



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 9th December 2019 at 7.00pm

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 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 meetings of Full Council on 28th October 2019 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 | 11 th November and 2 nd December 2019 |
| (b) | Environment and Leisure Committee | 18 th November 2019 |
| (c) | General Purposes Committee | 4 th November 2019 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
(nothing to report)
- (ii) Neighbourhood Plan Steering Group
(nothing to report)
- (iii) Gatwick Airport Consultation Group

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(nothing to report)
- (ii) Uckfield Dementia Forum
(Attached)
- (iii) Uckfield Events Working Group - Celebrate
(nothing to report)

9.0 TO CONSIDER PROVIDING A RESPONSE TO THE CONSULTATION ON THE DRAFT TRANSPORT STRATEGY FOR THE SOUTH EAST (Attached)

10.0 TO RECEIVE AN UPDATE ON OUR RESEARCH INTO PUBLIC SPACE PROTECTION ORDERS (Attached)

11.0 TO CONSIDER WHETHER TO PURCHASE SPECIFIC MEETING/COMMITTEE ADMINISTRATION SOFTWARE – iBABS (Attached)

12.0 TO CONSIDER THE DRAFT STRATEGIC PLAN 2020/25 (Attached)

13.0 TO CONSIDER THE DRAFT ANNUAL PLAN 2020/21 (Attached)

14.0 TO CONSIDER THE DRAFT ANNUAL BUDGET FOR 2020/21 (Attached)

15.0 TO CONSIDER THE DRAFT ASSET MANAGEMENT PLAN FOR 2020/25 (Attached)

16.0 TO NOTE THE MAYOR'S ENGAGEMENTS (Attached)

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

18.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED
(None)

19.0 TOWN CLERK'S ANNOUNCEMENTS

20.0 CHAIRMAN'S ANNOUNCEMENTS

A handwritten signature in blue ink, appearing to be 'D. J. ...', written over a horizontal line.

Town Clerk
3rd December 2019

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.105.02.17</u>	<u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.	20.02.17	CW	Awaiting further update from DEFRA.
<u>FC115.04.19</u>	<u>9.0 To consider a motion submitted by Councillor Donna French</u> It was RESOLVED to support the motion put forward, and; “reinvestigate the possibility of part funding a traffic warden; entering into a discussion with Hailsham, Crowborough and Polegate, with a view to joint funding a shared traffic warden, employed via Sussex Police.”	08.04.19	HG	The question has been asked once again of Sussex Police.
<u>FC24.05.19</u>	<u>22.0 – To confirm support towards the Town’s Plastic Free campaign and specifically the Surfers Against Sewage Objectives for a Plastic Free Community</u> Members RESOLVED to: (i) to note the report; (ii) to note the objectives of the Surfers against Sewage Plastic Free Community Toolkit and confirm Uckfield Town Council’s commitment to supporting the journey to make Uckfield a Plastic Free Community, and; (iii) in line with the Surfers against Sewage Plastic Free Toolkit, to continue to lead by example by removing single-use plastic items from the Town Council’s premises and support local campaigns and events.	13.05.19	HG	The Town Council continues to review its working practices and purchases to reduce the use of single use plastic and encourage more use of alternatives and recyclables.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC32.06.19</u>	<p><u>13.0 To consider a motion from Councillor Spike Mayhew</u> Members unanimously RESOLVED to (i) ask the Town Clerk to look into civil orders such as Public Space Protection Orders, and; (ii) for the Town Council to reconsider the role of a Community Warden</p>	24.06.19/ 05.08.19	HG	Detailed research was presented to E&L Committee on 18th November and an update report is being presented to Full Council on 9th December 2019.
<u>FC46.08.19</u>	<p><u>13.0 To report back to Full Council on Public Space Protection Orders</u> Members RESOLVED to ask the Town Clerk to arrange a meeting with Sussex Police and Wealden District Council.</p>			
<u>FC57.09.19</u>	<p><u>10.0 To consider a motion from Councillor Ben Cox</u> With eleven members voting in favour, and one abstaining, it was RESOLVED to accept the report from Councillor Ben Cox in relation to youth food poverty, and take up the recommendations outlined in the above motion, with a caveat that the investigations undertaken at this stage would be at no cost to the Town Council.</p>	16.09.19	HG/ BC	Work is underway to investigate this issue.

<p><u>FC58.09.19</u></p>	<p><u>11.0 To consider the benefits of Community Land Trusts</u> With all but one member in support (one abstained) it was RESOLVED to request that the Neighbourhood Plan Steering Group invite Councillor A. Smith to the next meeting, and incorporate the two matters to further investigate Community Land Trusts.</p>	<p>16.09.19</p>	<p>HG</p>	<p>The Neighbourhood Plan Steering Group has received a response from Wealden District Council. Once digested, the group will reconvene and Councillor A. Smith will be invited to attend.</p>
<p><u>Resolution No.</u></p>	<p><u>Details</u></p>	<p>Date Raised</p>	<p>Action By</p>	<p>Date Complete</p>

<p><u>FC104.02.19</u></p> <p><u>FC25.05.19</u></p>	<p><u>9.0 To consider a request for support from the Ridgewood Village Hall Committee</u> It was RESOLVED to request the Town Clerk to explore the options available to the Town Council in terms of whether it would be able to contribute towards the proposed extension and building alterations drawn up by the Ridgewood Village Hall Committee.</p> <p><u>23.0 To consider providing financial support to the Ridgewood Village Hall Committee with the proposed extension</u> Members RESOLVED to: (i) note the report; (ii) with 11 votes in favour, and one against members agreed for the scope of the Town Council's earmarked reserves set aside for Ridgewood Village Hall Car Park (£49,000) to be broadened and retitled 'Ridgewood Village Hall Improvements' with a stipulation that the resurfacing and improvements to the car park be incorporated in the overall build cost, subject to the Town Council giving prior approval of the car park specification to ensure it meets the standard required, and;</p> <p>(iii) with 10 votes in favour, and one against, agree for the General Purposes Committee to consider the current terms of the lease agreement between the Town Council and the Ridgewood Village Hall Committee and the legalities and position of the Town Council, if extended.</p>	<p>25.02.19</p>	<p>HG</p>	<p>The Town Council waited until after the AGM to obtain the details of the new RVH Trustees. These details have been passed to the Town Council's solicitors to draw up a new lease agreement.</p>
<p><u>Resolution No.</u></p>	<p><u>Details</u></p>	<p>Date Raised</p>	<p>Action By</p>	<p>Date Complete</p>

<u>FC.69.10.19</u>	<p><u>11.0 Grass verge cutting</u> With nine votes in favour and one member abstaining, it was RESOLVED to select Option 2 for 2020/21, and pay a total of £4,271 to East Sussex County Council to retain service levels and fund an additional four cuts of urban grass verges over the course of 2020/21.</p>	28.10.19	HG	<p>The Town Clerk has advised the Contracts Management Group at East Sussex County Council that the Town Council wishes to select option 2, and will pay the amount of £4,271 for four additional cuts in 2020/21. NFA.</p>
<u>FC.70.10.19</u>	<p><u>12.0 Rural Services Network</u> After some discussion, eight members voted in favour, one against and one abstained to RESOLVE to agree to accept the invitation to join the Rural/Market Town's Group and monitor progress over the first year.</p>	28.10.19	HG	<p>The Town Clerk has informed the Rural Services Network that the Town Council does wish to join the Network. It was advised that no charge would be made for the next six months and the fee would be invoiced in the new financial year (2020/21) for the full 12 months. NFA.</p>

Meeting of Full Council

Monday 9th December 2019

Agenda Item 8.0 (ii)

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

Forum members met on Thursday 28th November for a very productive meeting.

Feedback was provided on the Men's Shed which was now up and running from one of the sheds at the rear of the Alma Arms. This was being rented from Harvey's Brewery and the group had already laid new flooring and added lighting. Tools had been donated to the Men's Shed and all health and safety considerations were in place, along with insurance. The Men's Shed would be open on Tuesday's and Thursday's between 10.00am and 4.00pm. There was an annual membership fee of £10.00 and then £3.00 fee per session. Those already involved had a vast amount of skills and experience, and were keen to pass those skills onto younger people or those keen to learn. The Men's Shed was open to residents from Uckfield and the surrounding areas so all were welcome.

The Wealden Dementia Action Alliance provided an update on the progress and activities of all the forums across the district. Dementia forums or dementia friendly activities were now set up in Crowborough, Hailsham, Heathfield, Ninfield, Polegate and Uckfield and activities had started up again in Wadhurst.

Forum members looked back at the achievements of the Uckfield Dementia Forum in 2019, and started to explore ideas for 2020. At the meeting, forum members also reviewed a draft Constitution which would now be shared with 3VA for their feedback, and legal advice would be sought on how to formalise the document. The Constitution and set up of a Committee to oversee the Dementia Forum, would enable the Dementia Forum to run separately from the Town Council and seek grant funding for projects and initiatives in the town.

Information on Christmas activities was also shared amongst the group including:

Uckfield Dementia Forum's Christmas Event: Cinderella - a PANTO
Thursday 12th December at 2.00pm, Sussex Support Services, Victoria Pleasure Ground, for those living with dementia and their carers.

