



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

Meeting of the **Environment and Leisure Committee** to be held on
Monday 19th October 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 7th September 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. To note the income and expenditure report for 2020/21 (Attached)
- 5.3. To review fees and charges for Snatts Road Cemetery in 2021/22 (Attached)

- 5.4 To review fees and charges for Sports facilities and allotments in 2021/22
(Attached)
- 5.5 To start considering new initiatives for the draft budget 2021/22
(Attached)

6.0 ADMINISTRATION

(nothing to report at this time)

7.0. ENVIRONMENT

- 7.1 To note the current position of the Town Council's Estates
(Attached)
- 7.2 To consider a Tree report from Uckfield Town Council's Ranger
(Attached)
- 7.3 To note an update on the allotment competition and conference
(Attached)
- 7.4 To note an update on the Community Fridge initiative
(Attached)

8.0. LEISURE

- 8.1 To note an update on sanitising 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)

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
(Attached)
- 10.9 Uckfield Youth Club Board
(nothing to report at this time)
- 10.10 Wealden Bus Alliance/Weald Link
(Attached)
- 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)
- 12.2 Town Clerk to give members time to discuss business planning initiatives for 2021/22 and potential priorities i.e. projects, sites, sports grounds etc.



Town Clerk
13th October 2020

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Environment and Leisure Committee** held on
Monday 7th September 2020 at 7.00pm

REMOTE MEETING (VIA ZOOM)

PRESENT:

Cllr. J. Beesley (Chairman)
Cllr. B. Cox
Cllr. S. Mayhew
Cllr. K. Bedwell
Cllr. D. Bennett

Cllr. D. French (Vice Chairman)
Cllr. J. Edwards
Cllr. A. Smith

IN ATTENDANCE:

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

Mark Francis - Estates & Facilities Manager
Rachel Newton – Senior Administrative Officer
Minutes taken by Rachel Newton

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

Councillor C. Macve was granted permission to speak in relation to item 7.4 on the agenda regarding dog fouling on Horsted Green Park. He highlighted the issue of dog walkers not taking personal responsibility and although this was not strictly within our parish this would be allied to the development at Ridgewood Farm and Wealden would need to take much stronger enforcement and apprehend those dog owners who were causing the problem. Councillor C. Macve also asked to speak in relation to item 12.2 later in the meeting.

One member of the public was also given permission to speak in relation to discussions held at the last Environment and Leisure meeting to re-introducing sports activities at Ridgewood Village Green due to there being a shortage of football pitches. It was suggested that due to an additional number of residents coming to live in Uckfield and with many located at the Ridgewood end of town, long term requirements would be needed and suggested that approaching

developers should be a priority and that funding could also be sought, although it was accepted that this was not the best of times for obtaining grants.

3.0. APOLOGIES FOR ABSENCE

An apology was received prior to the meeting from Councillor G. Johnson who would not be attending.

4.0. MINUTES

4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 27th July 2020

EL.15.09.20 It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on the 27th July 2020 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2. Action list

Councillor Edwards referred to item EL26.10.19 – Review of sheltered seating area in Ridgewood Play Area. The ongoing issue with anti-social behaviour was raised and discussed between Council members and it was highlighted that a follow-up meeting would be scheduled shortly after refurbishments to Ridgewood Village Hall. Three ongoing matters were raised by Councillor. K. Bedwell - the gate, car park and CCTV. Councillor. J. Beesley referred to prior discussions regarding these matters in a meeting earlier this year with regard to what impact PCSOs were having on anti-social behaviour. A further suggestion was made to get feedback from residents before the next meeting and to acquire any crime reference numbers from local residents if possible.

Members noted the action list and Councillor J. Beesley raised items that no longer required action:

EL09.06.19 – Town Council's involvement in commemorating VE Day 75. The VE Day Afternoon would be taking place on a smaller scale on 10th September 2020 in Luxfords Restaurant. Members agreed to remove this item from the list.

EL04.06.20 – To consider where to use the budget from general reserves to cover the costs of repairs to the tractor. Repairs to the tractor had now been completed. Members agreed to remove this item from the list.

EL12.07.20 – Purchase of the land adjacent to 10 Wilson Grove. The resident had been informed of decision and there was no further action. Members agreed to remove this item from the list.

EL13.07.20 – To review current procedures and options re-opening the Town Council's play areas. The company had been asked to do the work for an initial three months and Framfield had joined to save on costs. Members agreed to remove this item from the list.

Members agreed to remove all above items and subsequently noted the action list.

4.3. Project Monitoring List – For information only Members noted the report.

5.0. FINANCE

5.1. To note bills paid

Members noted the bills paid.

5.2. To note the income and expenditure report

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

6.0. ADMINISTRATION

(nothing to report at this time)

7.0. ENVIRONMENT

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

The Estates and Facilities Manager wanted to make members aware of the position with lockdown along with Wealden DC's lack of resources and the whole process of getting an application for works to a tree processed which came under a blanket Tree Preservation Order; one application having taken several months to be finally agreed/. A specific location was required and the scale of the map was incorrect and they would not send out an officer if the application was not completed. The Estates and Facilities Manager raised the point that if residents wished to raise any tree enquiries to please note that it would take longer to process.

Another member raised an ongoing issue concerning the lock on the new gate recently installed at Bird in Eye allotments leading from Keld Avenue. The Senior Administration Officer explained that an allotment tenant had taken it upon himself to input a new code but did not recall the code so a new lock had to be ordered by the Head Groundsman who would arrange for this to be fixed.

EL.16.09.20 Members **RESOLVED to:**

- (i) note the report and;
- (ii) the Senior Administration Officer would investigate when the new lock and code would be installed on the gate on Bird-in-Eye allotments.

7.2 To consider – DEFRA consultation on their Tree Strategy'

A proposal was given for any comments to be forwarded to Uckfield Town Council by the end of the week and that Councillors may also submit their own comments online. Proposal was seconded by Councillor. J. Beesley.

EL17.09.20 Members **RESOLVED to:**

- (i) note the report, and;
- (ii) for members to submit any comments on the DEFRA 'Tree Strategy' to the Senior Administration Officer by the end of the week or alternatively submit comments via the link provided on their website.

7.3 To consider – Sharing boxes idea from local resident

This idea was submitted by Councillor. D. French who was asked by a local resident whether consideration could be given to introduce sharing boxes in and around Uckfield. Councillor. D. French added that this would be down to residents to design, implement and deliver with one person to look after a sharing box each if this were agreed in principal. Councillors would also need to decide where these would be best placed. There were various suggestions given to ask if any groups could assist with this project, one to approach community groups such as the Men's Shed or The Lions Club to monitor and maybe propagate a

little bit of advertising at the same time. Other clubs and residents' associations mentioned were Hempstead Meadows, Manor Park, Churchcombe, New Town and also to maybe approach Fernley Park residents. A proposal was given for the Senior Administration Officer to contact the Allotment Association to ask them if there were any entrepreneurial allotment tenants who might like to get involved with this idea. This was seconded as this might be a good opportunity to prepare during lockdown.

