



UCKFIELD TOWN COUNCIL

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

Tel: (01825) 762774 Fax: (01825) 765757
e-mail: townclerk@uckfieldtc.gov.uk
www.uckfieldtc.gov.uk

Town Clerk – Holly Goring

Meeting of the **Environment and Leisure Committee** to be held on
Monday 15th June 2020 at 7.00pm

REMOTE MEETING (VIA ZOOM)

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 CHAIRMAN'S DISCRETION

3.0. APOLOGIES FOR ABSENCE

4.0. MINUTES

- 4.1. Minutes of the meeting of the Environment and Leisure Committee held on 4th May 2020 (Attached)
- 4.2. Action list – For information only (Attached)
- 4.3. Project Monitoring List – for information only (Attached)

5.0. FINANCE

- 5.1. To note bills paid
- 5.2. There are no income and expenditure reports until accounts are completed for 2019/20

6.0 ADMINISTRATION

- 6.1 To note the draft minutes of the Strengthening Local Relationships (SLR) Meeting in January 2020
(Attached)
- 6.2 To review a revised version of the Terms and Conditions for Pitch and Pavilion Hire
(Attached)

7.0. ENVIRONMENT

- 7.1 To note the current position of the Town Council's Estates
(Attached)
- 7.2 To consider an update on 'Our Parks' Initiative
(Attached)

8.0. LEISURE

(nothing to report at this time)

9.0. REPORTS FROM WORKING GROUPS

- 9.1 Climate Change Working Group
(nothing to report at this time)
- 9.2 2020 VE Anniversary Working Group
(activities placed on hold until autumn 2020)

10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 10.1. Active Uckfield
(nothing to report at this time)
- 10.2 Age Concern
(nothing to report at this time)
- 10.3 West Park LNR and Hempstead Meadows LNR – Supporters Group
(nothing to report at this time)
- 10.4 Luxford Centre Management Committee
(nothing to report at this time)
- 10.5 Uckfield and District Twinning Association
(nothing to report at this time)
- 10.6 Uckfield Parkrun Board
(nothing to report at this time)
- 10.7 Uckfield Plastic Free Working Group
(nothing to report at this time)
- 10.8 Uckfield Railway Line Parishes Committee
(nothing to report at this time)
- 10.9 Uckfield Youth Club Board
(nothing to report at this time)
- 10.10 Wealden Bus Alliance/Weald Link
(nothing to report at this time)
- 10.11 All Weather Pitch Operational Group
(nothing to report at this time)

11.0 CHAIRMANS ANNOUNCEMENTS

12.0 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: -

- 12.1 To consider a report on the Marketing programme
(Attached)



Town Clerk
9th June 2020

UCKFIELD TOWN COUNCIL

ACTION LIST - FOR INFORMATION ONLY

Environment and Leisure Committee

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

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.28.09.16</u>	<p><u>To consider revised byelaws for the Town Council's Local Nature Reserves (LNRs)</u> Members reviewed the amendments to the byelaws which still require Natural England and DEFRA's approval. It was RESOLVED to accept the revised byelaws.</p>	05.09.16	HG	The Town Council has sealed and signed the byelaws. A public notice will be published soon to provide the public with an opportunity to view the byelaws, prior to their submission to the Secretary of State.
<u>EL.26.01.19</u>	<p>It was RESOLVED that the Supporter Groups for both reserves be consulted with a view to shorten the byelaws in accordance with DEFRA's comments and report back to the Environment & Leisure committee.</p>	28.01.19		
	<p><u>Harlands Farm Pond</u> The Ranger is to be asked for ideas to captivate children's interest whilst at the pond.</p>	18.4.17	CW	Passed to Ranger 19.4.17 Nothing planned at this moment in time.
	<p>Harlands Farm Pond, VCT and Sussex Wildlife Trust are to be contacted to establish if they can assist with ideas etc. regarding children involvement in the pond.</p>	30.4.18	CW	Email sent but no response.
<u>EL 85.10.17</u>	<p><u>Request to rent allotment land to the rear of 155 Framfield Road</u> Following further discussion, it was RESOLVED that the new owner be asked to remove the fence back to their boundary in accordance with clause 4 of the license agreement. A license agreement could then be granted for the use of the land for garden use only, to grown vegetables etc, and that this land remains unfenced at all times.</p>	02.10.17	CW/RN	The resident has paid for the items to be removed, but due to Covid-19, the items have yet to be removed. This will be actioned after lockdown has been lifted.

