



# UCKFIELD TOWN COUNCIL

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

Tel: (01825) 762774 Fax: (01825) 765757  
e-mail: [townclerk@uckfieldtc.gov.uk](mailto:townclerk@uckfieldtc.gov.uk)  
[www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)  
**Town Clerk – Holly Goring**

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

in  
The Council Chamber, Civic Centre  
on  
Monday 23<sup>rd</sup> October 2017 at 7.00pm

### AGENDA

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#### 7.00PM - PRESENTATION FROM THE CONSERVATORS OF ASHDOWN FOREST

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#### 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 meeting of Full Council on 11<sup>th</sup> September 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	25 <sup>th</sup> September and 16 <sup>th</sup> October 2017
(b)	Environment and Leisure Committee	2 <sup>nd</sup> October 2017
(c)	General Purposes Committee	9 <sup>th</sup> October 2017

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

- (i) The Uckfield Town Centre Regeneration Joint Committee  
(Nothing to report at this time)
- (ii) Neighbourhood Plan Steering Group  
(to follow – meeting taking place on 19<sup>th</sup> October 2017)
- (iii) Gatwick Airport Consultation Group  
(Nothing to report at this time)

**8.0 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)

**9.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2017-18**  
(to follow)

**10.0 TO NOTE THE REPORT OF THE EXTERNAL AUDITOR FOR 2016-17**  
(Attached)

**11.0 TO APPOINT A REPRESENTATIVE AND SUBSTITUTE TO THE MANAGEMENT COMMITTEE FOR UCKFIELD & DISTRICT HOUSING ASSOCIATION LTD**  
(Attached)

**12.0 TO REVIEW EAST SUSSEX COUNTY COUNCIL'S DRAFT STRATEGY 'EAST SUSSEX LIBRARIES – THE WAY FORWARD'**  
(Attached)

**13.0 TO CONSIDER POTENTIAL STREET NAMES FOR STREETS WITHIN PHASE 1A AND 1B OF THE RIDGEWOOD FARM DEVELOPMENT**  
(Attached)

**14.0 TO NOTE THE MAYOR'S ENGAGEMENTS**  
(Attached)

**15.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**

**16.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**  
None

**17.0 TOWN CLERK'S ANNOUNCEMENTS**

**18.0 CHAIRMAN'S ANNOUNCEMENTS**



**Town Clerk**  
**17<sup>th</sup> September 2017**

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## **Meeting of Full Council**

**Monday 23<sup>rd</sup> October 2017**

### **Agenda Item 7.0(ii)**

#### **TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: NEIGHBOURHOOD PLAN STEERING GROUP**

**Thursday 19<sup>th</sup> October 2017**

Members of the Neighbourhood Plan Steering Group met on the evening of Thursday 19<sup>th</sup> October with the Community Development Officer from Action in Rural Sussex.

The meeting was very productive and set the scene for the work the group would be delivering over the coming months. A draft project plan was circulated which set out the key tasks over the next 12 months and important milestones along the way. Specific dates would be added for the group to work towards to try and reduce slippage.

Steering group members referred back to their vision and spent time confirming the aspirations for the Neighbourhood Plan within Uckfield in order to provide a good basis upon which to hang the draft policies from.

Steering group members were set work to do prior to the next meeting to consider the draft policy statements that had already been produced by the group and compare them against the National Planning Policy Framework (NPPF) and existing Wealden Local Plan. This would then help to understand where the plan needed to complement existing policy guidance or if there were gaps which needed to be filled.

The steering group propose to meet on a monthly basis to work through the project plan, with the intention of having a draft ready for submission at the end of 2018.

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## **Meeting of Full Council**

**Monday 23<sup>rd</sup> October 2017**

### **Agenda Item 8.0 (ii)**

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

The Uckfield Dementia Forum met on Wednesday 4<sup>th</sup> October 2017.

The meeting was productive and covered a number of projects and shared interests from group members. Members were introduced to new attendees Charlotte Browne, the new Community Champion for Tesco's and Barry Marlowe from Access2Healthcare.

An update was provided by the Wealden Dementia Action Alliance who were already looking ahead to 2018 and the activities that could be undertaken during National Dementia Awareness Week in May 2018. The Alliance had produced its first bulletin which shared information across the district and highlighted the work of the different forums. The group were also made aware of changes which had been made to staffing at the Alzheimer's Society.

Information was provided to group members about the Golden Ticket programme; an initiative run by Know Dementia which was piloted at Buxted Surgery. On the success of the pilot, the local Clinical Commissioning Group were looking to roll this out across all of the local doctor's surgeries which would seek to provide support to those who had been recently diagnosed with Dementia, by signposting them or their carer to key information and support to help them through the process. It was hoped that the printed Uckfield Dementia Directory could be shared with officers working on the Golden Ticket programme to provide to those people who had been recently diagnosed with dementia, or their carers.

