



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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

in

The Council Chamber, Civic Centre

on

Monday 20<sup>th</sup> January 2020 at 7.00pm

### AGENDA

Under The Openness of Local Government Bodies Regulations 2014, members of the public are able to film or record during a committee meeting.

#### 1.0 DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

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

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

#### 4.0 APOLOGIES FOR ABSENCE

#### 5.0 MINUTES

5.1 To **RESOLVE** that the minutes of the Full Council on 9<sup>th</sup> December 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 23<sup>rd</sup> December 2019 and 13<sup>th</sup> January 2020
  - (b) Environment and Leisure Committee 6<sup>th</sup> January 2020
  - (c) General Purposes Committee 16<sup>th</sup> December 2019

**7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

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

**8.0 TO RECEIVE REPORTS FROM WORKING GROUPS**

- (i) Civic Centre Working Group  
(to be considered under confidential business)
- (ii) Uckfield – Events Working Group  
(nothing to report – working group meeting late January 2020)
- (iii) Uckfield Dementia Forum  
(nothing to report – next meeting February 2020)

**9.0 TO CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2020/21**

(Attached)

**10.0 TO CONSIDER THE DRAFT BUDGET (2020/21) AND MEDIUM-TERM FINANCIAL STRATEGY 2020-25 FOR WEALDEN DISTRICT COUNCIL**

(Attached)

**11.0 TO CONSIDER PROVIDING A FINANCIAL CONTRIBUTION TO THE CONSERVATORS OF THE ASHDOWN FOREST**

(Attached)

**12.0 TO FORMALLY ADOPT THE TOWN COUNCIL'S STRATEGIC PLAN 2020/25**

(Attached)

**13.0 TO FORMALLY ADOPT THE TOWN COUNCIL'S ANNUAL PLAN 2020/21**

(Attached)

**14.0 TO FORMALLY SET THE ANNUAL BUDGET (PRECEPT) FOR 2020/21**

(Attached)

**15.0 TO FORMALLY ADOPT THE ASSET MANAGEMENT PLAN FOR 2020/21**

(Attached)

- 16.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2019-20 (Q3)**  
(Attached)
- 17.0 TO SIGN AND SEAL THE LEASE FOR THE SIGNAL BOX**  
(Attached)
- 18.0 TO SIGN AND SEAL THE TOWN COUNCIL'S BYELAWS FOR HEMPSTEAD MEADOWS LOCAL NATURE RESERVE AND WEST PARK LOCAL NATURE RESERVE**  
(Attached)
- 19.0 TO NOTE THE MAYOR'S ENGAGEMENTS**  
(Attached)
- 20.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 21.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 22.0 TOWN CLERK'S ANNOUNCEMENTS**
- 23.0 CHAIRMAN'S ANNOUNCEMENTS**
- 24.0 CONFIDENTIAL BUSINESS**  
To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted:-
- 24.1 To receive an update from the Civic Centre Working Group  
(to follow – meeting taking place on 16<sup>th</sup> January 2020)
- 24.2 To consider S.85 of the Local Government Act  
(to follow)



**Town Clerk**  
14<sup>th</sup> January 2020

# UCKFIELD TOWN COUNCIL

## ACTION LIST – FOR INFORMATION ONLY

### FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>FC.105.02.17</u></b>	14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve Members <b>RESOLVED</b> to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.	20.02.17	CW	We have now received a response from DEFRA. The next steps require the Town Council to resolve to sign and seal the byelaws. After this, the council should advertise its intention to apply for their confirmation in one or more newspapers circulating in the area to which the byelaws apply. The byelaws must then be held for at least one month at the offices of the authority for inspection by the public. The Council is then required to consider all representations and report back as part of the package of information, to DEFRA before the sealed byelaws may be submitted for confirmation by the Secretary of State.
<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>

<b><u>FC115.04.19</u></b>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u> It was <b>RESOLVED</b> 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.”</p>	08.04.19	HG	The question has been asked once again of Sussex Police.
<b><u>FC24.05.19</u></b>	<p><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 <b>RESOLVED</b> 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.</p>	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.
<p><b><u>FC32.06.19</u></b></p> <p><b><u>FC46.08.19</u></b></p>	<p><u>13.0 To consider a motion from Councillor Spike Mayhew</u> Members unanimously <b>RESOLVED</b> 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> <p><u>13.0 To report back to Full Council on Public Space Protection Orders</u> Members <b>RESOLVED</b> to ask the Town Clerk to arrange a meeting with Sussex Police and Wealden District Council.</p>	24.06.19/ 05.08.19	HG	Members considered research into Public Space Protection Orders at the meeting on 9 <sup>th</sup> December 2019. It was agreed to defer this item until further work had been undertaken on reporting and the new PCSO’s had started.
<b><u>Resolution No.</u></b>	<b><u>Details</u></b>	<b><u>Date Raised</u></b>	<b><u>Action By</u></b>	<b><u>Date Complete</u></b>

<b><u>FC57.09.19</u></b>	<p><u>10.0 To consider a motion from Councillor Ben Cox</u>          With eleven members voting in favour, and one abstaining, it was <b>RESOLVED</b> 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.
<b><u>FC58.09.19</u></b>	<p><u>11.0 To consider the benefits of Community Land Trusts</u>          With all but one member in support (one abstained) it was <b>RESOLVED</b> 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>	16.09.19	HG	<p>The Neighbourhood Plan Steering Group has received a response from Wealden District Council. The Chairman of the Steering Group and Town Clerk are due to meet the planning department on 30<sup>th</sup> January 2020, to discuss next steps subject to recent outcome of Local Plan Inspector's decision. Once this meeting has taken place, the work of the steering group will continue.</p>
<b><u>Resolution No.</u></b>	<b><u>Details</u></b>	<b><u>Date Raised</u></b>	<b><u>Action By</u></b>	<b><u>Date Complete</u></b>



## **Meeting of Full Council**

**Monday 20<sup>th</sup> January 2020**

### **Agenda Item 7.0(ii)**

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

A draft scoping document was sent to Wealden District Council's Planning department along with a State of the Parish report, early July 2019, which outlined the vision, objectives and key policy areas that the Neighbourhood Plan Steering Group were proposing to include in their draft plan. This is essentially a screening exercise whereby Wealden District Council's local planning authority consider whether the policy areas suggested duplicate any other key planning documents, advise on key data or publications which can assist with building the evidence base for these policy areas, and advise if the Steering Group are required to carry out a strategic environment assessment and/or habitats regulations assessment.

We received a response from Wealden District Council's planning department with a very detailed screening report on the draft scoping document. They advised that a Strategic Environment Assessment (SEA) and Habitat Regulations Assessment (HRA) would be required. Wealden DC have advised that they will carry out the HRA once the draft Neighbourhood Plan has been received. The SEA would need to be completed beforehand and technical support provided to the steering group. The steering group will therefore look at whether further funding can be provided by Locality to assist with this work.

Following the outcome of the Planning Inspector's report on Wealden DC's Local Plan, the Chair of the Neighbourhood Plan Steering Group and Town Clerk will be meeting with Wealden DC's Planning department and Action in Rural Sussex on 30<sup>th</sup> January 2020. This will help to understand whether the outcome of the Local Plan decision will have any impact on these next stages.



## **Meeting of the Full Council**

**Monday 20<sup>th</sup> January 2020**

### **Agenda Item 9.0**

#### **TO CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2020/21**

##### **1.0 Summary**

- 1.1 The report sets out the recommendations from the Parish Remuneration Panel for Wealden District.

##### **2.0 Background**

- 2.1 As Members will be aware the Panel make recommendations on allowances for Wealden District Council and all of the Town and Parish councils in the Wealden District. All councils are required to take their recommendations into account when setting their allowances. The Panel was established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area.

##### **3.0 Recommendations for 2020/21 allowances**

- 3.1 The Independent Remuneration Panel met on 4<sup>th</sup> November 2019. Their final report is attached for Members consideration in appendix A. A copy of the report is also displayed in the Town Council's noticeboard at the Civic Centre, as required. A copy of the Local Authorities (Members' Allowances) (England) Regulations 2003 is available in the office should Members wish to read the legislation.
- 3.2 Along with consideration of the recommended allowances, the independent Panel also expressed their concern that some councillors did not realise they were entitled to an allowance. In addition, some Councils agreed en masse not to accept an allowance and it was felt that this could deter individuals from continuing as a councillor. One proposal received suggested that the acceptance of allowances should be for the clerk to communicate directly with individual councillors so that the decision is an individual rather than a group one. Wealden District Council have since produced a form
- 3.3 The recommended increase for Level (3) Councils in 2020/21 is 2.5% on that recommended in 2019/20 and equates to the following allowance per annum:
- **Basic Allowance £1,318** (£1,261 in 2018/19)
  - **Chairman's allowance £1,820** (£1,741 in 2018/19)
- Allowances for this increase have been made in the Town Council's 2020/21 budget for all 15 seats.
- 3.4 Please note that at the meeting of Full Council on 14<sup>th</sup> January 2019, Town Councillors voted against taking an increase on their member allowances in 2019/20, and therefore still receive the same allowance as that agreed and recommended for 2018/19 (figures noted above in brackets in paragraph 3.3).

#### **4.0. Travelling and Subsistence Allowances**

- 4.1. Under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances undertaken or incurred in connection with the performance of any duty within one of more of the categories set out in that regulation. These payments and categories are set out in the Parish Remuneration Panel report in paragraphs 16-19.

#### **5.0 Recommendations**

- 5.1. Members are asked to consider the attached report of the Independent Remuneration Panel, and instruct the Clerk accordingly.

Appendices: Appendix A: Final report of the Independent Remuneration Panel

Contact Officer: Holly Goring

## **APPENDIX A - Report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowances for 2020/2021**

### **Introduction**

1. This is the report of the Parish Independent Remuneration Panel for 2020/21. The Panel is established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area (full list of Town and Parish Councils to which the report applies is attached at Appendix A).

### **Summary**

2. The Panel recommends:

- a) That allowances should be paid in accordance with three bands, Levels 1 to 3 as defined in Appendix A;
- b) That there be a 2.5% increase to all Basic and Chairman's Allowances rounded to the nearest pound.

<b>2020/21</b>	<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>
Basic Allowance	£167	£413	£1,318
Chairman's Allowance	£288	£649	£1,820

- c) That the policy to fix Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' rates be re-affirmed;
- d) That the Subsistence Allowances remain unchanged from last year;
- e) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2020/21. However, Town and Parish Councils can choose the extent to which they wish to implement these allowances; and
- f) The Panel notes with regret that it is still not possible under the current legislation to recommend a Carers' Allowance for Parish/ Town Councillors, but would wish for all Parish and Town Councils to consider adopting a basic allowance to enable Parish/Town Councillors to use this to cover care costs where need be to attend meetings.

### **Membership of Panel and Meetings**

3. The Panel consists of three members – Mr Edward Stone (Chairman), Mr Stephen Hallam and Mr Clive Mills.
4. The Panel met on Monday 4 November 2019. The Panel subsequently dealt with the preparation of this report through discussion and advice from officers by email.

### **Panel Remit**

5. The Panel produces a report in relation to the members of the town and parish councils for which the Wealden District Council is the responsible authority and in respect of which it is established, making recommendations, in accordance with the provisions of regulation 29 of the Local Authorities (Members' Allowances) (England) Regulations 2003 as to:
  - a) the amount of parish basic allowance payable to members of such town and parish councils;
  - b) the amount of travelling and subsistence allowance payable to members of such town and parish councils;

- c) whether parish basic allowance should be payable only to the Mayor or Chairman of any such town and parish council or to all of its members;
- d) whether, if parish basic allowance should be payable to both the Mayor or Chairman and the other members of any such town and parish council, the allowance payable to the Mayor or Chairman should be set at a level higher than that payable to the other members, and, if so, the higher amount so payable (Chairman's Allowance); and
- e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

### **Parish Basic and Chairman's Allowances**

6. As in previous years, the Panel has examined available data in order to assist in determination of a recommendation on parish/town council basic allowance and whether it should be payable to both the Mayor or Chairman and the other elected members of a town or parish council.
7. The Panel has considered last year's report to Town and Parish Councils recommending allowances for 2019/20. The Panel had carried out a review of the level of allowances last year and had recommended a 2% increase.
8. The Clerk to the Panel had invited all Town and Parish Clerks to provide any comments on the allowance scheme. Six Parish/Town Councillors had responded and a summary is set out below:
  - The Parish Council does not operate a remuneration scheme
  - The allowance is sufficient.
  - The Basic Allowance is not sufficient to attract a wide range of people to become Councillors, particularly if they need child care or care for a relative to attend meetings. The allowance could be set higher - with a reminder that members can take just PART of the allowance if wanted. The current Chairman's Allowance seems to work ok; however, the Travelling and Subsistence Allowances do not seem to have gone up for ages. Perhaps it could be made clearer at election time and when co-options are made that there IS an allowance. Our council seems to accept the recommendation each time and some members scorn the allowance as they think of it as a payment rather than defraying expenses.
  - At the events held prior to the elections to encourage more people to stand as councillors, nobody asked about the money. Indeed, when I became a councillor, I was not even aware that an allowance was available. I am against any increase in allowances as my view is that no allowance should be paid, I think it immoral, but councillors should be reimbursed for out of pocket expenses, excluding travel between home and council meetings, home printing, etc.
  - I believe that it is quite common for allowances to be waived en masse – generally as a result of an open meeting request from the chair for confirmation that no one wants to receive one; those less fortunate could be embarrassed by having to publicly declare that they would like to take the allowance and for that reason discouraged from continuing in a councillor role because of the cost. Perhaps the acceptance of allowances should be for the clerk to communicate directly with individual councillors so that the decision is an individual rather than a group one?
  - As the cost of fuel and travel costs have increased dramatically and the allowance has not increased, I understand perhaps a small increase again would not go amiss.