<u>EL.30.01.19</u>	<u>Bird in Eye Allotment boundary fence rear of 155 Framfield Road</u> It was RESOLVED to give notice to remove all items, failure to do so would result in the Town Council removing the items and recharging costs.	28.01.19		
Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL07.06.19</u>	<u>Historical plaques</u> It was RESOLVED in order to try and move the scheme forward, that this be advertised to the wider audience.	03.06.19	TA	At a previous meeting of Full Council, one member suggested involving Memories of Uckfield in this initiative, to help build up interest.
<u>EL09.06.19</u>	<u>Town Council's involvement in commemorating VE Day 75</u> It was RESOLVED that: (a) the Town Council takes part in the commemoration and celebrations; (b) that a working group be set up to organise the event; (c) that the Committee decide how much to set aside for the event at the 2020/21 budget setting meeting.	03.06.19	WG	The VE Working Group were progressing plans for events in May 2020. These are now postponed until the autumn.
<u>EL.14.07.19</u>	<u>7.2 To consider a 'Bagged Dog Poo' sticker scheme</u> It was RESOLVED that we place details regarding the scheme on Facebook and The Voice to gain initial public response. Further costings for stickers are to be sought. The Committee will discuss the item further when this information has been collated.	15.07.19	TA/HG	To be actioned.
<u>EL26.10.19</u>	<u>7.2 – Review sheltered seating area in Ridgewood Play Area</u> It was RESOLVED to: (i) note the report; (ii) work with Sussex Police to run a campaign focused on encouraging the reporting of incidents of anti-social behaviour and crime; (iii) further investigate the statistics and evidence available and present this information to the next meeting of the Environment & Leisure Committee.	07.10.19	HG	Work to be carried out with Sussex Police.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL27.10.19</u>	<p><u>7.3 Initially consider the costs of adding permanent CCTV cameras to Ridgewood Village Hall and Ridgewood Recreation Ground</u></p> <p>Seven members voted in support and RESOLVED to further investigate the provision of CCTV in New Road (Ridgewood Village Hall and Ridgewood Recreation Ground) and open up this investigation to include other areas of the town.</p>	07.10.19	HG	Members agreed to NOT proceed with the installation of CCTV cameras in the open spaces of Uckfield, at this time, until such evidence or intelligence advises otherwise.
<u>EL28.10.19</u>	<p><u>7.4 Note the initial investigations into the addition of a gate/security on Ridgewood Village Hall Car Park</u></p> <p>Members RESOLVED to further explore the costs associated with installing an entry system on the entrance to the Ridgewood Village Hall Car Park.</p>	07.10.19	HG	This item is on hold until the works on the car park have taken place, and the impact of the new PCSOs and their work using local intelligence is visible.
<u>EL.42.01.20</u>	<p><u>6.1 To consider the renewal of the licence of Selby Meadow</u></p> <p>Members RESOLVED to:</p> <p>(i) note the report;</p> <p>(ii) renew the licence agreement for Selby Meadow with the Newtown Action Group, for a term of 10 years, with a review undertaken every three years.</p>	06.01.20	HG	This resolution has been reported to the Town Council's solicitors to prepare the necessary arrangements.
<u>EL.43.01.20</u>	<p><u>7.2 To receive an update on the ecological report on the Town Council's Land at Bellbrook</u></p> <p>Members RESOLVED to:</p> <p>(i) note the report;</p> <p>(ii) investigate the costs involved of installing an otter holt at the base of the riverbank of Bellbrook open space;</p> <p>(iii) rename Bellbrook open space to 'Riverside Wood' to give it an identity.</p>	06.01.20	MF/HG	Work is in progress to explore these matters.
<u>EL.49.02.20</u>	<p><u>6.1 To consider the future of the calendar competition</u></p> <p>Members RESOLVED to: (i) note the report;</p> <p>(ii) Request office staff to investigate the suggested alternatives to the current competition for 2021.</p>	17.02.20	TA/HG	Work is in progress to investigate the suggested alternatives to the current calendar competition for 2021.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.50.02.20</u>	<u>7.2 To consider a number of street light repairs</u> Members RESOLVED to: (i) Note the report; and; (ii) request that all streetlight repairs or replacements listed in the report be completed using the CIL funds available in earmarked reserves.	17.02.20	MF	All repairs were requested, but the works have been delayed due to Covid-19 and difficulties getting the parts.
<u>EL.51.02.20</u>	<u>7.3 To consider the support the Town Council can provide to the Uckfield Community Fridge Campaign</u> Members RESOLVED to: (i) Note the report, and; (ii) request that staff organise a visit to the community fridge schemes in Forest Row and Brighton.	17.02.20	MF/Amy/ Coral/HG	A meeting has been held by key stakeholders involved in setting up the Community Fridge campaign to discuss location, structure, health and safety. An update will be provided to the next E&L meeting in July.
<u>EL.59.05.20</u>	<u>7.2 To consider an update on the Uckfield Community Fridge initiative</u> Members RESOLVED to: (i) note the report; (ii) request the Estates & Facilities Manager to investigate potential sites for a community fridge, and; (iii) due to the current situation, arrange virtual visits of Community Fridges elsewhere.			
<u>EL.53.02.20</u>	<u>8.2 To consider the opportunities of the 'Our Parks Initiative'</u> Members RESOLVED to request staff to carry out more research into this initiative and report back.	17.02.20	HG/RN	Update due to be provided at the June meeting of E&L Committee.
<u>EL.60.05.20</u>	<u>7.3 To consider a suggestion by Councillor D. French re: ancient trees to be felled at Mallards Drive</u> Members RESOLVED for all Councillors' suggestions be put forward to developers to cover costs of producing something from the wood which would be useful the community, using a local crafts person.	04.05.20	MF/RN	Suggestions were put forward during the meeting including a donation to Tree for Tree scheme, bench or seat for Harlands School, or remembrance/memorial bench. In the meantime, it has been requested for members to come up with their own ideas and/or put out to the public