Margaret House: festive chocolate making class
Friday 13th December at 2.30pm - Cocoa and Heart, Margaret House
Refreshments included. Those attending will be able to take items home which would be ideal for gifts and the two-hour class is run by a professional chocolatier who is visiting from her shop in London.

Festive Saturday Social, - Singing Christmas Carols
Saturday 14th December between 2.00pm and 4.00pm
Saturday Social's take place at Sussex Support Services, Victoria Pleasure Ground,

Picture House Cinema in Uckfield: dementia friendly film screenings
Wednesday 18th December at 11.00am - White Christmas Dementia friendly screening.

Meeting of the Full Council

Monday 9th December 2019

Agenda item 9.0

TO CONSIDER PROVIDING A RESPONSE TO THE CONSULTATION ON THE DRAFT TRANSPORT STRATEGY FOR THE SOUTH EAST

1.0 Summary

- 1.1 The Town Council has been made aware by the Uckfield Railway Line Parishes Committee of a public consultation by Transport for the South East of their draft Transport Strategy.
- 1.2 Transport for the South East is a partnership which has been in place just under two years, and aims to speak with one voice on the South East's strategic transport needs.
- 1.3 They have produced a draft strategy for comment. The deadline for responses is 10th January 2020.
- 1.4 The document is approximately 106 pages in length. One hard copy is available to view in the Town Council office, otherwise it is expected that members can view the document online at <https://transportforthesoutheast.org.uk/wp-content/uploads/2019/10/TfSE-Draft-Transport-Strategy.pdf>

2.0 Recommendation

- 2.1 Members are asked to look through the document and advise the Clerk if they wish to provide a response on behalf of Uckfield Town Council.

Contact Officer: Holly Goring

Meeting of Full Council

Monday 9th December 2019

Agenda item 10.0

TO RECEIVE AN UPDATE ON OUR RESEARCH INTO PUBLIC SPACE PROTECTION ORDERS

1.0 Summary

- 1.1 At the meeting of Full Council on 5th August 2019, members looked at the possibility of using Public Space Protection Orders (PSPO) to tackle anti-social behaviour within the town.
- 1.2 It was advised that the process to put these orders in place could be rather lengthy. The nearest one being in Rother for anti-social behaviour took one to two years to put in place, as it had to be considered in detail by the local authority, initial consultation undertaken through the committee process, before the details of the order was established such as (i) the conditions and (ii) location, and then a process of public consultation undertaken.
- 1.3 Emphasis was also placed on evidence and the need to have the necessary evidence to inform the locations (i.e. hotspots), indicate what issues were occurring as well as providing information on the current level of activity and enforcement undertaken by Sussex Police to address these issues.
- 1.4 It was asked whether further work could be undertaken to explore how the orders worked, how other authorities applied for these orders and to understand our current crime data which would be used to support any application.
- 1.5 This report provides a summary of how PSPOs work and highlights the key findings from the crime data on Police.UK.

2.0 Reviewing the data

- 2.1 When looking at crime statistics for Uckfield town, the most appropriate source of data is that available on the Police.UK website.
- 2.2 The Police.UK website uses maps to illustrate levels of crime in a specific area. The full report with the charts presenting the data for each ward within Uckfield over the past 18 months, was presented to Environment and Leisure Committee on Monday 18th November 2019.

3.0 Incident recordings on Police.UK

- 3.1 Please note that there are a number of considerations to take into account when using these data.
- 3.2 The methodology used by Police.UK to collate the data from reported crime locations is called snap-point. The website uses a system so as to ensure the safety and anonymity of those reporting the crimes in that area. This means that the exact location will not be on the crime maps, the crime will have been pin pointed within the vicinity of where the incident occurred.

4.3 The crime data did highlight other hotspots within the town, and generally low-level crime however, these levels rarely rose above five incidents per month. It could be said that the data shown supported our knowledge of where issues are happening around the town.

5.0 Evidence of the impact of PSPOs in other areas

5.1 Research has been undertaken to look into the process undertaken by other local authorities to apply for PSPOs.

5.2 Research was also undertaken into the crime data for an area before and after PSPOs were implemented in specific areas of towns within Surrey and Sussex. The towns that were compared were based on similar population sizes within the area to best represent how Uckfield may be affected after the implementation of a PSPO. The towns used for comparisons were Addlestone and Dorking in Surrey and Lewes in Sussex, the data for these area's crime statistics were taken from Surrey and Sussex crime maps on the Police.UK website. The PSPOs in place for these areas related to prohibited behaviours, Addlestone and Lewes specifically targeted alcohol and ASB. Whilst the Dorking PSPO mapped out areas for dog fouling and anti-social parking in the local areas.

5.3 Each town has had a PSPO in place for at least a year, which gives a period of time where the PSPO has taken affect and help to indicate whether or not there had been considerable changes in relation to ASB in the local area.

5.4. On reviewing the crime data, it was found that there was no correlation in the crime data recorded for the period after the PSPO implementation, showing little signs of the PSPO working effectively. Although there were small dips in crime occurrences after the PSPO was put into place the crime levels begin to slowly rise again after a few months.

6.0. PSPOs and Consultations

6.1 The application process, requires local authorities to consult with the community to ascertain their opinions on a prospective PSPO. Substantial feedback from residents/businesses would help the evidence and the argument either for or against a PSPO. These surveys are usually done online via a council website.

7.0 Enforcement Protocols

7.1 As with all orders, Public Space Protection Orders PSPOs require specific people to ensure that they are enforced and the necessary persons are there to deal with offenders when the order is breached. Those able to enforce the order are:

- *The Police (Sussex)*
- *Council enforcement officers*
- *Any other authorised officers*

8.0 What the evidence shows us

8.1 The evidence indicates that with a PSPO in place we still require the necessary authorities to enforce the legislation and to issue fixed penalty notices when required. Without this it would be a challenge to ensure the PSPO would work effectively as a deterrent for anti-social behaviour. In order to go forward with this plan of action we

would therefore have to liaise Sussex Police and Wealden District Council to find a positive solution to the current issue, and our findings.

9.0 Recommendation

9.1 Members are asked to consider the above report and advise the Clerk if they wish to proceed.

Meeting of the Full Council

Monday 9th December 2019

Agenda item 12.0

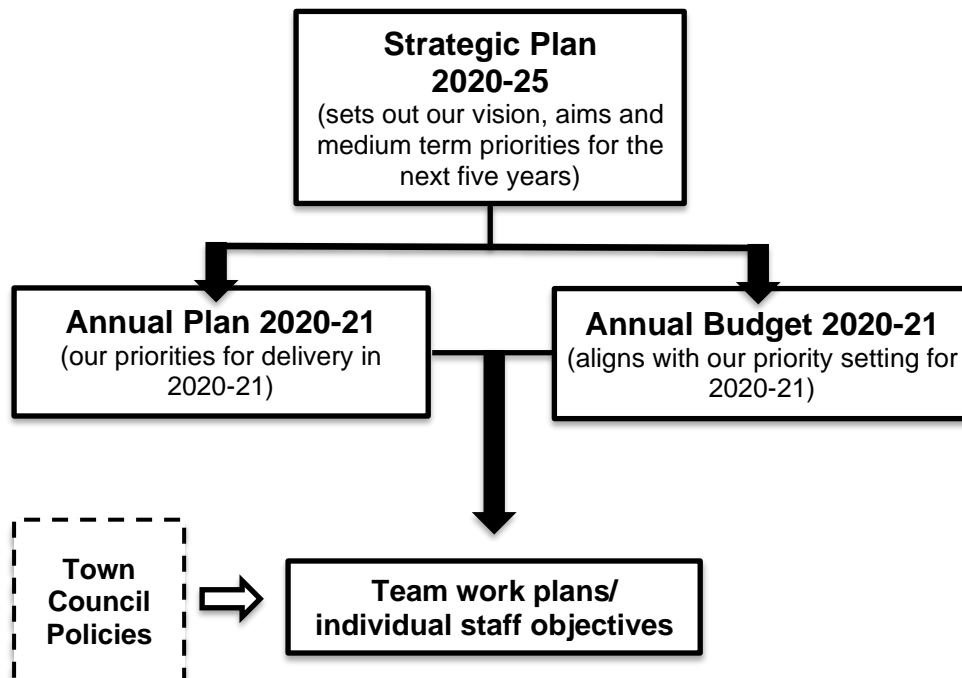
TO CONSIDER THE DRAFT STRATEGIC PLAN FOR 2020-25

1.0 Summary

- 1.1 The Town Council is required to refresh its priorities on an annual basis as part of the budget setting process.
- 1.2 The Town Council has a suite of business planning documents; a strategic plan which set out the priorities of the Town Council over the next five years, an annual plan which lists the priorities of the Town Council specifically for the next financial year, the draft budget working papers which assist with budget setting and a draft asset management plan, which encourages members to review the Town Council's key assets and their current condition.
- 1.3 This paper presents a refresh of the content within the draft Strategic Plan, and looks ahead to the next five years (see appendix A).

