



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

**in
The Council Chamber, Civic Centre
on
Monday 3rd April 2017 at 7pm**

AGENDA

7.00pm PRESENTATION FROM 'WEALDEN WORKS'

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

1.1 To receive Declaration of Acceptance of Office

2.0 DECLARATIONS OF INTEREST

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

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

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

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

5.0 APOLOGIES FOR ABSENCE

6.0 MINUTES

6.1 To **RESOLVE** that the minutes of the Full Council meeting of the 20th February 2017 be taken as read, confirmed as a correct record and signed by the Town Mayor.

6.2 Action list – For information only
(Attached)

7.0 COMMITTEE MINUTES

7.1 To note the acts and proceedings of the following committee meetings:-

- | | | |
|-----|-----------------------------------|---|
| (a) | Plans Committees | 27 th February and 20 th March 2017 |
| (b) | Environment and Leisure Committee | 13 th March 2017 |
| (c) | General Purposes Committee | 6 th March 2017 |

8.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

9.0 TO RECEIVE REPORTS FROM WORKING GROUPS

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

10.0 TO CONSIDER PROVIDING A FINANCIAL CONTRIBUTION TO 'WEALDEN WORKS' FOR 2017/18
(Attached)

11.0 TO REVIEW THE LIST OF OUTSIDE BODIES FOR 2017-18
(Attached)

12.0 TO NOTE THE MAYOR'S ENGAGEMENTS
(Attached)

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

14.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED
None

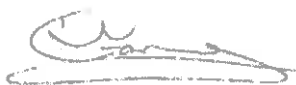
15.0 TOWN CLERK'S ANNOUNCEMENTS

16.0 CHAIRMAN'S ANNOUNCEMENTS

17.0 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:-

- 17.1 Update from Civic Centre Working Group
(to follow)
- 17.2 To receive a progress update on the new CCTV system in Uckfield Town Centre
(Attached)



Town Clerk
28th March 2017

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Meeting of the Council

Monday 3rd April 2017

Agenda Item No. 1.0

TO CO-OPT A YOUTH MEMBER TO UCKFIELD TOWN COUNCIL

1.0 Summary

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

2.0 Background

- 2.1 Members will be aware that the Town Clerk has been liaising with Uckfield Community Technology College to see whether there were any students interested in becoming involved in the Town Council's decision-making process.
- 2.2 At the meeting of Full Council on 20th February 2017, one Year 13 student (Mr Coleman) was co-opted onto the Town Council as a non-voting youth member.
- 2.3 Since that meeting, the Town Council has received further interest from Year 12 and Year 13 students who would like to put themselves forward for co-option, with one student putting themselves forward at the Full Council meeting of 3rd April 2017.

The applicant(s) wishing to nominate themselves as a non-voting youth member at the meeting of Full Council on 3rd April is:

Mr Callum Boyce

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

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

3.0 Co-option Procedure

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

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

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

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

4.0 Recommendations

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

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

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 3rd April 2017

Agenda Item 8.0 (ii)

TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: NEIGHBOURHOOD PLAN STEERING GROUP Thursday 23rd February 2017

Members of the Neighbourhood Plan Steering Group met on Thursday 23rd February in the format of a workshop. Having received a proposal from Action in Rural Sussex (AiRS) for support, the group were keen to review what progress they had made to date, and which areas they needed to focus their attention, and gain some external expertise and support.

The workshop enabled the group to review their vision and objectives, consider the context in which the plan would be produced and ensure that the key themes they had previously identified aligned closely with their vision and objectives i.e. that close links would be evident throughout the planning document and evidence would be given to explain why specific policies were important to the town.

The work from this workshop is currently being drawn together and will be shared with steering group members shortly. A meeting has also been arranged with AiRS to reconsider their initial proposal and associated fees.