<u>EL.30.01.19</u>	<u>Bird in Eye Allotment boundary fence rear of 155 Framfield Road</u> It was RESOLVED to give notice to remove all items, failure to do so would result in the Town Council removing the items and recharging costs.	28.01.19		
Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL07.06.19</u>	<u>Historical plaques</u> It was RESOLVED in order to try and move the scheme forward, that this be advertised to the wider audience.	03.06.19	TA	At a previous meeting of Full Council, one member suggested involving Memories of Uckfield in this initiative, to help build up interest.
<u>EL09.06.19</u>	<u>Town Council's involvement in commemorating VE Day 75</u> It was RESOLVED that: (a) the Town Council takes part in the commemoration and celebrations; (b) that a working group be set up to organise the event; (c) that the Committee decide how much to set aside for the event at the 2020/21 budget setting meeting.	03.06.19	WG	The VE Working Group were progressing plans for events in May 2020. These are now postponed until the autumn.
<u>EL.14.07.19</u>	<u>7.2 To consider a 'Bagged Dog Poo' sticker scheme</u> It was RESOLVED that we place details regarding the scheme on Facebook and The Voice to gain initial public response. Further costings for stickers are to be sought. The Committee will discuss the item further when this information has been collated.	15.07.19	TA/HG	To be actioned.
<u>EL26.10.19</u>	<u>7.2 – Review sheltered seating area in Ridgewood Play Area</u> It was RESOLVED to: (i) note the report; (ii) work with Sussex Police to run a campaign focused on encouraging the reporting of incidents of anti-social behaviour and crime; (iii) further investigate the statistics and evidence available and present this information to the next meeting of the Environment & Leisure Committee.	07.10.19	HG	Work to be carried out with Sussex Police.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL27.10.19</u>	<p><u>7.3 Initially consider the costs of adding permanent CCTV cameras to Ridgewood Village Hall and Ridgewood Recreation Ground</u></p> <p>Seven members voted in support and RESOLVED to further investigate the provision of CCTV in New Road (Ridgewood Village Hall and Ridgewood Recreation Ground) and open up this investigation to include other areas of the town.</p>	07.10.19	HG	Members agreed to NOT proceed with the installation of CCTV cameras in the open spaces of Uckfield, at this time, until such evidence or intelligence advises otherwise.
<u>EL28.10.19</u>	<p><u>7.4 Note the initial investigations into the addition of a gate/security on Ridgewood Village Hall Car Park</u></p> <p>Members RESOLVED to further explore the costs associated with installing an entry system on the entrance to the Ridgewood Village Hall Car Park.</p>	07.10.19	HG	This item is on hold until the works on the car park have taken place, and the impact of the new PCSOs and their work using local intelligence is visible.
<u>EL.42.01.20</u>	<p><u>6.1 To consider the renewal of the licence of Selby Meadow</u></p> <p>Members RESOLVED to:</p> <p>(i) note the report;</p> <p>(ii) renew the licence agreement for Selby Meadow with the Newtown Action Group, for a term of 10 years, with a review undertaken every three years.</p>	06.01.20	HG	This resolution has been reported to the Town Council's solicitors to prepare the necessary arrangements.
<u>EL.43.01.20</u>	<p><u>7.2 To receive an update on the ecological report on the Town Council's Land at Bellbrook</u></p> <p>Members RESOLVED to:</p> <p>(i) note the report;</p> <p>(ii) investigate the costs involved of installing an otter holt at the base of the riverbank of Bellbrook open space;</p> <p>(iii) rename Bellbrook open space to 'Riverside Wood' to give it an identity.</p>	06.01.20	MF/HG	Work is in progress to explore these matters.
<u>EL.49.02.20</u>	<p><u>6.1 To consider the future of the calendar competition</u></p> <p>Members RESOLVED to: (i) note the report;</p> <p>(ii) Request office staff to investigate the suggested alternatives to the current competition for 2021.</p>	17.02.20	TA/HG	Work is in progress to investigate the suggested alternatives to the current calendar competition for 2021.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.50.02.20</u>	<u>7.2 To consider a number of street light repairs</u> Members RESOLVED to: (i) Note the report; and; (ii) request that all streetlight repairs or replacements listed in the report be completed using the CIL funds available in earmarked reserves.	17.02.20	MF	All repairs were requested, but the works have been delayed due to Covid-19 and difficulties getting the parts.
<u>EL.51.02.20</u>	<u>7.3 To consider the support the Town Council can provide to the Uckfield Community Fridge Campaign</u> Members RESOLVED to: (i) Note the report, and; (ii) request that staff organise a visit to the community fridge schemes in Forest Row and Brighton.	17.02.20	MF/Amy/ Coral/HG	A meeting has been held by key stakeholders involved in setting up the Community Fridge campaign to discuss location, structure, health and safety. An update will be provided to the next E&L meeting in July.
<u>EL.59.05.20</u>	<u>7.2 To consider an update on the Uckfield Community Fridge initiative</u> Members RESOLVED to: (i) note the report; (ii) request the Estates & Facilities Manager to investigate potential sites for a community fridge, and; (iii) due to the current situation, arrange virtual visits of Community Fridges elsewhere.			
<u>EL.53.02.20</u>	<u>8.2 To consider the opportunities of the 'Our Parks Initiative'</u> Members RESOLVED to request staff to carry out more research into this initiative and report back.	17.02.20	HG/RN	Update due to be provided at the June meeting of E&L Committee.
<u>EL.60.05.20</u>	<u>7.3 To consider a suggestion by Councillor D. French re: ancient trees to be felled at Mallards Drive</u> Members RESOLVED for all Councillors' suggestions be put forward to developers to cover costs of producing something from the wood which would be useful the community, using a local crafts person.	04.05.20	MF/RN	Suggestions were put forward during the meeting including a donation to Tree for Tree scheme, bench or seat for Harlands School, or remembrance/memorial bench. In the meantime, it has been requested for members to come up with their own ideas and/or put out to the public

**UCKFIELD TOWN COUNCIL
PROJECT MONITORING FORM 2020-21**

Committee	Environment & Leisure		
Project Name	Tree for Tree Scheme	Project Number	52
Resolution Number	Funds	Date	Commentary
<u>FC92.01.20</u>	£2,500	27.04.20	Work to commence once Covid-19 restrictions have eased.

Committee	Environment & Leisure		
Project Name	Bench on London Road (by Southview Drive)	Project Number	53
Resolution Number	Funds	Date	Commentary
<u>FC92.01.20</u>	£1,000	27.04.20	Work to commence once Covid-19 restrictions have eased.

Committee	Environment & Leisure		
Project Name	Memorial Plaque/Art Project	Project Number	55
Resolution Number	Funds	Date	Commentary
<u>FC92.01.20</u>	£1,500	27.04.20	Work to commence once Covid-19 restrictions have eased.

