



# 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 3<sup>rd</sup> December 2018 at 7.00pm

### AGENDA

Under The Openness of Local Government Bodies Regulations 2014, members of the public are able to film or record during a committee meeting.

#### 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 22<sup>nd</sup> October 2018 be taken as read, confirmed as a correct record and signed by the Deputy 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> October and 19 <sup>th</sup> November 2018 |
| (b) | Environment and Leisure Committee | 12 <sup>th</sup> November 2018                              |
| (c) | General Purposes Committee        | 5 <sup>th</sup> November 2018                               |

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

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

**8.0 TO RECEIVE REPORTS FROM WORKING GROUPS**

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

**9.0 TO CONSIDER A GRANT APPLICATION FOR FUNDING IN 2019/20**  
(Attached)

**10.0 TO CONSIDER FUNDING FOR THE NORTH WEALDEN COMMUNITY TRANSPORT PARTNERSHIP SATURDAY BUS SERVICE IN 2019/20**  
(Attached)

**11.0 TO CONSIDER PROVIDING A FINANCIAL CONTRIBUTION TO THE SET UP COSTS OF AN UCKFIELD PARKRUN**  
(Attached)

**12.0 TO CONSIDER A RESPONSE TO THE EAST SUSSEX COUNTY COUNCIL'S CONSULTATION ON THEIR CORE OFFER**  
(Attached)

**13.0 TO CONSIDER THE DRAFT STRATEGIC PLAN FOR 2019/24**  
(Attached)

**14.0. TO CONSIDER THE DRAFT ANNUAL PLAN FOR 2019/20**  
(Attached)

**15.0 TO CONSIDER THE DRAFT ANNUAL BUDGET FOR 2019/20**  
(Attached)

- 16.0 TO CONSIDER THE DRAFT ASSET MANAGEMENT PLAN FOR 2019/24**  
(Attached)
- 17.0 TO SIGN AND SEAL THE LEASE AGREEMENT FOR THE SIGNAL BOX**  
(Attached)
- 18.0 TO NOTE THE MAYOR'S ENGAGEMENTS**  
(Attached)
- 19.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 20.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**  
None received by deadline.
- 21.0 TOWN CLERK'S ANNOUNCEMENTS**
- 22.0 CHAIRMAN'S ANNOUNCEMENTS**
- 23.0 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:-
- 23.1 Update report of the Civic Centre Working Group  
(Attached)
- 23.2 To consider providing support to the Pubwatch programme  
(Attached)



**Town Clerk**  
27<sup>th</sup> November 2018

# UCKFIELD TOWN COUNCIL

## ACTION LIST – FOR INFORMATION ONLY

### FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>FC.105.02.17</u></b>	14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve Members <b>RESOLVED</b> to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.	20.02.17	CW	The Town Council is still in liaison with DEFRA in regards to the byelaws.
<b><u>FC81.01.18</u></b>	9.0 To review community safety within Uckfield and updates from Community Warden Schemes elsewhere It was therefore <b>RESOLVED TO</b> : (i) ask how the increase of the PCC precept would be used; (ii) invite the Interim District Commander for Wealden to meet with Uckfield Town Council, and; (iii) request that the Town Clerk investigate the powers that a community warden would have if they became accredited.	15.01.18	HG	An update has been received on schemes elsewhere which will be reported to members at the meeting of Full Council on 14 <sup>th</sup> January 2019.
<b><u>FC.107.04.18</u></b>	9.0 To consider a motion submitted by Councillor Paul Sparks It was therefore <b>RESOLVED</b> to accept the motion with the following additions: <i>“It is widely accepted that plastics cause great environmental damage. In view of this, Uckfield Town Council will commence a process of undertaking an audit on current usage of single use plastics, recyclables and exploring alternatives with the aim of becoming a plastic free Town Council by the end of 2018. This audit will cover all areas of the Town Council including the Civic Centre and events organised by the Town Council. The Town Clerk is requested to investigate the cost implications of using alternatives as part of this process. It is envisaged that this will be a catalyst to make Uckfield a plastic free Town working with the Chamber of Commerce, Brighter Uckfield and other local bodies.”</i>	09.04.18	HG	In progress. A Chamber of Commerce breakfast meeting is due to take place in early February 2019, with a presentation from Brighter Uckfield on this subject to kickstart an initiative with businesses in the town.

<b><u>Resolution No.</u></b>	<b><u>Details</u></b>	<b><u>Date Raised</u></b>	<b><u>Action By</u></b>	<b><u>Date Complete</u></b>
<b><u>FC37.07.18</u></b>	<p><u>14.0 To note the end of year statement of Community Infrastructure Levy Funding for 2017/18</u></p> <p>Members <b>RESOLVED</b> to:</p> <p>(i) note the income received in 2017/18 through Community Infrastructure Levy funding;</p> <p>(ii) consider potential projects that this funding could contribute towards and to bring those ideas to the informal business planning workshop, in September.</p>	30.07.18	Members	<p>Members have been considering priorities for the next financial year and beyond as part of their business planning. This will form part of these discussions.</p> <p><b>NFA.</b></p>
<b><u>FC40.07.18</u></b>	<p><u>17.0 To sign and seal the licence for a temporary access between Victoria Pleasure Ground and St. Philips Catholic Primary School</u></p> <p>Members <b>RESOLVED</b> to:</p> <p>(i) request that alterations be made to the draft temporary licence agreement to reflect the points made regarding the school and Church, and end of the day;</p> <p>(ii) request that contact be made with the local planning authority to find out what the developers were required to provide in terms of a suitable and safe route of access for schoolchildren to the primary school.</p>	30.07.18	CW/HG	<p>This matter is currently with the Town Council's solicitors.</p>
<b><u>FC51.09.18</u></b>	<p><u>10.0 To consider a motion by Councillor P. Sparks</u></p> <p>Members <b>RESOLVED</b> to write to the local MP to give support for the change in by-laws to make parking on pavements against the law.</p>	10.09.18	HG	<p>A letter was written to the MP Nus Ghani on 27<sup>th</sup> September 2018. We have yet to receive a response.</p>
<b><u>FC62.10.18</u></b>	<p><u>11.0 To consider a motion submitted by Councillor D. French</u></p> <p>Members <b>RESOLVED</b> to sign up to the Safe Haven scheme in the Civic Centre, but advised that staff look out for their own safety and protection at all times.</p>	22.10.18	HG	<p>Contact has been made with the organiser, to arrange sign up to the scheme.</p>

<b><u>Resolution No.</u></b>	<b><u>Details</u></b>	<b>Date Raised</b>	<b>Action By</b>	<b>Date Complete</b>
<b><u>FC63.10.18</u></b>	11.0 To consider a motion submitted by Councillor D. Ward Members <b>RESOLVED</b> to approve the motion and for a letter to be written to the High Weald Lewes Havens CCG to request that they explore the possibility of funding the service in their CCG area, in order to support residents living in this part of Wealden District.	22.10.18	HG	A letter has been sent to the Clinical Chair of the NHS High Weald Lewes and Havens CCG. <b>NFA.</b>
<b><u>FC64.10.18</u></b>	14.0 To review the 2018/19 proposals from East Sussex County Council on their grass verge cutting contract With eight votes in favour and six votes against, it was <b>RESOLVED</b> to proceed with the first option put forward by the County Council (i) For Uckfield Town Council to pay for four additional urban grass cuts to enhance the service provided by the County Council. This would cost the Town Council in the region of £6009 per annum, with it being made clear that this decision was purely for the financial year 2019/20 and not a future or on-going arrangement.	22.10.18	HG	The decision was reported to ESCC. It was confirmed that they cannot designate specific areas or provide alternative arrangements for a different number of cuts. We now await the final figure for 2019/20. <b>NFA.</b>
	13.0 To review and respond to the Highway Proposals for the New Roundabout junction and layby on the A22 Uckfield By-Pass Comments received from members to be passed to East Sussex Highways.	22.10.18	HG	Comments received during the meeting have been passed to East Sussex Highways. Further clarity has been obtained: The size and scale of the new roundabout on the A22 will be the size of the Little Horsted roundabout (approximately 34m in diameter). The offset layout of the roundabout is designed this way to influence driver behaviour and attempt to naturally slow traffic as it approaches the roundabout.

<p><b><u>FC66.10.18</u></b></p>	<p>16.0 To approve the signing of the contract with Tikspac for the <u>Dog Waste Bag Dispenser Scheme</u>  Members <b>RESOLVED</b> to:  (i) note the attached agreement with Tikspac;  (ii) approve the content of the agreement and for the Town Council to proceed;  (iii) request that the agreement be signed off by the Proper Officer on behalf of the Town Council.</p>	<p>22.10.18</p>	<p>HG</p>	<p>The agreement was amended to reflect that the Town Council would be requesting the installation of 10 green dog waste bag dispensers, and reference was also added to Section 6, to specify that the Town Council could object to any company transfer, if it were against the Town Council's ethics. The agreement has since been signed by the Proper Officer and conversations begun regarding marketing material.  <b>NFA.</b></p>
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## **Meeting of Full Council**

**Monday 3<sup>rd</sup> December 2018**

### **Agenda Item 7.0 (iii)**

#### **TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: REPORT OF PRESENTATION AT GATWICK AIRPORT 24<sup>TH</sup> October 2018**

This morning's presentation was introduced by the Community Engagement Team at the airport, who were keen to emphasise the involvement of the airport and its staff in the surrounding area and the positive effect this produces.

The group, which comprised mainly of representatives from local councils, were given a business overview of the airport and its operations. Gatwick is one of the busiest single runway airports in Europe and has plans for considerable future growth.

We were given information on the many various groups and charities which are helped by their work within the community.

The presenters then gave an overview of their shortly to be released 2018 Draft Master Plan covering their projections of growth in the next five years, and also how they envisage the projections until 2032.