Cllr C. Macve
Cllr H. Firth
Cllr P. Sparks

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Meeting of Full Council

Monday 3rd April 2017

Agenda Item 9.0 (ii)

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

The Uckfield Dementia Forum held its third meeting on Wednesday 1st March 2017. The meeting provided an excellent opportunity for organisations and local businesses to share information and best practice and for Forum members to focus their attention on their priorities of over the next two to three months. The following organisations were represented on the day:

- Alzheimer's Society;
- Care for Carers;
- Citizen's Advice Bureau;
- Freedom Leisure;
- Home Instead Senior Care
- Sussex Police;
- Sussex Support Services;
- Tesco's;
- Uckfield Town Council;
- Wealden District Council.

Following discussions at the last meeting, it was agreed that it would be helpful to undertake an audit of High Street businesses to understand whether they would be interested in becoming involved in the Dementia Friendly High Street project, and if they were interested in their staff attending awareness sessions, in order to be recognised as a Dementia Friendly establishment. Work had begun on this and feedback was provided to attendees on the types of responses received. There had been a mix of interest from independent and national retail outlets. The exercise had helped to start conversations with the various businesses and capture information such as staffing numbers and contact details. The exercise emphasised the need for a number of different sessions to be arranged at different times of day. Attendees also felt that it might take a few businesses to undertake the awareness sessions and spread the word, before others came on board.

Work on the audit would continue over the next couple of weeks and then awareness sessions would be arranged.

Members of the forum heard from Freedom Leisure about the successful programme that they ran in collaboration with the Know Dementia Golden Ticket programme. It was a pilot scheme with referrals from Buxted Surgery. That morning eleven people had attended the session, eight of which were living with dementia and two carers. The sessions could be run chair based or standing up. All had various capabilities. Know Dementia funded the programme and CTLA (Community Transport) supported the project by assisting with the provision of transport to the sessions. This was funded by the local clinical commissioning group.

Forum members reviewed the latest draft of the directory which would be circulated to those living in the Uckfield area with dementia or for use by their carers. Forum members discussed patient transport and public transport providers and whether additional contact details could be added. It was also recommended that the information collected could be put into a handy and more visual document or tool which people could place on their noticeboards or fridges at home.

Members discussed the various initiatives being arranged for Dementia Awareness Week (Sunday 14th May to Saturday 20th May 2017):

- **Tues 16th May 2017 - Wealden Dementia Action Alliance (Hailsham Civic Hall, WDC Offices) (1.30pm start)**

This event would be a re-celebration of the Alliance and the work that had been undertaken since its launch last May. They were keen to have a representative from the local forums to talk about the work that had been undertaken so far. There would be stalls and information and an opportunity for networking, and a couple of awareness sessions would be held during the event. The event was open to all.

- **Wed 17th May 2017 – Uckfield Chamber of Commerce (Uckfield Civic Centre – chamber members only) (7pm)**

A presentation would be held for all Chamber members to hear about the Forum, how they could become involved and help promote the benefit of the awareness sessions with staff.

- **Sat 20th May 2017 – Sussex Support Services (Victoria Pavilion, Victoria Pleasure Ground)**

An event would be taking place with various activities to help raise money for the Alzheimer's Society. Partners were welcome to come along and promote their services and get involved in the activities. Dementia Awareness sessions would be held for attendees and an exciting initiative would be set up for visitors on the day.

- **An Awareness Day was also being arranged at Tesco's – the date would follow soon and they were also keen to hold an in store event with Dementia related charities and associations.**

It was advised that the Alzheimer's Society would be running events during that week and further information would follow.

The next meeting of the Forum would take place on 19th April 2017.

Cllr. Paul Sparks

Meeting of the Full Council

Monday 3rd April 2017

Agenda Item 9.0 (iii)

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

The working group met on Tuesday 14th March 2017 with representatives from Food Rocks and Wealden District Council. The group received early updates on the preparations for the 'Weald on the Field' event taking place on Saturday 5th August 2017. An update was provided on funding, from Food Rocks on the initial interest they had received for the event and this followed with attendees working through an early budget planner (list of tasks) to ensure clarity on the priorities for the event.

Members were informed that as partners of the event, Wealden District Council would be providing a financial contribution of £1,500 towards 'Weald on the Field' in August 2017. This was great news for the working group and well received by all members. It was thought that further contributions from other sponsors may be forthcoming in the run up to the event.

