



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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

**in**

**The Council Chamber, Civic Centre**

**on**

**Monday 26<sup>th</sup> February 2018 at 7.00pm**

**AGENDA**

**1.0 DECLARATIONS OF INTEREST**

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

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

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

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

**4.0 APOLOGIES FOR ABSENCE**

**5.0 MINUTES**

5.1 To **RESOLVE** that the minutes of the Full Council on 15<sup>th</sup> January 2018 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                  | 29 <sup>th</sup> January and 19 <sup>th</sup> February 2018 |
| (b) | Environment and Leisure Committee | 12 <sup>th</sup> February 2018                              |
| (c) | General Purposes Committee        | 22 <sup>nd</sup> January 2018                               |

- 7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**
- (i) The Uckfield Town Centre Regeneration Joint Committee  
(Nothing to report – next meeting due to take summer 2018)
  - (ii) Neighbourhood Plan Steering Group  
(Attached)
  - (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 considered under confidential business)
  - (ii) Uckfield – Events Working Group  
(Nothing to report at this time)
  - (iii) Uckfield Dementia Forum  
(Attached)
- 9.0 TO CONSIDER THE DRAFT ASSET MANAGEMENT PLAN FOR 2018/23**  
(Attached)
- 10.0 TO CONSIDER WEALDEN DISTRICT COUNCIL'S DRAFT HOMELESSNESS STRATEGY (2018/23)**  
(Attached)
- 11.0 TO REVIEW AND RESPOND TO THE REVISED PROPOSALS FOR HIGHWAYS WORKS LINKED TO PHASES 1A & 1B OF DEVELOPMENT AT RIDGEWOOD FARM**  
(Attached)
- 12.0 TO SIGN A LICENCE TO CREATE A GATED ACCESS BETWEEN RIDGEWOOD RECREATION GROUND AND THE UCKFIELD MILLENNIUM TRUST**  
(Attached)
- 13.0 TO SIGN AND SEAL THE LEASE AGREEMENT FOR THE QUICKBORN SUITE**
- 14.0 TO REVIEW THE DECISION OF EAST SUSSEX COUNTY COUNCIL ON THEIR GRASS VERGE CUTTING CONTRACT**  
(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 received by deadline.


**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 on CCTV Installation  
(short verbal update to be provided)
- 20.2 Report of the Civic Centre Working Group  
(to follow)



**Town Clerk**  
20<sup>th</sup> February 2018

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## **Meeting of Full Council**

**Monday 26<sup>th</sup> February 2018**

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

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

Members of the Neighbourhood Plan Steering Group will have met on two occasions by the date of this Full Council meeting – 29<sup>th</sup> January and 22<sup>nd</sup> February 2018.

At the January meeting, steering group members reviewed their draft policies. Prior to Christmas, group members had been asked to review the National Planning Policy Framework and existing Wealden Local Plan and record where these documents made reference to matters referenced within the group's draft policy statements.

This work had helped to highlight where there was duplication across the documents, where there were gaps or local issues that not been considered, and if a local policy was required within the Neighbourhood Plan. Members of the group also reviewed the wording of the draft policies. It was advised that Neighbourhood Plans were looked at more favourably if the policies were worded in a more positive manner i.e. what you wish to welcome and support rather than what you wish to avoid. Members took this on board and were asked to do two things before the next meeting – identify if a draft policy was still

required having taking account of the National Planning Policy Framework and Wealden Local Plan, and to review the wording of the draft policies to ensure they were robust and phrased correctly.

Members were reminded that Neighbourhood Plan policies were used by planning officers alongside the Local Plan and NPPF when assessing applications, but could also be used to lobby service providers for changes in service provision.

Representatives from Action in Rural Sussex informed the group that they had started work on a large evidence paper which took the format of a state of the parish/town report. This would underpin the Neighbourhood Plan and include key statistics as well as information on the challenges and opportunities affecting Uckfield.

The next steps would involve theme leads completing their working papers to pull together the key evidence that had previously been collected and then aligning this evidence with the draft policy statements.

It was also recommended that some early information (a screening opinion request) be submitted to Wealden District Council's planning department to determine whether the plan is required to include equality and sustainability assessments.

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## **Meeting of Full Council**

**Monday 26<sup>th</sup> February 2018**

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

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

The Uckfield Dementia Forum met on 12<sup>th</sup> February 2018. It was a positive and productive meeting with representatives from Citizen's Advice Bureau, U3A, Know Dementia, Streatfeild House, NHS, Home Instead Senior Care, Sussex Support Services and Wealden District Council.

The meeting began with a presentation by Forest Row Energy. The presentation focused on fuel poverty and the need to spread the word of what support is available and what simple steps households can take, to review their energy costs and energy efficiency. It was thought that 10-11% of households typically lived in fuel poverty and one in three older people struggled to keep their homes warm. Households were recommended to look up the 'myutilitygenius' website to see if they could obtain savings on their fuel bills. Cold weather payments were available to support households along with Warm Home discounts, if households were a low-income group or on pension credit. Applications for these had to be registered before the winter period. Forum members were also informed of The Green Deal, which everyone was entitled to. Financial loan support could be provided for cavity wall insulation, boilers, heating, and renewable technologies.

The Citizen's Advice Bureau also added that the Priority Services Register was an excellent initiative and provided customers in need with support in managing their fuel bills such as providing help with regular meter readings etc. East Sussex County Council also provided a winter home check service where they could make a home visit and assess if energy efficiency within the property could be improved. Members found the presentation very useful and offered to share the information with service users.

Prior to the meeting, research had been undertaken with the Alzheimer's Society to understand more about the recognition process for dementia friendly communities. The Uckfield Dementia Forum had now been in place for just over 12 months and the forum were keen to see how they could progress their work to create a dementia friendly town.

It was recommended that now the forum had been established and a number of key stakeholders were on board, the forum needed to work with those living with dementia and their carers to understand what would like to see in Uckfield and how things could be improved.

After some discussion it was suggested that alongside a media campaign which would request feedback from those living with dementia and their carers, suggestion boxes could also be placed in a couple of locations with Uckfield town centre, and at key events run by local services such as Know Dementia, Sussex Support Services and Home Instead Senior Care.

By gathering this feedback, the forum could then create an action plan which would set out a number of key activities across the year which would support local residents and service users. It could also form part of the forum's registration to join the Alzheimer

Society's recognition process.

Forum members discussed National Dementia Awareness Week, which was due to take place in May. The week was going to be extended to a fortnight (14<sup>th</sup> May to 25<sup>th</sup> May 2018) in Wealden District to give those living with dementia and their carers the opportunity to attend a variety of events in different locations. A range of activities and events would be held across the district over that period, and dementia forums and members of the Wealden Dementia Action Alliance were in the process of planning these activities.

The Uckfield Dementia Forum considered hosting an afternoon event with key briefings from financial advisors, scams awareness and solicitors, along with afternoon tea. Work would now be undertaken to see if this could be arranged.



## Meeting of the Full Council

Monday 26th February 2018

### Agenda item 9.0

#### **TO CONSIDER THE DRAFT ASSET MANAGEMENT PLAN FOR 2018/23**

##### **1.0 Summary**

- 1.1 In accordance with the priority and budget setting for 2017/18, it was agreed that an Asset Management Plan should be created in 2017/18. A total of £10,000 was put aside to seek external support to create both a plan and obtain advice and guidance on the development of key policies and procedures in this area of expertise.
- 1.2 The Town Council first created an asset management plan in 2001 in line with guidance from the Department of the Environment and Transport, and the Regions. However this document did not closely align with the Town Council's strategic documents nor was it referred to on a regular basis. No further documents have been created since that time, other than the building maintenance programme which was established in 2014.
- 1.3 Uckfield Town Council appointed Pyxis Consulting to create a draft Asset Management Plan and obtain support and guidance in this field. It is hoped that by strengthening our procedures in this area, members and staff will fully understand what is involved and the process that should be followed when considering options for the Town Council's assets.
- 1.4 The draft Asset Management Plan sits closely alongside the Town Council's Strategic Plan and Budget and should be reviewed annually with these documents. It is not only good practice but enables a summary of key information to be maintained in one place, and highlights the importance of regularly reviewing the council's asset portfolio. The condition of buildings can change, leaseholders can change and opportunities can arise. It is therefore wise to review the portfolio on a regular basis and the funding being spent on specific maintenance works.
- 1.5 A copy of the draft asset management plan is provided at appendix A of this report. It is a fairly simple report which outlines the purpose of the plan, its role, key figures and a summary of the council's asset register (in terms of buildings and space).
- 1.6 The plan is fairly straightforward in its nature, but it does highlight a number of other actions that the Town Council could do to strengthen its policies and procedures:
  - strengthen the handling of lease agreements and renewals by working with a commercial estate agent to value each property and review the terms of the lease at the end of each term (*this has recently started*);
  - review the town council's maintenance programme and consider options for delivering the backlog in maintenance;
  - confirm the maintenance strategy for the next 10 years;
  - create procedures for handling specific situations such as developing a structure and process for declaring assets surplus and disposing of surplus assets;
  - ensure a formal valuation exercise is undertaken early 2019 of the town council's assets;

## **2.0 Recommendations**

### **2.1 Members are asked to:**

- (a) note the contents of the draft Asset Management Plan;
- (b) adopt the Asset Management Plan as a key strategic document which sits alongside the Budget and Strategic Plan;
- (c) give authorisation for the Town Clerk to proceed with the recommended next steps listed in 1.6 and obtain external support from Pyxis Consulting to help with developing a key procedure for declaring assets surplus.

**Contact Officer:** Holly Goring

**Appendices:** Appendix A: Draft Asset Management Plan 2018/23

**Uckfield Town Council  
Property Asset Management Plan  
2018 – 23  
[DRAFT]**

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

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

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

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

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

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

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

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

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

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

### 3.0 The Town Council's Asset Portfolio

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

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

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

A number of the Town Council's assets were last valued in 31 March 2014. This exercise is typically undertaken every five years. The values given are made for capital accounting purposes in accordance with International Financial Reporting Standards and RICS Valuation – Professional Standards 2014. At that time, the report considered the current asset portfolio to be valued at £4,513,250 <sup>[1]</sup> (March 2014) with an annual rental income of £56,658 (*which includes all income from building rents and other rents and wayleaves at Feb 2018*) and an annual maintenance budget which has recently been in the region of £70-£100k to work through some major works required.

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

In 2014 a Building Maintenance Programme was commissioned which is currently in its third year. The plan details the work needed on the building assets where the Town Council has a maintenance responsibility and provides an estimate of the cost of the work. The plan is in its third year and whilst some work has been carried out, the full extent of work outlined has not been undertaken. Therefore, there is currently a backlog of works amounting to £104,530. The current year and the next seven year's costs are detailed in Appendix 4.

<sup>[1]</sup> *This valuation exercise included the buildings of Civic Centre, Quickborn Suite, The Hub, Victoria Pavilion (Ground floor and First floor), Storage units, West Park Pavilion, Signal Box, Bridge Cottage, Osborn Hall, Ridgewood Village Hall, Foresters Hall and Baptist Chapel, 2A Vernon Road, Chapels at Snatts Road Cemetery, Harlands Farm Sports field and Luxford field."*

The Town Council reviews the building maintenance programme on an annual basis in order to prioritise works in accordance with the condition of all buildings. The Town Council has also recently reviewed works in year 3 and year 4, to see what works can be carried out by local contractors and smaller firms in contrast to larger scale or specialist works.