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the Strengthening Local Relationships Liaison Meeting held in the Mayor's Parlour, Civic Centre, Uckfield on 22nd January 2020

PRESENT: Cllr. Chris Dowling East Sussex County Council
Cllr. Claire Dowling East Sussex County Council
Ian Johnson East Sussex County Council
Cllr. Jez Beesley Uckfield Town Council
Cat Ford Customer Service Manager (ES Highways)
George Morris Highway Steward (ES Highways)

IN ATTENDANCE:

Holly Goring – Town Clerk
Minutes taken by Holly Goring

1.0 APOLOGIES

None.

2.0 TO APPROVE THE MINUTES OF MEETING HELD ON 7th AUGUST 2019

Attendees approved the minutes from the meeting held on 7th August 2019, and discussed a number of matters arising:

MATTERS ARISING

Double yellow lines

Any new enquiries for double yellow lines would need to be fully assessed and the relevant data for the junction considered by the Traffic & Safety team including a review of accident data.

Harcourt Road – patch up works

This had been an ongoing issue. The Highway Steward had recently revisited and measured the potholes and damage to the road. It was going to be submitted to see if it could be incorporated into schedule of works.

Kerbside of Vernon Road

The Highway Steward had investigated, undertaken a full assessment and reported the issue to East Sussex Highways.

Selby Road – path damage from dropped kerbs

This matter was discussed and considered that it may be an issue for the enforcement team.

3.0 UPDATED TERMS OF REFERENCE AND PURPOSE OF SLR MEETINGS

New to the SLR meetings, the Town Clerk requested clarity on the recently updated terms of reference and format of the meetings. The Town Clerk advised that the Town Council had recruited to the new position of Senior Administrative

Officer, and this officer would attend the next SLR meeting, with the Town Clerk before taking on this role in the future.

4.0. REQUEST FOR DEER SIGNAGE

Attendees discussed concerns which had been received from residents on the increase of deer movement on the access corridors into Uckfield. There had been increased sightings across the A22 by-pass and it was questioned whether the works on the Ridgewood Farm site had dispersed wildlife.

Any requests for new signage would need to be submitted to the Traffic & Safety team (via IJ). If existing signage had faded or fallen down and needed replacing, this should be sent to the customer service team.

There were already plans to rectify the signage on the A22 by-pass. It was recommended not to place too much signage up as road users could become blind to the importance of the notice and its location. However it was suggested that campaigns could be run on a temporary basis at specific times of year when the issue was worse.

5.0. FOOTWAY BETWEEN TESCO'S AND MEADS SURGERY – 11 OUT OF 17 STREETLIGHTS OUT AND FREQUENT VEGETATION ISSUES

The Town Clerk advised that there had been a number of streetlight issues, that had since been raised to East Sussex streetlighting team. The Town Council's Estates & Facilities Manager was now liaising with the team to understand what repairs were required and the costs involved.

The Town Clerk had been concerned however that there seemed to be a greater issue with regards to power, with so many lights out. The office also had to repeatedly report issues with overgrown vegetation along this footpath each year. It seemed to be missed and sometimes forgotten, but was a very popular route for pedestrians between West Park, the surgery and Tesco.

6.0. VERGES IN DOWNSVIEW CRESCENT

This issue had been going on now for around two years. Bollards would not solve the problem. The grass verges were reinstated in December 2019 but the heavy rainfall from the winter storms, and frequent movement of vehicles had washed some of the ground away. Other options would be considered to provide a more robust solution.

7.0. ONGOING STREETLIGHT ISSUES IN BROWNS LANE/LONDON ROAD

This matter was being investigated. Cabling had been damaged and needed replacing. Engineers were due to attend in the next five working days.

8.0. STREETLIGHT ISSUE IN FOOTWAY BETWEEN MANOR END AND NORTH ROW

This had been assessed on 3rd January, and was due to be repaired.

9.0. ANY OTHER BUSINESS

Cedars Close – repainting of double yellow lines

The Town Clerk queried why the double yellow lines had not been repainted at Cedars Close when both her and the resident who raised the issue in spring 2019 had been advised that works were due to be completed within 28 days. The Customer Service Manager said she would investigate. Update: the lines were repainted in spring 2020.

Downsview Crescent/Southview Drive

Concerns were raised with regard to the condition of the roads in this location. The road was breaking up and holes appearing. People were being encouraged to walk or cycle to work and school more now, but the condition of the road would be unsafe for cyclists in its current condition. It was understood that the road would be affected by the construction vehicles from the Uckfield College site, but questioned whether repairs could be carried out in the interim? It was advised that these two roads were listed on the Asset Management Plan for East Sussex Highways and added to the Highway Steward's six monthly patrol.

Cllr C Dowling also advised that Nevill Road had been moved higher up the priority list for resurfacing as a result of its current condition.

10.0 DATE AND TIME OF NEXT MEETING

Wednesday 15th July at 9.15am (TBC)

DRAFT

UCKFIELD TOWN COUNCIL



TERMS AND CONDITIONS FOR PITCH AND PAVILION HIRE SEASONAL

1. APPLICATION FORM

Applications for the hire of sports facilities must be made in writing on the Council's official application form and forwarded to:-

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

The completed form must be received by the Town Council at least 10 days before the event.

The Council reserves the right to refuse any application. If the Council accepts the application, the person or persons signing the application form (who must be 18 years of age or over) shall be deemed to be the hirer as well as the club or organisation etc. on whose behalf the application may be made and will jointly and severally be held liable to the Council for the payment of the fees and charges and for the strict observance of these conditions of hire.

2. SEASON AND HOURS OF PLAY

Football

The playing season shall commence on in August in each year and shall end in May in the following year, unless otherwise determined by the Council. For the purpose of charging a season is further defined as being up to 20 League games plus 4 games for Cups/Friendlies.

