



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

A Meeting of the **Environment and Leisure Committee** to be held on
Monday 11th June 2018 at 7.00pm
in
The Council Chamber, Civic Centre

AGENDA

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 CHAIRMAN'S DISCRETION

3.0. APOLOGIES FOR ABSENCE

4.0. MINUTES

4.1. Minutes of the meeting of the Environment and Leisure Committee held on 30th April 2018

4.2. Action list – For information only
(Attached)

4.3. Project Monitoring List – For information only
(Attached)

5.0. FINANCE

5.1. To note bills paid

5.2. No income and expenditure report until accounts completed

6.0. ADMINISTRATION

- 6.1. To Appoint Members to Outside Bodies
 - a) West Park Local Nature Reserve
 - b) Hempstead Meadows Local Nature Reserve(Attached)
- 6.2. To consider items for the Strengthening Local Relationship Meeting on 10th July 2018
(Attached)

7.0. ENVIRONMENT

- 7.1. Request by SENSE to place collection facilities at Victoria Pleasure Ground
(Attached)
- 7.2. To consider a proposed licence between the League of Friends of Uckfield Community Hospital and Uckfield Town Council
(Attached)

8.0. LEISURE

Nothing to report at this time

9.0. REPORTS FROM WORKING GROUPS

- 9.1. Road Safety
- 9.2. Speed Indication Device (SID)
(Attached)

10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 10.1. Uckfield Railway Line Parishes
(Attached)
- 10.2. West Park LNR and Hempstead Meadows LNR – Supporters Group
(nothing to report)
- 10.3. Uckfield and District Twinning Association
(nothing to report)
- 10.4. Age Concern
(Attached)
- 10.5. Luxford Centre Management Committee
(Attached)
- 10.6. Active Uckfield Group
(Attached)
- 10.7. Wealden Bus Alliance
(nothing to report)

11.0 CHAIRMANS ANNOUNCEMENTS



Holly Goring
Town Clerk
5th June 2018

UCKFIELD TOWN COUNCIL

ACTION LIST - FOR INFORMATION ONLY

Environment and Leisure Committee
Please note no resolutions can be made from the action list and is for information only.

Resolution No.	Details	Date Raised	Action By	Date Complete
	<p>Sports Working Group</p> <p>Members suggested that more prominent signage to the Pleasure Ground be considered after completion of the development.</p>	25.11.13	CAW	Ongoing Passed to Active Uckfield
<u>EL.042.03.16</u>	<p><u>West Park LNR and Hempstead Meadows LNR</u> It was RESOLVED to accept the following recommendations: Authorise the preparation of appropriate implementation plans and programme of events at minimal costs which are to be submitted. It was further hoped that the launch of these groups would include "Uckfield – the Future" group.</p>	29.03.16	CAW	
<u>EL.24.07.16</u>	<p><u>West Park LNR and Hempstead Meadows LNR – Supporters Group</u> Members noted the supporters group report and RESOLVED to agree: b) that after the planned AGM meetings the £1,600 donated to HMLR held by the council in earmarked reserves be transferred to the accounts of the new supporters group.</p>	11.07.16	CAW	
<u>EL.28.09.16</u>	<p><u>To consider revised byelaws for the Town Council's Local Nature Reserves (LNRs)</u> Members reviewed the amendments to the byelaws which still require Natural England and DEFRA's approval. It was RESOLVED to accept the revised byelaws.</p>	05.09.16	CAW	DEFRA responded to DRAFT byelaws 17.5.18 – A further process to be completed.