EL.18.09.20 Members **RESOLVED** to:

- (i) note the report and;
- (ii) the Senior Administration Officer to contact the Allotment Association about Sharing boxes and also to look back at previous minutes taken in recent years as this idea was thought to have been raised before.

7.4 To consider – Wealden DC's consultation on the extension of their Public Spaces Protection Order for Dog Fouling

Wealden District Council were looking to renew their Public Spaces Protection Order (PSPO) and Council members were asked for any ideas to stop the increase in dog walkers not cleaning up after their dogs on paths and fields. The areas most effected included the Harlands Estate on fields and pavements and the SANGS at Horsted Green Park. Members all agreed that this was disgusting and a situation that could only get worse over time with an increase in numbers so needed to be better maintained with education points to warn dog owners that a fine would be issued for any dog walkers caught not acting responsibly.

Councillor. S. Mayhew raised the point that more people appeared to have dogs since the beginning of lockdown and that it would be a good idea to include local media coverage to try to get the community involved. Councillor. A. Smith agreed and also requested a third dog bin specifically at Horsted Green Park near the farm and mentioned that there was no Protection Order there either. Seconded by Councillor J. Edwards who also asked for the dogs bins there to be emptied more regularly and for stronger wording on signage with a warning that this could result in a fine if caught not acting responsibly.

EL.19.09.20 Members **RESOLVED** to:

- (i) note the report and:
- (ii) agreed to Wealden DC's proposal to extend the current Public Spaces Protection Order (PSPO) but request that stronger wording be provided and warning of a fine if dog owners were caught not acting responsibly. Also, a request for extra signage and another dog bin specifically at Horsted Green Park.

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

Councillor. J. Beesley announced that the re-opening of Luxfords Play Area would be a lovely occasion and above all, good news for local residents to enjoy.

12.0 CONFIDENTIAL BUSINESS

EL.20.09.20 It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

- 12.1 To note a report on the Marketing programme.
Members discussed and subsequently noted the report.
- 12.2 Update on Victoria Pleasure Ground
Members discussed and subsequently noted the report.

The meeting finished at 20.25pm

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	These initiatives can be reviewed, by the new Ranger once they have settled in post.
	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	
<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.

Resolution No.	Details	Date Raised	Action By	Date Complete
<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	This action has been superseded by <u>EL.19.09.20</u> NFA.
<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 is currently being undertaken with Sussex Police to review the evidence in detail and closely monitor any reports of anti-social behaviour in Ridgewood Recreation Ground.
<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.
Resolution No.	Details	Date	Action	Date Complete

		Raised	By	
<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 in progress to develop the 2021 calendar in house. As action in progress, can now be removed. 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	An update report has been received from the steering group to note at the next E&L Meeting on 19 th October 2020.
<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.
<u>EL.03.06.20</u>	<u>7.1 To note the current position of the Town Council's Estates</u> <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> 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.	15.06.20	MF	The resident wished to hold on to the tree until the Autumn, as it would be better to plant before the frost sets in. The resident has been in touch to arrange. In progress.
Resolution No.	Details	Date	Action	Date Complete

		Raised	By	
<u>EL.08.07.20</u>	<u>6.1 To consider suggestions put forward for a memorial in West Park Nature Reserve</u> Members noted the report and agreed for the Estates and Facilities Manager to liaise with the Groundsmen and make a decision from thereon for the best ideas for a memorial.	27.07.20	HG/RN	The Estates and Facilities Manager has spoken with the Head Groundsman and they are still considering options.
<u>EL.09.07.20</u>	<u>7.1 – To consider the current position of the Town Council's estates</u> The Estates and Facilities Manager spoke about the recent shortage of football pitches since lots of groups had increasing numbers of players and there were not enough pitches. He has been trying to arrange two adult sized pitches at Harlands Fields with goal posts replaced. Agree for the Estates and Facilities Manager to explore the various options available in terms of increasing the Town Council's sports grounds.	27/07/20	MF	Two football pitches have now been set up at Harlands Fields, one for adults and the other slightly smaller (goal posts to accommodate different size pitches).
<u>EL.10.07.20</u>	<u>7.2 – To consider land adjacent to Bird in Eye allotments</u> Members agreed to note the report and agreed 'option 2' but for all residents to be served twelve months' notice on all current licences from 151-157 Framfield Road, to remove all items and re-instate their garden borders.	27/07/20	MF/RN	The Senior Administrative Officer has written to the residents at 151/157 Framfield Road serving notice to remove all items and re-instate their garden borders. A reminder if necessary to be sent in 6 months' time and then again 3 months before. NFA.
<u>EL.11.07.20</u>	<u>7.3 To consider installing electric charging points at the council buildings</u> Members noted the report and discussed various areas for charging points and agreed for the Estates and Facilities Manager to look in to liaising with Wealden DC and proposals for installation of electric car parking points at various sites.	27/07/20	MF	The Estates and Facilities Manager will provide an update in due course.
Resolution No.	Details	Date Raised	Action By	Date Complete

<u>EL.16.09.20</u>	<p><u>7.1 To note the current position of the Town Council's Estates</u></p> <p>A Council member raised the issue concerning the broken lock on the gate recently installed at the Bird-in-Eye allotments leading from Keld Avenue. The Senior Administrative Officer explained that an allotment tenant forgot the code he used so the lock itself will also have to be replaced.</p>	07/9/20	RN	The Senior Administrative Officer has spoken with the Head Groundsman to find out when the lock and code would be installed. This will be carried out shortly.
<u>EL.18.09.20</u>	<p><u>7.3 To consider - Sharing boxes idea from local resident</u></p> <p>This idea was submitted on behalf of a local resident by a council member who wished to add that this idea would be down to residents to design, implement and deliver with one person to look after a sharing box each. Councillors would decide on the best places to put them. Various suggestions were given at the meeting, one being to approach community groups such as the Men's Shed to make them or the Lions Club to monitor and maybe propagate a little bit of advertising at the same time. One member mentioned that this was raised in a previous meeting maybe last year and asked for the Senior Administrative Officer to look at previous minutes to see if there was any action taken.</p>	07/09/20	RN	The Senior Administrative Officer has spoken with the publisher of the Uckfield Allotments Association Newspaper to ask if anyone would like to take on this initiative.
<u>EL.19.09.20</u>	<p><u>7.4 To consider – Wealden DC's consultation on the extension of their Public Spaces Protection Order for Dog Fouling</u></p> <p>Wealden DC were looking to renew their Public Spaces Protection order (PSPO) and council members were asked for any ideas to stop the increase in dog walkers not cleaning up after their dogs; the areas most effected including Harlands Estate on fields and pavements and the SANGS at Horsted Park. Council members raised concerns about this ongoing issue saying that it might be a good idea to get the community more involved through possible media coverage, Uckfield FM and Uckfield News. There was also a request for a third dog bin specifically at the SANGS and mention of no protection order their and for dog bins to be emptied</p>	07/09/20	RN	<p>Dog signs have now been placed at the three access points at Harlands – two on the notice boards and one on the gate at the third corner leading to the hospital.</p> <p>Wealden DC agreed to put a dog bin at the SANGS as requested. UTC are also seeking to put in an extra dog bin at Harlands. UTC will also explore costs to place clearer stickers on dog bins</p>

	more regularly.			asking dog owners to clear up after their dogs. NFA
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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.

