

UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

in

The Council Chamber, Civic Centre

on

Monday 11th September 2017 at 7pm

AGENDA

A MINUTE'S SILENCE AND TRIBUTE

The Council will hold a minute's silence and pay tribute to former councillor Jim Molesworth-Edwards, who passed away on Sunday 27th August 2017.

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 meeting of Full Council on 31st July 2017 be taken as read, confirmed as a correct record and signed by the Town 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 | 14 th August and 4 th September 2017 |
| (b) | Environment and Leisure Committee | 21 st August 2017 |
| (c) | General Purposes Committee | 29 th August 2017 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(to be reported under confidential business)
- (ii) Dementia Friendly Working Group – Uckfield Dementia Forum
(Nothing to report at this time)
- (iii) Uckfield Events Working Group
(Attached)

9.0 TO SIGN AND SEAL THE LEASE AGREEMENT WITH THE SOURCE (THE HUB)

10.0 TO SIGN AND SEAL THE LEASE AGREEMENT WITH THE CITIZENS ADVICE BUREAU (THE HUB)

11.0 TO REVIEW THE SOUTH EAST WATER DROUGHT PLAN FOR 2018-2023
(Attached)

12.0 TO NOTE THE MAYOR'S ENGAGEMENTS
(Attached)

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

14.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED
None

15.0 TOWN CLERK'S ANNOUNCEMENTS

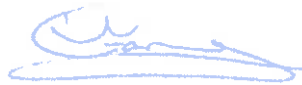
16.0 CHAIRMAN'S ANNOUNCEMENTS

17.0 CONFIDENTIAL BUSINESS

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted:-

17.1 Update from Civic Centre Working Group
(Attached)

17.2 Update on CCTV
(Attached)



Town Clerk
5th September 2017

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

Full Council

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.46.08.16</u>	To consider whether the Town Council should instruct a Town Crier Members subsequently RESOLVED to appoint a Town Crier on a voluntary basis for the purpose of communicating specific events within the town, and the Town Clerk be authorised to undertake the necessary requirements for advertising this position.	22.08.16	HG/CW	Recruitment process will commence shortly.
<u>FC.103.02.17</u>	12.0 To consider the funding of Speed Traffic Surveys Subject to clarification of costings, members RESOLVED to contribute to the funding of speed surveys in: - Eastbourne Road x 1; - Church Street x 1; - London Road (Ringles Cross) x 2; - Framfield Road x 1.	20.02.17	HG	Speed surveys have been undertaken at Ringles Cross. The data is currently being analysed. Speed surveys have now also been organized for Eastbourne Road, Church Street and Framfield Road. A report outlining the findings will be shared with Town Councillors shortly.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.105.02.17</u>	14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.	20.02.17	CW	The byelaws have been sent to DEFRA as per procedure. In progress.
<u>FC.24.06.17</u>	10.0 To consider the Town Council's Draft Annual Return and Financial Statements for the Year ending 31 st March 2017 Members RESOLVED to approve the draft annual return and Financial statements for the year ending 31 st March 2017, and authorise for the Mayor to sign and date this return on behalf of the Council.	19.06.17	HG	The Draft Annual Return was signed and dated by the Mayor, and has since been published on the Town Council website for consideration by the public.
<u>FC.29.06.17</u>	15.0 To provide input into Wealden District Councils Review of Parking Issues in Uckfield Town. Members RESOLVED to accept the invitation to provide information to Wealden District Council as part of their parking review, and for the Town Clerk to send a letter to Uckfield District Councillors to request that they proactively contribute residents' views from their local areas.	19.06.17	HG	Feedback from the item at Full Council was reported to Wealden District Council to be considered as part of their parking review. Discussions continue with key partner agencies. NFA at present.
<u>FC.39.07.17</u>	10.0 To consider Wealden District Council's Draft Housing Strategy 2017-20 Members RESOLVED for the Town Clerk to pass the above comments back to Wealden District Council as part of their consultation process on the draft Housing Strategy 2017-20 on behalf of Uckfield Town Council.	31.07.17	HG	Comments were passed to Wealden District Council before the deadline. NFA.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.41.07.17</u>	<u>15.0 Chairman's Announcements</u> It was RESOLVED to authorise the Town Clerk to make contact with both Councillor Standley at East Sussex County Council and MP Nus Ghani to arrange an informal meeting regarding education.	31.07.17	HG	Contact was made with both the MP and County Councillor and an informal meeting has been arranged for early October. NFA.
<u>FC.43.07.17</u>	<u>16.1 Update from Civic Centre Working Group</u> Members noted the report and RESOLVED to approve the use of general reserves up to the amount of £5,000, if required, towards rebuilding a new Civic Centre website.	31.07.17	HG/DN	Contact has been made with the selected website company and discussions are now underway to ensure implementation.
<u>FC.44.07.17</u>	<u>16.2 Update on the installation of a new CCTV system</u> Members noted the report and update from BT Redcare and the Sussex Police CCTV Partnership. Members subsequently RESOLVED to authorise the use of general reserves up to the amount of £12,000, if required, to cover any additional costs incurred by the installation and setting up of the new CCTV system.	31.07.17	HG/CW	Discussions continue with BT Redcare and Sussex Police to make arrangements for installation.

