



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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

### REMOTE MEETING (VIA ZOOM)

on

**Monday 14<sup>th</sup> September 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 17<sup>th</sup> August 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                  | August meeting cancelled       |
| (b) | Environment and Leisure Committee | 7 <sup>th</sup> September 2020 |
| (c) | General Purposes Committee        | August meeting cancelled       |

**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  
(Attached)
- (iii) Uckfield Dementia Forum (meeting on 9<sup>th</sup> September)  
(Attached)

**9.0 TO CONSIDER THE LATEST GUIDANCE BY THE ROYAL BRITISH LEGION FOR REMEMBRANCE PARADES AND SERVICES**  
(Attached)

**10.0 TO CONSIDER OPTIONS FOR THE PRODUCTION AND DISTRIBUTION OF THE 2021 TOWN COUNCIL CALENDAR**  
(Attached)

**11.0 TO REVIEW THE CURRENT CONTRACT FOR CLEANING THE TOWN COUNCIL'S PLAY AREAS**  
(Attached)

**12.0 TO REVIEW A REPORT BY COUNCILLOR A. SMITH ON THE NEED FOR AFFORDABLE HOMES IN UCKFIELD**  
(Attached)

**13.0 TO CONSIDER THE DEPARTMENT FOR TRANSPORT'S CONSULTATION 'PAVEMENT PARKING – OPTIONS FOR CHANGE'**  
(Attached)

**14.0 TO NOTE THE MAYOR'S ENGAGEMENTS**  
(Attached)

**15.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**

**16.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**

**17.0 TOWN CLERK'S ANNOUNCEMENTS**

**18.0 CHAIRMAN'S ANNOUNCEMENTS**

**19.0 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: -

- 19.1 To consider any updates received from leaseholders  
(Attached)
- 19.2 Town Clerk to instigate initial business planning discussion for 2021/22, for Councillors to bring forward ideas to forthcoming committee and council meetings



**Town Clerk**

8<sup>th</sup> September 2020

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held as a  
REMOTE meeting via ZOOM,  
on Monday 17<sup>th</sup> August 2020 at 7.00 pm  
(rescheduled meeting from 3<sup>rd</sup> August 2020)

**PRESENT:**

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

**IN ATTENDANCE:**

3 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

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.

No interests were declared.

**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.14.08.20** It was **RESOLVED** to suspend Standing Orders to enable updates to be provided by District and County Councillors.

Councillor Chris Dowling advised matters relating to East Sussex County Council and East Sussex Highways were relatively quiet at present, but he had been dealing with a few resident enquiries. There had been a fatal accident on the A26 near Little Horsted, where someone very sadly lost their life. This was being thoroughly investigated by both Sussex Police and East Sussex Highways.

Councillor Claire Dowling referred to her involvement and work in the 'Shop safely, shop local and shop Uckfield' campaign in partnership with the Uckfield Chamber of Commerce, Uckfield Town Council and Uckfield FM. They had been pleased to be able to receive support from Wealden District Council, to help with the publicity and encourage people to shop local.

Councillor D. Ward raised a couple of enquiries:

- (i) could an update be provided on the road improvements outside the new Ridgewood Farm development (traffic calming features that were due to be installed in Lewes Road, Uckfield);
- (ii) could an update be provided on the installation of defibrillators in sheltered accommodation, for example Grants Hill Court.

Councillor C. Macve, referring back to the very early proposals about the Uckfield by-pass and Ridgewood Farm development was certain there was mention of undertaking improvements to the existing roundabouts to increase capacity and traffic flow on these roundabouts but nothing had been mentioned since.

Mr L. Westwood Flood enquired as to how plans were going for the reopening of schools in East Sussex, and what the County's approach was to this. Councillor Claire Dowling responded advising that unfortunately the Education department at East Sussex County Council was waiting on government guidance at present, but were regularly liaising with schools to help them reopen fully.

Councillors advised that they would look into these matters further and respond as soon as possible.

Councillor P. Sparks advised that Wealden DC had extended their discretionary grant support scheme for those businesses impacted by Covid-19. All businesses of rateable value in Wealden should investigate and see if they were eligible. The deadline for this next round of funding was Friday 28<sup>th</sup> August 2020.

Councillor H. Firth advised that she had been mostly involved in Planning discussions and supporting local elderly residents with shopping, or issues relating to anti-social behaviour. Planning officers had provided members with a breakdown of the new guidance and legislation being introduced by central government in respect of planning. She would ask for this to be circulated to the parishes.

Councillor G. Johnson, reiterated his involvement in planning issues, as a member of both Wealden Plans Committee North and South. He also highlighted the importance of the business grants available and for businesses to look into whether they could apply.

**FC.15.08.20** 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, B. Cox, J. Edwards and C. Snelgrove. Apologies were also received from Mr A. Brunsdon (Youth Member).

**5.0 MINUTES**

5.1 To resolve that the minutes of the meetings of Full Council on 22<sup>nd</sup> June 2020 be taken as read, confirmed as a correct record and signed by the Mayor.

**FC.16.08.20** It was **RESOLVED** that the minutes of the meetings of Full Council on the 22<sup>nd</sup> June 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  
'FC11.06.20 – Wealden DC's strategic housing and economic land availability assessment.  
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

No meetings have taken place.

(b) Environment & Leisure Committee of the 15<sup>th</sup> June and 27<sup>th</sup> July 2020

**FC.17.08.20** It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committees of the 15<sup>th</sup> June and 27<sup>th</sup> July 2020.

(c) General Purposes Committee of the 13<sup>th</sup> July 2020

**FC.18.08.20** It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 13<sup>th</sup> July 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

Nothing to report at present.

(ii) Uckfield – Events Working Group

Nothing to report at present.

(iii) Uckfield Dementia Forum

Councillor P. Sparks advised that he was wearing one of the sunflower lanyards at the meeting. The campaign had now been launched, and the Wealden Dementia Action Alliance had been very supportive, by funding the purchase of the lanyards for distribution across the district.

Councillor P. Sparks had been up and down the shops in Uckfield High Street and was hoping the sunflower lanyard scheme would give confidence to those with hidden disabilities, and encourage people to come back to the shops and businesses. The campaign also involved the Volunteer Centre who were helping to reach out to community and vulnerable groups.

Members noted the report.

**9.0 TO RECEIVE, CONSIDER AND NOTE THE INTERNAL AUDIT REPORT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2020**

Members were directed to two documents which related to this agenda item:

(i) the 'Annual Internal Audit Report 2019/20' as contained within the Annual Governance and Accountability Return (AGAR) and (ii) the detailed Internal Audit report undertaken by Auditing Solutions Ltd for 2019/20.

One member gave her congratulations to the new Assistant Town Clerk and Responsible Financial Officer (Sarah D'Alessio). This officer had big shoes to fill following the retirement of the previous Assistant Town Clerk who had worked at the Town Council a number of years. Very good comments had been received from the auditors, and this was great work.

A point of clarification was raised by a second member in regards to a row within the first AGAR paper.

Members received, considered and noted the two parts of the Internal Audit Report for the year ending 31<sup>st</sup> March 2020 (i) Annual Internal Audit Report 2019/20 within the AGAR and (ii) the detailed Internal Audit report undertaken by Auditing Solutions Ltd 2019/20.

**10.0 TO RECEIVE, CONSIDER AND APPROVE SECTION 1 – THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2020**

Members reviewed the Annual Governance Statement for the period 2019/20 which formed part of the Annual Governance and Accountability Return (AGAR) on page four of six.