<u>EL.44.12.16</u>	<p><u>Battle's Over – A Nation's Tribute and WWI Beacons of Light 11th November 2018</u></p> <p>It was RESOLVED to note the report and agreed that the Town Council would take part in the lighting of a beacon. A working group consisting of Cllrs. D. Ward, H. Firth and M. Dean would be set up. Further volunteers to sit on the Working Group are to be asked via the Members Briefing. Finances for this event are to be budgeted for in the 2018/19 budgets.</p>	19.12.16	CAW	<p>Cllr. Bennett also wished to be included on the Working Group.</p> <p>New Guidelines sent to Working Group 18th October 2017</p> <p>£1,000 placed in 2018/19 budget</p>
<u>EL 99.01.18</u>	<p><u>Request for the temporary access from Victoria Pleasure Ground to St. Philips Catholic Primary School to become permanent</u></p> <p>It was RESOLVED that the access from Victoria Pleasure Ground to St Philips Catholic Primary School becomes permanent subject to:</p> <ul style="list-style-type: none"> i) the gate always being locked when school has finished; ii) that we formally review the operation of the access each year; iii) the Town Council to give notice to rescind the agreement if terms of the licence are not met 	02.01.18	CAW	Solicitors and school advised.
	<p><u>Harlands Farm Pond</u></p> <p>The Ranger is to be asked for ideas to captivate children's interest whilst at the pond.</p>	18.4.17	CAW	<p>Passed to Ranger 19.4.17</p> <p>Nothing planned at this moment in time</p>
	<p>Harlands Farm Pond, VCT and Sussex Wildlife Trust are to be contacted to establish if they can assist with ideas etc. regarding children involvement in the pond.</p>	30.4.18	CAW	
	<p><u>Lewes Road Twinning Sign</u></p> <p>Members noted a previously circulated report which included the redesign of the "Welcome to Uckfield" sign and include the Ridgewood Village plate as part of the Lewes Road works to the Ridgewood Development. All works are to be paid for by the developer.</p>			<p>ESCC notified of decision, waiting for price for Ridgewood village sign.</p> <p>Ordered. Sign complete.</p> <p>NFA</p>

<u>EL 83.10.17</u>	<u>Biodegradable Dog Bag Dispenser Scheme</u> It was RESOLVED to agree to the bio dog bag dispenser scheme at no cost to the Town Council and subject to legal advice on the terms and conditions.	02.10.17	CAW	Waiting to hear from Solicitors. Response received from Solicitors. Further information requested from dispenser company. Meeting arranged for June to meet company to discuss further.
<u>EL 85.10.17</u>	<u>Request to rent allotment land to the rear of 155 Framfield Road</u> Following further discussion, it was RESOLVED that the new owner be asked to remove the fence back to their boundary in accordance with clause 4 of the license agreement. A license agreement could then be granted for the use of the land for garden use only, to grown vegetables etc, and that this land remains unfenced at all times.	02.10.17	CAW	Issues regarding land, referred to Solicitors – ongoing. 29.1.18 Land issue resolved waiting for resident to move shed and fence. Still with Solicitors.
<u>EL.108.03.18</u>	<u>To consider whether to fund the placement of a bike/scooter rack in /Ridgewood Village Hall Car Park</u> Members discussed the various options outlined in the report and agreed that a bike rack for £65.00 and a scooter stand for £90.00 should be provided within the car park adjacent to Ridgewood Village Hall. It was RESOLVED to recommend that a budget be set aside to provide both items.	26.3.18	CAW	NFA
<u>EL111.04.18</u>	<u>Ridgewood Village Hall Car Park bike/scooter racks</u> It was RESOLVED to recommend to the General Purposes Committee that the items be funded from General Reserves at a total cost of £155.00.	30.4.18	GP	This recommendation was approved by General Purposes Committee on 29 th May 2018. Purchase to be made.

	<p><u>West Park LNR and Hempstead Meadows LNR – Supporters Group</u> Cllr. French advised that she had been unable to attend the meeting but hoped that the committee would agree to accept the copy of the Minutes previously circulated. Item 5 Ranger – Members raised concerns regarding the statement from the Ranger regarding problems with the Boardwalk and that it would need to be replaced. Members asked for clarification from the Ranger on a time scale for its replacement, on receipt of the information a request is to be submitted to the General Purposes Committee to provide a budget.</p>	26.3.18	GP	Ranger asked to prepare a report.
--	--	---------	----	-----------------------------------