9. The Panel notes that the last full election for all Town and Parish Councils was May 2019. The Panel is aware that it is common practice to co-opt Parish Councillors to vacancies. It noted the request that allowances should be given to co-opted members, but confirmed that this was not allowed under the Regulations.
10. However, the Panel emphasised that it is keen to see all Parish and Town Councils adopt a scheme of some sort, even if it is normal practice not to claim. This is to ensure that no potential candidate should be put off standing due to the costs of working as a local councillor, and to ensure that Parish and Town Councillors could choose to claim an allowance should they need to do so. The Panel expressed some concern regarding comments received from Councillors over what appeared to be a “bullying culture” when it came to decision making on the issue of claiming allowances.
11. Given the rise in the cost of living, it was agreed that a recommended 2.5% increase in all the basic allowances for levels 1-3 is appropriate, rounded to the nearest £1. This is in line with the Panel’s recommendations for Wealden District Council.
12. Regulation 29(2) requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending that the allowance is increased for District Councillors to £4,728 per annum for the financial year 2020/21. Based on that figure, the percentages have been incorporated into the attached Appendix A.

### **Chairman’s Allowance**

13. As indicated in previous reports, individual Town and Parish Councils are free to decide whether an allowance should be payable only to the Mayor or Chairman and/or to all of its members. The Chairman’s Allowance as recommended by this report is intended to be paid as a substitute for the Basic Allowance rather than in addition to it, but this is at the discretion of each Town and Parish Council.
14. Town and Parish Councils are reminded that the Chairman’s Allowance (again detailed in the attached Appendix A) is an allowance personal to the Parish/Town Councillor elected Mayor or Chairman. It is entirely separate to the allowance under the Local Government Act 1972, Sections 15(5) and 35(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.
15. The Panel **recommends** an increase to all Chairman's Allowances in Levels 1 to 3 on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

### **Travelling Allowance**

16. The Panel wanted to clarify that under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances, including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the categories set out in that Regulation.
17. Councillors can receive up to a tax-free approved amount when using their own vehicles in carrying out their duties. These payments are known as Approved Mileage Allowance Payments (**AMAP**), and as from 6 April 2011 the following rules apply:

Car or Van – 45p per mile for the first 10,000 miles and 25p per mile thereafter;

Motor Cycle – 24p per mile (all miles);

Cycle – 20p per mile (all miles); and

A 5 pence per mile per passenger supplement for up to four passengers.

### **Travelling Allowance**

18. The Panel recommends that travelling allowances continue to be paid in line with the HM Revenue & Customs 'Approved Mileage Allowances Payments' (AMAP). The Panel observed that there was no mention of claims for other travel costs within the Allowance Scheme, such as public transport and taxis. It was suggested that this category be included and reimbursed in full, subject to the Leader's approval.
19. The Panel **recommends** that the policy to fix Travelling Allowances in line with AMAP be re-affirmed.

### **Subsistence Allowance**

20. The Panel **recommends** that the current level of subsistence rates remain for 2020/21, as follows:

Breakfast	£6.50	When away from home on approved Parish/ Town Council business before 8 am.
Lunch	£8.50	When away from home on approved Parish/ Town Council business between 12 noon and 2 pm.
Tea	£4.50	When away from home on approved Parish/ Town Council business between 5 pm and 7 pm.
Evening Meal	£10.50	When away from home on approved Parish/ Town Council after 7 pm.

In addition, subsistence for overnight absence other than London or specified conferences should remain at £85, and for London or specified conferences should be £95.00.

21. It was confirmed that payment should still be subject to Parish/ Town Councillors certifying that they had actually and necessarily incurred the amount being claimed.

### **Co-opted Members**

22. As set out above under the relevant legislation, co-opted members of Town and Parish Councils are not eligible to be paid Parish/Town Council Basic Allowances nor Chairman's Allowances, but may claim Travelling and Subsistence Allowances. It is not in the Panel's remit to make any recommendations that this change.

### **Communication of Allowances**

23. On receipt of this report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations).
24. In setting the levels of allowances, Town and Parish Councils must show they have regard to the IRP's recommendations, but it is entirely up to each Town and Parish Council what scheme of allowances is adopted. The Panel has expressed its preference that an allowance scheme is adopted by all Councils, even if not claimed by individual Councillors. When adopting a scheme, Parish and Town Councils must under the Regulations publish its scheme by public notice.
25. The Panel expressed concern that several councillors had responded to advise that they were unaware of the existence of an Allowance Scheme when they stood for election. The Panel, therefore, felt it important that the Parish and Town Clerks should ensure that all Parish/Town Councillors are made aware of what level of allowance is available and what other expenses can be claimed.

### **Other Business**

26. The Panel did not consider that it was appropriate to make a recommendation for more than one year.

27. The Panel would like to express its thanks to the Parish and Town Councils and Officers who had assisted it in its work and the preparation of this report.

**Mr Edward Stone**  
**Chairman**

# Appendix A

	LEVEL1	LEVEL2	LEVEL3	
Basic Allowance	£167	£413	£1,318	
Chairman's Allowance	£ 288	£649	£ 1,820	
PARISH	No. of Councillors	Maximum Basic Allowance	Maximum Chairman's Allowance	% of Recommended District Basic Allowance
<b><u>Level 1</u></b>				
Alciston	n/a	n/a	n/a	n/a
Little Horsted	n/a	n/a	n/a	n/a
Selmeston	n/a	n/a	n/a	n/a
Cuckmere Valley	7	£167	£288	3.53%
Berwick	7	£167	£288	3.53%
Wartling	7	£167	£288	3.53%
Long Man	7	£167	£288	3.53%
Hooe	7	£167	£288	3.53%
Arlington	7	£167	£288	3.53%
Laughton	7	£167	£288	3.53%
Isfield	7	£167	£288	3.53%
Chiddingly	9	£167	£288	3.53%
Hellingly	15	£167	£288	3.53%
Hadlow Down	7	£167	£288	3.53%
Fletching	9	£167	£288	3.53%
Warbleton	11	£167	£288	3.53%
Frant	11	£167	£288	3.53%
Alfriston	7	£167	£288	3.53%
East Hoathly/Halland	9	£167	£288	3.53%
Chalvington/Ripe	7	£167	£288	3.53%
Horam	11	£167	£288	3.53%
East Dean/Friston	9	£167	£288	3.53%
Framfield	11	£167	£288	3.53%
Hartfield	13	£167	£288	3.53%
Ninfield	9	£167	£288	3.53%
Danehill	9	£167	£288	3.53%
Buxted	15	£167	£288	3.53%
Withyham	13	£167	£288	3.53%
Herstmonceux	11	£167	£288	3.53%
Mayfield/ Five Ashes	15	£167	£288	3.53%
Maresfield	14	£167	£288	3.53%
Rotherfield	13	£167	£288	3.53%
Westham	13	£167	£288	3.53%
Pevensey	13	£167	£288	3.53%
Wadhurst	15	£167	£288	3.53%
<b><u>Level 2</u></b>				
Forest Row	15	£413	£649	8.76%
Willingdon/Jevington	19	£413	£649	8.76%
Polegate	15	£413	£649	8.76%
Heathfield/Waldron	21	£413	£649	8.76%
<b><u>Level 3</u></b>				
Hailsham	24	£1,318	£1,820	27.88%
Uckfield	15	£1,318	£1,820	27.88%
Crowborough	16	£1,318	£1,820	27.88%



## **Meeting of the Full Council**

**Monday 20<sup>th</sup> January 2020**

### **Agenda item 10.0**

## **TO CONSIDER THE DRAFT BUDGET (2020/21) AND MEDIUM-TERM FINANCIAL STRATEGY (2020-25) FOR WEALDEN DISTRICT COUNCIL**

### **1.0 Summary**

- 1.1 On 18<sup>th</sup> December 2019, Wealden District Council's Cabinet approved their draft budget for 2020/21 and Medium-Term Financial Strategy 2020-25 for public consultation. The deadline for providing a response falls on 30<sup>th</sup> January 2020.
- 1.2 This report provides members with a copy of the documents and consultation questions for consideration.

### **2.0 Recommendations**

- 2.1 Members are asked to consider the content of the attached reports from Wealden District Council (in appendix B and C) and advise the Town Clerk of how they wish to respond:

#### **Wealden DC Draft 2020/21 Budget**

The Council is required to set a balanced budget each year and the Local Government Finance Act 1992 requires the Council to estimate revenue expenditure and income for the forthcoming year from all sources, together with contributions from reserves, in order to determine a net budget requirement to be met by government grant, Business Rates and Council Tax. They have proposed an increase of 2.6% for Council Tax in 2020/21.

#### **Wealden DC Draft Medium Term Financial Strategy 2020-25**

The Medium-Term Financial Strategy sets out the District Council's financial position over the next five years, with key information on risk, the Council's capital programme and new contracts within that period.

Appendices:	Appendix A:	Consultation question
	Appendix B:	Draft Budget 2020/21
	Appendix C:	Draft Medium Term Financial Strategy 2020-2025

Contact Officer: Holly Goring

## APPENDIX A

### DRAFT BUDGET 2020/21 AND MEDIUM-TERM FINANCIAL STRATEGY 2020-2025 CONSULTATION

#### Draft Budget 2020/21

Q1 Do you support the Council setting a budget for 2020/21 with an increase in Council Tax of 2.6%?

Yes	
No	
Not sure	

Q2 Are there any areas where you think that the Council should spend **more** money in its 2020/21 budget?

Yes	
-----	--

	No	
	Not sure	

Q3 Are there any areas where you think that the Council should spend **less** money in its 2020/21 budget?

	Yes
	No
	Not sure

Q4 The Council is spending New Homes Bonus on Capital Spending. Do you agree with this approach?

Yes	
No	
Not sure	

Q5 Do you have any other comments you would like to make about the Council's 2020/21 budget proposal?

Yes	
No	

Q6	Do you support the Council's proposed Medium-Term Financial Strategy for the years to 2025 (based upon a balanced budget)?	
	Yes	
	No	
	Not sure	

Q7	Over the medium term (up to 2025) are there any areas where you think that the Council should spend <b>more</b> money?	
	Yes	
	No	

	Not sure	
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Q8 Over the medium term (up to 2025) are there any areas where you think that the Council should spend **less** money?

	Yes	
	No	
	Not sure	

Q9. The Council needs to find new income/savings of £0.5 million by 2021/22. Do you have any suggestions?

Q10. Do you have any other comments you would like to make about the Council's proposed Medium-Term Financial Strategy for the years to 2025?

	Yes	
--	-----	--

No	
----	--

Title of Report	<b>2020/21 Budget and 2020 to 2025 Medium Term Financial Strategy for Consultation</b>
Report to	<b>Cabinet</b>
Date	<b>18 December 2019</b>
Portfolio Holder	<b>Cllr Robert Standley, Leader of the Council</b>

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### **Purpose of Report**

This report sets out Cabinet's consultation proposals for the 2020/21 budget and Medium Term Financial Strategy (MTFS) for 2020 to 2025. The proposals are for consultation and Cabinet will consider at its February meeting the results of the consultation before making a budget recommendation to Full Council on 19 February 2020.

### **Recommendations**

Cabinet is recommended:

- a. To agree that the 2020/21 budget proposal and the MTFS for the years 2020-2025 be published for consultation;
- b. To note that the budget proposes a 2.6% increase for Council Tax in 2020/21; and
- c. To note the risks to the Council's financial position over the MTFS period

### **Reasons**

The Council is required to set a balanced budget each year. The Local Government Finance Act 1992 requires the Council to estimate revenue expenditure and income for the forthcoming year from all sources, together with contributions from reserves, in order to determine a net budget requirement to be met by government grant, Business Rates and Council Tax.

### **Introduction**

1. The budget this year is framed in light of uncertainty from Central Government on any long term funding settlement for Local Government and the announcement of a one-year spending review covering 2020/21, leading to a basic "roll forward" settlement for 2020/21.

### **One Year Spending Review and the Local Government Finance Settlement**

2. The one year spending review was announced on the 4 September. In terms of local government, there was a primary focus on additional resources for Authorities with social care responsibilities. The announcement of £54m to



address homelessness and rough sleeping and £241m to help regenerate town centres' high streets was welcome. The precise distributional details for individual Local Authorities is not yet known, and will be made available in the local government finance settlement.

