



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
Uckfield, East Sussex, TN22 1AE

Tel: (01825) 762774 Fax: (01825) 765757

e-mail: townclerk@uckfieldtc.gov.uk

www.uckfieldtc.gov.uk

Town Clerk – Holly Goring

**YOU ARE HEREBY SUMMONED TO A MEETING OF
UCKFIELD TOWN COUNCIL**

**in
The Council Chamber, Civic Centre
on
Monday 9th April 2018 at 7.00pm**

AGENDA

**PROVISIONAL – INVITATION TO NEWLY APPOINTED TOWN CRIER TO BE
INTRODUCED TO FULL COUNCIL**

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 26th February 2018 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 12th March and 3rd April 2018
 - (b) Environment and Leisure Committee 26th March 2018
 - (c) General Purposes Committee 5th March 2018

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
(Nothing to report – next meeting due to take place summer 2018)
- (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 considered under confidential business)
- (ii) Uckfield – Events Working Group
(Attached)
- (iii) Uckfield Dementia Forum
(Attached)

9.0 TO CONSIDER A MOTION SUBMITTED BY COUNCILLOR PAUL SPARKS
(Attached)

10.0 TO CONSIDER A REPORT ON WEALDEN WORKS
(Attached)

11.0 TO CONSIDER EAST SUSSEX COUNTY COUNCIL'S CONSULTATION PROPOSALS ON HOUSEHOLD WASTE SITE SERVICES
(Attached)

12.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2017-18 (Q4)
(Attached)

13.0 TO NOTE THE MAYOR'S ENGAGEMENTS
(Attached)

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

15.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED
None received by deadline.

16.0 TOWN CLERK'S ANNOUNCEMENTS

17.0 CHAIRMAN'S ANNOUNCEMENTS

18.0 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:-

- 18.1 Report of the Civic Centre Working Group
(to follow)



Town Clerk
3rd April 2018

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>	<p>To consider whether the Town Council should instruct a <u>Town Crier</u></p> <p>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.</p>	22.08.16	HG/ CW	<p>An advert was placed on 12th March 2018 with details of the role and application form. Interviews/judging have been arranged for 3rd April 2018 and the result will formally be announced at Full Council on 9th April 2018</p> <p>NFA.</p>
<u>FC.105.02.17</u>	<p>14.0 To sign and seal the byelaws for <u>Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u></p> <p>Members RESOLVED to sign and seal the byelaws for <u>Hempstead Meadows and West Park Local Nature Reserves.</u></p>	20.02.17	CW	<p>DEFRA have been chased for an outcome following the submission of the byelaws. Staff changes at DEFRA have unfortunately resulted in further delays.</p>
<u>FC.43.07.17</u>	<p>16.1 Update from <u>Civic Centre Working Group</u></p> <p>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.</p>	31.07.17	HG/ DN	<p>The Civic Centre website is near completion and will be launched by early May 2018 at the very latest.</p>

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC81.01.18</u>	<p>9.0 To review community safety within Uckfield and updates from <u>Community Warden Schemes elsewhere</u> It was therefore RESOLVED TO: (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.</p>	15.01.18	HG	<p>A letter has been sent to the Police & Crime Commissioner and a response received. It has been suggested that the Commissioner meet with the Town Council – the Town Clerk is currently liaising with her department to arrange this.</p> <p>The Town Council is also working closely with Sussex Police to address the current incidents of anti-social behaviour.</p>
<u>FC88.01.18</u>	<p>16.0 <u>Quarterly Progress Update on Uckfield Town Council's Annual Priorities for 2017-18 (Q3)</u> Members RESOLVED to ask the Town Clerk to make contact with the local authorities and Highways Agency and request that they invest more in the clearance of litter from highway verges. The Town Clerk was also asked to see how all parties could work together to change behaviour.</p>	15.01.18	HG	<p>A letter is due to be sent this week. NFA.</p>
<u>FC95.02.18</u>	<p>9.0 To consider the <u>Draft Asset Management Plan for 2018/23</u> It was therefore RESOLVED to: (a) note the contents of the draft Asset Management Plan; (b) adopt the Asset Management Plan as a key strategic document which sits alongside the Budget and Strategic Plan; (c) give authorization for the Town Clerk to proceed with the recommended next steps listed in 1.6 and obtain external support from Pyxis Consulting to help with developing a key procedure for declaring assets surplus.</p>	26.02.18	HG	<p>The Town Clerk has finalised the document and liaised with Pyxis Consulting to develop a key procedure. This is currently in draft form and will be presented to the next meeting of Full Council.</p>

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC96.02.18</u>	<p><u>10.0 To consider Wealden District Council's Draft Homelessness Strategy (2018/23)</u> It was RESOLVED to request the Town Clerk to provide feedback to Wealden District Council in response to the consultation on behalf of the Town Council, and for members to respond to the consultation by Friday 9th March 2018.</p>	26.02.18	HG	<p>A response has been provided on behalf of the Town Council incorporating the feedback provided by members. Members were also encouraged to respond to the survey direct. NFA.</p>
<u>FC97.02.18</u>	<p><u>11.0 To review and respond to the revised proposals for Highways works linked to Phases 1A & 1B of development at Ridgewood Farm</u> Members RESOLVED to ask the Town Clerk to report back these comments to East Sussex Highways in response to their consultation.</p>	26.02.18	HG	<p>A response was provided to East Sussex Highways, incorporating the feedback received from members at Full Council. NFA.</p>
<u>FC100.02.18</u>	<p><u>14.0 To review the decision of East Sussex County Council on their Grass Verges Cutting Contract</u> With the above results, it was RESOLVED to maintain status quo, and for East Sussex County Council to maintain responsibility for grass verge cutting during 2018/19.</p>	26.02.18	HG	<p>A response was provided to East Sussex County Council/Highways to advise them of the decision of the Town Council. NFA.</p>

Meeting of Full Council

Monday 9th April 2018

Agenda Item 7.0 (ii)

TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: NEIGHBOURHOOD PLAN STEERING GROUP

Members of the Neighbourhood Plan Steering Group have met on one occasion since the last meeting of Full Council. The meeting was held on 22nd March 2018.