Food Rocks informed the group that they had started to engage with local traders and get the message out about the event. Interest had already been received for around 25 pitches, all of which were Sussex based and included a number of businesses local to Uckfield. It was typical for bars and street food type establishments to book earlier in the year and this was typical of the bookings made to date.

The Town Clerk would be promoting the event at a future Chamber of Commerce meeting and advising local businesses how they could be involved, namely:

- (i) by having a stall at the event, selling local produce, food or drink;
- (ii) by running an activity or special offer or campaign on the day of the event in order to attract visitors to the town towards their business – i.e. take advantage of increased footfall on the day;
- (iii) by sponsoring a certain element of the day such a section of the live music/entertainment.

Promotion of the event would commence shortly on social media and flyers would be distributed to local businesses to ensure they were fully aware of the date, the details of the event and who to contact should they be interested in being involved.

Cllr. Donna French

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Meeting of the Full Council

Monday 3rd April 2017

Agenda Item 10.0

TO CONSIDER PROVIDING A FINANCIAL CONTRIBUTION TO 'WEALDEN WORKS' FOR 2017/18

1.0 Background

- 1.1 Tomorrow's People (*a national charity focused on supporting young people who have become detached from the world of work and employment*) instigated the setting up of two rural projects, with the support of the Heathfield Partnership Trust in the district of Wealden. These were named 'Hailsham Works' and 'Heathfield Works.' 'Heathfield Works' was established in 2011 so has now been running nearly six years and in that time has supported a large number of young people not just from Heathfield and Hailsham but also the surrounding towns and villages.
- 1.2 These projects have focused on supporting young people aged 16 – 24 years and classified as NEET (not in education, employment or training). The projects involve working with local businesses, educational establishments and community groups to ensure that these young people receive the training and work experience that they need to reach their goals and get themselves back into employment or education; most importantly on a path that they wish to take and have an interest in.
- 1.3 Unfortunately Tomorrow's People have had to make budget savings for the next financial year and cut funding streams to rural projects set up across the country. Hailsham Works ceased to continue prior to Christmas and has been subsumed into the 'Heathfield Works' project and this project will cease to be funded by Tomorrow's People after March 2017. The Heathfield Partnership Trust are looking for the project to continue as an organisation (charity) in its own right and become 'Wealden Works' with the support of local businesses and the local community.
- 1.4 This report provides information on the project and requests members to consider whether Uckfield Town Council can provide any financial contribution towards the project in 2017/18.

2.0 'Heathfield Works'

- 2.1 The project runs four ten-week courses per year. Ten young people are selected for each cohort and are required to attend each day of the ten weeks from 9.30am, to ensure they become used to structure and routine.
- 2.2 The young people will attend workshops on employability, receive support in writing CVs, looking for work, budgeting, life skills, food shopping and where necessary undertake qualifications in First Aid, Food Hygiene or Customer Service to ensure they have some basic skills which would be transferrable to the workplace.
- 2.3 Staff provide intensive support to the young people to assess their needs and interests, and understand what motivates them. Every cohort will have different needs and therefore the support provided will be tailored to that group. The project looks to find them opportunities with local employers and community groups and

provide real life experience and guidance. The project focuses on confidence building and community activities, in order for the young people to see the benefits of team work etc.

- 2.4 The project also acts as a safety net once the young person is in their training, education, apprenticeship or place of work by helping them to find transport to reach their destination (*which is not always easy in the rural areas of the district*), make sure they're up in time in the morning and make sure they are dressed correctly for the job.

- 2.5 Examples include:

(Young Person A) – was sleeping on the sofa of friends and his sister. He had obtained a Level 3 in Mechanical Engineering but had not managed to find work and with sofa surfing, found it harder and harder to get work, and make a life for himself. The project supported him and gave him the routine and structure he needed. They supported him by preparing him better for interviews and the workplace and with their support he attended up to three interviews, and was successful in finding work with a local woodland business. He is doing really well and his new employer has been really pleased with his progress and how the young person has settled in and picked up the job so quickly. The employer was present at the Graduation ceremony and recent event and keen to support the project.