Dementia friend sessions were being arranged for the end of October/early November – invitations would be sent to local businesses to encourage their staff to attend. A variety of venues would be booked with sessions taking place at various times after 4.30pm to capture people after working hours.

The group were asked to think about projects or new initiatives for 2018 and if there were any funding streams which the forum could apply for.

Forum members were also starting to plan ahead for an event to celebrate the one-year anniversary of the Uckfield Dementia Forum. An event would be held at the Civic Centre late November so watch this space!

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## Meeting of Full Council

Monday 23rd October 2017

### **Agenda Item 8.0 (iii)**

#### **TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: 'UCKFIELD EVENTS WORKING GROUP' (CELEBRATE UCKFIELD)**

The working group organised 'Uckfield Revival' - an event celebrating classic vehicles and transport through the decades with a vehicle parade from the Highlands Inn to Luxford Field, followed by a display of all the vehicles on Luxford Field.

Despite grey skies and a few light rain showers, we saw over 80 vehicles take part in the parade on the morning of Saturday 7th October and then drive and park up on the field for members of the public to take a look. A great range of vehicles were on display:



There were lots of spectators who welcomed the food and refreshments on offer on the field, and addition of the monthly Farmers Market. The working group would like to say a big thank you to all of those involved and for their dedication and turning out on such a grey cloudy day! The working group also wished to thank those who supported the event and for coming to take a look at the vehicles on display.

The working group are planning to hold a short meeting on Monday 23rd October to review the event, and put forward recommendations for events in 2018.

Councillor D. French

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## APPENDIX A – Quarter Two Progress Update 2017-18

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.	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 been working closely with Wealden District Council following the launch of their Health and Wellbeing Strategy to identify a number of ways that the two authorities can work together to promote Uckfield's green open spaces, footpaths and encourage more activity, and greater health and wellbeing. A paper is due to be presented to Environment and Leisure Committee on 13th November 2017 for consideration.	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 a great range of partner agencies and individuals on board and is now nearing its first year. Uckfield Dementia Forum has planned a number of dementia awareness sessions for early November which will be promoted to local businesses to help encourage members of the public, local businesses and their colleagues to attend. The forum have also started to make plans to host an event to celebrate their one-year anniversary, as well as working with the Wealden Dementia Action Alliance to arrange a week of activities during the May 2018 National Dementia Awareness Week.	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 recommended that this be considered in future plans and improvements.	Full Council	Town Clerk

## Meeting of Full Council

Monday 23rd October 2017

### Agenda item 9.0

#### **QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2017-18**

##### **1.0 Summary**

- 1.1 This report provides a quarterly update on the Town Council's priorities for 2017-18 and the progress that has been made at this point within the financial year.
- 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.
- 1.2 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year.
- 1.3 With this paper, the Town Clerk provides its second update to members to explain the progress being made to deliver these priorities.

##### **2.0 Quarter 2 – Progress Update**

- 2.1 If we group the last three priorities (12-14) into one which is focused on communication, two of the twelve priorities have already been completed, eight of the priorities are on schedule, one has made some progress and one has yet to commence.

##### **3.0 Recommendations**

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

Appendices: Appendix A - Quarter Two Progress Report

Contact Officer: Holly Goring

##### **Key:**

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

Priority	Status	Notes	Lead Committee	Lead Officer
5. Support an increase in the provision of events and activities for the town		<p><b>Town events</b> 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 5<sup>th</sup> August) was a great success and well attended. Uckfield Revival (Saturday 7<sup>th</sup> 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><b>Uckfield Civic Centre</b> The Civic Centre has started to build 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 will be hosting 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.</p>	Full Council	Town Clerk
6. Implement the Town Council's litter bin policy		The Town Council has implemented the litter bin policy and now refers to this, when enquiries are received.	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		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).	Environment and Leisure Committee	Town Clerk
8. Implement improvements to the operation of CCTV in Uckfield Town Centre		The Town Council is currently liaising with BT Redcare, Sussex Police and the ESCC Streetlighting team to arrange for the installation of the new cameras and transmission software.	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 21<sup>st</sup> 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><b>Highway improvements</b> 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><b>Reducing speed of traffic</b> The Town Council has now 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.</p> <p><b>Parking</b> 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 and continues to remain engaged in these conversations. The Town Council has also reported issues where vehicles have caused an obstruction, to Operation Crackdown.</p>	Full Council	Town Clerk
11. Promote the Town's green spaces and, allotments to encourage greater leisure and recreation.		<p>An Allotment Conference was held on 7<sup>th</sup> 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 once the format had been agreed, 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>	Environment and Leisure Committee	Town Clerk/ Assistant Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
<p>12. Improve communication with residents through increased use of noticeboards and social media;</p>		<p>The Town Council's part time Marketing &amp; Communications Assistant started in post at the beginning of September but has already made a great start.</p> <p>The officer will be assisting 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>	ALL	ALL
<p>13. Increase communication with local community groups to enable greater sharing of information and support;</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>14. Strengthen partnership opportunities with local service providers to ensure the delivery of good quality services to our residents.</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.</p>		