Having compared the existing draft policies with the content of the National Planning Policy Framework and Wealden District Council's Core Strategy, members have been strengthening the wording, ensuring that they are evidence-based and do not duplicate existing policies and guidance. Neighbourhood planning policies are produced for consideration by local planning authorities alongside national and local policies in the planning application process. Some policies can also be used to lobby service providers on important matters.

A great deal of work is required to pull all the necessary documentation together. Theme leads are working on their background documents which present the evidence behind the policies and they have now been tasked with two new pieces of work:

- establishing a set of local green spaces;
- developing a character assessment of the town.

Once assessed by the Examiner and designated, the list of local green spaces identified within the plan would not be able to be developed upon and would have the same level of protection as an area of green belt for example. The Steering Group would be required to notify landowners, during this process and also have to take into account if a green space already has a form of protection. The character assessment will require steering group members to visit various areas of the town and record specific information on the setting, landuse, layout, vehicular and pedestrian routes, key spaces, building styles, any specific landmarks, green and natural features and views into and out of these areas.

Wealden District Council have agreed to assist the steering group with their scoping consultation. This will require the group to pull together a summary of the above into a scoping report and consult six public authorities including Natural England, Environment Agency, Historic England, East Sussex County Council, Wealden District Council and Ashdown Forest Conservators. From this exercise the group can then understand if they are on the right track, and if there is anything missing from the work undertaken to date.

The next meeting will take place on Thursday 19th April 2018 at 7pm.

Meeting of Full Council

Monday 9th April 2018

Agenda Item 8.0 (ii)

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

The working group have met on two occasions in the past six weeks to commence preparations for this year's events and in particular 'Weald on the Field' which is taking place on Saturday 4th August 2018. This event takes place in Luxford Field and celebrates all things local – streetfood, local produce, local crafts and good entertainment. Last year's event was a great success despite the odd heavy rain shower and we're keen to deliver again this year!

The working group have met with partners Food Rocks and Wealden District Council to agree procedures for this year's event and the working group continues to receive support from councillors and local organisations such as local traders, Uckfield Chamber of Commerce, Uckfield & District Lions, Uckfield Performance Ensemble, Uckfield FM, Uckfield Matters and Wealden District Council who all sit around the table to arrange the logistics of the event.

The working group have secured grant funding from Wealden District Council of £1,000 and have applied to the Tesco Bags of Help scheme, to see if support can be received to deliver this important community event within the town.

The working group have started their preparations, with group members taking on specific roles to make arrangements in the following areas:

- promotion to potential stallholders;
- music/entertainment;
- sound and technical;
- promotion and marketing;
- fundraising and sponsorship opportunities;
- children's activities;
- facilities and logistics.

The group looks forward to promoting the event and communicating the finer details of the day over the next few months.

Meeting of Full Council

Monday 9th April 2018

Agenda Item 8.0 (iii)

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

Since the meeting of the Uckfield Dementia Forum on 12th February 2018, forum members have been busy preparing activities for National Dementia Awareness Week which is being extended to a fortnight in the Wealden District between 14th and 25th May 2018.

**Saturday 12th May 2018 at 10.00am – Dementia Friendly Coffee Morning
Sussex Support Service, Victoria Pavilion, Victoria Pleasure Ground, TN22 5DJ**
Launch of a Dementia Friendly Coffee Morning
Hosted by Home Instead Senior Care & Sussex Support Service Ltd, these coffee mornings are due to take place on a fortnightly basis starting from Saturday 12th May.

**Wednesday 23rd May 2018 at 1.45pm - Dementia Finance Information Session
Luxford Centre, Library Way, Uckfield, TN22 1AR**
People living with dementia and their carers are invited to attend to spend some time receiving key financial advice and guidance, followed by afternoon tea at the Luxfords Centre.

Further details for both events will be announced towards the end of April.

The forum has also been gathering feedback from carers and those living with dementia on what they'd like to see in the town in terms of support and activities. Suggestion boxes were placed around the town for a period of three weeks and the results will be analysed prior to the next meeting.

The next meeting of the Uckfield Dementia Forum is due to take place on Monday 23rd April 2018 at 1.30pm, Uckfield Civic Centre.

Meeting of the Full Council

Monday 9th April 2018

Agenda Item No. 9.0

TO CONSIDER A MOTION SUBMITTED BY COUNCILLOR PAUL SPARKS

1.0 Summary

1.1 The report sets out the motion submitted by Cllr. Paul Sparks in accordance with the Town Council's Standing Orders.

2.0 The motion for consideration

2.1 Councillor Sparks has given written notice of the following motion which was received on 22nd March 2018 and before the required deadline:-

"It is widely accepted that plastics cause great environmental damage. In view of this, Uckfield Town Council will commence on exploring alternatives with the aim of becoming a plastic free Town Council by the end of 2018.

