

UCKFIELD TOWN COUNCIL



Minutes of the Annual Statutory Meeting of **UCKFIELD TOWN COUNCIL** held in the Council Chamber, Civic Centre on Monday 13th May 2019 at 7.00 pm.

PRESENT:

Cllr. J. Beesley	Cllr. J. Love
Cllr. D. Bennett	Cllr. C. Macve
Cllr. B. Cox	Cllr. S. Mayhew
Cllr. J. Edwards	Cllr. A. Smith
Cllr. H. Firth	Cllr. P. Sparks
Cllr. D. French	Cllr. D. Ward
Cllr. G. Johnson	(once co-opted – Cllr. K. Bedwell)
	(once co-opted – Cllr. C. Snelgrove)
	(once co-opted – Mr. L. Westwood Flood)
	(once co-opted – Mr. A. Brunsdon)

IN ATTENDANCE:

19 members of the public
3 members of the press

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

Minutes taken by Holly Goring

1.0 ELECTION OF TOWN MAYOR

One nomination was put forward for the role of Town Mayor, prior to the meeting for Councillor. S. Mayhew, which was seconded at the meeting.

FC.01.05.19 With unanimous support, it was **RESOLVED** that Councillor Spike Mayhew be appointed as Town Mayor.

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

Councillor S. Mayhew thanked Members for their support.

Councillor S. Mayhew then signed the declaration of acceptance of office in the presence of the Proper Officer (Town Clerk).

3.0 ELECTION OF DEPUTY TOWN MAYOR

One nomination had been received prior to the meeting for the role of Deputy Mayor. The nomination for Councillor J. Love was seconded, before a vote taken.

FC.02.05.19 Also with unanimous support it was **RESOLVED** that Councillor J. Love be appointed as Deputy Town Mayor.

4.0 TO CO-OPT TO TWO CASUAL VACANCIES ON UCKFIELD TOWN COUNCIL

The Town Clerk advised that a total of five applications had been submitted for the Town Councillor vacancies on Uckfield Town Council.

Two applications had been received for the vacancy in the ward of Uckfield Ridgewood:

Mr Peter Selby
Mrs Karen Bedwell

Three applications had been received for the vacancy in the ward of Uckfield North:

Mr Colin Snelgrove
Mrs Lisa Smith
Mrs Patricia Dann

Following the Town Council's Co-option Policy, the Town Clerk invited the candidates, in the order that their applications were received for each ward (as listed above) to introduce themselves to members and read out their manifesto. Each candidate had a maximum of two minutes in which to do this. Town Councillors were also reminded that they were not obliged to co-opt any members, if it was felt that the candidate(s) were not suitable.

All five candidates read out their manifestos. The Town Clerk then asked members whether they wished to vote by a show of hands or signed ballot. Two councillors requested a signed ballot.

FC.03.05.19 From the results of the signed ballot, it was **RESOLVED** to co-opt Mrs Karen Bedwell onto the Town Council, for the ward of Uckfield Ridgewood.

FC.04.05.19 From the results of the signed ballot, it was **RESOLVED** to co-opt Mr Colin Snelgrove onto the Town Council, for the ward of Uckfield North.

4.1 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE

Newly co-opted Town Councillors K. Bedwell and C. Snelgrove signed the declaration of acceptance of office in the presence of the Proper Officer (Town Clerk).

5.0 TO CO-OPT TWO YOUTH MEMBERS TO UCKFIELD TOWN COUNCIL

As part of a new initiative which began in 2017 with Uckfield College, the Town Council has been inviting students with an interest in politics to become involved in local decision-making by engaging with the Town Council.

The Town Mayor, Cllr. S. Mayhew, welcomed both Year 12 students, Mr Lewis Westwood Flood and Mr Ashley Brunsdon, who had both engaged in the programme and were keen to be co-opted onto the Town Council to participate in Town Council discussions, but not vote.

Mr Westwood Flood and Mr Ashley Brunsdon both introduced themselves, explaining that they were studying A-levels at Uckfield College, and in particular the subject of Politics, and had a keen interest in local democracy.

The Mayor asked for members to take a vote by show of hands on their co-option.

FC.05.05.19 With unanimous support, it was **RESOLVED** to co-opt Mr Westwood Flood and Mr Brunsdon onto Uckfield Town Council as Youth Members for 2019-20.

