvin Williams, Wealden District Council
The agreements for the funds not yet spent do not run out until 2023/24.

- e) Can the committee confirm that none of the originally dedicated section 106 funds for the whole project have been or are likely to be refunded to their original provider?

Response from Kelvin Williams, Wealden District Council
The Council has not refunded any money on Section 106 contributions to date and has no intention of doing so.

2) Questions from Cllr. Donna French, Uckfield Town Council

- a) Have the Highways Project Board considered the importance of public conveniences in phase 3 of the scheme? Public conveniences were proposed in the early plans.

Response from Jon Wheeler, East Sussex County Council:

Discussions have been held with the bus station's landlord regarding the use of the brick built block and other land they own for public toilets, as well as also exploring other potential locations for such facilities in the area around the station. If a feasible location can be found, then the Project Board will seek to provide public toilet facilities in the vicinity of the bus station.

- b) For Clarification; please advise what 'project management' refers to within the budget figures. I'd like to understand in more detail what this relates to.

Response from Nigel Hannam, Wealden District Council:

This relates to expenditure on Project and Programme Management activities and support including:

- *Developing, updating and managing the TCR project activity and plans.*
 - *Working with Members and officers from the Joint Committee partners to progress the TCR project under the direction of the Joint Committee and the relevant Director.*
 - *Working with external companies, suppliers and consultants to progress the TCR project under the direction of the Joint Committee and the relevant Director*
 - *Developing, updating and managing the project budget.*
 - *Managing project and programme dependencies and interdependencies to ensure effective progress.*
 - *Attending meetings with partners, key stakeholders, contractors, and the public as and when required to promote and report on programmes.*
 - *Ensuring partners and key stakeholders are kept informed of progress and issues relating to the TCR project briefings, attendance at meetings and other communication channels including working with the Joint Committee partners to coordinate the delivery of communications plans.*
 - *Monitoring and writing responses to communications about the project, in the local press, on social media or in such other forum as may require a comment.*
- c) Will traffic monitoring or a survey be undertaken when the scheme has had a chance to settle in?

Response from Alex Jack, East Sussex County Council:

As previously confirmed, traffic monitoring will take place after a settling in period of 18-24 months. The timing of the monitoring will be dependent on any further works that take place in and around the town centre.

- d) Regarding parking enforcement - WDC did say early on, that parking restrictions would be enforced. Can you please clarify how this will be implemented?

Response from Nigel Hannam, Wealden District Council:

The current position is that the Police are responsible for on street enforcement. However it is recognised that this is not a priority for them. WDC, along with UTC, have therefore had extensive discussions with the Police on how best to achieve effective parking enforcement. Initially it was understood that on street parking enforcement could be delegated from the Police to WDC (and UTC if required) and this was the preferred option with the potential to enforce parking on street and off street (potentially also including the new station car park) through one organisation. Unfortunately the Police concluded that it was not possible to delegate on street parking enforcement so this option was ruled out.

Subsequent discussions have included a number of other options: additional funding for PCSO's to undertake enforcement, Employer Sponsored Policing to enable Special Constables, the potential for Community Wardens (being successfully piloted in other Sussex locations), use of CCTV, and local reporting of offences to the Police resulting in follow up Police action. With the exception of the last of these, the other options have not been suitable for progression for a variety of reasons.

The wider issue of the decriminalisation of on-street parking across the District remains under discussion.

In the meantime the responsibility for on street parking enforcement remains with the Police.

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Meeting of the Full Council

Monday 20th February 2017

Agenda Item 8.0 (ii)

TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: NEIGHBOURHOOD PLAN STEERING GROUP Thursday 26th January 2017

The main topic covered during the meeting was the submission by Action in Rural Sussex of their Neighbourhood Plan Development Service proposals and accompanying fees and charges.

The themes and suggested stages were discussed at length and it was agreed that the steering group had already started or delivered various elements of the proposal they had received. The Clerk therefore suggested that a workshop be held for the steering group members to meet in an informal setting and review the existing work they had undertaken. The workshop would also provide an opportunity to agree and identify the gaps that they needed assistance with. This would avoid duplication and ensure all members were clear about the direction they needed to take and tasks assigned over the next 12 months.

The steering group agreed to aim for a target completion date, and set a target of 12 months (Spring 2018). They also agreed to engage Wealden District Council in the next stages of preparation.