2.0 Background

- 2.1 The draft Strategic Plan for 2020-25 sets out the vision, aims and medium-term priorities of the Town Council over the next five years and, forms the overarching strategy of the Town Council.



- 2.2 The draft Strategic Plan 2020-25 identifies the challenges and opportunities for the Town Council and town of Uckfield, and provides information on the key areas that the Town Council wishes to focus on over the next five years.

3.0 Next steps

- 3.1 Once members have considered the draft objectives from the Strategic Plan at Full Council, the full Strategic Plan document will be placed on the Town Council website alongside the draft annual plan and information will be shared with members of the public via the Town Council's social media accounts. Contact will be made with key partner agencies and community groups which the Council works with. The deadline for comments will be 12noon on Monday 13th January 2020 and any feedback received will be reported to Full Council on 20th January 2020.

4.0 Recommendation

- 4.1 Members are asked to consider the draft objectives for the next five years within the Town Council's Strategic Plan and advise the Town Clerk if they wish to make any amendments or additions.

Contact Officer: Holly Goring

Appendices: Appendix A: Draft Objectives within the Strategic Plan 2020-25

5.0 Our Strategic Objectives

In addition to agreeing a set of specific priorities each year, the Town Council has set out a number of medium term aspirations for the town.

5.1 People

5.1.1 Cultural and related services

By 2025, we will have:

- Supported local community and voluntary organisations and sought to assist them with their positive work within the town;
- Replaced or updated at least two playgrounds including Luxfords Play Area;
- Introduced a number of initiatives to increase the use of our open spaces, and encourage greater physical activity (distance markers, fun games and activities which encourage movement);
- Worked with our partner agencies to increase opportunities for residents of all ages to take part in activities which improve their health and wellbeing;
- Organised events which assist in attracting visitors to the town and support local businesses;
- Established a list of special and important dates or individuals within the town's history and commemorated these on heritage plaques;
- Investigated the viability of providing additional public convenience facilities within the town centre and seeking to obtain a changing spaces facility;
- Restored the traditional red telephone box and brought back into use in a prominent location as a community facility;
- Explored options for the facilities provided at two town council buildings – Foresters Hall and West Park Pavilion, to see how these buildings can better meet the need of Uckfield's residents and organisations,
- Continued to maintain, improve and protect all of our natural areas to accommodate the demands of future growth of the town; encouraging community involvement;
- Explored whether there are opportunities for adding to or improving the existing skatepark facilities;
- Supported the partnership work and continuation of the Uckfield Youth Club;
- Explored the issues around food poverty, particularly youth food poverty in Uckfield, and worked with the relevant authorities to try and tackle these local issues;
- Worked with partner agencies, to identify future options for providing more community space within the town to meet the needs of local community groups and organisations.

5.1.2 Luxfords and Civic Centre

By 2025, we will have:

- Implemented a marketing plan to assist with the re-launch and branding of the restaurant and on-going communication;
- Made improvements to air conditioning within the Civic Centre building;
- Made improvements to the decoration and flooring within the main corridors and meeting rooms;
- Upgraded the lighting within the Weald Hall to LED, and added trussing to provide easier access to the lighting rig above the stage;
- Installed a new internal booking system for use by the Civic Centre for all venue and room hire;
- Explored and implemented (if cost effective) the introduction of an online booking facility on the Civic Centre website for the purchase of event tickets;
- Developed and implemented a communications and marketing plan for the Civic Centre, in addition to an annual calendar of events;
- Updated room facilities in line with the latest modern technologies, improved the existing Wi-Fi connection and ensured networking ports are of good quality;
- Identified options for improved seating and staging within the Weald Hall and side curtains, and considered options for providing a temporary partition within the Green Room;
- Increased the capacity of the pellet hopper for the Civic Centre's Bio-mass boiler to reduce increasing costs in the purchase of wood pellets;

5.2 Place

5.2.1 Environmental and regulatory services

By 2025, we will have:

- Continued to provide burial authority services with responsibility for the maintenance of the Cemetery at Snatts Road and Holy Cross churchyard;
- Maintained good quality floral displays within the town centre, to ensure Uckfield town centre remains an attractive place to live, work and visit;
- Maintained a good standard of grounds maintenance within the town to ensure Uckfield remains an attractive place to live;
- Investigated ways in which we could reduce our impact on climate change, and implemented actions which focus on our contracts, buildings and equipment, management of nature and waste disposal;
- Implemented a tree planting scheme so that for every tree that has been removed, another tree has been planted. We will have also identified where additional trees can be planted on Town Council land;
- Continued to work with East Sussex County Council to gradually review street lighting and replace with new columns and LED lighting where necessary;
- Led by example, to deliver a project with Brighter Uckfield and Uckfield Chamber of Commerce to encourage Uckfield's businesses and organisations to reduce their use of single-use plastic and undertake a review around recycling and re-use;
- Financially contributed to East Sussex County Council's grass verge cutting contract in 2020/21, to retain a a good standard of service and ensured visibility is maintained on pavements and highways;
- Considered whether the Town Council is the right service and has the funds available to take on services devolved by the District and County Councils, to ensure residents retain a good level of service provision.

5.2.2 Planning and development services

By 2025, we will have:

- Worked closely with the planning authority, Wealden District Council, to understand the latest legislative updates and guidance;
- Supported the development of a Neighbourhood Plan and worked with Action in Rural Sussex and the local Planning authority to enable this plan to be adopted and utilised alongside the Wealden Local Plan by developers;
- As a member of Uckfield Town Centre Regeneration Committee, we will have worked with our partners (*Wealden District Council and East Sussex County Council*) to explore options for regeneration within the centre of the town, and possibility of expanding the retail and business offer;
- Promoted the need for affordable housing within Uckfield Town, to support those in housing need and first time buyers;
- Worked with Wealden District Council to ensure the Town Council is fully engaged in other regulatory matters such as licensing;
- Developed an annual process by which the Town Council reviews its assets and strategic asset management plan and consideration is given to each of the Town Council's buildings to improve the efficiency and use of these properties
- Delivered a ten year programme of maintenance and decoration to all of the Town Council community buildings through schemes of major and minor works;
- Reviewed the condition of car parks adjacent to Town Council owned buildings and agreed a programme of repairs or resurfacing;
- Arranged an annual display of Christmas lights;
- Worked with the Chamber of Commerce to engage with High Street landlords (commercial and residential) to promote and secure improvements to street frontages.

5.2.3 Highways and Transport services

By 2025, we will have:

- Organised an annual day with partner agencies to educate young people about key issues – climate change and safety – potentially alternating the subject matter each year;
- Identified potential areas within the town which required improvements to pedestrian safety and worked with the relevant agencies to lobby for enhancements;
- Worked with our partner agencies to feed into improvements to the bus station area, to improve accessibility, signage and provide improved facilities such as real time bus information and public convenience(s);
- Worked with our partner agencies to identify highway issues within the access corridors into the town centre and utilised S106 developer contributions or Community Infrastructure Levy to improve the infrastructure and address matters relating to traffic congestion, traffic calming and road safety;
- Worked with the relevant partner agencies to address the danger of speeding vehicles and explored the possibility of extending the 20mph town centre speed limit;
- Introduced speed reduction initiatives including the use of temporary speed indicator devices and behaviour change campaigns, and explored the introduction of installing permanent speed indicator devices;
- Worked with partner agencies to identify and implement solutions for introducing parking controls within the town centre;
- Engaged in discussions to actively promote the re-opening of the Uckfield to Lewes railway line, and a direct route into Brighton;
- Worked with partner agencies to explore whether electric car charging points can be introduced in Uckfield town;
- Worked with partner agencies and landowners to explore the possibility of improving footway links between Ridgewood Farm, the SANGs and the nature reserves, and explored the possibility of creating a riverside walk;
- Created up to date street maps of the town, which highlight our open spaces and footways including the alleyways and twittens.

