



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

REMOTE MEETING (VIA ZOOM)

on

Monday 22nd June 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 2nd March and 14th April 2020 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 | Cancelled |
| (b) Environment and Leisure Committee | 4 th May 2020 |
| (c) General Purposes Committee | 20 th April and 1 st June 2020 |

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
(nothing to report at this time)
- (iii) Gatwick Airport Consultation Group
(nothing to report at this time)

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(nothing to report at this time)
- (ii) Uckfield – Events Working Group
(nothing to report at this time)
- (iii) Uckfield Dementia Forum
(verbal update)

9.0 TO APPOINT A NEW MEMBER TO SERVE ON THE UNDER MENTIONED STANDING COMMITTEE

- (a) Plans (7 Members)

(The meeting will now adjourn to allow the committee to meet and elect a new Chairman, following which the meeting will reconvene.)

Standing Orders state:-

15.3 - "Chairmen of committees and sub-committees should not serve as Chairmen longer than three consecutive years. Nor should any Member of the Council be Chairman of more than one committee or sub-committee at any one time."

15.4 - "Neither shall the Deputy Mayor be Chairman of a full committee."

10.0 TO APPOINT AN ADDITIONAL REPRESENTATIVE TO OUTSIDE BODY (RIDGEWOOD VILLAGE HALL COMMITTEE)

(Attached)

11.0 TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2021

(Attached)

12.0 TO CONSIDER A RESPONSE TO LGA'S CONSULTATION ON A NEW MODEL MEMBER CODE OF CONDUCT

(Attached)

13.0 TO CONSIDER WEALDEN DC'S STRATEGIC HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT (SHELAA) – CALL FOR SITES AND BROAD LOCATIONS
(Attached)

14.0 TO CONSIDER A RESPONSE TO THE WASTE AND MINERALS LOCAL PLAN REVIEW – REVISED POLICIES DOCUMENT
(Attached)

15.0 TO NOTE THE MAYOR'S ENGAGEMENTS
(Attached)

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

17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

18.0 TOWN CLERK'S ANNOUNCEMENTS

19.0 CHAIRMAN'S ANNOUNCEMENTS

20.0 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:-

20.1 To consider a letter received from a Town Council leaseholder
(Attached)



Town Clerk
16th June 2020

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held in the Council Chamber, Civic Centre on Monday 2nd March 2020 at 7.00 pm.

PRESENT:

Cllr. K. Bedwell	Cllr. C. Macve
Cllr. B. Cox	Cllr. S. Mayhew (Town Mayor)
Cllr. J. Edwards	Cllr. A. Smith
Cllr. H. Firth	Cllr. P. Sparks
Cllr. D. French	Cllr. D. Ward
Cllr. J. Love (Deputy Mayor)	Mr. A. Brunsdon
	Mr. L. Westwood Flood

IN ATTENDANCE:

1 member of the public
1 member of the press (recording)
County Councillor Chris Dowling
County and District Councillor Claire Dowling

Holly Goring Town Clerk

Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTEREST

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent.

Three members declared interests in agenda item 10.0. Councillor P. Sparks declared a prejudicial interest as a result of being a Trustee of the Uckfield Phab. Councillor C. Macve's wife was the Treasurer for Uckfield Phab, and Councillor J. Love expressed a personal interest.

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

None received.

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

FC.99.03.20 It was **RESOLVED** to suspend Standing Orders to enable updates to be provided from District and County Councillors.

Cllr C. Dowling advised that ESCC had recently published a list of their achievements which would be circulated to the parishes. They were waiting for announcements the following week from central government on grant funding; hoping for an indication on the Department for Transport funding to improve the roads across the county. This would be a one-off payment - last year's funding had been used for patching works during the summer months. It was acknowledged that February had been one of the wettest on record, so this had had a substantial impact on the roads.

Cllr B. Cox arrived at 7.03pm.

On 11th February, ESCC Full Council had agreed the budget for 2020-21; agreeing to spend an additional £6.5million in the budget, with £1million of that funding being used to tackle the backlog of dropped kerbs, lining and road patching works.

Cllr Chris Dowling referred to matters in his constituency. Potholes in Harcourt Road had now been properly repaired and updates had been provided at the recent Newtown Action Group meeting. There was a slight backlog in Blue Badge applications, as new legislation had affected processing times.

Cllr K. Bedwell had observed a traffic survey undertaken near to the Highlands Inn in February half term, and commented that the school holidays were not ideal for obtaining a true indication of traffic flow. It was uncertain who had carried out these surveys but it was noted by Cllr Dowling that more traffic had been recorded during half term in previous studies than a normal weekday.

The verges in Downsvie Crescent were discussed. Cllr P. Sparks advised that the Site Manager took an extremely strict view on the management of the site and had advised that if any contractor vehicles were present along Downsvie Crescent, to let him know. Concerns were raised with contractor vehicles, construction traffic and school traffic. It was suggested that a review of the original planning conditions may be necessary, to review the timings of the construction vehicles and waiting restrictions for the works.

Cllr J. Edwards highlighted his concerns regarding the impending closure of Broad Oak Primary School. It was advised that this had been a Lead Member decision.

Discussions then focused on the Wealden Local Plan and costs involved in developing a new plan. The cost of the Public Examination and consultant fees were thought to be excessive. Councillor P. Sparks advised that he had spoken against the increase in member allowances at Wealden DC and the proposed council tax increase but unfortunately lost in the vote.

Councillor D. Ward asked if localised flooding and those areas worst affected could be reviewed and local areas supported, following the extent of the rain over the winter.

FC.100.03.20 Councillors were thanked for their input and updates, and subsequently **RESOLVED** to reinstate Standing Orders.

4.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors J. Beesley, D. Bennett, G. Johnson and C. Snelgrove.

5.0 MINUTES

- 5.1 To resolve that the minutes of the meeting of Full Council on the 20th January 2020 be taken as read, confirmed as a correct record and signed by the Mayor.

FC.101.03.20 It was **RESOLVED** that the minutes of the meeting of Full Council on the 20th January 2020 be taken as read, confirmed as a correct record and signed by the Mayor.

5.2 Action List

Members requested that the following action be removed:
FC93.01.20 – To formally adopt the Asset Management Plan as this was now being progressed by the General Purposes Committee.

Members subsequently noted the action list.

6.0 COMMITTEE MINUTES

- 6.1 To note the acts and proceedings of the following committee meetings:-

(a) Plans Committee of the 3rd and 24th February 2020

FC.102.03.20 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 3rd and 24th February 2020.

(b) Environment & Leisure Committee of the 17th February 2020

FC.103.03.20 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 17th February 2020.

(c) General Purposes Committee of the 27th January 2020

FC.104.03.20 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee of the 27th January 2020.

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

Nothing to report at present.

(iii) Gatwick Airport Consultation Panel

Nothing to report at present.

8.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS

(i) Civic Centre Working Group

(to be considered under confidential business)

(ii) Uckfield – Events Working Group

Members noted the report.

(iii) Uckfield Dementia Forum
Members noted the report.

9.0 TO CONSIDER AMENDMENTS TO THE TOWN COUNCIL'S CODE OF CONDUCT POLICY

Members considered a revised version of the Town Council's Code of Conduct Policy, which reflected on recent best practice and changes to the policies of Wealden District Council and East Sussex County Council.

FC.105.03.20 Members **RESOLVED** to accept the proposed changes to the revised Code of Conduct Policy and adopt the revised version.

10.0 TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL

Members were advised that the Town Council had been approached before Christmas by Uckfield Phab who had been required to move to a new venue in 2020, as a result of the works at Uckfield College and their associated buildings. They had requested support in light of the new expenditure and the Town Mayor had suggested to the Urgent Consultation Panel that support could perhaps be provided through fundraising at a future event. The Urgent Consultation Panel agreed.

Members noted the report.

11.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the Mayor and Deputy Mayor's engagements.

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

One deed of grant had been received:

Nicholas Rawlinson, Jessica Webber and Hollie Rawlinson

FC.106.03.20 It was **RESOLVED** to sign the above deed of grant.

13.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

14.0 TOWN CLERKS ANNOUNCEMENTS

The Town Clerk announced that the Hospitality Manager was leaving for pastures new and his last day would be 17th March 2020. The Hospitality Manager had worked at the Civic Centre for two and half years and helped to increase the events programme for the Civic Centre, review the menu for Luxfords and was pivotal in the refurbishment of the restaurant. The Town Clerk hoped members would join her in wishing him well in his new role.

15.0 CHAIRMAN'S ANNOUNCEMENTS

None.

16.0 CONFIDENTIAL BUSINESS

FC107.03.20 It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

- 16.1 To receive an update from the Civic Centre Working Group
Members reviewed recent events such as the Opera evening in Luxfords Restaurant and noted the contents of the report.
- 16.2 To receive an update on Heathfield & Waldron Parish Council's Town Centre CCTV connection
Members noted the update provided.

The meeting closed at 7.51pm.

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held as a TRIAL REMOTE meeting via ZOOM, on Monday 14th April 2020 at 7.00 pm.

PRESENT:

Cllr. K. Bedwell	Cllr. J. Love (Deputy Mayor)
Cllr. J. Beesley	Cllr. C. Macve
Cllr. D. Bennett	Cllr. S. Mayhew (Town Mayor)
Cllr. B. Cox	Cllr. A. Smith
Cllr. J. Edwards	Cllr. C. Snelgrove
Cllr. D. French	Cllr. P. Sparks
Cllr. G. Johnson	Cllr. D. Ward
	Mr. A. Brunsdon
	Mr. L. Westwood Flood

IN ATTENDANCE:

2 members of the public
1 member of the press (recording)
County Councillor Chris Dowling
County and District Councillor Claire Dowling

Holly Goring	Town Clerk
Sarah D'Alessio	Assistant Town Clerk & RFO
Mark Francis	Estates & Facilities Manager
Rachel Newton	Senior Administrative Officer
Linda Lewis	Administrative Officer

Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTEREST

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent.

None received.

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

FC.108.04.20 It was **RESOLVED** to suspend Standing Orders to enable updates to be provided by District and County Councillors during this agenda item.

Cllr C. Dowling wished to thank the local voluntary Food Outreach Box Service who were an amazing team of volunteers and worked so hard to support residents in the town who were self-isolating or finding it difficult to get food.

The Community Hub was now up and operating at Wealden DC, and food parcels were already being delivered through the countywide community shield programme which was for the more vulnerable. The Community Hub was the first port of call for enquiries and could signpost or find help for most enquiries relating to financial advice, housing, business support and funding, or food or medical supplies via local voluntary groups or the countywide community shield scheme depending on the level of support required.

Discussions followed on the gaps in service provision, with Councillor. B. Cox highlighting that schemes such as St. Saviours Court were not receiving the information they needed, particularly if they were not digitally minded and had no access to the internet.

Councillor. K. Bedwell felt that the emergency response at the start of the lockdown period had been poor. They had now just entered week 4, and were only just seeing communications joining up and some form of support being provided. Councillor. K. Bedwell wished to thank Councillors Chris and Claire Dowling who had been very helpful in the past few weeks and had been able to resolve issues or direct concerns to Adult Social Services.

Councillor. D. Bennett wished to reiterate the comments of Councillor K. Bedwell but recognised that this was something new, and no one was familiar with the situation. He did however note that the Town Council's Emergency Contacts had not been approached at any point through those past few weeks in their official capacity and wondered whether they should have been in the circumstances.

There had also been issues initially with getting medical supplies to people, with some of the local pharmacies closing temporarily.

Members were concerned by some of the points raised but felt that this was not the time to review at that stage. These matters would be followed up in due course.

FC.109.04.20 Councillors were thanked for their input and updates, and subsequently **RESOLVED** to reinstate Standing Orders.

3.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor H. Firth.

4.0 MINUTES

- 4.1 The minutes of the meeting of Full Council on the 2nd March 2020 would be taken to the next physical meeting to be approved as read, confirmed as a correct record and signed by the Mayor. It was uncertain at this first remote meeting whether they could be approved and signed remotely.