#### **4.0 Asset Management Strategy 2018/23**

The Asset Management Strategy defines the framework for the property portfolio management over the next 3 to 5 years. The Town Council will:

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

#### **5.0 Asset Management Strategy Delivery 2018/19**

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

- Review and confirm the Maintenance Strategy for the next 10 years;
- Consider options for delivering the backlog of maintenance;
- Deliver year 3 and 4 of the planned maintenance programme;
- Identify the process and timetable for asset review and commence the review;
- Develop a programme and commence the review of the leases, licences and land titles;
- Continue to work with partners to explore options for regeneration within the centre of the town and expand the retail and business offer;
- Consider initiatives listed within the Town Council's strategic plan to upgrade or improve the facilities offered by the Town Council such as West Park Pavilion etc. This will be considered in the context of the overall property portfolio;
- Explore options for creating further recreational facilities;
- Land holdings will be reviewed to reflect the Town Council's People and financial objectives;
- Manage consultants and contractors to deliver the asset management objectives;
- Report six monthly on the delivery of the asset management plan objectives.

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

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

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

## **7.0 Appendices:**

Appendix 1: Consultation and protocols

Appendix 2: External Influences

Appendix 3: Asset Register

Appendix 4: Summary of building maintenance costs

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

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

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

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

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

## **Appendix 2 – External Influences**

### **Legislation**

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

### **Best Practice**

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

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

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

### **Property Market**

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

### Appendix 3 - Asset Register

#### Allotment

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS13	Ridgewood Allotments (i)	Allotment land, declared Town Council land 1978. Members agreed in 2009 (FC.082.03.09) during a review of the Strategic Housing Land Availability Assessment that no allotment sites should be offered for housing development.	Allotment	Freehold	0.72ha
OS27	West Park Allotments	Allotment land, transferred from developer in 1987 with restrictive covenants in place. As per FC.082.03.09 above.	Allotment	Freehold	0.36ha
OS30	Bell Lane Allotments	Allotments leased from ESCC in 1995. As per FC.082.03.09 above.	Allotment	Leasehold	0.19ha
OS32	Bird-in-Eye Allotments	Allotment land purchased in 1932 with restrictive covenants. As per FC.082.03.09 above.	Allotment	Freehold	0.85ha
OS39	Framfield Road Allotments (i)	Allotment land purchased in 1932, divided by road to hospital in 1992. As per FC.082.03.09 above.	Allotment	Freehold	0.86ha
OS40	Framfield Road Allotments (ii)	Allotment land purchased in 1932, divided by road to hospital in 1992. As per FC.082.03.09 above.	Allotment	Freehold	0.43ha
OS48	Ridgewood Allotments (ii)	Allotment land, declared Town Council land 1978.	Allotment	Freehold	0.76ha

**Building**

<b>ID</b>	<b>DESCRIPTION</b>	<b>SUMMARY</b>	<b>ASSET TYPE</b>	<b>TENURE</b>	<b>SIZE</b>
OS16	Ridgewood Village Hall	Hall leased on full repairing lease to Ridgewood Village Hall Management Committee. (25 year term from April 2010)	Building	Freehold, leased out	0.21ha
OS24	2A Vernon Road	Flat and garden to the rear of Foresters Hall. Purchased in 1994, rented out.	Building	Freehold, leased out	0.06ha
OS38	Foresters Hall	Community hall and associated land/car park purchased in 1986 and available for hire to community groups and individuals.	Building	Freehold	0.10ha
OS45	Victoria Pavilion	Pavilion building adjacent to Victoria Pleasure Ground. Ground floor of pavilion available for hire by recreation ground users or organisations.  First floor of pavilion leased to Sussex Support Services. (5 year term from April 2014)	Building	Freehold, leased out	0.03ha
OS49	West Park Pavilion	Pavilion building adjacent to West Park recreation ground. Pavilion is available for hire by recreation ground users or organisations. The building was transferred from developer in 1987 with restrictive covenants in place. Previously reviewed for redevelopment.	Building	Freehold	0.02ha
OS50	The Hub	Building purchased from ESCC in 2007. Southern side of building is leased to Citizen's Advice Bureau (5 year term from Sept 2017); Northern side of building is leased to The Baptist Church (1 year extension from Sept 2017).	Building	Freehold	0.03ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS51	Civic Centre	Building housing Town Council Offices, meeting rooms, function rooms and restaurant. Opened in 1991 by the Mayor.	Building	Freehold	0.12ha
OS55	Bridge Cottage	Historic building purchased from ESCC in 1984. Leased to Uckfield and District Preservation Society (25 year full repairing lease from December 2015). Previously reviewed for redevelopment.	Building	Freehold, leased out	0.01ha
OS55a	Bridge Cottage - Shop Adjacent	Building adjacent to Bridge Cottage and associated land. Purchased in 2010. Forms part of above lease arrangements with Uckfield and District Preservation Society.	Building	Freehold, leased out	
OS56	Signal Box	Former Signal Box building, purchased from British Railways Board in 1993. Leased out to commercial tenant (3 year term from July 2015)	Building	Freehold, leased out	
OS57	Osborn Hall	Community hall leased out to Guide Association on a full repairing lease. (20 year term from Jan 2006 – review to be undertaken every five years).	Building	Freehold, leased out	0.02ha
OS63	Large storage unit - Victoria Pleasure Ground	Building used to store grounds equipment and vehicles. Completed in 2012.	Building	Freehold	
OS64	Double garage storage - Victoria Pleasure Ground	Set of double garages. One leased to Anderida Cricket Club and one is leased to Uckfield Performance Ensemble on full repairing leases.	Building	Freehold, leased out	

### Cemetery

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

### Land

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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS7	Linnet Green	Open land adjacent to road, acquired by Town Council in 1955. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.05ha
OS9	Land at Harlands Farm	Open land and woods, transferred to Town Council by developer in 1989. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.30ha
OS10	New Barn Farm	Open land, transferred to Town Council by developer in 1990. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed it was not appropriate at that time.	Land	Freehold	3.24ha
OS11	Oaklea Way	Open land adjacent to road, previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.11ha
OS18	Rocks Park Bank	Open land adjacent to road junction. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.07ha
OS19	Rocks Park Flats	Open land with footpaths and tree planting, transferred to Town Council by developer in 1990. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.28ha
OS21	Land at Selby Road (Selby Meadows)	Open land under 5 year licence from March 2015 for community use. Registered as an Asset of Community Value. Resolution to continue to review the use of the land.	Land	Freehold, licenced out	0.13ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS22	Shepherds Gate	Open land, transferred to Town Council by developer in 1995. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.16ha
OS23	Swallow Court	Open land, transferred to Town Council by developer in 1955. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.03ha
OS31	Bellbrook Open Space	Open land, transferred from developer in 1995 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. Considered unsuitable as currently a de facto Nature Reserve.	Land	Freehold	1.46ha
OS33	Browns Lane Rockery and Path	Open land, transferred from developer in 1991 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.08ha
OS37	Elizabeth Gardens	Open land with footpath. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.14ha
OS52	Land and woods at Harlands Farm	Land and woods, transferred to Town Council by developer in 1989, adjacent to Harlands Farm. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.03ha



**Nature Reserve**

<b>ID</b>	<b>DESCRIPTION</b>	<b>SUMMARY</b>	<b>ASSET TYPE</b>	<b>TENURE</b>	<b>SIZE</b>
OS20	Hempstead Meadows LNR	Open land established as a nature reserve in 2002. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Nature Reserve	Freehold	1.60ha
OS58	HMLNR extension	Open land adjacent to Hempstead Lane Local Nature Reserve, transferred to the Town Council by developer in 2008. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Nature Reserve	Freehold	2.42ha
OS29	West Park Local Nature Reserve	Open land, transferred from developer in 1990 with agreement to create local nature reserve. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Land	Freehold	11.04ha

**Path**

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

**Playground**

<b>ID</b>	<b>DESCRIPTION</b>	<b>SUMMARY</b>	<b>ASSET TYPE</b>	<b>TENURE</b>	<b>SIZE</b>
OS5	Hughes Way	Playground with play equipment, transferred to Town Council by developer in 1998. New play equipment installed in Feb 2018.	Playground	Freehold	0.09ha
OS12	Oakwood Drive	Playground with play equipment, transferred from developer in 1987.	Playground	Freehold	0.09ha
OS15	Ridgewood Play Area	Playground with play equipment, declared Town Council land 1978. New play equipment & MUGA installed in Oct 2016.	Playground	Freehold	0.03ha
OS17	Rocks Park Play Area	Playground with play equipment..	Playground	Freehold	0.33ha
OS36	Downland Copse	Playground with basket ball court, transferred from developer in 1993..	Playground	Freehold	0.15ha
OS44	Luxford Field Play Area	Playground with play equipment, transferred to Town Council from ESCC in 1983..	Playground	Freehold	0.13ha
OS46	Hempstead Play Area	Playground with play equipment, acquired by Town Council in 1932. New play equipment installed in August 2013.	Playground	Freehold	0.02ha
OS47	Victoria Play Area	Play area, part of Victoria Pleasure Ground, leased from Richard James Streatfield in 1897 for 999 years. New surfacing added in 2017.	Playground	Leasehold	0.09ha

**Pond**

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

**Recreation Ground**

<b>ID</b>	<b>DESCRIPTION</b>	<b>SUMMARY</b>	<b>ASSET TYPE</b>	<b>TENURE</b>	<b>SIZE</b>
OS3	Hempstead Lane Recreation Ground	Recreation ground, acquired in 1932, with some restrictions.	Recreation Ground	Freehold	0.76ha
OS8	Luxford Field	Open land for recreation open space, public recreation ground or a site of a community building, transferred from ESCC in 1983. Requirements are in place that need to be observed.	Land	Freehold	1.13ha
OS14	Ridgewood Recreation Ground	Open land used as recreation area, declared Town Council land 1978.	Recreation Ground	Freehold	1.94ha
OS25	Victoria Pleasure Ground Tennis Courts	Tennis Court, part of Victoria Pleasure Ground, leased from Richard James Streatfield in 1897 for 999 years.	Recreation Ground	Leasehold	0.12ha
OS26	Victoria Pleasure Ground	Recreation ground, leased from Richard James Streatfield in 1897 for 999 years.	Recreation Ground	Leasehold	3.37ha

OS28	West Park Playing Fields	Recreation ground, transferred from developer in 1987 with restrictive covenants in place.	Recreation Ground	Freehold	2.97ha
OS42	Harlands Farm playing fields	Open recreation ground, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Recreation Ground	Freehold	2.07ha

#### Woodland

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS4	Boothland Wood	Woodland transferred to Town Council by developer with restrictive covenants. .	Woodland	Freehold	4.99ha
OS41	Nightingale Wood	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	2.00ha
OS43	Bridge Farm Road Wood	Woodland, transferred to Town Council by developer in 2002 with restrictive covenants.	Woodland	Freehold	0.66ha
OS54	Harlands Farm woods	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.16ha
OS59	Nightingale Wood (extension)	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.31ha
OS60	Nightingale Wood (extension)	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.46ha

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

Site Name	Backlog	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Snatts Road Cemetery Boundary Wall	£20,630	£24,620	£0	£0	£0	£0	£4,660	£0	£0
Snatts Road Cemetery Chapel	£7,000	£0	£15,000	£2,000	£2,130	£2,000	£6,660	£2,000	£35,270
Uckfield Civic Centre	£400	£9,000	£21,000	£22,630	£7,990	£6,520	£26,620	£3,990	£15,310
Foresters Hall	£11,500	£6,555	£10,000	£107,810	£4,660	£6,660	£0	£0	£2,660
Signal Box	£1,500	£3,508	£4,000	£3,330	£2,130	£5,320	£670	£670	£670
The Hub	£47,500	£0	£45,000	£20,030	£10,710	£1,400	£2,730	£1,400	£12,710
Victoria Park Pavilion	£7,000	£12,750	£5,000	£37,930	£9,980	£2,000	£2,660	£0	£9,980
West Park Pavilion	£9,000	£0	£0	£4,650	£19,150	£1,650	£1,150	£1,650	£5,150
2A Vernon Road	-	£5,500	-	-	-	-	-	-	-
Equipment (skip/scaffolding etc)	-	£1,222	-	-	-	-	-	-	-
Labour/preliminaries	-	£10,902	-	-	-	-	-	-	-
<b>Total</b>	<b>£104,530</b>	<b>£74,057</b>	<b>£100,000</b>	<b>£198,380</b>	<b>£56,750</b>	<b>£25,550</b>	<b>£45,150</b>	<b>£9,710</b>	<b>£81,750</b>

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## **Meeting of Full Council**

**Monday 26th February 2018**

### **Agenda item 10.0**

#### **TO CONSIDER WEALDEN DISTRICT COUNCIL'S DRAFT HOMELESSNESS STRATEGY (2018/23)**

##### **1.0 Summary**

1.1 Wealden District Council has recently produced a draft Homelessness Strategy to cover the period 2018 to 2023 which sets out their priorities in relation to homelessness.