5.1 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE

Newly non-voting co-opted Youth Members Mr Westwood Flood and Mr Brunsdon signed a declaration of acceptance of office in the presence of the Proper Officer (Town Clerk).

6.0 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.

Councillor K. Bedwell declared a prejudicial interest in agenda item 23.0, as Chair of Ridgewood Village Hall Committee.

Councillor J. Beesley declared a personal interest in agenda item 23.0, as the Town Council's representative on the Ridgewood Village Hall Committee.

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

Two members of the public wished to speak on agenda item 23.0 – Ridgewood Village Hall – Mr I. Noble and Mr P. Selby.

FC.06.05.19 It was **RESOLVED** to suspend Standing Orders to enable Mr Noble and Mr Selby to speak.

Mr Noble advised that as a Ridgewood resident for 24 years and on behalf of Ridgewood Village Hall management committee, he wished to ask for the re-allocation of £49k earmarked for the car park, to the hall redevelopment fund.

Mr Noble was made aware of the RVH project plan, as he manages a county wide Charity Mentor scheme, which is providing Pro Bono mentoring to support the RVH committee Chair.

This project would enable refurbishment and an extension to the Village Hall, owned by Uckfield Town Council. It would increase the council asset by at least 100% in value and would provide work opportunities for local contractors; upon completion, it could also provide potential employment for a caretaker and booking clerk.

There was the potential to fully develop and improve the facilities and services; especially regarding health and well-being, for all Ridgewood residents - including those requiring disabled access which is sadly lacking at present.

Members had been provided with a detailed working document entitled 'Case for Support' and a 5-year business plan for the project. Following a meeting with the

National Lottery there was one opportunity to apply for a large capital grant to complete the exterior build, unlocking a potential further £100,000 in external grants from other sources.

To make this application RVH would have to demonstrate that there were sufficient funds to complete the internal part of the build - estimated at £100k. The Village Hall committee has worked hard to acquire £53k. It was fully anticipated that with other successful grant applications there would be enough money left at the end of the build to complete the car park.

Uckfield Town Council were fortunate to have a dedicated and hard-working committee of volunteers who had contributed much time and energy to find ways to regenerate Ridgewood Village Hall. Mr Noble therefore felt it was time for the Town Council to invest in their building, in support of the Village Hall committee and the Ridgewood residents.

This development and upgrading of community facilities would sit well with the development of the area, increasing the Ridgewood element of Uckfield's population to 25%, with the introduction of up to 1,000 new homes, with no planned community building.

Mr Selby advised members that he had previously been a member of the Ridgewood Village Hall Committee. He noted the outstanding financial commitment that the Town Council had through Public Works Loans and recognised that funding could not be sought through these means.

Mr Selby wished to remind members, to consider what would happen if the project to refurbish and extend the Village Hall did not occur. What if the options were not so extensive. The two storey extension at the southern end of the hall would have increased the cost of the project substantially, it was therefore important to consider alternative options, should the funding applications be unsuccessful. Were there smaller scale improvements that could be undertaken, or additional options considered?

FC.07.05.19 It was **RESOLVED** to reinstate Standing Orders.

8.0 APOLOGIES FOR ABSENCE

There were no apologies received from Town Councillors, but apologies had been received from County Councillor Chris Dowling and County/District Councillor Claire Dowling.

9.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED STANDING COMMITTEES

General Purposes - 9 members

FC.08.05.19 It was **RESOLVED** that the nine members of the General Purposes Committee be as follows:-

Councillors B. Cox, J. Edwards. H. Firth, J. Love, C. Macve, A. Smith, C. Snelgrove, P. Sparks and D. Ward.

Environment and Leisure - 9 members

FC.09.05.19 It was **RESOLVED** that the nine members of the Environment and Leisure Committee be as follows:-

Councillors. K. Bedwell, J. Beesley, D. Bennett, B. Cox, J. Edwards, D. French, G. Johnson, S. Mayhew, and A. Smith.

Plans - 7 members

FC.10.05.19 It was **RESOLVED** that the seven members of the Plans Committee be as follows:-

Cllrs. J. Beesley, D. Bennett, B. Cox, 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.01.05.19 In considering the appointment of Chairman of the General Purposes Committee, it was **RESOLVED** that Councillor. C. Macve be appointed as Chairman.

GP.02.05.19 In considering the appointment of Vice-chairman of the General Purposes Committee, it was **RESOLVED** that Councillor. D. Ward be appointed as Vice-Chairman.