5.3 Provision

5.3.1 Central Services

By 2025, we will have:

- Improved communication with residents, businesses and visitors to the town through enhancements to the Town Council website and social media accounts;
- Improved the condition and display of existing noticeboards, and undertaken a review of their location to ensure they are clear and visible;
- Reviewed our existing financial and performance management processes in order to meet customer needs;
- Improved accessibility to committee meetings by installing an additional hearing loop in the Council Chamber;
- Encouraged applications from local traders and organisations in the Town Council's procurement procedures for contractual work within the town;
- Increased promotion of the town's key facilities;
- Provided training and briefings for the Town Councillors and staff, to support them in their learning and development;
- Undertaken an annual review of all key policies to ensure they remain up to date with the latest guidance and best practice;
- Changed from the existing cheque payment method to dual authorisation BACs payments for suppliers;
- Reduced our use of paper within the Town Council office, by reviewing our working practices and procedures with regard to file retention, purchase orders and invoicing and record management;



DRAFT - Our Annual Plan 2020-21 PRIORITIES

PEOPLE

PLACE

1	<p>PLAY AREA UPGRADE We will identify a suitable contractor and design following public consultation, and install a newly upgraded play area in Luxfords Field.</p>	4	<p>CLIMATE CHANGE We will investigate ways in which we can reduce our impact on climate change by reviewing our contracts, buildings and equipment, managing our land for nature, and minimising waste.</p>
2	<p>COMMUNITY GRANTS We will award up to £43,900 of community grant funding to local groups and charitable organisations for the period 2020-21</p>	5	<p>TREE FOR A TREE We will implement a tree planting scheme so that for every tree that has to be removed, another tree will be planted. We will also identify where additional trees can be planted on Town Council land.</p>
		6	<p>GRASS VERGE CUTTING We will contribute to the costs of the East Sussex County Council's grass verge cutting contract to retain a good standard of service, and ensure visibility is maintained on pavements and highways.</p>
3	<p>PUBLIC EVENTS IN THE TOWN We will work alongside the local business community and local community groups to deliver two free public events within the town; Weald on the Field and Uckfield Revival.</p>	7	<p>TOWN COUNCIL BUILDINGS We will review our older buildings and investigate how they could be better utilised to meet the needs of hirers and local community groups, and ensure that they remain in good state of repair.</p>
		8	<p>NEIGHBOURHOOD PLAN We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan ready for submission to the local planning authority.</p>

PROVISION

9	<p>NEW FINANCE We will look to change from our existing cheque payment method, by two signatories, to a dual authorisation BACs payment model and alter the Financial Regulations accordingly.</p>
10	<p>NEW BOOKING SYSTEM We will look to install a new booking system for the internal management of booking enquiries for the Town Council's rooms and open spaces.</p>

	Proposed Income	Proposed Expenditure	Proposed Income	Proposed Expenditure
	2019/2020	2019/2020	2020/2021	2020/2021
General Purposes				
Revenue	198,813	736,437	200,835	752,461
New Initiatives etc.		48,900		110,300
Earmarked Reserve Projects		91,000		40,050
Sub Totals		876,337		902,811
Environment and Leisure				
Revenue	91,220	257,662	96,440	263,053
New Initiatives etc.		23,540		6,800
Earmarked Reserve Projects		32,500		36,000
Sub Totals		313,702		305,853
Luxfords Restaurant				
Revenue	176,700	191,814	177,850	195,883
Earmarked Reserve Projects		0		750
New Initiatives		500		0
Sub Totals		192,314		196,633
Gross Income/Expenditure	466,733	1,382,353	475,125	1,405,297
		915,620		930,172
Wealden District Grant		-5665		0
Net Budget Requirement		909,955		930,172
Tax Base	5649.6		5649.6	
Band 'D' Council Tax		£161.06		£164.64

2.17%
£3.58

General Purposes

Committee	Nominal Code		2019/2020 Budget	Predicted Outturn	2020/2021 Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES				
		Cultural and Related Services				
		Recreation and Sport - Community Centres				
	5609	C/C Wood Pellets	8,425		12,000	
	5610	C/C rates	37,660		37,660	
	5611	C/C electricity	5,840		5,928	
	5612	C/C gas	3,045		3,090	
	5613	C/C water	3,045		3,090	
	5614	C/C cleaning materials	1,365		0	
	5617	C/C refuse collection	1,705		1,730	
	5620	C/C regular maintenance contracts	12,000		12,000	
	5622	Payphone	0		0	
	5625	C/C minor repairs	0		0	
	5632	Vending Machine	500		250	
	5635	C/C sundry items	0		0	
	5650	C/C publicity	1,300		1,300	
	5660	C/C repairs and renewals	30,000		30,000	
			0		0	
GP	5610 - 5676	Civic Centre	104,885		107,048	
	5743	The Hub	6,500		6,500	
	5744	The Hub rates	0		0	
GP	5743 - 5747	The Hub	6,500	0 0	6,500	
	5760	F/H rates	2,840		2,840	
	5761	F/H electricity	646		655	
	5762	F/H gas	3,300		3,350	
	5763	F/H water	305		309	
	5764	F/H cleaning materials	250		0	
	5765	F/H regular maintenance	2,000		1,500	
	5766	F/H repairs	2,500		2,000	
	5767	F/H litter collection	0		0	
	5768	F/H sundry items	0		0	
GP	5760 - 5769	Foresters Hall	11,841	0 0	10,654	
	5719	Victoria External Maintenance			0	
	5720	Victoria Pavilion rates	4,060		4,060	
	5721	V/P electricity	3,212		3,260	
	5722	V/P gas	3,105		3,151	
	5723	V/P water	1,657		1,681	
	5724	V/P cleaning materials	150		0	
	5725	V/P regular maintenance	2,500		2,750	
	5726	V/P repairs	2,000		2,500	
	5727	V/P litter collection	0		0	
	5728	V/P sundry items	0		0	
	5729	V/P Security alarm	0		0	
GP	5719 - 5729	Victoria Pavilion	16,684	0 0	17,402	
GP		Ridgewood Village Hall	0		0	
	5709	W/P external maintenance	0		0	
	5710	W/P Pavilion rates	0		0	
	5711	W/P Pavilion electricity	760		600	
	5712	W/P Security alarm line	0		0	
	5713	W/P Pavilion water	530		538	
	5714	W/P Pavilion cleaning materials	50		0	
	5715	W/P Pavilion regular maintenance	2,000		2,000	
	5716	W/P Pavilion repairs	2,000		1,500	
	5717	W/P Pavilion litter collection	0		0	
	5718	W/P Pavilion sundry items	0		0	
GP	5709 - 5718	West Park Pavilion	0		0	
		TOTAL	5,340	0 0	4,638	
		Income				
	4610	Weald Hall	-29,500		-29,000	

General Purposes

	4615	Weald Hall - Commercial	-1,200		-1,200
	4620	Council Chambers	-11,750		-11,750
	4625	Council Chambers - Commercial	-250		-250
	4630	Ashdown Room	-11,250		-14,250
	4635	Ashdown Room - Commercial	-4,500		-4,500
	4640	Green Room	-12,500		-15,500
	4650	Oakleaf Room	-8,000		-11,500
	4660	Mayors Parlour	-5,500		-4,000
	4670	Equipment hire	-1,250		-1,000
	4671	Martlets Room	-8,700		-9,500
	4673	Community Toilet scheme	-1,100		-1,100
GP	4610 - 4700	* Civic Centre	-95,500	0 0	-103,550
	4690	*Quickborn Suite	-8,500		-8,500
	4796	CAB rent	-15,450		-7,725
	4797	CAB re-charge of services	-3,000		-1,500
	4798	Source re-charge of services	-1,300		-1,350
		Source rent	-2,400		-2,400
GP	4796 - 4798	* The Hub	-22,150	0 0	-12,975
	4760	F/H regular users	-17,500		-17,500
	4761	F/H occasional users	-100		-100
	4762	F/H commercial	-75		-50
GP	4760 - 4763	* Foresters Hall	-17,675	0 0	-17,650
	4719	V.P Sussex Support Service Rent	-9,500		-10,500
	4720	Victoria Pavilion	-250		-260
	4721	V/P repayment of electricity	-1,000		-1,025
	4726	Victoria Garages (Cricket, Ensemble)	-100		-100
	4723	V/P repayment of gas	-800		-850
GP	4720 - 4723	* Victoria Pavilion	-11,650	0 0	-12,735
GP	4781	* Ridgewood Village Hall	-733		-750
GP	4710	* West Park Pavilion	-100		-150
		Vending Machine	-150		-50
GP	4677	* FiT Payments - Civic Centre	-5,000		-5,000
		* RHI Payments - Civic Centre	-10,000		-10,000
		TOTAL	-15,983	0 0	-15,950
		Net Expenditure			
		Planning and Development Services			
		Economic Development			
GP	5530/5532	Festive Lights			
	5530	Festive Lights	10,600		11,000
	5532	Festive lights electricity	250		275
		TOTAL	10,850	0 0	11,275
		Income			
GP	4530	* Festive Lights	-2,000		-2,000
		Net Expenditure	8,850	0 0	9,275
		CENTRAL SERVICES			
		Corporate and Democratic Core			
		Corporate Management			
		Administration and Hospitality			
	5410	Admin - general	2,150		2,150
	5411	Admin - radios	1,150		0
	5412	Admin - telephones	3,500		3,500
	5413	Admin - photocopier	7,040		3,500
	5415	Postage	1,350		675
	5416	Stationary	2,500		2,500
	5417	Printing	0		0
GP	5410- 5417	* Administration	17,690		12,325
GP	5435	* Hospitality	100		150
GP	5455	Health and Safety	1,250		1,250
		Advertising- Recruitment/General			0
GP	5425	* Recruitment	400		400

