



UCKFIELD TOWN COUNCIL

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

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

Town Clerk – Holly Goring

Meeting of the **Environment and Leisure Committee** to be held on
Monday 27th July 2020 at 7.00pm
in
REMOTE MEETING (VIA ZOOM)

AGENDA

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

1.0. DECLARATIONS OF INTEREST

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

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

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

3.0. APOLOGIES FOR ABSENCE

4.0. MINUTES

- 4.1. Minutes of the meeting of the Environment and Leisure Committee held on 15th June 2020 (Attached)
- 4.2. Action list – For information only (Attached)
- 4.3. Project Monitoring List – for information only (Attached)

5.0. FINANCE

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

6.0 ADMINISTRATION

- 6.1 To consider suggestions put forward for a memorial in West Park Nature Reserve (attached)

7.0. ENVIRONMENT

- 7.1 To note the current position of the Town Council's Estates (Attached)
- 7.2 To consider interest in land adjacent to Bird in Eye allotments (Attached)
- 7.3 To consider installing electric charging points at the Council's buildings (Attached)
- 7.4 To consider a request to purchase land adjacent to 10 Wilson Grove, West Park, Uckfield (Attached)

8.0. LEISURE

- 8.1 To note an update on the 'Our Parks' Initiative (Attached)
- 8.2 To review current procedures and options for reopening the Town Council's play areas (Attached)

9.0. REPORTS FROM WORKING GROUPS

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

10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

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

10.11 All Weather Pitch Operational Group
(nothing to report at this time)

11.0 CHAIRMANS ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted: -

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



Town Clerk

21st July 2020

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Environment and Leisure Committee** held on
Monday 15th June 2020 at 7.00pm

REMOTE MEETING (VIA ZOOM)

PRESENT:

Cllr. J. Beesley (Chairman)
Cllr. B. Cox
Cllr. S. Mayhew
Cllr. A. Smith

Cllr. D. French (Vice Chairman)
Cllr. J. Edwards
Cllr. G. Johnson
Cllr. K. Bedwell

IN ATTENDANCE:

Two members of the press (recorded meeting)
Two members of the public
Councillor C. Macve

Holly Goring - Town Clerk
Sarah D'Alessio – Assistant Town Clerk
Mark Francis - Estates & Facilities Manager
Rachel Newton – Senior Administrative Officer
Minutes taken by Rachel Newton

Before the commencement of the meeting, a tribute was held in memory of Countryside Ranger, Geoff Pollard, who sadly passed away on 8th June 2020. Messages of condolence were offered to his family followed by a one minute silence. Geoff was a truly dedicated member of the team and would be greatly missed for all his hard work and inspiration.

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. No declarations of interest were announced.

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

None received.

3.0. APOLOGIES FOR ABSENCE

Apologies were received from Councillor D. Bennett.

4.0. MINUTES

- 4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 4th May 2020

EL.01.06.20 It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on the 4th May 2020 be taken as read, confirmed as a correct record and signed by the Chairman.

- 4.2. Action list

Members noted the action list.

- 4.3. Project Monitoring List – For information only

Members noted the report.

(Councillor D. French joined the meeting at 7.08pm)

5.0. FINANCE

- 5.1. To note bills paid

Members noted the bills paid.

- 5.2. To note the income and expenditure report

There were no income and expenditure reports until accounts are completed for 2019/20.

6.0. ADMINISTRATION

- 6.1. To note the draft minutes of the Strengthening Local Relationships (SLR) Meeting in January 2020

Members noted the draft minutes.

- 6.2. Members were provided with a revised version of the terms and conditions which picked up changes in relation to the football season in particular.

EL.02.06.20 Members **RESOLVED** to:

- (i) note the report; and;
- (ii) agreed to the revised alterations.

7.0. ENVIRONMENT

- 7.1. To note the current position of the Town Council's Estates

The Estates and Facilities Manager raised two points for members to consider.

The Estates and Facilities Manager had been advised that the Town Council had been offered a Gingko tree from a resident who knew Councillor C. Macve; an 8-foot tall non-native tree. He was therefore interested in how members felt about planting it on Town Council land. The Estates and Facilities Manager suggested he could ask Wealden District Council if the tree could be placed in Horsted Park. Members did not object to the idea. Councillor B. Cox suggested maybe having a plaque to highlight it's history, as one of the oldest species of trees it could grow up to 115-feet. Another member suggested placing the tree in Luxford Field and incorporating it into a shady area with the newly upgraded play area. Councillor S. Mayhew suggested having the tree as a memorial to our Ranger, Geoff Pollard. The Estates and Facilities Manager advised that he would liaise with Councillor A. Smith who informed in the meeting that her husband had acquired his own tree nursery and would be able to offer more knowledge and understanding on the best place to locate it.