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**UCKFIELD TOWN COUNCIL**



**Notice of conclusion of the audit  
Annual Return for the year ended 31<sup>st</sup> March 2017**

**Sections 20(2) and 25 of the Local Audit and Accountability Act 2014  
Accounts and Audit Regulations 2015 (SI 2015/234)**

- 1. The audit of accounts for Uckfield Town Council for the year ended 31<sup>st</sup> March 2017 has been concluded and the accounts have been published.**
- 2. The Annual Return is available for inspection by any local government elector of the area of Uckfield Town Council on application to:**

**The Town Clerk  
Uckfield Town Council  
Council Offices  
Civic Centre  
Uckfield  
East Sussex  
TN22 1AE**

**Between the hours of 9am to 4pm Mondays to Fridays  
(excluding public holidays).**

- 3. Copies will be provided to any local government elector on payment of £1.20 for each copy of the Annual Return.**

**Announcement made by: Holly Goring, Town Clerk.**

**Date of announcement: 28<sup>th</sup> September 2017**

# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

UCKFIELD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Yes	No	Comments
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.		✓	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

19/06/17

and recorded as minute reference:

FC. 23. 06. 17

Signed by Chair at meeting where approval is given:

*[Signature]*

Clerk:

*[Signature]*

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

# Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

LICKFIELD TOWN COUNCIL

CASH/INVEST

1. Balances brought forward	236,621	1,086,757	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	797,595	835,219	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	451,044	466,157	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(417,377)	(439,468)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	(68,479)	(66,602)	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	(612,667)	(682,667)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,086,737	1,199,376	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6)
8. Total value of cash and short term investments	1065,665	1115,562	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5817,238	5987,441	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	706,200	669,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)		X	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

*[Signature]*

Date

16/06/2017

I confirm that these accounting statements were approved by this smaller authority on:

19/06/2017

and recorded as minute reference:

FC.24.06.17

Signed by Chair at meeting where approval is given:

*[Signature]*

### Section 3 – External auditor report and certificate

In respect of:

Enter name of smaller authority here:

UCKFIELD TOWN COUNCIL

#### 1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

#### 2. 2016/17 External auditor report (ES0100)

(Except for the matters reported below)\* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

#### 3. 2016/17 External auditor certificate

We certify/~~do not certify~~\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature: *Paul Littlejohn LLP*

External auditor name: PKF Littlejohn LLP Date: 22-9-17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

# Annual internal audit report 2016/17 to

Enter name of smaller authority here:

UCKFIELD TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and Ni requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	No applicable
			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit N. ARCHER for AUDITING SOLUTIONS LTD

Signature of person who carried out the internal audit N. J. Archer Date 15/06/2017

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

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## **Meeting of Full Council**

**Monday 23<sup>rd</sup> October 2017**

### **Agenda item 11.0**

#### **TO APPOINT A REPRESENTATIVE AND SUBSTITUTE TO THE MANAGEMENT COMMITTEE OF UCKFIELD & DISTRICT HOUSING ASSOCIATION LTD**

##### **1.0 Summary**

- 1.1 This report requests that council members nominate one member to represent Uckfield Town Council on the Management Committee for St. Saviours Flats, and a substitute in the event that they are unable to attend.

##### **2.0 Background**

- 2.1 On 1<sup>st</sup> October 2017, the Town Clerk received an email from the Secretary of the Uckfield & District Housing Association Ltd.
- 2.2 The Housing Association provides 16 affordable flatlets for the elderly in St. Saviours Flats in Framfield Road, Uckfield.
- 2.3 The Association is registered with the Financial Conduct Authority, the Homes and Communities Agency and the National Housing Federation. The land on which the St. Savours flats are built is leased to the Association by the Chichester Diocese and the terms of the lease require the establishment of a Management Committee with responsibility for managing the flats.
- 2.4 Under the Management Committee's constitution, they are entitled to invite up to two committee members from the local council.
- 2.5 The Management Committee have advised that in previous years, Councillor P. Sparks has represented the Town Council.
- 2.6 The Management Committee meets around six times a year and meetings take place in the afternoons at St. Saviours Flats.
- ##### **3.0 Recommendation**
- 3.1 Members are asked to appoint a Town Council representative and substitute representative to sit on the Management Committee of Uckfield & District Housing Association.