General Purposes

GP	5425	* General	250		250
		Accountant, Audit and Internal Audit Fees			0
GP	5475	* Accountant Fees	4,600		4,600
GP	5495	* External Audit Fees	2,000		2,000
GP	5494	* Internal Audit Fees	1,800		1,800
GP	5497	Professional Fees	12,000		10,500
GP	5793	Subscriptions	3,200		3,200
GP	5794	Training	5,500		5,500
GP	5430	Office Equipment	9,500		9,500
GP	5460	Insurances	30,000		30,000
GP	5577	Newsletter	5,300		5,250
GP	5490	Protective Clothing	300		400
GP	7903. 2300	Loan Costs	62,797		63,000
GP	5580 - 5590	Bank and Credit Charges			0
	5581	Bank charges	550		550
		TOTAL	139,547	0 0	138,350
		Income			
GP	4403/4410	* Training/Administration	-100		-100
	4414	Luxfords - re-allocation administration charges	0		0
GP	4579 - 4583	* Bank Interest			
	4579	Special Int, Bearing Interest (Now Business Reserve)	-1,000		-1,000
	4583	Interest Misc (Fixed rate bond)	-2,503		-2,500
		TOTAL	-3,603	0 0	-3,600
		Net Expenditure			
		Democratic Representation and Management			
GP	5543	Members Allowances	18,915		19,700
GP	5544	Members Expenses	100		100
GP	5465	Mayors Allowance	1,741		1,825
GP	5470	Elections	0		0
		TOTAL	20,756	0 0	21,625
		Income	0		0
		Net Expenditure			
		Grants and Partnerships			
GP	5480	Grants Section 142	19,500		19,500
GP	5485	Grants - Power of Well Being	25,000		25,000
GP	5487	Volunteer Bureau Service Level Agreement	8,000		8,000
		TOTAL	52,500	0 0	52,500
		Income			0
		Net Expenditure			
		Other Buildings and Services to the Public			
GP	5730-5732	Cemetery Buildings East & West	0		0
	5730	Cemetary Buildings rates	1,250		1,250
	5732	Cemetary Buildings repairs/contracts	900		900
GP		Signal Box, Osborn Hall, Foresters Hall Chapel			
	5735	Signal Box Repairs/contracts	1,500		1,500
		* Osborn Hall	0		0
	5750	All buildings cleaning materials	1,815		2,000
	5770	* Foresters Hall Chapel	0		0
GP	5772-5774	2a Vernon Road	200		200
GP	5790	Bridge Cottage	0		0
		TOTAL	5,665	0 0	5,850
		Income			
GP	4730	* Cemetery Building East	-4,200		-5,500
GP	4775-4776	* Signal Box + Insurance recharge	-4,485		-4,600
		Signal Box, Osborn Hall, Foresters Hall Chapel			
GP	4780	* Osborn Hall	-415		-425
GP		* Foresters Hall Chapel	-1,087		-1,150

General Purposes

GP	4771	* 2a Vernon Road	-7,500		-7,200
GP	4783	* Bridge Cottage + Insurance recharge	-4,065		-5,000
		TOTAL	-21,752	0 0	-23,875
		Net Expenditure	-16,087		-18,025
		SALARIES			
GP	5680 - 5682, 5795	Caretakers/Other Buildings			
	5680	Caretakers - salaries	70,545		76,717
	5686	Casual Caretakers	7,731		2,500
	5681	Caretakers - National Insurance	3,304		3,736
		Caretakers - Pension	15,141		18,950
	5795	Other building - salaries	4,561		4,835
GP	5540 - 5542	Administration			
	5540	Office staff - salaries	184,645		198,971
	5541	Office staff - National Insurance	17,923		18,524
	5542	Office staff - pension	41,734		40,061
		TOTAL	345,584	0 0	364,294
		Total Revenue Expenditure	737,842		752,461
		Total Income	-198,813		-200,835
			539,029	0 0	551,626
		Saving for Long Term Earmarked Projects			
		Elections	5,750		6,000
		W Hall Floor	5,000		5,000
		Signal Box replacement boiler	250		250
		Snatts Road Chapel, replacement roof	5,000		0
		Civic Centre communal carpet - 10 year project			1,000
		5 yearly EICR's for all outlets			2,800
		Future reconfiguration or renovations to existing buildings			25,000
			16,000	0 0	40,050
		Total New Initiatives 2020/21			
		Building Maintenance	75,000		72,000
		West Park Pavilion Scheme	10,000		20,000
		Bus Service	3,900		3,900
		Replacement back drops Weald Hall	2,500		2,500
		Installation of charging point by Civic Centre	0		5,000
		Up to date rebuild valuations of 9 properties for Insurance purposes	0		4,500
		Air conditioning for some areas of Civic Centre?	0		0
		Ibabs - Meeting software - online	0		2,400
					110,300
		Initiatives from 2019/20			
		Data Protection	1,000		0
		Civic Centre CCTV upgrade	6,000		0
		Civic Centre Wifi upgrade	6,000		0
		Upgrade of Town Council website	4,000		0
		Replacement of Civic Centre booking system	8,000		0
		Online Event Ticket System	1,500		0
		Five Year Asset Valuation	6,000		0
			48,900	0 0	0
			802,742	0 0	902,811

TOTAL 2019/2020					
Total Revenue Expenditure			736,027		752,461
Total Long Term Earmarked Reserve Projects			91,000		40,050

General Purposes

Total New Initiatives	48,900		110,300
Total Budget Expenditure	875,927		902,811
Total Income	-198,813		-200,835
Net Expenditure	677,114		701,976

Committee	Nominal Code		2019/2020 Budget	2019/2020 Predicted Outturn	2020/2021 Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES				
		Cultural and Related Services				
		Recreation and Sport - Leisure and Recreation Grounds				
E & L	5120	Playing Fields and Pitches	16,000	0	16,000	
E & L	5176	Play Equipment Repairs/Maintenance	3,000	0	3,000	
E & L	5203	Grounds Maintenance - Contract	13,500	-	16,500	
E & L	5204	Grounds Maintenance - General	1,700	0	1,800	
E & L	5201	General Equipment Repairs and Hire	2,000	0	2,000	
E & L	5202	New Equipment	1,500	0	1,500	
	5205	Hire of Equipment	100	0	100	
E & L		Vehicle Running Costs				
E & L	5269	* Transit	2,000	-	2,000	
E & L	5279	* Movano	2,200	-	2,000	
E & L	5275	*Tractor	1,600	-	1,500	
E & L	5271	* Ford Ranger	2,000	-	2,000	
		TOTAL	45,600	0	0	48,400
		Income				
E & L	4110	* Sport Income	-10,500	0	-10,500	
E & L	4120	* Event Income	-4,700	0	-5,500	
		TOTAL	-15,200	0	0	-16,000
		Net Expenditure	30,400	0	0	32,400
		Public Open Spaces, Planting and Allotments				
E & L	5100	Allotments	2,000	0	2,030	
E & L	5231	Hempstead Meadows and West Park LNRs + sites of conservation interest	2,500	0	2,500	
	5038	Ecology Survey Bellbrook Open Space	0	0	0	
E & L	5295	Litter Bins	4,600	0	4,000	
	5296	Litter Collection, Open Spaces	900	0	3,600	
E&L	5375	Repair & replacement of street furniture	2,000	0	1,500	
E & L	5305	UTC Promotional Tent	0	0	0	
E & L	5330	Corporate Signage	250	0	250	
E & L	5058	Protective Clothing	500	0	650	
E & L	5280	Fencing	1,000	0	750	
E & L	5299	Horticulture - Bedding	300	0	300	
E & L	5285	Tree Works	3,000	0	3,000	
E & L	5377	Cleaning Materials GROUNDS	120	0	100	
	5033	HMLNR & WPLNR	500		500	
		TOTAL	17,670	0	0	19,180
		Income				
E & L	4100	* Allotments	-4,700	0	-5,250	
	4101	*Allotment Deposits	-300	0	-800	
	4275	* Environment Sundry Income	-100	0	-200	
E & L	4123	West Park Culvert Maintenance Agreement with WDC	-350	0	-360	
		TOTAL	-5,450	0	0	-6,610
		Net Expenditure	12,220	0	0	12,570
		Culture and Heritage				
E & L	5394	Twining Hospitality	0	0	100	
E & L	5300	Civic Centre Events	27,500	0	27,500	
	5301	Performing Rights Society	1,300	0	500	

	5302	Event Advertising /Marketing	4,000	0	4,000
	5078	Weald on the Field and Revival	3,000		3,000
		TOTAL	35,800	-	35,100
E & L	4050	Civic Centre Events	-35,700	0	-35,000
		Net Expenditure	100	0	100