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 28th March 2018.

1.3 Members are asked to consider Wealden DC's proposals and advise if they wish to provide a response to the consultation.

##### **2.0 Background**

2.1 The strategy takes account of the new Homelessness Reduction Act 2017 and the new duties that it places on local authorities. There is also an accompanying action plan which sets out what Wealden DC aim to do, in partnership with key agencies to meet these priorities.

2.2 The priorities of the strategy are to:

- (i) Prevent homelessness in the district and meet our obligations under the Homelessness Reduction Act 2017;
- (ii) Secure accommodation for homeless households;
- (iii) Provide support for homeless households.

2.3 The draft strategy recognises the challenges facing individuals, the understanding that certain factors can create a cycle of homelessness and the difficulties experienced by residents in Wealden District.

2.4 The draft strategy is attached at appendix B, and a copy of their action plan, at appendix C.

##### **3.0 Recommendation**

3.1 Members are asked to review the attached draft strategy, action plan and consultation survey and advise the Town Clerk accordingly.

**Appendices:** Appendix A: Consultation survey  
Appendix B: Draft Homelessness Strategy 2018/23  
Appendix C: Draft Action Plan

**Contact Officer:** Holly Goring

## **APPENDIX A – Consultation survey**

**Q1. Are you responding on behalf of an organisation or individual?**

- Organisation
- Individual

**Q2. Do you agree that the strategic priorities for the Homelessness strategy should be:**

- Preventing homelessness in the district and meeting our obligations under the Homelessness Reduction Act 2017;
- Securing accommodation for homeless people;
- Providing support for households that are homeless or threatened with Homelessness.

**Q3. If you don't agree, please tell us what you would change?**

**Q4. Is there any key data missing from the Draft Homelessness Strategy that you think should be there?**

Yes  
No  
Unsure

**Q5. If there is, please provide details of what is missing...**

**Q6. Is the Draft Homelessness Strategy clear, easy to understand and well presented?**

Yes  
No  
Unsure

**Q7. If no, please explain why not?**

**Q8 Do you agree that the actions proposed in the action plan will help us to deliver our objectives?**

Yes  
No  
Unsure

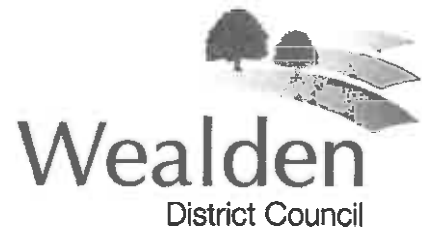
**Q9. If no, please give details**

**Q10. Are there any additional actions that you would like to see included in the action plan?**

Yes  
No  
Unsure

**Q11. Please give details**





# Draft Homelessness Strategy 2018-2023

## Contents

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## List of Acronyms

**AST-** Assured Shorthold Tenancy (a private rented tenancy)

**CAB** – Citizens Advice Bureau

**DESSS** – Discretionary East Sussex Support Scheme

**DHP** – Discretionary Housing Payments

**ESCC** – East Sussex County Council

**PRP** – Private Registered Provider

## Introduction and Purpose of the Strategy

### Introduction

The Council is required by the Homelessness Act 2002 to produce and monitor a Homelessness Strategy.

It is widely acknowledged that homelessness does not simply mean the absence of a home, it also carries a number of other problems associated directly or indirectly with it. Mental and physical health problems, substance misuse/addiction, unemployment, child poverty, offending, chaotic lifestyles and anti-social behaviour are often issues associated with a person experiencing homelessness. These additional problems may lead to a cycle of homelessness. The rural nature of the District and high house prices means households are also affected by affordability issues which impacts on levels of homelessness and our ability to prevent and relieve homelessness in Wealden.

Resolving homelessness is not only about providing suitable accommodation. Partnership working is essential to address the households' many needs and ensure they can sustain their tenancy.

The factors expected to have the greatest impact on homelessness services in Wealden over the life of the Strategy are welfare reform, supply of affordable accommodation and the Homelessness Reduction Act 2017.

### Purpose of the Strategy

The Homelessness Strategy has been developed from the findings contained in the Review of Homelessness.

The Strategies priorities are to:

- **Prevent homelessness in the district and meet our obligations under the Homelessness Reduction Act 2017**
- **Secure accommodation for homeless households**
- **Provide support for homeless households**

This Strategy sets out how the Council will meet its priorities having regard to current legislation and available funding.

## Strategic Background

### National

#### **Housing and Planning Act 2016**

Key changes that could impact on homelessness in Wealden, primarily by reducing the supply of social housing are:

- Selling 'higher-value' council homes
- Right- to-Buy for Housing Association tenants
- Changes to succession rights

**Homelessness Reduction Act 2017** This Act will have the most significant impact on service delivery. The key points are:

- An extension of the period during which an authority should treat someone as threatened with homelessness from 28 to 56 days
- A new duty to prevent homelessness for all eligible applicants threatened with homelessness, regardless of priority need or local connection.
- A new duty to assess what led to each applicant's homelessness and set out a personalised action plan to resolve this. This plan should set out actions for the customer and council to take, in order to prevent or relieve homelessness.
- A new duty on public services to notify a local authority if they believe someone to be homeless or at risk of becoming homeless.
- If homeless households refuse to engage, their support will be limited, showing that it has to be a two-way process of engagement.
- Young people leaving care will have a local connection to the authority where they were looked after and who therefore owes them leaving care duties.

### Local Context

The Council's Corporate Plan 2015-19 sets out the Council's priorities which are:

*To continue to work with our partners to support:*

- *Sustainable economic growth and sound financial management*
- *Engaged, resilient, active communities*
- *Access to suitable housing, local jobs, services, facilities and leisure opportunities.*

The Housing Strategy 2017-2020 sets out how we will meet the Corporate Plan objectives.

We will do this by:

- Increasing housing supply.
- Improving housing quality.
- Providing housing advice and support for individuals and communities.

The Homelessness Strategy complements the Housing Strategy by directly contributing to all its objectives.

## Findings of the Homelessness Review

The Homelessness Review conducted in 2016/17 developed the groundwork for the Strategy by:

- **Exploring factors that impact on homelessness**
- **Examining homelessness in the district and work to prevent homelessness**
- **Mapping the availability of accommodation and gaps in provision**
- **Mapping the support for homeless households and identifying gaps in provision**
- **Setting out the partnerships in place to tackle homelessness and identifying if further work is needed**

### Key Findings of the Review:

#### Household demographics:

- Around half of all households accepted as homeless have dependent children or are expecting a baby.
- Lone parents and single people make up the majority of homeless applications
- Priority need by virtue of having dependent children is the main reason for priority need
- Physical disabilities and mental health issues are the main reasons for priority need as a result of vulnerability
- The majority of homeless applicants are aged under 60, with most being aged 25-44
- The majority of accepted homeless households in Wealden identify themselves as White British

#### Reasons for homelessness:

The main reasons for homelessness over the past 6 years are loss of an Assured Shorthold Tenancy (a type of private rented tenancy at 30%), followed by parental eviction (19%), non-violent relationship breakdown (12%), other loss of rented or tied accommodation (11.4%) and violent relationship breakdown (9%).

#### Homelessness Preventions:

We continue to be very successful in preventing homelessness, with 4,777 households assisted in the past 6 years. With more households being assisted to stay in their current accommodation (4,409) than needing to find alternative accommodation (368).

#### Temporary accommodation:

Bed and Breakfast is the most common form of temporary accommodation for households presenting as homeless, followed by self-contained temporary accommodation within the Council's own housing stock.

**Support services:**

The homelessness review highlighted that there are a range of generic support services available to those that are or who are facing homelessness across the district provided by a range of different agencies. However, there is a lack of specialist services for those with specific needs for example rough sleeping support in rural areas.

**Factors affecting homelessness:**National

Welfare Reform – particularly the benefit cap, frozen benefit and local housing allowance (LHA) rates, the cost of living and the availability of credit continues to affect households' finances and their ability to access housing.

Local

Wealden's increasing population due to more people migrating into Wealden than out and people living longer puts an additional demand on the housing resources. Increasing demand for private rented housing and the shortage of this type of accommodation has driven up the cost of renting privately. The main reasons that people are unable to meet their own housing needs in Wealden are:

- **Affordability** – the gap between income and housing cost continues to grow.
- **Availability** – privately rented accommodation represents only 11% of the total stock and social housing only 8.5% despite an ambitious new build programme. Only 7.6% of homes are one-bed properties across all tenures, although over 50% of the housing register requiring this size of home.
- **Accessibility** - many households struggle to access private rented accommodation due to the requirements of landlords of lettings agents for example due to the lack of a guarantor or the "stigma of being on benefits" or lack of money for agent's fees.

**Consultation**

As part of the review we consulted with customers, stakeholders and letting agents to help us understand the needs of homeless households (see Chapter 11 of the Homelessness Review).

## Preventing homelessness and the Homelessness Reduction Act 2017

### Targets:

- Enhance our housing advice and prevention services by updated systems and introducing personalised housing plans
- Increase numbers of households assisted to access private rented accommodation
- Tackling the wider causes of homelessness
- Ensure effective partnerships are in place to identify and prevent households at risk of homelessness

The Homelessness Reduction Act 2017 Act strengthens statutory duties to prevent homelessness for all eligible applicants, including those who do not have priority need or may be considered intentionally homeless. Under the Act, all households will have an assessment of their situation, support needs and housing requirements. A personalised housing plan (PHP) will be agreed and steps for the Council and the applicant to take to prevent or relieve their homelessness. Applicants will be supported to carry out the actions within their plan, which is monitored and regularly reviewed.

### What are we doing to prevent homelessness?

**Enhance our housing advice and prevention services by updated systems and introducing personalised housing plans** – work in partnership with neighbouring councils to develop services to meet our new duties under the Homelessness Reduction Act 2017, including procedures and personalised housing plans. Participate in a trial group to develop a new, upgraded ICT system for homelessness. Test and introduce upgraded systems. Develop and enhance existing partnerships to ensure advice services are aware of the new duties and how we can work together.