Considerable discussion followed on noise management and airspace traffic over the whole of the UK.

The environment and sustainability are taken very seriously at the airport and details were given on their achievements and goals on 10 areas ranging from waste to air quality, and from noise pollution to energy use.

The airport is a large local employer and they are keen on their liaison with local schools and apprenticeship scheme.

The morning concluded with a tour around the airport 'airside' which covered the equipment for winter operations, the new Boeing service and maintenance hanger, and the new aircraft stands.

Councillor Chris Macve



## **Meeting of Full Council**

**Monday 3rd December 2018**

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

#### **TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: 'EVENTS WORKING GROUP – CELEBRATE'**

Following two very successful events in 2018 - Weald on the Field and the Uckfield Revival Car Parade and display - the Events working group will meet in January to discuss their plans for 2019.

The group are extremely grateful for the funding and support previously received from Uckfield Town Council, Uckfield Chamber of Commerce, Tesco Bags of Help and Wealden District Council, and were particularly grateful for the support of local businesses with sponsoring this year's events.

The group hopes that these two events can continue in 2019, and they will be able to build on the past success; making them bigger and better!

#### **Recommendation:**

Members are asked to:

- (i) note the above report;
- (ii) consider whether the Town Council wishes to continue to provide the same level of financial contribution (£3,000) towards the organisation of Weald on the Field and Uckfield Revival in the 2019/20 revenue budget.

Councillor D. French

## **Meeting of Full Council**

**Monday 3<sup>rd</sup> December 2018**

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

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

A very constructive Uckfield Dementia Forum meeting was held on 26th November and included for the first time, representatives from Margaret's House and the patients group for The Meads surgery. There were discussions about the concept of Man Sheds and Sensory Gardens with several forum members indicating that they could help develop these ideas.

Our Christmas event on Wednesday 12th December 2018 at the Luxford Centre was discussed when for this free event there will be tea and cakes followed by the Andre Rieu film of his Christmas Concert in London. This starts at 2.30pm and all councillors are most welcome.

We then spent some time considering the future and agreed that the focus should be supporting people living with dementia and their carers in order to make Uckfield a pleasant, understanding and less confusing place. To work towards this, a programme of actions for next year was considered with Forum members including supporting the National Action Week on 20th to 26th May 2019. Both Margaret's House and Hurstwood View Care Home indicated that they would be willing to host events next year.

We then had a brief discussion on the Golden Ticket programme which is a very valuable support service to those living with dementia but currently only provided by the Buxted Surgery. However, it is hoped that both The Meads and Bird in Eye surgeries will offer this service soon.

Councillor P. Sparks

## **Meeting of Full Council**

**Monday 3rd December 2018**

### **Agenda Item No. 9.0**

#### **TO CONSIDER A GRANT APPLICATION FOR FUNDING IN 2019/20**

##### **1.0 Summary**

- 1.1 On 12<sup>th</sup> September 2018, members of the Finance Sub-Committee reviewed a total of 24 applications for community grant funding for 2019/20.
- 1.2 Each year, the Town Council receive a large number of applications and each application is reviewed on its own merits. Representatives from the organisations are invited to attend and present information to support their application as well as answer any questions.
- 1.3 On 1<sup>st</sup> October 2018, members of General Purposes Committee considered the applications received and resolved to approve the recommendation to provide £24,531 in community grant funding in 2019/20 to a range of local community organisations and voluntary groups. This funding would be provided under the General Power of Competence, with a total budget of £25,000 available.
- 1.4 It was reported to members of General Purposes Committee on 5<sup>th</sup> November 2018, that unfortunately it had since been identified, that an application (*received on 3<sup>rd</sup> August 2018*) had been missed within the administrative email account of the Town Council. This meant that the application was not reviewed by Finance Sub-Committee on the night of 12<sup>th</sup> September 2018, and not considered alongside all others, when deciding the way in which the funding would be distributed.
- 1.5 A copy of the full application was provided to members (only) in appendix A of the agenda pack for that meeting, and they were asked to consider how best to proceed. A copy has also been attached in appendix A of this report for members' reference.
- 1.6 At the meeting of General Purposes Committee on 5<sup>th</sup> November 2018, members RESOLVED to:
  - (i) defer the agenda item to Full Council on Monday 3rd December 2018;
  - (ii) request that contact be made with the organisation and additional information be sought prior to the matter being discussed at Full Council.

##### **2.0 Application for grant funding**

- 2.1 The application was made by HomeStart who applied for £4999.04 from Uckfield Town Council to run an 11-week programme in Uckfield to support victims of domestic abuse in the town and surrounding catchment area.
- 2.2 Further information has been sought to clarify the detail of the programme in response to some of the questions noted at the meeting of General Purposes Committee:

(i) The application requested funds of £4999.04. Could you please confirm if you are still looking for this level of funding to run the programme? We would also be interested to know if the full amount of grant funding is dependent on the initiative going ahead or if the project is match funded/complemented by other funding streams?

*Yes we are and yes it is. Full cost recovery per programme is £5500. As we are asking for less, the rest will be complemented by other funding streams. If the full amount was not given, we would not be able to confirm whether we could run a programme in Uckfield until we had secured enough funding for the amount requested.*

(ii) Could you explain how the 11-week course would be run? Is the course in person, by telephone, online and how frequently are the victim-survivors supported by the service?

*The programme would run 11 sessions (one morning a week) facilitated by two trained staff in a confidential and safe community location. Women attending would also receive support in between attending the programme including signposting to other community support.*

*Our Freedom Programme supports women who are victims of domestic violence and abuse. The service is offered to women assessed at standard to medium risk and their primary need is for support is:*

- (i) to reduce the likelihood of abuse escalating e.g. those experiencing financial abuse;*
- (ii) recover after ending an abusive relationships*

*The majority, but not all of the women who attend the programme have children, some of which might be subject to a Child Protection Plan, at risk of removal or living away from them. We work directly with women aged 16 years and over and in line with our objects, promote the recovery of their children. Our programmes are held in the community in places where people feel safe and we work closely with the other agencies to support clients and their families.*

*The 11-week programme which is free to those attending, offers a strengths-based approach to the nationally acclaimed Freedom Programme. It examines the actions, behaviour and beliefs of an abuser and the beliefs and responses of the victim/survivor and attempts to unravel the confusion that a survivor feels and helps them identify and understand how domestic abuse has affected them as an individual, and their children. The programme also helps women to draw on and recognise their own strengths and community support. It is delivered with the knowledge that victim-survivors are the experts in their own lives and are not passive, as in our experience all victims of violence resist violence in their own way. We currently do not have multiyear funding so each programme is individually funded and they move to a different town each term, depending on the funder:*

*Confirmed programmes in 2018/19:*

<i>Eastbourne -</i>	<i>April to July 2018</i>
<i>Lewes -</i>	<i>September to December 2018</i>
<i>Hove -</i>	<i>September to December 2018</i>
<i>Hastings -</i>	<i>January to March 2019</i>
<i>Seaford -</i>	<i>January to March 2019</i>

*We have been successfully running the Freedom programme since 2016. They have not yet received confirmation from funders approached to fund programmes for 2019/20.*

Measured outcomes include:

- have a better understanding of the different tactics and behaviour used by domestic abusers;
- recognise and feel empowered by the strength they have shown in resisting abuse in order to keep their own dignity and character whilst being mistreated and degraded, however subtle that resistance may have been;
- understand that perpetrators will do all they can to stop resistance and ultimately only perpetrators can ensure victim-survivors safety;
- have a better understanding of how domestic abuse affects children in the short term and long term. It also details how their lives are improved when the abuse is removed;
- have a better idea of the types of positive behaviour they can expect from 'Mr Right' (and what he can expect from her) when in a healthy relationship;
- be better able to recognise the early warning signs of domestic abuse;
- feel less isolated due to meeting other women who have shared similar experiences;
- feel more confident to have a future free from domestic abuse.

(iii) Is the £4999.04 the cost of running just the 11-week programme or is the funding to run one year's worth of this programme?

*One 11-week programme plus time to promote and risk assess clients before the programme and evaluate outcomes and discuss learning afterwards. It does not include a contribution to core costs such as the office rent and utilities, landline, IT etc.*

(iv) Is it correct that some of your grant funding/income streams have been reduced or cut by public sector agencies in recent years such as East Sussex County Council or Wealden District Council? There appears to be mention of this in the introductory section of your accounts.

*We used to receive funding from East Sussex County Council for our home-visiting service but due to a strategic decision to cut our preventative services, this ended in 2016. We currently receive £6500 per year for our home-visiting service from WDC (year 3 of a three-year contract). This is less than our previous contract.*

(v) What is the current total of your reserves?

*£74,938 of which £27,938 is free (just over 3 months expenditure, in line with charity commission guidelines which states 3-6 months is best practice) and £47,000 is restricted for contingent liabilities in case of closure.*

### **3.0 Recommendations**

3.1 Members are asked to consider the attached application for community grant funding on its own merits, along with the accompanying information provided within this report and advise the Town Clerk of their decision.