3. The provisional Local Government Finance Settlement for 2020/21 will be delayed due to the General Election on the 12<sup>th</sup> December 2019. It is expected that provisional settlement will be towards the end of December 2019, however, this could be later if there is a change in Government. This adds to the continued uncertainty of funding, however, we do not anticipate it being different from the previously announced "roll forward" settlement as part of the one-year spending review for 2020/21, which current assumptions are based on.
4. Fundamentally, there remains a great deal of uncertainty going forward with Government funding. The Government continues to work on the Fair Funding Review and the review of Business Rates Retention. Fairer Funding impacts on the way the Government decides on individual Authorities need to spend (and hence the level of grants received or the extent of any redistribution of resources). The business rates review impacts on the incentivisation of local authorities to support (and benefit from) local business rates growth. The original expectation was that changes would be implemented for 2020/21, but with the delay in any longer term Spending Review, this now looks very unlikely.
5. Given the lack of detail or any consultation from Government, it is not possible to give much certainty as to whether the Council would gain or lose from any longer term changes. However, with an increased focus on funding for social care, it is unlikely that shire districts and boroughs will gain much (if at all).
6. Although there remains a large amount of uncertainty, which makes it difficult for longer term planning, the Council's effective financial management allows resources to be allocated to enable delivery of the Corporate Plan. The strong financial performance of the Council underpins the Council's ability to deliver services and ensure the Council's objectives are met.

### **New Homes Bonus**

7. The Government currently pays New Homes Bonus to the Council based on the number of new homes built, empty homes brought back into use and also the delivery of affordable housing. The grant is currently payable for a total of 4 years. Currently the Council receives 80% of the total and the County Council 20%.
8. It is likely that NHB will continue in its current form in a one-year settlement and its longer term future will be decided as part of the multi-year Spending Review. Over the span of the MTFS it is likely that NHB will be phased out. The proposed MTFS strategy is to continue to use NHB to fund capital spend. This has all been reflected in the revised Medium Term Financial Strategy for the Council.

**General Fund**

9. The summary General Fund budget and Medium Term Financial Strategy is shown in the table overleaf.

<b>General Fund Summary 2020/21 - 2024/25 Medium Term Financial Strategy</b>	<b>2019/20 Budget £(000)</b>	<b>2020/21 Estimate £(000)</b>	<b>2021/22 Estimate £(000)</b>	<b>2022/23 Estimate £(000)</b>	<b>2023/24 Estimate £(000)</b>	<b>2024/25 Estimate £(000)</b>
Members	377	379	379	379	379	379
Chief Executive's Directorate	4,738	4,790	4,760	4,607	4,610	4,607
District Council Elections	300				300	
Customer & Community Services	7,711	9,209	9,336	9,468	9,599	9,734
Planning, Policy & Environmental Services	3,490	3,622	3,255	2,981	2,948	2,927
Central Costs	644	644	644	644	644	644
<b>Total Cost of Services</b>	<b>17,260</b>	<b>18,644</b>	<b>18,374</b>	<b>18,079</b>	<b>18,480</b>	<b>18,291</b>
Savings/Income to be identified			(500)	(500)	(500)	(500)
Provision for future pay awards			264	533	794	928
Drainage Levies	72	88	88	88	88	88
Interest from Investments	(300)	(675)	(675)	(675)	(675)	(575)
Interest payable on external loans	1	75	75	75	75	75
Charges to the Housing Revenue Account:						
Support Services	(1,021)	(1,140)	(1,163)	(1,186)	(1,210)	(1,234)
Minimum Revenue Provision	665	665	665	665	665	665
Capital Expenditure Charged to Revenue	2,998	1,530	702	370	0	0
<b>Net Cost of Services</b>	<b>19,675</b>	<b>19,187</b>	<b>17,830</b>	<b>17,449</b>	<b>17,717</b>	<b>17,738</b>
<b>Local Council Tax Support</b>						
Parish Council Tax Support Grant	39	0	0	0	0	0
<b>Business Rates/Revenue Support Grant</b>						
East Sussex Business Rates Pool (75% retention pilot)	(5,066)	(4,800)	(3,300)	(3,400)	(3,500)	(3,600)
<b>General Grants</b>						
Rural Services Delivery Grant/Transition Grant	0	0	0	0	0	0
New Homes Bonus Grant	(1,898)	(1,530)	(702)	(370)	0	0
<b>Other Financing</b>						
Collection Fund (Surplus)/Deficit	(181)					
Contributions to/(from) Earmarked Reserves	(240)	(186)	(132)	60	60	0
Contributions to/(from) General Fund Balance	190	223	(425)	(88)	(244)	279

Council Tax Requirement	12,519	12,894	13,271	13,651	14,033	14,417
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Funded By:

Council Tax Demand on the Collection Fund	(12,519)	(12,894)	(13,271)	(13,651)	(14,033)	(14,417)
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Council Tax Base

Tax Base for Tax Setting Purposes	65,057.20	65,307.20	65,557.20	65,807.20	66,057.20	66,307.20
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### General Fund Balance

	2019/20 Budget £(000)	2020/21 Estimate £(000)	2021/22 Estimate £(000)	2022/23 Estimate £(000)	2023/24 Estimate £(000)	2024/25 Estimate £(000)
Opening Balance	6,960	7,150	7,373	6,948	6,860	6,616
Movement in Year	190	223	(425)	(88)	(244)	279
Closing Balance	7,150	7,373	6,948	6,860	6,616	6,895

	2019/20 Budget	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
Band D Council Tax	192.44	197.44	202.44	207.44	212.44	217.44
Percentage Increase	2.7%	2.6%	2.5%	2.5%	2.4%	2.4%

## Summary Budget Proposals

10. The Summary Budget Proposals that Cabinet have adopted for consultation are based on a 2.6% Council Tax increase. The increases and proposed Council Tax per Band are shown in the table below:

Band	£ increase per annum	£ Council Tax per annum
Band A	3.33	131.63
Band B	3.89	153.56
Band C	4.44	175.50
Band D	5.00	197.44
Band E	6.11	241.32
Band F	7.22	285.19
Band G	8.33	329.07
Band H	10.00	394.88

11. The indicative future Council Tax increases have been set at an increase of £5 per annum in the table, ranging between 2.4% and 2.7%. Given the uncertainty concerning actual resource levels available through changes to the funding formula, Business Rates Retention and economic uncertainty, Cabinet are at this stage recommending Council Tax increases to protect the revenue base in order to continue to invest in infrastructure. Future increases, if any, will continue to be reviewed once the emerging financial position is clearer.

## Employee Costs

12. After consideration of the Council's current budget situation and mindful of the national economic situation, the Portfolio Holder has decided to include a provision worth up to 2.5% to cover both the cost of living award and also to address hard to recruit posts. In the current MTFS, Cabinet have provided for an award for up to 2% to 2023/24 and 1% in 2024/25. Annual Achievement Awards, based on performance, will be funded from an earmarked reserve set up for this purpose.

## Members' Allowances

13. Cabinet propose that there should be a budget for an overall increase for Members' Allowances of 2.5% next year, then 2% until 2023/24 and 1% in 2024/25.
14. Recommendations on Members' Allowances are made by the Independent Remuneration Panel and the decision is a matter for Full Council but Cabinet believe that a modest increase in allowances is appropriate.

## Risks and uncertainties

15. There are a number of potential risks to the current projected budget, which needs to be heavily caveated, given the ongoing uncertainty regarding the

implementation of both the Fair Funding Review and Business Rates Retention at a national level. Based on current estimates and projections the Council estimates it will operate at a surplus by 2024/25, providing savings or additional income of £0.500 million are implemented.

16. The next actuarial review of the Pension Fund is due in 2020, which could potentially result in increased pension costs. There is a stability mechanism designed within the local government pension scheme, but there may still be significant cost increases for pensions, as investment returns fall as a result of a slowdown in the economy. Details of this will not be known until later in the year.
17. Should there be price increases as a result of inflation this will affect contracted out services which are usually indexed by an inflation measure such as CPI and RPI and therefore cost pressures could increase if inflation remains high over the MTFS period. The Council also has supply chain risks should UK trade with the European Union be impacted by non-tariff barriers causing import delays due to the large numbers of items that have to be imported to support service delivery, e.g. all engines for refuse trucks are imported and there are currently no manufacturers of wheelie bins operating within the UK meaning bins are imported from the EU.
18. There is a risk that Council Tax Base growth could be impacted by any potential economic downturn. An economic downturn would also increase the discounts in the Council Tax Base if more residents claimed Local Council Tax Support. This would depress the Tax Base Council Tax income levels in future years.
19. The Council is currently part of a business rates pilot for 2019/20, however, Government has announced that the 2019/20 pilots will not continue but we can pool in 2020/21 as in previous years. As mentioned above, there is uncertainty about the impact of the Fair Funding Review, Business Rates Retention and future Government funding. Therefore reductions from the estimated retained Business Rates in the MTFS are a risk.

### **Excessive Council Tax Increase Referendum**

20. The Localism Act 2011 has replaced Council Tax Capping with a requirement for the Council to hold a referendum should it propose a Council Tax increase greater than a set of principles approved by Parliament. We are currently awaiting confirmation of the principles for 2020/21, however, it is likely that the principles for district councils will be 2% or £5 whichever is the greater. The current MTFS is based on an increase of £5.
21. Should this Council propose an excessive increase it must have a fall back budget with an increase at no more than the principals limit and Council would be required to approve that budget at the same time - known as a substitute calculation. At the same time as bills were issued the Council would need to send polling cards for a local referendum to be held on the first Thursday in May.
22. Should the referendum reject the higher budget then the substitute calculation will apply and the Council would need to rebill all residents. The cost of a referendum is estimated at £205,000 and rebilling at £86,000.

### **Capital Programme**

23. The Capital Programme has been framed to create funding for infrastructure to enable housing development and economic growth, as well as invest in the Council's asset base.
24. The Government Grant for Disabled Facilities Grants is paid to the County Council who should pass the grant on. Government last year gave allocations

within the Better Care Fund and required the payments to be passported to the Council. There is currently no information available on allocations and whether passporting will be a requirement in this year. There is therefore a risk that the funding levels assumed in the Capital Programme will not materialise whilst the statutory duty on the Council will continue and payments have to be made.

25. The detailed capital programme is at Appendix A.

### **Consultation**

26. The Budget consultation will be undertaken with the following:
- (a) Business associations as required by Section 34 Local Government Finance Act 1988;
  - (b) The public via the Council's web site;
  - (c) Parish and Town Councils;
  - (d) Wealden Local Strategic Partnership; and
  - (e) Council staff through the Employee Consultative Group.

### **Corporate Management Team Advice**

27. Cabinet is recommended to:
- (f) To agree the 2020/21 budget proposal for consultation;
  - (g) To agree to consultation on the MTFS for years from 2020 to 2025; and
  - (h) Note the potential risks to the Council's budgetary position in future years.

### **Financial Implications**

28. These are contained in the main body of the report.

### **Legal Implications**

29. The Council is required to set a balanced budget each year. The Local Government Finance Act 1992 requires the Council to estimate revenue expenditure and income for the forthcoming year from all sources, together with contributions from reserves, in order to determine a net budget requirement to be met by government grant and Council Tax.

### **Human Resources Implications**

30. Cabinet's proposals on a provision for a staff pay award are detailed in paragraph 11.

### **Other Implications**

31. The budget underpins delivery of the Council's policies and priorities in relation to crime and disorder.
32. The budget underpins policies and priorities in relation to the environmental and sustainability areas.
33. The budget is subject to a risk assessment which will be detailed in full in the final report to Council. Key risk areas are around: the New Homes Bonus will be changed; and that tariff payments will be increased until the Council relies solely on Council Tax and fees and charges; income levels may decline; and demand led services such as homelessness may increase.
34. The budget underpins delivery of the Council's policies and priorities in relation to equalities and diversity.
35. Consultation arrangements are identified in the main body of the report.

**Contacts/ References:**

Director	Trevor Scott Chief Executive
Head of Service	Jennie Barnes, Financial Services Manager
Report Author	Jennie Barnes, Financial Services Manager
Contact Details	01323 443231, <a href="mailto:jennie.barnes@wealden.gov.uk">jennie.barnes@wealden.gov.uk</a>
Appendices	Appendix A – Capital Programme

Background Papers	None
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Published Reference documents	None
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Key Decision	No
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Exempt / Not for Publication	No
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## **Meeting of the Full Council**

**Monday 20<sup>th</sup> January 2020**

### **Agenda Item 11.0**

#### **TO CONSIDER PROVIDING A FINANCIAL CONTRIBUTION TO THE CONSERVATORS OF ASHDOWN FOREST**

##### **1.0 Summary**

- 1.1 The Town Clerk received a letter from the Conservators of Ashdown Forest on 11<sup>th</sup> December 2019. This letter advised that East Sussex County Council would be withdrawing all grant funding to Ashdown Forest and the core budget for the Conservators would therefore lose £60,000 funding over two years, resulting in no grant being provided in 2020/21.
- 1.2 The attached letter sets out what the core budget currently supports in terms of statutory and additional services provided by the Forest Centre and what work they are carrying out to support them with their budget setting.
- 1.3 In these difficult circumstances, the Conservators of Ashdown Forest have asked whether Uckfield Town Council would consider supporting the activities and provide a financial contribution.
- 1.4 The Conservators were advised by the Town Clerk in the autumn of 2019, that they had missed the period in which applications could be submitted for the Town Council's community grant programme, and therefore the only option was to present their letter and financial information to Full Council for consideration.