It is envisaged that this will be a catalyst to make Uckfield a plastic free Town working with the Chamber of Commerce and other local bodies"

3.0 Recommendations

3.1 Members are asked to consider the motion as set out.

Background Papers: Uckfield Town Council Standing Orders

Contact Officer: Holly Goring

Meeting of Full Council

Monday 9th April 2018

Agenda Item 10.0

TO CONSIDER A REPORT ON WEALDEN WORKS

1.0 Summary

- 1.1 In April 2017, members agreed to provide a one-off financial contribution to Wealden Works, an organisation located in Heathfield who support young people aged 16 – 24 years and classified as NEET (not in education, employment or training).
- 1.2. The project involves working with local businesses, educational establishments and community groups to ensure that these young people receive the training and work experience that they need to reach their goals and get themselves back into employment or education; most importantly on a path that they wish to take and have an interest in.
- 1.3 At Full Council on 3rd April 2017, members resolved to provide a financial contribution:

FC.116.04.17 *With ten votes in favour, out of eleven members present, it was RESOLVED to provide a financial contribution of £10,000 towards 'Wealden Works' to support their project.*

- 1.4 This report seeks to provide an update on the progress of Wealden Works since this financial contribution was given, and asks members to consider whether they wish to provide any further support going forward.

2.0 Background

- 2.1 The project runs individually tailored sessions and courses which are free to young people aged 16 - 24 years in the Wealden area who are not in work or education. By developing employability and social skills, motivation and self-confidence, they can move forward with their lives into work, training or further education. Once participants secure their goals, Wealden Works continue to support them for at least a year to ensure long term success. They are currently achieving an 86% success rate.
- 2.2 The project faced financial difficulty in 2017, when Tomorrow's People who funded projects locally had to make budget savings and cut funding streams to rural projects set up across the country. Hailsham Works ceased to continue prior to Christmas 2016 and was subsumed into the 'Heathfield Works' project which stopped receiving funding from Tomorrow's People after March 2017.

3.0 Progress to date

- 3.1 With the support of local organisations, the project has been able to continue. Over a hundred people showed their support by attending Wealden Works first Achievement Awards event in December 2017 and a short film gave a real insight into how young people from Uckfield, Hailsham, Heathfield and surrounding villages have overcome personal challenges to move into employment and further education. Local Ambassadors Jayne Torville and Roger Daltry presented

certificates and praised both the event and the students. It is understood that the film was produced by two Uckfield College students:

https://drive.google.com/open?id=19zZIVfPK_B9DSRA2FrSKGelU8C_i9oRG

- 3.2 Between April/May 2017 and January 2018, Wealden Works supported 25 young people. The young people supported were from a range of towns and villages across Wealden, Eastbourne and Rother districts:

Heathfield 12
Burwash 1
Eastbourne 2
Five Ashes 1
Hailsham 4
Herstmonceux 2
Horam 1
Polegate 1
Wadhurst 1

- 3.3 At the end of January 2018, 11 of the above young people remained on the programme and 13 had gone into employment, education or volunteering. Eight new recruits were enrolled in January 2018 and one has since secured employment and another attended an interview for a local Electrical Installation Apprenticeship.
- 3.4 Since Wealden Works started its new model at the end of May 2017, they have been building new relationships with schools and colleges, employers and potential participants, with Uckfield in particular being one of their main focal points to improve the method of self-referral and referral from local educational establishments.
- 3.5 Their Uckfield activity has included initial business and participant research, leaflet distribution, posters displayed in prominent areas, local radio coverage, presentations at Uckfield Rotary evening, Uckfield Rotary Wives evening, and a promotional stall at Uckfield Expo. They now, after a number of attempts have established a relationship with **Uckfield College** and have recently attended four visits resulting in **four student referrals**.
- 3.6 Wealden Works have also identified that any NEETs from the Uckfield area tend to attend Lewes Job Centre. Wealden Works have established a partnership whereby, in the future any young person in the Uckfield area would be recommended to Wealden Works.
- 3.7 Also, Wealden Works has been actively promoting its mission statement of "Bridging the gap between education and work" at several events including:
- Uckfield Careers Fair
 - Uckfield Business Expo
 - WDC Chairman's reception
 - BBC Radio Sussex & Surrey interview
 - Lewes & Eastbourne Job Centres.
- 3.8 When Uckfield Town Council made a financial contribution in April 2017, Wealden Works advised that they wished to review their status and consider whether to apply for charitable status. It has been confirmed by their accountants that the funds be placed with the charity 'Heathfield Partnership.' Their accountants carry out an independent inspection of the accounts on an annual basis.

3.9 They have advised that there is significant benefit that the funds are not in any other structure with their own administrative costs. Procedures clearly state that designated funds for Charities have to be kept separately and the trustees have responsibility to keep the funds separate.

4.0 Recommendations

4.1 Members are asked to:

- (i) note the contents of the above report;
- (ii) advise the Town Clerk if the Town Council wishes to continue to support Wealden Works, and if a financial contribution is to be made.