5.0 COMMITTEE MINUTES

5.1 To note the acts and proceedings of the following committee meetings:-

(a) Plans Committee of the 16th March and observations 6th April 2020

FC.110.04.20 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 16th March and observations on 6th April 2020.

(b) Environment & Leisure Committee of the 30th March 2020

The meeting had been cancelled.

(c) General Purposes Committee of the 9th March 2020

FC.111.04.20 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee of the 9th March 2020.

6.0 TO CONSIDER THE PROVISIONS OF THE LOCAL AUTHORITIES AND POLICE CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (REGULATIONS 2020) AND ASSOCIATED IMPACT ON:

- Annual Town Meeting for electors – 21st April 2020;
- Annual Statutory meeting of the Council – 11th May 2020;
- Standing Committee meetings;
- Scheme of delegation where required;

Members reviewed a detailed document prepared by office staff which highlighted the recent legislative changes in light of the Covid-19 restrictions and guidance from the National Association of Local Councils with regard to the continuation of council business and meetings.

Annual town Meeting for electors

This meeting should have taken place on 21st April 2020, but due to the restrictions of lockdown, no gatherings could take place and the Civic Centre building had been closed.

Members discussed the options put forward by the Town Clerk. They felt that the meeting was important and should be postponed until a more suitable time, once lockdown had been lifted.

FC.112.04.20 With 13 members in support, and one voting against, it was **RESOLVED** to revisit the decision of holding an Annual Town Meeting at a future Full Council meeting (next meeting in June 2020), with a view to organising an Annual Town meeting for electors at an appropriate date after lockdown.

Annual Statutory meeting of the Council

This meeting is the start of the municipal year, and enables members to elect the Mayor and Deputy Mayor for the year ahead, appoint members to committees and outside bodies. The meeting typically involves nominations being put forward in person, along with voting, and private signed ballots.

Members discussed the options that had been put forward but felt that continuity was important during this time.

FC.113.04.20 Members **RESOLVED** unanimously to take the decision to not hold an Annual Statutory meeting of the Council in 2020, and for members to continue in their current roles until May 2021 unless there were any positions members did not

wish to hold.

Standing committee meetings

Members felt that the meeting had gone well that evening, for the first remote council meeting. It was proposed that standing committee meetings continue, in the same format.

FC.114.04.20 Members **RESOLVED** unanimously to continue holding standing committee meetings remotely, and to use technology to facilitate these meetings.

Scheme of delegation where required

The Town Clerk advised that work on the scheme of delegation had not been required as a result of the introduction of remote meetings. Uckfield Town Council also had the ability to call upon the Urgent Consultation Panel between meetings.

7.0 TO NOTE THE UPDATE ON ANNUAL AUDIT, ACCOUNTS AND GOVERNANCE STATEMENT TIMESCALES

Members noted the update provided.

8.0 TO NOTE THE QUARTERLY PERFORMANCE REPORT (Q4 – 2019/20)

Members noted the update provided.

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

Two deed of grants had been received:

Brent Crompton

Graham Hainsworth

FC.115.04.20 It was **RESOLVED** for three councillors to sign the above deeds of grant.

10.0 TOWN CLERKS ANNOUNCEMENTS

None.

11.0 CHAIRMAN'S ANNOUNCEMENTS

The Chairman, Councillor S. Mayhew gave a massive thank you to those who were still working full time. The community needed to be aware that councillors were in a variety of circumstances themselves, whether working, self-isolating and/or helping in the community.

Hundreds of events had been cancelled and it was a hard time for charities in Uckfield and the surrounding area. The Chairman suggested setting up a fundraising page or JustGiving site to help encourage donations to support these charities and groups at this difficult time. The Town Clerk was asked to investigate crowdfunding platforms. Members also discussed their desire to bring everything together when the Covid-19 restrictions had been lifted such as a street party, to help support local businesses.

FC.116.04.20 Members **RESOLVED** to investigate further.

12.0 CONFIDENTIAL BUSINESS

FC117.04.20 It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

- 12.1 To note the decision of the Urgent Consultation Panel – signing of lease agreement
Members noted the decision taken.

The meeting closed at 7.53pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.105.02.17</u>	14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.	20.02.17	HG	The Council will be advertising its intention to apply for confirmation shortly. The byelaws must then be held for at least one month at the offices for inspection by the public, before any representations are reported back as part of the package of information, to DEFRA.
<u>FC.95.01.20</u>	18.0 To sign and seal the Town Council's byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve Members RESOLVED to: (i) authorise the affixing of the common seal to the byelaws for both Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve and signing by two named councilors, and; (ii) authorise the Town Clerk for Uckfield Town Council to carry out the necessary procedures and apply to the Secretary of State for confirmation.	20.01.20	HG	
<u>FC115.04.19</u>	9.0 To consider a motion submitted by Councillor Donna French It was RESOLVED to support the motion put forward, and; “reinvestigate the possibility of part funding a traffic warden; entering into a discussion with Hailsham, Crowborough and Polegate, with a view to joint funding a shared traffic warden, employed via Sussex Police.”	08.04.19	HG	The question has been asked once again of Sussex Police.
<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>

<u>FC24.05.19</u>	<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></p> <p>Members RESOLVED to:</p> <p>(i) to note the report;</p> <p>(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;</p> <p>(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.
<u>FC32.06.19</u> <u>FC46.08.19</u>	<p><u>13.0 To consider a motion from Councillor Spike Mayhew</u></p> <p>Members unanimously RESOLVED to</p> <p>(i) ask the Town Clerk to look into civil orders such as Public Space Protection Orders, and;</p> <p>(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></p> <p>Members RESOLVED 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 th December 2019. It was agreed to defer this item until further work had been undertaken on reporting and the new PCSO’s had started.
<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>

<u>FC57.09.19</u>	<u>10.0 To consider a motion from Councillor Ben Cox</u> With eleven members voting in favour, and one abstaining, it was RESOLVED to accept the report from Councillor Ben Cox in relation to youth food poverty, and take up the recommendations outlined in the above motion, with a caveat that the investigations undertaken at this stage would be at no cost to the Town Council.	16.09.19	HG/ BC	Work is underway to investigate this issue.
<u>FC58.09.19</u>	<u>11.0 To consider the benefits of Community Land Trusts</u> With all but one member in support (one abstained) it was RESOLVED to request that the Neighbourhood Plan Steering Group invite Councillor A. Smith to the next meeting, and incorporate the two matters to further investigate Community Land Trusts.	16.09.19	HG	A steering group will be organised shortly, following liaison with Wealden District Council.
<u>FC104.02.19</u> <u>FC25.05.19</u>	<u>23.0 To consider providing financial support to the Ridgewood Village Hall Committee with the proposed extension</u> Members RESOLVED to: (i) note the report; (ii) with 11 votes in favour, and one against members agreed for the scope of the Town Council's earmarked reserves set aside for Ridgewood Village Hall Car Park (£49,000) to be broadened and retitled 'Ridgewood Village Hall Improvements' with a stipulation that the resurfacing and improvements to the car park be incorporated in the overall build cost, subject to the Town Council giving prior approval of the car park specification to ensure it meets the standard required, and; (iii) with 10 votes in favour, and one against, agree for the General Purposes Committee to consider the current terms of the lease agreement between the Town Council and the Ridgewood Village Hall Committee and the legalities and position of the Town Council, if extended.	25.02.19	HG	This action has been superseded by the work of the GP Committee. £11k has been transferred to Ridgewood Village Hall Committee during the period of their refurbishment and the Town Council will await membership interest in the RVH Committee at their autumn AGM. NFA.
<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>

<u>FC.89.01.20</u>	<p><u>11.0 To consider providing a financial contribution to the Conservators of Ashdown Forest</u></p> <p>Members RESOLVED to request that a letter be written to the Conservators of the Ashdown Forest, to advise that with regret due to the timing of their request, it was not possible to provide financial support for 2020/21, but Uckfield Town Council did however wish to work with the Conservators to convene a partnership meeting of all of the relevant authorities and parishes, to provide a long-term solution to funding the Ashdown Forest Conservators and the work that they do.</p>	20.01.20	HG	Will be progressed shortly.
<u>FC.96.01.20</u>	<p><u>21.0 Questions by members previously notified</u></p> <p>Members RESOLVED to request that the Town Clerk investigate the matters detailed in the letter from Uckfield Community Hospital to Wealden District Council.</p>	20.01.20	HG	In progress.

Meeting of the Full Council

Monday 22nd June 2020

Agenda item 9.0

TO APPOINT A NEW MEMBER TO SERVE ON THE UNDER MENTIONED STANDING COMMITTEE (PLANS COMMITTEE)

1.0 Summary

- 1.1 At the meeting of Full Council on 14th April 2020, members agreed rather than hold the Annual Statutory meeting of the Council in May online, it would make sense to cancel that meeting and continue with the current arrangements to provide some form of continuity during these unprecedented times.
- 1.2 This therefore meant that all roles, committee appointments and outside body representative appointments would stay the same and continue as is, until May 2021.
- 1.3 Since that meeting, the Town Clerk has been approached by Councillor D. French, in regards to her appointment to Plans Committee, and been advised of her wish to stand down from this committee due to personal commitments. Councillor D. French is also currently Chair of the Plans Committee.
- 1.4 This leaves a vacancy on the Plans Committee and the need to appoint a new Chair of the Plans Committee for 2020-21. Current membership of the committee include:
 - Cllr D. French
 - Cllr. D. Bennett
 - Cllr. J. Beesley
 - Cllr. B. Cox
 - Cllr. J. Love
 - Cllr. C. Macve
 - Cllr. Mayhew

2.0 Recommendation

- 2.1 Members are asked to:
 - (i) note the report;
 - (ii) appoint one new member to serve on Plans Committee;
 - (iii) all Plans Committee members to stand, and for nominations to be put forward and voted upon to select a Chair for the Committee for 2020-21.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 22nd June 2020

Agenda item 10.0

10.0 TO APPOINT AN ADDITIONAL REPRESENTATIVE TO OUTSIDE BODY (RIDGEWOOD VILLAGE HALL COMMITTEE)

1.0 Summary

- 1.1 At the meeting of General Purposes Committee on 9th March 2020, members considered a report/letter from the Chair of Ridgewood Village Hall Committee and their concerns regarding the longevity of their committee membership, should the pressures increase upon committee members with regard to health, safety and the necessary procedures to run such a building.
- 1.2 At the meeting members considered a number of points, which including upgrading the Ridgewood Village Hall Car Park, information on the running of the building and its hire, membership and support with the internal refurbishment. From these discussions, members resolved to appoint an additional UTC member representative to the Ridgewood Village Hall Committee (see below). The Annual Statutory meeting of the Council was cancelled in May 2020, so this resolution was deferred to the next meeting:

GP42.03.20 *With five votes in favour and one member abstaining on recommendation*

*(iii) in particular, members **RESOLVED** to:*

(i) note the contents of the above report;

(ii) agree to the upgrade of the car park being carried out in two stages;

(iii) allocate one UTC representative plus a substitute to the Ridgewood Village Hall Committee at the Annual Statutory meeting of the Council in May 2020;

(iv) agree to the temporary transfer of up to £11,000 to be made to the RVH Committee during the refurbishment period from earmarked reserves allocated for Ridgewood Village Hall Improvements;

(v) agree to hold off on the extension of the lease agreement until after the October AGM meeting of the Ridgewood Village Hall Committee.

- 1.3 At present, Councillor James Edwards is the Town Council's representative on the Ridgewood Village Hall Management Committee and Town Councillor for the ward of Ridgewood.
- 1.4 In accordance with the Councillors' on Outside Bodies Policy No, 59, the representative does not have to be on the parent committee (in this instance is the General Purposes Committee) to which the outside body is aligned and that in the event there are more numbers of candidates than those allotted, all Members of the Council will be eligible to vote. Representatives are required to attend the meetings of the outside body and provide a short written update for the parent committee (General Purposes Committee) after each meeting.