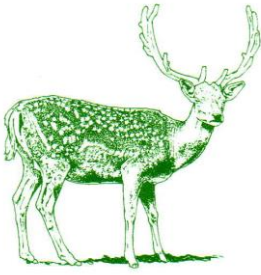
##### **2.0 Recommendations**

- 2.1. Members are asked to consider the attached letter and annual financial report and advise the Clerk accordingly.

Appendices:           Appendix A: Letter from Conservators of Ashdown Forest  
                              Appendix B: Annual Finance Report 2018/19

Contact Officer:       Holly Goring

## THE CONSERVATORS OF ASHDOWN FOREST



Clerk to Conservators: Mrs Kirsty Dirs

Ashdown Forest Centre  
Wych Cross  
Forest Row  
RH18 5JP

Tel. + 44 – (0) 1342 823583  
[conservators@ashdownforest.org](mailto:conservators@ashdownforest.org)

Uckfield Town Council

11<sup>th</sup> December 2019

Dear Holly,

As you may be aware, East Sussex County Council have confirmed their intention to withdraw all grant funding to Ashdown Forest. The core budget is losing £60,000 funding over two years, resulting in no grant being provided in 2020/21.

The core budget supports the statutory and additional services provided by the Forest Centre, including providing 24 hour emergency response cover (eg. deer collisions, fires, anti-social behaviour, missing persons, injured visitors, stock on roads, out of control dogs), managing roadside and dangerous trees, maintaining rides and bridges, car park maintenance, amenity mowing, enforcing bye laws, boundary walking and litter picking.

The Conservators' Core Budget remains vulnerable due to its reliance on Countryside Stewardship - an EU agri-environment grant available as part of the Common Agricultural Policy through Defra – both through the timing of its receipt (impact on cash flow) and its contribution to the Core Budget as a recharge (22% of the Core Budget's unrestricted income).

To address some of these issues, the Conservators have set up a charitable body. The Ashdown Forest Foundation (TAFF) will enable major fundraising in the future and this will be the core focus of the Charity. The Conservators seek greater financial independence and control of the future, which can be achieved through the work of the charity. In the meantime the Conservators will encourage individual donations to be made directly to TAFF so that Gift Aid can be claimed.

A dedicated income generation team has also been set up with existing staff members who have launched a number of projects which will help to close the deficit in the future. Income Generation is still limited by restrictions under the Ashdown Forest Act, but some income generating opportunities will be under consideration for moving to TAFF.

However, until major fundraising through TAFF comes on-stream the Forest remains vulnerable. The Conservators continue to rely on discretionary funding from local Parish Councils and support for projects and asset purchase from The Friends of Ashdown Forest. Grant funding can help enormously with purchasing new assets and developing projects, but it can rarely be used to fund revenue expenditure, the highest of which is staff costs. The time and staff resource required to apply for grants is restricted within the current staff structure.



Natura 2000 – Europe's nature for you.

This site is part of the European Natura 2000 Network. It has been designated because it hosts some of Europe's most threatened species and habitats. All 27 countries of the EU are working together through the Natura 2000 network to safeguard Europe's rich and diverse natural heritage for the benefit of all.

Funding received from Parish Councils has proved invaluable in the last two years, bolstering the core budget and supporting us through a period of significant change, but to date we have received little or no financial support from our local Town Councils. The core activities that maintain and enhance the Forest for its 1.5 million visitors each year are critically dependent on the generosity of local stakeholders, and visitor surveys show that a significant proportion of our visitors come from the surrounding settlements of Crowborough, Uckfield and East Grinstead. As a result, we are asking if you would consider supporting the activities of the Conservators during this difficult period of change.

The money you contribute will support the maintenance of one of the most important and iconic landscapes in the south-east of England, ensuring that it remains a safe and welcoming resource for the enjoyment of all our local residents.

Yours sincerely,

Louise Meehan  
Finance Officer

**Enc. Annual financial report 2018/19**

## Financial Information for Year Ending 31<sup>st</sup> March 2019

Louise Meehan, Finance Officer

### SUMMARY

The overall budget summary for 2018/19 shows a surplus of £30,000\*<sup>1</sup>.

The 2018/19 budget did not have any income generation targets set, yet achieved an initial peak income in the final quarter (Jan-Mar 2019) due to the launch of income-generating projects. This, along with spending restrictions due to the delayed Countryside Stewardship grant income, resulted in a £30k surplus at the end of March 2019. It was agreed at the June 2019 Board meeting that this could be carried over for 2019/20 to recast the budget.

Yet again expenditure had to be restricted in the last quarter of the financial year as the expected CS funding was again delayed, causing significant cash flow issues and delaying operations. The Conservators were finally in receipt of payment from Natural England in May 2019.

**Due to the late payment of the CS payment, the actual cash balance at the year-end was £255k, just below the Board's restricted reserve policy level.** The Statement of Accounts show £665k accrued income - £500k of which was not actually received until May, after the financial year end. This caused considerable cash flow issues at the end of the financial year. On paper, the total reserves at the year-end were £900k, however only 40% of this is available to be used for the Forest's core expenditure – and includes restricted sums for staff and overheads as per Board policy.

The core budget is currently reliant on the CS funding to be recharged to the core budget for staff costs – this accounted for **one quarter** of the core forest's unrestricted income in 2018/19.

The Commoners' Forest Rate accounts for 4% of Core income.

### Statement of Reserves as at 31 March 2019

	CORE	HLS	CS	TOTAL
<b>Reserves Balance as at 1 April 2018</b>	<b>341,379</b>	<b>224,204</b>	<b>201,118</b>	<b>766,701</b>
Plus Income	592,932	-	530,676	1,123,608
Less Expenditure	-559,452	-	-426,496	-985,948
<b>RESERVES BALANCE AS AT 31 March 2019</b>	<b>374,858</b>	<b>224,204</b>	<b>305,298</b>	<b>904,360</b>

<b>ALLOCATION OF RESERVES</b>	CORE	HLS	CS	
Restricted Reserves for Conservation Programme		224,204	235,298	
Restricted Overheads & Staff Costs Reserve	196,000		70,000	
Restricted Discretionary Reserves	66,516			
<b>Total Unrestricted Reserves</b>	<b>85,920</b>	<b>0</b>	<b>0</b>	

It is the Board's policy to maintain an Overheads Reserve equal to six months' salaries and administration costs for the Core Budget and six months' staff costs for the Countryside Stewardship Budget.

The Board maintain Restricted Discretionary Reserves which are allocated to earmarked projects or cost centres, to be reviewed annually. This Reserve includes the carry-over of restricted funds which have been received for specific purposes.

Higher Level Stewardship (HLS) funding was a specific grant received from the Rural Payments Agency (RPA) for a ten year conservation programme which preceded Countryside Stewardship. Natural England confirmed they were satisfied that the Conservators had delivered all the objectives of the programme and that the surplus could be used '*within the spirit of the HLS agreement objectives*' but acknowledged that as the funding was being paid in arrears – which transpired to be one year in arrears as opposed to the scheduled six months – then the funding could be used to support cash flow management. This funding is used consistently to help bridge the gap as the Conservators continue to experience delays receiving funding from RPA/Natural England.

### Funding from Supporting Organisations

The Conservators are extremely grateful for financial support committed for two years 2018/19 and 2019/20 from the following town and parish/village councils:

Ashurst Wood, Buxted, Danehill, East Grinstead, Fletching, Forest Row, Hartfield, Maresfield, West Hoathly and Withyham.

### Summary of Significant Expenditure from Ring-fenced Funding

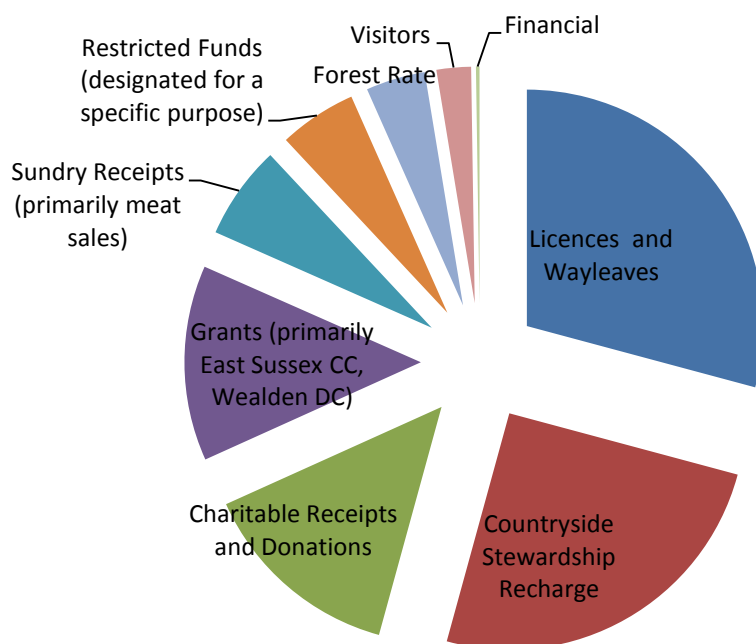
Friends of Ashdown Forest and Natural England	Education Programme	£26,031
Ashdown Forest Riding Association	Ride maintenance and riding-related expenditure	£5,931
Danehill Parish Council and Friends of the Forest	Walks leaflets	£2,586
Stanley Smith Horticultural Trust	Vachery repairs	£1,404

Many thanks to the Friends and AFRA for their continued support.

### CORE BUDGET SUMMARY

2017/18 £	INCOME SUMMARY – Core Budget Only	2018/19 £
173,075	Licences and Wayleaves	172,988
109,478	Countryside Stewardship Recharge	148,778
72,811	Charitable Receipts and Donations	82,939
82,470	Grants (primarily East Sussex CC, Wealden DC)	79,248
19,806	Sundry Receipts (primarily meat sales)	38,039
23,095	Forest Rate	24,061
15,225	Visitors	13,961
190	Financial	1,436
<b>496,151</b>	<b>TOTAL UNRESTRICTED CORE INCOME</b>	<b>561,450</b>
185,684	Restricted Funds (designated for a specific purpose)	31,482
<b>681,835</b>	<b>TOTAL CORE INCOME</b>	<b>592,932</b>

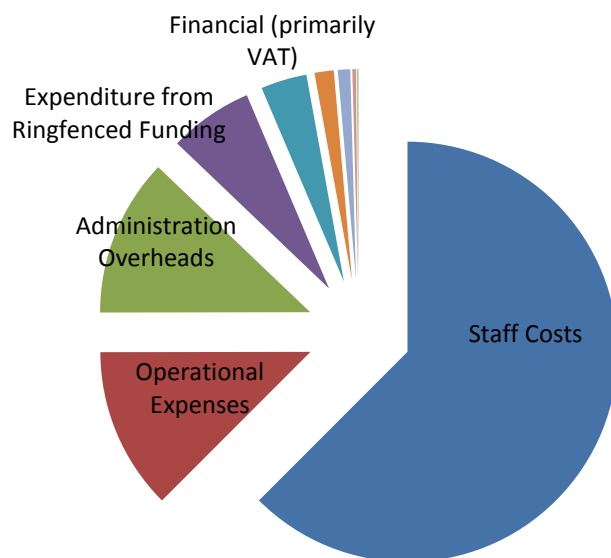
## Core Income Summary



### 2017/18 EXPENDITURE SUMMARY – Core Budget Only

£		2018/19
£		£
323,941	Staff Costs	347,464
58,829	Operational Expenses	69,385
64,927	Administration Overheads	67,582
24,044	Financial (primarily VAT)	19,705
4,500	Visitors	8,199
n/a	Governance	5,290
n/a	Income Generation	1,511
n/a	SAMMS Project	100
168,554	Expenditure from Ringfenced Funding	35,952
<b>646,962</b>	<b>Total Non-Capital Expenditure</b>	
3,047	Capital Expenditure	800
<b>650,009</b>	<b>TOTAL CORE EXPENDITURE</b>	<b>559,452</b>

## Core Expenditure Summary



### CS BUDGET SUMMARY

The Countryside Stewardship contract has its own budget assigned to a work programme managed by the Conservation Committee and agreed by Natural England. The funding can only be spent under the terms of this contract. The Countryside Stewardship contract showed an underspend of £104k due to two projects which have been rolled over to the following year. This underspend can be added to the surplus brought forward from the previous years to give a total surplus of £305,298.