Contact Officer: Holly Goring

Meeting of Full Council

Monday 9th April 2018

Agenda item 11.0

TO CONSIDER EAST SUSSEX COUNTY COUNCIL'S CONSULTATION PROPOSALS ON HOUSEHOLD WASTE SITE SERVICES

1.0 Summary

- 1.1 East Sussex County Council has recently undertaken a thorough review of their Household Waste Recycling Site Service. A summary of this review is attached at appendix B of this report.
- 1.2 The County Council are under pressure to reduce costs and in their Full Council meeting on 6th February 2018 made a commitment to reduce their waste and recycling budget by £720,000. It has also been noted that in 2016/17, East Sussex residents together with the borough and district councils and County Council recycled, reused or recovered energy from 95% of our household waste and only 5% went to landfill.
- 1.3 As part of their review, they propose to:
 - (i) introduce charging for certain waste types that are not considered household waste such as rubble, soil, plasterboard, tyres and asbestos) at the Household Waste Recycling Sites;*
 - (ii) Review recycling site opening hours against demand for services;*
 - (iii) Consider the possible closure of part-time recycling sites located at Forest Row and Wadhurst.*
- 1.4 Local organisations, community groups and members of the public are being asked to consider the consultation proposals as part of a 12-week consultation process. The deadline for providing a response is 15th May 2018.
- 1.5 Members are asked to consider East Sussex County Council's proposals and advise if they wish to provide a response to the consultation.

2.0 Recommendation

- 2.1 Members are asked to review the East Sussex County Council's consultation proposals and Household Waste Site Service review, and advise the Town Clerk accordingly.

Appendices: Appendix A: Consultation Survey
Appendix B: Summary of the Household Waste Recycling Site Service

Contact Officer: Holly Goring

APPENDIX A – Consultation survey

<https://consultation.eastsussex.gov.uk/economy-transport-environment/household-waste-recycling-sites-have-your-say-1/>

Overview

We're asking for your views on proposals for changes to our Household Waste Recycling Sites.

As part of our 30 year contract with Veolia, we've built facilities to deal with your recycling and garden waste and to recover energy from what goes into your bin. We want to keep waste to a minimum and get as much useful material as possible out of the dustbin and reused or recycled. We also provide places for you to take your waste and recycling.

In 2016/17, East Sussex residents together with the borough and district councils and the County Council recycled, reused or recovered energy from 95% of our household waste and only 5% went to landfill.

We carried out a review of our Household Waste Recycling Site service to try to identify where we might be able to make additional savings.

In this consultation, we'll ask you what you think about the specific proposals and our overall approach.

Why We Are Consulting

Our waste service has a contract with Veolia to run our twelve Household Waste Recycling Sites for us, where 66,000 tonnes of waste and recycling are taken yearly. This is about a quarter of the waste that East Sussex residents produce, the rest is collected from homes, litter bins and streets. We want to get the maximum value out of waste, and almost sixty per cent of the waste brought to the sites is recycled, composted or reused, with most of the rest used as fuel for energy.

It costs nearly £10 million a year to run our sites and to recycle and dispose of all the waste that residents bring. Savings have already been made since 2014 by reducing opening hours at three of our twelve sites.

We now need to reduce our annual Waste and Recycling budget by £720,000, while providing residents with a reasonably accessible Household Waste Recycling Site service. And in future years we may have to make even more savings as a result of the budget pressures we continue to face.

The Council has already made savings of around £112 million this decade. Due to further cuts in council funding from the Government, we need to save an extra £47 million by 2021, with £17 million to be saved in the next financial year. Meanwhile we need to protect services for the most vulnerable.

It is getting more difficult to find ways to make savings and tough choices will have to be made by the Council's elected Members.

Our Household Waste Recycling Site Review

The review of our Household Waste Recycling Sites looked at ways of making savings while considering residents' needs. We looked at a variety of information, including use of the sites and our legal duties. We found that:

Disposal of certain types of waste is expensive

Disposal of items such as soil, rubble, plasterboard, tyres and asbestos is costly for us compared to other councils which charge residents to dispose of these waste types at their recycling sites - in East Sussex we don't charge.

We can still provide a good service with fewer Household Waste Recycling Sites

In East Sussex we offer an above average number of recycling sites compared with similar councils. We assessed our sites looking at aspects like the number of visits, how much waste is brought and how much they cost to run. Over 98% of residents are currently able to reach a site within a 20 minute drive. If the smaller, part-time sites at Forest Row and Wadhurst closed, over 98% of residents would still be able to reach a site within a 20 minute drive and our nearest remaining sites would have space for the additional waste.

Opening hours at the recycling sites could be altered to fit better with demand

Weekends are the busiest time for the sites. Most of our sites open all day at weekends, but Eastbourne and Crowborough only open in the morning. We think opening these two sites for longer at weekends would improve the service for residents. Most of the sites are less busy during the week, especially at the beginning and the end of the day. We may be able to reduce our costs if we closed the sites during quieter times in the week.

Hailsham Household Waste Recycling Site could work better

The Hailsham site has the poorest recycling rate of all the sites. Improving the site layout would mean more waste could be separated for recycling. This would reduce costs and provide a better service for customers.

Fly-tipping is not likely to increase as a result of changes

We looked carefully at evidence from councils who've made similar changes to those we're proposing, including Surrey, Hampshire and West Sussex. They saw no increase in fly-tipping, or just a slight increase in line with national trends. We haven't found clear evidence to show that residents will fly-tip if they can't use a site, or if they have to pay for something that used to be free. If we make site changes, we'll check local fly-tip data for signs of an impact. We'll also continue to work with the district and borough councils, the Environment Agency and the Police to prevent and deal with fly-tipping.

Survey Questions

Q1. Do you use a household waste recycling centre in East Sussex?

- Yes
- No

Q2. If yes, which site do you use most often:

Crowborough

Eastbourne

Forest Row

Hailsham

Hastings (off Bexhill Road)

Heathfield

Lewes

Maresfield

Mountfield

Newhaven

Seaford

Wadhurst

Proposal 1:

Charge for certain waste types, i.e. rubble, soil, plasterboard, tyres and asbestos

Legally, the County Council only has to accept and pay for 'Household Waste' that residents bring to the recycling sites.