EL.03.06.20 Members **RESOLVED** to:

- (i) note the report, and;
- (ii) agreed for the Estates and Facilities Manager to liaise with Councillor A. Smith for further guidance on the best area to place the tree.

To consider whether to use the budget from general reserves to cover the costs of repairs to the tractor

Another issue raised for concern was that the tractor required an air conditioning replacement. The budget set for the full financial year was £1,500 and repairs had come in at £1,562.11 plus vat. The Estates and Facilities Manager suggested that it was preferred not to use the vehicle replacement budget earmarked reserves of £2,000 at this time of uncertainty.

Councillor B. Cox highlighted the need to think about the hot weather and Health and Safety reasons during the summer months for staff, and it was agreed that this needed to be done.

Councillor D. French suggested splitting the funds between the 2020-21 revenue budget and the Town Council's general reserves in order to meet this requirement. Councillor J. Beesley (Chairman) proposed to take out £562 out of the revenue budget and £1,000 out of the general reserves. Seconded by Councillor S. Mayhew.

EL.04.06.20 Members **RESOLVED** to:

- (i) note the report, and;
- (ii) agreed to split the cost between the revenue budget (£562.11) and general reserves (£1,000) to make repairs to the tractor.

7.2 **To consider an update on 'Our Parks' Initiative**

Councillor A. Smith said that this was a great initiative to bring to the town, and that she watched the video, but wanted to know more about how 'Fields in Trust' connected with the event. The Senior Administration Officer explained that the initiative was originally recommended to us by Wealden District Council following the success of the same project in Hailsham and that they had been given funding by 'Fields in Trust' to protect a field. The Town Clerk pointed out that 'Fields in Trust' was just a link in terms of funding, but we would also have to think about the area that would be best to hold classes in the first instance. A number of grounds were protected in other ways, with various covenants such as Ridgewood which was regarded as commonland, and there had been discussion in the past about village green status.

One member also asked how this could be managed so it was re-iterated that the leader did not have to be a council officer or member. It was an initiative being introduced to the town, and this initiative would need support from a voluntary group such as Active Uckfield together with Our Parks in order to evolve.

Suggested locations included Luxford Field and Harlands Playing Field.

Councillor A. Smith suggested Luxfords Field, as an older generation were within walking distance there, and the leisure centre was currently closed. Councillor B. Cox suggested Harlands as a good location as a large housing development was planned adjacent to the field and an older age demographic nearby.

EL.05.06.20 Members **RESOLVED** to:

- (i) Members noted the report, and;
- (ii) asked the Senior Administration Officer to look at progressing the project further and making an application for funding from Fields in Trust;

(Councillor J. Edwards joined the meeting at 7.30pm)

8.0 LEISURE

(nothing to report at this time)

9.0 REPORTS FROM WORKING GROUPS

9.1 Climate Change Working Group

(nothing to report at this time)

9.2 2020 VE Anniversary Working Group

(activities placed on hold until autumn 2020)

10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

10.1 Active Uckfield

Nothing to report at this time.

10.2 Age Concern

Nothing to report at this time.

10.3 West Park LNR and Hempstead Meadows LNR – Supporters Group

Nothing to report at this time.

10.4 Luxford Centre Management Committee

Nothing to report at this time.

10.5 Uckfield and District Twinning Association

Nothing to report at this time.

10.6 Uckfield Parkrun Board

Nothing to report at this time.

10.7 Uckfield Plastic Free Working Group

Nothing to report at this time.

10.8 Uckfield Railway Line Parishes Committee

Nothing to report at this time.

10.9 Uckfield Youth Club Board

Nothing to report at this time.

10.10 Wealden Bus Alliance/Weald Link

Nothing to report at this time.

10.11 All Weather Pitch Operational Group

Nothing to report at this time.

11.0 CHAIRMANS ANNOUNCEMENTS

The Chairman had nothing further to add, but was aware that the Estates & Facilities Manager wished to speak.

The Estates and Facilities Manager asked to speak about an additional matter at this point in the meeting - there had been a few concerns from residents regarding the tree planted at West Park. The Groundstaff were watering the tree and buds were growing on it, they had checked a branch and it was green and healthy. The brown leaves were left over from last winter and due to the timing of when the tree was planted, it had caused shock to the tree but was now under observation and the tree was fit and healthy.