**FC.19.08.20** Members reviewed the content of Section 1 (Annual Governance Statement 2019/20) and **RESOLVED** to receive, consider and approve the Annual Governance Statement for 2019/20, and authorised the Town Mayor as Chairman of the meeting and the Town Clerk to sign and date this statement on behalf of the Town Council.

**11.0 TO RECEIVE, CONSIDER AND APPROVE SECTION 2 – THE TOWN COUNCIL’S DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AND FINANCIAL STATEMENTS FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2020**

Members reviewed a summary of the Town Council’s accounting statements, as presented on page five of six, in the draft Annual Governance and Accountability Return ending 31<sup>st</sup> March 2020, and financial statements at the end of March 2020.

One member requested a breakdown of the figures provided on page 2 of the financial statements (other direct service costs), which the Assistant Town Clerk and RFO advised she would provide the following day to the elected member.

Queries were also raised with regards to a couple of lines within the earmarked reserves. The Town Clerk advised that if members wished to review the earmarked reserves, there would be an opportunity to review these during the budget setting process in the autumn of 2020.

**FC.20.08.20** Members **RESOLVED** to receive, consider and approve the draft annual governance and accountability return, and financial statements for the year ending 31<sup>st</sup> March 2020, and authorised for the Town Mayor as Chairman of the meeting to sign and date this return, on behalf of the Town Council.

**12.0 TO SIGN AND SEAL THE DEED OF DEDICATION BETWEEN ‘FIELDS IN TRUST’ AND UCKFIELD TOWN COUNCIL FOR HARLANDS FARM PLAYING FIELDS**

The Town Clerk referred to an update provided by the Senior Administrative Officer at the last meeting of Environment & Leisure Committee. Fields in Trust had agreed to provide funding of up to £5,000, with the purpose of utilising an open space that had been identified (Harlands Farm playing fields) and protecting this space, for the future. A copy of the draft deed of dedication was attached in appendix A, and a map highlighting the area that would be designated for protection in appendix B.

One member highlighted their interest in the report, and how nice it would be to see the land at Harlands Farm playing fields being used. This member requested that matters such as parking provision be re-explored with East Sussex Highways, to understand how we can support the site with ancillary facilities for recreation, in the future.

Councillors S. Mayhew and H Firth offered to sign the deed of dedication when ready.

**FC.21.08.20** Members **RESOLVED** to provide authority for two members to review the documentation and execute the final deed of dedication between Uckfield Town Council and Fields in Trust, once ready.



**13.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2020-21 (Q1)**

Members thought that this was a good report, and good to see progress considering the impact of Covid-19 in the previous few months on resources and service provision.

Members noted the report and congratulated the officers at the Town Council for their hard work.

**14.0 TO NOTE THE MAYOR'S ENGAGEMENTS**

Members noted the engagements listed, and the Town Mayor thanked the Deputy Mayor, Councillor J. Love for attending the unveiling of the WW2 commemoration bench in Brown's Lane on 16<sup>th</sup> August 2020.

**15.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**

Four deed of grants had been received:

Margaret Eastwood, Sarah Gauntlett, Sophie Joel and Thomas Eastwood

Sally Moira King and Bruce King

Pauline Carless and Lucy Barnes

Carl Ronald Constable and Julie May Constable

**FC.22.08.20** It was **RESOLVED** for three councillors to sign the above deeds of grant.

**16.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**

None received.

**17.0 TOWN CLERK'S ANNOUNCEMENTS**

The Town Clerk advised that two new members of staff had recently joined the organisation (i) Part time administrative officer, Julie, who started on 3<sup>rd</sup> August and (ii) Hospitality Manager, Louise, who started on 10<sup>th</sup> August. The Town Clerk hoped everyone would join her in welcoming these new officers to the team.

There was very little to add to the General Purposes Committee agenda on 24<sup>th</sup> August, and therefore the Town Clerk advised that with only a couple of the standing agenda items also available, that she had contacted the Chair and Vice-Chair of the General Purposes Committee to request that the meeting be cancelled. Members nodded in support of this suggestion.

**18.0 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman, Councillor S. Mayhew said a big thank you to the Deputy Mayor, Councillor J. Love for her continuing and frequent liaison with Sussex Police. She had been doing a sterling job following the Town Council being inundated with enquiries relating to anti-social behaviour across the whole town over the past few weeks.

The Town Mayor also advised that the Town Council had received a large number of comments and concerns from residents regarding the screenings and applications for future development. The Town Mayor was looking at ways in which the Town Council could get these views across to the relevant authorities with a stronger approach, as the town's voices needed to be heard.

The meeting closed at 7.42pm.

# UCKFIELD TOWN COUNCIL

## ACTION LIST – FOR INFORMATION ONLY

### FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>FC.105.02.17</u></b>	14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve Members <b>RESOLVED</b> to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.	20.02.17	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.
<b><u>FC.95.01.20</u></b>	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		
<b><u>FC115.04.19</u></b>	9.0 To consider a motion submitted by Councillor Donna French It was <b>RESOLVED</b> to support the motion put forward, and; “reinvestigate the possibility of part funding a traffic warden; entering into a discussion with Hailsham, Crowborough and Polegate, with a view to joint funding a shared traffic warden, employed via Sussex Police.”	08.04.19	HG	The question has been asked once again of Sussex Police.
<b><u>Resolution No.</u></b>	<b><u>Details</u></b>	<b><u>Date Raised</u></b>	<b><u>Action By</u></b>	<b><u>Date Complete</u></b>

<b><u>FC24.05.19</u></b>	<p>22.0 – To confirm support towards the Town’s Plastic Free campaign and specifically the Surfers Against Sewage Objectives for a Plastic Free Community</p> <p>Members <b>RESOLVED</b> 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.
<b><u>FC32.06.19</u></b>  <b><u>FC46.08.19</u></b>	<p>13.0 To consider a motion from Councillor Spike Mayhew</p> <p>Members unanimously <b>RESOLVED</b> 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 <b>RESOLVED</b> to ask the Town Clerk to arrange a meeting with Sussex Police and Wealden District Council.</p>	24.06.19/ 05.08.19	HG	Members considered research into Public Space Protection Orders at the meeting on 9 <sup>th</sup> December 2019. It was agreed to defer this item until further work had been undertaken on reporting and the new PCSO’s had started.
<b><u>Resolution No.</u></b>	<b><u>Details</u></b>	<b>Date Raised</b>	<b>Action By</b>	<b>Date Complete</b>

<b><u>FC57.09.19</u></b>	<p><u>10.0 To consider a motion from Councillor Ben Cox</u>  With eleven members voting in favour, and one abstaining, it was <b>RESOLVED</b> to accept the report from Councillor Ben Cox in relation to youth food poverty, and take up the recommendations outlined in the above motion, with a caveat that the investigations undertaken at this stage would be at no cost to the Town Council.</p>	16.09.19	HG/ BC	Work is underway to investigate this issue.
<b><u>FC58.09.19</u></b>	<p><u>11.0 To consider the benefits of Community Land Trusts</u>  With all but one member in support (one abstained) it was <b>RESOLVED</b> to request that the Neighbourhood Plan Steering Group invite Councillor A. Smith to the next meeting, and incorporate the two matters to further investigate Community Land Trusts.</p>	16.09.19	HG	A steering group will be organised shortly, following liaison with Wealden District Council.
<b><u>FC.89.01.20</u></b>	<p><u>11.0 To consider providing a financial contribution to the Conservators of Ashdown Forest</u>  Members <b>RESOLVED</b> 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.
<b><u>FC.96.01.20</u></b>	<p><u>21.0 Questions by members previously notified</u>  Members <b>RESOLVED</b> 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.
<b><u>Resolution No.</u></b>	<b><u>Details</u></b>	<b><u>Date Raised</u></b>	<b><u>Action By</u></b>	<b><u>Date Complete</u></b>
<b><u>FC21.08.20</u></b>	<u>12.0 To sign and seal the deed of dedication between 'Fields in Trust' and Uckfield Town Council for Harlands Farm Playing</u>	17.08.20	HG/RN	