As a general rule the hours of play shall be:-

- (a) On Monday to Friday:-
at such times as agreed with the Council. Play shall cease half an hour before sunset.
- (b) On Saturdays, Sunday and Bank Holidays:-
 - (i) Morning games – kick-off not later than 10.30am. The changing rooms to be vacated not later than 1.00pm

Deleted: the first Saturday

Deleted: September

Deleted: on the first Sunday in April

Deleted: ¶

- (ii) Afternoon games – kick-off not before 2.00pm. The changing rooms will be available from 1.30pm and must be vacated by no later than 5.30pm.

Deleted: t

Should the times of hire be exceeded, the Council reserves the right to levy a surcharge for the additional period of use.

- (c) Facilities for matches played outside these times cannot be guaranteed. The Council reserves the right to withdraw facilities for any game that starts after the published kick-off time.
- (d) The number of matches permitted on the same pitch in one day will be determined by the Council at its absolute discretion, dependent on pitch conditions.
- (e) No match shall be played on any ground unless an application has been made to, and consent obtained from, the Council and the appropriate charges paid in advance.

3. MEMBERSHIP AND ALLOCATION

- (a) On receipt of applications, the Council will allocate pitches having regard as far as practicable to the number of pitches available, the applications received and the requirements of the hirer.
- (b) At the discretion of the Council, and when available, pitches may be let to outside bodies and organisations who do not normally represent the town.
- (c) Hiring of pitches and changing rooms (where applicable) will be subject to the hirer maintaining good and orderly conduct of all persons, including their visitors using the facilities. Hirers will be held responsible for any damage incurred during the time of hire and, in addition, will be charged for the repairs required. Also the hirers' application for pitch hire will be reviewed, with the possibility of future bookings being cancelled.
- (d) Hirers may not sub-let or otherwise transfer to other clubs or other persons, the use of pitches allocated to them without the prior written approval of the Council.

4. FEES AND CHARGES

- (a) Charges for the hire of pitches shall be as determined by the Council annually and notified to hirers in advance of bookings. Seasonal hirers will be invoiced half way through the season.

Clubs wishing to take advantage of the VAT exemption must make one payment for the season. A seasonal booking is defined as a booking for ten (10) or more matches in one transaction at the same venue within one season.

- (b) In no case will the fees (or any part thereof) be refunded should the club fail to play on any of the dates for which a pitch has been allocated to it except as provided for in sections 5 and 6

5. WITHDRAWALS

No allocation of any pitch whether seasonal or occasional shall bind the Council by contract or otherwise and the right is reserved to the Council to withdraw such allocations in exceptional circumstances, subject to the Council giving such notice of the withdrawal of the allocation as may be practicable in all the circumstances. In such an event the charge paid for the use of the pitch for that season (or the proportionate part) or for that particular occasion, would be refunded, but the Council should not be liable for any loss, damage or claim incurred by the hirer in consequence of such cancellations.

6. CANCELLATIONS

The decision of the Council on the fitness of a facility for play or otherwise is final. Whenever possible, notification of cancellation will be conveyed to the hirer not later than 5.00 pm on the day before play.

For seasonal bookings where play is cancelled by:-

- (i) The Council
- (ii) A *bona fide* league referee or official
- (iii) A club official

(a) due to adverse weather and ground conditions, the hirer may then be offered alternative dates subject to availability, or credit against future bookings. In the case of (ii) and (iii) above, the Council must receive written notification* of such cancellation within three days of the cancellation. If no such notification is received, then no credit or alternative match date will be offered.

*this may be by email to admin@uckfieldtc.gov.uk, with a copy to mark@uckfieldtc.gov.uk

Deleted: angela@uckfieldtc.gov.uk

Deleted: christine

(b) Where a match is cancelled by the hirer for any reason other than as stated in 6(a) above, written notice must be received by the Council no later than 48 hours prior to the day of play before a refund or credit can be considered. No refunds or credits will be granted without such written notice of cancellation being received. Failure to provide such written notice shall render the hirer liable for all charges in respect of the booking.

7. TRAINING

All training sessions held on Council land must be booked. Training is not permitted on any ground under repair or renovation. Training must not take place on match pitches and/or cricket squares.

8. FIXTURES

All clubs must supply fixture lists in writing for all teams in advance on at least a monthly basis.

9. INDEMNITY AND INSURANCE

All hirers shall indemnify the Council and keep the Council fully indemnified against all damage, damages, losses costs, expenses, actions, demands,

proceedings, claims and liabilities made against or suffered/incurred by the Council arising directly or indirectly out of:-

- (a) any act, omission or negligence of the hirer or any persons at the premises expressly or impliedly with the club's authority or
- (b) any breach or non-observance by the hirer of the covenants, conditions or other provisions of this agreement or any of the matters to which this hiring is subject PROVIDED THAT (and for the avoidance of doubt) there shall be no liability if and to the extent that the same shall be caused by or arise from any negligence, act or omission on the part of the Council, its agents, contractors or employees.

All hirers shall obtain a policy of insurance against third party risks/public liability with cover provided for the minimum value of £5 million. A copy of the valid insurance certificate must accompany the application form or be received by the Council not less than 28 days prior to the date of the first match. Such cover should extend throughout the hire period and copy certificates issued as a result of subsequent renewals of insurance should be sent to the Council as soon as they are received.

10. RIGHT OF ENTRY

Hirers acknowledge the right of the Council to enter the facility at any time during the period of the hiring and determine the hiring forthwith in the event of the breach of any of the condition.

11. GOOD ORDER

The hirer shall be responsible for good order being kept throughout the period of the hiring. The Council may charge the hirer for any expenses incurred in engaging the Police or other security personnel to preserve order prior to, during or after the period of hire.