**Appendices:** Appendix A: Full application, accounts etc of grant applicant.

**Contact Officer:** Holly Goring

## **Meeting of Full Council**

**Monday 3rd December 2018**

### **Agenda Item No. 10.0**

#### **TO CONSIDER FUNDING FOR THE NORTH WEALDEN COMMUNITY TRANSPORT PARTNERSHIP SATURDAY BUS SERVICE IN 2019/20**

##### **1.0 Background**

- 1.1 Uckfield Town Council, along with the parishes of Framfield, Hartfield and Maresfield currently fund the 262 Saturday bus service between Forest Row and Heathfield.
- 1.2 Unfortunately the route has been affected by a number of service cuts in the past two to three years. In March 2017, members of Environment and Leisure Committee were advised that further cuts were being made to bus services in the local area. The 231 Bus Service calling at Etchingham, Burwash, Heathfield, Blackboys, Framfield and Uckfield run by Compass Travel had reduced its timetable on weekdays as a result of passenger numbers decreasing and made a decision to stop the 231 service on Saturdays with it ceasing on 18<sup>th</sup> February 2017.
- 1.3 NWCTP were already providing a Saturday service between the Ashdown Forest and Uckfield, which Maresfield Parish Council and Uckfield Town Council contributed to, to enable local residents and visitors to travel between the forest and Uckfield, and reach connecting bus services towards East Grinstead. It was therefore agreed to extend the service timetable to travel between Forest Row and Heathfield to continue service provision between the villages and enable the community to reach their local towns.
- 1.4 After some lengthy discussions between the parishes, Uckfield Town Council along with Framfield, Heathfield and Maresfield jointly funded the Saturday bus service in 2017/18 to see its continuation. However Heathfield Parish Council decided against supporting the service financially in the year 2018/19, which created some difficulties initially, before Hartfield assisted with contributing to the service.
- 1.5 The service as a whole, costs just under £10k to run per annum. Contributions between the parishes has previously been calculated in accordance with the tax base, which suggested that Uckfield Town Council would need to contribute just over £4k in 2018/19. Uckfield Town Council put aside £3k towards the running of the service in 2018/19.
- 1.6 The North Wealden Community Transport Partnership's feedback on the 262 Saturday service stated:  
*"It is difficult to make a comparison between the performance of this service in 2018 and in 2017, since the route has changed twice over that period. However, it is encouraging to note that the total number of passenger journeys has increased year-on-year from 795 to 926 and the total amount of fares and concessionary*

*reimbursement received has increased from £1752 to £2581. We consider it is well worth continuing with this service if sufficient funding can be identified.”*

- 1.7 Uckfield Town Council attempted to help boost passenger numbers by adding an article to ‘the Voice’ section of Uckfield Matters in the spring, to advertise this handy shopping service between Heathfield and Uckfield, as well as providing access to the beautiful Ashdown Forest and tourist attractions in that area. An offer was also linked to Luxfords Restaurant for passengers using the Saturday bus service.
- 1.8 The following table presents the passenger journeys across the year for this service. The figures indicate that there are on average 82 passengers each month.

NORTH WEALDEN COMMUNITY TRANSPORT PARTNERSHIP LTD												
262 Service – Statistics from 01/01/2018 to 31/10/2018 (10 month period with previous year totals for comparison)												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Total 2018	Total 2017
Concessionary Journeys	57	72	50	40	43	80	41	60	60	58	561	584
Fare paying Journeys	26	24	32	33	25	35	19	19	27	25	265	211
TOTAL NO. OF FARES	83	96	82	73	68	115	60	79	87	83	826	795
Total Fares	£111.60	£84.70	£110.70	£105.40	£93.30	£103.10	£63.30	£62.10	£125.30	£89.80	£949.30	£702.30
Concessionary Reimbursement	£160.00	£160.00	£190.89	£160.00	£160.00	£200.66	£160.00	£160.00	£160.00	£120.00	£1,631.55	£1,050.00

- 1.9 The costs of the service have been reviewed and the contributing parishes to date. The North Wealden Community Transport Partnership (NWCTP) have stated that they will endeavour to cover any increased costs in 2019/20 by raising fares and rationalising the route, so do not intend to add to the current contribution made by the parishes of Framfield, Hartfield, Marshfield and Uckfield. NWCTP have stated that unless funding can be obtained to cover the Heathfield section of this route the service will be amended to exclude Heathfield to enable the overall cost to be reduced proportionately.
- 1.10 The final projected contribution in 2018/19 was £3903 (made up of £6316 less £2413 fares). For 2019/20 they will endeavour to cover any increased costs by raising fares and rationalising the route, so the required financial contribution from Uckfield Town Council would be similar to this financial year. The draft budget for 2019/20 currently only makes reference to a £3k financial contribution towards this service.



## **2.0 Recommendations**

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

- (i) review the above information, and;
- (ii) consider whether they wish to continue funding the 262 Saturday bus service in 2019/20 and if so, consider the amount and means by which a funding contribution would be made (*i.e. 2019/20 revenue budget or reserves*).

**Contact Officer:** Holly Goring

## **Meeting of Full Council**

**Monday 3rd December 2018**

### **Agenda Item No. 11.0**

#### **TO CONSIDER PROVIDING A FINANCIAL CONTRIBUTION TO THE SET UP COSTS OF AN UCKFIELD PARKRUN**

##### **1.0 Summary**

- 1.1 The Town Council office has been approached by Uckfield College regarding the setting up of a Parkrun for Uckfield.
- 1.2 Uckfield College and some of their Duke of Edinburgh students are very keen to set up a Parkrun.
- 1.3 The Parkrun would take place every week on a Saturday morning at 9am, and a route has been identified across the land of Uckfield Rugby Club and Buxted Park.
- 1.4 All Parkruns nationally are set up by volunteers, and require funding of approximately £3,000 to buy stopwatches, a laptop, hi-vis and protective clothing, posts/signage etc.
- 1.5 Once set up Parkruns are self-sustaining, in that they are run by volunteers and have all the necessary equipment and paperwork.
- 1.6 The Parkrun is intended to be accessible to the whole community of Uckfield and, as well as publicising locally, they will be writing to GP surgeries to become Parkrun practices that prescribe Parkrun to patients as part of their therapy for physical and mental health.
- 1.7 They would ideally like to have raised the funds in the New Year, by March 2019 at the latest, to enable the Parkrun initiative to start in the spring of 2019.
- 1.8 Members will be aware that the Environment and Leisure Committee has previously discussed and considered Parkrun itself. The matter was discussed at the meeting of Environment and Leisure Committee on 30<sup>th</sup> January 2017.
- 1.9 At that meeting, members were informed that *"Parkrun UK is run as an independent not-for-profit organisation supported by commercial and various other supporters operating in over 200m locations. To survive financially they also look for local organisations to contribute towards the establishment of events in their area. They currently seek to achieve a £3,000 (including VAT) start-up fee when establishing an event. This is always a one-off cost and they are committed to supporting every event indefinitely from then on."*

*The time it takes to set up a parkrun event can vary significantly – it depends on the specific challenges of the location. Typically it takes around three to six months from start to finish.”*

- 1.10 Members agreed at the meeting, that:  
*“Members noted the report and agreed that this was not a Town Council initiative and was to be run solely by volunteers. The Town Council would offer support in agreeing a venue for the runs. Members asked that Active Uckfield explore the parkrun initiative further.”*
  - 1.11 The Town Clerk has advised Uckfield College that this initiative would have been ideal for the 2019/20 community grants programme but as this application process has now passed, the enquiry would be presented to Full Council on 3rd December 2018 for consideration by all members.
  - 1.12 The Town Clerk is due to attend a meeting at Uckfield College prior to Full Council to understand the full details, and will provide further information to members at the Full Council meeting.
- 2.0 Recommendations**
- 2.1 Members are asked to review the above report and advise the Town Clerk if they wish to provide any means of financial contribution towards the setting up of a Parkrun in Uckfield.

**Contact Officer:** Holly Goring

## **Meeting of Full Council**

**Monday 3rd December 2018**

**Agenda Item No. 12.0**

### **TO CONSIDER A RESPONSE TO THE EAST SUSSEX COUNTY COUNCIL'S CONSULTATION ON THEIR CORE OFFER**

#### **1.0 Summary**

- 1.1 As members will be aware East Sussex County Council (ESCC), like all public sector agencies, are facing difficult financial times, as a result of cuts to government grant funding.
- 1.2 At East Sussex County Council's Cabinet meeting in July 2018, they agreed to create a 'Core Offer' which would articulate what officers consider the minimum outcomes a competent and efficient Council could expect to be able to provide by 2020/21, having regard to their agreed priorities and the resources it anticipates having available in the next three years.
- 1.3 Their forward planning is set against a backdrop of previous savings of £129million - made over the last eight years.
- 1.4 The Core Offer is based on four priority outcomes that members have agreed; *driving sustainable growth, keeping vulnerable people safe, helping people to help themselves and making the best use of resources*. The Core Offer is not intended to be set in stone, but evolve with local needs and the situation.
- 1.5 ESCC has commenced its public conversation on the Core Offer. The Core Offer is detailed on their consultation portal as an assessment of the services that ESCC think are most needed by residents, businesses and communities and that they should be expected to provide in a difficult financial climate. It will inform and direct their budget planning over the coming three years.
- 1.6 ESCC have launched a survey seeking the views of those that live and work in the county, particularly whether they agree with the approach, whether the priorities and services in the Core Offer are right, and if there are ways they can work differently with partners and communities to do more to support each other. The weblink to the consultation exercise is as follows:  
<https://consultation.eastsussex.gov.uk/governance-and-community-services/a-core-offer-for-east-sussex/> A full copy of the survey is available in appendix A.

#### **2.0 Recommendations**

- 2.1 Members are asked to:
  - (i) note the above report;
  - (ii) seek to provide a response individually to the online consultation, and;
  - (iii) consider whether they wish to provide a formal joint response as a Town Council.

**Contact Officer:** Holly Goring

## A core offer for East Sussex

Closes 26 Dec 2018

This service needs  
[cookies enabled](#).

## Our services and value for money

East Sussex County Council provides a wide range of services, from social care for residents of all ages to planning and support for schools, maintenance of roads and footpaths, community services including libraries and register offices, management of waste and the environment, economic development, community safety and public health. A typical (council tax Band D) household in East Sussex pays just under £27 a week towards the cost of these services.

**1. To what extent do you agree or disagree that East Sussex County Council currently provides good value for money?**

(Required)

- ☐ Strongly agree
- ☐ Tend to agree
- ☐ Neither agree nor disagree
- ☐ Tend to disagree
- ☐ Strongly disagree

Closes 26 Dec 2018

This service needs  
cookies enabled.