EL.01.05.19 In considering the appointment of Chairman of the Environment and Leisure Committee, it was **RESOLVED** that Councillor. J. Beesley be appointed as Chairman.

EL.02.05.19 In considering the appointment of Vice-chairman of the Environment and Leisure Committee, it was **RESOLVED** that Councillor. D. French be appointed as Vice-Chairman.

P.01.05.19 In considering the appointment of Chairman of the Plans Committee, it was **RESOLVED** that Councillor. D. French be appointed as Chairman.

P.02.05.19 In considering the appointment of Vice-Chairman of the Plans Committee, it was **RESOLVED** that Councillor. D. Bennett be appointed as Vice-Chairman.

10.0 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. Councillor C. Macve confirmed that he did wish to stand on the sub-committee.

Personnel - 5 members

(Reporting to the General Purposes Committee)

FC.11.05.19 It was **RESOLVED** that the members of the Personnel Sub-committee be as follows:-

Councillors. J. Edwards, H. Firth, C. Macve, P. Sparks and D. Ward.

The new Chairman of the General Purposes Committee had already expressed an interest in Finance Sub-Committee.

Finance – 5 members

(Reporting to the General Purposes Committee)

FC.12.05.19 It was **RESOLVED** that the members of the Finance Sub-committee be as follows:-

Councillors. J. Beesley, B. Cox, C. Macve, P. Sparks and D. Ward.

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

PS.01.05.19 In considering the appointment of Chairman of the Personnel Sub-committee it was **RESOLVED** that Councillor D. Ward be appointed as Chairman.

PS.02.05.19 In considering the appointment of Vice-Chairman of the Personnel Sub-committee it was **RESOLVED** that Councillor. P. Sparks be appointed as Vice-Chairman.

FS.01.05.19 In considering the appointment of Chairman of the Finance Sub-committee it was **RESOLVED** that Councillor P. Sparks be appointed as Chairman.

FS.02.05.19 In considering the appointment of Vice-chairman of the Finance Sub-committee it was **RESOLVED** that Councillor B. Cox be appointed as Vice-Chairman.

The Voice Editorial Panel - 3 members

The Clerk advised that five Members had expressed an interest in the Editorial Panel but by priority order, three members had placed this panel as a higher priority.

FC.13.05.19 It was subsequently **RESOLVED** that the members of the Voice Editorial Panel be as follows:-

Councillors. J. Edwards, D. French and C. Macve.

11.0 TO APPOINT MEMBERS TO OUTSIDE BODIES

FC.14.05.19 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. J. Love Cllr. D. Ward
Uckfield Town Centre Regeneration Joint Committee – Substitute Members	2	Cllr. D. French Cllr. C. Macve
Neighbourhood Plan Steering Group	2	Cllr. C. Macve Cllr. P. Sparks
Gatwick Airport Consultation Group	(2) 1 member and 1 substitute	Cllr. G. Johnson Cllr. C. Macve

GENERAL PURPOSES COMMITTEE

Citizens Advice Bureau	(2) Shared role	Cllr. A. Smith Cllr. P. Sparks
(East) Sussex Association of Local Councils (Attendance at AGM only)	1	Cllr. D. Ward
Emergency Planning Co-ordinators	2	Cllr. D. Bennett Cllr. D. French
Ridgewood Village Hall Management Committee	1	Cllr. J. Edwards
Uckfield & District Housing Association Ltd. Management Committee	(2) 1 member and 1 substitute	Cllr. H. Firth Cllr. A. Smith
Uckfield & District Preservation Society - Bridge Cottage Committee (AGM only)	(2) 1 member and 1 substitute	Cllr. D. French Cllr. J. Love
Uckfield Volunteer Centre	1	Cllr. B. Cox
Wealden Works	(2) 1 member and 1 substitute	No Councillor appointed.
Wealden District Association of Local Councils Management Committee	1	Cllr. D. Ward
Wealden District Association of Local Councils Planning Panel	1	Cllr. H. Firth

