

# UCKFIELD TOWN COUNCIL



Minutes of the Annual Statutory Meeting of **UCKFIELD TOWN COUNCIL** held in the Council Chamber, Civic Centre on Tuesday 8<sup>th</sup> May 2018 at 7.00 pm.

**PRESENT:**

Cllr. J. Beesley	Cllr. J. Love
Cllr. D. Bennett	Cllr. C. Macve
Cllr. M. Dean	Cllr. S. Mayhew
Cllr. L. Eastwood	Cllr. P. Meakin
Cllr. K. Everett	Cllr. I. Smith
Cllr. H. Firth	Cllr. P. Sparks
Cllr. D. French	Cllr. D. Ward

## **IN ATTENDANCE:**

4 members of the public  
3 members of the press (*one member of the press recorded the meeting*)

Holly Goring            Town Clerk  
Christine Wheatley    Assistant Town Clerk and Responsible Financial Officer

Minutes taken by Holly Goring.

Before the meeting commenced Councillor L. Eastwood wished to speak to say that she had enjoyed supporting the town during her three years as Town Mayor and working with some of the charities. Uckfield was a great little town, by no means perfect but there was a great amount of community spirit. She wished to say thank you to those who had supported her and the Town Council, and for the support she received during her time as Mayor.

## **1.0 ELECTION OF TOWN MAYOR**

Two nominations were put forward, with one being seconded. Cllr. S. Mayhew was nominated for Town Mayor.

**FC.01.05.18** Ten votes were recorded in favour and two against. Councillors P. Sparks and P. Meakin wished to be recorded against the nomination. It was subsequently **RESOLVED** that Councillor Spike Mayhew be appointed as Town Mayor.

## **2.0 TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr Mayhew thanked Members for their nomination.

Cllr Mayhew then signed the declaration of acceptance of office in the presence of the Proper Officer.

### **3.0 ELECTION OF DEPUTY TOWN MAYOR**

**FC.02.05.18** Councillor Jackie Love was nominated for Deputy Town Mayor. With unanimous support it was **RESOLVED** that Cllr Love be appointed as Deputy Town Mayor.

### **4.0 DECLARATIONS OF INTEREST**

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent.

However, no such declarations were forthcoming.

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

None received.

### **6.0 APOLOGIES FOR ABSENCE**

No apologies were received.

### **7.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED STANDING COMMITTEES**

General Purposes - 9 members

**FC.03.05.18** It was **RESOLVED** that the nine members of the General Purposes Committee be as follows:-

Cllrs M. Dean, L. Eastwood, K. Everett, H. Firth, J. Love, P. Meakin, I. Smith, P. Sparks and D. Ward.

Environment and Leisure - 9 members

**FC.04.05.18** It was **RESOLVED** that the nine members of the Environment and Leisure Committee be as follows:-

Cllrs. J. Beesley, D. Bennett, M. Dean, K. Everett, H. Firth, D. French, S. Mayhew, I. Smith and D. Ward.

Plans - 7 members

**FC.05.05.18** It was **RESOLVED** that the seven members of the Plans Committee be as follows:-

Cllrs. J. Beesley, D. Bennett, L. Eastwood, D. French, J. Love, C. Macve and S. Mayhew.

Prior to adjourning to consider the appointment of Chairmen and Vice-chairmen for the various committees, Members were reminded of the Council's Standing Orders relating to voting on appointments which stated:-

*"15.3 - Nor should any Member of the Council be Chairman of more than one committee or sub-committee at any one time."*

and

*“15.4 - “Neither shall the Mayor or Deputy Mayor be Chairman of a full committee.”*

**GP.01.05.18** In considering the appointment of Chairman of the General Purposes Committee, it was **RESOLVED** that Cllr. D. Ward be appointed as Chairman.

**GP.02.05.18** In considering the appointment of Vice-chairman of the General Purposes Committee, it was **RESOLVED** that Cllr. P. Sparks be appointed as Vice-Chairman.

**EL.01.05.18** In considering the appointment of Chairman of the Environment and Leisure Committee, it was **RESOLVED** that Cllr. J. Beesley be appointed as Chairman.