12.0 CONFIDENTIAL BUSINESS

EL.06.06.20 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 consider a report on the Marketing programme.
Members discussed and subsequently noted the report.

The meeting finished at 19.44pm

UCKFIELD TOWN COUNCIL

ACTION LIST - FOR INFORMATION ONLY

Environment and Leisure Committee

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

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.28.09.16</u>	<u>To consider revised byelaws for the Town Council's Local Nature Reserves (LNRs)</u> Members reviewed the amendments to the byelaws which still require Natural England and DEFRA's approval. It was RESOLVED to accept the revised byelaws.	05.09.16	HG	The Town Council has sealed and signed the byelaws. A public notice will be published soon to provide the public with an opportunity to view the byelaws, prior to their submission to the Secretary of State.
<u>EL.26.01.19</u>	It was RESOLVED that the Supporter Groups for both reserves be consulted with a view to shorten the byelaws in accordance with DEFRA's comments and report back to the Environment & Leisure committee.	28.01.19		
	<u>Harlands Farm Pond</u> The Ranger is to be asked for ideas to captivate children's interest whilst at the pond.	18.4.17	CW	Nothing planned at this moment in time.
	Harlands Farm Pond, VCT and Sussex Wildlife Trust are to be contacted to establish if they can assist with ideas etc. regarding children involvement in the pond.	30.4.18	CW	Email sent but no response.
<u>EL 85.10.17</u>	<u>Request to rent allotment land to the rear of 155 Framfield Road</u> Following further discussion, it was RESOLVED that the new owner be asked to remove the fence back to their boundary in accordance with clause 4 of the license agreement.	02.10.17	CW/RN	The boundary has been reinstated, items to be removed shortly (paid by the resident). Resident does not require a new licence. NFA.

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

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

		Raised	By	
<u>EL.50.02.20</u>	<u>7.2 To consider a number of street light repairs</u> Members RESOLVED to: (i) Note the report; and; (ii) request that all streetlight repairs or replacements listed in the report be completed using the CIL funds available in earmarked reserves. This was Seconded.	17.02.20	MF	All repairs were requested prior to year end, but delayed due to Covid-19 and difficulties getting the parts. Work has since progressed and currently being undertaken on those identified. NFA.
<u>EL.51.02.20</u>	<u>7.3 To consider the support the Town Council can provide to the Uckfield Community Fridge Campaign</u> Members RESOLVED to: (i) Note the report, and; (ii) request that staff organise a visit to the community fridge schemes in Forest Row and Brighton.	17.02.20	HG/Amy/Coral	A meeting was held of key stakeholders on 14 th May 2020 and key elements of the project discussed. Board members were identified and work has been undertaken behind the scenes to look at potential units/facilities to run the fridge from. An update will be provided at July E&L Committee.
<u>EL.53.02.20</u>	<u>8.2 To consider the opportunities of the 'Our Parks Initiative'</u> Members RESOLVED to request staff to carry out more research into this initiative and report back.	17.02.20	HG/RN	Action superseded by EL 04.06.20 below. NFA.
<u>EL.60.05.20</u>	<u>7.3 To consider a suggestion by Councillor D. French re: ancient trees to be felled at Mallards Drive</u> Members RESOLVED for all Councillors' suggestions be put forward to developers to cover costs of producing something from the wood which would be useful the community, using a local crafts person.	04.02.20	MF/RN	Suggestions put forward include: donation to Tree for Tree scheme, bench or seat for Harlands School, or remembrance/memorial bench and in meantime, request for Cllrs to come up with own ideas and/or put out to the public.
Resolution No.	Details	Date Raised	Action By	Date Complete

<u>EL.03.06.20</u>	<p><u>7.1 To note the current position of the Town Council's Estates</u></p> <p><u>The Town Council had been offered a gingko tree from a resident who knew Councillor C. Macve; an 8-foot tall non-native tree</u></p> <p>Members agreed for the Estates and Facilities Manager to liaise with Councillor A. Smith for further guidance on the best area to place the ginkgo tree.</p>	15.06.20	MF	The Estates and Facilities Manager has spoken with the resident who said she would be happier to hold on to the tree until the Autumn, as it would be better to plant before the frost sets in, and will contact the Town Council to remind us to plant it.
<u>EL.04.06.20</u>	<p><u>To consider where to use the budget from general reserves to cover the costs of repairs to the tractor</u></p> <p>Another issue raised for concern was that the tractor required an air conditioning replacement. The budget set for this year was £1,500 and repairs had come in at £1,562.11 plus vat. The Estates and Facilities Manager suggested that we would prefer not to use the vehicle replacement budget earmarked reserves of £2,000 at this time of uncertainty.</p> <p>Members RESOLVED to note the report and agreed to split the cost between the revenue budget (£562.11) and general reserved (£1,000) to make repairs to the tractor.</p>	15.06.20	MF	Works are currently underway to the tractor.
<u>EL.05.06.20</u>	<p><u>7.2 To consider an update on 'Our Parks' Initiative</u></p> <p>Members noted the report and made suggestions, Harlands Farm being a good location as there is a large housing development planned adjacent to this field and an older age demographic, so a good park to protect from future development.</p>	15.06.20	HG/RN	An application was made to Fields in Trust for funding towards the programme, for Harlands Farm. A detailed update will be provided at July E&L meeting.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING FORM 2020-21