(Young Person B) – was homeless and struggling with his situation. The project supported him and learnt that he was keen to undertake manual work. Frogheath Landscapes took the young person on as a trial. At first it was not plain sailing, but as time moved on, the young person became more settled with the routine and structure of the work and became passionate about horticulture and what he was learning. He was offered an apprenticeship and helped the firm with their exhibit at the Chelsea Flower Show. This young person was nominated as Young Achiever of the Year and attended 10, Downing Street to receive his award.

(Young Person C) – they had an interest in care and decided that they wanted to become an Emergency Care Assistant. They were provided with opportunities to meet with the First Responders and Red Cross, and funding was provided to enable them to undertake the relevant medical and tests. To undertake the relevant training would take some time, so whilst the young person was awaiting a place, they managed to find temporary work at the Emergency Responders Assessment (Call) Centre.

- 2.6 Although the project was based in Heathfield, it has continued to support young people from surrounding towns and villages. Looking back at the last four cohorts in 2016/17, the following were from Uckfield:

Group 1 – 1 young person from Uckfield

Group 2 – 2 young people from Uckfield

Group 3 – 3 young people from Uckfield

Group 4 – 1 young person from Uckfield

- 2.7 Referrals can be made from local schools, higher education establishments, family, friends or self-referrals. Funding contributions from parish councils have been limited to date as the project has relied more heavily on Tomorrow's People, Heathfield Partnership Trust, the district and county council and local

businesses. Horam Parish Council provided a donation in 2014 of £500 and Heathfield Town Council are providing funding of £5,000 over the next three years, in line with an agreement which commenced in 2016/17.

3.0 'Wealden Works'

3.1 In order to take the project forward, they propose to set up 'Wealden Works' focused on the Wealden district, to capture the work they do across the area. The project is aware that most parish/town councils have already set their precept for the next financial year and any community grant funding arrangements for 2018/19 would not commence until later in the year. They are therefore looking for financial support to continue the project over the course of the next financial year and ensure that young people receive the support they need to access education, training or employment in the district of Wealden.

3.2 A copy of an early draft of their business plan is attached at appendix A for reference.

4.0 Recommendation

Members are asked to consider the above information and work of 'Wealden Works' and consider whether they wish to provide a contribution to the project for 2017/18, from general reserves.

Appendices: Appendix A – Early draft of Business Plan

Contact Officer: Holly Goring, Town Clerk

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Wealden Works!
Business Plan
For
73, High Street
Heathfield, East Sussex TN21 8HU

Overview of existing business

Heathfield Works! Is a rural employment initiative designed and developed by two charities Tomorrows People and The Heathfield Partnership Trust. Below is an outline of the projects objectives and some of its achievements since its introduction to the Heathfield area in 2011.

The programme depends on financial and 'gift in kind' donations for us to continue to support local 16-24 year old young people to develop social and employment skills, motivation and self-confidence, so they can move forward with their lives into work, training or further education. The focus of this voluntary 10 week programme is on young people securing employment to the wider benefit of local employers and the Heathfield community.

A feature of the Heathfield Works! Programme is the partnership between local businesses and community groups to ensure that the work experience and job placement element works for both young people and employers. Then, once participants move into work, we continue to support them and their employers for at least a year to ensure that success is long term.

The aim of Heathfield Works! is to help young people to develop the sense of responsibility and self-discipline they need to help them deal with the barriers that prevent them from getting employment.

During the programme, participants will receive a mix of both personal and work skills training, including CV and interview preparation, job hunting awareness, and personal marketing. The group also contribute to projects which add value to the Heathfield environment and community; these challenges require project planning and management of budgets, so that participants learn key workplace skills such as problem solving, teamwork and communication.

Heathfield Works! is an opportunity for around 40 local young people each year, who do not benefit from contacts with the business world and other support networks to take an important step on their personal journey into employment and contributing citizenship.

One of the biggest issues we face with these young people is **not** their determination to move forward with their lives, but the barriers they come up against as they try to do so.