12. PROHIBITION OF HIRING

Should the Council be of the opinion that the hiring is likely to prove of an objectionable or undesirable character, they shall have full power to cancel the hiring and return any money paid by the hirer, but in that event, the Council shall not be liable to pay any compensation to any person in respect of that cancellation.

13. UNLAWFUL OR ILLEGAL ACTIVITIES

The hirer shall not cause or permit any hired facility to be used for any unlawful or illegal activity. If it appears to the Council likely that such activity will take place during the proposed hiring, the Council shall have the power to cancel the hiring immediately and any payment made of fees and charges will be forfeited. The Council reserves the right to report evidence of illegal activities on the premises to the Police and assist in their enquiries.

14. UNDESIRABLE SUBSTANCES AND SMOKING

No article of an inflammable, explosive, dangerous, noxious, intoxicating or offensive nature may be brought onto the premises without the written

authorisation of the Council. Under the Health Act 2006 smoking is illegal in any public building or place of work. This shall include all sports pavilions and any other enclosed temporary structures such as a marquee with a ceiling and more than 50% walls.

15. MARKING OUT

The Council undertakes to maintain line markings for all outdoor sports activity areas within the basic charge for that activity.

16. HIRER'S EQUIPMENT

Hirer's equipment or property may only be stored with the prior written consent of the Council and may be the subject of a charge. Any such property shall be stored entirely at the risk of the owner and the Council shall not accept responsibility for any loss of (or damage to) any equipment or property stored.

The hirer may not bring portable electrical equipment to the premises without first obtaining the written permission of the Council. Permission will only be granted if the equipment concerned has been tested by a PAT registered electrical inspector. The hirer may not hold or store controlled substances or other chemical agents on the premises without the written permission of the Council. In order to obtain the permission, the hirer must provide all relevant information about the substance (e.g. COSHH Data Sheets, Risk Assessments etc.)

17. EQUIPMENT PROVIDED BY THE COUNCIL

Pitches

Hirers' equipment or property may only be stored with the prior written consent of the Council. For football, the Council shall provide equipped goalposts.

Changing rooms and Social Areas

The Council will provide basic necessary equipment for the operation of the premises and any associated sporting activities, (e.g. a scoreboard). Pavilion kitchens where provided, will not have crockery or cutlery supplied. All electrical equipment provided by the Council will be tested by an electrical contractor employed by the Council. Where the premises have a social area, the amount of furniture supplied by the Council will be commensurate with the size of the room. It is the responsibility of the hirer to report any damage to or loss of any equipment provided by the Council. Basic cleaning equipment (excluding cleaning products or chemicals) will be provided in all pavilions. Where an external bin is provided by the Council, it is the hirers' responsibility to make use of it and remove rubbish from internal bins. If waste generated by the hiring exceeds the capacity of the bin(s) provided it is the responsibility of the hirer to remove it from the site. The hirer will be responsible for any costs to the Council for removing excess waste from the site generated in connection with the hiring.

18. GROUND REINSTATEMENT

The hirer shall pay the cost of any works or repair or reinstatement required as a result of unnecessary and avoidable damage to the ground resulting from the hiring. The hirer must report any damage to the Council on the first working day following the booking.

19. TEMPORARY CLOSURE

In the event of any accident or occurrence whatsoever necessitating temporary closure of all, or part, of the facility hired, the hirer agrees that the Council shall not be liable for any loss or claims arising from any such closure.

20. PAVILION HIRE

Where the Council provides a pavilion for sports booking, changing rooms, toilets and showers will be provided for the associated hire charge. Ancillary facilities such as kitchen or social areas are provided entirely at the Council's discretion and will be subject to an additional charge. Where the hire of an outdoor sports facility includes the hire of a pavilion, the hirer will also be responsible for:-

- (a) The conduct of all users of the pavilion during the hire session.
- (b) Basic necessary cleaning of the pavilion facilities hired at the end of each hire session using the equipment provided by the Council. All pavilion facilities and surrounding areas are to be left in a clean and tidy condition by the hirer. Where pavilion facilities are not left in a clean and tidy condition, the Council reserves its absolute right to employ such cleaning resources as may be required and to recharge the full cost of such resource to the hirer. If an item of cleaning equipment is found to be missing as a result of negligence on the hirer's behalf, then it is the hirers' responsibility to replace the item immediately.
- (c) Ensuring that the pavilion building is secured at the end of each hire session with particular reference to: the return of keys, the securing of all doors and windows, all lights and where applicable, heating to be switched off, all showers and taps to be turned off, all equipment to be secured and all furniture to be secured in an appropriate storage area and left in a clean and tidy condition.
- (d) Reporting all damage occurring to any pavilion or facility during each hire period to the Council on the first working day following the hiring. Where the damage has been caused as a result of negligence on the hirers' behalf, the Council reserves its absolute right to employ such resources as may be required to repair pavilion facilities and to recharge the full cost of such resources to the hirer. No spikes or studs should be worn in the tea room where such a room is provided.
- (e) All keys issued by the Council in connection with each hire session are to be collected from the Civic Centre, prior to the first hire session and returned as instructed by the Council at the time of collection. The hirer will be required to pay for the replacement of any keys not returned or may be required to pay for replacement locks and keys.
- (f) Personal property left behind after hiring will be retained in storage by the Council for 3 weeks, after which, if it has not been claimed, it will be disposed of.

21. CATERING AND FOOD HYGIENE

Under Food Hygiene Regulations, kitchen facilities are subject to inspection by an Environmental Health Officer. When making use of kitchen facilities for catering purposes, the hirer is responsible for food safety and hygiene. Any hirer wishing to provide catering to the public on Council premises must hold a valid Basic Food Hygiene Certificate and the Council must be provided with a copy of this Certificate 3 days before the hire session commences. The Council will not be held responsible or liable for the hygiene of any food prepared on or off the premises in connection with a booking.