**EL.02.05.18** In considering the appointment of Vice-chairman of the Environment and Leisure Committee, it was **RESOLVED** that Cllr. D. French be appointed as Vice-Chairman.

**P.01.05.18** In considering the appointment of Chairman of the Plans Committee, it was **RESOLVED** that Cllr. C. Macve be appointed as Chairman.

**P.02.05.18** In considering the appointment of Vice-Chairman of the Plans Committee, it was **RESOLVED** that Cllr. D. Bennett be appointed as Vice-chairman.

## **8.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED SUB-COMMITTEES AND THE VOICE EDITORIAL PANEL**

In considering the appointment of members to the sub-committees, the Clerk reminded Members of Standing Order No. 19.1.8 which stated that the Chairman of the General Purposes Committee or in their absence the Vice-chairman of the committee shall be members of every sub-committee appointed by it, unless they signified that they did not wish to serve.

The Town Clerk asked the new Chairman of the General Purposes Committee whether they wished to express an interest in Personnel Sub-Committee. Cllr. D. Ward confirmed that she did wish to stand on the sub-committee.

### **Personnel - 5 members**

(Reporting to the General Purposes Committee)

**FC.06.05.18** It was **RESOLVED** that the members of the Personnel Sub-committee be as follows:-

Cllrs. L. Eastwood, H. Firth, P. Meakin, P. Sparks and D. Ward.

The Town Clerk asked the new Chairman of the General Purposes Committee whether they wished to express an interest in Finance Sub-Committee. Cllr. D. Ward confirmed that she did wish to stand on the sub-committee.

Finance – 5 members

(Reporting to the General Purposes Committee)

**FC.07.05.18** It was **RESOLVED** that the members of the Finance Sub-committee be as follows:-

Cllrs. J. Beesley, C. Macve, P. Meakin, P. Sparks and D. Ward.

The meeting then adjourned to allow the sub-committees to meet and elect a Chairman and Vice-chairman.

**PS.01.05.18** In considering the appointment of Chairman of the Personnel Sub-committee it was **RESOLVED** that Cllr. L. Eastwood be appointed as Chairman.

**PS.02.05.18** In considering the appointment of Vice-Chairman of the Personnel Sub-committee it was **RESOLVED** that Cllr. P. Meakin be appointed as Vice-Chairman.

**FS.01.05.18** In considering the appointment of Chairman of the Finance Sub-committee it was **RESOLVED** that Cllr. P. Meakin be appointed as Chairman.

**FS.02.05.18** In considering the appointment of Vice-chairman of the Finance Sub-committee it was **RESOLVED** that Cllr. P. Sparks be appointed as Vice-Chairman.

The Voice Editorial Panel - 3 members

The Clerk advised that five Members had put their name down for the Editorial Panel but by priority order, three had placed this panel as a higher priority.

**FC.08.05.18** It was subsequently **RESOLVED** that the members of the Newsletter Editorial Panel be as follows:-

Cllrs. D. French, C. Macve and P. Meakin.

**9.0 TO APPOINT MEMBERS TO OUTSIDE BODIES**

**FC.09.05.18** It was **RESOLVED** that the following Members be appointed as the Council's representatives to the following outside bodies:-

## FULL COUNCIL

Organisation	No. Required	
Uckfield Town Centre Regeneration Joint Committee	2	Cllr. L. Eastwood Cllr. D. Ward
Uckfield Town Centre Regeneration Joint Committee – Substitute Members	2	Cllr. D. French Cllr. J. Love
Neighbourhood Plan Steering Group	2	Cllr. P. Sparks Cllr. C. Macve
Gatwick Airport Consultation Group	(2) 1 member and 1 substitute	Cllr. C. Macve Cllr. P. Meakin (sub)

## ENVIRONMENT AND LEISURE COMMITTEE

Uckfield Railway Line Parishes Committee	1	Cllr. C. Macve
West Park L .N. R.	(2) (1 member and 1 substitute)	To be agreed at the first meeting of Environment and Leisure Committee on 11 <sup>th</sup> June 2018.
Hempstead Meadows L. N. R	(2) (1 member and 1 substitute)	
Uckfield and District Twinning Association (AGM and events only)	1	Cllr. K. Everett
Age Concern (AGM only)	1	Cllr. C. Macve Sub – Cllr. J. Love
Luxford Centre Management Committee	1	Cllr. C. Macve
Wealden Bus Alliance	1	Cllr. J. Beesley
Active Uckfield	2	Cllr. K. Everett Cllr. I. Smith