Heathfield Works! has enjoyed outstanding success with the young people it has already helped on these intensive ten-week programmes. All participants have achieved individual goals and the programme has received glowing testimonials from employers, families, local police, the Chamber of Commerce and the participants themselves.

Our Plans:

The project will cease to be funded by Tomorrows People after March 2017. The Heathfield Partnership Trust are looking to take this project forward as a company/charity in its own right.

The plan is to continue the project in its current model. We are looking at developing the Wealden area to ensure that all NEETS who live within Wealden are offered the opportunity to attend this project. Since 2011 when the project was first established there has been natural growth from young people attending from other Wealden villages and Towns. To accommodate this growth our staff need to develop and strengthen relationships with all schools, local employers, youth agencies and key organisations such as the local Rotaries, Chamber of Commerce and CABs, within the Wealden area.

Through the natural evolution of the programme it has become apparent that due to some of the specific needs of the young people who attend the programme, flexibility on the duration of the programme is now required. This we see taking the form of a roll on, roll off programme, enabling us to give greater ongoing support until it is no longer required.

The Area:

The project would look at covering Wealden, which includes the Market Towns of Uckfield, Crowborough, Hailsham and Heathfield, coverage would also include the smaller surrounding villages which fall into the Wealden area. Young people who attend the course must live or have attended secondary education within these perimeters.

The central office to the Heathfield Works programme is based at the Heathfield Youth centre. Group work is based at these premises. Young people who attend from other areas such as Hailsham will be reimbursed for travel costs on receipt of travel tickets.

Achievements and statistics to date:

Since the introduction in 2011, Heathfield Works has achieved hard outcomes of employment, education and training of 86%. This is unique as the outcome is viewed at the time the young person completes the course. Outcomes are continually reviewed by way of regular phone contact to each individual up to 12 months after they have completed the course. This enables us to continue the supportive relationship and allows us to establish early on if there are any difficulties or problems with placements. This is important in order to ensure confidence, job satisfaction and that financial stability is sustained.

We have seen 214 young people enrol on this course. Many of these young people are still in contact with the project and use it as a place for continual advice and support.

Statistics

| Cohort | Participants | Outcome | Further Education | Employment | Training | Other | Other - Details |
|--------|--------------|---------|-------------------|------------|----------|-------|--|
| 1 | 10 | 9 | 2 | 7 | | 1 | |
| 2 | 10 | 9 | 2 | 7 | | 1 | |
| 3 | 10 | 10 | 3 | 7 | | 0 | |
| 4 | 10 | 10 | 4 | 6 | | 0 | |
| 5 | 10 | 9 | 1 | 8 | | 1 | Family issues not ready for work |
| 6 | 8 | 6 | 4 | 2 | | 2 | 1x move out of area and 1x volunteering |
| 7 | 9 | 8 | 2 | 6 | | 1 | 1x dismissed |
| 8 | 11 | 10 | 5 | 5 | | 1 | 1x still seeking |
| 9 | 11 | 8 | 2 | 6 | | 3 | 2x dismissed and 1 volunteering |
| 10 | 10 | 9 | 2 | 4 | | 3 | 1x volunteering and 2x seeking |
| 11 | 6 | 6 | 6 | | | | |
| 12 | 12 | 9 | 4 | 4 | 1 | 3 | 1xseeking, 1x vounteering , 1x dismissed |
| 13 | 8 | 8 | 2 | 6 | | | |
| 14 | 10 | 7 | 3 | 5 | | 3 | 1x seeking, 1x pregnant |
| 15 | 8 | 7 | 2 | 5 | | 1 | 1x pregnant |
| 16 | 8 | 7 | 2 | 5 | | 1 | 1x seeking, 1x pregnant |
| 17 | 9 | 8 | 3 | 5 | | 1 | 1x volunteering |
| 18 | 9 | 6 | | | | 3 | 1x volunteering, 2x seeking |
| 19 | 8 | 5 | 4 | 1 | | 3 | 2x seeking 1x dismissed |
| 20 | 6 | 6 | 3 | 1 | 2 | 0 | |
| 21 | 11 | 10 | | 9 | | 1 | 1x seeking |
| 22 | | | | | | | |
| TOTAL | 194 | 167 | 56 | 99 | 3 | 29 | |