Committee	Nominal Code		2019/2020 Budget	2019/2020 Predicted Outurn	2020/2021 Budget
		Planning and Development Services			
		Economic Development			
E & L	5370	Town Security CCTV	3,000	0	3,000
E & L	5373	Floral Displays Town Centre Baskets & Troughs	3,500	0	3,500
		TOTAL	6,500	0	6,500
E & L	4350	Income - Roundabout	-440	0	-850
E&L	4390	CCTV - Chamber Contribution	-650	0	-650
		Total	-1090	0	-1500
		Net Expenditure	5,410	0	5,000
		Environmental and Regulatory Services			
E & L		Cemetery Services			
	5181	* Grave Digging	5,075	0	5,000
	5180	* Rates/Water	1,240	0	1,258
	5182	*Litter	1,600	0	1,600
	5186	* Maintenance	400	0	400
		TOTAL	8,315	0	8,258
		Income			
E & L	4180	* Cemetery - Interments	-23,950	0	-27,500
	4181	* Cemetery - Memorials	-5,500	0	-5,500
	4182	* Cemetery - Sundry Income	-450	0	-450
	4183	* Cemetery - Maintenance Charge	-2,600	0	-2,600
		TOTAL			-36,050
		Net Expenditure	-32,500	0	-27,792
		HIGHWAYS AND TRANSPORT SERVICES			
		Highways and Transportation			
		Street Lights - Supply, Maintenance and Repairs			
E & L	5080	* Supply & Maintenance	9,000	0	9,000
E & L	5081	* Repairs	3,200	0	2,500
E & L	5082	* New Lights	0	0	0
E & L	5372	Road Safety Week	1,600	0	1,600
E & L	5086	Bus Shelters	100	0	100
	5053	New Bus Shelter	0	0	0
E&L	5350	Roundabout Expenditure	100	0	100
		TOTAL	14,000	0	13,300
		Income			
E & L	4370	* Road Safety Week	0	0	0
E & L	4295/4240	* Delegated Functions	-1,280	0	-1,280
		TOTAL	-1,280	0	-1,280
		Net Expenditure	12,720	0	12,020

		Other Buildings and Services to the Public				
E & L	5294	Graffiti Removal	50	0		50
		TOTAL	50	0	0	50
E & L	5360	Salaries Groundsmen	76,908	0		79,400
	5361	Groundsmen - NI	5,963	0		6,192
	5362	Groundsmen - Pension	17,381	0		16,536
	5230	Salary Ranger	29,475	0		30,137
		TOTAL	129,727	0	0	132,265
		TOTAL REVENUE EXPENDITURE	257,662	-		263,053
		TOTAL INCOME	-82,670	0		-96,440
		TOTAL	174,992	-		166,613

Committee	Nominal Code		2019/2020 Budget	2019/2020 Predicted Outturn		2020/2021 Budget
		Long Term Earmarked Reserve Projects				
		Upgrade to Luxfords Play area	25,000	0		20,000
		Old Timbers Lane	1,500	0		1,000
		Vehicle Replacement	1,000	0		3,000
		Street Light replacement SOX lanterns	2,000	0		2,000
		West Park LNR Boardwalk	2,000			10,000
		Total Long Term Earmarked Projects	29,500	0	0	36,000
		TOTAL				
		New initiatives for 2020/21				
		Additional tree planting				2,500
		Bench on London Road by Southview Drive				TBC
		ESCC Grass verge cutting contribution 2020/21				4,300
		Memorial bench plaques				TBC
						6,800
		Previous Initiatives 2019/2020				
		Safety surface Hempstead Lane Play Area	12,500			0
		Funds to promote use of single plastics	200			0
		Dog Bag Dispenser Scheme - Advertising	1,000			0
		Adult equipment signs Hempstead Lane and Ridgewood + QR codes	1,340			0
		Additional Grass cutting ESCC grass verges	6,500			0
		TOTAL	21,540	0	0	0
		TOTAL	2019/2020			2020/2021
		Total Revenue Expenditure	257,662	-		263,053
		Total Long Term Earmarked Reserve Projects	32,500	0		36,000

Total New Initiatives	23,540	0	6,800
Total Budget Expenditure	313,702	0	305,853
Total Income	-91,220	0	-96,440
Net Expenditure	222,482	0	209,413

Committee	Nominal Code		2019/2020 Budget	2020/2021 Budget	Notes
		OTHER SERVICES			
GP		Luxfords			
	5810	* Food Purchases	37,500	37,500	
	5820	* Bar Purchases Non Alcoholic	2,750	2,700	
	5825	* Bar Purchases Alcoholic	6,500	5,500	
	5840	* Paper Consumables	2,600	2,600	
	5845	* Maintenance & Repairs	2,800	2,000	
	5850	Equipment	2,000	2,000	
	5855	Luxfords equipment hire	250	250	
	5860	Luxford Postage	300	100	
	5870	Stationery	100	50	
	5865	Luxford Telephone	175	175	
	5875	Luxford Recruitment Advertising	0	0	
	5880	Luxfords General Advertising	1,400	1,750	
	5890	* Uniforms & Protective Clothing	200	200	
	5895	* Training	0	0	
	5980	* Credit Charges	1,500	1,500	
	5861	* Rates	9,500	9,500	
	5862	Electricity	5,950	6,100	
	5863	Gas	550	550	
	5864	Water	1,300	1,300	
	5866	* Litter Collection	2,000	1,500	
	5867	* Stock Taker	750	790	
	5940	Luxfords salaries	89,386	94,021	
	5941	Luxfords National Insurance	3,613	3,764	
	5942	Luxfords Pension	14,450	15,033	
	5945	Luxfords Casual wages	6,240	7,000	
		*Management costs	0	0	
		TOTAL	191,814	195,883	
GP		Income			
	4810	* Restaurant Food Sales	-121,800	-122,000	
	4820	* Restaurant Bar Sales	-6,800	-8,000	
	4825	* Takeaway	0	0	
	4910	* Function Food Sales	-26,500	-26,500	
	4920	* Function Bar Sales	-17,500	-17,500	
	4850	*General equipment hire	0	0	
	4940	*Hire of Equipment	-1,100	-1,100	
	4840	*Hire of Luxfords	-2,250	-2,250	
	4950	*Sundry Income	-750	-500	
		TOTAL	-176,700	-177,850	
		Net Expenditure	15,114	18,033	
		Long Term Earmarked Projects			
		Decoration and repair of restaurant	0	750	
		Total		750	
		New Initiatives 2018/2019			
		New Microwave	500	0	
		New Wine Fridge	0	0	
		Total Budget Expenditure	192,314	195,883	
		Income	-176,700	-177,850	
		Net Expenditure	15,614	18,033	

TOTAL 2020/2021			
Total Revenue Expenditure			195,883
New Initiatives			0
Total Long Term Earmarked Reserve Projects			750
Total Budget Expenditure			196,633
Total Income		-	177,850
Net Expenditure			18,783



UCKFIELD TOWN COUNCIL
DRAFT
Property Asset Management Plan
2020- 25

Contents

1.0	Purpose of the Asset Management Plan	Page 3
2.0	Function of the Asset Management Plan	Page 3
3.0	The Town Council's Asset Portfolio	Page 4
4.0	Asset Management Strategy 2020-25	Page 5
5.0	Asset Management Strategy Delivery 2020-21	Page 5
6.0	Process for Adoption and Operation	Page 6
Appendix 1 - Consultation and Protocols		Page 7
Appendix 2 – External Influences		Page 8
Appendix 3 - Asset Register		Page 9
Appendix 4 - Summary of Building Maintenance Costs		Page 19

1.0 Purpose of the Asset Management Plan

Uckfield Town Council first drafted an Asset Management Plan in 2001 in line with guidance from the Department of the Environment and Transport, and the Regions. It provided details of the operational assets at that time in terms of land and buildings, vehicles and non-operational assets which were leased out to other parties. However, this document did not closely align with the Town Council's strategic documents at that time nor was it referred to on a regular basis.

The Town Council produced a new Asset Management Plan in 2017. The Town Council recognised the important role that property plays in supporting the Town Council to deliver its strategic and annual plans and wants to provide a clear and accessible statement of its intentions for the portfolio both in the immediate year and over the next five years. The Asset Management Plan has been written in accordance with the Royal Institution of Chartered Surveyors Public Sector Property Asset Management Guidelines and further reflects good practice as recognised by Chartered Institute of Public Finance and Accountancy. It provides a clear, approved strategy for the management of the Town Council's property assets.

2.0 Function of the Asset Management Plan

1. To manage the asset portfolio in support of the Town Council's Annual Plan and Strategic Plan;
2. To define the property portfolio, its value, condition and suitability to deliver the Town Council's priorities;
3. To outline the policy for holding, acquiring and disposing of the property assets;
4. To identify opportunities to rationalise, invest or develop the property portfolio to support the Town Council's corporate priorities and the need for financial return;
5. To raise awareness of property as a valuable and workable asset in support of the Town Council's corporate priorities;
6. To manage the asset portfolio to deliver the needs of the Town Council's services;
7. To maximise asset value and asset use through strategic maintenance and operational planning;

The property assets are managed both individually and as an entire portfolio to maximise operational value, income generation and capital value at all times whilst complying with the requirements for commercial sensitivity, economic viability, best value and probity.

The Asset Management Plan (AMP) identifies the anticipated maintenance budget requirement over a five to ten-year period for the building assets. This is used to assist in financial planning and to indicate ongoing costs related to the individual assets to inform strategic decisions on their future.

The AMP is subject to consultation processes which are summarised at Appendix 1.

The management of the property assets is subject to external and internal influences which are summarised at Appendix 2.

The AMP will support the Council in the delivery of its corporate priorities through ensuring that the portfolio is dynamically managed with focus directed towards priority areas, maintenance costs kept to a sustainable level and strategic decisions based on delivering services and optimising financial return.

3.0 The Town Council's Asset Portfolio

The Portfolio comprises 65 land and property assets. These assets comprise buildings, land, recreation grounds and playing fields, woodland, cemeteries, allotments, playgrounds and a signal box. In addition, the Town Council holds a number of wayleaves, licences and leases and street furniture.