Contact Officer: Holly Goring

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## Meeting of Full Council

Monday 23<sup>rd</sup> October 2017

### **Agenda item 12.0**

#### **TO REVIEW EAST SUSSEX COUNTY COUNCIL'S DRAFT STRATEGY 'EAST SUSSEX LIBRARIES – THE WAY FORWARD'**

##### **1.0 Summary**

- 1.1 East Sussex County Council has placed a review of their Library and Information Service out for consultation, in the form of a draft strategy.
- 1.2 Local organisations, community groups and members of the public are being asked to consider the strategy and their proposals as part of a 12-week consultation process. The deadline for providing a response is 14<sup>th</sup> December 2017.
- 1.3 Members are being asked to consider their proposals and advise if they wish to provide a response to the consultation.

##### **2.0 Background**

- 2.1 The Library and Information Service of East Sussex County Council has been asked to find savings in the region of £2million. A review of internal staffing, and a reduction in library opening hours will assist in making savings of around £1.25million. The service has therefore had to undertake a complete review of service provision to put forward proposals which would assist in finding these savings.
- 2.2 The Library and Information Service has reviewed in detail, the current need and demand in East Sussex, and where the service would add value. In the years 2005/06 to 2015/16, the Library Service saw a reduction in library usage of 40%. There has been a notable increase in the use of online services and despite areas seeing an increase in housing development, the area of Hailsham for example, still saw a 30% reduction in use during that ten-year period.
- 2.3 Their strategic outcomes will focus on improving literacy, supporting the economy, encouraging better health and wellbeing and increasing digital inclusion. They hope to improve their partnership working, and take the library service to individuals and communities, which will also see a new 'pay as you go' service for schools.
- 2.4 Their proposals request that 17 libraries be retained across East Sussex, and this includes the libraries of Crowborough, Heathfield and Uckfield.
- 2.5 Based on need, it is proposed that seven libraries are no longer funded by East Sussex County Council. These include:
  - Langney;
  - Mayfield;
  - Ore;
  - Pevensey Bay;
  - Polegate;

- Ringmer;
- Willingdon.

- 2.6 Despite their proposals to close these premises, the Library and Information Service have assessed with their proposals, and identified that no one would have to drive more than 30 minutes to their nearest library in East Sussex and the majority of users would have to drive a maximum of 10 to 15 minutes to reach their nearest library.
- 2.7 They would like to see alternative options for the seven libraries that they could no longer support financially, and this would include communities funding these services or setting up community run libraries.
- 2.8 The Library and Information Service already have a Home Library Service which is volunteer led and this has been very successful with 180 volunteers helping to provide the service to 166 people, who tend to be the most isolated and housebound. They would also like to encourage people and community groups to sign up to the community library membership which would mean that small satellite library collection points could be established in local areas.
- 2.9 Their proposals are considered to only affect 8% of current users, as 92% of library users will remain unaffected.
- 2.10 The draft strategy is attached at appendix A, and consultation questionnaire in appendix B.

### **3.0 Recommendation**

- 3.1 Members are asked to review the attached draft strategy and consultation questionnaire and advise the Town Clerk accordingly.

Appendices:     Appendix A: Draft Strategy East Sussex Libraries – The Way Forward  
                  Appendix B: Consultation questionnaire

Contact Officer: Holly Goring

**Libraries Consultation**

# **East Sussex Libraries The Way Forward**

## **Our proposals**

**Libraries Strategic Commissioning Strategy 2018/19 to 2022/23**

**[eastsussex.gov.uk/haveyoursay](http://eastsussex.gov.uk/haveyoursay)**



**Ends 14 December 2017**

## **Why are we consulting?**

We are asking for your views on our draft Strategy for East Sussex libraries over the next five years.

The draft Strategy sets out our proposed approach to provide a modern, sustainable Library and Information Service for the future, recognising the financial constraints which East Sussex County Council faces and also the changes in the way that people are using libraries.

Our draft Strategy presents proposals for a needs-based library service. This means a library service where we prioritise our resources to achieve outcomes that will best meet the needs of those who live, work and study in East Sussex.

Our work to produce our draft Strategy shows that there are significant needs across the county, and especially within certain communities, around literacy, attainment, employment and ultimately health and wellbeing, which the Library and Information Service is ideally placed to help tackle.

You can read our draft Strategy and all of the evidence on which our proposals are based in full on our website at [eastsussex.gov.uk/librarystrategy](http://eastsussex.gov.uk/librarystrategy). Alternatively, you can request a paper copy by contacting us using the details below.