**Increase numbers of households assisted to access private rented accommodation** – through the Letsure Co-ordinator, improve relationships with private landlords and access to accommodation. Explore feasibility of a social lettings agency. In addition, we offer:

- Letsure – a deposit guarantee or a loan to help with the up-front costs of securing a private tenancy.
- Discretionary East Sussex Support Scheme (DESSS) – for non-priority or intentionally homeless households to receive Letsure assistance.

### Tackling the wider causes of homelessness by:

- **Training and Skills** – free training on a range of topics via Street Learning, supporting people with mental health issues access training via the Student Buddies scheme, developing free online training for housing applicants and providing outreach services with "People Matter" (a local charity).
- **Financial Inclusion** - work with East Sussex Credit Union on access to basic accounts, savings and loans and weekly outreach service at the council offices. Work with Citizen's Advice Bureau (CAB) to provide debt, money and budgeting

advice. Signposting to the CAB fuel poverty worker and the Council's Energy Efficiency Officer, sign-posting to services such as Discretionary Housing Payment (DHP), Discretionary East Sussex Support Scheme (DESSS), food banks and Furniture Now, in addition to supporting customer to get online in partnership with a number of providers.

- **Universal Credit/Benefit Support** –ensuring support and information is available including where to go for help.

**Effective partnership working to deliver advice services** - Delivering the Homelessness Reduction Act 2017 - develop and enhance existing partnerships to ensure advice services are aware of the new duties and how we can work together.

Housing Options work closely with a number of other Council departments, including Housing Benefits, Housing Management and Income teams, Private Housing, Housing Solutions, Retirement Living, Planning Enforcement, Housing Development and partners such as neighbouring Districts and Boroughs, Adult Social Care and Children's Services. These links can be developed and enhanced further.

Other partnerships include:

- Housing support – Home Works and STEPS providing practical support to those in housing difficulties
- Legal advice - Brighton Housing Trust (Eastbourne) legal representation information and guidance.
- Benefits Advice\_– the Council's Benefit Service, Wealden Citizens Advice and Sussex Community Development Association
- Employment Advice\_–JobCentre Plus and People Matter
- Debt Advice\_– provided by CAB and Sussex Community Development Association (Hailsham only).



## Securing accommodation for homeless households

### Targets:

- Review access to and cost of temporary accommodation and explore alternatives
- Increase the supply of new affordable homes
- Make best use of existing social stock
- Provide assistance with accessing privately rented accommodation
- Reviewing access to social housing

It is essential that sufficient accommodation is available for people who are, or who may become homeless.

There is a lack of specialist supported housing in the district but since the last strategy we have worked with East Sussex County Council (ESCC) and registered providers (RPs) to deliver two mixed tenure extra care schemes for older people and a scheme for people with learning disabilities. We continue to work closely with them to identify the need for any further specialist housing. We have also worked with YMCA to lease a 3 bedroom Council property as move-on accommodation for the youth foyer.

### What are we doing to secure accommodation for homeless households?

Meeting the housing needs of households in need of alternative accommodation is challenging in Wealden given the shortage of available, accessible and affordable accommodation. It is essential that we explore all options to assist these households. Ways in which we do that are:

**Review access to and cost of temporary accommodation and explore alternatives** – through commissioning York University to research the use and costs of emergency accommodation across the County and recommend options for more cost effective and suitable accommodation options.

**Increasing the supply of affordable homes** – through buying back ex-council properties purchased through the Right to Buy as well as other market properties. Building new council and Housing Association homes, including specialist accommodation, promoting schemes set up to assist first time buyers get onto the property ladder. Work to bring empty homes back into use and setting up Sussex Weald Homes Ltd, a company wholly owned by the Council to develop and provide new homes. The Local Plan includes policies on tenure mix, unit sizes, provision of affordable homes, and specialist accommodation, such as gypsies and traveller pitches.

**Making best use of existing social stock** – using Flexible Fixed Term Tenancies, providing a Tenant Incentive Scheme to encourage under-occupiers to downsize, carrying out tenancy audit visits, employing a Housing Solutions worker in partnership with ESCC, and providing Right-to-Move to support social tenants who need to move to take up employment.

### **Reviewing access to social housing**

- The housing allocations policy is being reviewed to ensure that it provides support for those that need it most and who are unable to secure alternative suitable accommodation. Once revised it will be kept under review to ensure it is meeting the needs of residents.
- As part of the Housing Allocation Policy review we will also be reviewing our annual lettings plans.
- The existing ICT system is being upgraded to provide a system which will reduce the amount of administrative resources needed to register new applications and allocate available homes.

## Providing support for homeless households

### Targets:

- Work in partnership to deliver support services
- Ensure households are accessing appropriate support to sustain their tenancy and manage their lives
- Ensure support services are meeting the needs of customers, are cost effective and compliment other services

It is essential that we secure support for people who are, or may become homeless or who have been housed to prevent homelessness recurring.

The 2017 Act introduces duties for housing authorities to assess the support needs of all applicants who are homeless or threatened with homelessness, and agree a personalised housing plan which should include reasonable steps required to prevent homelessness and identify support needs. The 2017 Act also creates a new duty on certain public authorities to refer users of their services who are threatened with homelessness to a housing authority, which enables earlier identification of people at risk of becoming homeless through their interactions with other services.

### What are we doing to ensure support services are provided?

The Housing Options team will identify any support needs of households approaching for assistance, and make referrals as necessary.

**Work in partnership to deliver support services** – for example, with ESCC in delivering extra care and commissioning of housing support; with neighbouring authorities to deliver specific projects such as the Rough Sleeping Prevention Project and Syrian Resettlement Programme.

**Ensure households are accessing appropriate support to sustain their tenancy and manage their lives** - we assess all households' support needs (and make referrals to Homeworks and STEPS as appropriate) and we receive regular training to ensure knowledge is up-to-date. Regularly review and update our Support Directory.

**Ensure support services are meeting the needs of customers, are cost effective and compliment other services** - support providers across the county work closely together to ensure services complement each other and are not duplicated. Supporting People funds a number of housing support services across the county and regularly review of the cost of services to ensure they were cost effective.

## **Performance**

The Homelessness Strategy will be delivered and monitored through the accompanying action plan which will be reviewed and updated annually. The three key priorities will also feed into the council's Housing Service Plan. Staff will be responsible for the delivery of the action plan through annual appraisals. We will continue to report back on performance to housing applicants through our regular newsletters, partners through the East Sussex Housing Officers Group and to Councillors through quarterly performance reports.



skype/webchat									
Explore ways to identify and interact with households at risk of homelessness at an earlier stage	Scope out which services potential customers might contact first Work with these services to raise awareness of the Act, public sector duty to refer and /or other referral arrangements	New working arrangements in place	Staff time	Oct 2018	HOSM				
Review protocols to ensure preventative work is supported e.g. Private Registered Providers pre-court protocols	Identify agencies with whom we need protocols Review/create new protocols	Up-to-date protocols in place	Staff time	Dec 2018	HPO				
Forge closer links with services such as Children's Services including Children's Centres to ensure early links are made with those at risk of homelessness	Contact all Children Centre managers Provide information/training to them	Children's Centre managers and staff aware of our services	Staff time	2018	HOTL				
Work with ESCC to explore the need for supported accommodation for particular cohorts applicants	Carry out research to identify and need Work to identify any suitable sites Identify a PRP partner Bid for funding	New supported accommodation developed and occupied	Staff time Government Affordable Housing Programme funding	2023	HHPS HDM				
Review the Allocations Policy to	Review other policies	New Allocations	Staff time	May 2018	HOSM				

ensure it contributes to preventing or relieving homelessness and meets the requirements of the Homelessness Reduction Act 2017	Gain feedback from staff on current policy Amend and consult on revised policy Policy approved and published	Policy in place				
As part of the allocations Policy Review explore the need to develop local lettings plans	Review the current provisions relating to local lettings plans as part of the Allocations Policy Review	Local Lettings Plans established	Staff time	Dec 2018	HOTL	
Review Preventing Repossessions Policy	Look at other council's policies Explore ideas on what else we could offer Amend current policy	Revised policy in place	Staff time	2019	HSOM	
Maximise opportunities to enable access to the Private Rented sector: <ul style="list-style-type: none"> <li>• Review landlord incentives and</li> <li>• improve offer to landlords</li> </ul>	Explore other councils policies Consult with landlords Revised policy approved	Revised Letsure in place	Staff time – exiting budgets	2019	HOSM/LCO	

2. Meeting our obligations under the Homelessness Reduction Act 2017						
Raise awareness with public bodies of their duty to refer	Survey public sector to establish current awareness Arrange training sessions	Training complete	Staff time	Oct 2018	HOSM and HPO	
Implement a new Housing Options and Homelessness system including the ability to create online personal housing plans	Procure a new system Test system Implement a new system Train staff	New system in place	£9,000 + existing budget	April 2018	HOSM	
Review and update our procedures to take account of our new obligations	Review current manual Update to take account of Homelessness Reduction Act 2017 Circulate to staff	New procedure manual in place	Staff time	April 2018	HOSM/HOTL	
Ensure staff receive training on their new responsibilities under the Homelessness Reduction Act 2017	Arrange training sessions	Staff trained	Within existing budgets	Before April 2018	HOSM/HPO	
Review and update Housing Options job roles	Look at current job descriptions Review in light of new responsibilities	New job descriptions in place	Within existing budgets	2018	HOTL	
Implement the new lettings ICT system and ensure it builds in the new legislation	Procure a new system Implement a new system Train staff	New system in place	Funding already in place	April 2018	HOSM	



3. Securing accommodation for homeless households						
Review Letsure to ensure that it meets the needs of customers	Look at what other Council's to support customers to access the private rented sector Gather ideas Devise a revised scheme Get revised scheme approved	New scheme in place	Within existing budgets	2019	HOSM/LCO	
Explore the viability of social lettings agency and / or property management services	Look at other successful schemes operated by councils Develop a business plan Set aside a budget to run the scheme	New service in place	Within existing budgets	2019	HOSM/LCO	
Develop a Private Rented Sector Offer policy (PRSO)	Explore other schemes elsewhere Draft policy for Wealden District Council Identify budget available to deliver Produce template letters and documentation Policy approved by HMT	PRSO policy in place	Within existing budget	June 2018	LCO/HOSM	
Increase the number of letting agents working with us, particularly in the north of Wealden	Canvass opinions of Council schemes among letting agents Organise a series of letting agents' business breakfasts in the north to encourage relationships	Better working relationships with more letting agents	Within existing budgets	2019	LCO	
Explore opportunities	Scope out what other councils	More empty	Identify	2019	HOSM/HPO	

to bring empty properties back into use	are doing	properties coming back into use	new funding			
Explore advertising private vacancies via the lettings system	Work with letting agents/private landlords to scope out their level of interest Design a package to attract letting agents/private landlords to use the lettings system	Private landlords vacancies are advertised on the CBL system	Within existing budgets	2019	HOSM/LCO	
Complete a review of the need, use and cost of temporary accommodation across East Sussex in partnership with York University work	Partnership established Project Scoped Partner identified to carry out the research Work commissioned Review complete and report published	Review of the need, use and cost of temporary accommodation across East Sussex complete	Funding in place	2018	HHPS	
Ensure staff are utilising services such as DFG's, DHP and Housing Solutions Officer role to keep people at home	Ensure services are promoted in the staff procedure manual and at team meetings	Numbers accessing these services are increased	Within existing resources	2023	HOO's/HOTL	