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Meeting of the Full Council

Monday 3rd April 2017

Agenda item 11.0

TO REVIEW THE LIST OF OUTSIDE BODIES FOR 2017-18

1.0 Summary

- 1.1 At the Annual Statutory Council meeting held in May each year, members are appointed to the standing committees of the Town Council and to the Outside Bodies associated with the Town Council. The next meeting of Full Council will be the Annual Statutory meeting on Monday 8th May 2017.
- 1.2 This report therefore provides members with an opportunity to review the current list of outside bodies and number of members due to represent the Town Council on these outside bodies. Members are asked to consider their experience during 2016/17 and inform the Town Clerk if any updates need to be made, or changes to need to be made to representation. This will then give the Town Clerk time to make contact with any of the Outside Bodies before the Annual Statutory Meeting.
- 1.3 The current list of representatives is attached at appendix A and a copy of the report presented to members in July 2016 which set out the purpose of each Outside Body and frequency by which they met, has been provided at appendix B.

2.0 Recommendations:

- 2.1 Members are asked to review the current list of Outside Bodies and number of representatives required and based on their experience in 2016/17, provide feedback to the Town Clerk of any proposed changes which need to be made.

Appendices: Appendix A – Representatives on Outside Bodies 2016-17
 Appendix B – Review undertaken in July 2016

Contact Officer: Holly Goring

REPRESENTATIVES ON OUTSIDE BODIES 2016-17

FULL COUNCIL

| Organisation | No. Required | |
|--|--------------|--|
| Uckfield Town Centre Regeneration Joint Committee | 2 | Cllr. L. Eastwood Cllr. D. Ward |
| Uckfield Town Centre Regeneration Joint Committee – Substitute Members | 2 | Cllr. D. French Cllr. J. Love |
| Neighbourhood Plan Steering Group (Does this group need three representatives?) | 3 | Cllr. H. Firth, Cllr. C. Macve Cllr. P. Sparks |
| Gatwick Airport Consultation Group (Does this group need two representatives?) | 2 | Cllr. D. Bennett Cllr. C. Macve |

ENVIRONMENT AND LEISURE COMMITTEE

| | | |
|---|---------------------------------|--|
| Uckfield Railway Line Parishes Committee | 1 | Cllr. C. Macve |
| Informal Wealden Line Steering Group | 1 | Cllr. D. Bennett |
| West Park L .N. R. | (2) (1 member and 1 substitute) | Cllr. H. Firth |
| Hempstead Meadows L. N. R | (2) (1 member and 1 substitute) | Cllr. D. French |
| Uckfield and District Twinning Association | 1 | Cllr. S. Mayhew |
| Age Concern | 1 | Cllr. C. Macve Substitute: Cllr J. Love |
| Luxford Centre Management Committee | 1 | Cllr. C. Macve |
| Uck Valley Flood Forum | 1 | Cllr. P. Meakin |
| Wealden Bus Alliance | 1 | Cllr. K. Everett |
| Millennium Green Trust | 1 | Cllr. K. Everett |
| Active Uckfield Uckfield Sports Forum (Does this group need three representatives?) | 3 | Cllr. J. Beckford Cllr. D. French Cllr. I. Smith |

GENERAL PURPOSES COMMITTEE

| | | |
|--|---|------------------------------------|
| Uckfield Volunteer Centre | 1 | Cllr. P. Meakin |
| Citizens Advice Bureau | 1 | Cllr. P. Sparks |
| Ridgewood Village Hall Management Committee | 1 | Cllr. K. Everett |
| Preservation Society - Bridge Cottage Committee (Attendance at AGM only) | 1 | Cllr. D. French |
| Wealden District Association of Local Councils Management Committee | 1 | Cllr. D. Ward |
| Wealden District Association of Local Councils Planning Panel | 1 | Cllr. H. Firth |
| (East) Sussex Association of Local Councils (Attendance at AGM only) | 2 | Cllr. H. Firth Cllr. D. Ward |
| Emergency Planning Co-ordinators | 2 | Cllr. D. Bennett Cllr. C. Macve |