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

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

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

Meeting of the Environment & Leisure Committee

Monday 27th July 2020

Agenda Item 7.1

TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S ESTATES

1.0 Summary

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

All play areas are still closed due to Covid-19 restrictions which have been imposed (see agenda item 8.2).

Victoria Recreation Ground

Awaiting a date for the installation of drainage across the football pitch to improve drainage issues during the winter.

Victoria Skatepark

Investigation required in dealing with drainage issues.

Hempstead Lane Play Area

Nothing to report.

Hempstead Meadows

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

Rocks Park Play Area

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

West Park Recreation ground

Nothing to report.

Boothland Wood

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

Equipment & Vehicles

Following PAT testing, lots of tools have been replaced due to failure.

Tractor is still in for repairs, which is causing a delay in some grass cutting.

Street Furniture & Lighting

- Repairs are due to be carried out at the bus shelter at Ringles Cross opp. Snatts Road;
- New lights and brackets in Belmont/Church walk have been completed;
- Bell lane/Streatfield footpath light works to start on 28th July with most of the works anticipated to be completed over two days;
- Highview Lane – New bracket and lantern has been replaced but needs a tie up with the overhead line jointer to replace the control box (however the light is working);

Ridgewood Recreation Ground

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

Elizabeth Gardens

Nothing to report.

Selby Meadows

Nothing to report.

West Park Local Nature Reserve.

Nothing new to report since the passing of our Ranger.

2.0 Recommendations

2.1 Members are asked to note the report.

Contact Officers: Mark Francis

Meeting of the Environment and Leisure Committee

Monday 27th July 2020

Agenda Item 7.2

TO CONSIDER INTEREST IN LAND ADJACENT TO BIRD IN EYE ALLOTMENTS

1.0 Background

1.1 Land adjacent to Bird in Eye Allotments

This report details the use of UTC land behind the gardens of 151–181 Framfield Road, adjacent to Bird in Eye allotments and what needs to be considered.

A letter was sent to all residents in 2011 with specific reference given by the Property and Personnel Committee at that time, that if any of these residents wished to use small parts of land adjacent to Bird in Eye allotments as part of their garden, the land must be used for garden use only and must not be fenced as an extension of the garden areas, and also, if they wished to erect a shed they must apply to the Town Council first.

The land in question is currently and mainly used as a pathway on the boundary of the allotments, running along the back gardens of houses on Framfield Road. Over the last few years, some residents of the houses on Framfield Road were granted an access/garden licence so that they could rent pockets of land at the back of their gardens.

However, whilst these licences have long expired, a few residents have accessed the Bird in Eye allotments by encroachment, and UTC have made recent requests for residents to remove items from the areas which are not rented or licensed and to ensure the boundaries are maintained. For example, legal action had to be taken by UTC to restore the boundary at 155 Framfield Road.

Two outstanding boundary issues to be addressed:

- An Access licence was granted in 2009 for a resident at No.151 Framfield Road to use the land behind his property for garden use only. A subsequent letter of agreement in the same year also allowed the same resident to cultivate some of the land behind No.153 Framfield Road (next door) until further notice. The licence was supposed to be reviewed within twelve months, but this review didn't take place and the allotment land behind 151/153 Framfield Road is still being used as one large plot by the resident (with four lines of raised beds and borders);
- In 2004, the resident of 157 Framfield Road was asked to remove a fence they had constructed on UTC land between their back garden and the allotments. They were also asked to take down a shed which they constructed within the area they had fenced off. A letter was sent to the resident in 2011 reminding them that this area was for garden use only and not to be fenced as an extension of the garden area. This matter has not been pursued since this date and the shed and fence are still in situ.