## Living within our means

The county council has made savings of £129 million this decade to help achieve a balanced budget in the face of reduced funding from central government, higher costs and increasing demand for services. Over the coming three years, we face a further funding gap of up to £46 million.

### 2. Which of these options would you prefer to keep East Sussex within its financial means?

(Required)

- ☐ I would prefer to pay much higher council tax - a rise of 23% over the next three years - to keep services at their current level
- ☐ I would prefer to reduce the range of public services on offer and keep any rises in council tax as low as possible

### 3. In general, do you feel the idea of a core offer is a reasonable response to the current funding pressure on our county?

(Required)

- ☐ Yes
- ☐ No
- ☐ Don't know

Closes 26 Dec 2018

This service needs  
cookies enabled.

## The core offer and how it might affect you

We'd like to know to what extent you think the changes suggested in the core offer would affect you personally.

The information below shows the core services we think we should continue to provide and also the areas where we would reduce services or cease them altogether.

Please look at the core offer proposals before answering the next questions about how they might affect you.

▶ [A core offer for East Sussex](#)

### 4. How would changes to services for vulnerable people affect you?

(Required)

- ☐ Not at all
- ☐ Hardly at all
- ☐ Somewhat
- ☐ Greatly
- ☐ Not Sure

**5. How would changes to services for schools affect you?**

(Required)

- ☐ Not at all
- ☐ Hardly at all
- ☒ Somewhat
- ☐ Greatly
- ☐ Not sure

**6. How would changes to universal services (including libraries & archives, economy & trading standards, waste management, highways) affect you?**

(Required)

- ☐ Not at all
- ☐ Hardly at all
- ☐ Somewhat
- ☒ Greatly
- ☐ Not sure

**7. Are there any services in the core offer which you think should NOT be included?**

(Required)

- ☒ No
- ☐ Yes

If yes, please say which service or services should not be included in the core offer



**8. Are there services not in the core offer which you think SHOULD be included?**

- ☐ No
- ☐ Not sure
- ☐ Yes

If yes, please say what additional service or services you think should be included and why. Please also say how you think this should be funded.

**9. Are there any services which volunteers and communities could do more to provide, or work with us to provide?**

Please say which services, if any, you think could be provided by communities, volunteers or in partnership

Closes 26 Dec 2018

This service needs  
cookies enabled.

## Looking further into the future

We think the core offer we have set out here will enable us to meet the current baseline needs of East Sussex, fulfil our legal duties and invest to grow the county's economy. However we won't be able to afford even this core offer in years to come unless there is extra funding for East Sussex. It is important to know how you think we should act if our resources continue to shrink.

### 10. In the longer term what is the best way of meeting the financial gap faced by East Sussex?

(Required)

- ☒ I would support a large expansion of new housing in East Sussex to grow our tax base. This would mean at least 11,000 new homes a year compared to the current 1,400 a year.
- ☐ I would be prepared to vote for substantial increases in council tax every year.
- ☐ I would support further, deeper reductions in council services every year.
- ☐ I would like the Government to allocate more funds to East Sussex to meet its real needs.
- ☐ Don't know

### 11. If we had to reduce spending below the core service we have set out, which areas should be a priority for funding in future? (Choose up to three)

(Required)

- ☐ Older people's social care
- ☐ Working age adult social care
- ☐ Children's social care
- ☐ Support to schools
- ☐ Libraries
- ☐ Economic Development
- ☐ Highways
- ☐ Don't know
- ☐ Other (please give details)

Please name any other service you think should be a priority for future funding

Closes 26 Dec 2018

This service needs  
cookies enabled.

## Charges we could make if allowed by law

We are strictly limited by law in the charges we are allowed to make for services. However we would like to know if there are any further charges you think **might** be reasonable if the law changed to allow them and if the income from them helped us to keep some services running.

### 12. Which of these charges might we reasonably ask people to pay if we were legally allowed to? (choose as many as apply)

- ☐ Half-fare on buses for pensioners and people with a disability
- ☐ A charge to enter household waste and recycling sites (tips)
- ☐ A charge for home to school transport for those who can afford it
- ☐ An annual fee for membership of the library
- ☐ Not sure
- ☐ None
- ☐ Other (please give details)

Give details of any other charges you think would be reasonable

Closes 26 Dec 2018

This service needs  
cookies enabled.

## You, East Sussex and the county council

One way the council can be more efficient and save taxpayer's money is by dealing with enquiries online as much as possible and by sending automatic responses in many cases. We'd like to know what you think about this approach.

### 13. What do you think is a reasonable response when you get in touch with us to ask for general information?

(Required)

- ☐ It's fine to get an automatic response as long as it points me to the information I need
- ☐ An automatic response is fine as long as it also includes an email or phone number in case I need to ask for more details
- ☐ Whenever I make an enquiry I expect a personal response, whether that's by email, phone call or letter
- ☐ Don't know

### 14. Which best describes you?

(Required)

- ☐ I live in East Sussex
- ☐ I don't live in East Sussex but I work there
- ☐ I don't live or work in East Sussex

## **Meeting of the Full Council**

**Monday 3<sup>rd</sup> December 2018**

### **Agenda item 13.0**

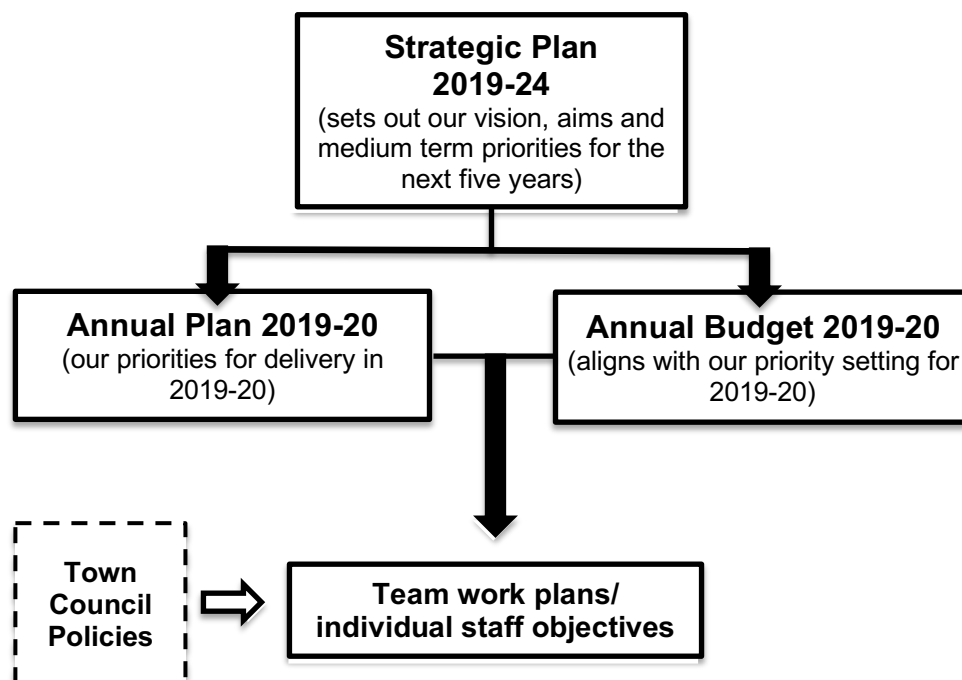
#### **TO CONSIDER THE DRAFT STRATEGIC PLAN FOR 2019-24**

##### **1.0 Summary**

- 1.1 The Town Council is required to refresh its priorities on an annual basis as part of the budget setting process.
- 1.2 The Town Council has a suite of business planning documents; a strategic plan which set out the priorities of the Town Council over the next five years, an annual plan which lists the priorities of the Town Council specifically for the next financial year, the draft budget working papers which assist with budget setting and a draft asset management plan, which encourages members to review the Town Council's key assets and their current condition.
- 1.3 This paper presents a refresh of the content within the draft Strategic Plan, and looks ahead to the next five years (see appendix A).

##### **2.0 Background**

- 2.1 The draft Strategic Plan for 2019-24 sets out the vision, aims and medium-term priorities of the Town Council over the next five years and, forms the overarching strategy of the Town Council.



- 2.2 The draft Strategic Plan 2019-24 identifies the challenges and opportunities for the Town Council and town of Uckfield, and provides information on the key areas that the Town Council wishes to focus on over the next five years.

### **3.0 Next steps**

- 3.1 Once members have considered the draft objectives from the Strategic Plan at Full Council, the full Strategic Plan document will be placed on the Town Council website alongside the draft annual plan and information will be shared with members of the public via the Town Council's social media accounts. Contact will be made with key partner agencies and community groups which the Council works with. The deadline for comments will be Monday 7<sup>th</sup> January 2019 and any feedback received will be reported to Full Council on 14<sup>th</sup> January 2019.

### **4.0 Recommendation**

- 4.1 Members are asked to consider the draft objectives for the next five years within the Town Council's Strategic Plan and advise the Town Clerk if they wish to make any amendments or additions.

**Contact Officer:** Holly Goring

**Appendices:** Appendix A: Draft Objectives within the Strategic Plan 2019-24

## 5.0 Our Strategic Objectives

In addition to agreeing a set of specific priorities each year, the Town Council has set out a number of medium term aspirations for the town.