Cllr Chris Macve

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Meeting of Full Council

Monday 20th February 2017

Agenda Item 8.0 (iii)

TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: GATWICK AIRPORT NOISE MANAGEMENT BOARD MEETING 31st January 2017

The Noise Management Board (NHB) was established in January 2016 in response to the Independent Arrivals Review (IAR), which was initiated in August 2015.

The IAR report highlighted 23 recommendations for improvement. Of those, 11 were complete by the time the NHB report was published – a copy of which is available in the Town Council office.

The meeting on 31st January 2017 was the fourth meeting of the NHB and was held in public to report on their progress.

The objectives of this phase of work focused only with arrivals. The status of the outstanding recommendations were reported in detail, with the main items being:

- Imm – 01 - A320 Series Noise Modification (Reduction)
Four main carriers were planned for completion by September 2017. The remainder would follow by December 2017 with the possibility of penalty charges being introduced;
- Imm – 05 – Increase in CDA Commencement to 7,000 feet
This meant that as soon as possible, the altitude for constant descent arrival height should be increased to 7,000 feet – this was currently undergoing trials;
- Imm – 10 – Change to minimum ILS joining point
The planned redirection of the joining point from 10 nautical miles to 8 nautical miles – there would be a six month monitoring period put in place to review this;
- Imm – 11 - Runway direction protocol
Proposals to alternate the direction of take-off and landing to spread noise distribution. The objective of this would enable a more even split of arrivals but the decision had been deferred at the present time;
- Imm – 12 – Night Arrivals KPI
Recommendations had been completed to put in place monitoring and reporting of the number of flights delayed from planned daytime arrival into night movement (after 23:30 local). Actions had been delivered and monitoring was underway;
- Imm – 13 and Imm – 23
These recommendations related to the introduction of new technologies (XMAN, AMAN and DMAN) which all related to arrival management and the need to upgrade the systems used. Good progress was being made.

The following session concentrated mainly on night flights, the "fair and equitable" distribution of flights, noise impact and recording, complaints and systems that the Noise Management Board were looking at. This involved promotion of their new initiatives and techniques.

Cllr. Chris Macve

Meeting of Full Council

Monday 20th February 2017

Agenda Item 9.0 (ii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: 'DEMENTIA FRIENDLY WORKING GROUP' – UCKFIELD DEMENTIA FORUM

The Uckfield Dementia Forum held its second meeting on Wednesday 11th January 2017. It was a productive meeting with representatives around the table from the following organisations:

- Alzheimer's Society;
- Barclays Bank
- NHS;
- Care for Carers;
- Citizen's Advice Bureau;
- ESCC Trading Standards;
- Home Instead Senior Care
- Sussex Police;
- Sussex Support Service
- Tesco's;
- Uckfield Town Council;
- Wealden District Council.

A member of the public who lives with Alzheimer's also joined the meeting.

Forum members discussed the different types of training and approaches they could take in order to work with businesses in the town. It was suggested that the initial starting point should include mapping the businesses/organisations within the High Street, the number of staff within each organisation and who would need to be involved. These face to face conversations would also assist in informing businesses of the benefits of taking part in the initiative i.e. their organisation would become accredited with the Alzheimer's Society as being a Dementia Friendly business, thus building on the reputation of that company or organisation. Forum members also suggested engaging with the Chamber of Commerce and attending a future meeting to spread the word about their work and to raise awareness with local businesses. This suggestion has since been raised with the President of the Chamber.

A draft directory had been created and was circulated to the forum for input. The directory would be provided to those living in the Uckfield area with dementia or for use by their carers. The directory would include key contact telephone numbers for useful services and care. Forum members were asked to add their details and local services they were aware of, prior to the next meeting.

Members discussed various initiatives taking place over the following months. Members of the Wealden Dementia Action Alliance's (WDAA) sub group were focusing on activities which could be undertaken during the National Dementia Awareness Week in May 2017. The dates of awareness week were: Monday 15th to 21st May 2017. They had considered the idea of hosting a Fun Run/Walk in Uckfield.

The Wealden Dementia Action Alliance would also be hosting a celebration event that week and were interested in having a representative from Uckfield Forum to speak at the event to explain the progress they'd made. Other organisations were also encouraged to note the dates and consider activities they could get involved in.

The next meeting of the Forum would be taking place early March 2017.

Cllr. Paul Sparks

Meeting of the Full Council

Monday 20th February 2017

Agenda Item 9.0 (iii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: 'UCKFIELD EVENTS WORKING GROUP'

The working group met on Monday 16th January 2017 and invited members of the community who were involved in the previous future group, to the meeting. This included representatives from the Chamber of Commerce, local businesses, Uckfield Matters and Uckfield FM.