	<u>Fields</u> Members <b>RESOLVED</b> to provide authority for two members to review the documentation and execute the final deed of dedication between Uckfield Town Council and Fields in Trust, once ready.			The deed of dedication is being prepared.
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## **Meeting of Full Council**

**Monday 14<sup>th</sup> September 2020**

### **Agenda Item 8.0 (ii)**

#### **TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD - EVENTS WORKING GROUP (CELEBRATE)**

The Celebrate working group usually organise the Weald on the Field (*a day festival with live music and street food and drink stalls*), which takes place on the first Saturday of August and Uckfield Revival (*classic vehicle parade and display*), which is held on the first Saturday of October.

Due to Covid-19 and the various restrictions put in place, it was unfortunately felt that both events would pose too many challenges in the current circumstances.

It was hoped that out of the two events, we would be able to run the Uckfield Revival and the Classic Vehicle Parade could take place safely in some shape or form. However with current pressures on resources, the complexities of managing numbers on the street watching the parade as well as those viewing the cars when they are parked up and displayed, caused some concern. This, followed by the UK Government announcement on 9<sup>th</sup> September regarding social gatherings both inside and outside, the working group had no other choice but to postpone the Uckfield Revival for 2020.

All is not lost however, as the event is looking to be rearranged for Saturday 27<sup>th</sup> March 2021 and we very much look forward to organising a great day out which support's the town's local businesses and celebrates transport through the decades.

## **Meeting of Full Council**

**Monday 14<sup>th</sup> September 2020**

### **Agenda Item 8.0 (iii)**

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

The Uckfield Dementia Forum met via Zoom on the afternoon of Wednesday 9<sup>th</sup> September. The meeting included representatives from a range of care organisations, the Wealden Dementia Action Alliance and local surgery patient participation groups.

Attendees reviewed the Hidden Disabilities campaign which had been running since mid-August 2020. Wealden Dementia Action Alliance had purchased 1,000 sunflower lanyards and associated literature and starter packs for the towns and local dementia forms and distributed these across the district. The Chair and members of the Uckfield Dementia Forum had visited many of the businesses within Uckfield to discuss the sunflower lanyards and importance of helping people who had hidden disabilities to feel safe and comfortable in shops and public spaces with the new Covid social distancing restrictions. Many would find the specific routes, queuing and mask wearing difficult along with leaving their home after such a period of time. It was therefore important to support the vulnerable to feel safe in their local town. The Chairman, Councillor P. Sparks felt it had been a huge success and wanted to thank everyone who had been involved – the trades people for their wonderful support, retail outlets and hairdressers. The Town Council had received a great deal of interest and forum members were keen to see how they could build on the scheme further.

The Uckfield Dementia Forum would be looking into running dementia awareness sessions online, and working with the Wealden Dementia Action Alliance to find Dementia Champions able to run the sessions locally. These would be of particular interest to local businesses in Uckfield, and further details would be advertised once dates and times had been arranged.

Members looked ahead to Christmas and felt that in the current circumstances, the usual Christmas event could not take place this year. Forum members were keen to produce something for the winter months however and work was underway to look into setting up festive themed activity packs and alike.

## **Meeting of the Full Council**

**Monday 14<sup>th</sup> September 2020**

### **Agenda Item No. 9.0**

#### **TO CONSIDER THE LATEST GUIDANCE BY THE ROYAL BRITISH LEGION FOR REMEMBRANCE PARADES AND SERVICES**

##### **1.0 Summary**

- 1.1 The Town Clerk was recently approached by the local Uckfield branch of the Royal British Legion regarding arrangements for this year's Remembrance Service and Parade.
- 1.2 Although the Town Council has not been contacted directly by the Royal British Legion Headquarters in the time that the current Town Clerk has worked for the council, correspondence has this year been shared with the local branch.
- 1.3 This highlights two issues for consideration by members:
  - (i) That local authorities should be bearing the costs of road closures and policing, as well as public liability insurance, and,
  - (ii) In light of Covid-19 restrictions, how should the town's remembrance ceremonies and parade take place, if at all.

##### **2.0 Letter from The Royal British Legion**

- 2.1 The Headquarters of the Royal British Legion have written a letter addressed 'Dear Councillor' dated May 2020, which was handed to the local Uckfield branch and not sent to the Town Council.  
This letter advised that:

*'Legion branches and volunteers are proud to play an active part in Remembrance services and parades every year, and are only too happy to support local authorities in their planning for such important community events. Whilst most local authorities show a great deal of support for Remembrance, every year a number of Legion branches report they are being asked to bear the costs of road closures and policing, having wrongly been assigned 'event organiser' status. This designation brings with it a range of responsibilities and insurance liabilities for which the Legion and its branches are simply not covered. As a result, whilst Legion branches can support councils in their planning of local Remembrance services and parade routes, they are unable to assume responsibility for the design or delivery of the latter, including the organisation of the Temporary Traffic Management Orders (TTMOs), the contracting of traffic management services, or the provision of such services by volunteers.'*

The letter makes it very clear, that the responsibility for both funding and delivery rests with civic authorities.

A second document sets out the 'organisation of remembrance parades – position of the Royal British Legion:'

##### **Role of Legion Branches and Counties**

*"may support councils in their planning of local Remembrance services and*



*parade routes, they may not assume responsibility for the design and delivery of parade routes, especially the organisation and deployment of Temporary Traffic Management Orders (TTMOs) or the contracting of traffic management services.*

#### Road Closures

*Where a branch, or county, or district, has to be the Event Organiser (because the Civic authorities refuse), they may take this role by there can be no street parade, no road closure and, therefore, no need for a Temporary Traffic Management Operation unless this aspect of the event is owned by a Civic Authority...On the day of the parade, the RBL and its volunteers must not engage in the deployment, management or removal of any TTMO."*

*"A particular incident was highlighted by the Headquarters where in 2018, a serious road accident resulted in a supporter suffering life-changing injuries. This accident drew attention to the Royal British Legion to the burden of cost that an accident can create."*

### **3.0 Remembrance arrangements in Uckfield**

- 3.1 Normally, on the morning of Armistice Day - 11<sup>th</sup> November at 11.00am, people from around the town including local councillors make their own way to Holy Cross Church for a very short service outside the church and to lay wreaths from local organisations and the local primary school. People stand gathered outside the corner of the Church facing Church Street, and pay their respects.
- 3.2 On Remembrance Sunday, first there is a short ceremony and gathering at the Eugene Seghers Memorial at the Highlands Inn at 11.00am, and laying of wreaths.
- 3.3 In the afternoon of that Sunday, two rolling traffic closures are put in place for the period between 2.00pm and 5.00pm. An application is made to Wealden District Council for these rolling closures, for the stretch between Civic Approach, to Belmont Road via the High Street and Church Street, and in return via Library Way. As far as I am aware there is no charge for this service. But any rolling closures would need to be manned safely by marshals. The Town Council has previously worked with local organisations such as Uckfield ATC Squadron Air Cadets for such services for events, who normally request politely for a donation to be made to their organisation.
- 3.4 The other consideration is adding the Remembrance Parade to the Town Council's Public Liability Insurance as a specified event, and to investigate if there is any cost or premium in doing this.
- 3.5 The large number of groups and individuals who join the parade, attend Holy Cross Church for a service.

