



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

REMOTE MEETING (VIA ZOOM)

on

Monday 26th October 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 14th September 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 | September meetings cancelled |
| (b) | Environment and Leisure Committee | 19 th October 2020 |
| (c) | General Purposes Committee | 5 th October 2020 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
(nothing to report at this time)
- (ii) Neighbourhood Plan Steering Group
(nothing to report at this time)
- (iii) Gatwick Airport Consultation Group
(nothing to report at this time)

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(nothing to report at this time)
- (ii) Uckfield – Events Working Group
(nothing to report at this time)
- (iii) Uckfield Dementia Forum (meeting on 15th October)
(Attached)

**9.0 DEFERRED ITEM FROM PREVIOUS MEETING -
TO CONSIDER THE DEPARTMENT FOR TRANSPORT'S CONSULTATION
'PAVEMENT PARKING – OPTIONS FOR CHANGE'**
(Attached)

**10.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S
ANNUAL PRIORITIES FOR 2020/21 (Q2)**
(Attached)

**11.0 TO REVIEW THE 2021/22 PROPOSAL FROM EAST SUSSEX COUNTY
COUNCIL ON THEIR GRASS VERGE CUTTING CONTRACT**
(Attached)

**12.0 TO CONSIDER A RECOMMENDATION MADE BY FINANCE
SUB-COMMITTEE REGARDING AN AWARD OF COMMUNITY GRANT
FUNDING IN 2020/21**
(Attached)

**13.0 TO CONSIDER RE-REGISTERING SELBY MEADOW AS AN ASSET OF
COMMUNITY VALUE WITH WEALDEN DISTRICT COUNCIL**
(Attached)

14.0 TO CONSIDER PROVIDING A RESPONSE TO THE CONSULTATION ON PROPOSALS FOR REFORM OF THE PLANNING SYSTEM IN ENGLAND – ‘PLANNING FOR THE FUTURE’

(Attached)

15.0 TO NOTE THE MAYOR’S ENGAGEMENTS

(Attached)

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

17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

18.0 TOWN CLERK’S ANNOUNCEMENTS

19.0 CHAIRMAN’S ANNOUNCEMENTS

20.0 CONFIDENTIAL BUSINESS

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

20.1 To consider any updates received from leaseholders



Town Clerk

20th October 2020

UCKFIELD TOWN COUNCIL



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

PRESENT:

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

IN ATTENDANCE:

2 members of the public
2 members of the press (recording)

Holly Goring	Town Clerk
Sarah D'Alessio	Assistant Town Clerk & RFO
Mark Francis	Estates & Facilities Manager

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

Councillor H. Firth provided feedback from a recent Overview & Scrutiny Committee meeting where they had discussed community safety, and the desire for parking violations to be picked up by Police Community Support Officers whilst on their rounds. Wealden District Council was also progressing work on the new Local Plan.

Councillor P. Sparks, reiterated the issue of parking enforcement. He was aware that the Uckfield Leisure Centre had now reopened and Wealden DC had supported Freedom Leisure in making this possible. Councillor Sparks also referred to housing demand vs supply. In 2019/20 he believed 1,034 homes had been built in the Wealden District, whereas the housing need was 1,231. Each year the number of homes built was falling behind those planned and this was having an impact on the five-year land supply.

Councillor G. Johnson had recently heard a very good presentation from Sussex Police Chief Inspector Alistair Henry, about the work they were doing with PCSOs, their increasing numbers in the local area and recent achievements.

Councillor D. Ward requested clarification on the number of homes built versus the number approved through planning permission.

Councillor J. Beesley referenced the ongoing concerns with regards to pedestrian safety and safety around the schools up at Downsview Crescent. He had heard of the School Streets campaign, and interest that Manor Primary School had shown in this. <https://www.livingstreets.org.uk/get-involved/campaign-with-us/safer-routes-to-school>

FC.24.09.20 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 Councillor C. Snelgrove. Apologies were also received from Councillors C & C Dowling.