### 5.1 People

#### 5.1.1 Cultural and related services

##### **By 2024, we will have:**

- Supported local community and voluntary organisations and sought to assist them with their positive work within the town;
- Replaced or updated at least two playgrounds;
- Introduced a number of initiatives to increase the use of our open spaces, and encourage greater physical activity (distance markers, fun games and activities which encourage movement);
- Worked with our partner agencies to increase opportunities for residents of all ages to take part in activities which improve their health and wellbeing;
- Organised events which assist in attracting visitors to the town and support local businesses;
- Established a list of special and important dates or individuals within the town's history and commemorated these on heritage plaques;
- Investigated the viability of providing additional public convenience facilities within the town centre and seeking to obtain a changing spaces facility;
- Restored the traditional red telephone box and brought back into use in a prominent location as a community facility;
- Explored options for the facilities provided at two town council buildings – Foresters Hall and West Park Pavilion, to see how these buildings can better meet the need of Uckfield's residents and organisations,
- Continued to maintain, improve and protect all of our natural areas to accommodate the demands of future growth of the town; encouraging community involvement;
- Explored whether there are opportunities for adding to or improving the existing skatepark facilities;

## 5.1.2 Luxfords and Civic Centre

### By 2024, we will have:

- Developed a marketing plan to assist with the re-launch and branding of the restaurant and on-going communication;
- Made improvements to air conditioning within the Civic Centre building;
- Made improvements to the decoration and flooring within the main corridors and meeting rooms;
- Installed a new internal booking system for use by the Civic Centre for all venue and room hire;
- Explored and implemented (if cost effective) the introduction of an online booking facility on the Civic Centre website for the purchase of event tickets;
- Developed and implemented a communications and marketing plan for the Civic Centre, in addition to an annual calendar of events;
- Updated room facilities in line with the latest modern technologies, improved the existing Wi-Fi connection and ensured networking ports are of good quality;
- Upgraded the CCTV system in and around the vicinity of the Civic Centre building;
- Identified options for improved seating and staging within the Weald Hall and side curtains, and considered options for providing a temporary partition within the Green Room.

## 5.2 Place

### 5.2.1 Environmental and regulatory services

#### By 2024, we will have:

- Continued to provide burial authority services with responsibility for the maintenance of the Cemetery at Snatts Road and Holy Cross churchyard;
- Maintained good quality floral displays within the town centre, to ensure Uckfield town centre remains an attractive place to live, work and visit;
- Maintained a good standard of grounds maintenance within the town to ensure Uckfield remains an attractive place to live;
- Continued to work with East Sussex County Council to gradually review street lighting and replace with new columns and LED lighting where necessary;
- Led by example, to deliver a project with Brighter Uckfield and Uckfield Chamber of Commerce to encourage Uckfield's businesses and organisations to stop using single-use plastic and undertake a review around recycling and re-use;
- Financially contributed to East Sussex County Council's grass verge cutting contract in 2019/20, to retain a good standard of service and ensure visibility is maintained on pavements and highways;
- Considered whether the Town Council is the right service and has the funds available to take on services devolved by the District and County Councils, to ensure residents retain a good level of service provision.



## 5.2.2 Planning and development services

### By 2024, we will have:

- Worked closely with the planning authority, Wealden District Council, to understand the latest legislative updates and guidance;
- Supported the development of a Neighbourhood Plan and worked with Action in Rural Sussex and the local Planning authority to enable this plan to be adopted and utilised alongside the Wealden Local Plan by developers;
- As a member of Uckfield Town Centre Regeneration Committee, we will have worked with our partners (*Wealden District Council and East Sussex County Council*) to explore options for regeneration within the centre of the town, and possibility of expanding the retail and business offer;
- Promoted the need for affordable housing within Uckfield Town, to support those in housing need and first time buyers;
- Worked with Wealden District Council to ensure the Town Council is fully engaged in other regulatory matters such as licensing;
- Developed an annual process by which the Town Council reviews its assets and strategic asset management plan and consideration is given to each of the Town Council's buildings to improve the efficiency and use of these properties
- Delivered a ten year programme of maintenance and decoration to all of the Town Council community buildings through schemes of major and minor works;
- Reviewed the condition of car parks adjacent to Town Council owned buildings and agreed a programme of repairs or resurfacing;
- Arranged an annual display of Christmas lights;
- Worked with the Chamber of Commerce to engage with High Street landlords (commercial and residential) to promote and secure improvements to street frontages.

### 5.2.3 Highways and Transport services

#### **By 2024, we will have:**

- Organised the annual safety day with partner agencies to educate young people about the importance of safety;
- Identified potential areas within the town which required improvements to pedestrian safety and worked with the relevant agencies to lobby for enhancements;
- Worked with our partner agencies to feed into improvements to the bus station area, to improve accessibility, signage and provide improved facilities such as real time bus information and public convenience(s);
- Worked with our partner agencies to identify highway issues within the access corridors into the town centre and utilised S106 developer contributions or Community Infrastructure Levy to improve the infrastructure and address matters relating to traffic congestion, traffic calming and road safety;
- Worked with the relevant partner agencies to address the danger of speeding vehicles and explored the possibility of extending the 20mph town centre speed limit;
- Introduced speed reduction initiatives including the use of temporary speed indicator devices and behaviour change campaigns, and explored the introduction of installing permanent speed indicator devices;
- Worked with partner agencies to identify and implement solutions for introducing parking controls within the town centre;
- Worked with partners to explore the introduction of residents' permit parking zones in the town centre and Newtown;
- Engaged in discussions to actively promote the re-opening of the Uckfield to Lewes railway line, and a direct route into Brighton;
- Worked with partner agencies to explore whether electric car charging points can be introduced in Uckfield town;
- Worked with partner agencies and landowners to explore the possibility of improving footway links between Ridgewood Farm, the SANGs and the nature reserves, and explored the possibility of creating a riverside walk;
- Created up to date street maps of the town, which highlight our open spaces and footways including the alleyways and twittens.

## 5.3 Provision

### 5.3.1 Central Services

#### **By 2024, we will have:**

- Improved communication with residents, businesses and visitors to the town through enhancements to the Town Council website and social media accounts;
- Improved the condition and display of existing noticeboards, and undertaken a review of their location to ensure they are clear and visible;
- Reviewed our existing financial and performance management processes in order to meet customer needs;
- Improved accessibility to committee meetings by installing an additional hearing loop in the Council Chamber;
- Encouraged applications from local traders and organisations in the Town Council's procurement procedures for contractual work within the town;
- Increased promotion of the town's key facilities;
- Provided training and briefings for the Town Councillors and staff, to support them in their learning and development;
- Published an annual calendar at zero cost for residents which provides the key dates of all standing committees, key events within the town and promotes local businesses;
- Undertaken an annual review of all key policies to ensure they remain up to date with the latest guidance and best practice;



# DRAFT - Our Annual Plan 2019-2020 PRIORITIES

## PEOPLE

## PLACE

1	<b>COMMUNITY GRANTS</b> We will award up to £43,367 of community grant funding to local groups and charitable organisations for the period 2019/20	5	<b>NEIGHBOURHOOD PLAN</b> We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan ready for submission to the local planning authority.
	<b>HEALTH AND WELLBEING</b> We will seek to update the maps of the town which highlight our open spaces and footways, and introduce a number of initiatives to increase the use of these spaces and encourage greater physical activity.	6	<b>CELEBRATING OUR HISTORY</b> We will explore the practicalities of starting a blue plaque heritage scheme which would note important people and places in Uckfield's history.
2		7	<b>PLASTIC FREE</b> Leading by example, we will work closely with Brighter Uckfield and Uckfield Chamber of Commerce to encourage Uckfield to become a town free of single-use plastic.
3	<b>PUBLIC EVENTS IN THE TOWN</b> We will work alongside the local business community and local community groups to deliver two free public events within the town; Weald on the Field and Uckfield Revival.	8	<b>PAVEMENTS AND HIGHWAYS</b> We will work with partner agencies to push for improvements to accessibility and safety on our pavements and highways.
		9	<b>GRASS VERGE CUTTING</b> We will contribute to the costs of the East Sussex County Council's grass verge cutting contract to retain a good standard of service, and ensure visibility is maintained on pavements and highways.
4	<b>PLAY AREA UPGRADE</b> We will put funds aside towards the upgrade of Luxfords Play Area and explore other opportunities to assist with the funding of this upgrade.	10	<b>TOWN COUNCIL BUILDINGS</b> We will assess whether our buildings could be better utilised and meet the needs of Uckfield's residents and organisations.
		11	<b>TRADITIONAL RED TELEPHONE BOX</b> We will restore the traditional red telephone box, move it to a more prominent location and use the iconic facility to provide a service for residents and visitors to the town.

## PROVISION

12	<b>USER FRIENDLY BOOKING</b> We will look to install a new internal booking system to manage room and venue hire, and explore the introduction of an online booking facility on the Civic Centre website for the purchase of event tickets.
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	Proposed Income	Proposed Expenditure	Proposed Income	Proposed Expenditure
	2018/2019	2018/2019	2019/2020	2019/2020
General Purposes				
Revenue	190,611	728,020	198,813	732,049
New Initiatives etc.		20,000		48,500
Earmarked Reserve Projects		110,750		91,000
Sub Totals		<b>858,770</b>		<b>871,549</b>
Environment and Leisure				
Revenue	94,480	269,070	89,570	255,701
New Initiatives etc.		8,800		23,540
Earmarked Reserve Projects		36,500		32,500
Sub Totals		<b>314,370</b>		<b>311,741</b>
Luxfords Restaurant				
Revenue	176,700	174,782	176,700	190,159
Earmarked Reserve Projects		0		0
New Initiatives		1,500		500
Sub Totals		<b>176,282</b>		<b>190,659</b>
Gross Income/Expenditure	461,791	1,349,422	465,083	1,373,949
		887,631		908,866
Wealden District Grant		-14159		-5665
Net Budget Requirement		873,472		903,201
Tax Base	5568.2			
Band 'D' Council Tax		£156.87		£162.20