Develop accommodation options for single homeless clients in addition to families					
<p>Maximise opportunities to provide new affordable homes and continue to provide a range of properties across the District based on needs</p>	<p>Through planning policy, provide more affordable housing  Retain the threshold of 35% as identified in the current adopted Local Plan  Review assets owned by both the Housing Revenue Account (HRA) and those owned corporately to identify suitable sites for building new homes  Buying back ex-council properties purchased through the Right to Buy as well as other market properties if affordable  Subject to planning and budget, deliver phase 2 and phase 3 of the new build council homes programme</p>	<p>Number of new affordable homes available to rent</p>	<p>Staff time  HRA borrowing  Government Affordable Housing Programme funding</p>	<p>2023</p>	<p>HPS/HDM</p>
<p>Ensure the best use is made of existing affordable housing stock continuing to look at opportunities to address under occupation and over-crowding</p>	<p>Review Tenant Incentive Scheme  Review the Allocations Policy with regards to over-crowding and transfer quota</p>	<p>Numbers of under occupiers or over crowded households assessed</p>	<p>Within existing HRA budgets</p>	<p>2018</p>	<p>HOSM/HSM/  HPO</p>
<p>Promote Government initiatives to enable households to access</p>	<p>Ensure website sign posts to Government schemes</p>	<p>Publicity undertaken</p>	<p>Staff resources</p>	<p>2023</p>	<p>HPO</p>

homeownership	Ensure Housing Applicants and Transferees newsletter promotes schemes								
Explore the viability of developing shared accommodation for under 35s in partnership with local landlords	Identify what is needed – how many units and where Identify a PRP to work with Find a suitable site	New shared accommodation options in place	To be identified	2023	HDM/HOSM				
Explore the possibility of a new build temporary accommodation scheme or acquisition	Identify what is needed – how many units and where Identify budget and develop business case	New temporary accommodation units in place	To be identified	2023	HDM/HOSM/ HSM				
<b>4. Support for homeless households</b>									
<b>Identify gaps in service provision and work with partners to see how these gaps can be filled</b>									
Refer clients to support services such as Home Works and STEPS	Ensure staff refer suitable customers Monitor the referral process to ensure that it is working	Increase in numbers in Wealden accessing services	Staff resources	2023	HOSM/HOTL				
Regularly review and update the Support Directory of services available in Wealden	Annually review the whole directory and update Update as services change	Support Directory available online	Staff resources	2023	HPO				
Ensure ongoing training and support for staff	Ensure staff receive updates about different services at team meetings Invite support services to team meetings	Staff aware of services available and how to access them	Staff resources	2023	HOSM/HOTL				

	<p>Include information in the procedure manual Circulate the Support Directory to staff</p>					
<p>Ensure customers unable to access support services due to eligibility are supported by staff to access services such as health care, schools and social services through sign-posting</p>	<p>Temporary Accommodation Coordinator to support customers during their stay in temporary accommodation to access services</p>	<p>Customers accessing services</p>	<p>Staff resources</p>	<p>2023</p>	<p>TAC</p>	
<p><b>Develop ICT solutions to achieve further efficiencies within the service and supporting digital inclusion initiatives</b></p>						
<p>Explore digital inclusion initiatives including writing a business case for mobile devices for Temporary Accommodation Officer and visiting Housing Options Officer</p>	<p>Write an IT Business case Business case approved IPads set up and issued</p>	<p>Mobile working in place</p>	<p>Within existing budgets</p>	<p>2018</p>	<p>HOSM/HPO</p>	
<p>Utilise systems such as TP Tracker and new Lettings system to communicate with customers on a</p>	<p>Regularly update information to customers digitally Newsletters sent digitally</p>	<p>Customers better informed</p>	<p>Within existing budgets Staff time</p>	<p>2018</p>	<p>HOSM/HOTL /HPO</p>	

regular basis									
In partnership with training providers operating in Wealden to deliver 'Street Learning' courses to provide additional skills to residents	Deliver 3 terms of courses per annum Deliver a range of courses including IT, employment skills and those that help with health and wellbeing	Number of courses offered, those cancelled and those running	Within existing budgets Staff time	2018	HPO				
Introduce Online Tenancy Training	Purchase Software Design an online course covering a range of topics Set up back office to enable us to monitor housing applicants progress Test course	Online course up and running and housing applicants completing the course	Within existing budgets Staff time	2018	HPO				
<b>5. Partnership Working</b>									
Contribute to the Corporate Plan when it is reviewed in 2019 to ensure homelessness remains a corporate priority	Ensure housing representation as part of the working group to review the corporate plan	New Corporate Plan in place	Staff time	2019	HHPS				
Explore ways to improve links with health services	Utilise existing groups to forge closer relationships with the health service Monitor delivery of the JSNA action plan with regards to health and homelessness	Better links with the health services in Wealden	Staff time	2023	HHPS/HOSM				

Review referral arrangements with ESCC as applicable	Look at current referral process and review and update Develop new referral processes if they do not exist in light of the public duty to refer Offer training on the duty to refer	Referral process in place	Staff time	2019	HOSM/HOTL	
Explore the visibility of an East Sussex County wide Homelessness Strategy or Statement	Discuss with neighbouring authorities the possibility of a county wide strategy If supported, set up a working group to deliver it Consult and finalise Approval and publish	County wide Homelessness Strategy in place if applicable	Staff time	2020	HOSM	

### Acronyms

#### Staff

HDM	Housing Development Manager
HHPS	Head of Housing and Property Services
HMT	Housing Management Team
HOO	Housing Options Officer
HOTL	Housing Options Team Leader
HOSM	Housing Options and Strategy Manager
HPO	Housing Policy Officer
HSM	Housing Services Manager
LCO	Letsure Co-Ordinator
TAC	Temporary Accommodation Co-Ordinator

**Other Acronyms**

JSNA	Joint Strategic Needs Assessment
PRP	Private Registered Provider



## Meeting of the Full Council

Monday 26th February 2018

### Agenda item 11.0

#### **TO REVIEW AND RESPOND TO THE REVISED PROPOSALS FOR HIGHWAY WORKS LINKED TO PHASES 1A & 1B OF DEVELOPMENT AT RIDGEWOOD FARM**

##### **1.0 Summary**

- 1.1 As members will recall, on 4<sup>th</sup> December 2017, a paper was presented to Full Council on the proposed preliminary details for the highway scheme associated with the Ridgewood Farm development.
- 1.2 The scheme would create two new road accesses, footway and traffic calming on Lewes Road, and was being assessed for technical acceptance.
- 1.3 The initial proposal suggested extending the 30mph speed limit southwards on Lewes Road to the Little Horsted Roundabout. However due to the current 'high' speeds of vehicles using the road, together with comments from the bus company, priority working features did not provide an appropriate traffic calming solution.
- 1.4 The developer is therefore promoting a revised traffic calming scheme comprising of :
  1. *Raised table top junctions at the two new site accesses (75mm high);*
  2. *A series of speed cushions along Lewes Road, between the new southern most access/table top junction and the junction with New Road (4sets, two abreast, 75mm high);*
  3. *Extending the 30mph speed limit southwards along Lewes Road, to just north of the Little Horsted roundabout and providing a gateway feature at its commencement.*
- 1.5 Uckfield Town Council has been provided with an opportunity to comment on the proposed design. Drawings are set out in the attached appendices (A – C).

##### **2.0 Recommendation**

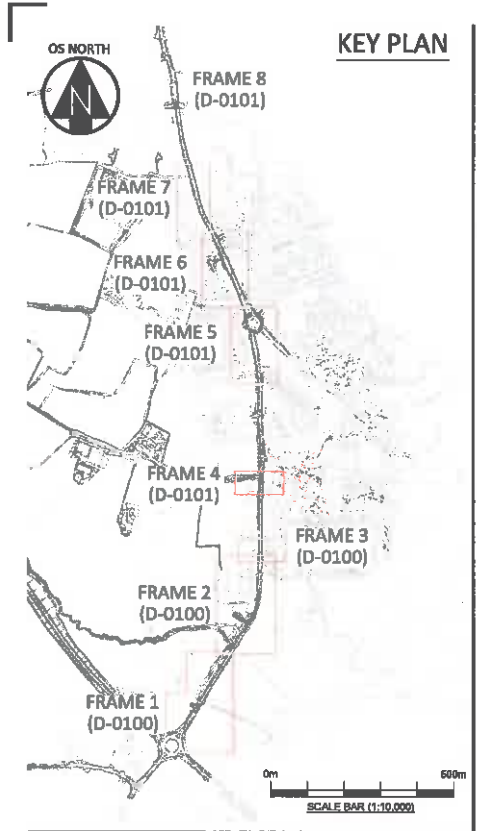
- 2.1 Members are asked to note the revised traffic calming scheme associated with phases 1A and 1B of the Ridgewood Farm development and advise the Town Clerk if they wish to make any comments.

**Contact Officer:** Holly Goring

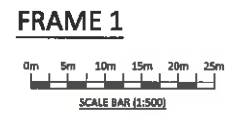
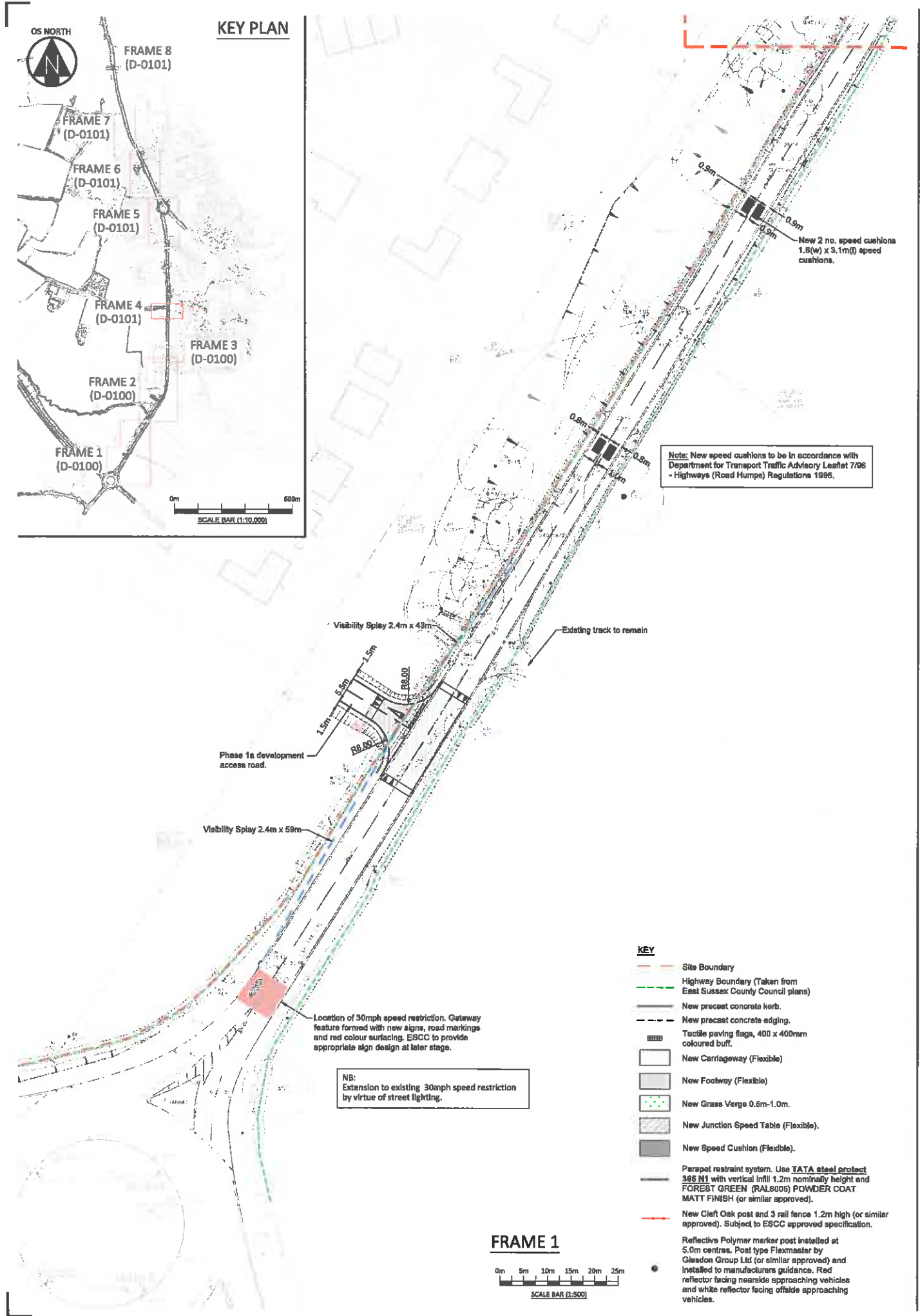
##### **Appendices:**