5.0 MINUTES

5.1 To resolve that the minutes of the meetings of Full Council on 17th August 2020 be taken as read, confirmed as a correct record and signed by the Mayor.

FC.25.09.20 It was **RESOLVED** that the minutes of the meetings of Full Council on the 17th August 2020 be taken as read, confirmed as a correct record and signed by the Mayor.

5.2 Action List

Members reviewed the action list. One question was raised with regards to the new 'Covid' wardens that the UK Government had referenced. The Town Clerk advised that they would look into this further.

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 had taken place.

(b) Environment & Leisure Committee of the 7th September 2020

FC.26.09.20 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 7th September 2020.

(c) General Purposes Committee

No meetings had taken place.

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

Members considered an update on the Uckfield Revival which had now been postponed for October due to Covid-19 restrictions and it was hoped would be rescheduled for Saturday 27th March 2021.

A suggestion was made for an online photo gallery in its place, but it was uncertain how this would replace the original intention of the event – supporting local businesses and bringing people into town. Members noted the report.

(iii) Uckfield Dementia Forum

Councillor P. Sparks praised the success of the sunflower lanyard scheme (supporting those with Hidden Disabilities) and members subsequently noted the report.

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

Members considered a report which highlighted 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.

Members felt that the remembrance arrangements were important and the Town Council should seek to provide support to the Royal British Legion and Holy Cross Church. It was advised that any arrangements would be by invitation only this year, with 1 or 2 representatives from each organisation.

Members felt that it would be helpful to identify member representatives to work with the Royal British Legion and Holy Cross Church to make the arrangements with Covid-19 in mind. Councillors C. Macve, H. Firth & D. Ward volunteered their time.

FC.27.09.20 Members **RESOLVED** to:

- (i) agree for Uckfield Town Council to support the Royal British Legion with the future organisation of Remembrance parades (*and subsequent costs associated with road closure applications and insurance*);
- (ii) put forward Councillors C. Macve, H. Firth & D. Ward to work with the Royal British Legion and Holy Cross Church to prepare for Armistice Day and Remembrance Services in November 2020 with Covid-19 restrictions.

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

Members reviewed proposals for undertaking the production of the 2021 Town Council calendar in-house as a result of changes to the usual supplier.

One member noted that the calendar was popular with certain members of the community, and the community did value it. The proposals to charge a small fee for the advertising space that was available would help to cover the costs somewhat.

It was also acknowledged that it was a really good way of knowing when the town council meetings were, and events within the town.

It was requested that a local printer be used and the A5 size sounded better for hanging up in the home.

FC.28.09.20 Members **RESOLVED** to move forward by ensuring the 2021 Town Calendar continued and for officers to look at advertising to help cover costs and ensure local businesses were used.

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

The Estates & Facilities Manager had prepared a report which outlined the costs, the reports from the current contractors and advised that the current contract was due to end at the end of September 2020, hence the reason for bringing the matter to Full Council rather than Environment & Leisure Committee.

Members discussed the topic at length, considering once again whether to carry out the task in-house or to employ a contractor. The Mayor had noted the improvements in the swab readings taken prior to spraying and after.

Members questioned whether the benefits of the spraying was lasting longer than 30 days, but it was advised that the contractors' certificate only lasted for 30 days, so outside of that the Town Council would not be covered by their spraying

and would therefore impact on the insurance policy.

Members considered the usage of the play areas in the winter months, as well as the strength of the zoona product. Members also recognised that to carry out the task in-house would place additional pressure on existing grounds staff who were already dealing with a larger workload, a backlog of work and no seasonal support.

Members queried the period of time by which they should extend the contract and felt that other companies should be approached to see if the costs could be reduced any further.

FC.29.09.20 After substantial discussion, members **RESOLVED** to extend the current contract for sanitising the Town Council's play areas for a further three months whilst approaching similar contractors to compare prices, and see if costs could be reduced further.