**UCKFIELD TOWN COUNCIL
PROJECT MONITORING FORM**

Committee		Environment & Leisure	
Project Name	Twinning Signs	Project Number	42
Resolution Number	Funds	Date	Commentary
<u>FC.25.01.16</u>	£6,000		Agreed as part of E&L budgets under new initiatives
			Various meetings held with ESCC and the Twinning Association regarding locations and designs.
		Jan 2016	Various correspondence with the Twinning Association regarding design and wording.
		August 2016	ESCC confirmed all sites been assessed with details of what is required at each of the six sites
			Still waiting for price confirmation from ESCC chased 17/11/16 and 7/12/16 Twinning signs now ordered total cost £5,260.81
			All Twinning Signs erected February 2017 PROJECT COMPLETE
			Have been asked to obtain quotes for "Ridgewood Village signs to be erect at Eastbourne Road and Lewes Road. Awaiting prices. Eastbourne Road sign removed by East Sussex County Council as impeding vision Report to Committee 2 nd October 2017 and Members noted a previously circulated report which included the redesign of the 'Welcome to Uckfield' sign and include the Ridgewood Village plate as part of the Lewes Road works to the Ridgewood Development. All works are to be paid for by the developer East Sussex County Council has stated that to add an additional plate under the existing sign would not be passively safe as the signs need to be mounted at a minimum of 1.8m. As the existing signs were mounted at this height, to add an additional plate would require two extension posts to be added to lift the 'Welcome to Uckfield' assembly and mount the 'Ridgewood Village' plate beneath.

**UCKFIELD TOWN COUNCIL
PROJECT MONITORING FORM**

			<p>A quotation has been received for the 'Ridgewood Village' plate, the removal of the existing posts and to supply and install new longer posts to accommodate the sign and transfer the existing sign onto the new posts at a net cost of £568.71.</p> <p>There is currently £739.00 remaining from the original budget set for the provision of twinning signs which would cover the above costs</p> <p>Report to committee on 12.2.18 regarding the 'Ridgewood Village' slip</p> <p>Agreed to purchase new sign and ordered through ESCC</p> <p>Ridgewood Village sign erected.</p> <p>PROJECT COMPLETED NFA</p>
--	--	--	---

**UCKFIELD TOWN COUNCIL
PROJECT MONITORING FORM**

Project Name	Olives Meadow Street Light Upgrade		Project Number	43
Resolution Number	Funds	Date	Commentary	
<u>FC.25.01.16</u>	£17,100		Agreed as part of E&L budgets under new initiatives	
		August 2016	ESCC to confirm cost of design and commuted sum Street Lighting Team to organise surveys and inspections then set commuted sum. Chased September and October	
		20.10.16	ESCC confirmed £850 +VAT for site survey and lighting design	
		01.11.16	Purchase order sent to ESCC for design and survey	
			<p>ESCC has confirmed cost of lights £16,650 plus a commuted sum of £6,032</p> <p>Consultation with residents complete -- ESCC been instructed to proceed.</p> <p>Still some issues regarding a street light and connections.</p> <p>Still no completion date for the project.</p> <p>Lights installed and working waiting for final report from ESCC</p>	

Meeting of the Environment & Leisure Committee

Monday 11th June 2018

Agenda Item 6.1

REPRESENTATIVES ON OUTSIDE BODIES 2018-19

1.0. Outside Bodies

- 1.1. At the Annual Statutory meeting of Full Council on 8th May 2018 it was agreed that the following representatives be appointed at the next meeting of Environment & Leisure Committee.

West Park L.N. R.	(2) 1 member and 1 substitute	
Hempstead Meadows L. N. R	(2) 1 member and 1 substitute	

- 1.2. Cllr. J. Love expressed a wish to be appointed as a substitute for West Park LNR.
- 1.3 Cllr. D. French expressed a wish to be a representative of the Hempstead Meadows Local Nature Reserve, and Cllr. J Love expressed a wish to be a substitute.

2.0. Recommendation

- 2.1 Members are required to appoint representatives to the Local Nature Reserve Supporter Groups.

Meeting of the Environment & Leisure Committee

Monday 11th June 2018

Agenda Item 6.2

TO CONSIDER ITEMS FOR THE STRENGTHENING LOCAL RELATIONSHIP MEETING ON 10TH JULY 2018

1.0 Summary

- 1.1. A 'Strengthening Local Relationships Meeting' is due to take place on Tuesday 10th July 2018. This report seeks feedback from councillors on possible items for discussion at this meeting.