Please see Annex A for a photograph showing the areas detailed above.

The current arrangement of garden and access licences backing onto Bird In Eye Allotments is causing considerable staff hours to manage and maintain for a minimal annual fee. For example, an agreement was signed for the resident at 151 Framfield Road for the land behind 151/153 charged at a rate of £12.40 per 5 rod plot totalling £25 p/a. In 2011, a letter was sent to this resident confirming that measurements and charging for allotment plots is not to be used as a calculation for the charge for land behind properties at Framfield Road. This land and the allotments were considered as separate issues both for charging and for their management. Therefore, a small increase in rent was agreed from £15 to £16 that year.

2.0 Proposals

- 2.1 Option 1. To ensure fairness for all residents of houses on Framfield Road, bordering UTC land adjacent to Bird in Eye allotments, it is proposed that:
- a. UTC review the previous decision to grant the resident of 151 Framfield Road an agreement to use land bordering the property at 153 Framfield Road;
 - b. UTC take action to restore the boundary and remove the fence from UTC allotment land bordering the property at 157 Framfield Road, and;
 - c. that in future any access/garden licences should only be granted to a resident where their garden directly borders allotment land.
- 2.2 Option 2. To serve six months' notice on all current licences from 151 Framfield Road to 157 Framfield Road, to remove all items and reinstate their garden borders. This area of land could be consequently converted into one allotment plot and let at the current allotment rate.

2.0 Recommendations

- 3.1 Members are asked to:
- (i) note the report, and;
 - (ii) to consider the above proposals and advise the Clerk accordingly.

Contact officer: Mark Francis/Rachel Newton

Annex A



This photograph was taken on 8th May 2020 and shows, in the foreground, UTC land adjacent to Bird in Eye allotments, bordering the back gardens of 151 (parallel beds) and 153 (blue netting) Framfield Road.



This photograph was taken on 8th May 2020 and shows, to the right foreground, UTC land adjacent to Bird in Eye allotments, bordering the back gardens of 153 (Blue netting) and 157 (faded blue painted shed in background) Framfield Road. The windowed shed between the two properties is being subsequently removed, from the land bordering the back garden of 155 Framfield Road.

Please see below scanned image of the current plot licences behind Framfield road



UCKFIELD TOWN COUNCIL

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

Tel: (01825) 762774 Fax: (01825) 765757

e-mail: townclerk@uckfieldtc.gov.uk

www.uckfieldtc.gov.uk

Town Clerk - Ashley Serpis

Your Ref:

Our Ref cw/ap/A1

21st July 2009

Copy

[REDACTED]
151 Framfield Road
Uckfield
East Sussex
TN22 5AU

Dear [REDACTED]

Thank you for returning the signed Access Agreement and Allotment Agreement which have both been signed by councillors and I am now returning copies for your own record purposes.

I have checked with Christine Wheatley and Mark Moore Head Groundsman and they have confirmed that during your discussions it was agreed that you would also be able to cultivate some of the land behind 153 Framfield Road until further notice.

If you have any further queries do not hesitate to contact us.

Yours sincerely

Angela Paul
Administrative Officer



UCKFIELD TOWN COUNCIL



LICENCE TO USE LAND AS A GARDEN

This LICENCE is made this 12th day of January BETWEEN

1. Uckfield Town Council of Uckfield Civic Centre, Bell Farm Lane, Uckfield, East Sussex TN22 1AE ("the Owner") and
2. [REDACTED] ("the Licensee") of 157, Framfield Road, Uckfield, East Sussex, TN22 5AU

NOW IT IS AGREED as follows:

1. **Grant**

The Owner grant to the Licensee permission to enter on the piece of land at the rear of No. 157 Framfield Road adjacent to Bird In Eye Allotments, at the point where the Council's land adjoins 157 Framfield Road, Uckfield, shown denoted red on the plan annexed to this agreement ("the Land") to use the Land as a private garden and to pick and carry away flowers, vegetables and other produce grown there, but not so as to exclude the Owner who may continue to visit the Land and use it for normal recreation jointly with the Licensee.

2. **Payment**

In consideration of the grant of this licence, the Licensee must pay to the Owner, the sum of £9.00 on 1st October the first date for payment to be made on 1st October 2004.

This payment is based on half the charge for a full allotment and may change annually.

3. **Nuisance**

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

4. **Building**

The Licensee must not erect any building on the Land without the written consent of the Owner. Any building or fence erected with such consent must be removed on termination of this Licence.

5. **Accident Liability**

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

6. **Indemnity**

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

7. **Determination**

This Licence is to continue until terminated by one month's notice in writing by either party to the other.