## **How to take part in this consultation**

The consultation runs for 12 weeks, from 21 September to 14 December 2017. We would like to hear from you whether or not you currently use the Library and Information Service. We will do all we can to make it as easy as possible for everyone to have their say.

There are a number of ways you can give your views:

- By completing the questionnaire online at [eastsussex.gov.uk/haveyoursay](http://eastsussex.gov.uk/haveyoursay)
- By picking up a copy of the questionnaire in a library
- By printing a copy of the questionnaire from [eastsussex.gov.uk/haveyoursay](http://eastsussex.gov.uk/haveyoursay) and returning it to us
- By contacting us to request a paper copy of the questionnaire using the details below.

Completed surveys can be returned to the drop off points in East Sussex libraries or posted back to us at: Library Consultation, West D Floor, County Hall, St Anne's Crescent, Lewes, BN7 1UE.

If you have a question about this consultation, need help to take part or need a copy of the information in a different format or another language, please contact us by e-mail at [library.consultation@eastsussex.gov.uk](mailto:library.consultation@eastsussex.gov.uk) or by phone on 01273 335165 and 01273 335397.

## What changes are proposed?

Libraries in East Sussex are a popular service with almost 1.5 million visits during 2016/17. However, the number of visits and the number of items issued in libraries have both reduced by around 40% over the past ten years. By comparison, the number of items borrowed online has risen, although these still represent a relatively small amount of our overall loans.

Our proposals would enable us to modernise the East Sussex Library and Information Service in order to respond to the increasing demand from customers to access library services online and the reducing number of people visiting libraries. They would enable us to cut our costs by having fewer libraries and to prioritise our resources to provide better support to people in East Sussex.

We propose to help improve literacy for adults and children and provide learning opportunities for people so that they can get on in life by having better skills and finding employment. By providing independent, reliable information and resources, we believe we have a key role to play in supporting the health and wellbeing of people in East Sussex. We also believe that libraries should continue to provide a way for people to get online if they cannot do so at home, or need help accessing the internet.

The majority of our customers use our libraries for the pleasure of reading and the benefits this brings. Although we propose a more modern library service with fewer libraries, we will continue to provide a highly accessible network of libraries containing all of the things people love about going to the library. Over 90% of our customers would still be able to use their current library in exactly the same way they do today.

The key changes we are proposing are:

- an **enhanced eLibrary**, continuing to expand the growing range of online services and materials we offer. As well as accessing materials online, the eLibrary allows people to manage their library loans anywhere, anytime, using the familiar 'click and collect' approach.
- a **greater focus on outreach provision**, by working more closely with other County Council services and partners. This will enable us to use limited resources more effectively to achieve better outcomes for those people who stand to benefit most from the service, but may be less able or inclined to visit a library.
- a **smaller network of 17 library buildings**, in appropriate locations across the county according to identified needs, which will continue to provide a comprehensive range of materials to borrow and resources to use. Our proposals ensure there remains a very high level of accessibility to a library by public transport or by car within a reasonable journey time of 20-25 minutes.
- **to no longer provide the Mobile Library Service**, or provide a supply of books for the Northiam Village Library. This proposal takes into account the fact that the 17 library buildings and the eLibrary provide a high level of accessibility to library services for rural communities, and are a more efficient way to meet needs for library services in these areas.

We fully recognise that, although our proposals will offer a more modern service overall, there is likely to be a greater impact for certain groups, particularly older people, people with a disability

and some people in rural areas. We are proposing measures to reduce the impact by supporting their particular needs. These include a Community Library Card, allowing community representatives to borrow a larger number of items for a long period to make available to their local community, e.g. in a village hall or community centre. Anyone who cannot easily use a library due to disability or frailty or caring responsibilities is able to use the Home Library Service.

Further detail on the proposals themselves and our rationale for them can be found in the Strategy on our website at [eastsussex.gov.uk/librarystrategy](http://eastsussex.gov.uk/librarystrategy)

### **How much will this save?**

The proposals within the draft Libraries Strategic Commissioning Strategy would enable us to make a saving of £653,000 per year by co-locating library services with other County Council services, income generation, and the reduced provision of library buildings, the Mobile Library and other services.

This would mean that the Library and Information Service has been able to identify total savings for the Libraries Transformation Programme of over £1.9 million toward an original savings target of £2 million. The Programme has included other changes to the Library and Information Service, including administrative and management savings and the reduction in library opening hours.

### **What happens next?**

Our proposals have not yet been decided. East Sussex County Council's Cabinet have approved our draft Strategy so that you can have your say. Once the consultation is complete and the results have been analysed, the draft Strategy and all the supporting documents will be amended and updated proposals presented to Cabinet in March 2018. We aim to start implementing our new Strategy from April 2018.