The working group agreed the dates and times of the two events, with plans to hold the 'Weald on the Field' on Saturday 5th August 2017 and 'Uckfield Revival' on Saturday 7th October 2017.

At this meeting, the working group focused on the 'Weald on the Field' event and met with Food Rocks. Food Rocks have a wealth of experience in organising events and festivals and at the heart of these events is good quality food. They have a great following from local producers in the local area and have Horsham Markets, Joy Festival, the Big Nibble, Crowborough Vintage Festival, Henley Regatta and much more planned for the year ahead.

The group discussed the event and logistics involved and were keen to hear of their experience and tips from organising similar events.

The working group discussed the various elements and legalities that needed to be considered in preparation for the event. This included licensing, insurance, first aid. It was also agreed that it would be useful to have a couple of attractions/small fairground rides for children to ensure that the event welcomed all members of the family.

The 'Weald on the Field' event would be a one day event, running from 11am to the evening, with live music and entertainment, local producers, local crafts, food and drink for to enjoy.

It was agreed that provisional costings should be drawn up and circulated to the working group by the Town Clerk, and a decision would be made by the working group on whether to work with Food Rocks.

Following the meeting, the working group confirmed that, based on their success and great experience, they would be very happy to work with Food Rocks. The organisation have since been notified.

A draft budget spreadsheet has been circulated to working group members with provisional costings for the event. This includes estimates for marketing/advertising, music and entertainment, facilities and legalities. An application has been made to Tesco Bags for Help scheme to assist with funding. An announcement was also made by the President of the Chamber at the recent Chamber of Commerce meeting to advise local traders of the two events taking place in 2017, and the three ways they could get

involved (i) have a stall on the field, (ii) run an activity, campaign or special offers on the day at their shop/business or (iii) sponsor the event.

Further work would now continue to promote the 'Weald on the Field' to potential stallholders and producers and get the message out.

Cllr. Donna French

Meeting of the Full Council

Monday 20th February 2017

Agenda Item 10.0

TO CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2016/17 AND 2017/18

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 the 26th January 2015, the 2015/16 allowances were discussed and agreed as follows:

- Basic allowance £1,212
- Chairman's allowance, £1,672

3.0 2016/17 Allowances

- 3.1 The allowances for the current financial year (2016/2017) were not reviewed by Full Council therefore members are still being paid the 2015/16 remuneration. The Parish Remuneration Panel for Wealden District recommended a 1% increase as follows:
- Basic Allowance £1,224
 - Chairman's allowance £1,689
- 3.2 If Full Council agrees to the recommended 1% increase, this could be rectified by amending the allowances paid to Councillors at the end of the financial year March 2017 and would bring the allowances back in line with the recommendations of the Panel. As not all Councillors claim their allowances, this would not affect current budgets.

4.0 2017/18 Allowances

- 4.1 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.
- 4.2. The recommended increase for Level (3) Councils is 1% as follows:
- Basic Allowance £1,236
 - Chairman's allowance £1,706
- Allowances for this increase have been made in the Town Council's 2017/2018 budgets.

5.0. Travelling and Subsistence Allowances

- 5.1. 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.

6.0 Recommendations

- 6.1. 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: Christine Wheatley

Report of the Wealden Parish Remuneration Panel on Town and Parish Councillor Allowances for 2017/2018

Introduction

1. This is the report of the Parish Remuneration Panel for 2017/18. 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) Allowances should be paid in accordance with three bands, Levels 1 to 3;
 - b) There be a 1% increase to all Basic and Chairman's Allowances rounded to the nearest pound.

2017/18	LEVEL1	LEVEL2	LEVEL 3
Basic Allowance	£156	£387	£1236
Chairman's Allowance	£ 269	£ 608	£1706

- c) The policy to fix Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' rates be re-affirmed;
 - d) There be no increase to Subsistence Allowances;
 - e) The Panel notes with regret that it is 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 claim 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 2017/18. However, Town and Parish Councils can choose what level of allowances to implement, for example whether to phase in amendments to the allowances taking into account the impact of the recommended changes on their budgets.