2.0 Recommendation

- 2.1 Members are asked to appoint a substitute (second member) representative to the Ridgewood Village Hall Committee.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 22nd June 2020

Agenda item 11.0

TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2021

1.0 Summary

1.1 This report sets out the rota for member audits for the coming municipal year.

2.0 Background

2.1 In order to obtain all the relevant background information relating to the completion of the monthly audit, Members are asked to refer to the 'Members' Audit Policy No. 63' which states:

2.1.1 At each Annual Statutory Meeting, the Clerk will provide a schedule of Members who will be required to undertake the Members' Audit for a particular month. Such Audit will be required to be completed within the first two weeks of the following month and individual Members will be required to make an appropriate appointment with the Responsible Financial Officer accordingly.

2.1.2 Should any Member not be able to make the date set out for them in the schedule, it will be their responsibility to make alternative arrangements with another Member to fulfil their obligations for that month.

2.2 The following members undertook an audit in 2018/19. All of which are now completed:

Month 2019/20	Councillor
May	Cllr. J. Beesley
June	Cllr. J. Love
July	Cllr. A. Smith
August	Cllr. J. Edwards
September	Cllr. G. Johnson
October	Cllr. B. Cox
November	Cllr. C. Macve
December	Cllr. S. Mayhew
January	Cllr. H. Firth
February	Cllr. D. French
March	Cllr. C. Macve
April	Cllr. D. Ward

- 2.3 The Town Clerk reminds councillors at the beginning of each month to make contact with the Assistant Town Clerk to arrange a time to carry out these audits. The audit does not have to be a long process. For those members in full time employment it could even be carried out prior to a committee meeting one evening with the Assistant Town Clerk or Town Clerk. It must be stressed however that the process should be adhered to and procedures maintained, as these audits continue to ensure independent checks of our accounting and any minor corrections are identified early on.
- 2.4 A new schedule has been prepared for 2020/21. Members are asked to place a note in their diary to make contact with the Assistant Town Clerk to make the necessary arrangements. Audits are undertaken after the full month has ended. For example, the audit for the month of May 2020 can take place after mid-June 2020. The year starts with those councillors who did not undertake audits in 2019-20:

Month 2020/21	Councillor
May	Cllr. K. Bedwell
June	Cllr. C. Snelgrove
July	Cllr. D. Bennett
August	Cllr. P. Sparks
September	Cllr. J. Beesley
October	Cllr. J. Love
November	Cllr. A. Smith
December	Cllr. J. Edwards
January	Cllr. G. Johnson
February	Cllr. B. Cox
March	Cllr. C. Macve
April	Cllr. S. Mayhew

3.0 Recommendations

- 3.1 Members are asked to
- (i) note the above report;
 - (ii) approve the proposed schedule for member audits in 2020/21 and for members to make appropriate arrangements with the Assistant Town Clerk & Responsible Financial Officer.

Background Papers: Members' Audit Policy No. 63

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 22nd June 2020

Agenda item 12.0

TO CONSIDER A RESPONSE TO LGA'S CONSULTATION ON A NEW MODEL MEMBER CODE OF CONDUCT

1.0 Summary

- 1.1 The Local Government Association (LGA) has reviewed the existing Model Member Code of Conduct. It incorporates recommendations from the Committee on Standards in Public Life's recommendations on Local Government Ethical Standards and the representation from its membership. The consultation is aimed at councillors and officers from all tiers of local government.
- 1.2 The role of a councillor in all tiers of local government is a vital part of the country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors they can be held accountable and all adopt the behaviours and responsibilities associated with the role.
- 1.3 Part of the Committee's (Standard in Public Life) recommendations were to introduce sanctions for breaches of the code, and introduce these alongside an appeals process. Unfortunately some of these changes would be legislative and have therefore been placed in square brackets for now.
- 1.4 All councils are required to have a local Member Code of Conduct. Uckfield Town Council has a Code of Conduct Policy – a copy of this is given to each Councillor when they are elected. The LGA Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments, as it is reviewed annually.

2.0 Responding to the Consultation

- 2.1 Members are asked to digest the attached Model Member Code of Conduct set out by the LGA. A copy of which is provided in appendix A.
- 2.2 Members are asked to complete the consultation exercise individually if they can, via the online survey (email will be circulated to councillors) but a copy of the survey is also provided in appendix B, to enable members to consider their response beforehand.

3.0 Recommendation

- 3.1 Members are asked to note the attached documents and advise the Clerk if they wish to add anything collectively for the Town Clerk to respond with, on behalf of the Town Council as a whole.

Appendices: Appendix A: Draft Model Member Code of Conduct
 Appendix B: Survey

Contact Officer: Holly Goring

Local Government Association Model Member Code of Conduct

Introduction

The Local Government Association (LGA) is providing this Model Member Code of Conduct as part of its work on supporting the sector to continue to aspire to high standards of leadership and performance.

The role of councillor in all tiers of local government is a vital part of our country's system of democracy. In voting for a local councillor, the public is imbuing that person and position with their trust. As such, it is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to and want to participate with. We want to continue to attract individuals from a range of backgrounds and circumstances who understand the responsibility they take on and are motivated to make a positive difference to their local communities.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and is offered as a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

As a councillor we all represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent everyone (in our ward/town/parish), taking decisions fairly, openly, transparently and with civility. Councillors should also be treated with civility by members of the public, other councillors and council employees. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations. This Code, therefore, has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.



Councillor Izzi Seccombe OBE
Leader, LGA Conservative Group



Councillor Nick Forbes CBE
Leader, LGA Labour Group



Councillor Howard Sykes MBE
Leader, LGA Liberal Democrats Group



Councillor Marianne Overton MBE
Leader, LGA independent Group

Purpose

The purpose of this Code of Conduct is to assist councillors in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct against which appropriate action may be taken. It is also to protect yourself, the public, fellow councillors, council officers and the reputation of local government. It sets out the conduct expected of all members and a minimum set of obligations relating to conduct. The overarching aim is to create and maintain public confidence in the role of member and local government.

Application of the Code

The Code of Conduct applies to you when you are acting [or claiming or giving the impression that you are acting]¹ in [public or in]² your capacity as a member or representative of your council, although you are expected to uphold high standards of conduct and show leadership at all times. The Code applies to all forms of member communication and interaction, including written, verbal, non-verbal, electronic and via social media, [including where you could be deemed to be representing your council or if there are potential implications for the council's reputation.] Model conduct and expectations is for guidance only, whereas the specific obligations set out instances where action will be taken.

The seven principles of public life

Everyone in public office at all levels – ministers, civil servants, members, council officers – all who serve the public or deliver public services should uphold the seven principles of public life. This Code has been developed in line with these seven principles of public life, which are set out in appendix A.

Model member conduct

In accordance with the public trust placed in me, on all occasions I will:

- act with integrity and honesty
- act lawfully
- treat all persons with civility; and
- lead by example and act in a way that secures public confidence in the office of councillor

In undertaking my role, I will:

- impartially exercise my responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently and in the public interest

Specific obligations of general conduct

This section sets out the minimum requirements of member conduct. Guidance is included to help explain the reasons for the obligations and how they should be followed. These obligations must be observed in all situations where you act [or claim or give the impression that you are acting] as a councillor [or in public], including representing your council on official business and when using social media.

Civility

- 1. Treating other councillors and members of the public with civility.**
- 2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.**

Civility means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a civil manner. You should not subject individuals, groups of people or organisations to unreasonable or excessive personal attack.

In your contact with the public you should treat them courteously. Rude and offensive behaviour lowers the public's expectations and confidence in its elected representatives.

In return you have a right to expect courtesy from the public. If members of the public are being abusive, threatening or intimidatory you are entitled to close down any conversation in person or online, refer them to the council, any social media provider or if necessary, the police. This also applies to members, where action could then be taken under the Member Code of Conduct.

Bullying and harassment

- 3. Not bullying or harassing any person.**

Bullying may be characterised as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. The bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and not always be obvious or noticed by others.

The Equality Act 2010 defines harassment as 'unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual'. The relevant protected characteristics are age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation.

Impartiality of officers of the council

- 4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.**

Officers work for the council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. Although you can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

Confidentiality and access to information

- 5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.**
- 6. Not preventing anyone getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and

printed materials are open to the public except in certain circumstances. You should work on this basis but there will be times when it is required by law that discussions, documents and other information relating to or held by the council are treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Disrepute

7. Not bringing my role or council into disrepute.

Behaviour that is considered dishonest and/or deceitful can bring your council into disrepute. As a member you have been entrusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on other councillors and/or your council.

Your position

8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the council provides you with certain opportunities, responsibilities and privileges. However, you should not take advantage of these opportunities to further private interests.

Use of council resources and facilities

9. Not misusing council resources.

You may be provided with resources and facilities by the council to assist you in carrying out your duties as a councillor. Examples include office support, stationery and equipment such as phones, and computers and transport. These are given

to you to help you carry out your role as a councillor more effectively and not to benefit you personally.

Interests

10. Registering and declaring my interests.

You need to register your interests so that the public, council employees and fellow members know which of your interests might give rise to a conflict of interest. The register is a document that can be consulted when (or before) an issue arises, and so allows others to know what interests you have, and whether they might give rise to a possible conflict of interest. The register also protects you. You are responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise.

It is also important that the public know about any interest that might have to be declared by you or other members, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. Discuss the registering and declaration of interests with your Monitoring Officer/Town or Parish Clerk and more detail is set out in appendix B.

Gifts and hospitality

11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.

12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you

because you are a member. However, you do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you may wish to notify your monitoring officer of any significant gifts you are offered but refuse which you think may have been offered to influence you.

Note – items in square brackets [x] refer to recommendations made by the Committee on Standards in Public Life and may be part of a future Government consultation. This includes possible future sanctions and appeals processes.

Breaches of the Code of Conduct

Most councillors conduct themselves appropriately and in accordance with these standards. Members have both individual and collective responsibility to maintain these standards, support expected behaviour and challenge behaviour which falls below expectations.

Section 27 of the Localism Act 2011 requires relevant authorities to promote and maintain high standards of conduct by members and co-opted members of the authority. Each local authority must publish a code of conduct, and it must cover the registration of pecuniary interests, the role of an 'independent person', and sanctions to be imposed on any councillors who breach the Code.

The 2011 Act also requires local authorities to have mechanisms in place to investigate allegations that a member has not complied with the Code of Conduct, and arrangements under which decisions on allegation may be made.

Failure to comply with the requirements to register or declare disclosable pecuniary interests is a criminal offence. Taking part in a meeting or voting, when prevented from doing so by a conflict caused by disclosable pecuniary interests, is also a criminal offence.

Political parties may have its own internal standards and resolution procedures in addition to the Member Code of Conduct that members should be aware of.

Example

LGA guidance and recommendations

Internal resolution procedure

Councils must have in place an internal resolution procedure to address conduct that is in breach of the Member Code of Conduct. The internal resolution process should make it clear how allegations of breaches of the Code of Conduct are to be handled, including the role of an Independent Person, the appeals process and can also include a local standards committee. The internal resolution procedure should be proportionate, allow for members to appeal allegations and decisions, and allow for an escalating scale of intervention. The procedure should be voted on by the council as a whole.

In the case of a non-criminal breach of the Code, the following escalating approach can be undertaken.

If the breach is confirmed and of a serious nature, action can be automatically escalated.

1. an informal discussion with the monitoring officer or appropriate senior officer
2. an informal opportunity to speak with the affected party/ies
3. a written apology
4. mediation
5. peer support
6. requirement to attend relevant training
7. where of a serious nature, a bar on chairing advisory or special committees for up to two months
8. where of a serious nature, a bar on attending committees for up to two months.

Where serious misconduct affects an employee, a member may be barred from contact with that individual; or if it relates to a specific responsibility of the council, barred from participating in decisions or information relating to that responsibility.