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

Councillor A. Smith had offered at a previous meeting to research the issue of affordability and the need for affordable housing in Uckfield. Pulling together a very comprehensive and factual report, the report included data sources, research on average rents and house prices for Uckfield. Chairman, Councillor S. Mayhew thanked Councillor Smith for her detailed research into this subject.

Members agreed it was a very good report. Members noted the contents and acknowledged that the definition of affordable housing had broadened somewhat over the years to include not just social rented properties, but shared ownership and alternative schemes intended for low-income families. It was felt however that despite the 35% affordability ratio set by Wealden District Council on new build housing developments, that this ambition was rarely achieved. It was also clarified by members at the meeting that any new build developments with under 50 dwellings were not required to provide affordable housing.

Members felt frustrated and expressed the need for smaller cheaper properties to keep young workers and local residents in the Uckfield area.

FC.30.09.20 After a detailed discussion, it was **RESOLVED** to request that the Town Clerk write to the Housing Minister Rt Hon Robert Jenrick with a copy of this report and advise Wealden DC's planning department of these discussions along with neighbouring parish councils.

14.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the engagements listed.

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

Two deed of grants had been received:

Elaine Bowling

Michael Francis Charles Hill, Aaron Michael Hill, Matthew Toby Hill and Melanie Blott

FC.31.09.20 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

None.

18.0 CHAIRMAN'S ANNOUNCEMENTS

The Chairman, Councillor S. Mayhew gave a big thank you to Lewis, who was standing down as Youth Member as a result of heading to University. He had been an inspiration, and got involved in everything. Members thanked Lewis for his contribution, wished him all the best and thought he would go far!

The Chairman was hopeful that at some stage, the Plans Committee which had seven members, would be able to recommence face to face. At present, it was recommended that committee meetings continued online.

20.0 CONFIDENTIAL BUSINESS

FC.32.09.20

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.

19.1 To consider any updates received from leaseholders

None received.

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

No discussion held due to time.

The meeting closed at 20:59pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

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

<u>FC24.05.19</u>	<p>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 RESOLVED to:</p> <p>(i) to note the report;</p> <p>(ii) to note the objectives of the Surfers against Sewage Plastic Free Community Toolkit and confirm Uckfield Town Council’s commitment to supporting the journey to make Uckfield a Plastic Free Community, and;</p> <p>(iii) in line with the Surfers against Sewage Plastic Free Toolkit, to continue to lead by example by removing single-use plastic items from the Town Council’s premises and support local campaigns and events.</p>	13.05.19	HG	The Town Council continues to review its working practices and purchases to reduce the use of single use plastic and encourage more use of alternatives and recyclables.
<u>FC32.06.19</u> <u>FC46.08.19</u>	<p>13.0 To consider a motion from Councillor Spike Mayhew</p> <p>Members unanimously RESOLVED to</p> <p>(i) ask the Town Clerk to look into civil orders such as Public Space Protection Orders, and;</p> <p>(ii) for the Town Council to reconsider the role of a Community Warden</p> <p><u>13.0 To report back to Full Council on Public Space Protection Orders</u></p> <p>Members RESOLVED to ask the Town Clerk to arrange a meeting with Sussex Police and Wealden District Council.</p>	24.06.19/ 05.08.19	HG	Members considered research into Public Space Protection Orders at the meeting on 9 th December 2019. It was agreed to defer this item until further work had been undertaken on reporting and the new PCSO’s had started.
<u>Resolution No.</u>	<u>Details</u>	Date Raised	Action By	Date Complete