### **4.0 Current situation at Holy Cross Church**

- 4.1 Contact has been made with Holy Cross Church to understand the current restrictions that they are having to work to for their church services. The Church has been marked out for social distancing. On Sundays, they can get approx.. 45 single people in or more if they are in couples or family bubbles.
- 4.2 Baptisms, weddings and funerals are currently limited to 30 people, but the

Remembrance Service would be a Sunday service. As numbers are still limited, any invitations to the Remembrance service would have to be restricted to a couple of representatives per organisation. Normally this service is extremely busy, but in the current circumstances and Covid-19 restrictions, changes would need to be made. The Church would also need to know the names and contact details of all those attending for track and trace purposes. The Town Council could support the Church office with this administration.

4.3 At present, no congregational singing is allowed, so the service would have to be pared down.

4.4 One point that Holy Cross Church would need to still check is the ability to clean and sanitise between the morning Sunday Church Service and afternoon Remembrance service.

## **5.0 Thinking ahead to November 2020**

5.1 With the current Covid-19 restrictions in place, looking ahead to November and how the ceremonies and parade take place this year is imperative.

5.2 Armistice Day falls on a weekday (Wednesday 11<sup>th</sup> November). We could request that on this occasion for the smaller ceremony at the Church that numbers be restricted – a couple of representatives from Holy Cross Primary School, a couple of district and town councillors and a couple of representatives from local groups and organisations there to lay wreaths. The Town Council could also support this moment by enabling those who wish to stand at the flagpole outside the Civic Centre to pay their respects away from the Church.

5.3 On Remembrance Sunday (Sunday 8<sup>th</sup> November), the parade could go ahead with a maximum of 30 people, spaced out and staggered 2metres apart as they leave Civic Approach. Any invitations to the Parade or Church service could emphasise that only 1 or 2 representatives from each organisation or dignitaries are able to attend and the details of the person attending would need to be recorded.

5.4 If at that point, church services are still able to have a socially distanced service in their Covid-secure venue, then any additional representatives who have been invited up to the maximum number of 45 people, could meet at the Church rather than join the parade. After the service, the same people would join the parade to return to Library Way, but refrain from having refreshments at the Civic Centre this year.

## **6.0 Recommendations**

6.1 Members are asked to consider the above report and advise the Clerk on two matters:

(i) their response to the feedback from the Royal British Legion on the organisation of Remembrance parades;

(ii) considering the arrangements for Armistice Day and Remembrance Sunday in 2020.

Contact Officer: Holly Goring



## **Meeting of the Full Council**

**Monday 14<sup>th</sup> September 2020**

### **Agenda Item No. 10.0**

#### **TO CONSIDER OPTIONS FOR THE PRODUCTION AND DISTRIBUTION OF THE 2021 TOWN COUNCIL CALENDAR**

##### **1.0 Background**

- 1.1 As members will be aware from previous discussions at the Environment & Leisure Committee, consideration needs to be given to the future of the Town Council's calendar competition and production of the calendar itself. The annual calendar is normally produced in the autumn prior to its distribution alongside the Late Night Shopping magazine and December edition of Uckfield Matters to every household in Uckfield.
- 1.2 At the meeting of Environment & Leisure Committee in February 2020, members resolved to:  
**EL.49.02.20** Members **RESOLVED** to:
- (i) note the report, and;
  - (ii) request office staff to investigate the suggested alternatives to the current calendar competition for 2021.

At present the Town Council runs the calendar competition, and the calendar is produced by an external company, who cover the cost of the producing and printing the calendar by selling advertising space. The calendar is therefore nearly cost neutral except for officer time in managing the calendar competition, liaison with this company and approximately £600 for an external company to distribute the calendar to households in Uckfield (in the region of 6,500 households).

Suggestions for alternative formats included mention of perhaps producing a small, laminated wall chart with photos and adverts as a cost saving option. Other suggestions were one sided photographs with advertising around the edge.

Officers considered these options but these formats would only really be viable for businesses or offices and not householders who want to place something up on their kitchen wall, noticeboard, fridge or inside a cupboard door. Size is therefore quite important.

- 1.3 Since that meeting, although initial research had been undertaken, recent correspondence from the company who sell the advertising space and produce the calendar, made a decision more imminent. As a result of the difficulties they considered they may face in selling advertising space in the current situation with Covid-19 the company have advised that they cannot assist this autumn. We believe they normally sell an ad for around £200-300 sized at 4.5cm x 9.0cm – eight to a page opposite the photo.
- 1.4 This therefore leaves the Town Council with 15 entries from the calendar competition and a decision to make with regards to the 2021 calendar - how it's designed, printed and distributed.

## 2.0 Proposal for the 2021 Calendar

- 2.1 Our Marketing & Communications Officer took away the dilemma and started researching ideas to explore costs and designs for producing in-house.
- 2.2 Based on a version seen by Gardener's World which is A4 size, when folded (folding out to a hanging A3), the Marketing & Communications Officer explored the cost with a local print company of preparing and printing 6,500 of these at this size, and a smaller pared down version of A5 when folded (A4 when opened out).



- 2.3 The Marketing & Communications Officer has been able to obtain a 2021 template for the calendar pages similar to the style above and advised that they would be able to prepare the selected 12 photos for each month of the Calendar, and artwork for the front page and back of the calendar.
- 2.4 To prepare and print 6,500 of the following size calendars, with artwork provided by Uckfield Town Council has been quoted at:

### Calendars - A5 landscape

Size/spec: A5 landscape - 4pp cover, 24pp text

Materials: Cover - 200gsm uncoated  
Text - 100gsm uncoated

Finishing: FST, drill one hole

**6500 copies £2,322.00**

### Calendars – A4 landscape

Size/spec: A4 landscape - 4pp cover, 24pp text

Materials: Cover - 200gsm uncoated  
Text - 100gsm uncoated

Finishing: FST, drill one hole

**6500 copies £3,614.00**

- 2.5 The A5 landscape version (which would fold open to A4 when hung) would be more cost effective, plus the additional cost of up to £600 for distribution, could reach a total cost in the region of £2,900.00
- 2.6 This does seem expensive when the Town Council has previously been able to keep costs low for this exercise. But, officers have explored potential within the in-house design to add in advertising space. The Town Council has a number of contacts from local businesses who have sponsored banner advertising or bands at previous events such as the Weald on the Field, and could easily make contact with Uckfield based companies for much more cost effective advertising, at prices such as £50 for the bottom strip on each calendar page or £100 for a quarter page at the back of the calendar. These lower costs may be more attractive to businesses at the present time, plus these calendars go to 6,500 households so reaching their catchment area!
- 2.7 Example page layouts are provided below:



December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## JANUARY 2021

February 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 New Year's Day	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Advertising space



As a result, 12 advertising spaces would be available within the calendar which could be sold for £75 a piece (2.0cm x 18.5cm). Plus a further eight quarter pages at the back of the calendar, which could be sold for £100 at least (7.5cm x 10.5cm). This would provide income of at least £1,700 towards the overall cost of the calendar as an indication of how it would help the overall cost.