8. **Relationship**

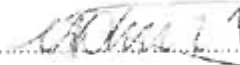
Nothing contained in this Licence is to create the relationship of landlord and tenant.

9. **Personal Agreement**

This Licence is personal to the Licensee and no person other than the Licensee and his or her family may use the Land.

As witnessed this 12th Day of January 2005.

SIGNED for and on behalf of Uckfield Town Council



SIGNED by

Of 157 FRANKFIELD ROAD UCKFIELD

SIGNED by

Of

157 Frankfield Road Uckfield



Meeting of the Environment & Leisure Committee

Monday 27th July 2020

Agenda Item 7.3

TO CONSIDER INSTALLING ELECTRIC CHARGING POINTS AT THE COUNCIL'S BUILDINGS

1.0 Summary

- 1.1 There are currently no commercial vehicle charging points within an 8-mile radius of Uckfield. This report provides information on recent investigations with one company, and the associated costs of installing 7.2kw charging points at the following sites for use of the general public.

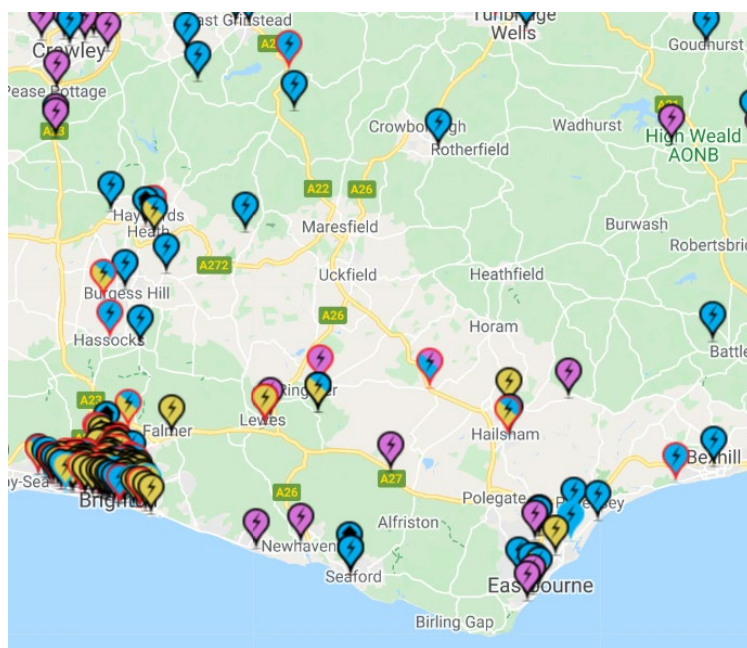


Figure 1: Current commercial charging locations for users

2.0 Potential sites owned by Uckfield Town Council

- 2.1 The Town Council first needs to consider potential sites that such charging points could be located.

Civic Centre

Install 2 x wall mounted 7.2kW charging point with twin sockets charging output to serve two bays;

Foresters Hall

Install 1 x pedestal charging point with a twin 7.2kW socket charging output to serve two bays;

Victoria Pavilion

Install 1 x pedestal charging point with a single 7.2kW socket charging output to serve two bays. In partnership with Sussex Support who are looking to purchase an electric mini bus for work purposes;

West Park Pavilion

Install 1 x 7.2kW wall mounted charging point with a single output socket (can be upgraded at any point to a twin socket);

3.0 Associated costs

- 3.1 There is currently no upfront cost for installation with this one company however costs are based on a monthly hire charge. For the four sites the cost would be £412+vat per month on a 60-month contract. Users of the charging points would pay Uckfield Town Council on a contactless basis, pay as you go, for the electricity they have used.
- 3.2 The total cost for all sites would therefore be just under £5k per annum. The Town Council set aside funding of £7,500 in the 2020/21 budget (new initiatives) for Climate Change Initiatives. This funding was for a variety of initiatives that may forward from the Climate Change Working Group.