Environment Leisure Committee as at 30th Sept 2020
Sports fixtures commenced Jul/Aug 2020

	Apr 20 Actuals £	May 20 Actuals £	Jun 20 Actuals £	Jul 20 Actuals £	Aug 20 Actuals £	Sep 20 Budget £	Actuals at 30 Sept 2020	Budgets at 30 Sept 2020	Oct 20 Budget £	Nov 20 Budget £	Dec 20 Budget £	Jan 21 Budget £	Feb 21 Budget £	Mar 21 Budget £	Total £	2020/21 Budgets
Sales																
Contribution to Town Centre Security	0	0	0	0	575	0	575	650	0	0	0	0	0	0	575	650
Weald Hall Events	(119)	(99)	(26)	(39)	0	14	(269)	13,500	2,250	2,250	2,250	2,250	2,250	2,250	13,231	27,000
Allotments	77	86	20	35	(21)	(21)	176	2,622	438	438	438	438	438	438	2,804	5,250
Allotment Deposits	357	51	102	2	(50)	(50)	412	398	67	67	67	67	67	67	814	800
Playing Fields & Pitches, Sport Income	0	50	0	383	213	1,309	1,955	5,250	875	875	875	875	875	875	7,205	10,500
Playing Fields & Pitches, Event Income	0	0	0	0	0	458	458	2,752	458	458	458	458	458	458	3,206	5,500
WDC- WPark Culverts Agreement	0	0	0	0	0	0	0	0	0	0	0	0	0	360	360	360
Cemetery - Interments	2,953	5,332	2,566	1,652	3,460	3,456	19,419	13,748	2,292	2,292	2,292	2,292	2,292	2,292	33,171	27,500
Cemetery - Memorials	0	802	254	918	530	205	2,708	2,752	458	458	458	458	458	458	5,457	5,500
Cemetery - Sundry income	0	0	0	0	0	38	38	223	38	38	38	38	38	38	265	450
Cemetery Maintenance Charge	290	579	290	193	290	579	2,220	1,298	217	217	217	217	217	217	3,522	2,600
Env Sundry Income	46	0	0	0	0	17	63	98	17	17	17	17	17	17	165	200
Litter/bus station	0	331	0	0	331	0	663	618	0	331	0	0	331	0	1,325	1,280
Roundabout income	0	0	0	0	864	0	864	850	0	0	0	0	0	0	864	850
Total Sales	3,603	7,132	3,205	3,144	6,192	6,004	29,280	44,758	7,110	7,441	7,110	7,110	7,441	7,470	72,962	88,440

Allotment invoices are due to go out once water rates have been received - Oct/Nov 2020

Football season invoices for Sept 2020 to May 2021 will also be issued shortly.

The streetlight repairs paid out in August 2020 will be funded by Community Infrastructure Levy funding within UTC Earmarked reserves

Purchases																
Clothing - Corp & Prot - Indoor staff	0	0	0	0	0	51	51	326	54	54	54	54	54	54	375	650
Weald on the Field & Revival	0	0	0	0	0	0	0	0	0	3,000	0	0	0	0	3,000	3,000
Street lights, New	0	0	0	0	9,723	0	9,723	0	0	0	0	0	0	0	9,723	0
Street lights, supply & maintenance	0	0	0	0	0	750	750	4,500	750	750	750	750	750	750	5,250	9,000
Street light repairs	0	0	0	0	0	208	208	1,252	208	208	208	208	208	208	1,456	2,500
Bus shelters	0	0	0	0	0	0	0	52	8	8	8	8	8	8	48	100
Allotments	23	7	0	0	81	771	882	1,016	169	169	169	169	169	169	1,896	2,030
Playing fields and pitches	15	44	1,514	6,765	843	2,270	11,450	8,002	1,333	1,333	1,333	1,333	1,333	1,333	19,448	16,000
Play Areas	0	0	0	169	792	0	961	1,500	250	250	250	250	250	250	2,461	3,000
Dogs - bin signs/bags	1,000	0	0	0	0	0	1,000	0	0	0	0	0	0	0	1,000	0
Cemetery, grave digging	0	1,280	1,280	320	0	0	2,880	2,498	417	417	417	417	417	417	5,382	5,000
Cemetery, rates & water	148	145	145	145	145	145	873	628	105	105	105	105	105	105	1,503	1,258
Cemetery, litter	130	130	167	120	111	148	805	802	133	133	133	133	133	133	1,603	1,600
Cemetery, maintenance	0	0	0	0	0	0	0	202	33	33	33	33	33	33	198	400
General equipment repairs	0	0	191	210	0	0	401	998	167	167	167	167	167	167	1,403	2,000
New Equipment	0	0	311	929	217	0	1,457	750	125	125	125	125	125	125	2,207	1,500
Ground Maintenance Contract	2,244	2,244	2,244	2,403	2,244	0	11,379	8,250	1,375	1,375	1,375	1,375	1,375	1,375	19,629	16,500
Ground Maintenance General	0	71	67	51	38	40	267	900	150	150	150	150	150	150	1,167	1,800
Hire of Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
LNRS & Sites of Interest (Ranger)	2,429	2,029	2,029	0	0	1,489	7,976	15,071	2,511	2,511	2,511	2,511	2,511	2,511	23,042	30,137
LNRS & Sites of Interest (Working budget)	0	0	0	0	0	47	47	1,252	208	208	208	208	208	208	1,295	2,500
Transit	75	76	661	119	49	75	1,056	998	167	167	167	167	167	167	2,058	2,000
Ford Ranger	52	0	56	57	1,335	56	1,556	998	167	167	167	167	167	167	2,558	2,000
Tractor maintenance & running costs	0	48	182	1,406	47	0	1,683	750	125	125	125	125	125	125	2,433	1,500
Movana Vehicle	78	106	78	81	84	40	467	998	167	167	167	167	167	167	1,469	2,000
Fencing	0	0	0	0	0	0	0	372	63	63	63	63	63	63	378	750
Trees	0	0	0	0	0	0	0	1,748	292	292	292	292	292	292	1,752	3,500
Graffiti removal	0	0	0	0	0	0	0	26	4	4	4	4	4	4	24	50
Litter bins	0	0	0	0	0	0	0	2,002	333	333	333	333	333	333	1,998	4,000
Litter collection, open spaces	189	353	358	395	295	316	1,906	1,800	300	300	300	300	300	300	3,706	3,600
Horticulture	0	0	0	0	0	0	0	150	25	25	25	25	25	25	150	300
Roundabout expenditure	0	0	0	0	0	0	0	52	8	8	8	8	8	8	48	100
Weald Hall Events	0	0	0	0	54	111	165	9,998	1,667	1,667	1,667	1,667	1,667	1,667	10,167	20,000
Corp dev- signage outside areas	0	0	0	0	0	0	0	0	0	0	0	0	0	0	250	250
Groundsmen - salaries	5,658	5,382	5,658	6,037	6,189	7,230	36,154	39,698	6,617	6,617	6,617	6,617	6,617	6,617	75,856	79,400
Groundsmen - National insurance	478	478	478	530	551	695	3,209	3,096	516	516	516	516	516	516	6,305	6,192
Groundsmen - Pension	716	1,067	1,107	766	760	1,242	5,660	8,268	1,378	1,378	1,378	1,378	1,378	1,378	13,928	16,536
Town Security/CCTV	1,171	71	71	71	71	71	1,526	1,500	250	250	250	250	250	250	3,026	3,000
Road Safety Wk (Climate Change EXPO)	0	0	0	0	0	0	0	0	0	0	0	0	0	1,600	1,600	1,600