Appendix B

| Name of Outside Bodies | Purpose of Group/Forum | Frequency of meetings | Requirements re: Town Council representation |
|---|--|--|--|
| Full Council | | | |
| Uckfield Town Centre Regeneration Joint Committee | <p>The objectives of the Joint Committee are:</p> <p>To enable the sensitive redevelopment and expansion of Uckfield town centre, including additional net retail floor space of around 10,000 square metres and increased public and recreational space, as part of a comprehensive scheme of improvements which will increase the attractiveness of Uckfield by creating a vibrant and inclusive town centre;</p> <p>To provide a single point of approval and contact for the regeneration project to ensure timely decisions and effective management of the procurement and implementation.</p> | The number of meetings varies each year with on average four to five taking place. | <p>The Constitution for this Committee specifies that:</p> <p>The UTCR Joint Committee shall comprise six Members, being two members appointed from each of the Authorities.</p> |
| Neighbourhood Plan Steering Group | <p>The purpose of the group is to develop a shared vision for the neighbourhood, to shape and develop their local area, in alignment with the Wealden Local Plan.</p> <p>Gatwick Airport undertook a programme of parish and town council engagement in 2015 and UTC sought to engage in this process and attend a round table meeting.</p> | The group meets every one to two months. | <p>No stipulation made by the group itself. Current representation of three members is considered appropriate.</p> <p>Current representation of one or two members is considered appropriate for future engagement meetings.</p> |
| Gatwick Airport Consultation Group | | Gatwick Airport intends to start meetings with parish and town councils again in the autumn of 2016. | |
| Environment & Leisure Committee | | | |
| Uckfield Railway Line Parishes Committee | Looking at short term and longer term ways in which the service can be improved, and comprises all parishes along the line. Investment in new rolling stock is of current interest to the group. | Meets every two months. | Current representation of one member is considered appropriate. Typically one representative attends from each parish. |

| Name of Outside Bodies | | Purpose of Group/Forum | Frequency of meetings | Requirements re: Town Council representation |
|--|--|--|--|--|
| Informal Wealden Line Steering Group | | Body comprising various local government partners working together to establish forward momentum regarding the project to reinstate rail services south of Uckfield. | The group is currently on hold ready to be revived when required in the future. | One seat has been allocated for 2016/17. |
| West Park Local Nature Reserve | | The representative would represent the Town Council on the supporter group and champion any issues that the Supporters Group want help with or raised. | Meet no more than four times a year and an AGM. | Revised terms of reference set by Environment and Leisure Committee advised that one member be appointed from Environment and Leisure Committee as a representative. |
| Hempstead Meadows Local Nature Reserve | | The representative would represent the Town Council on the supporter group and champion any issues that the Supporters Group want help with or raised. | Meet no more than four times a year and an AGM. | |
| Uckfield and District Twinning Association | | The purpose of the association is to foster friendship links with our two twin towns, as well as friendship links with other towns and communities. This helps to improve understanding between communities in different countries (Quickborn and Arques la Bataille). | Meetings are held as and when needed (typically every two months). Next meeting date TBC. | Current representation of one member is considered appropriate. The appointed representative is the liaison person between the Association and UTC. |
| Age Concern | | The AGM meeting requires the Town Council representative to endorse the committee members for the year ahead. Meetings seek to involve guest speakers, present updates on accounts, and updates to the board on appropriate business matters. | Four to six meetings are held per annum (of which two meetings are public meetings). | Current representation of one member is appropriate |
| Luxford Centre Management Committee | | Maintains an overview of the management and running of the Luxford Centre. | Meets four times a year. | One representative should be sufficient. |
| Uck Valley Flood Forum | | This group meets in relation to emerging flooding/surface water issues and major consultations relating to flood mitigation and water management. Forum attended by local parishes, Southern Water, South East Water, Environment Agency. | The group has not met for approximately 18 months, but is expected to meet this autumn (2016). | Current representation of one member is considered appropriate. |