4.0 Specific requirements and scope of works

- 4.1 Full supply, installation and commissioning of a suitable electric vehicle charging solution;
- No capital outlay;
 - Full management of the system without monthly charges;
 - Easy and safe to use with no driver contract or any charges (other than usage cost);
 - Direct payment to the operator's account for charger use;
 - Simple to operate back office with tariff adjustment and two-tier cost option;
 - Minimum disruption to the business;
- 4.2 Scope of Works
- Install 3 x **single** socket wall mounted 7.2kW charging outputs;
 - Install 1 x 7.2kW pedestal charging point with a **single** output socket;
 - Install 1 x pedestal charging point with a **twin** 7.2kW socket charging output;
- 4.3 Features: -
- Type 2 charging, untethered connection, OLEV approved
 - Full host management with RFID or card payment and no user contractor charges
 - Full display of charging including kWh meter
 - IP66 rated with power coated tough aluminium construction which is flame retardant and UV stabilised
 - Future proofed for upgrading including load balancing to allow for the further installations if required. Load balancing manages the energy distribution between multiple charging points
 - Installation of back office software
 - Full tariff management
 - Charging history
 - Pay as You Go
- 4.4 Installation requirements
- This would involve full groundworks to CIBSE compliance which would be included within the scope.

Their electrical installation work is certified and complies with the current 18th edition electrical installation standards which includes an inbuilt earthing provision. Most UK installers have yet to comply with this mandate. All chargers should have a copper earthing rod that is required to be at least 3 metres from the building and dug to a depth of at least 1 meter. This is in case of a fault in the charger making it live with the potential of serious injury if not in place.

5.0 Equipment and Warranty

5.1 The installation will take one or two days per site with minimal disruption to the operation of the business anticipated. During the installation, a ground team will carry out the works and make good. An electrical engineer will install the new charging systems and associated software. Full training and software downloads would be provided on the final day of the agreed installation schedule.

5.2 Equipment includes:

- *3 x single socket high quality IP66 rated Snappy Chargers 7.2kW wall mounted charger (either three or single phase connection can be used. Whichever phase is used is subject to existing capacity and makes no difference to the charging time)*
- *2 x high quality IP66 rated Snappy Chargers 7.2kW pedestal chargers*
- *1 x Customisable software package*
- *Cables, connections and electrical consumables as required*
- *Branded car parking spaces for all designated bays with full signage. All access of equipment and removal of all waste*
- *Full project management and registration with OLEV including a listing on all charging station platforms available if requested*

6.0 Rental scheme and the small print

6.1 The current evolution of Electric Vehicle Charging lends to a flexible method of purchase. Upgrade and extension to the charging facility may be required during the rental period. The use of an upgradable rental agreement makes sense and allows 100% of the monthly repayment to be offset against revenue received from charging. Minimal usage of the charging station would make the project self-funding with expansion available as charging revenue increases.

1. All costs are subject to contract, **survey** and VAT @ 20%
2. **No** upfront capital payment required
3. Monthly payments based on a 60 month fully flexible and upgradable contract
4. Costs include full installation (including engineering works) and all associated equipment required
5. Full host management with contactless card payment and no user contractor charges
6. Includes installation of back office software with comprehensive training provided
7. Installation of equipment can be made within 14 working days from date of order
8. E & OE (Errors & Omissions Excepted)

6.2 The benefits include:

- Easy-to-use with LED light indicator to show charging status
- Option to individually choose a charging tariff **PER** socket
- *Load balancing manages the energy distribution between multiple charging points*
- *Online reporting and tracking via charging management software*
- *Stations are online for firmware upgrades and remote support*
- *Up to 5 years of manufacturer's warranty (compared to 2-year industry standard)*

7.0 Recommendations

7.1 Members are asked to:

(i) note the report.

(ii) advise the Clerk if they wish to consider moving forward with the installation of Electric charging points for general public use.

Contact Officers: Mark Francis

Meeting of the Environment and Leisure Committee

Monday 27th July 2020

Agenda Item 7.4

REQUEST TO PURCHASE LAND ADJACENT TO 10 WILSON GROVE, WEST PARK, UCKFIELD

1.0 Summary

- 1.1 This report details a request by the resident of 10 Wilson Grove to establish if the Town Council would be willing to sell a parcel of land adjacent to their property so they can extend their garden.

2.0 Background

- 2.1 The land came into the Town Council's ownership via a Section 52 Agreement with Charles Church the developer of the estate. The area of land, which is denoted with the red line (Annex A) is part of a public car park next to where the West Park and Rocks Park estates are divided by bollards.
- 2.2 Various restrictions are placed on the land as part of the Section 52 Agreement.

3.0 Issues

- 3.1 The land has various covenants and a legal opinion would need to be sought as to whether these could be lifted and the land sold.
- 3.2. The land would also have to be professionally valued.
- 3.3. Previous requests to purchase Town Council land have been turned down and it should be noted that if the Committee agreed to sell this parcel of land it could set a precedent for other home owners to make similar requests.