- |             |  |
|-------------|--|
| Appendix A: | General Arrangement                                |
| Appendix B: | Highway Construction Works Details – measures (i)  |
| Appendix C: | Highway Construction Works Details – junction (ii) |

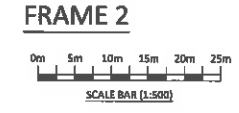
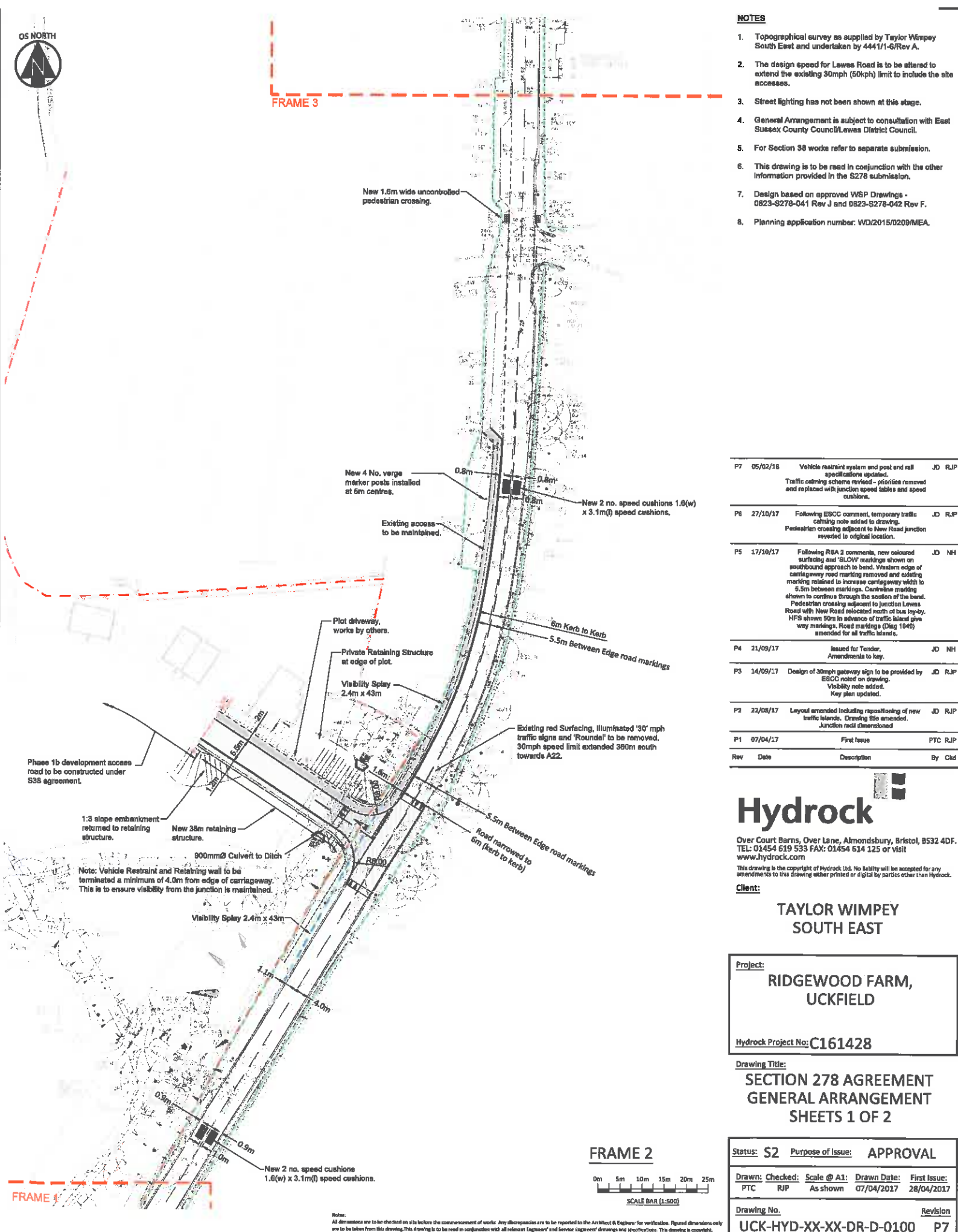
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**KEY PLAN**



- KEY**
- Site Boundary
  - Highway Boundary (Taken from East Sussex County Council plans)
  - New precast concrete kerb.
  - New precast concrete edging.
  - Tactile paving flags, 400 x 400mm coloured buff.
  - New Carriageway (Flexible)
  - New Footway (Flexible)
  - New Grass Verges 0.5m-1.0m.
  - New Junction Speed Table (Flexible).
  - New Speed Cushion (Flexible).
  - Parapet restraint system. Use **TATA steel protect 395 N1** with vertical infill 1.2m nominally height and **FOREST GREEN (RAL6005) POWDER COAT MATT FINISH** (or similar approved).
  - New Cleft Oak post and 3 rail fence 1.2m high (or similar approved). Subject to ESCC approved specification.
  - Reflective Polymer marker post installed at 5.0m centres. Post type Flexmaster by Glasdon Group Ltd (or similar approved) and installed to manufacturers guidance. Red reflector facing nearside approaching vehicles and white reflector facing offside approaching vehicles.



- NOTES**
1. Topographical survey as supplied by Taylor Wimpey South East and undertaken by 4441/1-6/Rev A.
  2. The design speed for Lewes Road is to be altered to extend the existing 30mph (50kph) limit to include the site accesses.
  3. Street lighting has not been shown at this stage.
  4. General Arrangement is subject to consultation with East Sussex County Council/Lewes District Council.
  5. For Section 38 works refer to separate submission.
  6. This drawing is to be read in conjunction with the other information provided in the S278 submission.
  7. Design based on approved WSP Drawings - 0823-S278-041 Rev J and 0823-S278-042 Rev F.
  8. Planning application number: WD/2015/0209/MEA.

Rev	Date	Description	By	Cld
P7	05/02/18	Vehicle restraint system and post end rail specifications updated. Traffic calming scheme revised - planters removed and replaced with junction speed tables and speed cushions.	JD	RJP
P6	27/10/17	Following ESCC comment, temporary traffic calming note added to drawing. Pedestrian crossing adjacent to New Road junction reverted to original location.	JD	RJP
P5	17/10/17	Following RBA 2 comments, new coloured surfacing and 'SLOW' markings shown on southbound approach to bend. Western edge of carriageway road marking removed and edging marking retained to increase carriageway width to 5.5m between markings. Centreline marking shown to continue through the section of the bend. Pedestrian crossing adjacent to junction Lewes Road with New Road relocated north of bus lay-by. HPS shown 50m in advance of traffic island give way markings. Road markings (Dwg 1046) amended for all traffic islands.	JD	NH
P4	21/09/17	Issued for Tender. Amendments to key.	JD	NH
P3	14/09/17	Design of 30mph gateway sign to be provided by ESCC noted on drawing. Visibility note added. Key plan updated.	JD	RJP
P2	22/08/17	Layout amended including repositioning of new traffic islands. Drawing title amended. Junction rail dimensioned.	JD	RJP
P1	07/04/17	First issue	PTC	RJP

**Hydrock**  
 Over Court Barns, Over Lane, Almondsbury, Bristol, BS32 4DF.  
 TEL: 01454 619 533 FAX: 01454 614 125 or visit www.hydrock.com

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**Client:**  
**TAYLOR WIMPEY SOUTH EAST**

**Project:**  
**RIDGEWOOD FARM, UCKFIELD**  
 Hydrock Project No: C161428

**Drawing Title:**  
**SECTION 278 AGREEMENT GENERAL ARRANGEMENT SHEETS 1 OF 2**

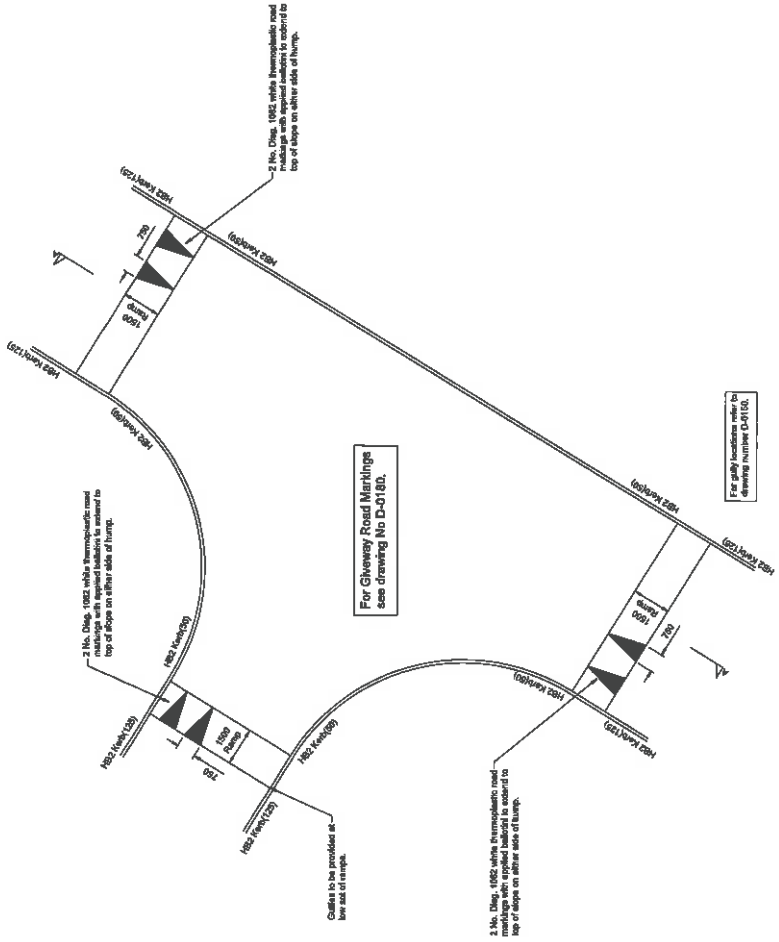
**Status:** S2 **Purpose of Issue:** APPROVAL

**Drawn:** Checked: Scale @ A1: Drawn Date: First Issue:  
 PTC RJP As shown 07/04/2017 28/04/2017

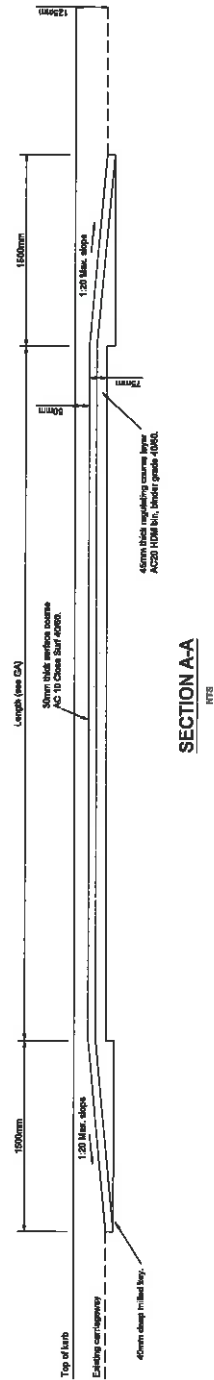
**Drawing No.:** UCK-HYD-XX-XX-DR-D-0100 **Revision:** P7

All dimensions are to be checked on site before the commencement of work. Any discrepancies are to be reported to the Architect & Engineer for verification. Figure dimensions only are to be taken from this drawing. This drawing is to be read in conjunction with all relevant Engineer's and Surveyor's drawings and specifications. This drawing is copyright.