<u>FC57.09.19</u>	<p><u>10.0 To consider a motion from Councillor Ben Cox</u> With eleven members voting in favour, and one abstaining, it was RESOLVED to accept the report from Councillor Ben Cox in relation to youth food poverty, and take up the recommendations outlined in the above motion, with a caveat that the investigations undertaken at this stage would be at no cost to the Town Council.</p>	16.09.19	HG/ BC	Work is underway to investigate this issue.
<u>FC58.09.19</u>	<p><u>11.0 To consider the benefits of Community Land Trusts</u> With all but one member in support (one abstained) it was RESOLVED to request that the Neighbourhood Plan Steering Group invite Councillor A. Smith to the next meeting, and incorporate the two matters to further investigate Community Land Trusts.</p>	16.09.19	HG	A steering group will be organised shortly, following liaison with Wealden District Council.
<u>FC.89.01.20</u>	<p><u>11.0 To consider providing a financial contribution to the Conservators of Ashdown Forest</u> Members RESOLVED to request that a letter be written to the Conservators of the Ashdown Forest, to advise that with regret due to the timing of their request, it was not possible to provide financial support for 2020/21, but Uckfield Town Council did however wish to work with the Conservators to convene a partnership meeting of all of the relevant authorities and parishes, to provide a long-term solution to funding the Ashdown Forest Conservators and the work that they do.</p>	20.01.20	HG	Will be progressed shortly.
<u>FC.96.01.20</u>	<p><u>21.0 Questions by members previously notified</u> Members RESOLVED to request that the Town Clerk investigate the matters detailed in the letter from Uckfield Community Hospital to Wealden District Council.</p>	20.01.20	HG	In progress.
<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC21.08.20</u>	<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 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.			The deed of dedication is being reviewed and prepared between the two organisations.
<u>FC.27.09.20</u>	<u>9.0 To consider the latest guidance by the Royal British Legion for Remembrance Parades and Services</u> Members RESOLVED to: (i) agree for Uckfield Town Council to support the Royal British Legion with the future organisation of Remembrance parades (<i>and subsequent costs associated with road closure applications and insurance</i>); (ii) put forward Councillors C. Macve, H. Firth & D. Ward to work with the Royal British Legion and Holy Cross Church to prepare for Armistice Day and Remembrance Services in November 2020 with Covid-19 restrictions.	14.09.20	HG	In progress.
<u>FC.28.09.20</u>	<u>10.0 To consider options for the production and distribution of the 2021 Town Council calendar</u> Members RESOLVED to move forward by ensuring the 2021 Town Calendar continued and for officers to look at advertising to help cover costs and ensure local businesses were used.	14.09.20	HG/TA	In progress.
<u>FC.29.09.20</u>	<u>11.0 To review the current contract for cleaning the Town Council's play areas</u> After substantial discussion, members RESOLVED to extend the current contract for sanitising the Town Council's play areas for a further three months whilst approaching similar contractors to compare prices, and see if costs could be reduced further.	14.09.20	MF	An update was provided to members at E&L Committee on 19 th October 2020. NFA.
<u>FC.30.09.20</u>	<u>12.0 To review a report by Councillor A. Smith on the need for affordable homes in Uckfield</u> After a detailed discussion, it was RESOLVED to request that the Town Clerk write to the Housing Minister Rt Hon Robert Jenrick with a copy of this report and advise Wealden DC's planning department of these discussions along with neighbouring parish councils.	14.09.20	HG	To be actioned shortly.

Meeting of Full Council

Monday 26th October 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 Thursday 15th September 2020. This was an interim catch up before the next scheduled forum meeting on Thursday 26th November 2020.

It was a very productive meeting. Attendees felt the Hidden Disabilities (sunflower lanyard campaign) had progressed very well within the town, which both businesses understanding the purpose of the scheme (*enabling those with hidden disabilities or impairments to feel comfortable whilst in the town centre or shopping*) and residents showing interest in the scheme.

Partner organisations discussed their current work, with a number of groups trying to re-establish face to face contact – carers' groups as an example and the Know Dementia memory moment cafes and alike.