Rubble, soil, plasterboard, tyres and asbestos are not 'Household Waste' so we don't have to accept them for free at the Household Waste Recycling Sites. At present, we don't charge residents to bring waste to our sites, but we do limit the amount of rubble, soil, plasterboard, tyres and asbestos brought in.

Many councils already charge for some or all of these waste types, including nearby authorities in Surrey and Hampshire. A small charge to residents for these items at the recycling sites would cover the cost of dealing with it. We'd expect our charges to be something like this:

Rubble, bricks, tiles

£4 per rubble sack*

Soil

£4 per rubble sack*

Plasterboard

£4 per rubble sack*

Bonded asbestos

£6 per sheet

Tyres

£2 per tyre

*approximate sack size 55 x 85cm

We would remove the existing monthly limit for these items.

All other 'Household Waste' that residents currently bring to the sites, including garden waste, furniture, electricals, recycling and general waste will continue to be **free of charge** to dispose of at the sites.

No waste from businesses is allowed at any of our recycling sites and it is the job of our contractor to make sure that it is kept out.

Q3. What do you think of the proposal to charge for the disposal of rubble, soil, plasterboard, tyres and asbestos, to cover our disposal costs?

- Perfectly acceptable
- Acceptable
- Neutral
- Unacceptable
- Totally unacceptable

Q4. Do you have any comments on Proposal 1 and how it could affect you or your organisation?**Proposal 2:****Close the part-time recycling sites at Forest Row and Wadhurst**

We propose to permanently close two of the smaller Household Waste Recycling Sites – at Forest Row and Wadhurst.

We consulted on closing these sites in 2013, but decided to close them from Monday to Thursday rather than shut them permanently. Due to the financial situation and the budget pressures we face, unfortunately we now need to make more savings.

The Forest Row and Wadhurst sites currently open three days a week. Our traffic log shows they have fewer visitors per hour of opening than all the other sites, and they receive less waste. This means they're relatively more expensive to run. Forest Row receives around ten per cent of the visitors and waste that our busiest site (in Hastings) accepts.

Our review found that compared to English councils with similar population sizes and geographical areas, we offer an above average number of recycling sites in East Sussex.

Currently over 98% of residents can reach a site within 20 minutes. We appreciate that reducing the number of sites may mean a longer journey for some residents to their next nearest site. However we think our proposals will ensure there are enough sites over the county within reasonable reach of residents.

Other nearby sites within the network including Maresfield, Heathfield and Crowborough would be able to receive the additional visitors and waste from Forest Row and Wadhurst. If

the Household Waste Recycling Sites at Forest Row and Wadhurst closed, over 98% of East Sussex residents would still be able to reach a site within a 20 minute drive of their home.

Q5. If we closed the Forest Row and Wadhurst recycling sites, do you agree the remaining ten sites across the county would give residents reasonable access to the service?

- Strongly Agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly Disagree

Q6. What do you think of the proposal to close the Forest Row Site?

- Perfectly acceptable
- Acceptable
- Neutral
- Unacceptable
- Totally unacceptable

Q7. What do you think of the proposal to close the Wadhurst Site?

- Perfectly acceptable
- Acceptable
- Neutral
- Unacceptable
- Totally unacceptable

Q8. Do you have any comments on Proposal 2 and how it could affect you or your organisation?

Proposal 3:

Changes to recycling site opening hours

We're looking at changing opening times at sites where possible, to fit better with times that residents use them most. This could mean sites closing at quieter times when there's less demand, and some sites opening for longer at the busier time of weekends.

Most of our recycling sites open from 8 or 9am until 4 or 5pm every day. The sites are less busy at the beginning and end of the day, and around ninety per cent of our customers visit the recycling sites between 9am and 4pm. It could be more efficient for us to close the sites during the less busy hours to help us reduce our costs. We're proposing the sites could open for slightly shorter days, remaining open during the peak time of 9am to 4pm.

Q9 Thinking about the times you would want to visit the recycling sites, what do you think of the slightly shorter opening times?

- Perfectly acceptable
- Acceptable
- Neutral
- Unacceptable
- Totally unacceptable

The sites at Crowborough and Eastbourne close in the afternoon on Saturdays and Sundays. Weekends are the busiest time for the sites. So we think opening the Crowborough and Eastbourne sites all day at weekends, and closing those sites during the less busy hours or days in the week, would be more convenient for residents.

Q10. Thinking about the times you would want to visit Crowborough or Eastbourne sites. What do you think about keeping these sites open later at the weekend and closing them at quieter times during the week?

- Perfectly acceptable
- Acceptable
- Neutral
- Unacceptable
- Totally unacceptable
- Not applicable – I don't use this site

Q11. Do you have any comments on Proposal 3 and how it could affect you or your organisation?

The principle of a small charge to enter the recycling sites

We're not currently planning to introduce entry charges at our recycling sites. This Government does not allow the Council to charge an entry fee to recycling sites. However if this changed in future, charging residents a small entry fee could help to prevent further reductions to the service.

We'd like to hear your views on this. We're interested in the possibility of charging for entry because we may have to make more savings in future years as we face greater budget pressures.

Please note that this question does not form part of our current savings proposals.

Q12. In principle, would you be prepared to pay a small fee to enter the Household Waste Recycling Sites (for example, £1 per visit)?