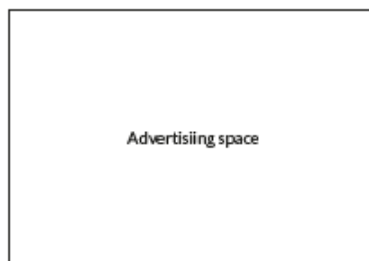
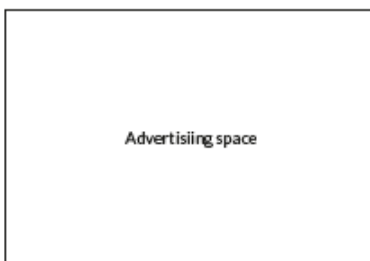
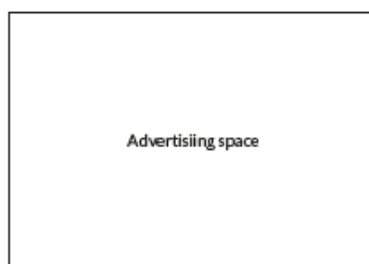
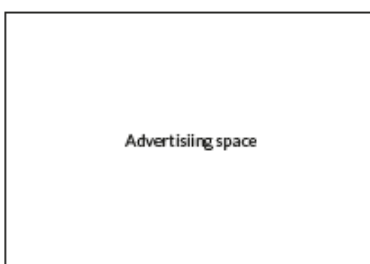
## Welcome to your 2021 free calendar from Uckfield Town Council

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- 2.8 The Town Council could also look to work with Uckfield Matters, as they distribute their magazine to households on a monthly basis, to review the costs for distribution.

### 3.0 Recommendations

- 3.1 Members are asked to consider the above report and in response to this and the briefing provided by the Town Clerk, advise how they wish to proceed.

## **Meeting of the Full Council**

**Monday 14<sup>th</sup> September 2020**

### **Agenda Item 11.0**

#### **TO REVIEW THE CURRENT CONTRACT FOR CLEANING THE TOWN COUNCIL'S PLAY AREAS**

##### **1.0 Background**

- 1.1 During Covid-19 restrictions, the UK Government announced that on 4<sup>th</sup> July 2020, play areas could be reopened, but with the caveat that stringent cleaning regimes be put in place to ensure the safety of play area users. The government advised that children and parents must not interfere with closure measures where a playground remained closed, that social distancing should be maintained and if a playground was too busy, for users to wait or return later.
- 1.2 In addition to safety inspections which are routinely carried out on the safety of equipment, the UK government imposed strict cleaning regimes. This included the recommendation that all touch points on equipment be frequently cleaned, with heavily used equipment being cleaned after use (or at least frequently during the morning and afternoon).
- 1.3 Uckfield Town Council owns seven play areas with equipment across the town. It was estimated to take one member of staff 3.5 hours per day to thoroughly sanitise the play areas at a time, and this would not be at the frequency that the UK Government, and local Environmental Health departments required.
- 1.4 It would not have been fair to residents across the town to close some play areas and open others and managing volunteers and their safety, would add to the liability of the Town Council, and risk undertaken.
- 1.5 It should also be noted that in addition to having sufficient resource to carry out frequent cleaning, concerns had also been raised by insurance companies with regard to public liability. Uckfield Town Council's Insurance company was one of the companies who had taken a stricter line with regard to liability and the importance of ensuring the safety of play area users.
- 1.6 Installing permanent hand sanitiser units at the play areas would have been a costly exercise, with some companies quoting in the hundreds and thousands. There was also concern that such units would be vandalised, with incidents of vandalism already occurring in a number of play areas to equipment, to signage and broken glass.
- 1.7 It was also stressed that whatever method or decision be taken forward, that appropriate signage be placed at each play area, and for users of the play areas to refrain from removing these.

##### **2.0 Urgent Consultation Panel**

- 2.1 On 8<sup>th</sup> July 2020, the Mayor, Deputy Mayor and Chairmen of Committees were consulted under the remit of the Urgent Consultation Panel, to consider their views on the investigations carried out by the Estates & Facilities Manager.



- 2.2 The Estates & Facilities Manager had been carrying out a great deal of work approaching the various companies who supplied high strength sanitiser/disinfectant, to understand whether it worked at the same level in outdoor environments, and safe to use. This provided additional options for members to consider.

Just for reference, members had been asked to consider the following options, but were uncertain at that time.

**Alternative options:**

*(i) Grounds staff use 'a very high strength' sanitiser once per month on all play and adult gym equipment. This has now been confirmed to be suitable outside in all weather conditions and stays on surfaces for 30 days. However it costs £155 per 5litre bottle. We would also need a 'fogging machine' at a cost of between £200-£1k depending on the style of sprayer:*

*Pro's - good safety coverage;*

- provides some element of cover in terms of liability with cleaning regimes;*
- the product is used by a number of public transport providers at present*

*Cons – option is expensive;*

- still requires the use of existing resources/manpower on a currently reduced team*
- full liability on Town Council;*

*(ii) The company that sanitises play areas with the above product has also since come back with a quote of £795+vat per month to carry out sanitising of all play areas.*

*They would supply a certificate as proof and swan test the surface to ensure coverage.*

*Pro's – very good safety coverage, particularly with the swan surface test;*

- meets government guidance with requirements for regular cleaning regime;*
- certificate provides evidence of cleaning undertaken;*
- doesn't require use of existing manpower/resource out of already stretched team;*

*Cons – option is expensive*

### **3.0 Since then**

- 3.1 Since early July 2020, the National Association of Local Councils had been working behind the scenes to raise the concerns of parish and town councils on the reopening of play areas and most importantly stress the pressure that has been placed on local authorities, to take full liability for safety, when an element of risk should be taken by the play area user themselves. These high level conversations helped to change the tone and content of the guidance and make it more practical and easy to interpret, with an updated version being provided on 17<sup>th</sup> July 2020:

<https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>

- 3.2 It was agreed at the Environment & Leisure committee on 27<sup>th</sup> July 2020 in addition to COVID secure signage, to select option (ii) and commission the company identified to spray anti-microbial treatment at the play areas for an initial three months. The cost was altered to £695+vat per month (to reflect a £100 reduction by working in partnership with Framfield Parish Council). Costs have been allocated to the 'Playing fields and pitches' revenue budget.
- 3.3 The company swab tests the play area surfaces before and after spraying, issuing a treatment certificate which provides 30 days protection of 99.998% of known bacteria, viruses and pathogens.
- 3.4 The treatments and findings have already been very interesting, and have been added to this table below to show how effective the treatment has been to date.

30th July 20							
Play area	Hughes Way	Victoria	Hempstead	Oakwood Drive	Ridgewood	Rocks Park	Luxfords Field
Swab test before spraying	1297	925	3160	1478	891	921	NA
Swab test after spraying	49	24	30	20	13	50	NA
28th August 20							
Play area	Hughes Way	Victoria	Hempstead	Oakwood Drive	Ridgewood	Rocks Park	Luxfords Field
Swab test before spraying	55	80	83	91	74	34	94
Swab test after spraying	19	17	8	7	10	6	9
Contamination risk of number of microbes found on surfaces							
Food safe	Low-mild risk	Low-mild risk	Caution	High risk	Extreme risk		
50 or below	Circa 100 or below	101-250	251-500	501-1000	Above 1000		

- 3.5 As you can see, the treatment has been very effective in reducing the number of microbes by a considerable amount at each play area.