## GENERAL PURPOSES COMMITTEE

Uckfield Volunteer Centre	1	Cllr. P. Meakin
Citizens Advice Bureau	1	Cllr. P. Sparks
Ridgewood Village Hall Management Committee	1	Cllr. J. Beesley
Wealden Works	(2) 1 member and 1 substitute	Cllr. P. Sparks Cllr. C. Macve (sub)
Uckfield & District Housing Association Ltd. Management Committee	(2) 1 member and 1 substitute	Cllr. P. Sparks Cllr. H. Firth (sub)

Uckfield and District Preservation Society - Bridge Cottage Committee (AGM only)	1	Cllr. D. French
Wealden District Association of Local Councils Management Committee	1	Cllr. D. Ward
Wealden District Association of Local Councils Planning Panel	1	Cllr. H. Firth
(East) Sussex Association of Local Councils (Attendance at AGM only)	(2) 1 member and 1 substitute	Cllr. D. Ward
Emergency Planning Co-ordinators	2	Cllr. D. Bennett Cllr. L. Eastwood

#### 10.0 TO APPOINT MEMBERS TO THE CIVIC CENTRE WORKING GROUP

Members considered a report previously circulated which provided background to the working group and advised that a minimum of three members and maximum of five would need to be appointed to the working group for 2018/19.

**FC.10.05.18** It was **RESOLVED** that the following Members be appointed to the Civic Centre Working Group:-

Councillors. D. Bennett, H. Firth, D. French, S. Mayhew, and D. Ward.

#### 11.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEED OF GRANT

Two grave certificates had been received and signed by members of Full Council.

**FC.11.05.18** It was subsequently **RESOLVED** to sign the grave certificates for the following:  
 Laura Ceylon  
 Hannah Snell

#### 12.0 MINUTES

12.1 To resolve that the minutes of the Full Council meeting of the 9<sup>th</sup> April 2018 be taken as read, confirmed as a correct record and signed by the Town Mayor.

**FC.12.05.18** It was **RESOLVED** that the minutes of the meeting of the Full Council on the 9<sup>th</sup> April 2018 be taken as read, confirmed as a correct record and signed by the Town Mayor.

12.2 To note the content of the minutes of the Annual Town Meeting of the 10<sup>th</sup> April 2018, previously circulated, and for the Town Council's committees to take forward the issues raised.  
 Members noted the minutes.

#### 12.3 Action List

Members considered the action list and agreed to remove the following items which had been completed or appeared elsewhere on the agenda:-

FC.109.04.18 – East Sussex County Council's consultation proposals on household waste site services

### **13.0 COMMITTEE MINUTES**

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

(a) Environment & Leisure Committee of the 30<sup>th</sup> April 2018

**FC.13.05.18** It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 30<sup>th</sup> April 2018.

(b) Plans Committee of the 23<sup>rd</sup> April 2018

**FC.14.05.18** It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 23<sup>rd</sup> April 2018.

(c) General Purposes Committee of the 16<sup>th</sup> April 2018

**FC.15.05.18** It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 16<sup>th</sup> April 2018.

### **14.0 TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN 2018**

Cllr. P. Sparks noted that a couple of the audits had been missed in the past financial year and he, along with a couple of other members offered to complete these to ensure the Town Council's records remained up to date.

Cllr. D. French wished to thank Councillor Meakin for standing in for her month and completing the audit on her behalf.

Members noted the schedule for the completion of Members' Audits for the coming Municipal year (2018/19).

### **15.0 TO RECEIVE UPDATES FROM REPRESENTATIVES TO OUTSIDE BODIES**

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

Members noted the report.

(iii) Gatwick Airport Consultation Panel

Nothing to report at present.

### **16.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS**

(i) Uckfield – Events Working Group

Members noted the report.