2.0 Background

- 2.1. The Strengthening Local Relationships Meetings are a County Council initiative and have been held for many years. Meetings are held twice a year, normally January and July, and give both parties the opportunity to discuss various issues in the town which relate to County Council responsibilities.

- 2.2. At the Environment & Leisure Committee meeting on the 18th April 2017 it was agreed that:

1) a maximum of two Councillors attend each meeting, with committee members having priority. If they are unable to attend it should be opened to non-committee members;

b) all Councillors are able to submit items for inclusion on the agenda which will have prior approval by the Environment and Leisure Committee.

3.0. Suggested Agenda Items for Consideration

- 3.1. As of Monday 4th June 2018, no items had been put forward by members.

4.0. Recommendation

- 4.1. Members are asked to consider potential items for discussion at this meeting and to agree if any items are to be placed on the agenda of the next Strengthening Local Relationships Meeting in July.

Contact Officer: Christine Wheatley

Meeting of the Environment & Leisure Committee

Monday 11th June 2018

Agenda Item 7.1

REQUEST BY SENSE TO PLACE COLLECTION FACILITIES AT VICTORIA PLEASURE GROUND

1.0 Summary

1.1 This report sets out a request from SENSE to place collection facilities at Victoria Pleasure Ground.

2.0 Background

2.1 SENSE is the charity for deaf-blind children and adults throughout the country and raise money to support them and their families. In order to increase the number of donations received, they are in the process of rolling out textile banks and book banks in car parks throughout the country, and wheelie bins for internal donation station points in suitable locations. They find these are a great source of new donations and would supply their shops directly with new stock. They believe Victoria Pleasure Ground would be a fantastic place to accommodate such a textile bank, book bank or wheelie bin. In the last year they have been fortunate to have found similar sites at Garden Centres, Community Centres, Village Halls, Primary School, Public Houses and Churches.

2.2. In December 2015 the Environment and Leisure Committee discussed a similar request from SENSE to place a textile bank on the Ridgewood Village Hall car park and agreed:

That any future applications from other charities would be considered on their merits as it was felt that only one type of bank should be in any one area. Concern was expressed regarding the maintenance of the site which should be monitored.

EL.031.12.15 *Following further discussion it was **RESOLVED** to allow SENSE to place a clothes bank on the Ridgewood Village Hall car park subject to:*

- i) the location to be agreed with grounds staff and the Ridgewood Village Hall Management Committee.*
- ii) that SENSE be given 28 days' notice if the site is not maintained adequately.*
- iii) that any future requests be considered on their merit and that only one type of bank be allowed at any one location.*

It is understood that the bank is used and the site is kept tidy.

3.0. Facility details

3.1. SENSE state that initially a new bank would be emptied on a fortnightly basis by a Sense employed driver. The collections would be monitored closely and the frequency increased if a site proves to be particularly popular. All banks are labelled with a response number for queries and any service or customer issues would be dealt with within a 24 hours timeframe.

3.2. The dimensions of each facility as detailed:

To the right is our standard all steel constructed clothing & shoe bank. The dimensions are as follows

Height - 5 foot 6 inches
Width - 4 foot
Depth - 4 foot
Plus 'Header' on top



To the right is our standard all steel constructed book and media bank. The dimensions are as follows

Height - 4 foot
Width - 3 foot 4 inches
Depth - 2 foot
Plus 'Header' on top



To the right is our standard wheelie bin.

Capacity - 240 litres



4.0 Further details

4.1 Members will be aware that Victoria Pleasure Ground car park is busy at all times of day and a clothing/shoe bank and a book/media bank would take out approximately two parking spaces.

It has been suggested that a wheelie bin would not be appropriate as members of the public could use this as a general litter/dog bin.

5.0 Recommendations

5.1 In reaching their decision. Members are asked to consider the possibility of future applications from other charities for similar arrangements as a result of this initial precedent. Members are asked to advise the Clerk accordingly.