22. CAR PARKING

The hirer shall be responsible for the control of all motor vehicles within the grounds of the premises in relation to their specific facility hire and should advise their visitors accordingly. Vehicles must be parked only in designated parking areas. The parking of vehicles on grass without the written authorisation of the Council is prohibited. Under no circumstances will the Council accept any responsibility for loss or damage to the contents of, or to any car or other vehicle which may be brought to or left within the precincts of the site.

23. BYELAWS AND STATUTORY REQUIREMENTS

The hirer must comply at all times with all byelaws, regulations and statutory requirements relating to the facilities hired or the intended use of facilities. The hirer is responsible for obtaining any relevant statutory licences in relation to their organised activities during the hire period.

24. LIMIT OF ADMISSION

Where the nature of the hiring so requires, the number of persons to be admitted by the hirer shall be in accordance with the maximum capacity of the building and shall be brought to the attention of the hirer/club at the time of hiring. The hirer, if specifically requested to do so, shall keep a record of the number of persons admitted, to be available for inspection.

25. RIGHT OF ADMISSION

Notwithstanding any contractual agreement with the hirer, the Council reserves the right at its absolute discretion to refuse, or direct the hirer to refuse, admission of or to evict any person or persons from the facility. The Council shall not be liable to pay compensation to the hirer arising out of this clause.

26. PUBLIC ACCESS

The public must not be prevented from having free access to all other areas of the sports or recreation ground without the written consent of the Council.

27. PUBLICITY MATERIAL

The hirer shall not use the outdoor sports facility for any purpose other than the purpose stated on the application form and approved in advance by the Council. All publicity produced in connection with a hiring must be approved by the Council before being issued for display.

28. FLY POSTING

Advertising by means of fly-posting relating to the proposed hiring of an outdoor facility is strictly prohibited. Any advertising material affixed to property without the owner's consent will result in prosecution by the Council.

29. BROADCASTING OR FILMING

No broadcast or television performance, either live or recorded shall be made from the hired facilities without prior consent, in writing, from the Council. Applications for such consent are to be made at least twenty eight (28) days before the date of the proposed recording or transmission.

30. HAWKERS AND VENDORS

No hawker, vendor, collector or canvasser shall be admitted to the facility without the written authorisation of the Council.

31. GAMBLING

No sweepstakes, raffle or other form of lottery shall be promoted, conducted or held on the facility hired, except such a lottery as deemed to be lawful by virtue of any enactment relating to gaming, betting and lotteries and for which prior written approval has been given by the Council and the relevant statutory licence or permit has been obtained.

32. CHILD PROTECTION

All hirers of outdoor facilities should seek to publish and adhere to a Child Protection Policy, a copy of which must be provided to the Council.

33. CONSENTS

Any consents or approval by the Council under these conditions shall be given in writing by (or on behalf of) the Town Clerk.

34. SPECIAL CONDITIONS

The Council reserves the right to modify any of these conditions, or to further impose conditions where the Council considers necessary.

Meeting of the Environment & Leisure Committee

Monday 15th June 2020

Agenda Item 7.1

TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S ESTATES

1.0 Summary

1.1 This report sets out the current position with the Council's Estates.

All Play areas are closed due to Lockdown. Zip wire has been removed at Ridgewood and due to the fitting, the Hempstead Zip wire has been cable tied.

Victoria Skatepark

Investigation required in dealing with drainage issues.

Hempstead Lane Play Area

Nothing to report.

Hempstead Meadows

Works due to take place on the gravel footpath byway by ESCC, following the flood damage in December 2019. Awaiting a date to be confirmed, the footpath will be closed for the duration of the works.

Rocks Park Play Area

Quotes being obtained for a small footpath to join the main footpath with the park gates as mentioned by some residents.

West Park Recreation ground

Nothing to report.

Boothland Wood

Forest School is underway and going well, two visits each week by Harlands Primary School. On hold due to Covid-19 Lockdown restrictions.

Equipment & Vehicles

Nothing to report.

Ridgewood Recreation Ground

Quotes are being sought to repair the undulating surface issues, as the play area has now passed its three-year warranty.

Elizabeth Gardens

Nothing to Report.

Selby Meadows

Nothing to report.

West Park Local Nature Reserve.

Works have been underway since February 2020 to repair the boundary fence between the reserve and the A22. Works have been on hold throughout lockdown due to lack of staff and volunteers.

Works are ongoing to repair parts of the boardwalk due to constant maintenance required.

2.0 Recommendations

2.1 Members are asked to note the report.

Contact Officers: Mark Francis

Meeting of the Environment and Leisure Committee

Monday 15th June 2020

Agenda Item 7.2

TO CONSIDER AN UPDATE ON 'OUR PARKS INITIATIVE'

1.0 Summary

1.1 At the meeting of Environment & Leisure Committee on 17th February 2020, members were presented with a report which set out a proposal to consider the opportunities of the 'Our Parks' initiative. One member was interested in the idea and requested Council officials report back on the initiative, including a consideration of costings.

2.0 Proposal

2.1 'Our Parks' provides the website and administers delivery of group circuit training exercise classes aimed at all age groups and ability levels, led by experienced, fully qualified instructors. The organisation works in partnership with Councils and Local Authorities in the UK, who provide the funding and parks/open spaces.

3.0 Why is this needed?

3.1 While there are many locally based sports clubs that provide physical health and wellbeing amongst members and no shortage of facilities available in Uckfield, including the local sports centre, parks and health/ fitness clubs, there is no year-round scheme designed to promote fitness amongst the general population.