Meeting of the Environment & Leisure Committee

Monday 19th October 2020

Agenda Item 5.3

TO REVIEW THE FEES AND CHARGES FOR SNATTS ROAD CEMETERY 2021/22

1.0 Summary

- 1.1 Every year as part of the budget setting process, the Town Council is required to review its fees and charges. In addition to the fees and charges for our room hire and sports facilities, the Town Council is also required to review the fees and charges for burial and ashes interments, along with memorial fees set for Snatts Road Cemetery.

2.0 Update

- 2.1 Members are therefore required to review the fees and charges for 2021/22. In the past four years the Environment & Leisure Committee has agreed to increase all fees by 1.5% for the sports facilities, and Cemetery. A copy of the current rates are attached at Appendix A for reference.

3.0 Recommendations

- 3.1 Members are asked to:
- (i) note the report;
 - (ii) advise the Clerk of any proposed changes to fees and charges in 2021/22.

Contact Officer: Rachel Newton

Rules and Regulations

The Snatts Road Cemetery Regulation, a copy of which can be obtained from the Town Council offices, must be adhered to at all times.



Uckfield Town Council

Council Offices, Civic Centre, Uckfield TN22 1AE
Tel: 01825 762774
www.uckfieldtc.gov.uk



Uckfield Town Council

Snatts Road Cemetery Fees

As at **1 April 2020**
Snatts Road Cemetery Fees
as fixed by Uckfield Town Council



Please note: All Exclusive Rights, interment and memorial fees in sections 1-5 are **DOUBLED** for non-parishioners (*non-parishioners are those that have lived outside the parish for six months or more*)

BURIALS

1. **INTERMENT FEE** (including excavation)
 - a. New grave any depth £640.00
 - b. Re-open existing grave £524.00
 - c. Charges for babies and children on application
2. **EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVE**
Deed for the Exclusive Right of Burial for a period of 75 years
 - a. Adult over 18 years of age £741.00
 - b. Child between 1 and 18 years of age £245.00
 - c. Babies under 1 year (parishioners only) Nil
(see below)

The Town Council does not charge for a baby plot for those under 1 year old and will retain the Exclusive Right of Burial unless the plot is purchased at a cost of £237.00. Memorials will be allowed at the council's discretion on un-purchased plots subject to the appropriate fee.

In line with The Social Fund (Children's Funeral Fund for England), burial authorities can claim back the fees incurred for the above exclusive right of burial for a child between 1 and 18 years of age.

ASHES

3. **THE GARDEN OF REMEMBRANCE**
 - a. Deed for the Exclusive Right of Burial of Ashes for a period of 75 years £352.00
 - b. Interment of cremated remains £129.00
4. **CLOISTERED GARDEN OF REMEMBRANCE**
The Exclusive Right of Burial of Ashes is not required in this section
 - a. Scattering of cremated remains £129.00

5 MEMORIALS

For the right to erect or place a memorial on a grave the Exclusive Right of Burial must be purchased. The Town Council must approve all memorials and inscriptions including those for babies under 1 year old where the council holds the Exclusive Right of Burial.

Headstones only are permitted on the lawn section plot numbers X1-X325

All memorial sizes must be in accordance with the Cemetery Regulations.

- a. Headstone £157.00 + VAT
- b. Kerb sets including headstone £345.00 + VAT
- c. Kerb sets or book £187.00 + VAT
- d. Tablet – Garden of Remembrance £157.00 + VAT
- e. Plaque – Cloistered Remembrance Wall (single size) – 25 year licence £157.00 + VAT
- f. Plaque – Cloistered Remembrance Wall (double size) – 25 year licence £205.00 + VAT
- g. Additional inscription £54.00 + VAT
- h. Vase memorial only £65.00 + VAT
- i. Rose tree £87.00 + VAT

6 OTHER CHARGES

- a. Cemetery maintenance charge £96.50 + VAT
Applicable for all burial and ashes interments
- b. Fee for search of burial records £10.15 + VAT
- c. Transfer of Deed of Exclusive Rights of Burial £42.60 + VAT

Meeting of the Environment & Leisure Committee

Monday 19th October 2020

Agenda Item 5.4

TO REVIEW THE FEES AND CHARGES FOR OUR SPORTS FACILITIES AND ALLOTMENTS IN 2021/22

1.0 Summary

1.1 Each year as part of the budget setting process, the Town Council is required to review its fees and charges. This includes the fees and charges for allotments, hire of recreation grounds such as Luxford Field, and sport pitches/pavilions - cricket, football and stoolball.

1.2 In the past four years the Committee has agreed to increase all fees by 1.5%.

2.0 Comparisons

2.1 In the past, details of other local council fees and charges have been obtained to try and establish a comparison. However, this has proved difficult as in some towns and villages, clubs maintain their own football or cricket wicket.

2.2 In the mid Sussex area, all football pitches are owned and maintained by Mid Sussex District Council. Charges have been obtained to try and establish a comparison but the condition of pitches and facilities vary in each area.

3.0 Current Fees and Charges

3.1 A copy of our current rates for our sports facilities and allotments is attached at Appendix A.

3.2 It is suggested that members seek to set up a working group to research and investigate the fees and charges set for allotments elsewhere and review these fees and charges for the period from 1 October 2021 onwards.