Endnotes

1. CSPL recommend that “Section 27(2) of the Localism Act 2011 should be amended to state that a local authority’s code of conduct applies to a member when they claim to act, or give the impression they are acting, in their capacity as a member or as a representative of the local authority”.
2. CSPL recommend that “councillors should be presumed to be acting in an official capacity in their public conduct, including statements on publicly accessible social media. Section 27(2) of the Localism Act 2011 should be amended to permit local authorities to presume so when deciding upon code of conduct breaches.”
3. Subject to footnotes 1 and 2 above
4. See CSPL website for further details www.gov.uk/government/news/the-principles-of-public-life-25-years
5. ACAS’s definition of bullying

Appendices

Code Appendix A

The principles are :

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Code Appendix B

Registering interests

1. Within 28 days of this Code of Conduct being adopted by the council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests).
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Table 1 or 2, or of any change to a registered interest, notify the Monitoring Officer.

Declaring interests

3. Where a matter arises at a meeting which directly relates to an interest in Table 1, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
4. Where a matter arises at a meeting which directly relates to an interest in Table 2, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

5. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.
6. Where a matter arises at a meeting which affects –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a friend, relative, close associate; or
 - c. a body covered by table 1 below

you must disclose the interest.

7. Where the matter affects the financial interest or well-being to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 .
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'director' includes a member of the committee of management of an industrial and provident society.

*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registerable Interests

Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;	
Any Body—	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	



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For a copy in Braille, larger print or audio,
please contact us on 020 7664 3000.
We consider requests on an individual basis.

REF 11.197

LGA Consultation on Draft Model Member Code of Conduct

Thank you for taking the time to complete this consultation. This Model Member Code of Conduct [[Model Member Code of Conduct.pdf](#)] aims to be concise, written in plain English and be understandable to members, officers and the public. The Model Member Code is designed to aid members in all tiers of local government model the behaviours and high standards that anyone would expect from a person holding public office. Equally, it articulates behaviour which falls below the standards that would be expected of council members. It is designed to help set a framework for public and councillor interaction, emphasising the importance of civility and that councillors should be protected from bullying, intimidation and abuse.

The LGA has reviewed the existing Model Member Code of Conduct and updated it here incorporating the recommendations from the Committee on Standard's in Public Life's recommendations on Local Government Ethical Standards and the representation from its membership. Part of the Committee's recommendations were the introduction of sanctions for breaches of the code, alongside an appeals process. This aspect is out of scope of this consultation, as it requires legislative changes by Government, but the LGA has sought to reflect some of the possible changes by using square brackets where legal changes would be necessary. The LGA is continuing to take soundings from the sector on the issue of sanctions in anticipation of a Government response to the Committee's recommendations.

This consultation addresses key areas that the LGA would like a view on to help finalise the Code. It is aimed at councillors and officers from all tiers of local government. If you would like a wider discussion about the code, please do sign up to one of the forthcoming Webinars the LGA are holding as part of this consultation. Details will be posted on our [LGA events website](#).

Instructions and privacy notice

You can navigate through the questions using the buttons at the bottom of each page. Use the 'previous' button at the bottom of the page if you wish to amend your response to an earlier question.

All responses will be treated confidentially. Information will be aggregated, and no individual or authority will be identified in any publications without your consent. Identifiable information may be used internally within the LGA but will only be held and processed in accordance with our [privacy policy](#). We are undertaking this consultation to aid the legitimate interests of the LGA in supporting and representing authorities.

Please complete your response in one go - if you exit before submitting your response your answers may be lost. If you would like to see an overview of the questions before completing the consultation online, you can access a PDF [here](#).

About you

Your name _____

Are you...

- ☐ A councillor
- ☐ An officer
- ☐ Answering on behalf of a whole council (Please provide council name below)
- _____
- ☐ Other (please specify below)
- _____

Please indicate your council type

- ☐ Community/Neighbourhood/Parish/Town
- ☐ District/Borough
- ☐ County
- ☐ Metropolitan/Unitary/London Borough
- ☐ Other (please specify below)
- _____

Application of the Code

Under the Localism Act 2012, the Code of Conduct applies to councillors only when they are acting in their capacity as a member. The LGA believes that because councillors are elected by the public and widely recognised by the public, it makes sense for them to continue to model these behaviours when they are making public comment, are identifying as a councillor and when it would be reasonable for the public to identify them as acting or speaking as a councillor. The Committee on Standards in Public Life supported this approach in their report into Local Government Ethical Standards. Whilst the LGA is waiting for Government's response to these recommendations the option has been added in square brackets as it would need changes in legislation.

Q1. To what extent do you support the proposal that councillors demonstrate the behaviours set out in the Code when they are publicly acting as, identifying as, and/or giving the impression that they are acting as a councillor, including when representing their council on official business and when using social media?

- ☐ To a great extent
- ☐ To a moderate extent
- ☐ To a small extent
- ☐ Not at all
- ☐ Don't know/prefer not to say

Q1a. If you would like to elaborate on your answer please do so here:

Q2. Is it sufficiently clear which parts of the Model Code are legal requirements, which are obligations, and which are guidance?

- ☐ Yes
- ☐ No
- ☐ Don't know

Q3. Do you prefer the use of the personal tense, as used in the Code, or would you prefer the passive tense?

- ☐ Personal tense ("I will")
- ☐ Passive tense ("Councillors should")
- ☐ No preference

Specific obligations

The Code lists 12 specific obligations – these set out a minimum standard councillors are asked to adhere to.

Each obligation or group of obligations is put into a wider context to explain why that particular obligation is important.

Q4. To what extent to you support the 12 specific obligations?

	To a great extent	To a moderate extent	To a small extent	Not at all	Don't know / Prefer not to say
1. Treating other councillors and members of the public with civility.					
2. Treating council employees, employees and representatives of partner organisations and those volunteering for the councils with civility and respecting the role that they play.					
3. Not bullying or harassing any person.					
4. Not compromising, or attempting to compromise, the impartiality of anyone who works for, or on behalf of, the council.					
5. Not disclosing information given to me in confidence or disclosing information acquired by me which I believe is of a confidential nature, unless I have received the consent of a person authorised to give it or I am required by law to do so.					
6. Not preventing anyone getting information that they are entitled to by law.					
7. Not bringing my role or council into disrepute.					
8. Not using, or attempting to use, my position improperly to the advantage or disadvantage of myself or anyone else.					

9. Not misusing council resources.					
10. Registering and declaring my interests.					
11. Not accepting significant gifts or hospitality from persons seeking to acquire, develop or do business with the council or from persons who may apply to the council for any permission, licence or other significant advantage.					
12. Registering with the monitoring officer any gift or hospitality with an estimated value of at least £25 within 28 days of its receipt.					

Q5. If you would like to propose additional or alternative obligations, or would like to provide more comment on a specific obligation, please do so here:

Q6. Would you prefer to see the obligations as a long list followed by the guidance, or as it is set out in the current draft, with the guidance after each obligation?

- ☐ As a list
- ☐ Each specific obligation followed by its relevant guidance
- ☐ No preference

Q7. To what extent to you think the concept of 'acting with civility' is sufficiently clear?

- ☐ To a great extent
- ☐ To a moderate extent
- ☐ To a small extent
- ☐ Not at all
- ☐ Don't know/prefer not to say

Q7a. If you would like to suggest an alternative phrase that captures the same meaning, or would like to provide a comment on this concept, please do so here:

Q8. To what extent do you think the concept of 'bringing the council into disrepute' is sufficiently clear?

- ☐ To a great extent
- ☐ To a moderate extent
- ☐ To a small extent
- ☐ Not at all
- ☐ Don't know/prefer not to say

Q8a. If you would like to suggest an alternative phrase that captures the same meaning, or would like to provide a comment on this concept, please do so here:

Q9. To what extent do you support the definition of bullying and harassment used in the code in a local government context?

- ☐ To a great extent
- ☐ To a moderate extent
- ☐ To a small extent
- ☐ Not at all
- ☐ Don't know/prefer not to say

Q9a. If there are other definitions you would like to recommend, please provide them here.

Q10. Is there sufficient reference to the use of social media?

- ☐ Yes
- ☐ No
- ☐ Don't know/prefer not to say

Q10a. Should social media be covered in a separate code or integrated into the overall code of conduct?

- ☐ Separate code
- ☐ Integrated into the code
- ☐ Don't know/prefer not to say

Q10b. If you would like to make any comments or suggestions in relation to how the use of social media is covered in the code please do so here:

Registration and declarations of interests

The law at present requires, as a minimum, registration and declaration of 'Disclosable Pecuniary Interests' - that is matters which directly relate to the councillor and their partner if applicable.

The LGA is proposing that all councillors are required to declare interests where matters also relate to or affect other family members or associates. The LGA has broadened the requirement to declare interests beyond this current statutory minimum in line with a recommendation from the Committee on Standards in Public Life. These specific provisions are set out in **Appendix B** of the Code.

Q11. To what extent to you support the code going beyond the current requirement to declare interests of the councillor and their partner?

- ☐ To a great extent
- ☐ To a moderate extent
- ☐ To a small extent
- ☐ Not at all
- ☐ Don't know/prefer not to say

Q11a. If you would like to elaborate on your answer please do so here:

Q12. Should the requirement to declare interests be in the main body of the code or in the appendix where the draft model code currently references it?

- ☐ In the main body of the code
- ☐ In the appendix
- ☐ Other (please specify below)
- ☐ Don't know/prefer not to say

Q12a. If you would like to make any comments or suggestions in relation to how the requirement to declare interests is covered in the code please do so here:

It is also suggested that more outside interests should be registered than is the current statutory minimum. These are set out in **Table 2 of the Appendix** and are designed to demonstrate to the community transparency about other bodies with which the councillor is engaged.

Q13. To what extent do you support the inclusion of these additional categories for registration?

	To a great extent	To a moderate extent	To a small extent	Not at all	Don't know / Prefer not to say
Any organisation, association, society or party of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council					
Any organisation, association, society or party that exercises functions of a public nature of which you are a member or in a position of general control or management					
Any organisation, association, society or party directed to charitable purposes					
Any organisation, association, society or party of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)					

Q13a. If you would like to propose additional or alternative **categories** for registration, please provide them here:

Q14. To what extent to you support the proposed requirement that councillors do not accept significant gifts as set out in Obligation 11?

- ☐ To a great extent
- ☐ To a moderate extent
- ☐ To a small extent
- ☐ Not at all
- ☐ Don't know/prefer not to say

Q14a. If you would like to elaborate on your answer please do so here:

Q15. The draft code proposes £25 as the threshold for registering gifts and hospitality. Is this an appropriate threshold?

- ☐ Yes
- ☐ Yes, but the amount should be reviewed annually with the code's review
- ☐ No, it should be lower (please specify amount) _____
- ☐ No, it should be higher (please specify amount) _____
- ☐ Don't know/prefer not to say

Q16. The LGA will be producing accompanying guidance to the code. Which of the following types of guidance would you find most useful? Please rank 1-5, with 1 being the most useful.

- _____ Regularly updated examples of case law
- _____ Explanatory guidance on the code
- _____ Case studies and examples of good practice
- _____ Supplementary guidance that focuses on specific areas, e.g., social media
- _____ Improvement support materials, such as training and e-learning packages

Q16a. If you would like to suggest any other accompanying guidance please do so here:

Q17. If you would like to make any further comments about the code please do so here:

Once you press the 'Submit' button below, you will have completed your response.

Many thanks for taking the time to respond to this consultation. You are in control of any personal data that you have provided to us in your response. You can contact us at all times to have your information changed or deleted. You can find our full privacy policy here: [click here to see our privacy policy](#)

For information only - Do not complete

Meeting of the Full Council

Monday 22nd June 2020

Agenda item 13.0

TO CONSIDER WEALDEN DC'S STRATEGIC HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT (SHELAA) – CALL FOR SITES AND BROAD LOCATIONS

1.0 Summary

- 1.1 Following the withdrawal of the Wealden Local Plan (January 2019) at Full Council on 19 February 2020, Wealden District Council has started work to progress a new Local Plan. The Local Plan will set out a vision and framework for the future development of the District.
- 1.2 As part of this process, they are updating their land availability evidence through the SHELAA. The SHELAA is an essential piece of evidence which is required to support the Local Plan process. It is a technical assessment which considers the availability, suitability and achievability of land in the District (*excluding areas in the South Downs National Park*) for the purpose of identifying deliverable sites to meet the housing and economic growth needs of the District.
- 1.3 Wealden DC will be undertaking a formal 'Call for Sites' exercise to invite landowners to put forward sites for consideration for housing, economic development and/or other uses. The 'Call for Sites' will run from **1 June to 10 August 2020** and details on how to submit sites can be found at the web address below. This evidence base will be used to inform the new Local Plan. It can also be used by Neighbourhood Plan groups to inform Neighbourhood Plans.
<https://www.wealden.gov.uk/planning-and-building-control/planning-policy/strategic-housing-and-economic-land-availability-assessment-shelaa/>
- 1.4 As part of the SHELAA process, Wealden DC has produced a new draft SHELAA methodology that will be used to assess sites for their suitability, availability and achievability. We are being asked if we would like to comment on the draft SHELAA methodology by submitting our comments to them by **29 June 2020**
- 1.5 They anticipate that site surveys will commence shortly after the deadline for the 'Call for Sites' in order to inform Local Plan production. The report will be published alongside the Regulation 18 consultation of the Local Plan, which is anticipated to take place in 2022.