Meeting of Full Council

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Agenda Item 7.0(ii)

TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: NEIGHBOURHOOD PLAN STEERING GROUP Thursday 10th August 2017

Members of the Neighbourhood Plan Steering Group met on Thursday 10th August 2017 with a representative from Action in Rural Sussex.

The Neighbourhood Plan Steering Group have now given Action in Rural Sussex the go ahead to assist the steering group with the development of a Neighbourhood Plan for Uckfield. The meeting enabled members to meet with the organisation, to provide background information on the group and the work they had achieved to date, the challenges and opportunities in Uckfield and to discuss the best way forward.

Action in Rural Sussex reminded members of the group to record declarations of interest, in case matters arose further down the line. The group discussed their current financial arrangements and future engagement with key stakeholders including the local planning authority.

It was also suggested that it might be useful for the Group to arrange for a housing needs assessment to be undertaken independently for the town. This would provide an excellent basis upon which to base policies and fully understand the current circumstances.

The group identified the importance of character and heritage in Uckfield, and were keen on the suggestion to look at design and character such as height, materials used etc. It was also suggested that areas which needed improving should be listed so as to note these for the future.

It was advised that it was important to think long term and think big! Elements could then be removed later on in the process if no longer relevant.

Members of the group were asked to take photographs as they moved around the town on a day to day basis – areas, buildings or characters that they liked, areas or buildings which needed improvement, plus areas which have previously been considered for development.

The next meeting of the steering group is due to take place on Thursday 21st September. Working group members will be required to carry out work before this date in preparation for the meeting.

Councillor C. Macve
Councillor P. Sparks
Town Clerk

Meeting of Full Council

Monday 11th September 2017

Agenda Item 8.0 (iii)

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

The working group have met on two occasions since the 'Weald on the Field' festival took place on Saturday 5th August 2017.

Weald on the Field

The event was a great success, and despite three bouts of heavy rain, visitors hovered under the nearest canopy and continued to enjoy the food, drink and entertainment on offer.

The event has been well received and received excellent coverage in the local newspapers (Argus and Sussex Express). It was estimated that in the region of 2,000 people attended throughout the day and the headline act 'Red Butler' received a rapturous applause.

A big thank you goes to Food Rocks and Wealden District Council who worked with Uckfield Town Council to organise the event, the fantastic food, craft and drink stallholders who attended on the day, the fantastic line up of music which included Swagger, Penny for the Workhouse, John Crampton, Noble Jacks and Red Butler, as well as the following individuals and organisations who supported us with the event:

Food Rocks
Wealden District Council
Tesco Bags of Help
Uckfield FM
AGB Event Service (First Aid)
Allsorts
APCOA (station car parking)
2530 (Uckfield) Squadron, Air Training Corps (marshalling)
Brighter Uckfield (litter control and support)
C J Thornes (heras fencing)
Crowborough Town Council
Dragon Events Services (Security)
Duke Lettings
Philip and Cathy Grant (generator)
Holy Cross Church (equipment for hot beverages)
Martin Roots/Kings Church (gazebo)
Andy Miklaucich (generator)
Doug French
Resin Bonded
Sarah McGregor (tea and coffee)
Uckfield Chamber of Commerce
Uckfield & District Lions Club (generator and gazebo)
Uckfield Farmers Market
Uckfield Matters
Waitrose

And most importantly the volunteers who supported us on the day!