4.0 Recommendation

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

Contact Officer: Rachel Newton



Uckfield Town Council

HIRE CHARGES 2020/21 for SPORTS FACILITIES and ALLOTMENTS

Uckfield Town Council
Council Offices, Civic Centre, Uckfield TN22 1AE
Tel: 01825 762774 www.uckfieldtc.gov.uk

Uckfield Town Council
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Tel: 01825 762774 www.uckfieldtc.gov.uk

Terms and Conditions which apply to these facilities will be issued to all hirers

LUXFORD FIELD

- The casual hire charge for locally based organisations is **£58.00** per day;
- Other commercial organisations will be considered upon application to the Town Clerk;
- Subject to the event taking place, a returnable deposit may be required of **£792.00**;
- Power (electricity) can be made available for which you will be charged at the current unit price by Uckfield Town Council;

ALLOTMENTS

The annual cost of an allotment plot from 1 October 2019 is **£2.28** per 15m² plus an additional water charge.
A refundable deposit of **£51.00** is chargeable on all allotments.

There are five allotment sites:

- Bell Lane;
- Bird in Eye;
- Framfield Road;
- Ridgewood;
- West Park;



SPORTS FACILITIES FOR HIRE

SPORTS PAVILIONS – hire per hour + VAT

Pavilion	Non-Commercial	Commercial
Victoria Pavilion	£6.55	£9.20
West Park Pavilion	£6.55	£9.20

GROUND CHARGES - including pavilion facilities seasonal per team

Football	Senior	Junior
Victoria	£861	£372
New Barn Farm	£731	£372
West Park	£731	£372
Harlands	£470	£243
Mini Soccer	-----	£254

Cricket One-off games charged at 5% of Senior charge + VAT

Victoria (grass wicket)	£1,219	N/A
Victoria (artificial wicket)	£731	£372

Stoolball	Per Team
Victoria and West Park	£213
Harlands	£170
Tournament	£72

Meeting of the Environment & Leisure Committee

Monday 19th October 2020

Agenda Item 5.5

TO START CONSIDERING NEW INITIATIVES FOR THE DRAFT BUDGET 2021/22

1.0 Summary

- 1.1 The draft budgets are presented to Full Council in early December for the following financial year, prior to a final decision being taken on the precept and detailed budget papers. This will be taken to Full Council on Monday 18th January 2021.
- 1.2 In order to assist staff with exploring the costs associated with new initiatives and the Town Council's priorities, and to give staff adequate time to obtain quotations and estimates, members are asked to consider now, what new initiatives they may wish to deliver in the next financial year and beyond.

2.0. New initiatives

- 2.1. Members are asked to consider potential new initiatives for 2021/22:

These are some of the items that may be require further funding in 2021/22:

- ESCC Grass Verge Cutting Contribution – £4,271;
- Yearly advertising as part of Dog Bag Dispenser Scheme - £1k per annum;
- Further Energy saving and Climate Change initiatives;
- Replacement of Ridgewood Play Area surfacing;
- Purchase or lease of a new Grounds vehicle to replace the Ford Ranger (2011 registration);
- Covid Contingency funds – play area spraying etc;
- Further streetlight repairs
- 'Tree for a Tree' suggestions as set out in the Ranger's report (agenda item 7.2)

Longer term saving

- Yearly saving– replacement of boardwalk at West Park Local Nature Reserve;
- Long term saving for improvement to next identified play area and sports facilities;

3.0. Recommendation

- 3.1. Members are asked to:
 - (i) note the report;
 - (ii) advise the Clerk of any items that they would like to consider for inclusion in the draft 2021/22 budget;
 - (iii) and advise the Clerk of any associated costs/budget setting.

Contact Officer: Rachel Newton/Mark Francis

Meeting of the Environment & Leisure Committee

Monday 19th October 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 now reopened, with annual inspections due to be undertaken shortly.

Victoria Pleasure Ground
Nothing to report.

Victoria Skatepark
Investigation required in dealing with drainage issues.

Hempstead Lane Play Area
Nothing to report.

Hempstead Meadows
Works are 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
Nothing to report.

West Park Recreation ground
Nothing to report.

Boothland Wood
The Forest School had been going well with two visits each week by Harlands Primary School but currently on hold due to Covid-19 lockdown restrictions.

Equipment & Vehicles
Heating repaired on Ford Ranger; Ford Transit split hose repaired.

Street Furniture & Lighting
New bin ordered to replace one at Browns lane/Tower Ride with animal flaps similar to those installed at Elizabeth Gardens and Luxford Field.

Ridgewood Recreation Ground
Permanent patch repairs to play area due to take place in the next financial year.

Elizabeth Gardens
Nothing to report.

Selby Meadows
Nothing to report.

West Park Local Nature Reserve.

Ongoing boundary fencing works being undertaken and repairs to being Boardwalk carried out.

2.0 Recommendations

2.1 Members are asked to note the report.

Contact Officers: Mark Francis

Meeting of the Environment and Leisure Committee

Monday 19th October 2020

Agenda Item 7.2

TO CONSIDER – PROPOSALS FOR TREE PLANTING 2020/2021

1.0 Summary

- 1.1 Money is available for ongoing tree planting projects in Uckfield in order to fulfil the Uckfield Town Council tree policy and also to enhance the landscape of the town, increase biodiversity and enhance open spaces. This report has been specifically created by our new Ranger to work in conjunction with the Town Council's 'tree for a tree' scheme, which represents final planted areas over potentially several years.

2.0 Proposal

- 2.1 To plant and maintain areas of trees on council owned areas throughout the town over a period of several years.

3.0 Recommendation

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

Contact officers: Rachel Newton



Success

The project will be considered successful if the trees establish and grow needing minimum maintenance. Success will be determined over decades. Failure to thrive, tree death or excessive maintenance whether through excessive vegetation maintenance, soil inputs or vandalism will be considered unsuccessful.

Risks

The risks attendant to area will be included in the individual assessments. Generally, there is a risk of tree death or of introducing pathogens into new areas. This is mitigated by buying stock from reputable dealers (English woodlands or the Woodland trust), utilising good working practices and by not “skimping” on inputs or tree protection. There is also the risk of vandalism.

Schedule and working

Tree planting takes place in the trees’ dormant phase from the seasons - Autumn to Spring. The Ranger is scheduling work so that it can be achieved by one person (the Ranger). However, it is proposed that community groups and volunteers also help with the planting. Tree planting is an outdoor activity and trees are spaced at over two metres distance. At present, tree planting is perfectly achievable given Covid-19 restrictions.

Schemes

Tree planting plans, schedules and costs are all still being determined.

Proposed areas

For the year 2020/21, areas in Hempstead meadows, West Park recreation ground and the lowest section of Hempstead Recreation Ground are being proposed.

Hempstead Meadows



A strip of trees on what has been brambles leading from the main access gate and fish weir up to the start of the trees by the East Sussex County Council footpath has been earmarked for planting. The area leading from the gate to just past the bench and bin is being prepared for planting. The area is adjacent to the hay meadow and the train line.

