

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held in the Council Chamber, Civic Centre on Monday 30th July 2018 at 7.00 pm.

PRESENT:

Cllr. S. Mayhew (Town Mayor)	Cllr. J. Love (Deputy Mayor)
Cllr. J. Beesley	Cllr. C. Macve
Cllr. M. Dean	Cllr. D. Manvell
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:

One member of the public.
Two members of the press (*both recorded the meeting*)
Councillor Chris Dowling (East Sussex County Council)
Councillor Claire Dowling (East Sussex and Wealden Councils)

Holly Goring Town Clerk

Minutes taken by Holly Goring.

The Mayor, Councillor S. Mayhew started the meeting by welcoming new Town Councillor for Uckfield (North) Ward, Councillor Daniel Manvell to the meeting of Full Council, and congratulating him on his new role.

1.0 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.

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

None received.

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

FC.27.07.18 It was **RESOLVED** to suspend standing orders to enable Councillors Chris and Claire Dowling to speak.

Councillor Chris Dowling updated members on East Sussex County Council matters.

The roadworks in Lewes Road had now cleared and this had helped to ease congestion in the area. An SLR meeting (Strengthening Local Relationship) had taken place with officers and councillors from Uckfield Town Council and East Sussex County Council the previous week which had helped to review a number of issues raised by local residents.

Councillor Dowling had been looking into the recent correspondence that East Sussex County Council had sent to local shops and businesses on the High Street regarding licensing. It was advised that the licensing of advertising materials such as A-boards and signage came under the Highways Act 1980. The County Council had been more lenient in the past, especially in the more rural market towns, but were now putting a tougher regime in place. They had advised that they would tolerate one A-board or one sign at no charge, but all businesses should register on their website. If businesses wished to place out more than the above on the pavement/highway than they would need to pay £130 for a two-year licence. To place merchandise or furniture on the pavement or highway, a payment of £260 would be required for a two-year period.

Councillor Claire Dowling provided an update on Wealden District Council matters. The recent Parish bulletin highlighted a number of areas that the District Council were focusing on. The Summer Activity Day was due to take place in Uckfield on Wednesday 15th August between 10am and 2pm at West Park Recreation Ground.

Councillor Dowling had noted that the road closure signs relating to the road closure in Rocks Road to undertake bridge repairs, were in the wrong place and confusing road users. She had advised East Sussex Highways that the placement needed altering and more explanation was required on the signage. It was hoped that this would therefore be improved. Snatts Road was accessible to road users.

The draft Local Plan had been approved by Wealden's Full Council and would now undergo a process of consultation.

Cllr Dowling also referred to the appalling service run by Kier to collect household waste over the previous five weeks, which had been further exacerbated by the very hot weather. A recovery plan was put in place and things had settled down a little. Members were reminded that residents needed to report to Wealden District Council immediately if they found their bin had been missed.

Councillor L. Eastwood asked for further clarification on the reporting of missed bins as she had seen that you needed to report the matter by 5pm but many residents work and could not report by that time. It has now been noted that the reporting period is up to 5pm the next day.

Councillor P. Sparks requested an update on the East Sussex School Music Service. Councillor Chris Dowling advised that a petition had been received with around 5,000 signatures so the matter would be brought to the table for members to re-consider. The Lead Member Councillor Bob Standley was keen to find a solution for the part of the service that has been affected.

Councillor D. Manvell had noted that although East Sussex County Council had approved funding towards the Duke of Edinburgh scheme in 2018/19, the officer in charge of licencing the scheme had now left. He was aware that Uckfield College may be able to take on the role locally but had concerns about how existing community groups or churches who supported the scheme would continue as they would not be able to afford the licence.

Councillor Claire Dowling advised that she would take back the question to the County Council and find out the latest situation as the matter had been discussed fairly recently.

FC.28.07.18 It was **RESOLVED** to reinstate standing orders.

4.0 APOLOGIES FOR ABSENCE

Apologies were received from Councillor D. Bennett.

5.0 MINUTES

5.1 To resolve that the minutes of Full Council on 18th June 2018 be taken as read, confirmed as a correct record and signed by the Town Mayor.

FC.29.07.18 It was **RESOLVED** that the minutes of Full Council on the 18th June 2018 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 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.113.04.18 – Town Clerk's Announcements

FC.25.06.18 – To review the Standing Orders and current procedure for electing a Mayor and Deputy Mayor

6.0 COMMITTEE MINUTES

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

(a) Plans Committee on 25th June and 16th July 2018

FC.30.07.18 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 25th June and 16th July 2018.

(b) Environment and Leisure Committee of the 23rd July 2018

FC.31.07.18 It was **RESOLVED** to note the acts and proceedings of the Environment and Leisure Committee of the 23rd July 2018.

(c) General Purposes Committee of the 9th July 2018

FC.32.07.18 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee of the 9th July 2018.