2.0 Background

- 2.1 A copy of the full existing SHELAA report is available on Wealden DC's website, but at 478 pages for the full district, it is a very long report. A weblink has been provided to this document under appendices, should members wish to look through for sites that have been previously assessed in Uckfield.
- 2.2 Uckfield Town Council has fed into this process in the past, with the council reviewing possible sites in 2009 and were then asked in August 2016 to re-assess.

3.0 Recommendation

3.1 Members are asked to:

- (i) note the report;
- (ii) review the methodology for the SHELAA and advise the Clerk if members wish to provide any feedback;
- (iii) advise the Clerk if the Town Council wishes to feed into the 'Call for Sites' process.

Appendices:

Appendix A: Methodology for Strategic Housing and Economic
Land Availability Assessment (SHELAA)

Appendix B: Existing SHELAA report (available online – 478 pages)

<https://www.wealden.gov.uk/UploadedFiles/A29. Strategic Housing Economic Land Availability Assessment reduced-1.pdf>

Appendix C: Copy of previous report considered in August 2019 re: SHELAA

Contact Officer: Holly Goring

Strategic Housing and Economic Land Availability Assessment (SHELAA)

Draft Methodology

June 2020

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1.0 Introduction

- 1.1 The Wealden District Strategic Housing and Economic Land Availability Assessment (SHELAA) is a comprehensive study of the availability, suitability and achievability of land to meet the identified need for different development uses over a plan period. This includes housing and economic development. The National Planning Policy Framework (NPPF) confirms that local planning authorities should have a clear understanding of the land available in its area through preparing its SHELAA and from this, planning policies should be able to identify a sufficient supply and mix of sites, taking into account their availability, suitability and likely economic viability. The SHELAA only relates to the part of the Wealden District that falls outside the South Downs National Park (SDNP) area.

Previous SHELAA

- 1.2 Previously, Wealden District Council had prepared a SHELAA that was published alongside the draft Wealden Local Plan (January, 2019)¹. This report provided the site assessments for all sites submitted to the Council for development up until 15 November 2018. Since this time national planning policy and guidance has been updated. In addition, the Council is at the early stages of preparing a new Local Plan. The Council has therefore reviewed the SHELAA methodology and has revised it to conform to current practice. This methodology will be applied to all sites included within the SHELAA.
- 1.3 This new SHELAA process will supersede the previous SHELAA publication in January 2019 and will consider all sites that have been submitted to the Council after 15 November 2018, as well as reviewing existing sites already submitted to the Council.

Role and Status of SHELAA

- 1.4 The SHELAA is an evidence base document only. It lists all possible housing and economic development sites that have been put forward for development, and provides an assessment of the potential of those sites for development. Once completed, it will form part of the planning policy evidence base for the Council's new Local Plan and will be used to help inform judgements on the allocation of land for housing and economic development uses.
- 1.5 The role of the SHELAA is to provide information on the range of sites which are available to meet housing and employment needs in the District (excluding

¹ The draft Wealden Local Plan (January, 2019) was withdrawn by Wealden District Council on 19 February 2020.

the SDNP area), but it is for the new Local Plan process itself to determine which of those sites are the most suitable to meet the identified needs.

- 1.6 In short, the SHELAA provides a high level assessment of sites submitted for particular uses, including whether they are considered ‘suitable’ or ‘unsuitable’ and outlines prospective timescales for a site’s potential development if considered ‘suitable’. However, the SHELAA does not allocate land for development, nor does it suggest that the Council would grant planning permission for its suggested use should a site be considered suitable.
- 1.7 In relation to neighbourhood planning, the Planning Practice Guidance (PPG)² confirms that neighbourhood planning bodies may also make use of existing site assessments prepared by the local planning authority as a starting point when identifying sites to allocate within a Neighbourhood Plan.

Scope of the Report

- 1.8 The remainder of this document is structured as follows:
- *Section 2* – This section summarises the purpose of the SHELAA and its main aims.
 - *Section 3* – This section provides the planning context for Wealden District, including the new Local Plan, and the SHELAA’s role within the plan-making process.
 - *Section 4* – This section outlines the proposed methodology for the Wealden SHELAA, based on the PPG, outlining all the main processes involved in the production of this document, such as a ‘Call for Sites’ exercise and site assessments.
 - *Section 5* – This section outlines what the main outputs of the Wealden SHELAA are and next steps for the document.

2.0 Purpose of the Assessment

- 2.1 The SHELAA is an evidence base document only. It is not a statement of Council policy and the document does not allocate land for development. However, it will be used to help inform decisions on how the district will change during the emerging Local Plan period in relation to the allocation of land for housing and employment uses.
- 2.2 The SHELAA will consider all land, which meets the size criteria, put forward by landowners/agents/developers for accommodating residential and economic development in the district. The findings of the SHELAA do not pre-empt or

² PPG – [Paragraph 003 Reference ID: 3-003-20190722](#)

prejudice any decision the Council may make in the future on any particular site and does not alter any existing policies or land use designations as set out in an adopted Local Plan or ‘made’ Neighbourhood Plan. All judgements concerning whether sites should be allocated in the future will be made through the statutory plan-making process. This will include further work testing the suitability of the sites identified within the SHELAA and would include processes such as the Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) for the Local Plan.

Purpose and Aims of the Assessment

2.3 The purpose of the SHELAA is to:

- identify all possible sites and broad locations with potential for housing and economic development;
- assess all possible sites and broad locations for their development potential; and
- assess their suitability for development and likelihood of development coming forward (i.e. availability and achievability).

2.4 The aim of this document is to identify all sites that are considered ‘suitable’ for development and to put those sites forward within the plan-making process for further assessment, particularly through the SA and SEA. Ultimately, following such recommendations, it is for Council members to agree a sufficient quantum of sites that can come forward within a Local Plan in order to meet the Council’s housing requirement over a plan period, with additional flexibility and a buffer, to take account of potential non-delivery or under-delivery on some sites.

2.5 For economic development sites, the SHELAA will need to demonstrate whether or not there is a sufficient supply of suitable economic development sites within Wealden District to meet identified needs for employment use (B Class Uses). If it is found that there is sufficient suitable employment sites to meet the identified needs of the district, then all such suitable sites will then be tested further through the plan-making process to determine whether such sites should be allocated for development within a Local Plan.

2.6 This SHELAA will also consider a number of other different uses to be considered as part of the Local Plan process that includes retail, tourism and leisure uses, community facilities, gypsy and traveller provision and renewable energy schemes. The full list of uses that will be considered as part of the SHELAA process are listed within the Council’s New SHELAA Form³.

³ [Wealden District Council SHELAA Webpage](#)

3.0 Background

New Local Plan

- 3.1 The latest adopted housing requirement for Wealden District is contained within the Wealden District Core Strategy Local Plan (February, 2013) under policy WCS1 (Provision of Homes and Jobs 2006 – 2027) for the provision of some 9,440 net additional dwellings over the 2006-2027 period, which equates to 450 dwellings per annum (dpa). As stated above, the Council is now in the process of drafting a new Local Plan that will replace the Core Strategy and will therefore update the housing requirement for the district.
- 3.2 The NPPF (February, 2019) confirms that to determine the minimum number of homes needed within the local authority area, strategic policies should be informed by a local housing need assessment, conducted using the standard method in national planning guidance – unless exceptional circumstances justify an alternative approach which also reflects current and future demographic trends and market signals.
- 3.3 At the time of writing, the new housing requirement for Wealden District under the ‘standard methodology’ equates to 1,231 dwellings per annum (dpa). The full methodology for the calculation of this housing requirement is provided at section 5 of the Council’s Authority Monitoring Report (AMR) 2018/19⁴ and will be updated each year. The PPG⁵ confirms that this housing requirement needs to be kept under review and revised where appropriate, as the housing needs figure generated using the ‘standard method’ may change as the inputs are variable.
- 3.4 The NPPF (February, 2019) at paragraph 22 confirms that strategic policies (such as housing need) should look ahead over a minimum 15 year period from adoption, to anticipate and respond to long-term requirements and opportunities, such as those arising from major improvements in infrastructure. The new Local Plan is to have a plan period between 2018 and 2038. Therefore, the housing requirement over that period would equate to 24,620 (net) dwellings. The Council will also have to consider potentially meeting the housing requirements of neighbouring local authorities, and/or those within its Housing Market Area (HMA) through the duty to cooperate process.
- 3.5 Table 1 below shows the residual housing requirement for the new Local Plan period if housing completions (net) for the 2018/19 period and planning commitments (i.e. sites with planning permission and/or being built) as of 1 April 2019 are removed from the overall housing requirement.

⁴ [Wealden District Council Authority Monitoring Report \(AMR\) 2018/19](#)

⁵ PPG – [Paragraph: 008 Reference ID: 2a-008-20190220](#)

Table 1: Draft Residual Housing Requirement for new Local Plan

Draft Housing Requirement for a 2018-2038 plan period for Wealden District	Net Housing Completions for 2018-19 Monitoring Period ⁶	Commitments as of 1 st April 2019	Draft Residual Housing Requirement for 2018-2038 plan period for Wealden District
24,620	828	6,325	17,467

- 3.6 In practical terms, the Council's SHELAA (including an assessment of windfall provision) will therefore need to identify sufficient housing sites that are suitable, available and achievable (at the time period envisaged) to at least equal and preferably exceed the residual housing requirement for the Local Plan identified above. This will provide the Council with site options to assess through the plan-making process and specifically the SA/SEA.
- 3.7 In terms of economic development, the Council will be seeking to review its existing Wealden Economy Study (2013 -2028)⁷ that was published in March 2018 to ensure that a new requirement for business uses (B Class Uses) is established for the new Local Plan period. The SHELAA will aim to identify all sites that are suitable, available and achievable (at the time point envisaged) for economic development to at least equal the requirement for employment floorspace identified over the new Local Plan period.

4.0 Methodology

Who is to be involved?

- 4.1 The PPG⁸ confirms that the SHELAA needs to be undertaken and regularly reviewed working with other local authorities in the relevant HMA or Functional Economic Market Area (FEMA). The guidance confirms that it is also important to involve land owners and promoters, local property agents, developers, Local Enterprise Partnerships (LEPs) and Parish and Town Councils within the SHELAA process.
- 4.2 To inform the content of this new SHELAA methodology, the Council will consult on this document with its neighbouring authorities. In addition, the Council will share its methodology with the Parish/Town Council's in its administrative area

⁶ This excludes housing completions within the SDNP.