2017/18 £	INCOME SUMMARY – Countryside Stewardship Contract	2018/19 £
515,732	CS Heathland Area Payment (LH1)	522,676
28,814	CS Capital Payments	8,000
<b>544,546</b>	<b>TOTAL (accrued) CS INCOME</b>	<b>530,676</b>

2017/18 £	EXPENDITURE SUMMARY – Countryside Stewardship Contract	2018/19 £
205,388	Project expenditure (excl. staff costs)	122,388
123,565	CS Staff Costs	56,386
57,319	Staff cost multiplier (to Core budget as staff recharge)	92,392
52,159	Contracted-out in house staff costs (to Core as staff recharge)	155,330
<b>438,432</b>	<b>Total non-capital Expenditure</b>	<b>426,496</b>

94,157	Total CS Capital Expenditure	
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<b>532,589</b>	<b>TOTAL CS EXPENDITURE</b>	<b>426,496</b>
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## **The Future of Funding at Ashdown Forest**

The core budget supports the statutory and additional services provided by the Forest Centre, including providing 24 hour emergency response cover (eg. fires, anti-social behaviour, missing persons, injured visitors, stock on roads, out of control dogs, trees down), managing roadside and dangerous trees, maintaining rides and bridges, car park maintenance, amenity mowing, enforcing bye laws, boundary waling and litter picking.

Without a major change in the Conservators' ability to fundraise many of these services will be at risk.

## **The Ashdown Forest Foundation**

The Ashdown Forest Foundation (TAFF) will enable major fundraising in the future and this will be the core focus of the Charity. The Conservators seek greater financial independence and control of the future, which can be achieved through the work of the charity.

In the meantime the Conservators will encourage individual donations to be made directly to TAFF so that Gift Aid can be claimed.

## **Income Generation**

A dedicated income generation team has been set up with existing staff members who have launched a number of projects, detailed within this Annual Report, which will help to close the deficit in the future. Income Generation is still limited by restrictions under the Ashdown Forest Act, but some income generating opportunities will be under consideration for moving to TAFF.

## **Countryside Stewardship (Natural England)**

The Conservators' Core Budget remains vulnerable due to its reliance on the Countryside Stewardship funding – both the timing of its receipt (impact on cash flow) and its contribution to the Core Budget as a recharge (22% of the Core Budget's unrestricted income). There is a five year break clause built in to the contract which can be invoked in 2021.

## **East Sussex County Council**

ESCC confirmed their intention to withdraw all grant funding to the Forest. The core budget is losing £60,000 funding over two years, resulting in no grant being provided in 2020/21. The County Council continue to provide professional service support to the Forest Centre.

## **Grants**

Grant funding can help enormously with purchasing new assets and developing projects. However, they can rarely be used to fund revenue expenditure, the highest of which is staff costs. The time and staff resource required to apply for grants is restricted with the current staff structure. The Conservators continue to rely on discretionary funding from local Parish Councils and support for projects and asset purchase from The Friends of Ashdown Forest.

*[FOOTNOTE] The financial information presented here is extracted from the full annual audited accounts. Its purpose is to highlight visually the different segments of the Board's Income and Expenditure for the year. To view a full set of these accounts please visit [www.ashdownforest.org](http://www.ashdownforest.org).*

*\*<sup>1</sup> figures are rounded up for the purpose of this report.*





## Meeting of the Full Council

Monday 20<sup>th</sup> January 2020

### **Agenda item 12.0**

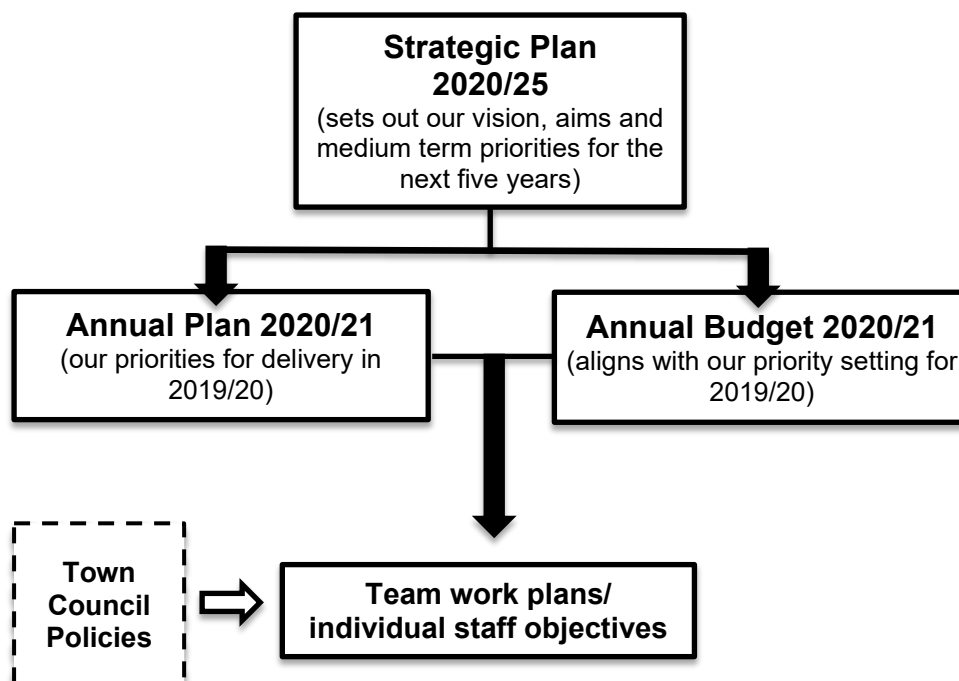
#### **TO FORMALLY ADOPT THE TOWN COUNCIL'S STRATEGIC PLAN 2020/25**

##### **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's planning consists of a strategic plan which sets out the priorities of the Town Council over the next five years and an annual plan which lists the priorities of the Town Council specifically for the forthcoming year (2020/21).

##### **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 Consultation feedback**

- 3.1 After receiving approval from Full Council on 9<sup>th</sup> December 2019, the draft Strategic Plan 2020/25 was placed out for public consultation, alongside the draft Annual Plan 2020/21 and draft Budget 2020/21.

- 3.2 The documents were placed on the Town Council website and information was shared with members of the public via the Town Council's social media account(s) and an article in the Voice, Uckfield Matters. Contact was also made with partner agencies, local community groups and organisations that work closely with the Town Council.
- 3.3 The deadline for comments was set as 13<sup>th</sup> January 2020. Details of these comments will follow in appendix A (on 16<sup>th</sup> January 2020). A copy of the report with suggested amendments will be provided in appendix B of this report for consideration by members at that time also.
- 3.4 Members are asked to consider the content of the report. Once adopted, the report will be placed onto the Town Council website and in hard copy format at the Town Council offices.

#### **4.0 Recommendation**

- 4.1 Subject to any amendments that may be required in response to the feedback received, it is recommended that Full Council adopt the Strategic Plan 2020/25.

**Contact Officer:** Holly Goring

#### **Appendices:**

Appendix A: Consultation feedback received by 13<sup>th</sup> January 2020

Appendix B: Updated Draft Strategic Plan 2020/25



# Our Annual Plan 2020-21

## PRIORITIES

### PEOPLE

1	<b>PLAY AREA UPGRADE</b> We will identify a suitable contractor and design following public consultation, and install a newly upgraded play area in Luxfords Field.
2	<b>COMMUNITY GRANTS</b> We will award up to £43,900 of community grant funding to local groups and charitable organisations for the period 2020-21
3	<b>PUBLIC EVENTS IN THE TOWN</b> 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.

### PLACE

4	<b>CLIMATE CHANGE</b> 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.
5	<b>TREE FOR A TREE</b> 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.
6	<b>GRASS VERGE CUTTING</b> 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.
7	<b>TOWN COUNCIL BUILDINGS</b> 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.
8	<b>NEIGHBOURHOOD PLAN</b> We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan ready for submission to the local planning authority.

### PROVISION

9	<b>NEW FINANCE</b> 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.
10	<b>NEW BOOKING SYSTEM</b> 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.

	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	755,151
New Initiatives etc.		48,900		115,400
Earmarked Reserve Projects		91,000		42,550
Sub Totals		<b>876,337</b>		<b>913,101</b>
Environment and Leisure				
Revenue	91,220	257,662	88,440	256,053
New Initiatives etc.		23,540		9,300
Earmarked Reserve Projects		32,500		36,000
Sub Totals		<b>313,702</b>		<b>301,353</b>
Luxfords Restaurant				
Revenue	176,700	191,814	177,850	195,633
Earmarked Reserve Projects		0		0
New Initiatives		500		0
Sub Totals		<b>192,314</b>		<b>195,633</b>
Gross Income/Expenditure	466,733	1,382,353	467,125	1,410,087
		915,620		942,962
Wealden District Grant		-5665		0
Net Budget Requirement		909,955		942,962
Tax Base	5649.6		5685.2	
Band 'D' Council Tax		£161.06		£165.86

2.98% increase  
£4.80 increase

General Purposes

Committee	Nominal Code		2019/2020 Budget	Predicted Outturn		2020/2021 Budget	Notes
		<b>CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES</b>					
		<b>Cultural and Related Services</b>					
		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	<b>104,885</b>			<b>107,048</b>	
	5743	The Hub	6,500			6,500	
	5744	The Hub rates	0			0	
GP	5743 - 5747	The Hub	<b>6,500</b>	<b>0</b>	<b>0</b>	<b>6,500</b>	
	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	<b>11,841</b>	<b>0</b>	<b>0</b>	<b>10,654</b>	
	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	<b>16,684</b>	<b>0</b>	<b>0</b>	<b>17,402</b>	
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	
		<b>TOTAL</b>	<b>5,340</b>	<b>0</b>	<b>0</b>	<b>4,638</b>	
		<b>Income</b>					
	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
		<b>TOTAL</b>	<b>-15,983</b>	<b>0</b>	<b>0</b>	<b>-15,950</b>
		<b>Net Expenditure</b>				
		<b>Planning and Development Services</b>				
		Economic Development				
GP	5530/5532	Festive Lights				
	5530	Festive Lights	10,600			11,000
	5532	Festive lights electricity	250			275
		<b>TOTAL</b>	<b>10,850</b>	<b>0</b>	<b>0</b>	<b>11,275</b>
		Income				
GP	4530	* Festive Lights	-2,000			-2,000
		<b>Net Expenditure</b>	<b>8,850</b>	<b>0</b>	<b>0</b>	<b>9,275</b>
		<b>CENTRAL SERVICES</b>				
		<b>Corporate and Democratic Core</b>				
		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			700
	5416	Stationary	2,500			2,500
	5417	Printing	0			0
GP	5410- 5417	* Administration	17,690			12,350
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		2,100	
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	
		<b>TOTAL</b>	<b>139,547</b>	<b>0 0</b>	<b>138,450</b>	
		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	
		<b>TOTAL</b>	<b>-3,603</b>	<b>0 0</b>	<b>-3,600</b>	
		<b>Net Expenditure</b>				
		Democratic Representation and Management				
GP	5543	Members Allowances	18,915		19,770	Takes account of increase to 2020/21 recommended value x 15 members
GP	5544	Members Expenses	100		100	
GP	5465	Mayors Allowance	1,741		1,820	Takes account of increase to 2020/21 as recommended x 15 members.
GP	5470	Elections	0		0	
		<b>TOTAL</b>	<b>20,756</b>	<b>0 0</b>	<b>21,690</b>	
		Income	0		0	
		<b>Net Expenditure</b>				
		Grants and Partnerships				
GP	5480	Grants Section 142	19,500		19,500	
GP	5485	Grants - Power of Well Being	25,000		27,500	Proposal to increase community grant funding? Do members agree with this?
GP	5487	Volunteer Bureau Service Level Agreement	8,000		8,000	
		<b>TOTAL</b>	<b>52,500</b>	<b>0 0</b>	<b>55,000</b>	
		Income			0	
		<b>Net Expenditure</b>				
		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	
		<b>TOTAL</b>	<b>5,665</b>	<b>0 0</b>	<b>5,850</b>	
		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	
		<b>TOTAL</b>	<b>-21,752</b>	<b>0</b>	<b>0</b>	<b>-23,875</b>	
		<b>Net Expenditure</b>	-16,087			-18,025	
		<b>SALARIES</b>					
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	
		<b>TOTAL</b>	<b>345,584</b>	<b>0</b>	<b>0</b>	<b>364,294</b>	
		<b>Total Revenue Expenditure</b>	737,842			755,151	
		<b>Total Income</b>	-198,813			-200,835	
			<b>539,029</b>	<b>0</b>	<b>0</b>	<b>554,316</b>	
		<b>Saving for Long Term Earmarked Projects</b>					
		Elections	5,750			8,500	Includes £2,500 to cover cost of poll cards for one ward if by-election
		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	
			<b>16,000</b>	<b>0</b>	<b>0</b>	<b>42,550</b>	
		<b>Total New Initiatives 2020/21</b>					
		Building Maintenance	75,000			77,000	
		West Park Pavilion Scheme	10,000			20,000	
		262 Bus Service	3,900			3,900	Service costs are predicted to remain the same as 2019/20
		Replacement back drops Weald Hall	2,500			2,500	
		Climate Change Initiatives	0			7,500	Increased to include potential climate change projects in 2020/21
		Up to date rebuild valuations of 9 properties for Insurance purposes	0			4,500	
		Air conditioning for some areas of Civic Centre?	0			0	Propose to remove - not a priority for 2020/21
		Ibabs - Meeting software - online	0			0	Propose to remove - not a priority for 2020/21
			<b>91,400</b>			<b>115,400</b>	
		<b>Initiatives from 2019/20</b>					
		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	
			<b>140,300</b>	<b>0</b>	<b>0</b>	<b>0</b>	
			<b>894,142</b>	<b>0</b>	<b>0</b>	<b>913,101</b>	