7.0 TO RECEIVE UPDATES FROM REPRESENTATIVES TO OUTSIDE BODIES

(i) The Uckfield Town Centre Regeneration Joint Committee

The minutes of the meeting held on 11th July 2018 were not ready at the time that the agenda papers were despatched.

(ii) Neighbourhood Plan Steering Group

Councillors sitting on the steering group advised that good progress was being made and the group were now looking at having a referendum next year (2019) on the draft Local Plan.

Members subsequently noted the report.

(iii) Gatwick Airport Consultation Panel

Nothing to report at present.

8.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS

(i) Civic Centre Working Group

(to be dealt with under confidential business)

(ii) Dementia Friendly Working Group – Uckfield Dementia Forum

Councillor P. Sparks advised that he had attended three of the Saturday Social's held at Sussex Support at Victoria Pavilion and they were really good fun. Different activities were organised for each date and he thoroughly enjoyed the afternoon.

Members noted the report.

(iii) Uckfield Events Working Group - Celebrate

Councillor D. French reminded members that there were only a few days to go until the Weald on the Field event, which was a fantastic event taking place from 10am to 8pm on Luxford Field on Saturday 4 August. Help was needed at the end of the day to pack away. And, Councillor French wished to thank the Town Council team for their help, as a lot of work went on behind the scenes to make the day happen.

Members noted the report.

9.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2018-19 (Q1)

Members reviewed the progress update on the Town Council's priorities for the first quarter of 2018/19.

It was asked whether there was an update on Phase 3 -the bus station improvements. The Town Clerk confirmed that East Sussex County Council were working on the designs and information would be circulated in a matter of weeks/months.

One member advised that they appreciated this report and the ability to monitor progress and see achievements throughout the course of the year.

FC.33.07.18 Members subsequently noted the report.

10.0 TO CONSIDER AN UPDATE ON UCKFIELD'S NEW TOWN CRIER

Members were advised that the new Town Crier, Mr Bedwell had now received his outfit and had started to perform cries in the town to assist in promoting Uckfield Festival and Weald on the Field. Requests had been received from other organisations to help promote their activities.

Typically the Town Crier would perform on a Saturday at 12noon outside Hartfields, followed by Bridge Cottage. The report asked members whether they would be happy if these cries were performed more regularly in the summer months and on specific dates or times to enable local residents and the public to know of his announcements. Members were reminded by the Town Clerk that the purpose of the Town Crier was to add to the town's existing methods of communication and help in spreading the word about key events and meetings in the town.

One member noted that subject to the outfit now being complete, that officers should ensure that the outfit was insured, in case of damage.

FC.34.07.18 Members **RESOLVED** to support the new Town Crier in any way that they could, and welcomed the suggestion to increase the frequency of their performances in the summer months.

11.0 TO NOTE THE CONSULTATION FOR PROPOSED PARKING AND WAITING RESTRICTIONS FOR UCKFIELD HIGH STREET (EXPERIMENTAL TRAFFIC REGULATION ORDER)

Members reviewed the content of the report. They noted that at present, with little enforcement it would be very difficult to enforce these restrictions.

The Town Clerk reminded members that the process was lengthy as if changes were put forward during the first six-month consultation period, the County Council would then need to consult again on the revised proposals for a further six months.

Members recognised that despite limited enforcement taking place, that progress should be made to put the relevant restrictions in place and ensure the process commenced.

FC.35.07.18 Members **RESOLVED** to:

- (i) note the areas incorporated in the proposed parking and waiting restrictions;
- (ii) agree to support the introduction of these parking and waiting restrictions, and forthcoming consultation;
- (iii) that clarification be sought regarding the areas of parking near to Southview Drive and outside Mojavia/Fish and Chip Shop.

12.0 TO CONSIDER A NEW PROCEDURE FOR HANDLING SURPLUS LAND – TO FORM AN APPENDIX TO THE ASSET MANAGEMENT PLAN 2018-23

This item was deferred to the next meeting of Full Council.

13.0 TO REVIEW THE STANDING ORDERS IN LINE WITH THE RECENT RELEASE OF THE NEW MODEL STANDING ORDERS FROM NALC

Amendments had been made to the existing standing orders to reflect the proposed method for accepting nominations for Mayor and Deputy Mayor in future years, and subject to a recent update from NALC which set out a number of legislative changes.

One member suggested that under paragraph 5.2.4 where it sets out the new requirements for members to put forward nominations for a potential Mayor or Deputy Mayor, that a deadline be set for when nominations should be received by. A suggestion was put forward of 'seven working days before.'

Members discussed this matter at some length before reaching a decision.

FC.36.07.18 Members RESOLVED to:

- (i) note the above report;
- (ii) approve the addition at paragraph 5.2.4 and add to this paragraph to make a stipulation '*that nominations need to be received by seven working days prior to the Annual Statutory meeting of Full Council*';
- (iii) approve the changes proposed in line with NALC's Model Standing Orders and legislative changes.