The working group met on 15th August 2017 to hold a de-brief meeting on the event and to review what worked well and what we need to remember for next time. The working group agreed that it helped to have the field partly set up on the Friday, as a number of the exhibitors started to arrive very early on the Saturday morning. The working group identified a number of actions for next time, and agreed that a date needed to be set for next year before the end of this year, to enable key elements to be booked in, in advance.

The event cost just under £6,000 (£5,700) to run, but with support from Wealden District Council and Tesco Bags of Help, these costs were shared which enabled us to hold a fantastic event for the community at low cost.

Uckfield Revival

The working group met for a second time on 31st August 2017 to start planning ahead for the second event of the year – Uckfield Revival (*car parade through the High Street and display in Luxford Field*). This event is due to take place on **Saturday 7th October 2017**.

The working group have set themselves a number of tasks for delivery in preparation for the event.

Councillor Donna French

Meeting of Full Council

Monday 11th September 2017

Agenda item 11.0

TO REVIEW THE SOUTH EAST WATER DRAFT DROUGHT PLAN FOR 2018-2023

1.0 Summary

- 1.1 On 4th September 2017, South East Water published their draft drought plan for the period 2018-2023 for consultation.
- 1.2 Details of the consultation have been sent to the Town Council to enable us to review and comment on their draft document.
- 1.3 The drought plan sets out the steps that they would take during periods of low rainfall to ensure they can deliver a reliable water supply for the essential needs of drinking, washing, cooking and cleaning. It details what actions they would take to conserve water and secure customer supplies whilst balancing the needs of the environment.
- 1.4 South East Water are required to develop this plan and revise it every five years. The updated version includes changes required by the new drought plan guidelines, and how they would manage more severe drought events.
- 1.5 The full document is in the region of 200 pages and in addition has an extensive list of appendices. A copy of the executive summary is provided in appendix A of this report and members can view the full document at the following weblink:
<http://www.southeastwater.co.uk/about-us/our-plans/drought-plan>

2.0 Recommendations

- 2.1 Members are asked to review the attached executive summary and make time to read sections of the full document, and advise the Town Clerk if there are any matters which they would like to raise as part of the consultation.

Appendices: Appendix A – Executive Summary of the Draft Drought Plan
2018-2023

Contact Officer: Holly Goring

EXECUTIVE SUMMARY

Overview and key changes

From a public water supply perspective, drought events are defined as periods of unusually low rainfall, compared to the weather conditions upon which our longer term water resources management plans and forecasts are based.

These types of drought events can last anywhere from a few months to several years in duration, and our experience has been that no two droughts are ever the same - each impacting on our area of supply in different ways, to different degrees and presenting a different set of challenges to contend with.

This draft Drought Plan therefore sets out a framework that we will follow and actions that we will implement before, during and after every drought event to maintain a secure supply of water.

It updates our final Drought Plan published in 2013, and sets out our tactical approach to managing droughts that may occur during the period 2018 to 2023. The plan includes detail of the monitoring, drought management actions, environmental impacts and mitigation and communication activities to be taken during a drought, and what steps we will take after a drought to review and improve our approach to respond to future droughts.

In line with the guideline requirements provided by our Regulators the plan has been tested against a range of historic droughts, and against a range of new more severe and extreme 'plausible droughts' – these are droughts more extreme, and rare, than those we have seen in the historical record, but important to our understanding of current levels of resilience we provide to the environment and customers.