## Section 1 A needs based Library and Information Service

Our proposed Vision and Strategic Outcomes provide a clear direction for the delivery of the future Library and Information Service. They have been developed based on the evidence that libraries can and already do support a wide range of needs, directly and indirectly. Each Strategic Outcome would be met through a range of different offers, or services provided according to evidence of need.

### Our Vision and Strategic Outcomes

We will provide a Library and Information Service that promotes reading and knowledge as a route to leading fulfilling lives. We will prioritise our resources and expertise to support the needs of residents and communities in East Sussex to achieve four key outcomes:

**Improving child and adult literacy.** We will provide a range of quality materials and personalised support for people's different needs, so they can enjoy the pleasure of reading and the better life chances that literacy unlocks for people.

**Supporting the economy.** We will provide training and guidance for people of all abilities seeking to learn and to work, so they are able to build skills and confidence in a supportive environment.

**Better health and wellbeing.** We will promote reading as a source of wellbeing and provide reliable information and services to promote good health and support people to manage their own health and the health of those they care for.

**Increasing digital inclusion.** We will provide free access to computers and Wi-Fi, and paid access to printers, with training for people to use technology and the internet, so they are able to independently access vital information and services, and participate in the benefits of the digital world.

We will ensure that in working to deliver our Strategic Outcomes we will meet our statutory duty to provide a comprehensive and efficient library service for everyone who lives, works and studies in East Sussex.

**Q1. To what extent do you agree or disagree that we are focussing our limited resources on the right areas, as listed above in our Vision and Strategic Outcomes?**

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't feel able to say

**Space is available in Section 4 on page 9 to make comments or suggestions on any question**

## **Section 2 Ways people would be able to use our proposed range of library services**

Our proposals include an enhanced eLibrary, by continuing to expand the range of online services and materials that are offered in order to increasingly serve needs online. We also propose a greater focus on outreach provision, working closely with other County Council services and partners to make sure that we reach communities and individuals with the greatest needs.

We propose a network of 17 library buildings, in appropriate locations across the county according to identified needs.

The 17 libraries are Battle, Bexhill, Crowborough, Eastbourne, Forest Row, Hailsham, Hampden Park, Hastings, Heathfield, Hollington, Lewes, Newhaven, Peacehaven, Rye, Seaford, Uckfield and Wadhurst.

Over 90% of customers currently use one or more of these 17 libraries and are unaffected by the proposals. These 17 libraries are within a 20 minute journey by public transport for over 86% of all East Sussex residents and within a 20 minute car journey for over 99% of residents.

**Q2. To what extent do you agree that our proposals provide a reasonable range of different ways for people to use the Library and Information Service according to their needs?**

- Strongly agree
- Agree
- Neither agree nor disagree
- Disagree
- Strongly disagree
- Don't feel able to say

**Space is available in Section 4 on page 9 to make comments or suggestions on any question**

We propose not to retain seven of our current libraries, based on the evidence of need in those areas, the fact that there are higher needs in other parts of the county, and the proximity and transport availability to other libraries. These libraries are Langney, Mayfield, Ore, Pevensey Bay, Polegate, Ringmer and Willingdon.

We also propose to no longer provide the Mobile Library Service, or provide a supply of books for the Northiam Village Library.

**Q3. Have you used any of the following libraries in the last 12 months, or has someone used any of them on your behalf? (Please tick all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> Langney Library      | <input type="checkbox"/> Ringmer Library                                  |
| <input type="checkbox"/> Mayfield Library     | <input type="checkbox"/> Willingdon Library                               |
| <input type="checkbox"/> Ore Library          | <input type="checkbox"/> Mobile Library                                   |
| <input type="checkbox"/> Pevensey Bay Library | <input type="checkbox"/> Northiam Village Library                         |
| <input type="checkbox"/> Polegate Library     | <input type="checkbox"/> None of these (please go to Section 3 on page 8) |

**Q4. If we no longer retain the libraries listed above, will you be able to use one of the following alternative services instead? (Please tick all that apply)**

- Battle Library
- Bexhill Library
- Crowborough Library
- Eastbourne Library
- Forest Row Library
- Hailsham Library
- Hampden Park Library
- Hastings Library
- Heathfield Library
- Hollington Library
- Lewes Library
- Newhaven Library
- Peacehaven Library
- Rye Library
- Seaford Library
- Uckfield Library
- Wadhurst Library
- eLibrary (includes reserving and renewing books online, downloading eBooks and/or eAudiobooks, using online reference and training materials)
- Home Library Service (for people who cannot easily use a library due to disability or frailty, or are caring for someone who cannot be left)
- None of these (please go to Q5)

**Q5. If you answered "None of these" in question 4, which of the following best explain why you would not be able to use one of our other services instead? (Please tick all that apply)**

- I am unable to travel to any of the remaining 17 libraries
- I do not have access to a computer or mobile device to use the eLibrary (online library)
- I do not know how to use the eLibrary (online library)
- Other (Please specify):

### Section 3 Getting involved

We are proposing a number of ways in which people can get more involved to support the library service to increase our capacity and resources, so that we can support a wider range of needs in different communities. This includes more volunteering opportunities in existing and new roles within the service.