3.40%

## General Purposes Draft 2019/2020 Budgets

Committee	Nominal Code		2018/2019 Budget	Predicted Outturn	2019/2020 Budget	Notes
		<b>CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES</b>				
		<b>Cultural and Related Services</b>				
		Recreation and Sport - Community Centres				
GP	5610 - 5676	Civic Centre	105,115		104,885	
	5743 - 5747	The Hub	6,500		6,500	
GP	5760 - 5769	Foresters Hall	11,836		11,841	
GP	5719 - 5729	Victoria Pavilion	16,704		16,684	
GP	5709 - 5718	West Park Pavilion	5,320		5,340	
		<b>TOTAL</b>	<b>145,475</b>		<b>145,250</b>	
		Income				
GP	4610 - 4700	* Civic Centre	-92,700		-95,500	
	4690	*Quickborn Suite	-8,500		-8,500	Rent agreed with new lease agreement 2018/19
GP	4796 - 4798	* The Hub	-22,150		-22,150	
GP	4760 - 4763	* Foresters Hall	-15,200		-17,675	
GP	4720 - 4723	* Victoria Pavilion	-11,400		-11,650	
GP	4781	* Ridgewood Village Hall	-1,140		-733	£120 Rent + £613 Insurance
GP	4710	* West Park Pavilion	-100		-100	
		Vending Machine	-500		-150	
GP	4677	* FiT Payments - Civic Centre	-5,000		-5,000	
		* RHI Payments - Civic Centre	-10,000		-10,000	
		<b>TOTAL</b>	<b>-166,690</b>		<b>-171,458</b>	
		<b>Net Expenditure</b>	<b>-21,215</b>		<b>-26,208</b>	
		<b>Planning and Development Services</b>				
		Economic Development				
GP	5530/5532	Festive Lights	13,200		10,850	Could reduce as 18/19 £10,310 + increase with loss of 1 across street + Elec
		<b>TOTAL</b>	<b>13,200</b>		<b>10,850</b>	
		Income				
GP	4530	* Festive Lights	-2,000		-2,000	Chamber contribution
		<b>Net Expenditure</b>	<b>11,200</b>		<b>8,850</b>	
		<b>CENTRAL SERVICES</b>				
		<b>Corporate and Democratic Core</b>				
		Corporate Management				
		Administration and Hospitality				
GP	5410- 5417	* Administration	16,966		17,690	
GP	5435	* Hospitality	100		100	
GP	5455	Health and Safety	1,250		1,250	No change
		Advertising- Recruitment/General				
GP	5425	* Recruitment	500		400	
GP	5425	* General	800		250	
		Accountant, Audit and Internal Audit Fees				
GP	5475	* Accountant Fees	4,500		4,600	
GP	5495	* External Audit Fees	2,323		2,000	
GP	5494	* Internal Audit Fees	1,680		1,800	
GP	5497	Professional Fees	10,600		12,000	
GP	5793	Subscriptions	3,500		3,200	
GP	5794	Training	3,500		5,500	To maintain ongoing refresher training
GP	5430	Office Equipment	9,500		9,500	
GP	5460	Insurances	35,000		30,000	
GP	5577	Newsletter	4,855		5,300	Includes delivery of calender (4800 for The Voice plus £500 delivery of calendar)
GP	5490	Protective Clothing	450		300	
GP	7903. 2300	Loan Costs	64,309		62,797	
GP	5580 - 5590	Bank and Credit Charges	600		550	
		<b>TOTAL</b>	<b>160,433</b>		<b>157,237</b>	
		Income				
GP	4403/4410	* Training/Administration			-100	
GP	4579 - 4583	* Bank Interest	-1,343		-3,503	
		<b>TOTAL</b>	<b>-1,343</b>		<b>-3,603</b>	
		<b>Net Expenditure</b>	<b>159,090</b>		<b>153,634</b>	
		Democratic Representation and Management				

## General Purposes Draft 2019/2020 Budgets

GP	5543	Members Allowances	15,132		19,110	1% increase plus election year possible 15 Cllrs. Claiming allowance
GP	5544	Members Expenses	100		100	
GP	5465	Mayors Allowance	1,741		1,759	1% increase
GP	5470	Elections	0		0	In earmarked reserves for 4 years
		<b>TOTAL</b>	<b>16,973</b>		<b>20,969</b>	
		Income	0		0	
		<b>Net Expenditure</b>	<b>16,973</b>		<b>20,969</b>	
		Grants and Partnerships				
GP	5480	Grants Section 142	19,500		19,500	CAB
GP	5485	Grants - General Power of Competence	25,000		25,000	
GP	5487	Volunteer Bureau Service Level Agreement	8,000		8,000	
		<b>TOTAL</b>	<b>52,500</b>		<b>52,500</b>	
		Income	0		0	
		<b>Net Expenditure</b>	<b>52,500</b>		<b>52,500</b>	
		Other Buildings and Services to the Public				
GP	5730-5732	Cemetery Buildings East & West	1,250		2,150	Inc. £900 General Repairs/Gutter service
GP	5735	* Signal Box Regular Contracts	0		750	£750 Gutters/Boiler service
		* Signal Box repairs (NEW CODE)			750	General repairs - leaks/windows etc
		* Osborn Hall	0		0	
	5770	* Foresters Hall Chapel	0		0	
GP	5772-5774	2a Vernon Road	200		200	
GP	5790	Bridge Cottage	300		0	
		<b>TOTAL</b>	<b>1,750</b>		<b>3,850</b>	
		Income				
GP	4730	* Cemetery Building East	-4,200		-4,200	£3,000 one chapel - £1,200 half chapel
GP	4775-4776	* Signal Box + Insurance recharge	-4,350		-4,485	£4,250 rent + £235 Insurance
GP	4780	* Osborn Hall	-440		-415	£100 Rent + £315 Insurance recharge
GP		* Foresters Hall Chapel	-1,087		-1,087	
GP	4771	* 2a Vernon Road	-7,200		-7,500	£625 per month
GP	4783	* Bridge Cottage + Insurance recharge	-3,301		-4,065	£1 rent + £4064 Insurance recharge
		<b>TOTAL</b>	<b>-20,578</b>		<b>-21,752</b>	
		<b>Net Expenditure</b>	<b>-18,828</b>		<b>-17,902</b>	
		<b>SALARIES</b>				
GP	5680 - 5682, 5795	Caretakers/Other Buildings	93,562		98,561	
GP	5540 - 5542	Administration	244,127		242,832	
		<b>TOTAL</b>	<b>337,689</b>		<b>341,393</b>	
		<b>Total Revenue Expenditure</b>	<b>728,020</b>		<b>732,049</b>	
		<b>Total Income</b>	<b>-190,611</b>		<b>-198,813</b>	
			<b>537,409</b>		<b>533,236</b>	
		<b>Total Long Term Earmarked Projects</b>				
		Elections	5,750		5,750	Elections
		W Hall Floor	5,000		5,000	Replacement floor in future. Total £33k so far in Earmarked Reserves plus 201819 £5k
		Building Maintenance	100,000		75,000	See break down circulated
		Signal Box replacement boiler			250	New boiler needed in a few years
		Snatts Road Chapel, replacement roof			5,000	To be replaced in future
			<b>110,750</b>		<b>91,000</b>	
		<b>Total New Initiatives</b>				
		West Park Pavilion Scheme	15,000		10,000	Towards potential refurbishment complemented possibly by grant funding
		Bus Service	3,000		3,500	Members to decide if they wish to continue funding service
		Data Protection	2,000		1,000	To cover annual fee for DPO and training service (move to revenue)
		Civic Centre CCTV upgrade			6,000	Old cameras unreliable/new ones remote controlled
		Civic Centre Wifi upgrade			6,000	Improvement required due to increase in demand
		Replacement back drops Weald Hall			2,500	Rolling replacement due to age
		Upgrade of Town Council website			4,000	4,000 for 2 years - Figure TBC - obtaining indication of cost from Town Councils
		Replacement of Civic Centre booking system			8,000	Figure TBC - obtaining indication of cost from companies
		Online event ticket system			1,500	Exploring Tickera system - online ticket booking system for Civic Centre events only.
		Five Year Asset Valuation			6,000	Figure TBC with District Valuer

## General Purposes Draft 2019/2020 Budgets

			20,000			48,500	
		TOTAL 201920					
		Total Revenue Expenditure	728,020			732,049	
		Total Long Term Earmarked Reserve Projects	110,750			91,000	
		Total New Initiatives	20,000			48,500	
		Total Budget Expenditure	858,770			871,549	
		Total Income	-190,611			-198,813	
		Net Expenditure	668,159			672,736	