Pros

The area is well away from residential properties so presents no issues with shading or concerns from residents. The area is a nature reserve and warrants an increase in biodiversity. Trees will affect the hydrology of the site potentially mitigating against the excessive wetness the site suffers. Residents will benefit from having the train line shielded both visually and aurally. Moreover, the extant ash (*F.excelsior*) are in the late stages of decline suffering from what appears to be chalara. The present work has received very positive remarks from residents.

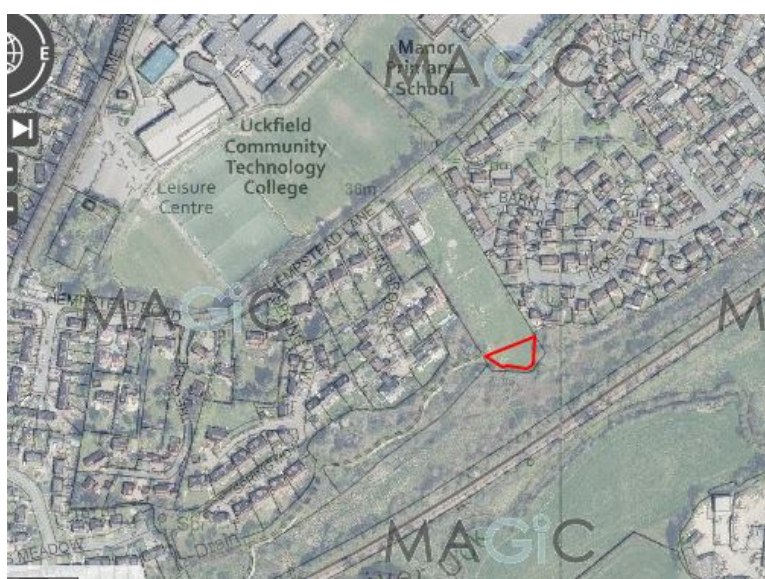
Cons.

Trees may affect the hydrology of the site in a negative way causing water levels to drop in the area. The area is prone to flooding which may negatively affect the trees potentially killing them. There is a presence of deer (*Cervus dama dama*) in the area. The area does attract youths and there is some risk of vandalism.

Mitigation.

The Ranger approached the Woodland Trust for a medium pack of “wild wood” trees - this is their package for tough and waterlogged areas. The trees are provided free. These trees will have a good chance of survival and any losses will not incur a financial loss to the town. Trees will be planted in March when the risk of flooding may be lower. Tree protection can be salvaged and re-used. Effects to the hydrology of the site are unlikely to be negative, the medium sized trees there will soon be lost anyway but this situation can be monitored. Deer protection will need to be utilised and the largest size of “tubex” tubes purchased for this site given the size of fallow deer. The site is overlooked by residents and since the clearing of brambles the site is visible from the Waitrose car park which should help control against vandalism.

Lowest section of Hempstead Recreation Ground



A “gapping up” between the continuous stretch of trees in Hempstead meadows to the south of the ESCC right of way.

Pros

The area is a drier area of the meadows and presently contains some medium sized trees and various shrubs (*P.spinosa*) the addition of trees will enhance the beauty and biodiversity of the area.

Cons

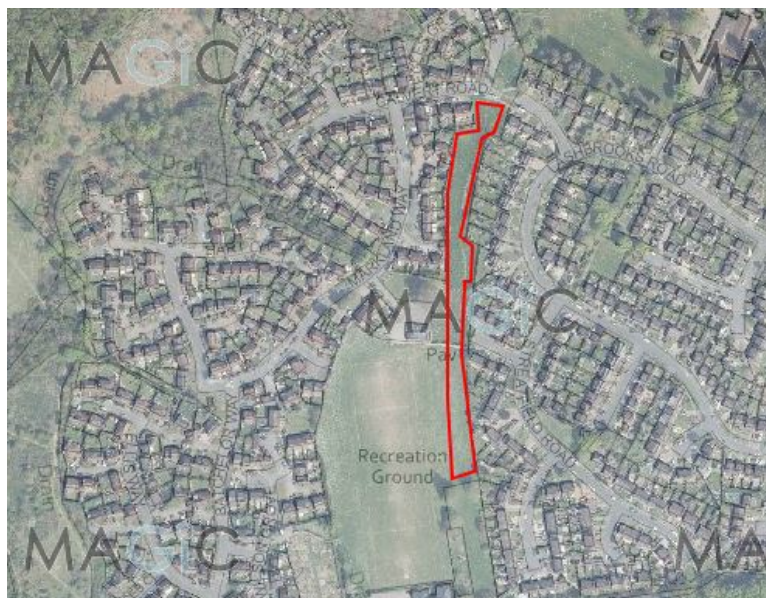
Deer (*idem*) and rabbits (*Oryctolagus cuniculus*) are present in the area. The area is relatively hidden and next to an extensive housing development. The area is known for concentrations of teenagers and vandalism is a potential risk. Woodland trust tree packs are now not available until March which in my experience is less optimal for planting. The Ranger had considered buying in tree whips for this site in order to plant during the late autumn. There is a lack of good vehicular access to the site.

Mitigation

Rabbit and deer can be prevented from damaging young stock through tree tubes. By planting in autumn, we may avoid initial vandalism by planting at a time of unpleasant weather and early evenings. Moreover, by planting in the autumn the trees should establish before any periods of drought increasing survivability, important given the lack of access for larger items of infrastructure to be brought to site (IBCs etc). Sussex Police may also be consulted about vandalism mitigation.

See *alternative sites*

West Park



A strip of trees leading down from Calvert road to eventually join up with the mature trees on the recreation ground.

The area between the houses is currently maintained by the Town Council as amenity grassland. There is a “desire line” unofficial footpath leading to the Pavilion and recreation

ground. There are occasional trees along the boundary. The planting is proposed as a multi-staged event taking place over several years.

Pros

The area appears to be underutilised and as amenity grass land has low conservation value. It is a landscape that would benefit from aesthetic enhancement. The land looks good for planting trees with limited risk of flooding and few pests. A more thorough survey of the area needs to be undertaken.

A strip of trees would provide a welcome “wildlife corridor” between sites in the town going some way to mitigating against habitat fragmentation which seriously affects wildlife populations.

The space is large enough for considerable numbers of trees to be planted.

The space has ample access, infrastructure can be readily brought in for both planting and after care.

Cons

There may be concern from residents initially. Concerns could include blocking light, root disturbance, trees falling over and so on. Some degree of perceived “ownership” of the land is possible and some resentment may be felt about being “acted upon”.

Given the size of the local deer population we cannot rule out disturbance from deer.

The West Park Pavilion has been subject to several vandalism incidents. The trees would be relatively close to residential properties but vandalism may occur.

Mitigation

Trees will be planted at some distance from boundary lines. Care will be taken over species selection ensuring that species suitable for urban/suburban settings are selected. Fruit species may be considered. The fruit may encourage community interaction with the project, provide immediate, tangible benefits for the community and on suitable rootstocks ensure the trees remain at low heights.