ENVIRONMENT AND LEISURE COMMITTEE

Active Uckfield	2	Cllr. J. Beesley Cllr. J. Edwards
Age Concern (AGM only)	(2) <i>(1 member and 1 substitute)</i>	Cllr C. Macve Cllr. J. Love
<i>Hempstead Meadows L. N. R</i>	(2) <i>(1 member and 1 substitute)</i>	<i>To be appointed at next meeting of Environment & Leisure Committee</i>
<i>West Park L. N. R.</i>	(2) <i>(1 member and 1 substitute)</i>	
Luxford Centre Management Committee	1	Cllr. C. Macve
Uckfield & District Twinning Association (AGM and events only)	1	Cllr. S. Mayhew
Uckfield Parkrun Board	1	Cllr. S. Mayhew
Uckfield Plastic Free Working Group	(2) <i>(1 member and 1 substitute)</i>	Cllr. B. Cox Cllr. P. Sparks
Uckfield Railway Line Parishes Committee	1	Cllr. C. Macve
Uckfield Youth Club Board	1	Cllr. B. Cox
Wealden Bus Alliance/Weald Link	1	Cllr. A. Smith

12.0 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 2019/20.

FC.15.05.19 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.

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

One grave certificate had been received and signed by members of Full Council.

FC.16.05.19 It was subsequently **RESOLVED** to sign the grave certificate for:
Ronald Edward Scott and Caryl Rose

14.0 MINUTES

14.1 To resolve that the minutes of the Full Council meeting of the 8th April 2019 be taken as read, confirmed as a correct record and signed by the Town Mayor.

FC.17.05.19 It was **RESOLVED** that the minutes of the meeting of the Full Council on the 8th April 2019 be taken as read, confirmed as a correct record and signed by the Town Mayor.

14.2 To note the content of the minutes of the Annual Town Meeting of the 9th April 2019, previously circulated, and for the Town Council's committees to take forward the issues raised.
Members noted the minutes.

14.3 Action List
Members considered the detail and noted the action list.

15.0 COMMITTEE MINUTES

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

(a) Environment & Leisure Committee of the 23rd April 2019
FC.18.05.19 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 23rd April 2019.

(b) Plans Committee of the 15th April 2019
FC.19.05.19 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 15th April 2019.

(c) General Purposes Committee of the 1st April 2019
FC.20.05.19 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 1st April 2019.

16.0 TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2020

The Town Clerk advised that a couple of the audits had been missed during 2018/19 for a variety of reasons and requested the help of councillors that had been on the Town Council in 2018/19 and re-elected to assist with the completion of these.

Councillors C. Macve and D. Ward offered to assist with completing any audits outstanding.

FC.21.05.19 Members **RESOLVED** to:
(i) note the report, and;
(ii) approve the proposed schedule for member audits in 2019/20 and to make appropriate arrangements with the Assistant Town Clerk & Responsible Financial Officer, to carry these out.

17.0 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.

18.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS

(i) Uckfield – Events Working Group
Members noted the report.

(ii) Uckfield Dementia Forum
Councillor P. Sparks advised that the last meeting of the Uckfield Dementia Forum had been particularly interesting with representation from both Bird in Eye Surgery PPG and Meads Surgery. Meads Surgery were in the process of linking up to the Golden Ticket referral programme for those living with dementia. They also had capacity to take on more patients.

Councillor P. Sparks also advised that the Forum were holding a Care & Support EXPO, similar to a business expo, which was free to attend with free information sessions on Thursday 23rd May 2019 in the Weald Hall of the Civic Centre.

Members subsequently noted the report.

(iii) Civic Centre Working Group
Nothing to report at present.

19.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

No questions were received by the deadline.

20.0 TO CONFIRM THAT THE CRITERIA FOR THE GENERAL POWER OF COMPETENCE HAVE BEEN MET AND TO THEN ADOPT THE GENERAL POWER OF COMPETENCE

Members considered a report which provided the background and history to the General Power of Competence and set out the position with regard to the necessary criteria in order for the Town Council to adopt the power, following an election.

FC.22.05.19 Members **RESOLVED** that:-

- (i) the criteria to adopt the General Power of Competence has been met and;
- (ii) Uckfield Town Council adopts the General Power of Competence

21.0 TO CONSIDER CARRY FORWARD OF UNSPENT REVENUE BUDGET FROM 2018-19

Members reviewed the report summarising the amounts that were required to be carried forward from the 2018/19 budget to 2019/20 where revenue funding remained unspent as a result of late invoices, goods not yet received or projects not yet complete.