⁷ [Wealden Economy Study Update 2013-2028 \(March, 2018\)](#)

⁸ PPG – [Paragraph 007 Reference ID: 3-007-20190722](#)

Strategic Housing and Economic Land Availability Assessment (SHELAA) – Draft Methodology

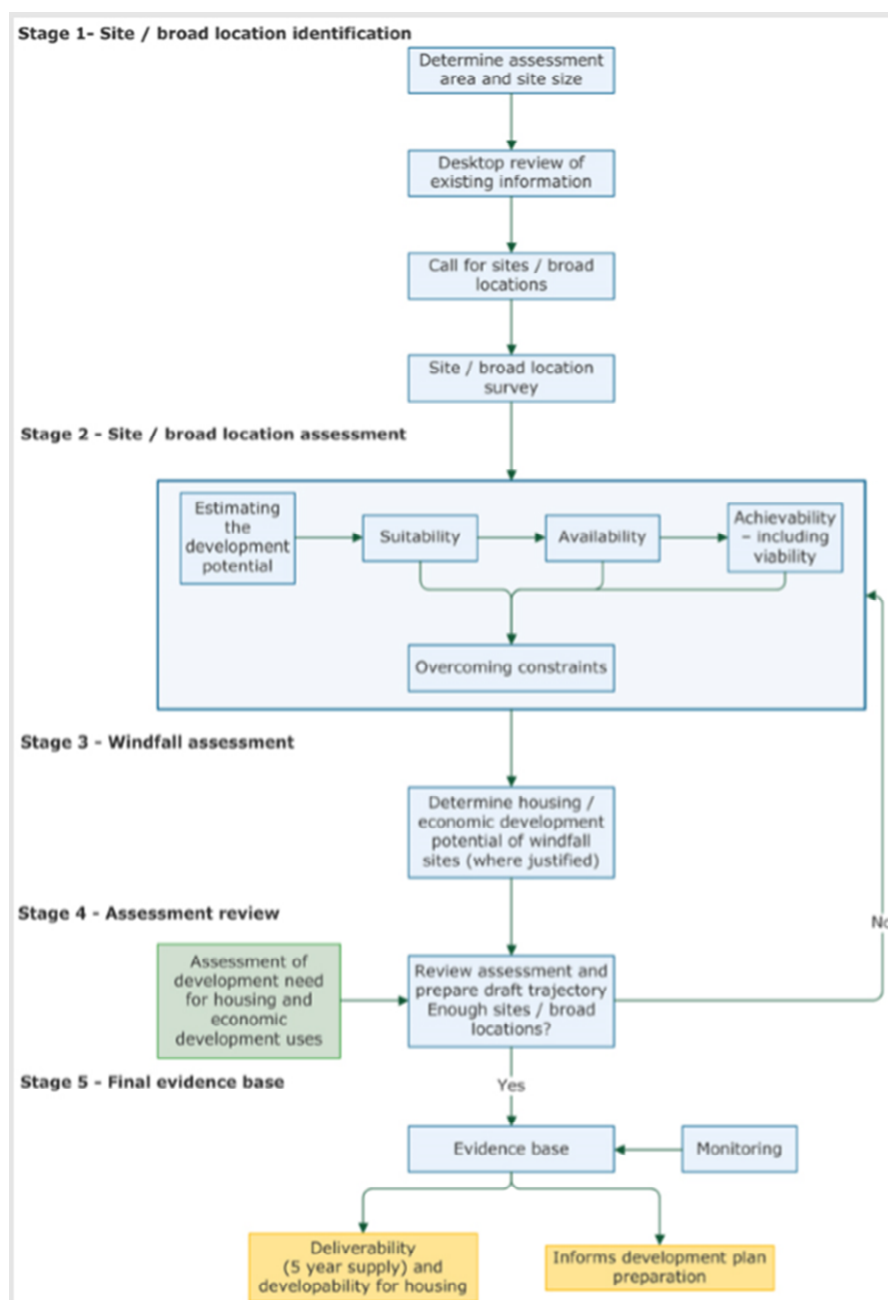
in order to support their Neighbourhood Plan process where they seek to allocate housing/economic development sites. Lastly, the Council will share this SHELAA methodology with its Agent's Panel to ensure that members of the local development industry can share their thoughts on the SHELAA methodology at this early stage.

- 4.3 The feedback received by the stakeholders invited to make comments will be considered by the Council and will be documented. Revisions to the methodology will be made as appropriate prior to the publication of the final SHELAA methodology.

The Overall Approach

- 4.4 The PPG confirms that there is a five stage approach that should be followed to achieve a robust SHELAA. A flowchart for the stages of the SHELAA are set out in Figure 1 below.

Figure 1 – SHELAA Methodology Flowchart⁹



4.5 It should be noted that although the tasks detailed above have been presented in chronological order, they may not necessarily be conducted sequentially. The stages identified above will now be considered in further detail below.

⁹ PPG – [Paragraph: 005 Reference ID: 3-005-20190722](#)

Stage 1 – Site and Broad Location Identification

Task 1 - Determine Assessment Area and Site Size Threshold

- 4.6 It is considered that the extent of the assessment area would be the administrative boundaries of Wealden District. The only area excluded at the outset of the SHELAA is the part of Wealden District within the SDNP, as the South Downs National Park Authority (SDNPA) are responsible for all planning matters (both plan-making and decision-taking) within its area and has its own separate SHELAA document and Local Plan¹⁰.
- 4.7 In terms of pragmatism, the Council is seeking to undertake a Local Plan for Wealden District only, so it would be reasonable for the Council to only consider those sites within its own administrative boundaries (excluding the SDNP). However, where a new or existing SHELAA site straddles or abuts the administrative boundary of a neighbouring local authority¹¹, the Council will assess those sites and liaise with the relevant neighbouring authority to consider a joint assessment of the site, if possible, through the duty to cooperate process. This may be considered as part of a Statement of Common Ground (SoCG) with those neighbouring authorities as such sites come forward.
- 4.8 In terms of site size, the PPG¹² recommends that it may be appropriate to consider all sites and broad locations capable of delivering 5 or more dwellings, or economic development on sites of 0.25 hectares (or 500 square metres of floorspace) and above. The Council has previously taken this approach, given the relatively rural nature of Wealden District. In accordance with national guidance, all sites capable of accommodating five or more dwellings, or economic development on sites of 0.25ha (or 500 square metres of floorspace) will be included in the assessment only.

Task 2 – Desktop Review of Existing Information

- 4.9 In accordance with the PPG¹³, the Council will consider a comprehensive range of sources in order to establish the best available information to identify and assess potential sites. The full list of potential data sources is provided below:

¹⁰ [South Downs Local Plan, July 2019](#)

¹¹ Parts of Eastbourne and Royal Tunbridge Wells are located hard up against the administrative boundary of Wealden District, so such sites will need to be carefully considered as part of the duty-to-cooperate process.

¹² PPG – [Paragraph 009 Reference ID: 3-009-20190722](#)

¹³ PPG – [Paragraph: 011 Reference ID: 3-011-20190722](#)

Table 2 – SHELAA Potential Data Source

Type of Site	Potential Data Source
Existing housing and economic development allocations and site development briefs not yet with planning permission.	<ul style="list-style-type: none"> • Local and Neighbourhood Plans • Planning application records • Development Briefs
Planning permissions for housing and economic development that are unimplemented or under construction.	<ul style="list-style-type: none"> • Planning application records • Development start and completion records
Planning applications that have been refused (or dismissed at appeal) or withdrawn.	<ul style="list-style-type: none"> • Planning application records
Land in the local authority's ownership.	<ul style="list-style-type: none"> • Local authority records
Surplus and likely to become surplus public sector land.	<ul style="list-style-type: none"> • National register of public sector land • Engagement with strategic plans of other public sector bodies such as county councils, central government, the National Health Service (NHS), police, fire services, utilities services and statutory undertakers.
Sites with permission in principle, and identified brownfield land.	<ul style="list-style-type: none"> • Brownfield land registers (parts 1 and 2) • National Land Use database • Valuation Office database • Active engagement with sector
Vacant and derelict land and buildings (including empty homes, redundant and disused agricultural buildings, potential permitted development changes, e.g. office to residential).	<ul style="list-style-type: none"> • Local authority empty property register • English Housing Survey • National Land Use Database • Commercial property databases (e.g. estate agents and property agents) • Valuation Office database

	<ul style="list-style-type: none"> • Active engagement with sector • Brownfield land registers
Additional opportunities for un-established uses (e.g. making productive use of under-utilised facilities such as garage blocks).	<ul style="list-style-type: none"> • Ordnance Survey maps • Aerial photography • Planning applications • Site surveys
Business requirements and aspirations.	<ul style="list-style-type: none"> • Enquiries received by local planning authority • Active engagement with sector
Sites in rural locations.	<ul style="list-style-type: none"> • Local and neighbourhood plans • Planning applications • Ordnance Survey maps • Aerial photography • Site surveys
Large scale redevelopment and redesign of existing residential or economic areas.	
Sites in adjoining villages and rural exception sites.	
Potential urban extensions and new free-standing settlements.	

4.10 There are a number of sources used in the desktop review of existing information that includes, but are not limited to, previous iterations of the SHELAA, information submitted during the call for sites exercise, recently approved, refused or withdrawn planning applications and sites in previous adopted/emerging Local Plans.

4.11 The Council will seek to consider and review these potential sources of supply fully in order to accurately identify all existing sources of supply and their current status. These sources of information and the review process are set out below.

Table 3 – SHELAA Review Process

Existing Data Source	Review Process
Wealden District SHELAA (January 2019)	<p>Since the publication of the last SHELAA in January 2019 there has been a number of national policy changes¹⁴. It will therefore be necessary to reappraise sites to ensure that the assessment accounts for the latest policy position.</p> <p>The Council has updated its SHELAA site pro-forma in light of the NPPF and PPG changes and all existing landowners and/or site promoters will be contacted to</p>

¹⁴ Policy changes include updates to the NPPF and PPG.

	supply additional information regarding the deliverability of their previously submitted sites.
Call for Sites	The Council, in the preparation of the new SHELAA document, will be undertaking a 'call for sites' exercise that has been aimed at as wide an audience as practicable. As part of this process, the Council has sought to write to all existing landowners/developers on the database to ensure that an opportunity is provided to submit further relevant information and / or new sites, as part of the SHELAA process.
Recently refused or withdrawn planning applications	The Council holds records on planning applications that have either been refused by the Council, dismissed at planning appeal, or withdrawn by the applicant(s). The Council will consider such sites that meet the aforementioned size threshold within its SHELAA and will assess the reasons for their refusal/withdrawal in order to make an assessment of their potential for housing and employment development.
Review of current planning applications and site commencement/ completion data	The Council holds information on 'planning commitments' (i.e. those sites with extant planning permissions), site commencements and site completions. Where a development site has been fully constructed, the site will be removed from the SHELAA records. For all sites that have an extant detailed planning permission and/or have commenced, such sites will be considered 'deliverable' unless otherwise known. Those major development sites with outline planning permission will continue to be considered either 'deliverable' or 'developable' on a case by case basis.
Review of Existing Site Allocations	The Wealden District Core Strategy provides a number of broad locations for growth for both housing and employment development under policy WCS4 (Strategic Development Areas). The policy includes targets for a quantum of development to take place for each SDA. Although the SDAs are not development allocations ¹⁵ , development has nonetheless come forward in most of the SDAs identified. There are a small number of SDAs where development has not come forward. These areas will be reconsidered as part of the SHELAA process.

¹⁵ The Strategic Development Areas are broad locations for growth as provided in the Key Diagram of the Wealden District Core Strategy Local Plan (February 2013), but the allocation of such sites and specific policies, including phasing where necessary, were to be provided in the Strategic Sites Development Plan Document.

	All sites that were identified as housing allocations within the now withdrawn Wealden Local Plan (January, 2019) will also be reviewed as part of the SHELAA process, where they have not already come forward.
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- 4.12 All SHELAA sites will be checked against planning application information to ensure that the Council avoids double counting sites. Where a planning permission for housing/employment development has been granted, the capacity approved with that planning permission will be used unless there is clear evidence that a different site capacity should be used instead. All housing sites with an extant planning permission of 5 (net) dwellings or above will be included in a housing trajectory within the Council's Authority Monitoring Report (AMR) that is published at least annually. This includes a predicted timescale for the delivery of the site, including a lead-in time and delivery rate. All sites with planning permission of 5 (net) dwellings or more will be considered 'deliverable' or 'developable' in line with the NPPF (February, 2019) definition of those terms, unless there is clear evidence that the site will not come forward.
- 4.13 All brownfield sites submitted for housing to the SHELAA will also be considered for the next iteration of the Brownfield Land Register and will be added to the register where it meets those specific requirements under the Town and Country Planning (Brownfield Land Register) Regulations 2017¹⁶.