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 Thursday 17 November 2016. 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 2016/17. The Panel had carried out a major review of the level of allowances three years before and had recommended 1% increase last year.
- 8. The Panel notes that all Towns and Parish Councils had an election in May 2015, and the number of these which were contested elections, and that where places were not filled by election, it was common practice to co-opt Parish Councillors, who were not entitled to claim allowances.
- 9. The Clerk to the Panel had invited all Town and Parish Clerks to provide any comments on the allowance scheme. Only four Parish/Town Councils responded and all supported the current scheme.
- 10. No adverse feedback has been received by the Panel in relation to last year's recommendations and no particular recommendations have been made as what the Panel should recommend for 2017/18.
- 11. It was agreed that a recommended 1% uplift in all the basic allowances for levels 1-3 is appropriate, rounded to the nearest £1. This is in line with the Panel's recommendations for Wealden District Council.
- 12. Regulation 29(2) requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending an increase to that allowance for the financial year 2017/18 to £4,431 per annum. Based on that figure, the percentages have been incorporated into the attached Appendix A.

Chairman's Allowance

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

15. The Panel **recommends** an increase to all Chairman's Allowances in Levels 1 to 3 on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

Travelling Allowance

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

Subsistence Allowance

19. The Panel **recommends** that there be no change to the current level of subsistence rates for 2017/18, making the payments as follows:

Breakfast	£5.50	When away from home on approved Parish/ Town Council business before 8 am.
Lunch	£7.50	When away from home on approved Parish/ Town Council business between 12 noon and 2 pm.
Tea	£3.50	When away from home on approved Parish/ Town Council business between 5 pm and 7 pm.
Evening Meal	£9.50	When away from home on approved Parish/ Town Council after 7 pm.

20. Payment is subject to Parish/ Town Councillors certifying that they had actually and necessarily incurred the amount being claimed.

Co-opted Members

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

Communication of Allowances

22. On receipt of this report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations):
23. In setting the levels of allowances, Town and Parish Councils must show they have regard to the IRP's recommendations, but it is entirely up to each Town and Parish Councils 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.

24. The Panel asks that Parish and Town Clerks ensure that all Parish/Town Councillors are made aware of what level of allowance is available and what other expenses can be claimed.

Other Business

25. The Panel did consider whether to recommend for more than one year on a percentage or index basis, but wishes to review the position again for 2018/19 to take account of the experience of Parish/Town Councillors first elected in May 2015 and any further changes in context for Parish/Town Councils.
26. The Panel would like to express its thanks to the Parish and Town Councils and Officers who had assisted it in its work and the preparation of this report.

Mr Edward Stone
Chairman

Appendix A

	LEVEL1	LEVEL2	LEVEL3	
Basic Allowance	£156	£387	£1,236	
Chairman's Allowance	£ 269	£608	£ 1,706	
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
Selmeaton	n/a	n/a	n/a	n/a
Cuckmere Valley	7	£156	£269	3.52%
Berwick	7	£156	£269	3.52%
Wartling	7	£156	£269	3.52%
Long Man	7	£156	£269	3.52%
Hooe	7	£156	£269	3.52%
Arlington	7	£156	£269	3.52%
Laughton	7	£156	£269	3.52%
Isfield	7	£156	£269	3.52%
Chiddingly	9	£156	£269	3.52%
Hellingly	15	£156	£269	3.52%
Hadlow Down	7	£156	£269	3.52%
Fletching	9	£156	£269	3.52%
Warbleton	11	£156	£269	3.52%
Frant	11	£156	£269	3.52%
Alfriston	7	£156	£269	3.52%
East Hoathly/Halland	9	£156	£269	3.52%
Chalvington/Ripe	7	£156	£269	3.52%
Horam	11	£156	£269	3.52%
East Dean/Friston	9	£156	£269	3.52%
Framfield	11	£156	£269	3.52%
Hartfield	13	£156	£269	3.52%
Ninfield	9	£156	£269	3.52%
Danehill	9	£156	£269	3.52%
Buxted	15	£156	£269	3.52%

Withyham	13	£156	£269	3.52%
Herstmonceux	11	£156	£269	3.52%
Mayfield/ Five Ashes	15	£156	£269	3.52%
Maresfield	14	£156	£269	3.52%
Rotherfield	13	£156	£269	3.52%
Westham	13	£156	£269	3.52%
Pevensey	13	£156	£269	3.52%
Wadhurst	15	£156	£269	3.52%
<u>Level 2</u>				
Forest Row	15	£387	£608	8.73%
Willington/Jevington	19	£387	£608	8.73%
Polegate	15	£387	£608	8.73%
Heathfield/Waldron	21	£387	£608	8.73%
<u>Level 3</u>				
Hailsham	24	£1236	£1706	27.89%
Uckfield	15	£1236	£1706	27.89%
Crowborough	16	£1236	£1706	27.89%