<b>TOTAL 2019/2020</b>				
<b>Total Revenue Expenditure</b>	736,027			755,151
<b>Total Long Term Earmarked Reserve Projects</b>	91,000			42,550
<b>Total New Initiatives</b>	48,900			115,400

General Purposes

Total Budget Expenditure	875,927			913,101
Total Income	-198,813			-200,835
Net Expenditure	677,114			712,266

Committee	Nominal Code		2019/2020 Budget	2019/2020 Predicted Outturn		2020/2021 Budget	Notes
		<b>CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES</b>					
		<b>Cultural and Related Services</b>					
		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	
		<b>TOTAL</b>	<b>45,600</b>	<b>0</b>	<b>0</b>	<b>48,400</b>	
		Income					
E & L	4110	* Sport Income	-10,500	0		-10,500	
E & L	4120	* Event Income	-4,700	0		-5,500	
		<b>TOTAL</b>	<b>-15,200</b>	<b>0</b>		<b>-16,000</b>	
		<b>Net Expenditure</b>	<b>30,400</b>	<b>0</b>		<b>32,400</b>	
		<b>Public Open Spaces, Planting and Allotments</b>					
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		3,500	Slight increase of £500 as number of older trees have required works in 2019/20
E & L	5377	Cleaning Materials <b>GROUND</b> S	120	0		100	
	5033	HMLNR & WPLNR	500			500	
		<b>TOTAL</b>	<b>17,670</b>	<b>0</b>	<b>0</b>	<b>19,680</b>	
		<b>Income</b>					
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	
		<b>TOTAL</b>	<b>-5,450</b>	<b>0</b>		<b>-6,610</b>	
		<b>Net Expenditure</b>	<b>12,220</b>	<b>0</b>		<b>13,070</b>	
		Culture and Heritage					
E & L	5394	Twinning Hospitality	0	0		100	
E & L	5300	Civic Centre Events	27,500	0		20,000	Altered to reflect events programme in 2020/21
	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
		<b>TOTAL</b>	<b>35,800</b>	<b>-</b>		<b>27,600</b>
E & L	4050	Civic Centre Events	-35,700	0		-27,000
		<b>Net Expenditure</b>	<b>100</b>	<b>0</b>		<b>600</b>

Committee	Nominal Code		2019/2020 Budget	2019/2020 Predicted Outturn		2020/2021 Budget	
		<b>Planning and Development Services</b>					
		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	
		<b>TOTAL</b>	<b>6,500</b>	<b>0</b>		<b>6,500</b>	
E & L	4350	Income - Roundabout	-440	0		-850	
E&L	4390	CCTV - Chamber Contribution	-650	0		-650	
		Total	<b>-1090</b>	<b>0</b>		<b>-1500</b>	
		<b>Net Expenditure</b>	<b>5,410</b>	<b>0</b>		<b>5,000</b>	
		<b>Environmental and Regulatory Services</b>					
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	
		<b>TOTAL</b>	<b>8,315</b>	<b>0</b>	<b>0</b>	<b>8,258</b>	
		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				<b>-36,050</b>	
		<b>Net Expenditure</b>	<b>-32,500</b>	<b>0</b>	<b>0</b>	<b>-27,792</b>	
		<b>HIGHWAYS AND TRANSPORT SERVICES</b>					
		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 (rename to Climate Change EXPO 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	
		<b>TOTAL</b>	<b>14,000</b>	<b>0</b>	<b>0</b>	<b>13,300</b>	
		Income					
E & L	4370	* Road Safety Week	0	0		0	
E & L	4295/4240	* Delegated Functions	-1,280	0		-1,280	
		<b>TOTAL</b>	<b>-1,280</b>	<b>0</b>		<b>-1,280</b>	
		<b>Net Expenditure</b>	<b>12,720</b>	<b>0</b>	<b>0</b>	<b>12,020</b>	

		Other Buildings and Services to the Public					
E & L	5294	Graffiti Removal	50	0		50	
		<b>TOTAL</b>	<b>50</b>	<b>0</b>	<b>0</b>	<b>50</b>	
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	
		<b>TOTAL</b>	<b>129,727</b>	<b>0</b>	<b>0</b>	<b>132,265</b>	
		<b>TOTAL REVENUE EXPENDITURE</b>	<b>257,662</b>	<b>-</b>		<b>256,053</b>	
		<b>TOTAL INCOME</b>	<b>-91,220</b>	<b>0</b>		<b>-88,440</b>	
		<b>TOTAL</b>	<b>166,442</b>	<b>-</b>		<b>167,613</b>	

Committee	Nominal Code		2019/2020 Budget	2019/2020 Predicted Outturn		2020/2021 Budget	
		<b>Long Term Earmarked Reserve Projects</b>					
		Upgrade to Luxfords Play area	25,000	0		20,000	Agreed by Full Council in 2019
		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	-			10,000	
		New Cricket Mower (moved from 2018/19 new initiatives)	3,000				
		<b>Total Long Term Earmarked Projects</b>	<b>32,500</b>	<b>0</b>	<b>0</b>	<b>36,000</b>	
		<b>TOTAL</b>					
		<b>New initiatives for 2020/21</b>					
		Additional tree planting				2,500	Tree planting for Tree for Tree scheme
		Bench on London Road by Southview Drive				1,000	Includes cost of bench, licence fees and installation
		ESCC Grass verge cutting contribution 2020/21				4,300	Agreed by Full Council 2019
		Memorial plaques/art project				1,500	Project to be explored further
						<b>9,300</b>	
		<b>Previous Initiatives 2019/2020</b>					
		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	
		West Park LNR Boardwalk	2,000			0	
		<b>TOTAL</b>	<b>23,540</b>	<b>0</b>	<b>0</b>	<b>0</b>	
		<b>TOTAL</b>	<b>2019/2020</b>			<b>2020/2021</b>	

Total Revenue Expenditure	257,662	-		256,053
Total Long Term Earmarked Reserve Projects	32,500	0		36,000
Total New Initiatives	23,540	0		9,300
Total Budget Expenditure	313,702	0		301,353
Total Income	-91,220	0		-88,440
Net Expenditure	222,482	0		212,913

Committee	Nominal Code		2019/2020 Budget		2020/2021 Budget	Notes
		<b>OTHER SERVICES</b>				
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		1,500	
	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	
		<b>TOTAL</b>	<b>191,814</b>		<b>195,633</b>	
GP		Income				
	4810	* Restaurant Food Sales	-121,800		-122,800	
	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	
		<b>TOTAL</b>	<b>-176,700</b>		<b>-178,650</b>	
		<b>Net Expenditure</b>	<b>15,114</b>		<b>16,983</b>	
		<b>Long Term Earmarked Projects</b>				
		Decoration and repair of restaurant	0		0	
		<b>Total</b>			<b>0</b>	
		<b>New Initiatives 2018/2019</b>				
		New Microwave	500		0	
		New Wine Fridge	0		0	
		<b>Total Budget Expenditure</b>	191,814		195,633	
		<b>Income</b>	-176,700		-178,650	
		<b>Net Expenditure</b>	15,114		16,983	

<b>TOTAL 2020/2021</b>				
<b>Total Revenue Expenditure</b>			195,633	
<b>New Initiatives</b>			0	
<b>Total Long Term Earmarked Reserve Projects</b>			0	
<b>Total Budget Expenditure</b>			<b>195,633</b>	
Total Income			- 178,650	
<b>Net Expenditure</b>			<b>16,983</b>	



# **UCKFIELD TOWN COUNCIL**

## **Property Asset Management Plan**

**2020- 25**



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## **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
<b>Total</b>	<b>65</b>

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 <sup>[1]</sup> (March 2014) with an annual rental income of £52,658 (*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 £55,271 (*which includes all income from lease/licence agreement rental payments and wayleaves only at December 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 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	<p>Cemetery and Chapel</p> <p>(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.</p>	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

## **Meeting of Full Council**

**Monday 20<sup>th</sup> January 2020**

### **Agenda item 16.0**

#### **QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR (Q3) 2019-20**

##### **1.0 Summary**

- 1.1 This report provides a quarterly update on the Town Council's priorities for 2019-20 and the progress that had been made by the end of the third quarter (end of December 2019).
- 1.2 The priorities identified for delivery in 2019-20 consist of initiatives which are often additional to the day to day responsibilities of the Town Council, but demonstrate by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.3 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year.
- 1.4 With this paper, the Town Clerk provides an update to members to explain the progress being made to deliver these priorities.

##### **2.0 Quarter 3 – 2019-20 (October - December) – Progress Update**

- 2.1 Of the 12 priorities, three are already complete, seven are on schedule for completion and two are slightly behind schedule but making some progress.





##### **3.0 Recommendations**

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




Appendices:                      Appendix A: Q3 (2019-20) Progress Report




Contact Officer:                Holly Goring




##### **Key:**




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

## APPENDIX A: Q3 2019-20 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
<b>1. COMMUNITY GRANTS</b> We will award up to £43,367 of community grant funding to local groups and charitable organisations for the period 2019/20.		<p>In September 2018, members of the Finance Sub-Committee considered applications for grant funding through the Town Council's community grant programme for 2019-20. General Purposes Committee approved the allocation of grant funding equating to a total sum of £43,367 which was set aside for 24 successful grant applicants.</p> <p>Full payments were made for the smaller amounts in April/May 2019. The first instalment and second instalment have now been paid to those organisations who were due to receive larger amounts.</p>	General Purposes Committee (Finance Sub)	Assistant Town Clerk
<b>2. HEALTH AND WELLBEING</b> We will seek to update the maps of the town which highlight our open spaces and footways		<p>Work is progressing now with the Communities and GIS teams at Wealden DC, to develop their Healthy Wealden website and assist with mapping the open spaces and play and sport facilities in Uckfield.</p> <p>Uckfield Town was the first area to provide information to Wealden DC of all its play areas and open spaces, and acted as a pilot for modelling the new website. We therefore look forward to seeing the first design of the website when it's ready. It is anticipated to go live in Spring 2020.</p>	Environment and Leisure Committee	Town Clerk
<b>3. PUBLIC EVENTS IN THE TOWN</b> 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>The Weald on the Field event took place on Saturday 3<sup>rd</sup> August 2019, and it was the best yet! The support we received from local businesses and organisations was excellent and the turn out from the public was higher than previous years. We had a great range of street food, pop up bars and local craft and artisan stalls in attendance.</p> <p>The Town Council worked with Food Rocks, Uckfield Chamber of Commerce and Wealden District Council to organise the event. Main sponsors SLM Toyota, EMC, Freedom Leisure and Richard Green Funeral Services sponsored the live music. The event was also supported by local businesses – Addagrip, CPJ Field, Lawsons Commercial, Lawson Queay, Net XP, Rix &amp; Kay, Swindells, Travis Perkins Treslers and Uckfield Garage.</p> <p>The Uckfield Revival event – classic vehicle parade and display took place on 5<sup>th</sup> October 2019 and despite the heavy rain the week before, the skies cleared and the altered location of the station car park provided an excellent venue to display in the region of 90 vehicles. The event was supported by SLM Toyota and Andy Owen Motor Services &amp; Race Preparation.</p>	Full Council	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
<b>4. PLAY AREA UPGRADE</b> We will put funds aside towards the upgrade of Luxfords Play Area and explore other opportunities to assist with the funding of this upgrade.		<p>Work has commenced to explore the potential costs of upgrading Luxfords play area.</p> <p>The Estates &amp; Facilities Manager has met with a number of play area companies to understand how they would design the space, their preferred layout and estimated costings and the formal tender process is underway – with the deadline for documents to be submitted by 17<sup>th</sup> January 2020. The Town Council has planned a programme of consultation with local schools, the public in both online formats and in person. See update to Environment &amp; Leisure Committee on 6<sup>th</sup> January 2020.</p>	Environment and Leisure Committee	Estates & Facilities Manager
<b>5. NEIGHBOURHOOD PLAN</b> We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan ready for submission to the local planning authority.		<p>A draft scoping document, which includes the vision, key objectives and draft policy areas, was submitted to Wealden District Council's planning department for a screening exercise to be carried out. This would enable the Neighbourhood Plan Steering Group to understand whether they need to carry out any further assessments such as a strategic environment assessment (SEA) or habitat regulations assessment (HRA), understand where specific data or publications may help to build their evidence base, and understand if there is any duplication with existing planning policies. The group received a response in December 2019 from the planning department and both a SEA and HRA will be required. The steering group are also awaiting an update following the outcome of the Planning Inspector's review of Wealden DC's Local Plan.</p>	Full Council	Town Clerk
<b>6. CELEBRATING OUR HISTORY</b> We will explore the practicalities of starting a blue plaque heritage scheme which would note important people and places in Uckfield's history.		<p>Initially the Town Council planned to set up a working group to explore the setting up of such a scheme, but unfortunately interest has been low.</p> <p>It was suggested at the Environment and Leisure Committee in June 2019, that the project be advertised to a wider audience to attract those with an interest in the town. This action still has to be progressed.</p> <p>Recently the Town Clerk has contacted Thatcham Town Council to find out more about their blue plaque heritage scheme. The information provided has been very useful and will be shared with members to refresh this initiative.</p>	Environment and Leisure Committee	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
<b>7. PLASTIC FREE</b> Leading by example, we will work closely with Brighter Uckfield and Uckfield Chamber of Commerce to encourage Uckfield to become a town free of single use plastic.		<p>Good progress is being made. The Town Council has been a strong supporter of the newly established Plastic Free Uckfield campaign. The Town Council has become one of the town's Refill stations (<a href="http://refill.org.uk">refill.org.uk</a>) with a water fountain in the ground floor foyer of the Civic Centre. There are now 16 refill stations in total within the town and the Plastic Free Working Group is making great process.</p> <p>Two Town Councillors represent the Town Council on the working group and the Town Council confirmed its commitment to the Surfers against Sewage Plastic Free Community Toolkit and to supporting the journey to make Uckfield a Plastic Free Community at the meeting of Full Council in May 2019. Updates will be provided by the representatives to Environment &amp; Leisure Committee, going forward.</p>	Environment & Leisure Committee	Town Clerk
<b>8. PAVEMENTS AND HIGHWAYS</b> We will work with partner agencies to push for improvements to accessibility and safety on our pavements and highways		<p>Work continues in liaison with East Sussex Highways to review the issues that the Town Council has raised about the access corridors into the town. East Sussex Highways commissioned a number of surveys in 2018, which are feeding into the feasibility of improvements in these corridors.</p>	Full Council	Town Clerk
<b>9. GRASS VERGE CUTTING</b> 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>The Town Council made payment to East Sussex Highways to retain the existing number of cuts to urban verges in Uckfield Town in 2019-20. East Sussex Highways previously carried out two cuts to rural verges and five to six cuts per annum to urban verges. East Sussex Highways advised the Town Council in the autumn of 2018, that they would only be able to fund two verge cuts in the urban areas, but if the Town Council wished to contribute a sum of £6,009 the existing service could be retained.</p> <p>The number of complaints has substantially reduced this year, with only a handful received. These related mainly to two sections of verge along the lower part of Eastbourne Road, which kept getting missed in their cutting schedule. The last cut took place week beginning 23<sup>rd</sup> October 2019. The Town Council has also agreed to contribute to maintain service levels in 2020/21.</p>	Full Council	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
<b>10. TOWN COUNCIL BUILDINGS</b> We will assess whether our buildings could be better utilised and meet the needs of Uckfield's residents and organisations.		Work is currently underway to review a couple of the Town Council's buildings and current usage. Further work will proceed in the New Year.	General Purposes Committee	Town Clerk/ Estates & Facilities Manager
<b>11. TRADITIONAL RED TELEPHONE BOX</b> We will restore the traditional red telephone box, move it to a more prominent location and use the iconic facility to provide a service for residents and visitors to the town		Section 58 on the public highway will be lifted in August 2019, which has restricted excavation works to the newly upgraded High Street pavements.  Work will therefore now proceed to identify the future use of the traditional red telephone box, restore it and relocate, and most importantly consult with the residents and businesses of Uckfield to understand what they would like to see the facility used for.	General Purposes Committee/ Full Council	Town Clerk/ Estates & Facilities Manager
<b>12. USER FRIENDLY BOOKING</b> We will look to install a new internal booking system to manage room and venue hire, and explore the introduction of an online booking facility on the Civic Centre website for the purchase of event tickets.		Following changes in staffing to the administrative function of the Town Council, the office can now move forward to start exploring new and modern internal booking systems which would be practical and suitable for managing the hire of the Civic Centre, Foresters Hall and open spaces.  Work will commence in January 2020, to commission work to assist with the installation of an online booking facility on the Civic Centre website for the purchase of event tickets.	Full Council	Town Clerk/ Hospitality Manager