Asset Type	Number of Assets
Allotment	7
Building	13
Cemetery	2
Land	16
Nature Reserve	3
Path	1
Playground	8
Pond	2
Recreation Ground	7
Woodland	6
Total	65

The assets are summarised in the Asset Register at Appendix 3 in accordance with these categories.

A number of the Town Council's assets were last valued in 31 March 2019. This exercise is typically undertaken every five years and will next be carried out in April 2024. The values given are made for capital accounting purposes in accordance with the Royal Institution of Chartered Surveyors Valuation Standards and with the International Public Sector Accounting Standards.

The basis of the value used for each property depended upon the type of asset held and whether it is used by the Council or held for investment purposes. The uses were categorised into:

Operational (specialised) – used by Council/purpose built properties

Operational (non-specialised) – used by Council/more general use

Non-Operational – usually held for investment

Heritage – a historic building held for its cultural, educational and environmental values

Please note that this market valuation has classed Bridge Cottage as a heritage asset. This is a change from the March 2014 asset valuation, as at the time, it was categorised as a non-operational asset held for investment purposes.

In March 2014, the asset portfolio was valued at £4,513,250 ^[1] (March 2014) with an annual rental income of £57,034 (*which includes all income from building rents and other rents and wayleaves at Nov 2018*) and an annual maintenance budget which has recently been in the region of £70-£100k to work through some major works required.

In March 2019, the asset portfolio was valued at £5,823,050 with an annual rental income of £53,411 (which includes all income from lease/licence agreement rental payments and wayleaves only at March 2019) and an annual maintenance budget which has recently been in the region of £75k per annum.

The works and servicing requirement for the buildings is prioritised to ensure that all legislative compliance needs are met followed by maintaining a 'fitness for purpose' to deliver the operational need and to maintain the asset value.

In 2014, a Building Maintenance Programme was commissioned which is currently in its fifth year. The plan details the work needed on the building assets where the Town Council has a maintenance responsibility and provides an estimate of the cost of the work. A new stock condition survey has been carried out in 2019, which identifies future works to be carried out over the next five years.

The Town Council reviews the building maintenance programme on an annual basis in order to prioritise works in accordance with the condition of all buildings. The Town Council has also recently reviewed works, to see what works can be carried out by local contractors and smaller firms in contrast to larger scale or specialist works.

4.0 Asset Management Strategy 2020-25

The Asset Management Strategy defines the framework for the property portfolio management over the next three to five years. The Town Council will:

- Manage the assets to support the objectives of the Strategic Plan;
- Manage the assets in accordance with relevant legislation;
- Undertake a review of existing land use;
- Consider the acquisition and disposal of assets to support the strategic priorities;
- Undertake a full review of leases, licences and other land interests to ensure that they are up to date and that all occupations are properly regularised;
- Review statutory compliance of the Town Council's buildings to ensure that proper procedures are in place to comply with Health and Safety requirements;
- Produce and update a Maintenance Strategy to support the Asset Management Strategy which, when combined will jointly assist in the delivery of the corporate priorities. The maintenance plan will identify the annual actions that will need to be carried out from year to year to achieve the Maintenance Strategy;
- Identify opportunities to work with partners to support wider public sector real estate strategies.

5.0 Asset Management Strategy Delivery 2020-21

The Asset Management Plan underpins the five-year property asset strategy and also breaks this down into stages to be achieved in each financial year of the Asset Management Plan. Over the next financial year, the Town Council will:

- Review and confirm the Maintenance Strategy for the next 5 years;
- Consider options for delivering the backlog of maintenance;
- Deliver year 5 of the planned maintenance programme;
- Develop a programme and commence the review of the leases, licences and land titles;
- Consider initiatives listed within the Town Council's strategic plan to upgrade or improve the facilities offered by the Town Council such as West Park Pavilion etc. This will be considered in the context of the overall property portfolio;
- Explore options for creating further recreational facilities;
- Land holdings will be reviewed to reflect the Town Council's people and financial objectives;
- Manage consultants and contractors to deliver the asset management objectives;
- Report six monthly on the delivery of the asset management plan objectives.

6.0 Process for Adoption and Operation

The Town Clerk will present the Asset Management Plan to the Town Council for approval and adoption.

If approved, the Asset Management Plan will form the strategy under which the property portfolio is managed by the Town Clerk on behalf of the Town Council. The Town Clerk will agree targets for the delivery of the strategy over the forthcoming financial year and will report at the end of the financial year as part of the asset management plan annual review.

7.0 Appendices:

Appendix 1: Consultation and protocols

Appendix 2: External Influences

Appendix 3: Asset Register

Appendix 4: Summary of building maintenance costs

Appendix 1 - Consultation and Protocols

The draft Asset Management Plan will be presented to the Town Council for consideration with a recommendation that it be accepted and formalised into the Final Asset Management Plan subject to any amendments that the Town Council wish to see included into the final document.

The AMP will then be amended to reflect the Town Council's decision and the final document will be published and will confirm the strategy upon which the property assets will be managed for the period of the Asset Management Plan.

The AMP will be presented to the Town Council each year in draft alongside the draft budget and draft priorities to summarise progress over the outgoing financial year and to identify targets for the forthcoming financial year. The Town Council will be invited to review progress and approve the following year's targets.

The Town Clerk will report to the Town Council on the progress of the Asset Management Plan on a six-monthly basis via Full Council and the delivery of the objectives for the specific financial year.

Appendix 2 – External Influences

Legislation

The property portfolio will be managed and maintained in accordance with relevant legislation to ensure compliance with Health and Safety, Landlord and Tenant, Planning and environmental legislation.

Best Practice

In addition, the portfolio will be managed in accordance with best practice following relevant industry guidelines and guidelines and policies from Central Government.

New leases will be let in accordance with RICS best practice; Asset maintenance will follow the RICS best practice on maintenance management as outlined in Strategic Facilities Management Guidance Note.

Where appropriate the Town Council will follow the Government's Transparency Code for recording asset database details.

Property Market

Recommendations for the strategic and operational management and maintenance of the Town Council's property assets will be made having regard to the nature of the property market at the relevant time.

Appendix 3 - Asset Register

Allotment

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS13	Ridgewood Allotments (i)	Allotment land, declared Town Council land 1978. Members agreed in 2009 (FC.082.03.09) during a review of the Strategic Housing Land Availability Assessment that no allotment sites should be offered for housing development.	Allotment	Freehold	0.72ha
OS27	West Park Allotments	Allotment land, transferred from developer in 1987 with restrictive covenants in place. As per FC.082.03.09 above.	Allotment	Freehold	0.36ha
OS30	Bell Lane Allotments	Allotments leased from ESCC in 1995. As per FC.082.03.09 above.	Allotment	Leasehold	0.19ha
OS32	Bird-in-Eye Allotments	Allotment land purchased in 1932 with restrictive covenants. As per FC.082.03.09 above.	Allotment	Freehold	0.85ha
OS39	Framfield Road Allotments (i)	Allotment land purchased in 1932, divided by road to hospital in 1992. As per FC.082.03.09 above.	Allotment	Freehold	0.86ha

OS40	Framfield Road Allotments (ii)	Allotment land purchased in 1932, divided by road to hospital in 1992. As per FC.082.03.09 above.	Allotment	Freehold	0.43ha
OS48	Ridgewood Allotments (ii)	Allotment land, declared Town Council land 1978.	Allotment	Freehold	0.76ha

Building

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS16	Ridgewood Village Hall	Hall leased on full repairing lease to Ridgewood Village Hall Management Committee. (25 year term from April 2010)	Building	Freehold, leased out	0.21ha
OS24	2A Vernon Road	Flat and garden to the rear of Foresters Hall. Purchased in 1994, rented out.	Building	Freehold, leased out	0.06ha
OS38	Foresters Hall	Community hall and associated land/car park purchased in 1986 and available for hire to community groups and individuals.	Building	Freehold	0.10ha
OS45	Victoria Pavilion	Pavilion building adjacent to Victoria Pleasure Ground. Ground floor of pavilion available for hire by recreation ground users or organisations. First floor of pavilion leased to Sussex Support Services. (5 year term from April 2014)	Building	Freehold, leased out	0.03ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS49	West Park Pavilion	Pavilion building adjacent to West Park recreation ground. Pavilion is available for hire by recreation ground users or organisations. The building was transferred from developer in 1987 with restrictive covenants in place. Previously reviewed for redevelopment.	Building	Freehold	0.02ha
OS50	The Hub	Building purchased from ESCC in 2007. Southern side of building is leased to Citizen's Advice Bureau (5 year term from Sept 2017); Northern side of building is leased to The Baptist Church (1 year extension from Sept 2017).	Building	Freehold	0.03ha
OS51	Civic Centre	Building housing Town Council Offices, meeting rooms, function rooms and restaurant. Opened in 1991 by the Mayor.	Building	Freehold	0.12ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS55	Bridge Cottage	Historic building purchased from ESCC in 1984. Leased to Uckfield and District Preservation Society (25 year full repairing lease from December 2015). Previously reviewed for redevelopment.	Building	Freehold, leased out	0.01ha
OS55a	Bridge Cottage - Shop Adjacent	Building adjacent to Bridge Cottage and associated land. Purchased in 2010. Forms part of above lease arrangements with Uckfield and District Preservation Society.	Building	Freehold, leased out	
OS56	Signal Box	Former Signal Box building, purchased from British Railways Board in 1993. Leased out to commercial tenant (3 year term from July 2015)	Building	Freehold, leased out	
OS57	Osborn Hall	Community hall leased out to Guide Association on a full repairing lease. (20 year term from Jan 2006 – review to be undertaken every five years).	Building	Freehold, leased out	0.02ha
OS63	Large storage unit - Victoria Pleasure Ground	Building used to store grounds equipment and vehicles. Completed in 2012.	Building	Freehold	