Task 3 - Call for Sites and Broad Locations

- 4.14 A 'call for sites' exercise will be advertised in order to establish initial land availability for all types of development, including housing and economic development. The 'call for sites' process will be aimed at as wide an audience as practicable, so that even those not normally involved in property development have the opportunity to contribute. Respondents will be asked to complete a new site pro-forma that can be found at the Council's website¹⁷. The site pro-forma sets out the information sought by the Council and includes the site location, suggested type of development, the scale of such development and any constraints/viability issues associated with the development, amongst other matters.
- 4.15 The Council will also seek to contact all those land agents/land owners who have previously submitted sites in the Council's SHELAA, where relevant, to confirm that the information initially submitted to the Council remains up to date,

¹⁶ [The Town and Country Planning \(Brownfield Land Register\) Regulations 2017.](#)

¹⁷ [Wealden District Council SHELAA Webpage](#)

or if not, to update this information. The Council will also ask existing landowners as to whether their site is still available for the development specified, and if not, to withdraw those sites from the process. In addition, the production of a new site pro-form does mean that existing sites submitted will need to be updated by landowner/agents to ensure that the new information required is collected and assessed.

Task 4 – Site and Broad Location Survey

4.16 The PPG¹⁸ recommends that the comprehensive list of sites and broad locations that emerge from existing data sources and the ‘call for sites’ exercise will be assessed against national policies and designations to establish whether the sites have a reasonable potential for development and should be included in the more detailed site survey stage.

4.17 This is in order to:

- ratify inconsistent information gathered through the call for sites exercise and desktop review;
- get an up to date view on development progress (where sites have planning permission);
- obtain a better understanding of what type and scale of development may be appropriate;
- gain a more detailed understanding of deliverability, any barriers to development and how they can be overcome; and
- potentially identify further sites with potential for development that were not identified through other data sources and the ‘call for sites’ exercise.

4.18 Both housing and employment sites that either have planning permission or are under construction are already visited on a regular basis by the planning policy team to monitor commencements and completions on each site. It is therefore proposed that a site visit will not be necessary for such sites where comprehensive information on a site is already known through these existing processes. All other remaining sites (subject to the suitability criteria below) will be surveyed as part of the SHELAA process and this will aid the Council in providing evidence that there is a reasonable chance of the site being developed for housing/economic development.

Information that should be recorded during the survey

4.19 The PPG outlines the information that can be recorded by the local planning authority when undertaking its initial survey. This includes:

¹⁸ PPG – [Paragraph: 013 Reference ID: 3-013-20190722](#)

- site size, boundaries, and location;
- current land use and character;
- land uses and character of surrounding area;
- physical constraints (e.g. pedestrian and vehicular access, contamination, topography, drainage/flood risk, location of infrastructure/utilities, natural features of significance);
- potential environmental constraints;
- where relevant, development progress (e.g. ground works completed, units completed); and
- short initial assessment of whether the site is suitable for particular type of use.

Stage 2 – Site and Broad Location Assessment

Suitability Assessment

4.20 In short, a site or broad location can be considered suitable if it provides an appropriate location for development when considered against the relevant constraints and their potential to be mitigated. This is a high-level assumption. The PPG¹⁹ states that when local planning authorities consider constraints, they may wish to consider the information collected as part of the initial site survey, as well as other relevant information such as:

- national policy;
- appropriateness and likely market attractiveness for the type of development proposed;
- contribution to regeneration priority areas; and
- potential impacts including the effect upon landscapes including landscape features, nature and heritage conservation.

4.21 The PPG notes that sites can be considered against the adopted development plan, although clearly the assessment will need to take account of how up to date the plan policies are. In terms of using an emerging Local Plan to assess suitability, plan-makers will need to account for potential policy changes or other factors which could impact the suitability of the site/broad location.

4.22 It is considered that sites which have particular policy constraints should be included in the assessment for the sake of comprehensiveness and transparency, but that these constraints must be clearly set out where they restrict development severely. Table 4 below sets out the areas of the district

¹⁹ PPG – [Paragraph: 018 Reference ID: 3-018-20190722](#)

that are still included within the SHELAA, but will not be progressed through the plan-making process.

Table 4: Sites/areas to be excluded from detailed assessment

Site/Areas to be excluded from detailed assessment	Reason
All sites and broad locations not capable of delivering 5 or more dwellings, or economic development on sites of 0.25 hectares (or 500 square metres of floorspace) or above.	This is the recommended approach within the PPG and has been adopted by the Council.
<p>Sites and broad locations that are predominately or wholly contained within a European Nature Conservation Site. For Wealden District, this includes</p> <ul style="list-style-type: none"> • the Ashdown Forest Special Area of Conservation (SAC) and Special Protection Area (SPA); and • the Pevensey Levels SAC and Ramsar Site. 	These sites are protected through the Conservation of Habitats and Species Regulations 2017, where no significant adverse effect to the integrity of the site could be tolerated.
Sites and broad locations that are predominantly or wholly contained within a Site of Special Scientific Interest (SSSI). For Wealden District, this incorporates just under 10% of the entire district ²⁰ .	In addition to protection through legislation, the NPPF (February, 2019) at paragraph 175 confirms development on land within or outside a SSSI, and which is likely to have an adverse effect on it should not normally be permitted.
Sites and broad locations that are predominantly or wholly contain Ancient Woodland.	In addition to protection through legislation, the NPPF (February, 2019) at paragraph 175 confirms that development resulting in the loss or deterioration of irreplaceable habitats, such as Ancient Woodland should be refused, unless there are wholly exceptional reasons.

²⁰ It should be noted that there is substantial overlap between the European Nature Conservation Sites and SSSIs.

Other than water-compatible uses, and in some cases essential infrastructure, development will not be suitable in a functional flood plain (Flood Zone 3b) due to high flood risk.	The functional flood zone is not considered to be developable in line with both the NPPF and PPG.
Sites and broad locations that are predominantly or wholly contained within a Local Green Space.	Once a Local Green Space has been designated through a Local Plan or Neighbourhood Plan, the NPPF (February, 2019) at paragraph 99 confirms that they should be capable of enduring beyond the end of the plan period and that no development should take place.
Sites and broad locations that wholly or predominantly contain heritage assets of the highest significance where substantial harm to or loss of Ancient Scheduled Monuments, grade I and II* Listed Buildings and grade I and II* registered parks and gardens is possible.	In addition to protection through legislation, the NPPF (February, 2019) at paragraph 194 confirms that substantial harm to or loss of such heritage assets should be wholly exceptional.

- 4.23 It is noted that there are a number of other significant constraints within the district, most notably the High Weald Area of Outstanding Natural Beauty (AONB) that covers around 58% of the district, water flood risk areas (other than described in the table above), heritage assets and Local Nature Reserves (LNRs) to name a few. The Council will consider constraints and whether they are mitigatable as part of the assessment process and whether sites continue to be viable where mitigation is required. This will be assessed as part of the achievability assessment detailed below.

Availability Assessment

- 4.24 A site can be considered available for development, when, on the best information available to the local planning authority, there is confidence that there are no legal or ownership impediments to development. Given the significant role of the SHELAA in terms of enabling the Council to establish a robust housing land supply for future development over a Plan period, if there is no reasonable prospect that the site will become available over the lifetime of the plan, then it cannot be included as a realistic option for development.
- 4.25 In submitting sites to the Council, landowners and site promoters are asked to indicate the following information:

- details of land ownership/land interests;
- what the current and proposed uses are for the site;
- the reason that the landowner/site promoter is proposing the site for development;
- details of when the site is expected to become available for development; and
- whether there are any known constraints that could restrict the development of the land.

4.26 The Council then has to make a judgement based on the information submitted by the landowner/site promoter as to whether the site is available, and when it may be able to deliver the proposed development. The Council may communicate further with the landowner/site promoter to supplement the information already provided or to clarify matters of ownership as part of the process. If potential issues are identified, the Council will make an assessment as to how and when those issues can be realistically be overcome.

Achievability Assessment

4.27 The PPG²¹ confirms that a site is considered achievable for development where there is a reasonable prospect that the particular type of development will be developed on the site at a particular point in time. In effect, this is a judgement about the economic viability of a site and the capacity of the developer to complete, and then let or sell the development over the plan period.

4.28 This will include an assessment of a number of:

- *Market factors* – such as adjacent uses, the economic viability of the existing, proposed and alternative uses in terms of land value, the attractiveness of the locality and levels of potential market demand;
- *Cost factors* – including site preparation costs relating to any physical constraints, any exceptional works necessary, relevant planning standards (i.e. space standards) or obligations (i.e. affordable housing, highway works), prospect of funding or investment to address identified constraints or assist development; and
- *Delivery factors* – including the developer's phasing of development, where included in its submission, build out rates and the number of developers on site and their product range.

4.29 As part of the Local Plan process, the Council will be undertaking a 'whole plan' viability assessment that will take account of such factors as the Council's

²¹ PPG – [Paragraph: 020 Reference ID: 3-020-20190722](#)

Community Infrastructure Levy (CIL), S106 agreements and planning obligations (i.e. affordable housing), and other standards that can affect development viability within the Council's emerging Local Plan (such as design and space standards). This viability assessment should ensure that the majority of new development within the district will be financially viable at the time when development is envisaged to take place.

Calculating the development capacity

- 4.30 The PPG²² confirms that the estimation of the development potential of each identified site can be guided by the existing or emerging plan policy including locally determined policies on density. It notes that relevant existing schemes can be used as the basis for assessment, adjusted for any individual sites characteristics.
- 4.31 Individual site characteristics and physical constraints will also be considered to inform the indicative development capacity identified for each site. Certain sites may be suitable for higher density development, perhaps due to a central location, or the density of adjacent development. For other sites, specific constraints may exist (e.g. Ancient Woodland or Flood Zone 3) which would reduce the developable area of the site. The reasoning behind the identified indicative development capacity will be clearly set out in the assessment report and will be considered on a case by case basis due to the specific nature of sites.
- 4.32 The housing densities provided by the SHELAA are indicative for the future development of a site. The SHELAA does not pre-empt or prejudice any decision the Council may make in the future on any specific site and the assumptions made on densities should not be considered as fixed.

Timescales

- 4.33 Information on the suitability, availability, achievability and constraints can be used to assess the timescale within which each site is capable of development. The Council already provides a detailed assessment of housing sites with an extant planning permission as part of its review of its five year housing land supply position and this will correlate with the SHELAA document. For all other sites without planning permission, consideration will be given as to the likely delivery timescales of each site. This will give a broad indication as to whether the site would come forward in the short term (1-5 years), medium term (6-10 years) or longer term (11 years or over).

²² PPG – [Paragraph: 016 Reference ID: 3-016-20190722](#)

Stage 3 - Windfall Assessment

National Policy

- 4.34 The NPPF (February, 2019) confirms that where an allowance is to be made for windfall sites as part of anticipated supply, there should be compelling evidence that they will provide a reliable source of supply. It notes that any allowance should be realistic having regard to the strategic housing land availability assessment, historic windfall delivery rates and expected future trends.
- 4.35 Prior to the publication of the revised NPPF (February, 2019) any windfall allowance was to not include residential gardens. The NPPF no longer applies this restriction but indicates that Local Plans should consider the case for setting out planning policies to resist inappropriate development of residential gardens, for example where development would cause harm to the local area.
- 4.36 Windfall sites are defined within Annex 2: Glossary of the NPPF (February, 2019) succinctly as ‘sites not specifically identified in the development plan’. This definition would include all sites, whether on brownfield land or greenfield land, that are not allocated within a Local Plan.