Contact Officer Christine Wheatley

Meeting of the Environment & Leisure Committee

Monday 11th June 2018

Agenda Item 7.2

TO CONSIDER PROPOSED LICENCE BETWEEN THE LEAGUE OF FRIENDS OF UCKFIELD COMMUNITY HOSPITAL AND UCKFIELD TOWN COUNCIL

1.0 Summary

- 1.1 The report sets out details from the League of Friends of Uckfield Community Hospital to enter into a Licence with Uckfield Town Council regarding the access road to Uckfield Hospital.

2.0 Background

- 2.1. Members will recall at the meeting of the Environment & Leisure Committee on 2nd October 2016, it was reported that the League of Friends were to acquire a large grass verge opposite the ambulance station to turn into parking bays to help alleviate the acute problems at the hospital. Planning approval had been sought from Wealden District Council subject to a planning condition which was to plant a hedge along the North East boundary of the site.
- 2.2. The League of Friends sought permission from Uckfield Town Council to plant a hedge on Council allotment land opposite the Ambulance Station and the Committee agreed:

EL 84.10.17 Following further discussion it was **RESOLVED** that we support the League of Friends of Uckfield Community Hospital scheme and agree for a hedge to be planted on Council allotment land subject to The Friends taking full responsibility for the hedge and its future maintenance.

3.0. Licence

- 3.1. It has since been suggested by the League of Friends legal advisors that there should be some form of Licence regarding the use of the access road to the Hospital from Framfield Road. The suggestion of a Licence is to give the League of Friends some form of comfort in respect of the right of way over the road and to exclude them from any future contribution towards the maintenance of the road.
- 3.2. A copy of the proposed licence is attached.

4.0. Recommendation

- 4.1. Members are asked to note the report and advise the Clerk accordingly.

Contact Officer: Christine Wheatley

**LICENCE BETWEEN THE LEAGUE OF FRIENDS OF UCKFIELD COMMUNITY HOSPITAL
AND UCKFIELD TOWN COUNCIL**

This LICENCE is made this day of.....BETWEEN

1. Uckfield Town Council ("the Owner") and
2. The League of Friends of Uckfield Community Hospital (CIO number 1164592) ("the Licensee")

NOW IT IS AGREED as follows: -

1. Grant

In consideration of the League of Friends of Uckfield Community Hospital providing additional parking facilities at Uckfield Community Hospital the Owner grant to the Licensee and all users of such parking licence to pass and re-pass over the access road from the public highway B2102 (Framfield Road/Bird -In -Eye Hill) **as shown red on the attached plan** annexed to this agreement, at all reasonable times and for all purposes connected with the use of the said parking area

2. Payment

The Licence shall be without charge.

3. Maintenance

There will be no obligation on the Licensee to contribute towards the maintenance of the access road.

4. Nuisance

The Licensee must not do anything on the road which may cause a nuisance, damage, disturbance, inconvenience, discomfort or annoyance to the Owner or any user of the road.

5. Accident Liability

The Owner is not liable for any accident, loss or damage suffered by the Licensee using the Land.

6. Indemnity

The Licensee must indemnify the Owner against all actions, proceedings or claims by any third party arising from misuse of the Road.

7. Determination

This Licence shall subsist all the while the League of Friends provide parking facilities for the benefit of staff and/or visitors to Uckfield Community Hospital or is terminated by the Town Council.

8. Relationship

Nothing contained in this Licence is to create the relationship of landlord and tenant.

For The League of Friends of Uckfield Community Hospital:

Trustee:.....

Trustee:.....

Date:.....

Date:.....

For Uckfield Town Council:

Councillor:.....

Councillor:.....

Map of area



Access road to Uckfield Community Hospital

Meeting of the Environment & Leisure Committee

Monday 11th June 2018

Agenda Item 9.2

REPORTS FROM WORKING GROUPS: SPEED INDICATION DEVICE (SID)

We have had our first successful deployment of SID on the Eastbourne Road, Ridgewood recently and as a result of that we will now be putting in place a schedule for our volunteers around our approved locations.