(ii) Dementia Friendly Working Group

Members noted the report.

(iii) Civic Centre Working Group

Nothing to report at present.

### **17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**

No questions were received by the deadline.

**18.0 TO CONSIDER THE PROPOSED CHANGES TO SPECIFIC PARISH BOUNDARIES AND NUMBERS IN WEALDEN DISTRICT COUNCIL'S COMMUNITY GOVERNANCE REVIEW**

Members reviewed the report which had been previously circulated and the parishes within Wealden District that had put forward proposals to alter their boundaries to reflect local history and geography.

It was generally felt that none of the parishes included would have an impact on Uckfield Town, but one member questioned whether the boundary change at Isfield would have any affect on Uckfield.

It was thought not to have any impact in this instance but it was suggested that the Town Clerk obtain further clarification from Wealden District Council. The information provided, focused mainly on the new proposals rather than existing.

Members wished to note the report and take no further action, subject to understanding local proposals in Isfield Parish.

**19.0 TO CONSIDER THE PROPOSED NAME OF THE NEW DOUBLE ROUNDABOUT ADJOINING THE RIDGEWOOD FARM DEVELOPMENT**

Members were informed that Welbeck had made contact with Uckfield Town Council to advise that they were starting to review the details of the double roundabout which would be located along the A22 between Little Horsted roundabout and Copwood roundabout. The double roundabout would provide access into the new Ridgewood Farm development and be put in place during phase two of the works. Welbeck's Strategic team were required to identify a name for the double roundabout and had initially suggested 'Ridgewood roundabout' but were keen to understand our views.

A couple of suggestions were put forward, which included:

- agree to the suggested 'Ridgewood roundabout';
- Owlsbury roundabout, as it would be near to Owlsbury Farm and the new Owlsbury park (SANGs).

Members took a vote on their preferred name.

**FC.16.05.18** With five votes in favour of 'Ridgewood roundabout', and seven votes in favour of 'Owlsbury roundabout,' it was **RESOLVED** that the Town Council's preference would be 'Owlsbury roundabout.'

**20.0 TO CONSIDER THE LATEST PROPOSALS REGARDING THE FOOTWAY(S) LINKING RIDGEWOOD FARM DEVELOPMENT AND UCKFIELD TOWN**

Welbeck had requested an update on the position of the Town Council in relation to Welbeck's proposals for footway improvements between the Ridgewood Farm development and Victoria Pleasure Ground. The report presented to members explained that Welbeck proposed to improve the existing right of way through Boothland Wood, and then run a footway around Uckfield Town Council owned New Barn, and along the bottom of Victoria Pleasure Ground and round the western side, before joining up with Forge Close/Farriers Way.



Members discussed the images provided by Welbeck. It was felt that more clarification was required on specific matters, which members requested the Town Clerk to explore further:

- whether the route around Victoria Pleasure Ground is going to be a footway or cycleway or both, as if it were to become a cycleway, previous discussions suggested that access to Forge Rise and the residential area would need widening and could threaten the existence of one of the trees;
- it was felt that the developer's proposals had reduced somewhat;
- they requested clarification on the proposed improvements in Boothland Wood. This was an existing right of way, and members were keen to know if Welbeck had made contact with the East Sussex County Council Rights of Way team;
- questioned whether the Town Council should be responsible for the maintenance of the new or improved footways once development works had completed;
- clarification was required on the exact positioning of the footpath around Victoria Pleasure Ground i.e. was this on Welbeck land, or Uckfield Town Council land and what were their proposals up near the Tennis Courts/play area.

Members subsequently noted the report.

#### **21.0 TOWN MAYORS ANNOUNCEMENTS**

The new Town Mayor, Cllr Spike Mayhew did not wish to add anything on this occasion, but asked members to bear with him, in his new role.

#### **22.0 TOWN CLERKS ANNOUNCEMENTS**

The Town Clerk wished to say a big thank you to all staff and members for their hard work over the course of the year. A great deal had been achieved and the Clerk was looking forward to working with everyone over the next municipal year, in particular with the New Mayor and Deputy Mayor.

#### **23.0 CONFIDENTIAL BUSINESS**

None received

The meeting closed at 8.20pm.