The findings from the testing of historical and plausible droughts is feeding directly through to the updating of our long term Water Resources Management Plan (WRMP19), a draft version of which will be submitted to Defra in December 2017 ahead of a wider consultation in 2018.

Taking this approach will ensure there is a strong linkage between decisions we take in our longer term water resources management plan to meet future population growth and adapt to the impacts of climate change, and our ability in the shorter term to retain resilience of supplies during drought events caused by periods of unusually low rainfall.

Consultation process

During the preparation of the draft Drought Plan we completed a pre-consultation exercise with our regulators, neighbouring water companies and the consumer council for water.

Some of the key responses received focussed on: the importance of aligning the data we used to test historic and 'plausible droughts' with data sets being used by national level studies; being clear in our plan how we will interact during drought with non-household retailers following the non-household water retail market opening in April 2017; ensuring environmental data and assessments for our drought plan and drought options within the plan are up to date; and that we re-affirm volumes of supply we can

expect under different drought conditions from existing bulk supply import agreements we hold with neighbouring water companies.

Having taken on board those comments received we have reviewed and updated our plan, and this draft Drought Plan is now available for public consultation for eight weeks from 4th September 2017 until 29th October 2017. All representations received during the consultation period will be addressed with a Statement of Response within 15 weeks of publishing the plan. The draft Drought Plan will then be updated to form the final Drought Plan (expected Autumn 2017).

A copy of this plan is available on our website (at www.southeastwater.co.uk) and hard copies are available at our head office in Snodland, Kent. We have also sent copies directly to our consultees:

- The Secretary of State for the Environment, Food and Rural Affairs
- Environment Agency
- Defra
- Ofwat
- Consumer Council for Water (CC Water)
- Natural England
- Affinity Water
- Portsmouth Water
- Southern Water
- Sutton and East Surrey Water
- Thames Water

Drought monitoring and triggers

To understand how a drought is developing, we monitor four types of indicators: groundwater level, reservoir level, effective rainfall (recharge) and demand. We define the severity of a drought by comparing the indicator levels against pre-defined trigger levels. We also consider the status of bulk supplies that need careful management in time of drought.

The triggers then implement a series of management actions that we have identified to conserve resources.

Communication actions

We have a communications plan which is implemented during a drought so that our employees, customers and other stakeholders understand the implications of a drought as it develops. Effective communication helps to reduce water use during a drought, increase water available for supply and also reduce any potential impact on the environment. It is also an opportunity to explain and clarify the role and responsibilities of ourselves, our regulators, consumer interest groups and other partners in managing the drought. We have therefore included an operational communication plan within this Drought Plan.

The communication plan includes a detailed and flexible action plan that links with the drought triggers. It sets out key messages for target audiences and actions at each drought status. The communication plan incorporates lessons learnt from previous droughts, in particular in 2011-2012.

The recent development of non-household retail markets and creation of non-household retailers has not in itself altered how we will seek to liaise and interact with non-household customers, rather it introduces a new step where we will liaise directly with all non-household retailers in our area on a consistent level playing fields basis to agree with them how and by whom those communication messages are best delivered at the time.

Demand restriction actions

In line with legislation (Flood and Water Management Act 2010), we also have powers to restrict water use in times of drought, termed a Temporary Use Ban. The Drought Plan details our proposals of how these powers will be implemented, and the phased approach that we will apply to restricting water use. Following the implementation of a Temporary Use Ban by us, and other water companies, in April 2012, a review has been undertaken of our proposals and internal procedures. However, it should be noted that every drought is different in terms of regional impact, duration and severity and that we believe that it is important to be able to have a flexible proposal for the implementation of the Temporary Use Ban. We will aim to allow a two week period for representations to be made on our proposals for these restrictions.

Consideration has also been given to how management actions will be lifted once we are in a recession phase of a drought.