It was acknowledged that the recent UK Government announcements and media had affected confidence and people were becoming nervous. Forum members also discussed the statistics and statements released by the Alzheimer's Society which had quite an impact. Deaths from those living with dementia had been proportionately higher this year without the normal level of support. It reinforced how important social interaction was for those living with dementia. Members also discussed the 'John's Campaign' which had been seeking (even prior to Covid) greater access for families – identifying one family member who can be treated like a member of staff and be regularly tested and wear PPE, to have contact with their relative.

Further information is available here:

<https://www.alzheimers.org.uk/news/2020-05-15/ons-figures-show-dementia-main-underlying-condition-covid-19-deaths-alzheimers>

<https://johnscampaign.org.uk/#/>

The Uckfield Dementia Forum would be looking at developing a festive activity pack prior to Christmas, to be distributed those interested and were hoping to put forward a case study to the National Association of Local Councils on the forum's work.

As advised the next meeting would be taking place on 26th November 2020.

Meeting of the Full Council

Monday 26th October 2020

Agenda Item No. 9.0

DEFERRED ITEM FROM PREVIOUS MEETING- 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 22nd 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

APPENDIX A

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 resolution¹ 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 regulations² 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 26th October 2020

Agenda item 10.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR (Q2) 2020/21

1.0 Summary

- 1.1 This report provides a quarterly update on the Town Council's priorities for 2020/21 and the progress that had been made by the end of the second quarter (end of September 2020).
- 1.2 The priorities identified for delivery in 2020/21 consist of initiatives which are often additional to the day to day responsibilities of the Town Council, but demonstrate by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.3 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year. With this paper, the Town Clerk provides an update to members to explain the progress being made to deliver these priorities.
- 1.4 It is critical to note that this has been a particularly difficult period for the Town Council, with the impact of Covid-19 on service provision and planned projects. Fewer staff have been balancing larger workloads with reduced staffing levels, staff vacancies, the death of an officer, financial year end, the careful reopening of facilities in line with extensive government guidance and two new staff starting in close succession and requiring training and support.

2.0 Quarter 2 (July – September 2020) – Progress Update

- 2.1 Of the 10 priorities, three are already complete, five are on schedule for completion by year end and two are slightly behind schedule due to changes in staffing or Covid-19 restrictions.





3.0 Recommendations

- 3.1 Members are asked to review this progress report, and note the work undertaken to date.




Appendices: Appendix A: Q2 (2020/21) Progress Report




Contact Officer: Holly Goring




Key:


	= Progress behind schedule		= Some progress has been made
	= On schedule for completion		= Completed