- Perfectly acceptable
- Acceptable
- Neutral
- Unacceptable
- Totally unacceptable

Q13. Thinking about what we've told you about our proposals so far, how do you feel about the proposals overall as a way to make savings?

- Perfectly acceptable
- Acceptable
- Neutral
- Unacceptable
- Totally unacceptable

The survey then asks you to rank what you find most acceptable (1) to what you'd find least acceptable (4).

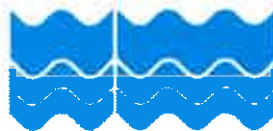
Q14. Do you have any suggestions for other ways to make savings at the recycling sites?

Household Waste Recycling Site

Service Review, December 2017



East Sussex
County Council



Household Waste and Recycling Site Review Summary

Waste Savings Proposals

1. Background

- 1.1 Waste is managed in the county across the two tiers of local government. The District and Borough Councils are Waste Collection Authorities (WCAs) who arrange for waste and recycling to be collected from residents. East Sussex County Council is a Waste Disposal Authority (WDA) and provides sites for the Collection Authorities and residents to deliver waste and recycling. Brighton and Hove City Council as a Unitary Authority fulfils both functions, and is also ESCC's partner in the Private Finance Initiative (PFI) funded Integrated Waste Management Service Contract (IWMSC). The total value of this disposal contract is £38m per year, of which ESCC pays £26m per year. The PFI contract runs until 2033.
- 1.2 East Sussex County Council is required, under the Environmental Protection Act 1990, to provide residents with reasonably accessible Household Waste and Recycling Sites (HWRSs) for the free disposal of household waste. There is no specified minimum number of sites or mandatory opening times, although they must be open for part of either Saturday or Sunday.
- 1.3 The network of 12 sites in East Sussex is a popular service with residents. The sites receive 1.6 million visits per year and handle about a quarter of the total waste that East Sussex residents produce. The sites also recycle, compost or reuse almost 60% of the materials that are brought to them by residents and provide containers for up to 36 different materials.

2 Budget reduction and estimated Savings

- 2.1 The Medium Term Financial Plan (MTFP) contains savings proposals to reduce the waste service budget by £558k in 2018/19 and by a further £162k in the following year, and a service review has been carried out to identify options to help achieve this savings target. The table below shows a high level summary of options with savings estimates.

Potential change to HWRS Service	Potential full year saving
Charging for non-household waste and other savings	£560k
Site closures	£122k
Hailsham site improvements	£38k
Total	£720k

- 2.2 In considering opportunities for cost saving, the review has considered the needs of residents, the statutory requirement on the County Council, and identified areas where changes could be made that would result in efficiencies and, where possible, improvements. These potential changes, if implemented, would enable ESCC to provide a comprehensive service that continues to meet the needs of residents within future budget constraints. The identified opportunities are outlined below.

3 Charging for Non-Household Waste

- 3.1 There is no requirement to accept any waste other than a resident's own household waste free of charge at a HWRS. Currently in East Sussex there are a number of different materials already accepted for free which are not classed as household waste, such as soil, rubble, plasterboard, tyres and bonded asbestos. Commercial and industrial wastes from businesses are not allowed at any of the recycling centres and the council's contractor Veolia is charged with ensuring that this material is kept out.

3.2 In recent years a number of waste disposal authorities have introduced charges for non-household waste, and whilst the Government is planning to provide further guidance on which materials may be charged for at HWRSs, it is not anticipated that authorities will lose the ability to charge for non-household waste.

3.3 Over a third of Councils already charge for non-household waste and, in just over the last year, our neighbours in Surrey, West Sussex and Hampshire have begun charging for a number of different materials (West Sussex has since suspended many of their charges and is awaiting updated government guidance on the issue). Whilst there is a need for residents to dispose of non-household materials, these types of materials could be disposed of via skip hire companies, or private waste disposal contractors. Alternatively the County Council could continue to provide this service at its HWRSs but charge residents to cover the disposal costs.

3.4 East Sussex County Council will be consulting on introducing charges to cover the disposal cost for the following types of non-household waste:

- Bonded asbestos
- Hardcore/Rubble
- Plasterboard
- Soil
- Tyres

4 Possible Household Waste Recycling Site Closures

4.1 The Waste Resources and Action Programme (WRAP¹) recognise that there is no nationally recognised steer on the acceptable level of HWRS provision and continue to cite the National Assessment of Civic Amenity Sites (NACAS²) recommendations for minimum levels of HWRC provision. These recommendations are based on journey times, catchment areas, waste tonnage throughput at sites and households/population per HWRS.

4.2 By assessing need alongside our HWRS network provision, the HWRS Service Review report evidenced that East Sussex currently offers an above average service in terms of the number of sites, and the number of residents per site and households per site, compared with other English councils with similar population sizes and geographical areas. It also shows that 98.4% of residents are currently able to reach a site within 20 minutes. Geographically, in the south-west and north-west of the network, there appears to be some overcapacity of HWRS provision.

4.3 The review shows that the network of HWRSs could be reduced by three sites. This reduced number of sites would still provide a sufficient network that would cope with the waste and recycling volumes. Analysis also showed that 98.2% of residents would still have access to an HWRS within a 20 minute drive from their property. The sites which could be considered for closure are Forest Row, Seaford and Wadhurst. This would offer a year on year saving, but at the loss of local facilities for some residents and potential loss of jobs at the affected sites.