#### 4.0 Next steps

- 4.1 At the Environment & Leisure Committee on 27<sup>th</sup> July 2020, members resolved to work with the company on a short term contract i.e. three months. The third spraying will take place at the end of September (the last of the three months).
- 4.2 Members are being asked to consider the next steps and confirm whether they wish to extend the contract. In light of the options available and current requirements of the UK Government, officers would recommend continuing with the monthly spraying regime and contract arrangements for a further three months to support the Town Council whilst we have limited staff resources, assist with liability and most importantly ensure the safety of these play areas for users.

#### 5.0 Recommendation

- 5.1 Members are asked to agree to extend the current contract for sanitising the Town Council's play areas for a further three months in light of the risks posed during the winter months.

Contact officer: Mark Francis

## **Meeting of the Full Council**

**Monday 14<sup>th</sup> September 2020**

### **Agenda Item No. 12.0**

#### **TO REVIEW A REPORT BY COUNCILLOR A. SMITH ON THE NEED FOR AFFORDABLE HOMES IN UCKFIELD**

##### **1.0 Summary**

- 1.1 This report follows discussions that have taken place recently with regards to planning and concerns over the lack of affordable housing in the town. Councillor A. Smith offered to research the issue of affordability, housing demand and supply in more detail and provide a report for members on her findings. The full report is available in appendix A.

##### **2.0 Recommendations**

- 2.1 Members are asked to consider the findings within Councillor A. Smith's report on the 'Need for Affordable Homes in Uckfield' and consider what action or next steps they wish to take based on the evidence available.

Appendices: Appendix A: The need for affordable homes in Uckfield

Contact Officer: Holly Goring

### **The Need for Affordable Homes in Uckfield**

According to East Sussex in Figures the average salary in Wealden was £30.8k in 2019 (East Sussex in Figures); compared with £37.4k in UK as a whole. An average couple's earnings in Wealden are £50,284 p.a. based on the average earnings of a man and a woman combined.

#### House purchases:

In 2019 the house prices to earnings ratio was 9.83 based on median earnings and 11.83 in the lowest quartile of earners in Wealden. Across England as a whole the figures were 7.83 and 7.87 respectively.

The cheapest property at Ridgewood Place (£385,000) would cost £1544 p.m. for a 25-year mortgage (based on mortgage with 10% deposit). It is generally accepted that to be affordable payment for housing should take up no more than 1/3 of family income. This would entail a monthly household income of £4,632 for the household, or a yearly take home salary of £55,584 (gross salary of £74,112).

An average couple's earnings in Wealden are £50,284 p.a. gross leaving a £24,112 shortfall on earnings per annum.

According to Money Saving Expert average loan for a mortgage is 4.5 x annual salary. £226,278 max borrowing (£251,420 maximum property price with 10% deposit).

Searching Right Move found 42 properties in Uckfield that a borrower with the average salary and 10% deposit could afford (on 7<sup>th</sup> August). Of these 27 were retirement properties.

HOWEVER, residents of Uckfield who work in the local area in local shops and business could earn substantially less than the average described above. On average, a worker employed in a business within 25 miles of Uckfield could expect to earn an average of £25,189 (based on the average starting salary of 20 jobs sampled on Indeed). This is likely to mean that increasingly houses in Uckfield are going to be sold to those who can work in London, where they can command higher salaries, rather than the people we need for our local business. So, if those people are not able to buy, then does that mean that they are able to rent?

#### Rents:

Monthly rents are, on average £900 per month in Wealden. The rents break down as:

Studio = 550

1 bed = 695

2 bed = 850

3 bed = 1075

4 bed + = 1563

Looking at the 'average' Wealden couple detailed above, earning £50,284 gross, this means their take home pay is £3143 per month. For this couple, the average rented property is within their means, although a three-bed would take up more than the one third of their salary deemed affordable – and a four bed or larger quite substantially more.

For an employee in a local business earning the average of £25,189, their take home salary would be £1574 per month, meaning that if they were renting as a single person, the largest property they could afford would be a studio flat.

If their earnings were so low that they were eligible for Universal Credit, with a potential rent top up, they would encounter difficulties, because as the Local Housing Allowance rates below show, Housing Benefit / UC will only pay a fraction of the rental value of a studio flat, meaning that they would not be able to claim for a property with a rent higher than this.

#### **LHA (East Sussex)**

£346.36	£605.81	£790.23	£969.81	£1,463.56
Studio	1 bed	2 bed	3 bed	4 bed

The situation for benefits claimants, of which there were 3900 in Wealden in June 2020, is even more dire. If they were receiving full UC they would only be able to claim the housing element up to the level of the LHA. Therefore, they could potentially be in the position of having to pay a rent top up from their benefits.

If the claimant was renting a studio at the average rent of £550 per month, this would leave a shortfall of £203.64, which they would need to find from their benefits. Looking at the current standard allowances for UC, this would be a very tricky prospect:

- £342.72 per month for single claimants under 25
- £409.89 per month for single claimants aged 25 or over
- £488.59 per month for joint claimants both under 25
- £594.04 per month for joint claimants with either aged 25 or over

NB if under 35 you can only claim single room rate for accommodation.

#### Wealden District Council's position

Wealden's 2016 Strategic Housing Market Assessment (SHMA) was commissioned to make an assessment of housing need up until 2033, to inform the failed local plan. The SHMA identified that there is a need for 331 affordable dwellings per annum. This is 45% of the 736 dwellings per annum that have been assessed as required through the Objectively Assessed Need. As we know, the District's current affordable housing target is 35%.

On 1st July 2020 WDC published their new housing strategy. This identifies the need to boost the supply of housing including affordable and private rented housing.

It also highlights the importance for smaller properties, shared ownership, shared accommodation options and specialist housing to meet local needs.

"Our research shows the negative impact, both economically and socially, of a lack of housing and the result of living in sub-standard properties," said Councillor Ray Cade, Cabinet member for Housing. "This authority has a leading role in the provision of quality, healthy and safe housing in our community."

Despite the promising statements made in the housing strategy, we know that WDC's planning department is susceptible to pressure from developers to reduce the level of affordable housing in their development. The Ridgewood Farm development will have only 9% affordable housing once complete, as opposed to the 35% that is normally expected.

It is also questionable whether the properties are truly affordable. If a property of £385,000 is selling at the 'affordable' price of £308,000 it is still beyond the reach of many people, especially the workers that are keeping our essential businesses and services functioning in Uckfield.

As a Town Council we need to put pressure on WDC to:

- Ensure that developers do provide 35% affordable housing in all new developments
- Ensure that this 'affordable housing' includes a good percentage of social housing for rent
- This housing should be built to an equal standard to those in the rest of the development.