## Environment Leisure Draft 2019/2020 Budgets

Committee	Nominal Code		2018/2019 Budget	2018/2019 Predicted Outturn		2019/2020 Budget	Notes
		<b>CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES</b>					
		<b>Cultural and Related Services</b>					
		Recreation and Sport - Leisure and Recreation Grounds					
E & L	5,120	Playing Fields and Pitches	19,000			16,000	
E & L	5176	Play Equipment Repairs/Maintenance	2,600			3,000	
E & L	5203	Grounds Maintenance - Contract	16,000			13,500	No extra cuts required
E & L	5204	Grounds Maintenance - General	2,225			1,700	No rain rain harvest system maintenance this yer
E & L	5201 & 5205	General Equipment Repairs and Hire	2,100			2,100	Hire £100 - General equipment repairs £2,000
E & L	5202	New Equipment	2,000			1,500	
E & L		Vehicle Running Costs					
E & L	5269	* Transit	2,200			2,000	
E & L	5279	* Movano	2,200			2,200	
E & L	5275	*Tractor	2,000			1,600	
E & L	5271	* Ford Ranger	2,200			2,000	
		<b>TOTAL</b>	<b>52,525</b>			<b>45,600</b>	
		Income					
E & L	4110	* Sport Income	-8,000			-9,500	
E & L	4120	* Event Income	-4,600			-4,700	
		<b>TOTAL</b>	<b>-12,600</b>			<b>-14,200</b>	
		<b>Net Expenditure</b>	<b>39,925</b>			<b>31,400</b>	
		Public Open Spaces, Planting and Allotments					
E & L	5100	Allotments	2,030			2,000	
E & L	5231.5038	Hempstead Meadows and West Park LNRs + sites of conservation interest	3,500			2,500	
E & L	5295. 5296	Litter Bins and Collection	4,500			5,500	£4,600 collection/sacks - £845 (2) bins
E&L	5375	Repair & replacement of street furniture	2,000			2,000	
E & L	5305	UTC Promotional Tent	0			0	
E & L	5330	Corporate Signage	250			250	
E & L	5058	Protective Clothing	700			500	
E & L	5280	Fencing	1,000			1,000	
E & L	5299	Horticulture - Bedding	300			300	
E & L	5285	Tree Works	4,500			3,000	
E & L	5377	Cleaning Materials	100			120	
		HMLNR & WPLNR				500	As per constitution £250 each group
		<b>TOTAL</b>	<b>18,880</b>			<b>17,670</b>	-
		Income					
E & L	4100. 4101	* Allotments	-5,700			-5,000	Includes £50 deposits 1.5% increase
		* Environment Sundry Income	-100			-100	Scrap metal etc.
E & L		West Park Culvert Maintenance Agreement with WDC	-350			-350	
		<b>TOTAL</b>	<b>-6,150</b>			<b>-5,450</b>	
		<b>Net Expenditure</b>	<b>12,730</b>			<b>12,220</b>	
		Culture and Heritage					
E & L	5394	Twining Hospitality	200			0	C/fwd 18/19 Budget
E & L	5300	Civic Centre Events	27,000			27,500	To be reviewed
		Performing Rights Society	2,000			1,300	
		Event Advertising /Marketing	4,000			4,000	
		Weald on the Field and Revival				3,000	Weald on Field and Revival
		<b>TOTAL</b>	<b>33,200</b>			<b>35,800</b>	
E & L	4050	Civic Centre Events	-42,000			-35,700	To be reviewed
		<b>Net Expenditure</b>	<b>-8,800</b>			<b>100</b>	

Environment Leisure Draft 2019/2020 Budgets

Committee	Nominal Code		2018/2019 Budget	2018/2019 Predicted Outturn		2019/2020 Budget	Notes
		<b>Planning and Development Services</b>					
		Economic Development					
E & L	5370	Town Security CCTV	3,000			3,000	
E & L	5373	Floral Displays Town Centre Baskets & Troughs	4,000			3,500	3K Baskets - 500 plants
		<b>TOTAL</b>	<b>7,000</b>			<b>6,500</b>	
E & L	4350	Income - Roundabout	-450			-440	
		<b>Net Expenditure</b>	<b>6,550</b>			<b>6,060</b>	
		<b>Environmental and Regulatory Services</b>					
E & L	5180-5186	Cemetery Services					
		* Grave Digging	5,075			5,075	
		* Rates/Water	1,240			1,240	£1070 Rates £170 Water
		*Litter	1,250			1,600	
		* Maintenance	200			400	
		<b>TOTAL</b>	<b>7,765</b>			<b>8,315</b>	
		Income					
E & L	4180-4183	* Cemetery	-32,000			-32,500	
		<b>Net Expenditure</b>	<b>-24,235</b>			<b>-24,185</b>	
		<b>HIGHWAYS AND TRANSPORT SERVICES</b>					
		Highways and Transportation					
		Street Lights - Supply, Maintenance and Repairs					
E & L	5080	* Supply & Maintenance	9,000			9,000	
E & L	5081	* Repairs	3,200			3,200	
E & L	5082	* New Lights	0			0	
E & L	5372	Road Safety Week	1,600			1,600	
E & L	5086.5053.	Bus Shelters	60			100	
E&L	5350	Roundabout Expenditure	100			100	
		<b>TOTAL</b>	<b>13,960</b>			<b>14,000</b>	
		Income					
E & L	4370	* Road Safety Week	0			0	
E & L	42954240	* Delegated Functions	-1,280			-1,280	Litter Bus Station
		<b>TOTAL</b>	<b>-1,280</b>			<b>-1,280</b>	
		<b>Net Expenditure</b>	<b>12,680</b>			<b>12,720</b>	
		Other Buildings and Services to the Public					
E & L	5294	Graffiti Removal	100			50	
		<b>TOTAL</b>	<b>100</b>			<b>50</b>	
E & L	5360 - 5362	Salaries Groundsmen/Ranger	132,640			127,766	
		<b>TOTAL</b>	<b>132,640</b>			<b>127,766</b>	
		<b>TOTAL REVENUE EXPENDITURE</b>	<b>266,070</b>			<b>255,701</b>	
		<b>TOTAL INCOME</b>	<b>-94,480</b>			<b>-89,570</b>	
		<b>TOTAL</b>	<b>171,590</b>			<b>166,131</b>	

Committee	Nominal Code		2018/2019 Budget	2018/2019 Predicted Outturn		2019/2020 Budget	Notes
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Environment Leisure Draft 2019/2020 Budgets

		<b>Long Term Earmarked Reserve Projects</b>					
		Play area	25,000			25,000	
		Old Timbers Lane	1,500			1,500	
		Resurfacing Orsborn Hall car park	7,000			0	2 year project funding complete
		Vehicle Replacement	1,000			1,000	
		Street Light replacement SOX lanterns	2,000			2,000	Orange SOX lantern no longer available, long term replacement programme
		New Cricket Mower (moved from 2018/19 new initiatives)				3,000	Final Year - £6000 new Mower 2 Year Project
		<b>Total Long Term Earmarked Projects</b>	<b>36,500</b>			<b>32,500</b>	
		<b>TOTAL</b>					
		<b>Previous initiatives from 2017/2018</b>					
		Weald on the Field & Revival Events etc.	3,000			0	Moved to revenue
		<b>TOTAL</b>	<b>3,000</b>				
		<b>Previous Initiatives 2018/2019</b>					
		HMLNR & WPLNR	500			0	Moved to Revenue - As per constitution £250 each group
		3 x Adult Sets Goal Posts	2,000			0	
		New Cricket Mower	3,000			0	Year Project moved to Earmarked Reserves
		Fencing Boundary and Kiss Gate - Ridgewood Recreation Ground	2,300			0	
		Battles Over - A Nations Tribute	1,000			0	
		<b>TOTAL</b>	<b>8,800</b>			<b>0</b>	
		<b>New Initiatives 2019/2020</b>					
		Safety surface Hempstead Lane Play Area				12,500	
		Funds to promote use of single plastics				200	
		Dog Bag Dispenser Scheme - Advertising				1,000	4 year scheme (1k per year)
		Adult equipment signs Hempstead Lane and Ridgewood + QR codes				1,340	
		West Park LNR Boardwalk				2,000	Long term project - start to build up funds
		Additional Grass cutting ESCC grass verges				6,500	
		<b>TOTAL</b>				<b>23,540</b>	
		<b>TOTAL</b>	<b>2018/2019</b>			<b>2019/2020</b>	
		<b>Total Revenue Expenditure</b>	269,070			255,701	
		<b>Total Long Term Earmarked Reserve Projects</b>	36,500			32,500	
		<b>Total New Initiatives</b>	8,800			23,540	
		<b>Total Budget Expenditure</b>	<b>314,370</b>			<b>311,741</b>	
		Total Income	-94,480			-89,570	
		<b>Net Expenditure</b>	<b>219,890</b>			<b>222,171</b>	

## Luxfords

Committee	Nominal Code		2018/2019 Budget		2019/2020 Budget	Notes
		<b>OTHER SERVICES</b>				
GP		Luxfords				
	5810	* Food Purchases	40,000		37,500	Propose to reduce food purchase costs.
	5820	* Bar Purchases Non Alcoholic	3,000		2,750	Propose to reduce bar purchases non alcoholic (due to previous year profiling)
	5825	* Bar Purchases Alcoholic	7,000		6,500	Retain similar amount.
	5840	* Paper Consumables	2,600		2,600	Retain the same. 201819 expenditure showing increase. Will this increase continue? Renewable cups, cutlery holders etc?
	5845	* Maintenance & Repairs	3,100		2,800	Reduce slightly and place funds in longer term earmarked reserves for contingency
	5850	Equipment	2,000		2,000	Retain the same.
	5855	Luxfords equipment hire	250		250	Retain the same.
	5860	Luxford Postage	275		300	Slight increase to reflect regular increases in postage costs
	5870	Stationery	100		100	Normally do an internal transfer of codes for envelopes etc. used
	5865	Luxford Telephone	200		175	Slight decrease reflecting pattern in previous years
	5875	Luxford Recruitment Advertising	150		0	Remove cost code - most advertising can be done for free or via other outlets, or we could use Civic Centre budget
	5880	Luxfords General Advertising	2,000		1,400	Plan to undertake more marketing of new restaurant facilities and menu in 2019 but maintain realistic budget
	5890	* Uniforms & Protective Clothing	600		200	Budget can be reduced back down in 201920, as bulk order would have been made of new restaurant uniforms 201819
	5895	* Training	500		0	
	5980	* Credit Charges	1,500		1,500	Keep the same as more people paying contactless
	5861	* Rates	7,500		9,500	6300 annual rates plus annual rate % charge of 3100
	5862	Electricity	5,800		5,950	Slight increase to reflect likely rise in electricity charges
	5863	Gas	500		550	Slight increase to reflect likely rise in utility charges
	5864	Water	1,120		1,300	Increase to reflect ongoing trend of increasing water rates
	5866	* Litter Collection	1,500		2,000	Unfortunately costs for waste collection have increased. Need to review commercial contract
	5867	* Stock Taker	750		750	Charge likely to remain same.
	5940	Luxfords salaries	74,196		88,069	Salaries reflect potential increases being put forward by Unison for 2019/20. However not due to be consulted on until 2019
	5941	Luxfords National Insurance	2,998		3,514	Affected by above
	5942	Luxfords Pension	11,143		14,211	Affected by above
	5945	Luxfords Casual wages	6,000		6,240	Reflect slight increase.
		*Management costs	0		0	
		<b>TOTAL</b>	<b>174,782</b>		<b>190,159</b>	
GP		Income				
	4810	* Restaurant Food Sales	-121,800		-121,800	Realistic assumption based on average takings each year
	4820	* Restaurant Bar Sales	-6,800		-6,800	Retain the same.
	4825	* Takeaway	0		0	Might as well remove, as not separated out.
	4910	* Function Food Sales	-26,400		-26,500	Average based on previous trend
	4920	* Function Bar Sales	-18,000		-17,500	This has definitely seen an increase in 201819, but realistic assumption whilst growing business
	4850	*General equipment hire	0		0	Remove as code not used
	4940	*Hire of Equipment	-1,000		-1,100	Urn hire
	4840	*Hire of Luxfords	-2,250		-2,250	Retain the same.
	4950	*Sundry Income	-450		-750	Reflects hire of Luxfords - Kings Church, business events etc
		<b>TOTAL</b>	<b>-176,700</b>		<b>-176,700</b>	
		<b>Net Expenditure</b>			<b>13,459</b>	
		<b>Long Term Earmarked Projects</b>				
			<b>0</b>		<b>0</b>	
		<b>Total</b>				
		<b>New Initiatives 2018/2019</b>				
		New Microwave	1000		500	
		New Wine Fridge	500		0	
		<b>Total Budget Expenditure</b>	176,282			
		<b>Income</b>	-176,700			
		<b>Net Expenditure</b>	-418			