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Meeting of the Full Council

Monday 20th February 2017

Agenda Item 11.0

TO PROVIDE INPUT INTO A POTENTIAL PHASE 4 OF HIGHWAY IMPROVEMENTS: ACCESS CORRIDORS LEADING INTO THE TOWN CENTRE

1.0 Background

- 1.1 Substantial improvements have been made to the highway and footways in Uckfield town centre in the past two years. These improvements have focused on the street scene, public transport, pavements and easing traffic flow.
- 1.2 These planned improvements involve three phases of work, of which two are complete apart from some outstanding snagging. The first two phases have focused on the High Street of Uckfield. The third phase is likely to commence towards the latter part of 2017/18 and will look to make improvements to the bus station area in Uckfield Town Centre.
- 1.3 The above works will cost in the region of £3 million and have been funded by development contributions, secured through S106 agreements from local residential developments within the Uckfield area.

2.0 Consideration of a further phase of improvements

- 2.1 Assuming phase three is delivered on or near to budget, there are further development contributions that have been secured from sites within and around Uckfield Town Centre specifically for the use of local transport improvements. Funds of approximately £0.5 – £0.8 million have been secured and it is therefore proposed to bring forward a Phase 4 of the Uckfield Town Centre Improvement Scheme.
- 2.2 All authorities are keen to consider where these funds would be used most effectively. East Sussex County Council are therefore proposing to identify a package of local transport measures which improve movement and access for pedestrians, cyclists, public transport and overall traffic on the main access corridors into the Town Centre. Any improvements which address movement and access into the town would support the work that has already been undertaken and prepare the Town Centre for future growth.
- 2.3 Utilising past feedback from local councillors and local residents, five access corridors have been identified as needing some form of improvement:
 - **Bell Lane** – from Bellbrook Industrial Estate and Batchelor Way/Markland Avenue residential areas to Tesco roundabout;
 - **Framfield Road (New Town)** – from Uckfield Hospital to Framfield Road signalling junction;
 - **Ridgewood** – from the town boundary on both the Lewes Road and Eastbourne Road corridors to Framfield signalised junction;
 - **Church Street** – from Snatts Road to Church Street/High Street junction and including the Drive plus adjoining residential areas if required;
 - **London Road/High Street** – from Budletts Roundabout to Church Street/High Street junction including residential areas.

- 2.4 The types of measures that could be considered in these areas include:
- Improved footways and cycle facilities;
 - New/improved or upgraded crossing facilities;
 - Public transport waiting infrastructure including real time passenger information;
 - Improved off road parking provision;
 - Junction improvements to aid the flow of traffic and improve safety for pedestrians and cyclists;
 - Traffic calming initiatives to improve safety/reduce vehicle speeds.
- 2.5 Members are asked to consider these areas and the feedback that they have received over time from local residents, businesses and visitors to the town. Members may also wish to consider feedback received from local community groups they are associated with to obtain their current views e.g. the Uckfield Neighbourhood Plan Steering Group and local Residents' Associations. Using this feedback, the Town Council has been asked to provide input into potential transport/highway improvements that could be introduced in these access corridors.
- 2.6 Any proposals put forward would then be investigated by East Sussex Highway Engineers and a technical report produced outlining the issues/challenges identified on each corridor, what measures they have considered, what options have been discounted, potential risks and the prioritised list of measures for consideration with accompanying costs.
- 3.0 Recommendation**
- Members are asked to provide input to this process and identify measures in accordance with paragraph 2.4 in the five access corridors leading into Uckfield Town Centre. The Town Clerk will then advise East Sussex County Council accordingly.

Contact Officer: Holly Goring, Town Clerk

Meeting of the Full Council

Monday 20th February 2017

Agenda Item 12.0

TO CONSIDER THE FUNDING OF TRAFFIC SPEED SURVEYS

1.0 Background

- 1.1 As noted in agenda item 10.0, there are still traffic/highway improvements that need to be considered on the access corridors leading into Uckfield Town Centre. There are six routes that lead into Uckfield and residents have, on a number of occasions, raised their concerns with regards to safety and the need to reduce traffic speed in these areas. Particular concerns have been raised on the routes of Eastbourne Road, Church Street and London Road (Ringles Cross).
- 1.2 The Town Council received a letter on 31st January 2017 from a resident in Ringles Cross who had recently taken action to try and reduce the speed limit and introduce traffic calming measures. This report presents the content of this letter to Town Councillors and request for the Town Council to support this initiative by funding two speed surveys. These surveys would provide the necessary evidence required for further investigations and proposals in this area.