## **L E A S E**

**Date** **2019**

**Landlord** **UCKFIELD TOWN COUNCIL** of Council  
Offices, Uckfield Civic Centre, Bell Farm Lane,  
Uckfield, East Sussex TN22 1AE

**Tenant** **ROSEMARY ANGELA SHEPHERD t/a R & R  
TAXIS** of 12 Manor Close  
Uckfield, East Sussex, TN22 1DL

**Property** All those premises known as The Signal Box,  
Uckfield Station, High Street, Uckfield, East Sussex

**Term** 2 years from the 3<sup>rd</sup> December 2019

**Rent** £4,250 per annum by equal monthly payments of  
£354.16 in advance on the 1<sup>st</sup> day of each calendar  
month

**First Payment** to be made on the date of this Lease for the period to  
the monthly payment day next

**Additional Rent** such amount as the Landlord shall be asked to pay by  
their insurers in respect of premiums for insuring the  
Property in accordance with Clause 3.2 of this Lease  
such sum to be paid within seven days of a written  
demand from the Landlord

### **1. Demise**

1. 1 The Landlord lets the Property to the Tenant for the Term at the Rent  
and the Additional Rent payable and on the other terms as set out in this  
Lease

### **2. Obligations of the Tenant**

The Tenant agrees:-

2.1 To pay to the Landlord without deduction or set off :-

2.1.1 The Rent and the Additional Rent at the times provided in this Lease

2.1.2 the costs and expenses (including professional fees) which the  
Landlord incurs in preparing and serving

- 2.1.2.1 a notice of breach of the Tenant's obligations, under Section 146 of the Law of Property Act 1925, even if forfeiture is avoided without a Court Order
- 2.1.2.2 Schedules of dilapidations either during the Term or recording failure to give up the Property in the appropriate state of repair whenever this Lease shall end
- 2.2 Not to use the Property
  - 2.2.1 other than as offices or
  - 2.2.2 for any purpose which might invalidate the insurance policy covering the Property or which might increase the premium payable or
  - 2.2.3 for any activities which are or may become a nuisance or annoyance to the Landlord or to the owner or occupier of any neighbouring premises
- 2.3 to comply with the terms of every Act of Parliament, order, regulation, rule, licence and registration authorising or regulating how the Property is to be used
- 2.4 to give access to the Property to the Landlord or their duly authorised representatives, on giving three days written notice except in an emergency, for the purpose of viewing and inspecting the Property and carrying out any works which the Landlord is permitted to undertake under the terms of this Lease
- 2.5.1 not to alter the Property and to maintain the interior of the Property in its existing state and condition and any Landlord's fixtures and fittings PROVIDED THAT the Tenant shall not be under any obligation to replace or maintain any Landlord's fixtures and fittings or equipment which is obsolete or no longer capable of economic repair
- 2.5.2 to decorate the interior of the Property in the last three months of the Term (however it ends) in the colours and types of finish that exist at the date of this Lease
- 2.5.3 that the Tenant shall only need to make good damage caused by an insured risk to the extent that the insurance money has not been paid because of any act or default of the Tenant
- 2.6 that if the Tenant fails to do any work which this Lease requires the Tenant to do and the Landlord gives written notice to do it the Tenant must :-



- 2.6.1 start the work within two months or immediately in the case of an emergency and
- 2.6.2 proceed diligently with the work and
- 2.6.3 in default permit the Landlord to do the work
- 2.7 that the Tenant is not to share occupation of the Property and neither the whole or any part of the Property is to be transferred or sublet.
- 2.8 that the Tenant is to give the Landlord a copy of any notice concerning the Property or the neighbouring property as soon as it is received by him
- 2.9 that the Tenant is to allow the Landlord or their agents to fix a notice on the outside of the Property in a reasonable position advertising that it is for sale or to be let but the Tenant is not to display any advertisements in or on the Property which are visible from the outside
- 2.10 that if the Property is damaged by any of the risks to be insured by the Landlord under the provisions of this Lease (unless the insurers refuse to pay the insurance money because of the Tenant's act or default) and as a result of that damage the Property or any part of it cannot be used the rents or a fair proportion of them, are to be suspended for two years or until the Property is restored for occupation and use (whichever is the later)

### **3. Landlord's obligations**

The Landlord agrees

- 3.1 that whilst the Tenant complies with the terms of the Lease the Landlord is to allow the Tenant to possess and use the Property without lawful interference from the Landlord or anyone who derives title from the Landlord or any Trustee for the Landlord
- 3.2 to keep the Property insured with reputable insurers to cover the full cost of rebuilding, site clearance, professional fees, VAT and three year's loss of rent against fire, lightning, explosion, earthquake, landslip, third party liability and any other risks reasonably required by the Landlord so far as cover is available at the normal insurance rates for the locality and subject to reasonable excesses and exclusions
- 3.3 to give to the Tenant if requested once a year particulars of the insurance policy and evidence from the insurer that it is in force

- 3.4 to maintain the existing state and condition of the structure, outside, roof, foundations joists slabs load bearing walls, beams and columns of the building of which the Property forms part and to decorate the same as often as is necessary to maintain a good standard of decoration

#### **4. Forfeiture**

- 4.1 This Lease comes to an end if the Landlord forfeits it by entering any part of the Property which the Landlord is entitled to do whenever
  - 4.1.1 Payment of the Rent or the Additional Rent is fourteen days overdue, even if not formally demanded
  - 4.1.2 The Tenant has not complied with any of the terms of this Lease
  - 4.1.3 If the Tenant being an individual or any one of them is adjudicated bankrupt or an interim receiver of his property is appointed or
  - 4.1.4 If the Tenant being a Company goes into liquidation or has an Administrative Receiver appointed or an administration order made in respect of it
- 4.2 When this Lease ends the Tenant is to return the Property to the Landlord leaving it in the state and condition in which this lease requires the Tenant to keep it and (if the Landlord so requires) remove anything the Tenant fixes to the Property and make good any damage which that causes

#### **5. General**

- 5.1 Whenever more than one person or company is the Landlord or the Tenant their obligations can be enforced against all or both of them jointly and against all or both of them jointly and against each individually
- 5.2 The rules about serving notices under section 196 of the Law of Property Act 1925 (as since amended) apply to any notice given under this lease
- 5.3 Any dispute arising under the terms of this Lease shall be decided by arbitration and referred to a single Arbitrator under the Arbitration Act 1996. The Landlord and Tenant may agree the appointment of an Arbitrator or either of them may apply to the President of the Royal Institution of Chartered Surveyors to make the appointment

- 5.4 This lease has not been granted to implement an agreement for lease
- 5.5 Nothing in this Lease shall create any rights in favour of any person or party pursuant to the Contracts (Rights of Third Parties) Act 1999

**6. Exclusion of Landlord & Tenant Act Security Provisions**

- 6.1. The Landlord having served on the Tenant notice pursuant to Section 38A of the Landlord and Tenant Act 1954 Part II (the Act) and the Tenant having completed the relevant Declaration (which the Tenant hereby acknowledges) the Landlord and the Tenant hereby agree that the provisions of Sections 24 to 28 inclusive of the Act shall be excluded in relation to this Lease

**7. Determination**

- 7.1 if the Tenant shall wish to determine this Lease at any time during the Term and gives to the Landlord not less than one month's written notice expiring at any time of that wish and shall pay all rent due to the Landlord up to the date of determination then on expiry of such notice the Term hereby granted shall cease and determine immediately but without prejudice to any rights or remedies that may have accrued

The Common Seal of Uckfield  
Town Council was hereunto  
affixed in the presence of :-

Executed as a Deed by **ROSEMARY  
ANGELA SHEPHERD** in the  
Presence of :-

Witness Signature

Witness Name

Witness Signature



## **UCKFIELD TOWN COUNCIL BYELAWS FOR HEMPSTEAD MEADOWS LOCAL NATURE RESERVE, UCKFIELD**

The Uckfield Town Council in exercise of the powers conferred upon them by sections 20<sup>1</sup>, 21(4)<sup>2</sup> and 106<sup>3</sup> of the National Parks and Access to the Countryside Act 1949 in accordance with section 236 of the Local Government Act 1972 hereby make the following byelaws for the protection of the Nature Reserve at Hempstead Meadows in the Parish of Uckfield in the County of East Sussex

1. In these byelaws
  - (a) "The Reserve" shall mean the pieces or parcels of land containing in the whole 4.90 hectares or thereabouts and situated in the Parish of Uckfield in the County of East Sussex declared to be managed as a Nature Reserve by the declaration dated the 7<sup>th</sup> day of July 2014 made by the Uckfield Town Council in pursuance of section 21 of the National Parks and Access to the Countryside Act 1949, and the Reserve is for the purposes of identification shown as nearly as may be on the map annexed to these byelaws and therein shaded red.
  - (b) "The Council" shall mean Uckfield Town Council.
  - (c) "Firearm" shall have the same meaning as in section 57 of the Firearms Act 1968.
2. Within the Reserve the following acts are hereby prohibited except insofar as they may be authorised by a permit issued by the Council in accordance with Byelaw 4, or are necessary to the proper execution of his/her duty by an officer of the Council or by any person, or servant of any person, employed or authorised by the Council.