Councillor A. Smith

## **Meeting of the Full Council**

**Monday 14<sup>th</sup> September 2020**

### **Agenda Item No. 13.0**

#### **TO CONSIDER THE DEPARTMENT FOR TRANSPORT'S CONSULTATION 'PAVEMENT PARKING – OPTIONS FOR CHANGE'**

##### **1.0 Summary**

- 1.1 As we are all fully aware, pavement parking is becoming more of an issue across the country with households having more than one vehicle, young people living at home longer so households become larger, vehicles getting larger and some roads and urban landscapes just not able to accommodate this increase.
- 1.2 The issues most apparent in Uckfield are the difficulties for those smaller roads, where residents don't have a driveway and householders are required to park on the road. Drivers park on the pavements towards the upper part of the High Street for convenience to collect takeaways and items from local businesses. And we also have difficulty with larger delivery vehicles unloading on the High Street as a result of many businesses not having a rear loading area or space to do so.
- 1.3 Baroness Vere of Norbiton, Parliamentary Under-Secretary of State, Department for Transport, is keen to hear the views of the public on the matter of pavement parking. They recognise that people with disabilities need to be able to travel confidently and easily, and pavement parking can often restrict access for those using a wheelchair, parents with prams or buggies or people with visual impairments. However they also recognise that some narrow streets require householders to park up on the pavement to ensure access for the emergency services.
- 1.4 Pavement parking in London has been prohibited since 1974. They recognise there is no straightforward solution as a result of the above complexities but do wish to review the matter again. Further to the Department for Transport's detailed review of pavement parking and the government's response to the Transport Committee's 2019 report on pavement parking, a new consultation has been placed out for the public to respond to by 22<sup>nd</sup> November 2020:  
<https://www.gov.uk/government/consultations/managing-pavement-parking/pavement-parking-options-for-change#annex-c-full-list-of-consultation-questions>
- 1.5 This report provides details of the three options being proposed. They are seeking our views on whether its ongoing work to improve the Traffic Regulation Order process, to consider which of two options you prefer, legislative change to allow local authorities with civil parking enforcement powers to enforce against unnecessary obstruction, or to introduce a London-style parking prohibition throughout England.

##### **2.0 Recommendations**

- 2.1 Members are asked to consider the three options being proposed by the Department for Transport and to advise the Clerk whether they wish to respond individually, and/or with a co-ordinated response from the Town Council.

Appendices: Appendix A: Three proposals being considered  
 Contact Officer: Holly Goring

## Proposed options to tackle pavement parking

### Option 1: to rely on improvements to the existing TRO system

*Existing legislation allows local authorities to introduce TROs to manage traffic; the requirements of which must be conveyed to the motorist via prescribed or authorised traffic signs and road markings. Local authorities make TROs for many reasons, for example, to restrict traffic manoeuvres (one-way or banned turns) or to set speed limits. TROs also allow local authorities the freedom to decide if and how they wish to restrict or prohibit pavement parking in their local area. The combination of a TRO with the necessary traffic signs and road markings creates a pavement parking restriction, which local authorities with CPE powers can enforce against by issuing PCNs. Parking enforcement remains the responsibility of the police where a local authority does not have CPE powers.*

*However, because it had become clear that the process for making TROs can be time-consuming and burdensome for local authorities, the department announced in August 2019 that it would be reviewing the legislation associated with TROs. The first stage of this review involved the department developing proposals for legislative change in partnership with a broad range of stakeholders.*

*User research was carried out on behalf of the department into the current legal process for making TROs. This looked at 'pain points' experienced by those who interact with the TRO process (local authorities and applicants) and recommended changes to legislation. This review drew on the findings of the TRO Discovery report that encouraged the department to determine whether the legislation could be simplified. It made other recommendations for reform, including looking at how traditionally paper-based TRO data, which is a rich source of information, could be digitised to support the transport network of the future.*

*These recommendations will be subject to further consultation in 2020; and the scope of legislative change, and whether change will require primary and/or secondary legislation, will require careful consideration in light of the consultation findings.*

### Option 2: to allow local authorities with CPE powers to enforce against 'Unnecessary obstruction of the pavement'

*The offence of unnecessary obstruction of the highway, i.e. the road, verges, pavement, bridleways, and so on, already exists; although this is only enforceable by the police as a criminal matter.*

*Option 2 proposes to allow local authorities with CPE powers to enforce unnecessary obstruction as a civil matter, by issuing PCNs to vehicles found to be causing an 'unnecessary obstruction of the pavement'. This would enable CEOs to address instances of unnecessarily obstructive pavement parking as and when they find it, without the need to prohibit it nationally. The guidelines contained in the [Civil Enforcement of Parking Contraventions \(Guidelines on Levels of Charges\) \(England\) Order 2007](#) provide for the higher PCN charge level of £70 for pavement parking.*

*We do not, at this stage, propose full decriminalisation (meaning completely removing enforcement from the police) as there may be some circumstances where a particularly dangerous obstruction of the pavement is more appropriately dealt with by the police as a*



*criminal matter. Under this option, unnecessary obstruction of the pavement could therefore be enforced by either the police service (via fixed penalty notices (FPNs) or by local authorities (via PCNs)), although we would expect police intervention to be the exception. In the unlikely event of 2 penalties being simultaneously issued to the same vehicle, a police FPN would take precedence over a PCN issued by a local authority which would be required to cancel the PCN and refund any payment. Unnecessary obstruction of the highway other than the pavement would remain a police matter.*

*Option 2 would be achieved by splitting the 'pavement' from 'road' in regulation 103 of the Road Vehicles (Construction and Use) Regulations 1986 - which makes unnecessary obstruction of the road an offence - and adding it to the list of contraventions subject to civil enforcement in schedule 7, paragraph 4(2) of the TMA, using the powers under paragraph 5 of that schedule.*

*This option would also include exceptions, for example, breakdown or emergency service vehicles; highway maintenance vehicles; utility maintenance vehicles; or where it can be proved that a vehicle had been used for loading and unloading goods (for up to 20 minutes, or longer if the authority permits it). A [proposed list is at Annex B](#).*

*However, while it is considered necessary to include exemptions for emergencies, and to maintain free-flowing traffic and sustainability for delivery firms, we do not propose to exempt Blue Badge holders, or any businesses not concerned with deliveries. The aim of the policy is to keep the pavement free of obstruction as far as possible; and we believe that other exemptions would defeat this objective.*

*It is acknowledged that the concept of 'unnecessary obstruction' is inherently vague. To help mitigate this, we could recommend in guidance to local authorities that their schemes provide for the use of warning notices on the first occasion an individual vehicle is identified as causing an obstruction.*

### **Some advantages**

*This option would enable local authorities to issue PCNs to vehicles which are deemed to be causing an unnecessary obstruction of the pavement, without the need to prohibit pavement parking nationally.*

*This option would require secondary legislation and could be implemented relatively quickly. Pavement parking would not become an offence in all cases, so local authorities would not need to carry out costly and time-consuming audits of their road networks; nor would it be necessary to place traffic signs and bay markings to indicate where pavement parking would need still to be permitted. This is particularly relevant in rural areas where pavement parking is less likely to be a problem, and where placing signs to permit it would be disproportionate.*

*Enforcement against this offence would be more targeted than a general prohibition of pavement parking. Local authorities would be able to penalise pavement parking where the pavement has clearly been blocked unnecessarily.*

### **Some disadvantages**

*Parking offences currently subject to local authority civil enforcement are violations of clearly defined restrictions indicated by traffic signs and road markings, for example, yellow lines or white bay markings. By contrast, 'unnecessary obstruction' is more difficult to define, vulnerable to misinterpretation and would require detailed assessment in each case.*

Unlike most other parking offences, there would be no traffic signs or bay markings informing motorists of local regulations: 'obstruction' is a general offence that may occur anywhere so it cannot be indicated by traffic signs or bay markings.

If this option was pursued, secondary legislation and/or guidance would be needed to clarify the definition of an 'unnecessary obstruction of the pavement' in order to prevent inappropriate and inconsistent enforcement.

### **Defining 'Unnecessary obstruction'**

'Unnecessary obstruction' does not lend itself to a simple definition that works in all circumstances. It would be almost impossible to anticipate all the possible real-world circumstances and to prescribe them in regulations. This would almost certainly result in situation overload, with a list that appears exhaustive but with unforeseen situations still being overlooked. Instead, we would propose to define the scenarios where pavement parking would, and would not, be deemed appropriate in updated statutory guidance. The benefit of this approach is that statutory guidance would be more responsive to any necessary changes, avoiding the time-consuming process of updating regulations.