Environmental actions

As a drought escalates, options to increase supply are available as well as demand reduction. One option is to take extra water from specific water sources beyond licensed conditions or to commission unlicensed sources that are currently disused. To exceed licence conditions, we need to apply for a Drought Permit which identifies the potential impacts of taking extra water. This Drought Plan identifies potential locations where we might propose to apply for a Drought Permit to alter existing abstractions and assesses the potential impact of the action. In addition, surveillance/monitoring and mitigation measures to assess the baseline environmental condition and to ameliorate any impacts associated with the proposed drought management actions are discussed. Further environmental monitoring is currently ongoing on some of the groundwater Drought Permits to develop sufficient baseline information in case of future use. These updates are planned to be included in the publication of the final Drought Plan in autumn 2017.

We have considered the need for a Strategic Environmental Assessment (SEA), but we have taken the view that since the Drought Plan is a temporary operational plan, it does not set a framework for future development consent of projects within Annexes I and II to the EIA Directive. We have carried out a Habitat Regulations Assessment (HRA) 'screening exercise' for this draft Drought Plan to demonstrate that there will be no significant effects on European sites for any of the eight Drought Permits either on their own or in combination. It should be noted that where any investment is recommended as a result of this plan, it would be carried through to the WRMP19 (as Table 10), and would then be subject to SEA.

Testing the Drought Plan

All drought events are subtly different and minor differences, particularly in pre-drought conditions, can change potential impacts significantly. We have investigated the performance of the resource and supply system during both historic and to a range of

more severe and extreme 'plausible droughts' to assess resource availability under a range of scenarios.

Our testing confirms that, supported by the actions set out in our drought plan, we have very good levels of resilience to historical droughts events, and also to some of the more severe plausible drought events tested.

We found that we would be able to maintain a secure supply of water during a drought of equal severity and duration to the worst historic drought monitored in our area (this has a probability of occurring once in 100 years on average).

In addition, we have tested the plan against hypothetical more severe and longer duration droughts. It is reassuring to find that we could maintain supply during a more severe drought that could occur once in 200 years on average. This is half as likely to occur as the worst historic drought.

Following the 2011 – 2012 drought, we wanted to know how we would have managed if that drought had continued into a third dry year. Again, we found that our plan would enable us to meet our levels of service.

We went on to test how we would respond to an extreme drought with a probability of occurring once in 500 years on average. This is a very extreme scenario, under which we would not be able to meet supply without introducing more drought options and / or increasing the likelihood of needing to introduce emergency drought order measures i.e. standpipes and rota cuts.

The extreme drought showed that our plan will need to be developed further if we are to remove entirely the likelihood of needing to rely on emergency drought order measures, but this was expected given the low likelihood and extreme severity of the scenarios.

The testing has shown that we are more resilient to longer droughts (typically longer than a single season) that allow us more time to implement our drought actions, particularly those that allow us to increase abstraction during winter months.

Linkages with our Water Resources Management Plan 2019

The historical and plausible drought testing assumes that all our drought actions including drought orders and permits (allowing us to temporarily take more water from the environment for short periods during drought) can be applied in all scenarios.

Having assessed how these are needed, especially in the severe drought scenario, we have identified that, currently, there is a high reliance on drought permits and drought orders, more so than we feel might be acceptable. There is an uncertainty associated with obtaining these permits especially under more severe drought scenarios therefore reducing the reliance on them will result in a more robust plan.

Our testing also assumes that our current network infrastructure is capable of being operated flexibly under the more challenging drought conditions we tested. This might not be the case under certain drought conditions and additional drought resilience options to increase connectivity might need to be considered.

We plan to assess all of the above assumptions further as part of our WRMP19 and to identify whether potential investment is needed to enhance resilience.

Our WRMP19 will also take account of our customers' support for such levels of investment in resilience options to reduce reliance on permits/orders, and to invest in improvements to our existing network infrastructure.

Meeting of the Full Council

Monday 11th September 2017

Agenda Item 12.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

1.1 The report sets out the Town Mayor engagements.

22 nd July	BBQ Wisteria Lodge
5 th August	Summer Fayre Saxon Court Buxted
18 th August	Reopening of footpath at Hempstead Meadows
21 st August	Interview with Uckfield FM

Cllr. Louise Eastwood
Town Mayor