4.4 However, subsequent work with Veolia has identified that additional resources required at Newhaven HWRS in order to adequately accommodate displaced waste from Seaford means that closing this site would in fact mean that East Sussex County Council incurs extra costs rather than makes a saving. As

¹ The Waste & Resources Action Programme (WRAP) works with businesses, individuals and communities to achieve a circular economy through helping them reduce waste, develop sustainable products and use resources in an efficient way

² The 2004 National Assessment of Civic Amenity Sites, NACAS, was the largest research project to have been carried out into Civic Amenity (CA) sites in the UK and is still considered relevant for benchmarking purposes

such, whilst the review document identifies Seaford as a site that could possibly close, we are only intending to consult on the potential closures of Forest Row and Wadhurst.

5 Consultation

5.1 Some of the options considered to meet the required savings will require a public consultation exercise to better understand how residents and other stakeholders feel and allow their input to help shape any potential changes to the HWRS service.

5.2 A public consultation will begin and residents will be asked to consider a number of possible changes to the current Household Waste Recycling Sites service. The proposals include:

- The introduction of charging for certain waste types that are not 'household waste' (i.e. rubble, soil, plasterboard, tyres and asbestos) at the Household Waste Recycling Sites
- A review of opening days and times to better suit demand for the service
- The possible closure of the part-time Recycling Sites at Forest Row and Wadhurst

Meeting of Full Council

Monday 9th April 2018

Agenda item 12.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2017-18 (Q4 – END OF YEAR)

1.0 Summary

- 1.1 This report provides a quarterly update on the Town Council's priorities for 2017-18 and the progress that had been made by the end of March 2018.
- 1.2 The priorities identified for delivery in 2017-18 consist of initiatives which are often additional to the day to day responsibilities of the Town Council, but demonstrate by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.2 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year.
- 1.3 With this paper, the Town Clerk provides an update to members to explain the progress being made to deliver these priorities.

2.0 Quarter 4 (End of Year) – Progress Update

- 2.1 If we group the last three priorities (12-14) into one which is focused on communication, nine of the twelve priorities have been completed, one is expected to be completed shortly, and two have made some progress.





3.0 Recommendations

- 3.1 Members are asked to review this progress report, and note the work undertaken to date.




Appendices: Appendix A - Quarter Four (End of Year) Progress Report




Contact Officer: Holly Goring





Key:


	= Progress behind schedule		= Some progress has been made
	= On schedule for completion		= Completed


APPENDIX A – End of Year (Q4) Progress Update 2017-18

Priority	Status	Notes	Lead Committee	Lead Officer
1. Support local groups and charities through the provision of community grant funding.		On 13th September 2017, Finance Sub-Committee reviewed 25 applications for community grant funding as part of the council's annual community grants programme. A total of £41,265 was recommended and approved by General Purposes Committee to be given to community groups and organisations in 2018/19. This funding supports a wealth of initiatives and projects within the town. Letters were sent out to successful applicants.	General Purposes Committee (Finance Sub)	Assistant Town Clerk
2. Support initiatives within the town to encourage good health and wellbeing amongst our residents and an increased awareness of health conditions.		<p>The Town Council has commenced delivery of its action plan. Launching on 3rd January 2018, Uckfield Town Council issued a press release and social media communication to promote the use of a number of green open spaces in Uckfield Town and to #getactiveinuckfield</p> <p>A webpage was developed on the Town Council website which provided information on the perimeter distances of key open spaces within the town and provides weblinks to key walks and websites.</p> <p>The Town Council has also started working with the GIS team at Wealden District Council to map the green spaces within Uckfield and enable people to drill down to key information on the web, on specific areas.</p> <p>Further work will commence in 2018/19 to finalise the GIS mapping of our green spaces and start to explore mapping our twittens and alleyways.</p>	Environment and Leisure Committee	Town Clerk
3. Work with local businesses and organisations to create a Dementia Friendly town, starting with the creation of the Uckfield Forum.		<p>The Uckfield Dementia Forum has made great progress in its first year, with a fantastic range of stakeholders around the table to support the forum's objectives and create a dementia friendly town.</p> <p>In the past year, the forum has hosted a number of dementia friend awareness sessions for members of the public and local businesses to attend. Communication has been provided to businesses and organisations across the town, through face to face visits to businesses on the High Street and a presentation to Chamber of Commerce members. An anniversary event was held in November which included a concert screening and afternoon tea. The forum also instigated a campaign in March 2018, to find out from people living with dementia and their carers what they would like to see in Uckfield in terms of support and activities. The feedback from the online survey and boxes in key locations within Uckfield are being analysed and will be reported back to the next Forum meeting on 23 April 2018, to form the forum's action plan to be used as part of their application to join the Alzheimer's Society recognition scheme.</p>	Full Council	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
4. Increase signposting of existing facilities and explore the provision of additional public conveniences.		<p>Information continues to be shared about the town's community toilet scheme – members of the public are able to access facilities at Costa Coffee, Thyme for Food & Friends and Uckfield Civic Centre.</p> <p>The Town Council has highlighted the need for a public convenience within the town to its partner agencies and recommended that this be considered in future plans and improvements. This includes the design work which is being drawn up and considered by East Sussex County Council for the Bus Station area (Phase 3 of the highway improvements).</p>	Full Council	Town Clerk
5. Support an increase in the provision of events and activities for the town		<p>Town events Weald on the Field and Uckfield Revival have now taken place. Weald on the Field (a day festival selling local produce, street food, drink and crafts on Saturday 5th August) was a great success and well attended. Uckfield Revival (Saturday 7th October) saw a few rain showers but this did not deter the classic vehicle parade and display in Luxford Field, with food and refreshment stalls available alongside the monthly Farmers Market.</p> <p>Uckfield Civic Centre The Civic Centre has built on its existing events programme and also assisted with the promotion of events organised by others which are taking place within the building. The Centre has seen a variety of events over the last few months including the Model Railway Exhibition, The Steadfast Tin Soldier (Puppet Show), Raystede Fashion Show, Tony Stockwell, Cinderella – Christmas Pantomime, An Edwardian Christmas Concert by Candlelight, The Take That Experience, Tannahill Weavers, Abba Fever and Uckfield FM's Quiz Night. These events have been a great success and funding has been set aside in the budget for 2018/19 to continue building on our events programme.</p>	Full Council	Town Clerk
6. Implement the Town Council's litter bin policy		<p>The Town Council has implemented the litter bin policy and now refers to this when enquiries are received. The Town Council has also provided advice and support to Churchcombe Residents' Association with their considerations.</p>	Environment and Leisure Committee	Assistant Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
7. Work with our partner agencies to lobby for a reduction in the amount of litter on public highways		A letter is due to be sent to local partner agencies – East Sussex County Council, Wealden District Council and the local Highways Agency shortly, to request that further action is taken and to see how working together, all agencies can work to reduce current levels of litter on public highways.	Environment and Leisure Committee	Town Clerk
8. Implement improvements to the operation of CCTV in Uckfield Town Centre		The Town Council is currently liaising with BT Redcare, Sussex Police and the ESCC Streetlighting team to arrange for the installation of the new cameras and transmission software. The project is now in installation phase and awaiting the replacement of a new lamp column before work commences.	Full Council	Town Clerk/ Assistant Town Clerk
9. Work with our partner agencies to continue to educate school pupils about road safety		The Town Council held its annual road safety day on 21 st June, which saw pupils from 11 local primary schools attend and learn about the importance of road safety via interactive tasks and activities. Liaison also continues with local residents' associations to support changes which will encourage road safety in residential areas, and in particular near to schools.	Environment and Leisure Committee	Town Clerk/ Assistant Town Clerk
10. Work with our partner agencies to identify further improvements to accessibility and safety on our pavements and highways		The Town Council has played a key role in discussions and activities to address highway improvements, road safety and parking. The Town Council will continue to work closely with partners to bring about positive changes for the benefit of the town. Highway improvements The Town Council provided a comprehensive list of issues on the access corridors leading into the town to the County Council, to be considered as part of a fourth phase of highway improvements. Contractors have also returned to address the list of snagging compiled following the works in 2016.	Full Council	Town Clerk