We would also welcome the opportunity to work with communities if they are interested in extending their local library opening hours on a volunteer basis, and working with communities to explore options for the seven libraries which we do not propose to retain.

**Q6. Would you be interested in finding out more about any of the following volunteering roles, either on an occasional or regular basis?**

- Computer Buddy (countywide)
- Rhymetime/Storytime sessions (countywide)
- Home Library Service (countywide, must have own vehicle)
- Bookends second-hand bookshop (Eastbourne Only)
- Study Clubs
- Coding Clubs
- Meeting and greeting customers and helping them find what they are looking for

**Q7. Please tick how often you might be interested in volunteering.**

- Weekly
- Monthly
- One-off events

**Please tell us your name and provide us with your contact details so we can get in touch and find out a bit more about what you would like to do.**

Name:

Telephone number/email address:

#### **Volunteer led opening hours and Friends Groups**

We invite communities to come forward who wish to work with us to set up volunteer-run library sessions as a way of increasing library opening hours, if there is a desire within their communities to do so. Volunteers would need to be managed and coordinated by the community, with full training and support from the Library and Information Service. Similarly, if communities wanted to set up Friends Groups as a way of supporting the library service through fund-raising or volunteering, we would be very interested in hearing your ideas.

#### **Options for community library provision**

We invite communities to come forward to discuss potential options for keeping open the seven libraries that we are not proposing to retain within the East Sussex Library and Information Service, if they can be funded wholly by communities or other organisations. Alternatively,

communities or other groups or organisations may wish to take over the leases of buildings or purchase them, and run them as completely independent libraries or use them for other purposes. Additional information, including indicative annual running costs, are provided in the draft Strategy.

**Q8. Please tick any of the following opportunities you might be interested in and supply your contact details so that we can get in touch. You are not committing yourself at this stage.**

- Volunteer led opening hours
- Setting up a Friends Group
- Options for community involvement library provision

**Q9. Please tell us which library you are interested in supporting?**

Name of Library:

Name:

Telephone number / email address:

#### **Section 4: Additional comments**

Please use the following box to provide information related to any of your answers to the questions above or any other comments that you wish to make.

## Section 5: About you

We wish to make sure that everyone is treated fairly and equally and that no one gets left out. That is why we ask you these questions.

We will not share the information you give us with anyone else. We will only use it to help us make informed decisions about our services and their likely impacts.

If you would rather not answer any of these questions, you do not have to.

**Q10. Have you used the East Sussex Library and Information Service in the last 12 months, either for yourself or on behalf of someone else, or has someone else accessed for you? (Please tick all that apply)**

- Yes for myself
- Yes on behalf of a child aged under 16
- Yes on behalf of another adult
- Yes, someone else accessed the library service for me
- No

**Q11. Do you have access to a car?**

- Yes
- No

**Q12. Do you have access to the internet? (Please tick all that apply)**

- Yes at home
- Yes at work
- Yes on my mobile
- Yes in the library or in an public internet café
- No

**Q13. What is your home postcode? (Please provide in the box below)**

**Q14. What is your age? (Please tick one box only)**

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Under 16 | <input type="checkbox"/> 55 – 64           |
| <input type="checkbox"/> 16 – 24  | <input type="checkbox"/> 65 – 74           |
| <input type="checkbox"/> 25 – 34  | <input type="checkbox"/> 75 – 84           |
| <input type="checkbox"/> 35 – 44  | <input type="checkbox"/> 85 +              |
| <input type="checkbox"/> 45 – 54  | <input type="checkbox"/> Prefer not to say |

**Q15. Are you?**

- Male
- Female
- Prefer not to say

**Q16. Which of the following best describes you? (Please tick one box only)**

- Self-employed
- Employed full-time
- Employed part-time
- Student
- Unemployed
- Retired
- Other\* (Please Specify)
- Prefer not to say

\*

The Equality Act 2010 describes a person as disabled if they have a longstanding physical or mental condition that has lasted or is likely to last at least 12 months; and this condition has a substantial adverse effect on their ability to carry out normal day to day activities. People with some conditions (cancer, multiple sclerosis and HIV/AIDS, for example) are considered disabled from the point that they are diagnosed.