### **RESTRICTION OF ACCESS**

- (1) Entering at any time those parts of the Reserve where notice to keep out has been posted by order of the Council.

### **DAMAGE TO OR DISTURBANCE OF THINGS IN THE RESERVE**

- (2) Spreading or using any net, or setting or using any lamp or other instrument, or any snare or lure, for the taking, injury or destruction of any living creature.
- (3) Taking, molesting or intentionally disturbing, injuring or killing any living creature.
- (4) Taking or intentionally disturbing or destroying the eggs, larvae, pupae or other immature stages, or the place used for shelter or protection of any living creature.
- (5) Intentionally removing or displacing any tree, shrub, plant, fungus or part thereof, or any unfashioned mineral thing including water.

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<sup>1</sup> Amended by the Natural Environment and Rural Communities (NERC) Act 2006, Telecommunications Act 1984, Water Act 1989, and Communications Act 2003.

<sup>2</sup> Amended by the (NERC) Act 2006

<sup>3</sup> Amended by the (NERC) Act 2006 and the Environmental Protection Act 1990

- (6) Climbing or ascending any tree or climbing or placing a ladder or steps against any tree.

### **BRINGING ANIMALS ETC INTO THE RESERVE**

- (7) Intentionally bringing, or permitting to be brought, into the Reserve any living creature, or the egg of any living creature, or any plant, or any seed or other part of any plant, in such circumstances that it is likely that such creature or plant will reproduce or propagate itself, or such egg will hatch, or such seed will germinate.
- (8) Bringing into, or permitting to remain within, the Reserve any animal other than a dog, unless it is kept under proper control and is prevented from worrying or disturbing any animal or bird<sup>4</sup>.

### **AREAS OF WATER**

- (9) Committing any act which pollutes or is likely to cause pollution of any water.
- (10) Obstructing any flow of any drain or watercourse.

### **USE OF VEHICLES**

- (11) No person shall ride or drive a bicycle, motor cycle, motor vehicle or any other mechanically propelled vehicle. This byelaw shall not extend to disability carriages.

### **USE OF CERTAIN EQUIPMENT**

- (12) Using any device designed or adapted for detecting or locating any metal or mineral in the Reserve.

### **USE OF FIREARMS ETC.**

- (13) Being in possession of a firearm, (with ammunition suitable for use in that firearm) otherwise than on a public paved road, or discharging a firearm or lighting a firework.
- (14) Projecting any missile manually or by artificial means.

### **GENERAL PROHIBITIONS**

- (15) Erecting, occupying or using any tent, shed, caravan or other structure for the purpose of camping elsewhere than in an area indicated by a notice as being available for camping.
- (16) Erecting any post, rail, fence, pole, booth, stand, building or other structure.
- (17) Neglecting to shut any gate or to fasten it if any means of doing so are provided.
- (18) Posting or placing any notice or advertisement.

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<sup>4</sup> A dog control order made under the Dog Control Orders (Prescribed Offences and Penalties, etc) Regulations 2006 (S.I. 2006/1059) is in effect for Hempstead Meadows Local Nature Reserve.

- (19) (a) Engaging in any activity which is causing or likely to cause a disturbance.  
(b) Holding any show, performance, public meeting, exhibition or sports or the playing of any games (including golf).
- (20) Intentionally or recklessly removing or displacing, any building, seat, notice board, notice exhibited by order of the Council, apparatus, wall, boundary bank, fence barrier, railing, post or hide.
- (21) Lighting any fire, stove, heater or other appliance capable of causing a fire, elsewhere than in an area indicated by a notice as being available for camping.
- (22) Letting fall or throwing any lighted match or lighted substance in a manner likely to cause a fire.
- (23) Intentionally leaving items in a place other than a receptacle provided by the Council for deposit of litter or refuse.

### **3. INTERFERENCE WITH DULY AUTHORISED OFFICER**

- (24) Intentionally obstructing any officer of the Council or any person, or the servant of a person, employed or authorised by the Council in the execution of any works including research or scientific work connected with the laying out, maintenance or management of the Reserve.

### **4. PERMITS**

- (25) The Council may issue permits authorising any person to do any act or class of acts within the Reserve or any part thereof which would otherwise be unlawful under these byelaws.
- (26) Any such permit shall be issued subject to the following conditions:
  - (a) that it must be carried whenever a visit is made to the Reserve, and produced for inspection when required by a person duly authorised by the Council in that behalf; and
  - (b) that it may be revoked by the Council at any time.

### **5. BYELAWS**

These byelaws shall not operate so as to interfere with the exercise –

- (27) by a person of –
  - (a) a right vested in him/her as owner, lessee or occupier of land in the reserve,
  - (b) any easement or profit a prendre to which he/she is entitled,
  - (c) any public right of way.
- (28) Of any functions of a local authority, statutory undertaker or drainage authority.
- (29) By a constable or a member of the armed forces or of any fire brigade or ambulance service of the performance of his/her duty.

**6. PENALTY**

Any person who offends against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the Standard Scale and in the case of a continuing offence to a further fine for each day during which the offence continues after the said conviction.

**7. REVOCATION**

The byelaws relating to Hempstead Meadows Nature Reserve made by East Sussex County Council and confirmed by the Secretary of State on 23 July 2007 are hereby revoked.

The common Seal of Uckfield )

Town Council was hereunto )

affixed in the presence of: )

Councillor .....

Councillor .....



## **UCKFIELD TOWN COUNCIL BYELAWS FOR WEST PARK LOCAL NATURE RESERVE, UCKFIELD**

The Uckfield Town Council in exercise of the powers conferred upon them by sections 20<sup>1</sup>, 21(4)<sup>2</sup> and 106<sup>3</sup> of the National Parks and Access to the Countryside Act 1949 in accordance with section 236 of the Local Government Act 1972 hereby make the following byelaws for the protection of the Nature Reserve at West Park in the Parish of Uckfield in the County of East Sussex

1. In these byelaws
  - (a) "The Reserve" shall mean the pieces or parcels of land containing in the whole 10.8 hectares or thereabouts and situated in the Parish of Uckfield in the County of East Sussex declared to be managed as a Nature Reserve by the declaration dated the 7<sup>th</sup> day of July 2014 made by the Uckfield Town Council in pursuance of section 21 of the National Parks and Access to the Countryside Act 1949, and the Reserve is for the purposes of identification shown as nearly as may be on the map annexed to these byelaws and therein shaded red.
  - (b) "The Council" shall mean Uckfield Town Council.
  - (c) "Firearm" shall have the same meaning as in section 57 of the Firearms Act 1968.
2. Within the Reserve the following acts are hereby prohibited except insofar as they may be authorised by a permit issued by the Council in accordance with Byelaw 4 or are necessary to the proper execution of his/her duty by an officer of the Council or by any person, or servant of any person, employed or authorised by the Council.

### **RESTRICTION OF ACCESS**

- (1) Entering at any time those parts of the Reserve where notice to keep out has been posted by order of the Council.

### **DAMAGE TO OR DISTURBANCE OF THINGS IN THE RESERVE**

- (2) Spreading or using any net, or setting or using any lamp or other instrument, or any snare or lure, for the taking, injury or destruction of any living creature.
- (3) Taking, molesting or intentionally disturbing, injuring or killing any living creature.
- (4) Taking or intentionally disturbing or destroying the eggs, larvae, pupae or other immature stages, or the place used for shelter or protection of any living creature.
- (5) Intentionally removing or displacing any tree, shrub, plant, fungus or part thereof, or any unfashioned mineral thing including water.

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<sup>1</sup> Amended by the Natural Environment and Rural Communities (NERC) Act 2006, Telecommunications Act 1984, Water Act 1989, and Communications Act 2003.

<sup>2</sup> Amended by the (NERC) Act 2006

<sup>3</sup> Amended by the (NERC) Act 2006 and the Environmental protection Act 1990

- (6) Climbing or ascending any tree or climbing or placing a ladder or steps against any tree.
- (7) Climbing, ascending or descending any rock outcrop or placing a ladder or steps against any rock outcrop or fixing ropes or other climbing aids to any rock outcrop or otherwise defacing any rock outcrop.

### **BRINGING ANIMALS ETC INTO THE RESERVE**

- (8) Intentionally bringing, or permitting to be brought, into the Reserve any living creature, or the egg of any living creature, or any plant, or any seed or other part of any plant, in such circumstances that it is likely that such creature or plant will reproduce or propagate itself, or such egg will hatch, or such seed will germinate.
- (9) Bringing into, or permitting to remain within, the Reserve any animal other than a dog, unless it is kept under proper control and is prevented from worrying or disturbing any animal or bird<sup>(4)</sup>.

### **AREAS OF WATER**

- (10) Committing any act which pollutes or is likely to cause pollution of any water.
- (11) Obstructing any flow of any drain or watercourse.

### **USE OF VEHICLES**

- (12) No person shall ride or drive a bicycle, motor cycle, motor vehicle or any other mechanically propelled vehicle. This byelaw shall not extend to disability carriages.

### **USE OF CERTAIN EQUIPMENT**

- (13) Using any device designed or adapted for detecting or locating any metal or mineral in the Reserve.

### **USE OF FIREARMS ETC.**

- (14) Being in possession of a firearm-(with ammunition suitable for use in that firearm) otherwise than on a public paved road or discharging a firearm or lighting a firework.
- (15) Projecting any missile manually or by artificial means.

### **GENERAL PROHIBITIONS**

- (16) Erecting, occupying or using any tent, shed, caravan or other structure for the purpose of camping elsewhere than in an area indicated by a notice as being available for camping.
- (17) Erecting any post, rail, fence, pole, booth, stand, building or other structure.

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4. A dog control order made under the Dog Control Orders (Prescribed Offences and Penalties, etc) Regulations 2006 (S.I. 2006/1059) is in effect for West Park Nature Reserve.

- (18) Neglecting to shut any gate or to fasten it if any means of doing so are provided.
- (19) Posting or placing any notice or advertisement.
- (20)
  - (a) Engaging in any activity which is causing or likely to cause a disturbance.
  - (b) Holding any show, performance, public meeting, exhibition or sports or the playing of any games (including golf).
- (21) Intentionally or recklessly removing or displacing, any building, seat, notice board, notice exhibited by order of the Council, apparatus, wall, boundary bank, fence barrier, railing, post or hide.
- (22) Lighting any fire, stove, heater or other appliance capable of causing a fire, elsewhere than in an area indicated by a notice as being available for camping.
- (23) Letting fall or throwing any lighted match or lighted substance in a manner likely to cause a fire.
- (24) Intentionally leaving items in a place other than a receptacle provided by the Council for deposit of litter or refuse.

### **3. INTERFERENCE WITH DULY AUTHORISED OFFICER**

- (25) Intentionally obstructing any officer of the Council or any person, or the servant of a person, employed or authorised by the Council in the execution of any works including research or scientific work connected with the laying out, maintenance or management of the Reserve.

### **4. PERMITS**

- (26) The Council may issue permits authorising any person to do any act or class of acts within the Reserve or any part thereof which would otherwise be unlawful under these byelaws.
- (27) Any such permit shall be issued subject to the following conditions:
  - (a) that it must be carried whenever a visit is made to the Reserve, and produced for inspection when required by a person duly authorised by the Council in that behalf; and
  - (b) that it may be revoked by the Council at any time.

### **5. BYELAWS**

These byelaws shall not operate so as to interfere with the exercise –

- (28) by a person of –
  - (a) a right vested in him/her as owner, lessee or occupier of land in the reserve,
  - (b) any easement or profit a prendre to which he is entitled,
  - (c) any public right of way.

- (29) Of any functions of a local authority, statutory undertaker or drainage authority.
- (30) By a constable or a member of the armed forces or of any fire brigade or ambulance service of the performance of his/her duty.

## **6. PENALTY**

Any person who offends against any of these byelaws shall be liable on summary conviction to a fine not exceeding level 2 on the Standard Scale and in the case of a continuing offence to a further fine for each day during which the offence continues after the said conviction.

## **7. REVOCATION**

The byelaws relating to West Park Nature Reserve made by East Sussex County Council on 2 January 1998 and confirmed by the Secretary of State are hereby revoked

The common Seal of Uckfield )

Town Council was hereunto )

affixed in the presence of: )

Councillor .....

Councillor .....

## **Meeting of Full Council**

**Monday 20<sup>th</sup> January 2020**

### **Agenda Item 19.0**

#### **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**

18 <sup>th</sup> December 2019	Tree Planting West Park Recreation Ground
18 <sup>th</sup> January 2020	Opening of Magnet Kitchens in Uckfield
24 <sup>th</sup> January 2020	St. Philip's School Pantomime
25 <sup>th</sup> January 2020	Official invitation to Panto Iwer Heath Drama Club, Slough

*NB. Mayors Engagements Report for 9.12.19*

*Cllr. Mayhew was unable to attend Sussex Association of Bonfire Societies - Carol Service on 15<sup>th</sup> December 2019 due to a change in family commitments.*

#### **TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS**

13 <sup>th</sup> December 2019	Uckfield Theatre Guild Panto
18 <sup>th</sup> December 2019	Tree Planting West Park Recreation Ground