<p>11.Promote the Town's green spaces and, allotments to encourage greater leisure and recreation.</p>		<p>Reducing Speed of Traffic The Town Council has funded speed surveys in the areas of Church Street, Eastbourne Road and Ringles Cross, to help understand the behaviour of vehicles in this area. The Town Council has also liaised with Framfield Parish Council regarding Framfield Road and Bird in Eye Hill. The Town Council has also agreed to purchase community speedwatch equipment (pocket radar and tablet) for local community speedwatch groups to use within the town. A working group has also worked with Sussex Police to agree a number of suitable locations to use the Speed Indicator Device within the town.</p> <p>Parking The Town Council provided a comprehensive list of the parking issues within the town and hotspots to Wealden District Council as part of their parking review and continues to remain engaged in these conversations. The Town Council has also reported issues where vehicles have caused an obstruction, to Operation Crackdown.</p> <p>An Allotment Conference was held on 7th September 2017 which enabled allotment holders to raise any issues with the Town Council for discussion. This highlighted topics which the Town Council could explore further and it was agreed to run an allotment competition once the format had been agreed, which would provide an excellent opportunity to further promote the allotments within the town.</p> <p>Plans have now been put in place to run an Allotment Competition in July 2018.</p> <p>This achievement of this priority also relates to priority 2 above.</p>	<p>Environment and Leisure Committee</p>	<p>Town Clerk/ Assistant Town Clerk</p>
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Priority	Status	Notes	Lead Committee	Lead Officer
<p>12. Improve communication with residents through increased use of noticeboards and social media;</p> <p>13. Increase communication with local community groups to enable greater sharing of information and support;</p> <p>14. Strengthen partnership opportunities with local service providers to ensure the delivery of good quality services to our residents.</p>		<p>Improvements have been made to the Town Council and Civic Centre's marketing and engagement, by utilising a greater range of media outlets and publications.</p> <p>The Civic Centre has created a new brand, and currently in the final stages of developing a new website.</p> <p>Relationships have continued to develop with local community groups and organisations and projects such as 'Weald on the Field' and the Uckfield Dementia Forum are key examples of where the Town Council has worked with numerous stakeholders to deliver projects. This has strengthened relationships and will hopefully set the scene for working together in the future.</p> <p>Improvements have been made to the look of the noticeboards at the exterior of the Civic Centre. New noticeboards have not yet been purchased for Elizabeth Gardens and outside the Civic Centre. At present, no budget has been made available. A report will therefore be presented to a future committee meeting to consider this.</p>	ALL	ALL

Meeting of the Full Council

Monday 9th April 2018

Agenda Item 13.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

1.1 The report sets out the Town Mayor engagements.

1 st March	Business Expo & Trade Show – East Sussex National
7 th April	Lions Event – Belmont Centre
7 th April	Photoshoot for Official opening Hughes Way Play Area.
10 th April	Annual Town Meeting of Uckfield Town Council

Cllr. Louise Eastwood
Town Mayor