**Q17. Do you consider yourself to be disabled as set out in the Equality Act 2010 (Please tick one box only)**

- Yes
- No
- Prefer not to say
- Not sure

**Q18. If you answered yes to Q17, please tell us the type of impairment that applies to you. (Please tick all that apply)**

- Physical impairment
- Mental health condition
- Sensory impairment (hearing and sight)
- Learning disability
- Long standing illness or health condition, such as cancer, HIV, heart disease, diabetes or epilepsy
- Other\* (Please Specify)
- Prefer not to say

\*

**Q19. To which of these ethnic groups do you feel you belong? (Please tick one box only)**

- |  |   |
|--|---|
| <input type="checkbox"/> White British                   | <input type="checkbox"/> Asian or Asian British Pakistani     |
| <input type="checkbox"/> White Irish                     | <input type="checkbox"/> Asian or Asian British Bangladeshi   |
| <input type="checkbox"/> White Gypsy/Roma                | <input type="checkbox"/> Asian other* (Please Specify)        |
| <input type="checkbox"/> White Irish Traveller           | <input type="checkbox"/> Black or Black British Caribbean     |
| <input type="checkbox"/> White other* (Please specify)   | <input type="checkbox"/> Black or Black British African       |
| <input type="checkbox"/> Mixed White and Black Caribbean | <input type="checkbox"/> Black other* (Please specify)        |
| <input type="checkbox"/> Mixed White and Black African   | <input type="checkbox"/> Arab                                 |
| <input type="checkbox"/> Mixed other* (Please Specify)   | <input type="checkbox"/> Chinese                              |
| <input type="checkbox"/> Mixed White and Asian           | <input type="checkbox"/> Prefer not to say                    |
| <input type="checkbox"/> Asian or Asian British Indian   | <input type="checkbox"/> Other ethnic group* (Please specify) |

\*If your ethnic group was not specified in the list please describe your ethnic group:

**Q20. Do you regard yourself as belonging to any particular religion or belief? (Please tick one box only)**

- Yes  
 No  
 Prefer not to say

**Q21. If you answered yes to Q20, please tell us the religion or belief that applies to you. (Please tick one box only)**

- Christian  
 Buddhist  
 Hindu  
 Jewish  
 Muslim  
 Sikh  
 Other (Please Specify):   
 Prefer not to say

**Thank you for taking the time to complete this questionnaire. Your responses will be analysed along with all other responses and the results used to inform our amended Strategy, which will be presented to Cabinet in March 2018.**

## **Meeting of Full Council**

**Monday 23<sup>rd</sup> October 2017**

### **Agenda item 13.0**

#### **TO CONSIDER POTENTIAL STREET NAMES FOR STREETS WITHIN PHASE 1A AND 1B OF THE RIDGEWOOD FARM DEVELOPMENT**

##### **1.0 Summary**

- 1.1 This report requests members to consider potential street name suggestions for the first phase of development at Ridgewood Farm (phases 1A and 1B).

##### **2.0 Background**

- 2.1 As members will be aware, works are due to begin to the access routes for the first phase of development at Ridgewood Farm in the new year (2018). Although many of the 250 homes on this site could take up to five years to build, the development company, Taylor Wimpey, will be required to put forward street names for approval, shortly.
- 2.2 The Town Council has expressed an interest in this process, and since been contacted by Taylor Wimpey.
- 2.3 The Town Council has been asked to put forward 10 suggestions to Taylor Wimpey.
- 2.4 Taylor Wimpey will be required to submit any suggestions to Wealden District Council's street naming officer for approval by mid-November 2017.

##### **3.0 Recommendation**

- 3.1 Members are asked to consider themes and/or street name suggestions for the first phase (1A and 1B) of the Ridgewood Farm Development, and advise the Town Clerk accordingly.

Contact Officer:           Holly Goring

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## **Meeting of the Full Council**

**Monday 23<sup>rd</sup> October 2017**

### **Agenda Item 14.0**

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

##### **1.0 Summary**

1.1 The report sets out the Town Mayor engagements.

19 <sup>th</sup> September	Licensing of the Revd Mark Ashworth, Holy Trinity Church, High Hurstwood
30 <sup>th</sup> September	25 <sup>th</sup> Anniversary Party Brooklands Nursing Home
7 <sup>th</sup> October	Uckfield Revival – classic car parade and display
22 <sup>nd</sup> October	Uckfield Model Railway Exhibition

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

16 <sup>th</sup> September	Uckfield Volunteer Centre Celebrate Event
22 <sup>nd</sup> September	Acres Celebration Evening

Cllr. Louise Eastwood  
Town Mayor

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