2.0 Proposal to the Town Council

- 2.1 The following letter was received from a resident in Ringles Cross:

Dear Holly,

I am writing to you to request funding for two speed surveys on London Road in Uckfield, between the Browns Lane junction and Budletts roundabout. Due to the length of the road, I feel that the surveys should be located near Chichester Caravans and between Ringles Cross and Browns Lane.

I have been a resident of Uckfield for the last fourteen years and have found it a wonderful place to settle and bring up my family. The town has evolved very well and it is great to see it thriving and growing. However, because of growth, I have noticed that traffic volumes and speeds are increasing on London Road.

I have seen several accidents at the Ringles Cross area and have a concern for safety on a number of fronts, including people using the footpaths along London Road (e.g. Schoolchildren for UCTC), people walking to and crossing the road to bus stops, local businesses, (i.e. customers of BluAuto, Chichester Caravans, The Ringles Cross Pub and Blue Asia Restaurant) and of course other road users.

I would like to achieve a safer and sustainable traffic and transport network along London Road from Browns Lane to Budletts roundabout enabling a connected community in a safe environment, allowing safe and sustainable mobility (walking, bus, car), with thriving businesses and increased well-being in the area.

I would like this to be delivered via an integrated proposal with community buy in and approval. This can also be aligned to the current campaign to reduce the speed limit from Ringles Cross to Budletts from 60mph to 40mph.

So far, I have taken the following action;

- Worked with local press last year (Uckfield News) to raise the issue;
- Setup a petition which generated 188 supporters;
- Engaged with Uckfield Town Councillor (Jackie Love), and Wealden District Councillor Carol Reynolds who have pledged their support;
- Engaged with East Sussex County Councillor, Claire Dowling and have full support and backing (as you know this is important from a Highways perspective);
- Aligned with Graham Midmer who is running the campaign to reduce the speed limit between Ringles Cross and Coopers Green;
- Met with ESCC Road Safety team to discuss options for safety and recommendations of next steps.

The recommendation from the ESCC Road Safety Team is that the first step is to gather enough data to understand traffic volumes and speeds to provide the foundation to proposals for improvements plus also to prove or disprove perceptions of traffic volumes and speeds.

This will demonstrate a fact driven approach to making improvements rather than opinion, enabling better definition of proposals, increased buy in and adoption to any changes resulting in lower cost of change.

I understand that traffic survey data is recognised as one of the most important data sets by local authorities. (In addition to this, I also will request accident data from the Police.)

I would like to request funding from Uckfield Town Council for the two traffic surveys in the London Road area to provide the needed foundation of data. This will be an important first step to understand how to achieve a safer community.

This is the same approach used by Graham Midmer for the campaign to reduce the speed limit from Ringles Cross to Coopers Green which successfully achieved Match funding from Buxted Parish Council through ESCC's Community Match funding scheme.

Please can you kindly consider my request and do not hesitate to contact me if you have any questions.

Many thanks in advance and I look forward to hearing from you.

3.0 Funding streams

3.1 On 9th January 2017, the Town Council set its precept and budget figures for 2017/18. The agreed figures took account of the priorities for the next financial year and beyond.

3.2 The above request for the Town Council to support action on highway improvements and road safety meets with the Town Council's priorities for 2017/18 and in particular priority 10:

10 - Work with partner agencies to identify further improvements to accessibility and safety on our pavements and highways.

- 3.3 This request also meets with the longer term objectives of the Town Council, as outlined in the Town Council's Strategic Plan 2017-2022:

By 2022, we will have:

"worked with the relevant partner agencies to address the danger of speeding vehicles"

- 3.4 Within its budget setting, the Town Council set aside £5,000 in 2017/18 towards speed reduction signage, in response to concerns regarding speeding traffic in Eastbourne Road.
- 3.5 On the basis that further developer contributions have been secured for local transport improvements to the access corridors leading into Uckfield Town Centre and includes the consideration of traffic calming measures, it is recommended that the Town Council seriously consider whether it would be worthwhile to fund traffic speed surveys for all three access corridors which currently cause concern to Uckfield residents:
- Eastbourne Road;
 - Church Street;
 - London Road (Ringles Cross) x 2.
- 3.6 This would provide the necessary evidence required to demonstrate the need for improvements to these areas as part of a potential phase four of highway improvements. It has been advised that traffic speed surveys cost in the region of £400 per survey and can be arranged by East Sussex County Council. If the Town Council were to fund the above four surveys this would cost in the region of £1600.
- 4.0 Recommendation**
Members are asked to consider the above request from a local resident and wider priorities of the Town Council in relation to highway/traffic improvements, and advise the Town Clerk accordingly.