3.2 The promotional umbrella for locally based activities has been through Active Uckfield and the Summer Activity Day in particular. Unfortunately, this event has been cancelled two years in a row (due to high winds and then Covid-19). As a one-day event, this is heavily reliant on external factors such as the weather, scheduling (other nearby events) and individuals' availability/ willingness, to participate. A weekly, year-round scheme, pitched at all ability levels, facilitated by professionals and promoted through a trusted and inclusive body such as the Town Council, would be more likely to appeal to and benefit more people, with the potential to grow organically through word of mouth recommendation to friends and family.

3.3 This scheme would also help realise the aims set out in the Wealden District Council's 'Health and Wellbeing' strategy, published in 2017 and could provide huge benefits to residents looking to get fit, during the Covid-19 lockdown and beyond (classes have continued online since lockdown).

4.0 More about 'Our Parks'

4.1 'Our Parks' would use funding from the Town Council, to organise a local Trainer who can provide a variety of exercise routines for different ages and ability levels and provide details of these contacts/events to local residents. Residents can register and attend standard classes for free or pay £4.99/mth for premium classes. They will be able to promote the initiative on flyers, through facebook, planners on park noticeboards, local churches and clubs.

- 4.2 There are options to fund “Our Parks’ after the first 12 months, if the Town Council still requires their help to manage and run the scheme. Town Council officials could provide a further update and recommendations on these options once any scheme is up and running.
- 4.3 Set up in 2014, this award-winning community fitness initiative now has over 400 Local Authority partners, including Town and District Councils and many London Boroughs, with over 150,000 active participants.
- 4.4 Sport England has written a case study, highlighting the benefits to those who were previously inactive of the ‘Our Parks’ initiative¹.

5.0 How it has worked in Hailsham

- 5.1 Hailsham Active partnered with ‘Our Parks’ to start up their fitness programme for the first 12 months and they are now running this themselves and seeking to expand further afield²:

“Our Parks’ is a great starting point, as they can source a recreation ground and professional trainer. Our Parks was extremely helpful to us initially, as we didn’t know what we were doing to begin with, so this put us on the right track”

You can watch the video from this link:

<https://www.dropbox.com/s/nil8axk0nxfz7ol/Hailsham%20May%202019%20full%20s%20ubtitled.mp4?dl=0>

6.0 Costs

- 6.1 Wealden DC’s Health and Wellbeing Officer has suggested an initial £5k would provide sufficient funding to run one session a week for a year [*confirmation needed on how many participants can attend each session*]. This would cover a training Instructor (about £30/hr) and equipment and cover the costs of ‘Our Parks’ administration and brand.
- 6.2 With a range of abilities and ages to cater for, a minimum of two sessions a week have been recommended, offering something for both beginners and more advanced participants.
- 6.3 We would need to consider the availability and cost of securing suitable indoor facilities during winter, with darker evenings and wet conditions more likely. Dependent on the size of the classes, options for indoor venues could include the Civic Centre or the Freedom Leisure Centre.

7.0 Funding options

- 7.1 Wealden DC - The External Funding and Delivery Officer, Howard Collins, has indicated that they would support UTC to take this forward and said that there is funding available [*currently finding out much they could offer and whether there are any conditions on this*].

¹ Published 2017: <https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/active-design-our-parks-case-study-march-2017.pdf?4AoDUuv3Bc1cbJ9ysZ1A60yNvLWxngQE>

² Steve Wennington (Hailsham Active Chairman)

7.2 'Fields in Trust'- legally protect parks and green spaces in perpetuity by working with landowners across the UK. There are 68 parks and green spaces in East Sussex that are protected by them. According to Green Space Index, The Victoria Recreational Ground (Victoria Pleasure Ground) is the *only* protected Covenanted Field in Uckfield, since June 1939 (3.37 Hectares): www.Fieldsintrust.org/Fieldsite/Uckfield-The-Victoria-Pleasure-Ground.

7.3 'Fields in Trust' have informed me that as long as we can find a location that is *not* protected, they would be potentially prepared to offer us the funding if UTC agrees to protect any open space used for the initiative. UTC would need to apply for a Deed of Dedication, which is a legally binding document that ensures each site is protected for future generations to enjoy. Options for parks to be protected could include West Park, Ridgewood Recreation Ground or Harlands Playing Fields but further investigations are required to check the Town Council's Asset Register and existing protections/designations. The deadline for applying for this funding is June 30th 2020. This is the same mechanism used by Hailsham, who received £5k funding through the 'Fields in Trust' charity.

8.0 What is needed? Who else needs to be involved?

8.1 We would need to engage with an organisation to administer the scheme, which could include 'Our Parks' and Active Uckfield.

8.2 We should engage with local clubs, facility providers (Freedom Leisure) and organisations such as schools and volunteer groups. A key stakeholder would be the local park run club, who could play an instrumental role in providing advice and feedback, and maybe a pool of initial participants/ volunteers.

8.3 Led by the Town Council and seeking to benefit a wide variety of participants this could be an attractive proposition for local business sponsors.

8.4 We could do more work to target this to local demographics in terms of: highest in need/most deprived, and lowest activity levels in Uckfield. We should reflect on the potential to reduce anti-social behaviour.

9.0 When do we envisage this happening?

9.1 With the move to easing of lockdown and the availability of online classes make this an attractive idea to implement as soon as possible and consider a date to work to. It is clear that the current lockdown risks increasing obesity/lack of exercise and an initiative of this kind could provide an opportunity to get people interested and active.

9.2 The deadline for applying for 'Fields in Trust funding is 30th June 2020. Investigations are also underway to check if there is a date when the funding needs to be spent.

10.0 Process we want to go down?

10.1 Going forward, it would be essential to have a Leader in the group who could facilitate and build an online user group with the Instructor to build and foster momentum. It's got to run 52 weeks of the year to be sustainable.

11.0 Recommendation

11.1 Members are asked to consider the report and advise the Clerk accordingly.

Contact officer: Rachel Newton