However, we need more volunteers so if any Members know of someone who may be interested, please put them in touch with me (Cllr Sparks).

Councillor Paul Sparks
SID Working Group

Meeting of the Environment & Leisure Committee

Monday 11th June 2018

Agenda Item 10.1

REPORTS FROM OUTSIDE BODIES: THE UCKFIELD RAILWAY LINE PARISHES COMMITTEE MEETING HELD ON 9TH MAY 2018

The forthcoming new timetable was discussed in great detail and welcomed the earlier first train on a Sunday morning at 09.34. The other alterations would take time to settle in and it was agreed to keep a watching brief on the future use and passenger levels. The group felt it was an opportune time to now push for a through train to London Bridge on Sunday mornings.

The Chairman reported he had had a fairly negative response to his letter from Cllr. Rupert Simmons East Sussex County Council. The meeting considered that the level of service and reliability had generally improved in recent weeks but there was still room for further improvement. There have been instances of severe delays through mechanical failure, emergency services incidents, and accidents.

It was felt that the forthcoming closures of BML 1 would cause major problems to the Uckfield line by passengers transferring their point of departure and there were concerns that Southern would not be prepared for the results – the problems at Gatwick over the Bank Holiday weekend showed a lack of preparation and organisation.

Correspondence had been received from various bodies regarding the future transport facilities in the South East and it was agreed to participate in promoting the Uckfield/Lewes link and BML 2.

The next meeting would be held on 11th July 2018.

Meeting of the Environment & Leisure Committee

Monday 11th June 2018

Agenda Item 10.4

REPORTS FROM OUTSIDE BODIES:

AGE CONCERN QUARTERLY MEETING HELD ON 4th MAY 2018

The meeting was chaired by the Vice-Chair in the absence of the Chairman.

Uckfield Town Council were thanked for the grant aid now received and the Treasurer reported a satisfactory state of the accounts at present.

The meeting discussed the forthcoming introduction of GDPR and the effect it would have on the group and the plans that would be introduced to comply.

The Transport co-ordinator reported the loss of two drivers but confirmed there were three new drivers awaiting approval. General discussion followed, on the urgent need for additional drivers to accommodate the increasing demand. The drivers reported problems in waiting times for clients at the doctors or hospital, either wait at the location or return home and await a phone call for collection, this has an impact on mileage covered.

Date of the next meeting is Friday 13th July 2018.

Councillor Chris Macve

Meeting of the Environment & Leisure Committee

Monday 11th June 2018

Agenda Item 10.5

REPORTS FROM OUTSIDE BODIES: ANNUAL GENERAL MEETING (AGM) OF THE LUXFORDS CENTRE MANAGEMENT COMMITTEE 12TH MAY 2018

The 21st AGM of the Luxford Centre followed a social get together with coffee and biscuits during which our MP Nus Ghani met members and listened to their thoughts and ideas. She promoted the forthcoming event at Bridge Cottage celebrating 100 years of female suffrage.

The formal meeting followed with a very comprehensive review of the clubs finances which showed a small positive surplus for the year. The Chairman's report advised on the activities of the Executive Committee covering the conversion to C.I.O (charitable incorporated organisation) status, the renewal of the website and future plans for the centre. The Chairman thanked his fellow committee members for their help and support throughout the year.

Following the reports, the Chairman, Vice-Chairman, Treasurer, Secretary and Committee members for the forthcoming year were elected.

Any other business brought forward ideas on the future running and promotion of the club to ensure it's continued success.

Councillor Chris Macve

Meeting of the Environment & Leisure Committee

Monday 11th June 2018

Agenda Item 10.6

ACTIVE UCKFIELD

The Committee met on 31 May solely for the purpose of finalising the arrangements for the Sports and Activity Day at the Victoria Pleasure Ground on Sunday 17 June.

A variety of organisations providing a variety of activity options will be represented on the day, with many offering a chance for visitors to try out the 'sport'. The Day will be promoted via posters, leaflets, social media, radio interviews and advertising, with help from the District Council.

Attendance at this event would be a perfect treat for father on Fathers Day! The Committee is meeting again on 6 June.

Cllr. I. Smith