Contact Officer: Holly Goring, Town Clerk

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Meeting of the Full Council

Monday 20th February 2017

Agenda Item 13.0

TO MAKE A DECISION ON THE FUTURE OF THE HIGH STREET DOUBLE HEIGHT BRICKS

1.0 Background

- 1.1. The Double Height Brick Kerbs were removed from the High Street during the recent Town Centre improvement works.
- 1.2. Following the Bluebell Railway's successful re-use of the granite kerbs from the High Street, it was initially thought that the bricks would be suitable for their re-use as well. However the Bluebell Railway were unable to re-use the bricks, as they needed substantial cleaning and attention, to bring them up to the required standard.
- 1.3. At the meeting of Full Council on 17th October 2017, members resolved to *'request that the Town Clerk explore options further to assess which would be most feasible.'* Options put forward by members at that meeting included:
 - utilising the bricks for planters maintained by Brighton Uckfield in place of the current timber ones, to ensure they remain more durable;
 - using as a surround on the base of the red telephone kiosk once re-located;
 - potentially using the planters outside the railway station;
 - using to re-cope the raised sloping beds in the Town Square (outside Hartfields).
- 1.4. Unfortunately the bricks would need cleaning and close attention before they could be used within any local projects and it is still unknown if the bricks would survive substantial cleaning. The relocation of the Traditional Red Telephone Kiosk is still unconfirmed as a result of waiting on available space and approval from the relevant authorities, and therefore the building of any surround would be on hold until a suitable site is found. The Town Council has also confirmed that there was no suitable safe and secure location for the storage of the bricks in Town Council premises at the present time.
- 1.5. Other projects had also taken priority in the following weeks, and it had not been possible to spend a great deal of time on exploring further options. After receiving comments from the local press and residents in the first few weeks of 2017 about the need to move the bricks, the Town Clerk explored the various options available to the Town Council for a decision to be made.

2.0. Condition of the bricks

- 2.1. The Town Council sought feedback from a local building firm on the condition of the bricks and possible ways in which they could be re-used. The building firm estimated that on the five pallets, there were in the region of 1,000 to 1,400 imperial size bricks.

- 2.2 The pallets contained a mixture of bricks, covered with lime mortar and cement mortar. The Town Council was advised that the cement mortar was very difficult to remove and could result in a number of the bricks being broken in the process of cleaning. It was recommended that if no use could be found, that local reclamation yards may be interested.
- 3.0 Options to consider**
- 3.1 In the past few weeks, the Town Council has received interest from a couple of local residents who wished to obtain a number of the bricks for projects on their property (i.e. within their gardens etc.).
- 3.2 The Town Council has received some interest from local community and voluntary groups including the Women's Institute and Millennium Green Trust.
- 3.3 A local resident put forward the idea of the Millennium Green and whether the bricks could be used to continue building up the unfinished Brick Chimney Memorial located on the Millennium Green. On liaising with the Millennium Green Trust, it was advised that even if the bricks could be adequately cleaned, a much greater number of bricks would be required. The bricks were also different from those needed for the chimney structure and the bricks extracted from the High Street were designed for kerb edging, not a standard structure. However the Millennium Green Trust did advise that they would be happy to take the bricks to use as rubble for one of their future projects, and this would enable the bricks to be returned to their alleged origins at the Uckfield brickworks.
- 3.4 Contact was made with three local salvage and reclamation yards and photographs sent. Two of the three reclamation companies visited, assessed the bricks, and responded. Of these two companies one advised that unfortunately the bricks were not suitable for them, the second company advised that they did not buy in uncleaned bricks.
- 3.5 Contact has also been made with two local skip companies, in order to gain indicative costs of removal. One company has responded advising that due to the weight of the bricks, they would recommend a 6 yard skip for the removal of this hardcore. This would be £165 plus VAT per skip.
- 3.6 Members are asked to consider the above options. In response to the feedback received, it is recommended that:
- the Town Council retain at least one or two bricks for heritage purposes and display these within the glass cabinets of the Council Chamber;
 - promote and advertise a set time in which local community groups and individuals can safely collect the bricks for their own re-use – with oversight from the Town Council's Grounds staff;
 - if there are any bricks remaining, that they be disposed of safely using the accurate skip size and collection.
- 4.0. Recommendation**
- 4.1. Members consider the above options and advise the Town Clerk accordingly.