APPENDIX A: Q2 2020/21 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
1. PLAY AREA UPGRADE We will identify a suitable contractor and design following public consultation, and install a newly upgraded play area in Luxfords Field.		<p>Following a period of public consultation in January and February 2020, and a detailed paper going to members of Environment & Leisure Committee on 17th February 2020, a decision was taken to appoint HAGS-SMP to upgrade and install a new play area in Luxford Field.</p> <p>Despite all of the difficulties imposed by Covid-19, this project was still able to go ahead and the play area was installed and officially opened by the Mayor and Chair of E&L Committee on Saturday 19th September 2020. Competition winner Dylan was in attendance with his family, along with members of the public and fellow councillors and partner agencies.</p> <p>A full ROSPA inspection (safety) and clean was undertaken before the new play area opened and we were delighted to have been able to complete this project this year in these difficult circumstances.</p>	Environment & Leisure Committee	Estates & Facilities Manager
2. COMMUNITY WELLBEING We will award up to £43,900 of community grant funding to local groups and charitable organisations in 2020/21		<p>All first instalment payments or full payments for the smaller amounts were made in May/June to those due to receive funding. Second instalments were issued in early October 2020.</p> <p>A decision is being taken at Full Council on 26 October 2020 to agree the amount being given to the Bonfire & Carnival Society from their allocated award, and subsequently the agreed amount will be paid.</p>	General Purposes Committee	Assistant Town Clerk & RFO
3. PUBLIC EVENTS IN THE TOWN We will work alongside the local business community and local community groups to deliver two free public events within the town; Weald on the Field and Uckfield Revival		<p>Unfortunately with the Covid-19 restrictions in place, it was not possible to hold Weald on the Field early August on Saturday 1st August 2020.</p> <p>The Town Council had hoped that the Uckfield Revival could go ahead in October, but due to an increase in Covid cases in Wealden District and further guidance from the UK Govt, the event was postponed. All being well, we plan to reschedule this event for Saturday 27th March 2021.</p>	Full Council	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
4. CLIMATE CHANGE We will investigate ways in which we can reduce our impact on climate change by reviewing our contracts, buildings and equipment, managing our land for nature and minimising waste		Some activities have been postponed as a result of Covid-19 such as the Climate Change EXPO which the Town Council's Climate Change Working Group had arranged in June, in the Civic Centre. This will be rearranged once things have improved but work has been ongoing behind the scenes to look at the action plan, look at initiatives to support our residents such as charging points.	Environment and Leisure Committee	Estates & Facilities Manager
5. TREE FOR A TREE We will implement a tree planting scheme so that for every tree has to be removed, another tree will be planted. We will also identify where additional trees can be planted on Town Council land.		<p>Work is taking place at present to address the vast number of enquiries we received during Covid-19 lockdown to carry out works to vegetation and trees around the town. A number of these works required applications to be made if Tree Preservation Orders were in place or required resource.</p> <p>The newly appointed Ranger has also been carrying out a great deal of work, to look at woodlands and the health of our trees across the town, with proposals for planting a delivery of new trees in the coming months.</p>	Environment and Leisure Committee	Estates & Facilities Manager
6. GRASS VERGE CUTTING We will contribute to the cost of East Sussex County Council's grass verge cutting contract to retain a good standard of service and ensure visibility is maintained on pavements and highways.		<p>Payment has been made to East Sussex County Council for 2020/21 to maintain existing service standards and frequency of cuts to the town's grass verges.</p> <p><i>(Urban verges used to receive 5-6 cuts per annum but East Sussex County Council can now only afford to fund two. Rural verges receive two cuts per annum).</i></p>	Environment and Leisure Committee	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
7. TOWN COUNCIL'S BUILDINGS We will review our older buildings and investigate how they could be better utilised to meet the needs of hirers, and local community groups and ensure that they remain in a good state of repair.		A number of repairs and maintenance works have had to take place in the last few weeks, which have placed longer term considerations on hold. These repairs will help to retain these buildings in a good state of repair, whilst we consider longer term, ways in which the buildings could be better utilised.	General Purposes Committee	Estates & Facilities Manager
8. NEIGHBOURHOOD PLAN We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan for submission to the local Planning authority.		Work has slowed down, due to the pressures on the Town Clerk in other work areas (the Town Clerk helps to administer the work of the group with Action in Rural Sussex), but the Town Clerk continues to liaise with Action in Rural Sussex, on the development of the necessary papers and they have been developing a draft plan, on behalf of the steering group.	Full Council	Town Clerk
9. NEW FINANCE We will look to change from our existing cheque payment method, by two signatories to a dual authorisation BACS payment model and alter the Financial Regulations accordingly.		The Financial Regulations were updated and amended to reflect these changes at the meeting of General Purposes Committee in March 2020. The banking system has been set up for members of Finance-Sub Committee to assist the Responsible Financial Officer with authorization of BACS payments. To start moving suppliers to the new payment method will take time, and work will commence in January 2021.	Finance Sub-Committee	Assistant Town Clerk & RFO

Priority	Status	Notes	Lead Committee	Lead Officer
10. NEW BOOKING SYSTEM We will look to install a new booking system for the internal management of booking enquiries for the Town Council's rooms and open spaces		This is on hold whilst new staff settle in and staff resources are back up to speed.	General Purposes Committee	Town Clerk/ Assistant Town Clerk & RFO