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**JUNCTION RAISED TABLE DETAIL**  
1:100.000



- NOTES:**
- All works to be carried out in accordance with East Sussex County Council specifications.
  - All materials to be laid in accordance with manufacturer's instructions subject to approval of ESBC.
  - Contractor must comply with the NDS/NSA 1991 for traffic management and for any road works within the highway. East Sussex County Council's environmental department must be consulted for any necessary permits. In addition to any restrictions issued in planning conditions.
  - All external finishes to be agreed with East Sussex County Council.

**Hydrock**  
 1000 The Water Works, Over Lane, Almondbury,  
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No.	Date	By	Description
01	08/02/2016	D. P.	Final Issue
		J. D.	Check
			By

**PROJEC:** RIDGEWOOD FARM, UCKFIELD

**Drawn Title:** S278 WORKS  
HIGHWAY CONSTRUCTION  
DETAILS (3 OF 3)

**Project Number:** C161428

**Client:** TAYLOR WIMPEY SOUTH EAST

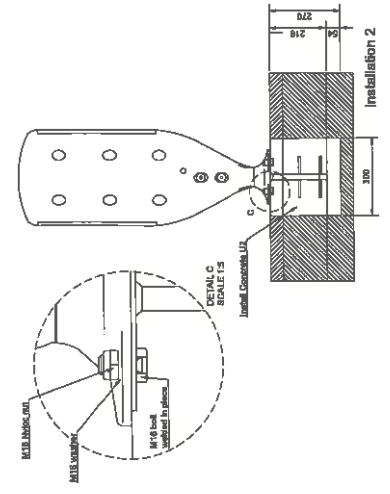
**Drawn:** Checked: **Scale:** 1:100  
 J.D. J.P. A4 1/16" = 1" 05/02/2016

**Issue:** S2 **Purpose of Issue:** APPROVAL  
 Drawing No: JCK-RYD-XX-XX-DR-D-0176.1

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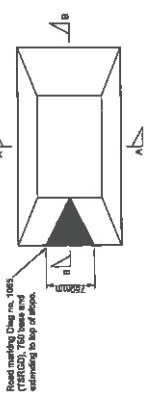
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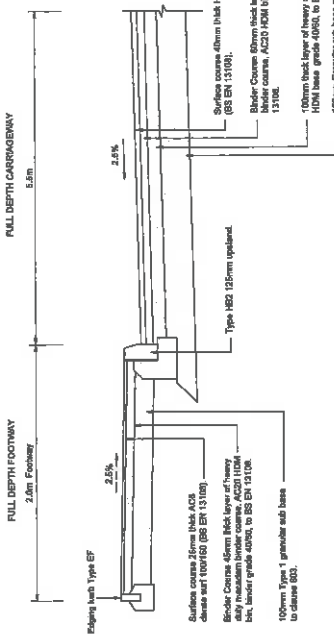
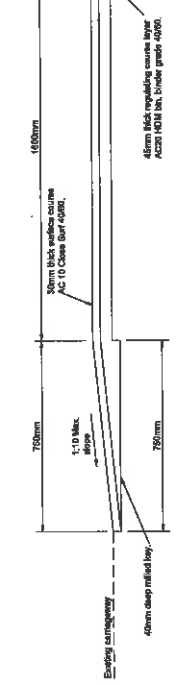
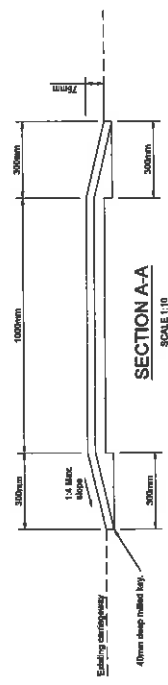


### SPS 361X REFLECTIVE BOLLARD (OR SIMILAR APPROVED)

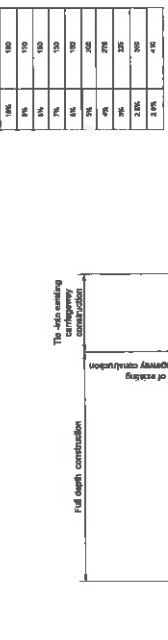
NOTE:  
 1. To be read in conjunction with East Sussex County Highway Asset HVC-01  
 2. Works shall be done in accordance with the manufacturer's instructions and the requirements of the relevant specification.  
 3. Where a manufacturer's specification is not provided, the contractor shall be responsible for ensuring that the bollard meets the requirements of the specification.  
 4. A suitable alternative material may be used, provided it meets the requirements of the specification.



### INSITU SPEED CUSHION DETAIL PLAN VIEW



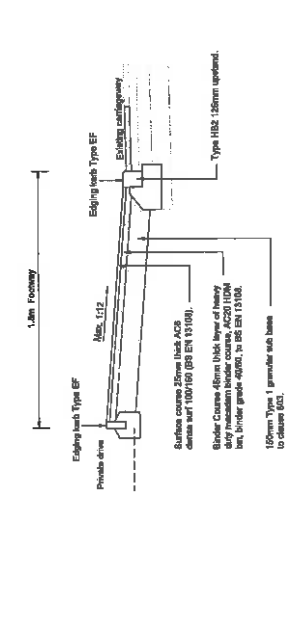
### SITE ACCESS (NORTHERN AND SOUTHERN)



Sub-base	Sub-base	Sub-base	Sub-base	Sub-base
100	100	100	100	100
95	95	95	95	95
90	90	90	90	90
85	85	85	85	85
80	80	80	80	80
75	75	75	75	75
70	70	70	70	70
65	65	65	65	65
60	60	60	60	60
55	55	55	55	55
50	50	50	50	50
45	45	45	45	45
40	40	40	40	40

NOTE:  
 For CLR values less than 2, use the sub-base thickness to be confirmed with the contractor.  
 For CLR values less than 2, use the sub-base thickness to be confirmed with the contractor.

### CARRIAGEWAY TIE IN / WIDENING DETAIL



### FOOTWAY CROSSOVER DETAIL



Rev	Date	Description	By	Check
R1	23/03/2017	Final Issues		
P1	16/03/2017	Final Issues		
P2	16/03/2017	Final Issues		
P3	16/03/2017	Final Issues		
P4	16/03/2017	Final Issues		

Project Title: **S278 WORKS**  
 Highway Construction  
 Details (2 of 3)  
 Project Number: **C161428**  
 Drawn: **SALES**  
 Checked: **TOP**  
 Date: **10/09/2017**  
 Issue: **S2**  
 Purpose of Issue: **APPROVAL**  
 Issued By: **UKC-HYD-XX-XX-DR-D-0176**  
 Approved By: **P4**

PROJECT: **RIDGEWOOD FARM, UCKFIELD**  
 CLIENT: **TAYLOR WIMPEY SOUTH EAST**

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## Meeting of the Full Council

Monday 26<sup>th</sup> February 2018

### Agenda Item 12.0

#### **TO SIGN A LICENCE TO CREATE A GATED ACCESS BETWEEN RIDGEWOOD RECREATION GROUND AND UCKFIELD MILLENNIUM GREEN TRUST**

##### **1.0 Summary**

- 1.1 The report gives details of a Licence between Uckfield Town Council and the Uckfield Millennium Green Trust.

##### **2.0 Background**

- 2.1. At the meeting of Environment & Leisure Committee on 13th November 2017, members discussed a proposal to move forward with a licence agreement for creating a gated access between Ridgewood Recreation Ground and the Millennium Green and: -

***EL 90.11.17*** It was **RESOLVED** to note the report and agree the Licence conditions between the Town Council and Uckfield Millennium Green Trust.

##### **3.0. Signing the Licence**

- 3.1. In accordance with the above Environment & Leisure Committee resolution, Full Council is requested to sign and seal the Licence between Uckfield Town Council and the Uckfield Millennium Green Trust to create a gated access between Ridgewood Recreation Ground and the Uckfield Millennium Trust.

##### **4.0 Recommendations**

- 4.1 Members are asked to note the report and accompanying licence and if approved, for two members to sign and seal the agreement.

**Appendices:** Appendix A – Licence to create a gated access

**Contact Officer:** Christine Wheatley

**LICENCE TO CREATE A GATED ACCESS BETWEEN THE RIDGEWOOD RECREATION GROUND AND THE UCKFIELD MILLENNIUM GREEN**

This LICENCE is made this ..... day of.....BETWEEN

1. Uckfield Millennium Green Trust ("the Owner") and
2. Uckfield Town Council of Civic Centre, Uckfield, East Sussex TN22 1AE ("the Licensee")

NOW IT IS AGREED as follows: -

**1. Grant**

The Owner grant to the Licensee permission to enter on the piece of land **at the point where the Millennium Green land adjoins Ridgewood Recreation Ground** shown red on the plan annexed to this agreement ("the Land") to use the Land as an access point only to the Millennium Green but not so as to exclude the Owner.

**2. Payment**

In consideration of the grant of this licence, the Licensee must pay to the Owner the sum of £1 (One Pound).

**3. Access**

The Licensee agrees that, at their expense to erect a stile or gate to a mutually agreed design and to ensure that this is in good order at all time.

**4. Nuisance**

The Licensee must not do anything on the land which may cause a nuisance, damage, disturbance, inconvenience, discomfort or annoyance to the Owner or any occupant of nearby premises.

**5. Accident Liability**

The Owner is not liable for any accident, loss or damage suffered by the Licensee using the Land.

**6. Indemnity**

The Licensee must indemnify the Owner against all actions, proceedings or claims by any third party arising from misuse of the Land.

**7. Determination**

This Licence is to continue until terminated by one month's notice in writing by either party to the other.

**8. Relationship**

Nothing contained in this Licence is to create the relationship of landlord and tenant.