FC23.05.19 Members **RESOLVED** that the following sums be carried forward from the 2018/19 financial year to 2019/20:

Environment & Leisure Committee

• Street light repairs	£1,490
• Repair/replace street furniture	£1,100
• Playing fields & pitches	£4,884
• New equipment	£4,695
• Nature Reserve Working Budget	£ 582
• Trees	£2,140
• Litter bins	£ 550
• HMLNR & WPLNR Supporter Group	£ 500
• Town Twinning Hospitality	£ 200

General Purposes Committee

• Upgrading IT	£3,000
• Professional fees	£4,913
• Data Protection	£ 780
• Luxfords New Microwave	£1,350
• Building Maintenance Year 4	£100,000

22.0 TO CONFIRM SUPPORT TOWARDS THE TOWN'S PLASTIC FREE CAMPAIGN AND SPECIFICALLY THE SURFERS AGAINST SEWAGE OBJECTIVES FOR A PLASTIC FREE COMMUNITY

Members were provided with an update on the work of Brighter Uckfield, voluntary support within the town and Town Council staff to start up a Plastic Free campaign in Uckfield.

Members were advised that in the region of 20 volunteers had come forward to support the campaign following information sessions at the end of March 2019, and the group were keen to deliver the Surfers against Sewage Plastic Free Community Toolkit and set up a Refill campaign in Uckfield. In order to support these initiatives, the Town Council was asked to confirm its commitment to the project.

FC24.05.19 Members RESOLVED to:

- (i) to note the report;
- (ii) to note the objectives of the Surfers against Sewage Plastic Free Community Toolkit and confirm Uckfield Town Council's commitment to supporting the journey to make Uckfield a Plastic Free Community, and;
- (iii) in line with the Surfers against Sewage Plastic Free Toolkit, to continue to lead by example by removing single-use plastic items from the Town Council's premises and support local campaigns and events.

23.0 TO CONSIDER PROVIDING FINANCIAL SUPPORT TO THE RIDGEWOOD VILLAGE HALL COMMITTEE WITH THE PROPOSED EXTENSION

At the February 2019 meeting of Full Council, members requested that the Town Clerk explore the options available to the Town Council in terms of whether it would be able to contribute towards the proposed extension and building alterations drawn up by the Ridgewood Village Hall Committee.

The Town Clerk had prepared a paper which outlined the funds still outstanding from Public Works loans, the position of S106 developer contributions from the

Ridgewood Farm development, and capital project grant funding opportunities. In order to support the Ridgewood Village Hall Committee's application for lottery funding, they had to demonstrate that they had secured the cost of the internal alterations (in the region of £100k). £53k had been secured for these internal works.

The Town Council already had a sum of £49k allocated in earmarked reserves, for improvements to the Ridgewood Village Hall Car Park. The report presented to members asked them to consider whether the Town Council wished to broaden the scope of these earmarked reserves, to support their project, and consider an extension to the current lease agreement to assist the committee with their grant applications.

Members discussed the matter at some length. Some members queried whether it would be more cost effective to build the hall again from new, but the Town Clerk advised that the planning application and associated drawings had been presented to members on numerous occasions throughout 2018, and this agenda item was looking specifically at the funding of a refurbishment and extension.

A number of members shared their concerns with regard to the upgrading of the car park once the refurbishment and/or extension was undertaken to the hall. It was necessary for this to be factored into the project costs. It was noted that the car park was not just for hall users, but also for the users of the recreation ground (and play area) and Millennium Green. It was also acknowledged that it had taken a long time to raise the funds for the upgrade of the car park. It was therefore considered important to have sight of any specification of works for upgrading the car park and area adjacent to the hall.

FC25.05.19 Members **RESOLVED** to:

(i) note the report;

(ii) with 11 votes in favour, and one against members agreed for the scope of the Town Council's earmarked reserves set aside for Ridgewood Village Hall Car Park (£49,000) to be broadened and retitled 'Ridgewood Village Hall Improvements' with a stipulation that the resurfacing and improvements to the car park be incorporated in the overall build cost, subject to the Town Council giving prior approval of the car park specification to ensure it meets the standard required, and;

(iii) with 10 votes in favour, and one against, agree for the General Purposes Committee to consider the current terms of the lease agreement between the Town Council and the Ridgewood Village Hall Committee and the legalities and position of the Town Council, if extended.

24.0 TOWN MAYORS ANNOUNCEMENTS

The Town Mayor, Councillor S. Mayhew wished to thank all members for their continued support and looked forward to working together over the course of 2019-20 and beyond.

25.0 TOWN CLERKS ANNOUNCEMENTS

None.

The meeting closed at 8.45pm.