Approach

- 4.37 The delivery of housing on unidentified small sites (i.e. sites below 5 dwellings) has been and will continue to be an integral source of housing supply within the District. In accordance with national planning guidance, this SHELAA applies a site size threshold of a five or more dwellings. Therefore, the SHELAA does not identify suitable, available or achievable development sites capable of delivering below this threshold. Historically, small sites have made an important contribution to housing supply in the district, particularly through infill development within many of Wealden’s towns/villages and in rural areas through the conversion of agricultural buildings for example.
- 4.38 In addition, the recent and continued changes under the General Permitted Development Order (GPDO) has meant that some employment/retail premises have applied to change their existing use to residential. This will likely continue whilst the government’s change to such regulations remain in place and can include sites of 5 (net) dwellings or more.
- 4.39 The Council will seek to consider historic windfall delivery rates for such typologies of sites over an extended period (likely to be 10 years or more) and will seek to project forward for the new Local Plan period. In projecting forward,

the Council will give consideration to future predicted trends at that time (for example, legislation changes).

- 4.40 The windfall study will either be included as an appendix to the SHELAA document or provided as a separate document and will detail the windfall study methodology in full. This windfall study will aim to provide a robust windfall allowance for the Local Plan period.

Stage 4 – Assessment Review

- 4.41 The PPG²³ confirms that once all the sites and broad locations have been assessed, the development potential of all sites can be collected to produce an indicative trajectory. This should set out how much housing development and the amount of economic development that can be provided over the Plan period and at what point in the future (i.e. 1-5 years, 6-10 years, or 11 years and beyond). However, as discussed previously, all such sites submitted to the SHELAA and found to be suitable, available and achievable will still need to be considered through the plan-making process and specifically the SA and SEA, as well as the emerging policies of the Local Plan. The SHELAA is therefore the starting point to identify deliverable sites. A housing trajectory will be included as part of the emerging Local Plan and would be updated annually through the Council's Authority Monitoring Report (AMR).
- 4.42 The PPG also states that an overall risk assessment should be made as to whether sites will come forward as anticipated, as the SHELAA may conclude that insufficient sites/broad locations have been identified to meet objectively assessed needs, including the identified minimum local housing need.
- 4.43 If this is the case, in the first instance, the Council will seek to revisit its position in accordance with the PPG. If there is still a shortfall in sites following such revisions, then consideration needs to be given to how such development needs might be met in adjoining areas through the process of preparing Statements of Common Ground (SoCG), and in accordance with the duty to cooperate.

5.0 Conclusions and Next Steps

- 5.1 The final evidence base for SHELAA will provide a number of outputs including:
- a list of all sites or broad locations considered, cross-referenced to their location on maps;
 - an assessment of each site or broad location, including:

²³ PPG – [Paragraph: 024 Reference ID: 3-024-20190722](#)

Strategic Housing and Economic Land Availability Assessment (SHELAA) – Draft Methodology

- where these have been discounted, evidence justifying reasons given;
- where these are considered suitable, available and achievable, the potential type and quantity of development, including a reasonable estimate of build out rates, setting out how any barriers to delivery could be overcome and when; and
- an indicative trajectory of anticipated development based on the evidence available.

- 5.2 The Council will endeavour to provide these standard outputs as part of its SHELAA assessment and/or through the emerging Local Plan as it is drafted. The Council's Local Development Scheme (LDS) provides the timetable for the progression of the new Local Plan and the SHELAA will be updated and will be publically available at the relevant consultation stages (Regulation 18 and 19).
- 5.3 A table of responses to the consultation on this SHELAA methodology and the Council's response to those comments will be included as part of the final SHELAA methodology document. Any revisions to this document as part of that process will be incorporated into the final report.

Meeting of the Full Council

Monday 22nd August 2016

Agenda item 10.0

STRATEGIC HOUSING AND ECONOMIC LAND AVAILABILITY ASSESSMENT (SHELAA)

1.0 Summary

- 1.1 Wealden District Council (WDC) is currently undertaking a complete refresh of their Strategic Housing and Economic Land Availability Assessment (SHELAA) process previously known as SHLAA.
- 1.2. The purpose of the original SHLAA was to identify sites with possible housing potential which might be suitable for six or more dwellings across the whole of the District, and to assess whether these may become available for development over the next 20 years.

2.0 Background

- 2.1. The Town Council set up a Local Development Framework Working Group to review all land owned by the Council to establish if any could be identified as potential sites. The evaluation exercise did not commit the District to allocate any identified sites for housing nor the Town Council to release the land for development.
- 2.2. In March 2009 Full Council discussed recommendations from the Working Group (Appendix A) and agreed:

FC.082.03.09 *Members considered the recommendations contained in the report and it was **RESOLVED** that the recommendations 1 to 6 as set out, be agreed.*

FC.083.03.09 *With regard to recommendation 7, Members felt that this should be re-worded to reflect the preferred position of the Council and following brief discussion it was **RESOLVED** that recommendation 7 should read, "Uckfield Town Council have undertaken an audit of their open spaces and at this time will only release the sites it is currently considering".*

The seven sites put forward but subsequently withdrawn by WDC for consideration in their assessment were:

Bellbrook Open Space
Land below Bridge Farm Wood
Land at the bottom of Hunters Way
Rocks Park Flats
Land at Oaklea Way
Land at Harlands Farm, Mallard Drive
Land at Hempstead Fields, Off Barnet Way.

3.0. Current position

- 3.1. Wealden District Council as part of their refresh of the SHELAA process includes looking at all the land in their database and a check on land that has been withdrawn.

They are asking if the Uckfield Town Council sites should remain withdrawn or alternatively which ones should remain in the assessment for future consideration.

4.0. Recommendation

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

Contact Officer: Christine Wheatley

Background Papers: Full Council minutes and report March 2009

COPY OF PREVIOUS REPORT

Local Development Framework Working Group – 2nd March 2009
Strategic Housing Land Availability Assessment

UTC has been asked by WDC to identify sites in its ownership with possible housing potential for a minimum of six dwellings that may become available for development over the next twenty years or so.

The LDF Working Group has considered all of the sites owned by the council and has grouped them into different categories, with recommendations, in order to facilitate the decision making process.

In considering these recommendations the council is asked to weigh the possible financial and social gain from housing development against loss of public amenity and potential income.

1. Town Centre Sites

Civic Centre

The Hub

Luxford Field

Luxford Field Play Area

Recommendation 1

The Working Group recommends that any decisions on UTC town centre sites should be taken as part of the town centre development process.

2. Buildings (other than town centre)

Foresters Hall

Osborn Hall

Ridgewood Village Hall

Victoria Pavilion

West Park Pavilion

Signal Box

Bridge Cottage

Recommendation 2

The Working Group recommends that these sites are not suitable for housing development on the following grounds:

i) size of plot, loss of amenity and/or income (signal box and Osborn Hall)

ii) location of plot, loss of amenity and income (Victoria Pavilion, West Park Pavilion, Ridgewood Village Hall)

iii) historical significance, loss of amenity and income (Bridge Cottage, Signal Box and Foresters Hall)

3. Allotments

Ridgewood Allotments

West Park Allotments

Bell Lane Allotments

Bird in Eye Allotments

Framfield Road Allotments

Recommendation 3

The Working Group recommends that no allotment sites should be offered for housing development.

4. Cemeteries

Snatts Road Cemetery and Chapel

Recommendation 4

The Working Group recommends that the cemetery should not be released for housing development.

5. Recreation Grounds/Playing Fields/ Play Areas (other than town centre)

Hempstead Lane Recreation Ground

New Barn Farm
Ridgewood Recreation Ground
Ridgewood Play Area
Rocks Park Play Area
Oakwood Drive Play Area
Hughes Way Recreation Area
Victoria Pleasure Ground and Tennis Courts
Victoria Play Area
West Park Playing Fields
Downland Copse Play Area
Harlands Farm Playing Fields
Hempstead Play Area
Elizabeth Gardens

Recommendation 5

The Working Group recommends that no playing field or recreation areas should be released for housing development.

6. Nature Reserves and Woodland

Boothland Wood
Bridge Farm Wood
Nightingale Wood
Mallard Drive woodland
Harlands Farm woodland
Hempstead Meadows LNR
West Park LNR
Harlands Farm Pond

Recommendation 6

The Working Group recommends that none of the above should be released for housing development.

7. Other land

In addition to the above the council also owns other pieces of land. Of these, land at Selby Road is currently the subject of a planning application and 2A Vernon Road has already been considered and rejected. The others are divided into two categories. Those in group A below are considered to be unsuitable because of their size and location. Those in group B are commented on individually.

Group A

Land to the north of Hart Close
Land at Linnet Green
Land at Swallow Court
Rocks Park Bank
Browns Lane Rockery and Path
Mallard Drive verge
Land at Shepherds Gate

Group B

i) *Land at the bottom of Hunters Way*: This has recently been planted with trees and there is a drainage problem but it is large enough to accommodate six dwellings without overlooking other houses. Issues include visibility on a dangerous corner and loss of green open space.

ii) *Land at Oaklea Way*: This is a good size plot, with 3 mature trees at the back of the site. It could accommodate six dwellings without overlooking other houses. The main issue to consider is the loss of green open space.

iii) *Rocks Park Flats*: There would be room for six dwellings here without overlooking other houses and still leaving some green open space.

iv) *Land at Harlands Farm*: This is the land surrounding Harlands Pond and along the stream which drains into the pond. Building on part of this area would be possible but would alter the character of the area and constitute a loss of amenity for current residents.

v) *Bellbrook Open Space*: Access problems, not in a residential area, currently a de facto nature reserve.

vi) *Land at Hempstead Fields*: This is a triangular sloping open space, surrounded by other housing but accessible from Barnett Way. It is large enough to accommodate six dwellings, but development would alter the character of the area and, owing to the sloping ground, there would be overlooking of existing housing.

Recommendation 7

The Working Group recommends that the council should consider whether it wants to retain all of the above as green open space, as a matter of policy, or whether it might be prepared to release one or more for housing development.

LDF Working Group

Meeting of the Full Council

Monday 22nd June 2020

Agenda item 14.0

TO CONSIDER A RESPONSE TO THE WASTE AND MINERALS LOCAL PLAN REVIEW – REVISED POLICIES DOCUMENT

1.0 Summary

- 1.1 East Sussex County Council, Brighton & Hove City Council and the South Downs National Park Authority are proposing changes to their adopted Waste and Minerals Local Plan (WMLP). Following the call for evidence and sites in 2017, the document sets out their proposed changes to the draft Waste and Minerals Local Plan Revised Policies Document, which has been published for consultation.
- 1.2 The three Authorities have carefully considered whether to proceed with the consultation given the current emergency measures put in place by the Government. In light of this, the Authorities have decided to proceed with a consultation over an extended period of 12 weeks, which may further be extended if required. They are, therefore, seeking representations from all stakeholders and members of the public on the contents of the Draft Revised Policies of the Waste and Minerals Local Plan over a period of twelve weeks (deadline for responses – 3rd August 2020).
- 1.3 The Plan contains policies that guide where minerals and waste developments should go. The revised policies include two key changes:
 - (i) *East Sussex and Brighton & Hove to become more reliant on aggregates from the marine sources and other sources outside of the Plan Area;*
 - (ii) *Providing increased protection for minerals and minerals related infrastructure against inappropriate development being located nearby;*

2.0 Responding to the Consultation

- 2.1 The two main documents within the consultation, are:
 - (i) [Waste and Minerals Local Plan - Draft Revised Policies](#)
 - (ii) [Waste and Minerals Local Plan – Policies Map Amendments Document](#)
- 2.2 The weblink can be found on the East Sussex consultation portal:
<https://eastsussex.objective.co.uk/portal/wmlpr/2020a/r03>

If a member requires a hard copy please let the Town Clerk know.

3.0 Recommendation

- 3.1 Members are asked to note the above report, and advise the Clerk if they wish to respond to the proposed changes before the deadline on 3rd August 2020.

Contact Officer: Holly Goring

Meeting of Full Council

Monday 22nd June 2020

Agenda Item 15.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

- 1.1 The report sets out the engagements of the Town Mayor and Deputy Mayor. Due to Covid-19 restrictions, most engagements have been cancelled or postponed.

TO NOTE THE MAYOR'S ENGAGEMENTS

21 May – Business Parade and Clap for the NHS – presentation to Uckfield Hospital

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

21 May – Business Parade and Clap for the NHS – presentation to Uckfield Hospital