| Name of Outside Bodies | Purpose of Group/Forum | Frequency of meetings | Requirements re: Town Council representation |
|--|--|--|---|
| Wealden Bus Alliance | The Wealden Bus Alliance was set up with a grant from Wealden DC and formed a company limited by guarantee in 2013. Two Town Councils are represented on the Alliance. It has eight directors representing three bus operators, two town councils, Southern Railway, Wealden Passenger User Group and Wealden DC. | There is no specific schedule of meetings, but a new schedule will be drawn up to regularize these meetings in the foreseeable future. | Current representation of one member is considered appropriate. |
| Millennium Green Trust | To oversee the management of and enhancement of the natural environment at this designated area. | Meets bi-monthly | Current representation of one member is considered appropriate. |
| Uckfield Sports Forum (now named Active Uckfield) | The focus of the group is on the Annual Sports for All Day which has just taken place on (26 th June 2016). The group seeks to promote physical activity, liaise between sport organisations | Meets nine to ten times a year. | There is currently nothing in the constitution that requires Town Council representation. However two Councillors would be appropriate to continue engagement and joint working on these initiatives. |
| General Purposes Committee | | | |
| Uckfield Volunteer Centre | The main core of the Volunteer Centre is to match those interested in volunteering with organisations, groups and charities needing help. The Centre also provides information on local groups and activities and signposts the public to the correct organisation. The Board of Trustees oversee the work and management of the Centre and associated activities. | The Board of Trustees meets every other month. | There is no guidance within the Terms of Reference regarding how many representatives are required from the Town Council but one member is deemed appropriate. |
| Citizens Advice Bureau | TBC | TBC | TBC |
| Ridgewood Village Hall Management Committee | The Committee is responsible for overseeing the use and management of the hall. | Meets every two months. | Current representation of one member is considered appropriate. |
| Preservation Society- Bridge Cottage Committee | The Annual General Meeting provides an opportunity for those attending to understand the work of the Preservation Society. | Representatives are invited to attend the AGM and available to discuss matters of relevance to UTC and vice versa. | There is no stipulation in the current constitution that makes specific reference for the requirement of a Town Council representative. |

| Name of Outside Bodies | Purpose of Group/Forum | Frequency of meetings | Requirements re: Town Council representation |
|--|---|---|---|
| Wealden District Association of Local Councils Management Committee | <p>The Object of WDALC is to act as a not-for-profit, collective body to work together to the mutual benefit of all Town and Parish Councils in the Wealden District through the following objectives:</p> <ul style="list-style-type: none"> - To encourage Cooperation between member Councils; - To encourage all Member Councils' to submit to the Secretary any relevant issues; - To advance Member Councils interests; - To receive reports from WDALC; - Representatives on other bodies and keep Member Councils informed; - To take all such steps as may be necessary or desirable in the interest of its Members; | Four meetings of the Management Committee take place each year. | Town Councils may each appoint one representative to the Management Committee from their WDALC representatives. |
| Wealden District Association of Local Councils Planning Panel | | Four meetings of the Planning Panel take place each year. | Town Councils may each appoint one representative to the Wealden Planning Panel from their WDALC representatives. |
| (East) Sussex Association of Local Councils (Attendance at AGM only) Emergency Planning Co-ordinators | SSALC AGM. N/A | Meets once per annum. N/A | Current representation of two members is considered appropriate. N/A |

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Meeting of the Full Council

Monday 3rd April 2017

Agenda Item 12.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

1.1 The report sets out the Town Mayor engagements.

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|------------------------|---|
| 14 th March | Taylor Wimpey Preview of Ridgewood Farm Development |
| 15 th April | Uckfield Phab 10 th Anniversary celebrations |
| 16 th April | Sussex Horse Rescue Charity Event |
| 19 th April | Uckfield Divas WI 1st Anniversary celebrations |
| 23 rd April | 4 th Uckfield Scouts St Georges Day Parade |

Cllr. Louise Eastwood
Town Mayor

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