**For The Uckfield Millennium Green Trust:**

**Trustee:**.....

**Trustee:**.....

**Date:**.....

**Date:**.....

**For Uckfield Town Council:**

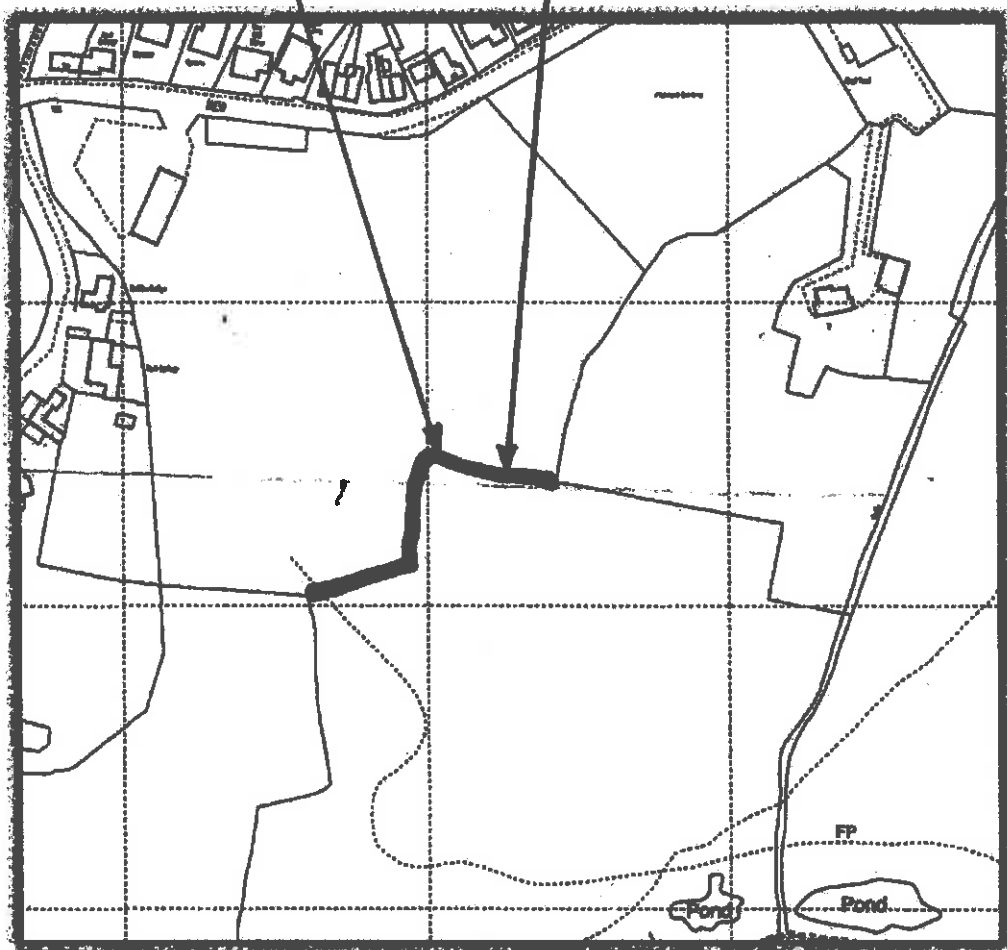
**Councillor:.....**

**Councillor:.....**

**Map of area**

**Proposed licenced entrance**

**Boundary fence**



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## Meeting of the Full Council

Monday 26th February 2018

### Agenda item 14.0

#### **TO REVIEW THE DECISION OF EAST SUSSEX COUNTY COUNCIL ON THEIR GRASS VERGE CUTTING CONTRACT**

##### **1.0 Summary**

- 1.1 The Town Council received contact from East Sussex County Council on Friday 16<sup>th</sup> February 2018 by email, to advise that reductions were being made to the grass verge cutting contract.
  - 1.2 East Sussex County Council considered their draft budget for 2018/19 on Tuesday 6<sup>th</sup> February 2018. At this meeting, the Council voted on and agreed the budget for the 2018/19 financial year. The report and minutes can be found on the website at: <https://democracy.eastsussex.gov.uk/ieListDocuments.aspx?CId=133&Mid=2974&Ver=4> East Sussex County Council have explained that they recognise that this is disappointing news but they need to provide a number of services within very challenging financial constraints whilst at the same time managing demand for important services including schools and social care.
  - 1.3 Their approved budget for 2018/19 includes a reduction in highway contract costs of £400,000 for grass cutting services effective from 1 April 2018. This means that the number of cuts per annum will reduce.
  - 1.4 They propose to reduce the number of urban verge grass cuts from the current six per season (*they are currently required to do a minimum of five cuts per season*), to two per season from 1 April 2018. This will mean that their existing policy will need to change. In reducing the urban grass cutting service from six to two cuts per season they will be managing urban grass for safety reasons only.
  - 1.5 Rural grass verge cutting will remain as two 1metre swathe plus visibility splay cuts per season.
- 2.0 Considering whether the Town Council wishes to contribute**
- 2.1 They recognise grass verges in urban centres have an important aesthetic function for the community and they would therefore like to continue to support this approach where possible. East Sussex County Council are therefore proposing two options:
    - *A financial contribution to your town council equivalent to the value of two urban grass cuts based on current ESCC contract rates which will be in the region of £3004 per annum. This can be provided to the community as a basis to commission and employ your own grass cutting services using a local contractor*
    - *For your town to pay for additional urban grass cuts over the two cuts per season provided by the County Council. To maintain the current standard of six cuts this would cost Uckfield Town Council in the region of £6,009 per annum.*
  - 2.2 Uckfield Town Council has been provided with an opportunity to consider the above options, if considered helpful.

- 2.3 The Town Council has previously looked at the option of funding additional cuts within Uckfield Town. The Services Working Group investigated this option in detail during the autumn of 2016/17 and reported their findings to Environment & Leisure Committee on 19<sup>th</sup> December 2016. At the time the Services Working Group were quoted the following:

*ES Highways have initially advised that the contribution they would provide towards urban grass verge cutting if the Town Council were to take on full responsibility, would be around £2,174.76 in 2017. This was a provisional figure and may change. Unfortunately this is much lower than the amount discussed in initial conversations some months ago. The Town Council would also need to meet specific service standards and requirements if taking on responsibility for this service. The contract currently in place with ES Highways provides value for money and therefore is not cost effective when broken apart to provide individual costings/services.*

*To undertake one full additional cut of all urban verges within Uckfield Town would therefore cost the Council £2,211.30. To undertake one full additional cut of all rural verges within Uckfield Town would therefore cost the Council £883.20.*

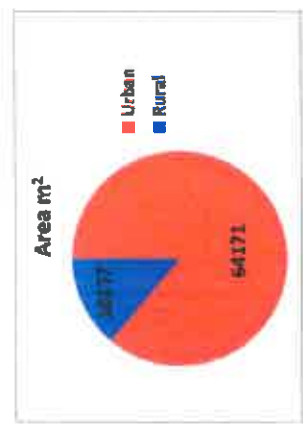
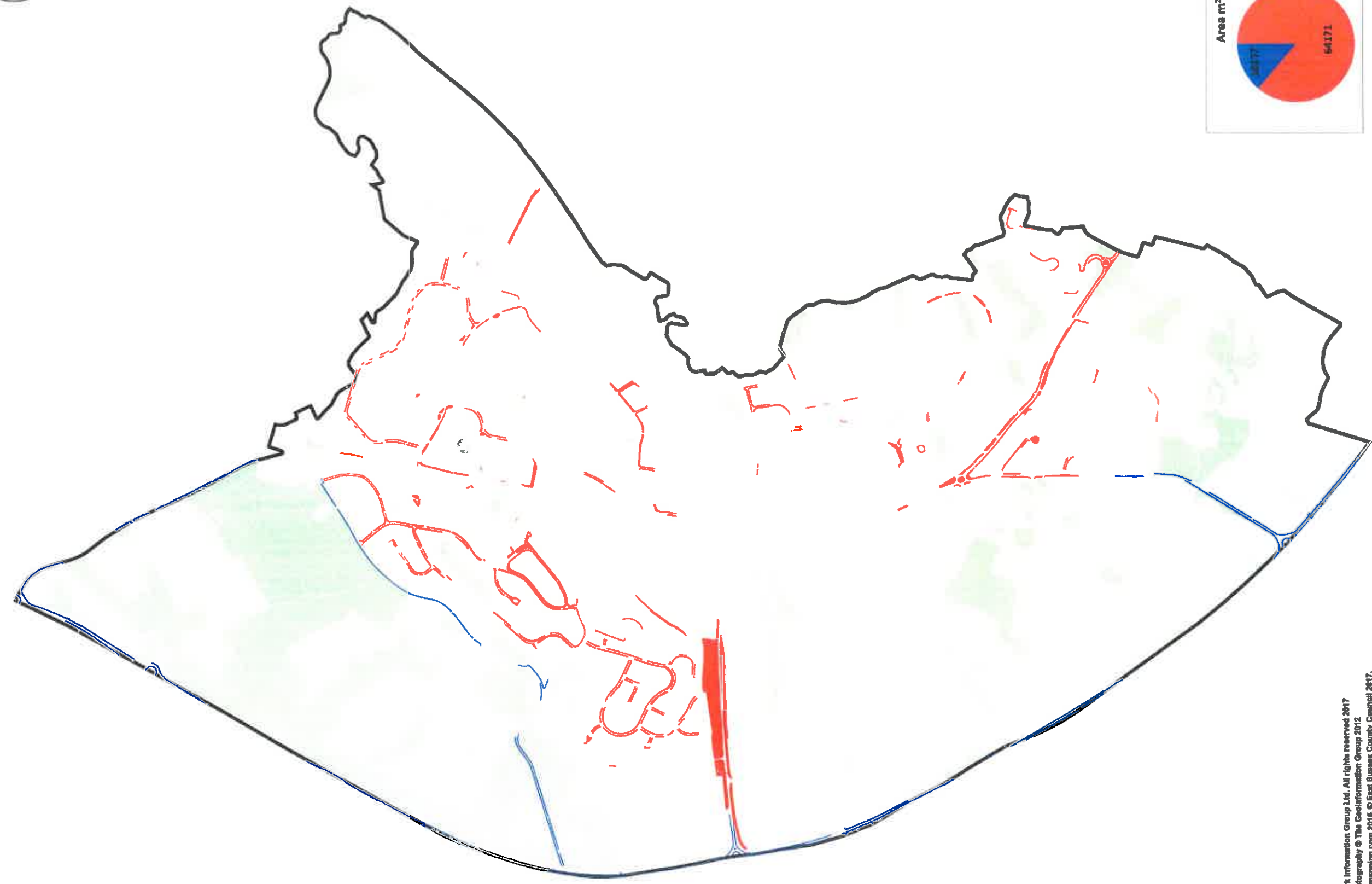
- 2.4 It therefore appears that the financial contribution that East Sussex County Council would provide if the Town Council were to take on the service, has increased slightly (from £2174 to £3004 per annum). The proposed cost of purchasing up to four (three or four) more cuts per annum is also lower than previously quoted.

### **3.0 Recommendations**

- 3.1 Members are asked to note the proposed changes to grass verge cutting, and;
- 3.2 advise the Town Clerk accordingly.

**Contact Officer:** Holly Goring

**Appendices:** Appendix A: Verges designated as urban and rural in Uckfield



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<b>Map Title:</b> URBAN / RURAL GRASS EXTENT - UCKFIELD CP		<b>East Sussex County Council</b>
<b>Date:</b> 01/02/2018	<b>Author:</b> JOHN GRAINGER	<b>East Sussex County Council</b>
<b>Scale:</b> 1:10,000		

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**Meeting of the Full Council**

**Monday 26<sup>th</sup> February 2018**

**Agenda Item 15.0**

**TO NOTE THE MAYOR'S ENGAGEMENTS**

**1.0 Summary**

1.1 The report sets out the Town Mayor engagements.

26 January	Meeting at Holy Cross School with School Head and Nusrat Ghani MP
2 & 3 February	Uckfield & District Lions Annual Convention Weekend - Various events over whole weekend East Sussex National Golf Club.
25 February	Uckfield Lions 49th Charter Anniversary Lunch

Cllr. Louise Eastwood  
Town Mayor

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