<b>TOTAL 2019/2020</b>				
<b>Total Revenue Expenditure</b>			190,159	
<b>New Initiatives</b>			500	
<b>Total Long Term Earmarked Reserve Projects</b>			0	
<b>Total Budge Expenditure</b>			190,659	
<b>Total Income</b>			- 176,700	
<b>Net Expenditure</b>			13,959	

## LONG TERM EARMARKED RESERVE PROJECTS

		Cost of Project Estimated	As at 31/3/2018 Carried Forward Accumulation			
	EARMARKED RESERVE PROJECTS					
Com		2019/2020		2018/2019	2019/2020	Notes
	<b>CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES</b>					
	<b>Cultural and Related Services</b>					
	<b>Recreation and Sport - Leisure and Recreation Grounds</b>					
E & L	New Play Area	125,000	69,053	25,000	25,000	
E & L	Playground Fencing Capital	25,000	10,547			
E & L	Skate/BMX park peripheral area including gateway from Victoria to New Barn	6,900	3,992			
E & L	Vehicle Replacement	18,000	0	1,000	1,000	
E & L	Ranger Equipment Budget	4,500	8,888			
E & L	Ridgewood Ground Improvements		11,718			
E & L	Litter Bins/Policy		3,500			3k Litter Bin Policy
E & L	Picnic Tables		1,500			
E & L	Browns Lane Rockery		180			
E & L	Hughes Way Play Area Donation		5,000			
E & L	Seats, Signage for Tennis Courts		595			
E&L	New Mower				3,000	Moved from New Initiatives already £3,000 in 2018/19 Budget
	<b>Recreation and Sport - Community Centres</b>					
E&L	Library Way Re-imbursement		400			
GP	Weald Hall Floor	73,000	33,000	5,000	5,000	To investigate the need and type of floor required and eventual funding
GP	Ridgewood Village Hall Car Park	50,000	49,000			
E&L	Osborne Hall Car Park		7,000	7,000		2 year scheme !
	<b>Open Spaces and Allotments</b>					
E & L	Allotment Fencing	8,000	6,803			
E & L	Open Space Improvements	15,000	6,043			Incorporates various headings, Trees, HMLNR Donation etc
E & L	Renewal /Upgrade Notice Boards		2,665			
	<b>Culture and Heritage</b>					
GP	Consultants Town Centre	60,000	120,300			£50,000 to 2016-2017 Budget - For Town Centre Project Implementation
GP	Joint Committee Master Plan Works		50,000			
GP	Telephone Boxes		1,000			
E&L	Weald on the Field		847			
	<b>Cemetery and Churchyard</b>					
E & L	Cemetery Enhancement	20,500	19,300			For wall repairs
	<b>HIGHWAYS AND TRANSPORT SERVICES</b>					
	<b>Community Safety</b>					
E & L	Street Lighting	50,000	12,201	2,000	2,000	Orange SOX lantern no longer available, long term replacement programme
E & L	CCTV Replacement Programme	76,000	27,090			
E & L	Old Timbers Lane Maintenance	30,000	12,000	1,500	1,500	
E & L	Street Scene	5,000	1,531			
GP	Notice Boards		2,000			
GP	Speed Reduction		3,500			
	<b>CENTRAL SERVICES</b>					
GP	Upgrading of IT Systems and Equipment	10,500	565			
GP	<b>OTHER BUILDINGS AND SERVICES TO THE PUBLIC</b>					
GP	Maintenance Programme/Schedule for Chapels	25,500	3,503			
GP	Signal Box External Schedule/Maintenance	45,000	10,000			
GP	Signal Box Replacement Boiler				250	
GP	Building Maintenance Fund		136,760	100,000	75,000	
GP	Snatts Road Chapel Replacement Roof				5,000	
GP	Elections		18,593	5,750	5,750	£5,750 to be placed in Earmarked Reserves for four years
GP	Public Conveniences		30,000			For transport hub
GP	Professional Fees		875			
GP	Training		1,500			
GP	Dementia		870			
	<b>OTHER SERVICES</b>					
GP	Luxfords Refurbishment		51,980			
	<b>TOTAL</b>	<b>647,900</b>	<b>724,299</b>	<b>147,250</b>	<b>123,500</b>	
	Section 52/106		19,032			Depreciated Annually under Accounting Principles
	CIL Payment		14,310			



# **UCKFIELD TOWN COUNCIL**

## **Property Asset Management Plan**

**2019 – 24**

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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 produced a new Asset Management Plan in 2017. The Town Council recognised 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.

Asset Type	Number of Assets
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 and will next be carried out in April 2019. 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 £57,034 (*which includes all income from building rents and other rents and wayleaves at Nov 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 fourth 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 fourth 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 six 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 4 and year 5, 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 2019/24**

The Asset Management Strategy defines the framework for the property portfolio management over the next three to five 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 2019/20**

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:

- Commission a full review of all buildings and their current condition;
- Review and confirm the Maintenance Strategy for the next 10 years;
- Consider options for delivering the backlog of maintenance;
- Deliver year 4 and 5 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

## **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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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
OS51	Civic Centre	Building housing Town Council Offices, meeting rooms, function rooms and restaurant. Opened in 1991 by the Mayor.	Building	Freehold	0.12ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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	

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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	<p>Cemetery and Chapel</p> <p>(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.</p>	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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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



ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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
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#### Path

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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

**DRAFT – TO BE UPDATED SHORTLY 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	£0	£15,000	£2,130	£2,000	£6,660	£2,000	£35,270
Uckfield Civic Centre	£400	£9,000	£11,000	£15,000	£7,990	£6,520	£26,620	£3,990	£15,310
Foresters Hall	£11,500	£6,555	£10,000	£18,500	£4,660	£6,660	£0	£0	£2,660
Signal Box	£1,500	£3,508	£4,000	£0	£2,130	£5,320	£670	£670	£670
The Hub	£47,500	£0	£70,000	£0	£10,710	£1,400	£2,730	£1,400	£12,710
Victoria Park Pavilion	£7,000	£12,750	£5,000	£5,000	£9,980	£2,000	£2,660	£0	£9,980
West Park Pavilion	£9,000	£0	£0	£1,500	£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>£55,000</b>	<b>£56,750</b>	<b>£25,550</b>	<b>£45,150</b>	<b>£9,710</b>	<b>£81,750</b>

## **Meeting of the Full Council**

**Monday 3<sup>rd</sup> December 2018**

### **Agenda Item 18.0**

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

##### **1.0 Summary**

1.1 The report sets out the engagements of the Town Mayor.

3 <sup>rd</sup> October	Community Lunch with Father Wall
23 <sup>rd</sup> October	SERFCA Awards Ceremony
26 <sup>th</sup> October	Official opening of Luxfords Restaurant – Opera dinner
3 <sup>rd</sup> November	Fireworks – Fund raising event Ridgewood Hall.
8 <sup>th</sup> November	Uckfield Business Awards
10 <sup>th</sup> November	Planting of Commonwealth Tree
11 <sup>th</sup> November	11.00am Royal British Legion Remembrance Day – Holy Cross Church War Memorial
11 <sup>th</sup> November	Afternoon Royal British Legion Remembrance Parade and Service followed by tea at Civic Centre
11 <sup>th</sup> November	Uckfield Remembers – Lighting of Beacon
19 <sup>th</sup> November	Visit to St. Peter & St. James Hospice
22 <sup>nd</sup> November	The Uckfield Festival AGM
1 <sup>st</sup> December	The High Sheriff of Sussex Prayer Breakfast

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

3 <sup>rd</sup> October	Community Lunch with Father Wall
3 <sup>rd</sup> November	Fireworks – Fund Raising event Ridgewood Hall
8 <sup>th</sup> November	Uckfield Business Awards
11 <sup>th</sup> November	10.50am Remembrance Day – Laying of wreath on Eugene Seghars Memorial Highlands Garden.
11 <sup>th</sup> November	Afternoon Royal British Legion Remembrance Parade and Service followed by tea at Civic Centre
19 <sup>th</sup> November	Visit to St. Peter & St. James Hospice
22 <sup>nd</sup> November	The Uckfield Festival AGM
23 <sup>rd</sup> November	East Sussex Girlguiding event to celebrate guiding achievements
26 <sup>th</sup> November	Presentation to winners of UTC Calendar Competition
1 <sup>st</sup> December	The High Sheriff of Sussex Prayer Breakfast

Councillor S. Mayhew  
Town Mayor