14.0 TO NOTE THE END OF YEAR STATEMENT OF COMMUNITY INFRASTRUCTURE LEVY FUNDING FOR 2017/18

Members reviewed the report which highlighted the funds received via Community Infrastructure Levy in 2017/18. Members were informed that a report had to be presented to Full Council to formally advise how much had been received in the previous year and to provide information to Wealden District Council by December on what the Town Council wished to spend the funds on.

Ideas were put forward by members which included funding towards improving Luxford Field play area, to focus it in the centre of town, to offset some of the additional costs incurred through the installation of the CCTV system and youth facilities.

The Town Clerk advised that members could consider this further in their informal business planning workshop.

FC.37.07.18 Members RESOLVED to:

- (i) note the income received in 2017/18 through Community Infrastructure Levy funding;
- (ii) consider potential projects that this funding could contribute towards and to bring those ideas to the informal business planning workshop, in September.

15.0 TO SIGN AND SEAL THE LEASE FOR THE SMALL HALL (CHAPEL) ADJACENT TO FORESTERS HALL

FC.38.07.18 Members RESOLVED for two Town Councillors to sign and seal the lease agreement in the presence of the Town Clerk.

16.0 TO SIGN AND SEAL THE LICENCE BETWEEN THE LEAGUE OF FRIENDS OF UCKFIELD COMMUNITY HOSPITAL AND UCKFIELD TOWN COUNCIL

FC.39.07.18 Members **RESOLVED** for two Town Councillors to sign the licence agreement.

17.0 TO SIGN AND SEAL THE LICENCE FOR A TEMPORARY ACCESS BETWEEN VICTORIA PLEASURE GROUND AND ST. PHILIP'S CATHOLIC PRIMARY SCHOOL

Members reviewed the content of the temporary licence agreement that had been prepared by solicitors for consideration by both Uckfield Town Council and St. Philip's Catholic School.

Members noted that some wording within the agreement needed to be amended to provide more clarification on the exact stipulations of the temporary licence agreement, this included:

- Page 2 (Permitted use) – refers to the use of the Licensee's Property as a school and as a church. *Members queried why the Church had been included when the purpose of the temporary access was to provide a safe route for school children when arriving and leaving the primary school during the school day.*
- Page 4 (Clause 3.1.7) – reference is made to the 'end of each day' – *members felt that this should be strengthened to specify the 'end of each school day' which would then incorporate school activities but highlight the point that it is for school access only.*

Members also noted that it was disappointing that the Town Council were having to provide a safe route of access for school children to St. Philip's Primary School when they were certain that the developers were required to provide this as part of the planning conditions and original application.

FC.40.07.18 Members **RESOLVED to:**

- (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;
- (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.

18.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the engagements of the Town Mayor and Deputy Mayor.

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

Six deeds of grant had been received.

FC.41.07.18 Members **RESOLVED** to sign the grave certificates for the following:

Lisa Marie Kirk
Peter John Smith and Rosemary Smith
Leslie Anthony Cooper
Tina Sharpe
Michael Kirk
Emma Reid

20.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

A member had put forward a question to Full Council requesting an improvement in engagement between the District Council and Town Council and for District Councillors to attend more meetings to provide updates to Town Councillors on issues in the district. It was felt that elected members needed to work as a team for the local area. If members were unable to attend Full Council meetings, it was thought that a short update should be provided.

FC.42.07.18 Following some discussion, 13 members voted in favour and 1 abstained to the proposal that a letter be written to the Leader of Wealden District Council requesting greater parish engagement and for encouragement to be given to District Councillors to attend Parish and Town Council meetings.

Members **RESOLVED** to approve this proposal and requested that officers send a letter on behalf of the Town Council.

21.0 TOWN CLERKS ANNOUNCEMENTS

None.

22.0 TOWN MAYORS ANNOUNCEMENTS

The Town Mayor, Councillor S. Mayhew wished to thank all of those involved in the recent events held in the Civic Centre and centre of the town, including the Uckfield Festival, Uckfield Singers Concert and Blues and Roots Festival. The town had some fantastic talent and he recognised the work that had gone into organising these events. A big well done to everyone involved.

The Town Mayor wished to also echo the earlier comments of Councillor D. French and request help for the Weald on the Field event that Saturday. The weather was due to stay fine, so it was hoped that everyone would enjoy the day.

23.0 CONFIDENTIAL BUSINESS

FC43.07.18 It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

23.1 Update on CCTV Installation

Members reviewed the update provided.

FC.44.07.18 Members **RESOLVED** to note the update provided and allocate a further £2-2.5k of funding from general reserves, if required, to pay for additional works associated with installation.

23.2 Update from the Civic Centre Working Group

Members noted the update provided.

The meeting closed at 8.35pm.