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS64	Double garage storage - Victoria Pleasure Ground	Set of double garages. One leased to Anderida Cricket Club and one is leased to Uckfield Performance Ensemble on full repairing leases.	Building	Freehold, leased out	

Cemetery

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS34	Snatts Road Cemetery and Chapel	Cemetery (new section) purchased in 1942.	Cemetery	Freehold	1.33ha
OS35	Snatts Road Cemetery and Chapel	Cemetery and Chapel (Consecration of chapel removed by Lord Bishop of Chichester in 1999). One chapel and part of second chapel leased to commercial tenant – 3 year lease from Feb 2016). Part of second chapel utilised by Uckfield Town Council.	Cemetery	Freehold	1.19ha

Land

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS1	Land to the north of Hart Close	Open land adjacent to road, transferred to Town Council by developer. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.22ha
OS2	Hempstead Fields	Open land adjacent to recreation ground, transferred to Town Council by developer in 1991. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	1.69ha
OS6	Hunters Way	Open land with footpaths and tree planting, transferred to Town Council by developer in 1973. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.36ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS7	Linnet Green	Open land adjacent to road, acquired by Town Council in 1955. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.05ha
OS9	Land at Harlands Farm	Open land and woods, transferred to Town Council by developer in 1989. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.30ha
OS10	New Barn Farm	Open land, transferred to Town Council by developer in 1990. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed it was not appropriate at that time.	Land	Freehold	3.24ha
OS11	Oaklea Way	Open land adjacent to road, previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.11ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS18	Rocks Park Bank	Open land adjacent to road junction. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.07ha
OS19	Rocks Park Flats	Open land with footpaths and tree planting, transferred to Town Council by developer in 1990. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.28ha
OS21	Land at Selby Road (Selby Meadows)	Open land under 5 year licence from March 2015 for community use. Registered as an Asset of Community Value. Resolution to continue to review the use of the land.	Land	Freehold, licenced out	0.13ha
OS22	Shepherds Gate	Open land, transferred to Town Council by developer in 1995. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.16ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS23	Swallow Court	Open land, transferred to Town Council by developer in 1955. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.03ha
OS31	Bellbrook Open Space	Open land, transferred from developer in 1995 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. Considered unsuitable as currently a de facto Nature Reserve.	Land	Freehold	1.46ha
OS33	Browns Lane Rockery and Path	Open land, transferred from developer in 1991 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.08ha
OS37	Elizabeth Gardens	Open land with footpath. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.14ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS52	Land and woods at Harlands Farm	Land and woods, transferred to Town Council by developer in 1989, adjacent to Harlands Farm. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.03ha

Nature Reserve

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS20	Hempstead Meadows LNR	Open land established as a nature reserve in 2002. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Nature Reserve	Freehold	1.60ha
OS58	HMLNR extension	Open land adjacent to Hempstead Lane Local Nature Reserve, transferred to the Town Council by developer in 2008. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Nature Reserve	Freehold	2.42ha

OS29	West Park Local Nature Reserve	Open land, transferred from developer in 1990 with agreement to create local nature reserve. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Land	Freehold	11.04ha
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Path

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS62	Land on South side of 32 Keld Drive and North side of 33 Keld Drive	Access path to the Bird-in-Eye allotments	Path		

Playground

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS5	Hughes Way	Playground with play equipment, transferred to Town Council by developer in 1998. New play equipment installed in Feb 2018.	Playground	Freehold	0.09ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS12	Oakwood Drive	Playground with play equipment, transferred from developer in 1987.	Playground	Freehold	0.09ha
OS15	Ridgewood Play Area	Playground with play equipment, declared Town Council land 1978. New play equipment & MUGA installed in Oct 2016.	Playground	Freehold	0.03ha
OS17	Rocks Park Play Area	Playground with play equipment..	Playground	Freehold	0.33ha
OS36	Downland Copse	Playground with basket ball court, transferred from developer in 1993..	Playground	Freehold	0.15ha
OS44	Luxford Field Play Area	Playground with play equipment, transferred to Town Council from ESCC in 1983..	Playground	Freehold	0.13ha
OS46	Hempstead Play Area	Playground with play equipment, acquired by Town Council in 1932. New play equipment installed in August 2013.	Playground	Freehold	0.02ha
OS47	Victoria Play Area	Play area, part of Victoria Pleasure Ground, leased from Richard James Streatfield in 1897 for 999 years. New surfacing added in 2017.	Playground	Leasehold	0.09ha

Pond

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS53	Harlands Farm Pond	Pond, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Pond	Freehold	0.16ha
OS61	Balancing Pond at Harlands	Balancing pond behind pumping station on Mallard Drive, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Pond	Freehold	0.21ha

Recreation Ground

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS3	Hempstead Lane Recreation Ground	Recreation ground, acquired in 1932, with some restrictions.	Recreation Ground	Freehold	0.76ha
OS8	Luxford Field	Open land for recreation open space, public recreation ground or a site of a community building, transferred from ESCC in 1983. Requirements are in place that need to be observed.	Land	Freehold	1.13ha
OS14	Ridgewood Recreation Ground	Open land used as recreation area, declared Town Council land 1978.	Recreation Ground	Freehold	1.94ha

OS25	Victoria Pleasure Ground Tennis Courts	Tennis Court, part of Victoria Pleasure Ground, leased from Richard James Streatfield in 1897 for 999 years.	Recreation Ground	Leasehold	0.12ha
OS26	Victoria Pleasure Ground	Recreation ground, leased from Richard James Streatfield in 1897 for 999 years.	Recreation Ground	Leasehold	3.37ha
OS28	West Park Playing Fields	Recreation ground, transferred from developer in 1987 with restrictive covenants in place.	Recreation Ground	Freehold	2.97ha
OS42	Harlands Farm playing fields	Open recreation ground, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Recreation Ground	Freehold	2.07ha

Woodland

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS4	Boothland Wood	Woodland transferred to Town Council by developer with restrictive covenants. .	Woodland	Freehold	4.99ha
OS41	Nightingale Wood	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	2.00ha
OS43	Bridge Farm Road Wood	Woodland, transferred to Town Council by developer in 2002 with restrictive covenants.	Woodland	Freehold	0.66ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS54	Harlands Farm woods	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.16ha
OS59	Nightingale Wood (extension)	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.31ha
OS60	Nightingale Wood (extension)	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.46ha

Appendix 4 - Summary of Building Maintenance Costs

To be updated in accordance with the recent stock condition survey

Site Name	2020/21	2021/22	2022/23	2023/24	2024/25
Snatts Road Cemetery (Wall)					
Snatts Road Cemetery Chapel					
Uckfield Civic Centre					
Foresters Hall					
Signal Box					
The Hub					
Victoria Park Pavilion					
West Park Pavilion					
2A Vernon Road					
Equipment (skip/scaffolding etc)					
Labour/preliminaries					
Review of Maintenance Programme/ Additional works					
Total					

Meeting of Full Council

Monday 9th December 2019

Agenda Item 16.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

1.1 The report sets out the engagements of the Town Mayor and Deputy Mayor.

TO NOTE THE MAYOR'S ENGAGEMENTS

27 th October	FunAbounds 10 th Anniversary celebrations
8 th November	Uckfield FM Community Awards
10 th November	Remembrance Service at Eugene Seghers Memorial
10 th November	Remembrance Service and Parade
13 th November	Meet with Wealden Chairman Cllr. Doodes, Town Clerk and Mr Martin Barnett (Plastic Free & Brighter Uckfield)
14 th November	ESFRS Safe Drive Stay Alive event
23 rd November	High Sheriff of East Sussex Prayer Breakfast
25 th November	Presentation to winners of UTC Calendar Competition
29 th November	Opening of Digital x-ray Department Uckfield Hospital
5 th December	Invitation from Brighton Mayor – Great Kitchen Brighton Pavilion
15 th December	Sussex Association of Bonfire Societies - Carol Service
26 th January 2020	Office invitation to Panto Iver Heath Drama Club, Slough

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

27 th October	FunAbounds 10 th Anniversary celebrations
8 th November	Uckfield FM Community Awards
10 th November	Remembrance Service at Eugene Seghers Memorial
10 th November	Remembrance Service and Parade
11 th November	Remembrance Day Short service
14 th November	ESFRS Safe Drive Stay Alive event
15 th December	Sussex Association of Bonfire Societies - Carol Service