4.0 Recommendation

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

Contact Officer

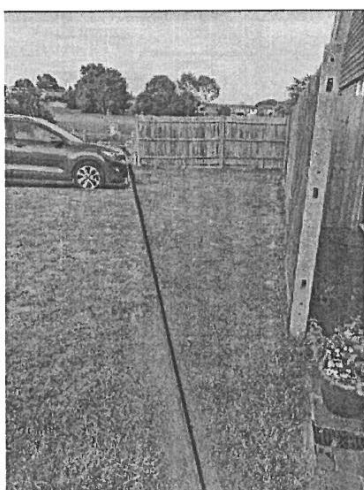
Rachel Newton

Dear Ms Goring (Town Clerk)

Thank you very much for responding to my enquiry the other day. Below I believe is all of the information you need to consider my request but if there are any other details you require or that would aid my request please do let me know.

Adjacent to my property is a space of grass that runs between my house and the West park allotment carpark. This small area of grass is unused and doesn't appear to be useful to the council for any future development of the carpark as it is not large enough to fit a vehicle on. For me and my family however being able to purchase this piece of grass would mean we could move our boundary fence closer to the carpark curb (as is the case with all other properties surrounding the carpark). This would mean our garden could be extended making more space for us and our children. We could also then replace the old grey fence you can see in the below picture which is half in our garden and half outside as this is in disrepair and in need of urgent replacement.

In the below picture the patch of grass we would like to buy is to the right of the red line (the red line is where ideally we would like to move our fence to).



Appendix A: Resident request for land adjacent to 10 Wilson Grove, West Park





Appendix A: photos to show where land request from curb corner on left to end of fence (section of land with the grey sign not included in request)

Meeting of the Environment and Leisure Committee

Monday 27th July 2020

Agenda Item 8.1

TO NOTE AN UPDATE ON 'OUR PARKS INITIATIVE'

1.0 Summary

- 1.1 At the meeting of Environment & Leisure Committee on 15th June 2020, members were presented with a report which set out a proposal to consider the opportunities of the 'Our Parks' initiative. The Senior Administration Officer was asked by council members to apply for funding from 'Fields in Trust' and one of the parks suggested was Harlands Farm Playing Fields, as this is underutilised as well as a large housing estate due to be built here, so it would be a good area to protect this green space against any future development.

2.0 Funding

- 2.1 Fields in Trust have confirmed that it has been agreed to provide Uckfield Town Council with funding towards 'Our Parks' Initiative at Harlands Farm Playing Fields. This funding has been made available through the London Marathon Charitable Trust, and Fields in Trust will therefore provide a grant of up to £5,000 to Uckfield Town Council subject to acceptance of the terms and conditions set out in the Grant Agreement.

3.0 Grant Agreement

- 3.1 By accepting the Grant Agreement, Uckfield Town Council agrees to deliver the 'Our Parks' Initiative in line with their terms and conditions. The grant offer is made on the condition that Harlands Farm Playing fields are protected through Fields in Trust's 'Deed of Dedication'. No grant payment will be made until the Deed is completed.
- 3.2 Payment of the grant award will be made in two equal instalments, the initial 50% will be paid up on receipt of initial collated registration data (*initial monitoring of gender, age, location and level of physical activity from completed registration forms and then same from final participant surveys*).
- 3.3 The remaining 50% of the grant award will be paid on completion of the project; Submission of invoices covering the entire project cost, and submission of all required monitoring information (full collated registration, attendance and participant survey data).

4.0 Deed of Dedication

- 4.1 The Deed of Dedication needs to be endorsed at the next Full Council meeting on 3rd August 2020, and signed and sealed. This has been forwarded to a solicitor for review of any legal inaccuracies first.

Once the Deed of Dedication has been signed, sealed and submitted and agreed with Fields in Trust (as previously stated) 'Our Parks' would then use funding from the Town Council, to organise a local Trainer who can provide a variety of exercise routines for different ages and ability levels and provide details of these contacts/events to local residents. Residents can register and attend standard

classes for free or pay £4.99/mth for premium classes. Our Parks will be able to promote the initiative on flyers, through facebook, planners on parks, noticeboards, local churches and clubs.

We can consider options and whether to continue to fund “Our Parks’ after the first 12 months, if the Town Council still requires their help to manage and run the scheme. Town Council officials could provide a further update and recommendations on these options once any scheme is up and running.

Uckfield Town Council will get in touch with ‘Our Parks’ together with Active Uckfield to start the programme moving forward. It would be great if we could commence the project at the end of summer/early Autumn.

5.0 Recommendation

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

Contact officer: Rachel Newton