However, it may still not be possible to comprehensively define what we mean by unnecessary obstruction in guidance. It may be relatively easy to define a pavement obstruction but not so easy to define when it is necessary. For example, 'Obstruction' could be determined by whether the pavement width between the vehicle and the backline of the pavement is sufficiently wide so as not to obstruct the passage of a wheelchair user or person with a pram or buggy. Leaving a minimum width of 1.5m between the parked vehicle and the back edge of the pavement could be deemed to be not causing an obstruction of the pavement. This width is derived from Section 3 of the DfT's [inclusive mobility guidance](#); it is the absolute minimum required for a wheelchair user and a person on foot to pass one another.

The more difficult question, if the space left by the vehicle was less than 1.5m and so causing an 'obstruction', is how to determine whether this was 'unnecessary'.

One approach could be to establish that a vehicle is parked unnecessarily on the pavement where it could otherwise be parked fully on the carriageway without blocking either one-way or two-way traffic (allowing that two-way traffic may have to give way to vehicles approaching in the opposite direction). However, this wouldn't work in all scenarios. It might be reasonable for traffic to give way on quiet residential roads, but it could cause significant congestion on heavily trafficked roads of the same size, so there may be a case for vehicles being on the pavement.

Furthermore, the following sequence of events could occur which might give the wrong impression of unnecessary pavement parking:

- Event 1 - Vehicle A is already parked fully on the carriageway
- Event 2 - Vehicle B arrives and parks directly opposite on the pavement so as not to block traffic
- Event 3 - Vehicle A drives off
- Event 4 - Vehicle B is left appearing to a CEO to be unnecessarily pavement parked

Another way might be to say that two-way traffic must be able to freely pass without giving way. However, this would result in pavement parking on many roads as it would mean allowing pavement parking on all roads where the carriageway is less than (say) the width of

at least 4.5 vehicle widths (to allow for vehicles to park on both sides of the carriageway and two-way traffic to pass freely between them).

Thus, we begin to see that a precise definition of ‘unnecessary obstruction’ may be difficult to achieve. We may only be able to issue scenario-based guidance to local authorities, which still might not cover all situations that could arise.

### **Option 3: a national pavement parking prohibition**

Option 3 would in effect extend the existing London-wide pavement parking prohibition. This option would require changes to primary legislation to prohibit pavement parking by default, except at locations where local authorities decide to allow it. This could be done as a general default prohibition across England, or defined in certain circumstances (for example urban areas), as informed by this consultation.

The existing London pavement parking prohibition allows for London councils to introduce exemptions by passing administrative resolutions (for example for narrow streets where pavement parking is essential to ensure traffic flows and to prevent vehicle displacement where there is nowhere else to park). New legislation prohibiting pavement parking in Scotland requires that the exemption of particular streets must be by the making of an order by the local authority in much the same way that English authorities currently make TROs. We would propose basing the regime on the London model, as recommended by the Transport Committee.

Local authorities would be expected to decide where pavement parking remained necessary and to introduce the necessary exemptions and to place traffic signs and bay markings to indicate where pavement parking is permitted. The bay could be placed completely on the pavement where there is sufficient width, or [‘part on / part off’ as shown in Figure 1].

The legislation for both London and Scotland also includes exceptions to the prohibition for certain vehicles including, for example, breakdown or emergency service vehicles; highway maintenance vehicles; utility maintenance vehicles; or where it can be proved that a vehicle had been used for loading and unloading goods (for up to 20 minutes, or longer of the authority permits it). Our [proposal for exceptions is at Annex B](#).

However, while it is considered necessary to include exemptions for emergencies, and to maintain free-flowing traffic and sustainability for delivery firms, we do not propose to exempt Blue Badge holders, or any businesses not concerned with deliveries. The aim of the policy is to keep the pavement free of obstruction as far as possible, and we believe that other exemptions would defeat this objective.

**Figure 1.** A residential London street with an exemption from the London-wide pavement parking prohibition. Upright traffic signs show the start and end of permitted pavement parking, and white bay markings show how much of the pavement drivers may occupy.

### **Some advantages**

This option would establish a general rule against pavement parking except where there is specific permission for it. We propose this would mirror the London pavement prohibition; with exemptions in place at many locations.

Motorists would benefit from a consistent rule: ‘you must not park on a pavement except where signs permit’. Traffic signs and bay markings would show drivers where pavement parking was still allowed.

*Local authorities could introduce exemptions to permit pavement parking by the simpler means of administrative resolution<sup>1</sup> instead of promoting TROs to prohibit pavement parking. This is because the default position is an enforceable pavement parking prohibition whereas the exemption is a simple 'permission' that requires signing but no enforcement.*

*This approach would foster active management of pavement space. It would require local authorities to decide where vehicles should have priority over pedestrians and vice versa.*

### **Some disadvantages**

*A national pavement parking prohibition would be the most significant change to English parking law in several decades, and local authorities would need to undertake a substantial amount of work to prepare for it.*

*In many areas pavement parking is essential, so it is important that it should continue to be allowed where this is the case. Each local authority would need to survey their road network, identify areas where pavement parking is routine, determine where it remains necessary, pass resolutions to permit it, and place traffic signs and bay markings to inform drivers where pavement parking is still permitted.*

*It is likely that the introduction of a national prohibition would need a significant implementation period. This process of identifying and implementing exemptions could be time consuming and expensive. Local authorities have indicated that the scale of this task should not be underestimated. It is not known how many streets would need to be exempted from a national prohibition, nor how many streets may need to be exempted in any single town or city. One authority has estimated the cost at around £670,000. Some authorities we talked to stated that they depend on pavement parking to preserve traffic flow in terraced areas, and believe they would need to exempt large residential areas from the prohibition.*

*Currently, pavement parking is partly self-regulating and fluctuates in response to spikes of parking demand, such as community events, local festivals, etc. By restricting pavement parking only to those areas indicated by traffic signs and bay markings, this option would fix the provision of pavement parking at a relatively static level. The local authority may authorise enough pavement parking bays for residents, but not enough to accommodate an unknown level of visitors.*

*A national prohibition might be inappropriate in rural areas, such as country roads where pavement parking may be safer. It would be difficult to comprehensively assess all rural settings and may be disproportionate to direct resources to place traffic signs on quiet country roads. There is also a greater dependence on private transport in rural areas. Suburban areas may also face specific challenges.*

*The implementation of a national prohibition would also be particularly difficult in environmentally sensitive areas, such as historic towns and villages, where there is likely to be strong resistance to placing of traffic signs and bay markings to indicate where parking is permitted. Moreover, reducing traffic sign clutter was a key aim of the DfT's traffic signs policy review, and a major update to the regulations<sup>2</sup> governing the appearance and use of traffic signs included a number of changes to facilitate this.*

*London is more conducive to a pavement parking prohibition, with much lower levels of car ownership per household and higher mode shares for public transport. Elsewhere car ownership per household tends to be higher and consequently, the demand for parking is greater.*

## **Meeting of Full Council**

**Monday 14<sup>th</sup> September 2020**

### **Agenda Item 14.0**

#### **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**

13 Sept 2020                      Opening of newly refurbished Ridgewood Village Hall

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

5 Sept 2020                      Participation in Uckfield Carnival arrangements