An inspection of the site is to be made, if deer are seen to be present - suitable tree protection will be used.

As with the lower section of Hempstead Recreation Ground, consultation with Sussex Police may be sought. Planting is planned to take place in the autumn for this site, again poor weather and light may help mitigate against vandalism.

Alternative sites

The following are potential sites which can be discussed if any of the above are shown to be unsuitable, this list is in no way exhaustive.



1: The raised mounds surrounding the skate park. This area is already showing signs of natural regeneration, sadly the ash appears to have chalara. There are reptiles known to be present at the site.



2: The hedge and bank to the south of Victoria Pleasure Ground. An area left “rough” and seldom cut. The hedge between the grounds and the new housing development could be left uncut and allowed to re-grow as full trees. This is a small area, consideration of the playing fields would need to be made.



3. Riverside wood. A small parcel of land behind the sorting office on Bell Brook industrial estate. This area of land is regenerating naturally, it does not have good access. Some planting could be carried out on this site to “speed things up”.

Meeting of the Environment & Leisure Committee

Monday 19th October 2020

Agenda Item 7.3

TO NOTE AN UPDATE ON THE 2020 ALLOTMENT COMPETITION

1.0 Summary

- 1.1 This report provides an update on the winners of this year's Allotment Competition.
- 1.2 An entry form was completed by those allotment holders who wished to be included in the competition which was communicated via an e-newsletter and notices and information was also provided in the May edition of Uckfield Matters. It was anticipated that might reduce the number of entrants but it did make it easier for judging and captured those plot holders who were keen or motivated about their allotments.
- 1.3 The judging took place in the first week of July as they felt this was a better time to judge all the produce being cultivated (even if they were not fully mature).

2.0 Update on Allotment Competition for 2020

- 2.1 Two experienced judges from Staverton's Nursery, Phil Cottingham and Mark Woodhams, carefully selected the winners in each category for Best Kept Allotment (on each site), Overall Winner, Ecological Award, Children's Awards and the new People's Choice Awards.
- 2.2 This year, the entry forms included how many hours the successful plot holders had available to spend on their allotment which allowed the judges to assess the plot according to the time spent on it. Also, the judges were able to make their judgment based on personal statements from each plot holder so that they could have a better understanding of what they were trying to do on their allotments. Allotment holders were able to expand on what they were growing and why - the judges were impressed by some of the ways in which tenants were able to produce a variety of organic produce as well as various measures taken to conserve water using a number of water butts on each plot. One allotment had an old bath to collect rainwater which they thought was ingenious!
- 2.3 We are now getting around to organising the presentation of winners' certificates and vouchers. However, with the current Covid-19 restrictions in place, the way in which a presentation can be undertaken will be slightly different this year.
- 2.4 Winners in each category have been initially notified by post. For those entrants and winners for the Children's Awards category, their certificates and gift vouchers have already been posted to them as any presentation would normally be in school term time. Due to the recent UK Govt announcements, it is now considered best in the current circumstances for the adult certificates and prizes to be sent out in a similar way.

3.0 Recap of the prizes

3.1 Best Kept Allotment

We retained the Best Kept Allotment award for each of the five sites. However,

the judges took into consideration the amount of time available to the entrant to tend their allotment and also their personal statement.

Five winners will receive £25 in garden vouchers **£125**

3.2 Overall Winner

The overall winner was chosen from the five best kept allotment winners and their name will be added to the plaque held at the Civic Centre.

3.3 NEW – People's Choice Award

We introduced a People's Choice award where all allotment holders on a site could vote for their favourite allotment/holder on that site. Voting could be made via an online form (paper ones available if needed). One vote per person and they could not vote for themselves. People were asked to consider the following when making their vote:-

- *The Allotment Holder*
 - *Are they friendly? Are they helpful? Do they offer advice or suggestions to other plot holders?*
 - *Do they share surplus seedlings/plants or produce with other plot holders when they have them?*
 - *Do they offer to water when another plot holder is away?*
- *The Allotment*
 - *Is it kept in a reasonable condition bearing in mind how often the plot holder is able to tend it?*
 - *Are weeds kept to a minimum and managed so they don't spread?*

Five winners will receive £10 in garden vouchers **£50**

3.4 New - Ecological Award

This new award was to allow the judges to focus on the principles of Reuse, Reduce and Recycle and included looking at:-

- *How the plot holder reused items such as plastic pots*
- *The efforts made to conserve water (rainwater harvesting if possible) and reduce the use of water by using mulch or growing varieties requiring less water.*
- *Encouraging insects and wildlife to the plot. Natural or organic approaches to pest control.*
- *The entry form allowed the allotment holder to make an ecological statement explaining what he/she has done to try to meet the items above.*

One winner receive will £25 in garden vouchers **£25**

3.5 Children's award (up to 12 years)

In a change to this award, the intention was to allow children to choose what they wanted to grow. There was a children's entry form for them to complete available online and in hard copy.

The entry form also allowed them to tell us what they liked about the allotment and what they had chosen to grow.

One winner will receive £25 in garden vouchers **£25**

4.0 Allotment Conference

- 4.1 In the current circumstances we have had to postpone the allotment conference due to social distancing and restrictions on numbers.
- 4.2 We have already booked in a provisional date in the Town Council's calendar of meetings for 2021, which is set as Wednesday 15th September 2021. If another meeting can be held before then, the Town Council will do its best to arrange but this would be subject to the Covid-19 restrictions in place.

5.0 Recommendations

- 5.1 Members are asked to note the report.

Contact Officers: Rachel Newton

Meeting of the Environment and Leisure Committee

Monday 19th October 2020

Agenda Item 7.4

TO NOTE - AN UPDATE ON THE UCKFIELD COMMUNITY FRIDGE INITIATIVE

1.0 Summary

- 1.1 Councillor B. Cox has provided an update report on the 'Community Fridge' initiative.

2.0 Update on the Community Fridge

- 2.1 The Uckfield Community Fridge steering group have been going through the process of becoming a CIC (community interest company). They have set up a leadership structure with Chair, Vice Chair, Secretary and Treasurer. The paperwork has been approved by Companies House and they are now officially a CIC.
- 2.2 The group are now looking at setting up banking, grant funding and are also in talks with a number of people on building a shepherd's hut.
- 2.3 The group are also going through the process of registering Uckfield as a community fridge as well as looking at the health and safety requirements. This is still in the early stages. However, things are moving along well.

3.0 Recommendation

- 3.1 Members are asked to note the report.

Contact officer: Councillor B. Cox/Holly Goring

Meeting of the Environment and Leisure Committee

Monday 19th October 2020

Agenda Item 8.1

TO NOTE - AN UPDATE ON SANITISING THE TOWN COUNCIL'S PLAY AREAS

1.0 Summary

- 1.1 The Estates and Facilities Manager has contacted a local company to compare costs regarding play area spraying – Works Commercial. We currently have our play areas sanitised and sprayed once per month with a solution that remains on surfaces for up to thirty days which is certified for insurance purposes. Works Commercial were asked what they use to sanitise surfaces and if they have a coverage guarantee.