Contact Officer: Holly Goring

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

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

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

RESTRICTION OF ACCESS

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

DAMAGE TO OR DISTURBANCE OF THINGS IN THE RESERVE

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

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

² Amended by the (NERC) Act 2006

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

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

BRINGING ANIMALS INTO THE RESERVE

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

AREAS OF WATER

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

USE OF VEHICLES

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

USE OF CERTAIN EQUIPMENT

- (18) Using any camera or any apparatus for the transmission, reception, reproduction, or amplification of any sound, speech or images by electrical or mechanical means, except apparatus designed and used as an aid to defective hearing and apparatus used in a vehicle so as not to produce sound audible by a person outside the vehicle. Personal use of cameras is permitted.

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

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

USE OF FIREARMS ETC.

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

GENERAL PROHIBITIONS

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

3. INTERFERENCE WITH DULY AUTHORISED OFFICER

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

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

4. PERMITS

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

5. BYELAWS

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

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

6. PENALTY

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

The common Seal of Uckfield)

Town Council was hereunto)

affixed in the presence of:)

.....
Councillor

.....
Councillor

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

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

1. In these byelaws
 - (a) "The Reserve" shall mean the pieces or parcels of land containing in the whole 4.90 hectares or thereabouts and situated in the Parish of Uckfield in the County of East Sussex declared to be managed as a Nature Reserve by the declaration dated the 7th day of July 2014 made by the Uckfield Town Council in pursuance of section 21 of the National Parks and Access to the Countryside Act 1949, and the Reserve is for the purposes of identification shown as nearly as may be on the map annexed to these byelaws and therein shaded red.
 - (b) "The Council" shall mean Uckfield Town Council.
 - (c) "Firearm" shall have the same meaning as in section 57 of the Firearms Act 1968.
2. Within the Reserve the following acts are hereby prohibited except insofar as they may be authorised by a permit issued by the Council in accordance with Byelaw 3, or are necessary to the proper execution of his duty by an officer of the Council or by any person, or servant of any person, employed or authorised by the Council.

RESTRICTION OF ACCESS

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

DAMAGE TO OR DISTURBANCE OF THINGS IN THE RESERVE

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

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

² Amended by the (NERC) Act 2006

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

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

BRINGING ANIMALS INTO THE RESERVE

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

AREAS OF WATER

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

USE OF VEHICLES

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

USE OF CERTAIN EQUIPMENT

- (17) Using any camera or any apparatus for the transmission, reception, reproduction, or amplification of any sound, speech or images by electrical or mechanical means, except apparatus designed and used as an aid to defective hearing and apparatus used in a vehicle so as not to produce sound audible by a person outside the vehicle. Personal use of cameras is permitted.
- (18) Using any device designed or adapted for detecting or locating any metal or mineral in the Reserve.

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USE OF FIREARMS ETC.

- (19) Being in possession of a firearm, including crossbows (with ammunition suitable for use in that firearm) otherwise than on a public paved road, or discharging a firearm or lighting a firework.
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- (26) Selling or offering or exposing for sale, or letting for hire or offering or exposing for letting for hire, any commodity or article, or selling or offering for sale any service.
- (27)
 - (a) Engaging in any activity which is causing or likely to cause a disturbance.
 - (b) Holding any show, performance, public meeting, exhibition or sports or the playing of any organised games.
- (28) Intentionally or recklessly removing or displacing, any building, seat, notice board, notice exhibited by order of the Council, apparatus, wall, boundary bank, fence barrier, riling, post or hide.
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The common Seal of Uckfield)

Town Council was hereunto)

affixed in the presence of:)

.....
Councillor

.....
Councillor

Meeting of the Full Council

Monday 20th February 2017

Agenda Item 15.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

1.1 The report sets out the Town Mayor engagements.

19th February Uckfield Lions Charter Lunch, Barnsgate Manor

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

5th February Ashdown District Scouts Awards Presentation

Cllr. Louise Eastwood
Town Mayor

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