2.0 Options

- 2.1 Two options were provided regarding solutions for their ULV Fogging. One they use for daily and reactive fogging and the other is a barrier control and surface kill which remains one hundred percent effective for at least thirty days. They also carry out swab testing before and after their fogging service. This company sprays the same product – Zoono and provides the same certificate as HPS.
- 2.2 Framfield and Buxted Parish councils both agreed to go with the new contractor and noted in the small print that the contract would be for six months at the cheaper price. Uckfield Town Council had previously expressed a desire to only sign up with a contractor for a period of three months from the end of October and a review at Christmas.

3.0 Comparative costs

- 3.1 HPS (currently provide) Uckfield £695+vat, Framfield £345+vat, Buxted (assume £345+vat).
Works commercial – Uckfield £525+vat, Framfield £225+vat, Buxted £225+vat.
This would make a saving for the other parishes of £120 each and saving Uckfield Town Council £170.

4.0 Recent discussions with contractors

- 4.1 As a result of these investigations, the Estates and Facilities Manager contacted HPS services who said they would be happy to price match as per the below rates, which would be good news and save the Town Council changing contractors.
- 4.2 HPS have been asked to book in spraying for the end of October. This can then be reviewed again at Full Council in December.

5.0 Recommendation

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

Contact officer: Mark Francis

Meeting of the Environment and Leisure Committee

Monday 19th October 2020

Agenda Item 10.8

REPORTS FROM OUTSIDE BODIES: UCKFIELD RAILWAY LINES PARISHES COMMITTEE

The group held their first meeting for several months via Zoom on Wednesday 9th September 2020.

Whilst there was no formal agenda, members had a general discussion and catch up around various headings.

Firstly on the position of rolling stock on our line, the long-term objective of DfT is the removal of diesel-powered units but there is no detail on its replacement nor the timetable. During the lockdown period some stock was transferred to the Eastbourne/Ashford line to supplement the units there and enable them to be four car units. We are advised that this is only a temporary situation to enable social distancing.

The new timetable has removed some services during peak hours to mostly now an hourly service, but it does appear there is to be an early service 05:34 hours on Saturday mornings. It was noted that all of the car parks serving the line were all hardly used; showing the very reduced demand at present.

Discussions on the position of season tickets for home working/office work usage are still ongoing.

Whilst the work in replacing the footbridge at Eridge is progressing well and due for completion end of September/early October, it will still not be fully accessible. The plan for future works under the 'Access 4 All' will be possibly next year. The refurbishment of the waiting room is also planned shortly. There is still no news of improved access on the down platform at Crowborough. To avoid the footbridge on the south bound line it is necessary to stay on the train to Uckfield and then return to Crowborough on the London bound service.

The future development of the line is, we understand, now not so dependent on providing a sound business case cost/benefit ratio but on the future development potential.

There has been some suggestion of providing a light rail connection between Lewes and Uckfield, which it was agreed would not be beneficial as this would, longer term, fragment the overall system and infrastructure. It was agreed to keep a watching brief on this.

Councillor C. Macve

Meeting of the Environment and Leisure Committee

Monday 19th October 2020

Agenda Item 10.10

TO NOTE - AN UPDATE FROM WEALDLINK - COMMUNITY BUS SERVICES

1.0 Summary

- 1.1 As the Wealdlink Forum is not meeting at the moment due to COVID-19, in order to keep Parish Representatives updated they have forwarded a report on for information about their services via Councillor A. Smith.

North Wealden Community Transport Partnership Ltd

Quarterly Report 01/07/20-30/09/20

(based on a monitoring report submitted to Wealden District Council)

KEY PERFORMANCE INDICATOR	COMMENTS ON PROGRESS
Wealden Parishes Covered	Door to door shopping services to: Buxted, Crowborough (also 224, 225 and 226), Danehill, Forest Row, Frant, Hartfield and Maresfield (also 262 Saturdays), Withyham. Rotherfield (224, 225 and 226 services); Heathfield (225 service Tuesday and Thursday, 262 Sats only); Wadhurst (224 service Wednesday and Friday); Mayfield (226 service Tuesday, Thursday and Saturday); Uckfield & Framfield (262 service – Saturdays only)
Passenger Numbers by month and Fare Income Generated (Shopping Service)	July: 132 passenger journeys + 40 shops for those unable to go out. Fares and donations=£620 August: 134 passenger journeys + 30 shops. Fares and donations=£525.20 September: 138 passenger journeys + 40 shops. Fares & donations=£533 (n.b. 1 return trip = 2 passenger journeys)
Passenger journeys Crowborough Town Service } (Route 226) } Former Beaconlink Service } (Route 224) } Crowborough-Battle service } (Route 225) } Hartfield-Maresfield-Uckfield- } Heathfield service (route 262) }	All journeys: July: 361 August: 445 September: 642 Concessionary tickets: July: 352 August: 429 September: 596 Fares: July: £19.40 August: £63.70 September: £165.60 [N.B. 262 did not recommence until August 8 th]
Specific activities this quarter	Our door-to-door shopping service recommenced in June, but we have continued to provide a shopping delivery service for those still unable to go out. We will continue to offer this service as long as it is needed. Many, but not all, of our volunteer drivers have returned. Seven volunteers drove for us over this period. The scheduled bus routes recommenced on July 1 st (262 on August 8 th) and the statistics show that passenger numbers are steadily increasing.
General comments	A donations system was in place for part of this period on the scheduled service routes due to cash handling constraints, so fares data for July and August is not an accurate reflection of the income from these services.

	<p>Our Office Manager and the volunteers who worked so hard delivering shopping during lockdown (and continue to do so) have been awarded "Heroes of the Pandemic" certificates, which were presented to them by our MP, Nus Ghani, who is pictured below with Office Manager Eduardo, and Mark, one of the volunteer drivers.</p> <p>We received a donation of £333 from Waitrose Limited as part of their Community Matters scheme. We also received a donation from Hartfield Parish Council towards the running of the 262 Saturday service.</p> <p>Our Annual Accounts for the 12-month period to 30/11/2019 have been submitted and appear on the Companies House website.</p>
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Summary of Project Progress

Before lockdown we had plans to order a new Peugeot Boxer and dispose of the oldest of our vehicles, but this had to go on hold because of the uncertainty of the situation. However we are now sufficiently confident to go ahead with the purchase and are awaiting delivery of our new vehicle. At the same time we will be disposing of our oldest minibus, keeping the fleet at 4 vehicles.

Completed by: Linda Graham, Trustee
Date: 6th October 2020



4.0 Recommendation

4.1 Members are asked to note the report.

Contact officer: Rachel Newton