Meeting of the Full Council

Monday 26th October 2020

Agenda item 11.0

TO REVIEW THE 2021/22 PROPOSAL FROM EAST SUSSEX COUNTY COUNCIL ON THEIR GRASS VERGE CUTTING CONTRACT

1.0 Summary

- 1.1 Members will recall that the Town Council first received contact from East Sussex County Council on Friday 16th February 2018 by email, to advise that reductions were being made to the grass verge cutting contract.
- 1.2 East Sussex County Council considered their draft budget for 2018/19 on Tuesday 6th February 2018. At that meeting, the County Council voted on and agreed the budget for the 2018/19 financial year. The report and minutes can be found on the website at:
<https://democracy.eastsussex.gov.uk/ieListDocuments.aspx?CId=133&MId=2974&Ver=4>
East Sussex County Council explained at the time that they recognised that this was disappointing news but they needed to provide a number of services within very challenging financial constraints whilst at the same time managing demand for important services including schools and social care.
- 1.3 They proposed to reduce the number of urban verge grass cuts from the current six per season (*they are currently required to do a minimum of five cuts per season*), to two per season from 1 April 2018. This meant that their existing policy would need to change. In reducing the urban grass cutting service from six to two cuts per season they would be managing urban grass for safety reasons only. We were advised at the time that rural grass verge cutting would remain as two 1metre swathes plus visibility splay cuts per season.
- 1.4 Members considered the contents of an email from the Contracts Management Group at East Sussex County Council at the end of September 2018, which put forward the proposals of the Group for 2019/20. The proposed cost of maintaining the current service level (5-6 cuts per annum) was estimated at £6005 in 2019/20:
- 1.5 In 2018, members resolved to pay the £6009 to maintain service levels for 2019/20.
- 1.6 In 2019, members resolved to pay the reduced charge of £4,271 to maintain service levels for 2020/21. The invoice for this year was paid in April 2020:

FC.69.10.19 *With nine votes in favour and one member abstaining, it was **RESOLVED** to select Option 2 for 2020/21, and pay a total of £4,271 to East Sussex County Council to retain service levels and fund an additional four cuts of urban grass verges over the course of 2020/21.*

2.0 2021/22 Proposals for Urban Grass Verge Cuts

- 2.1 East Sussex County Council have been in contact to set out the options for the next financial year 2021/22:

"I am writing in relation to the urban grass cutting service for 2021. East Sussex County Council (ESCC) is continuing to offer the same options as last year and

would be grateful if you could let us know which option your Council would like to choose for next year:

Option 1 - Standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Parish/Town Council. Urban grass will be managed for safety purposes only.

Option 2 – Extra cuts: Parish/Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Parish/Town Council a total of £4,271 for the year.

Option 3 – Self delivery: Parish/Town Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area. ESCC would pay the Parish/Town Council the sum of £2,135 to do this.

It should be noted that any contractor employed must be suitably competent and qualified to work safely on the highway. We also request an agreement to be signed between ESCC and the Parish/Town Council if you opt to self-deliver. Further details are available in the attached document.

*I would be grateful if you could indicate which option your Council would like to choose by **31st December**. Please be aware that if we have not heard back by this date, we will default to Option 1 – two standard cuts.”*

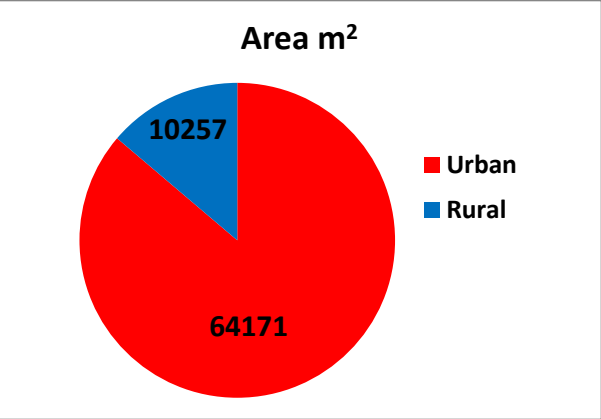
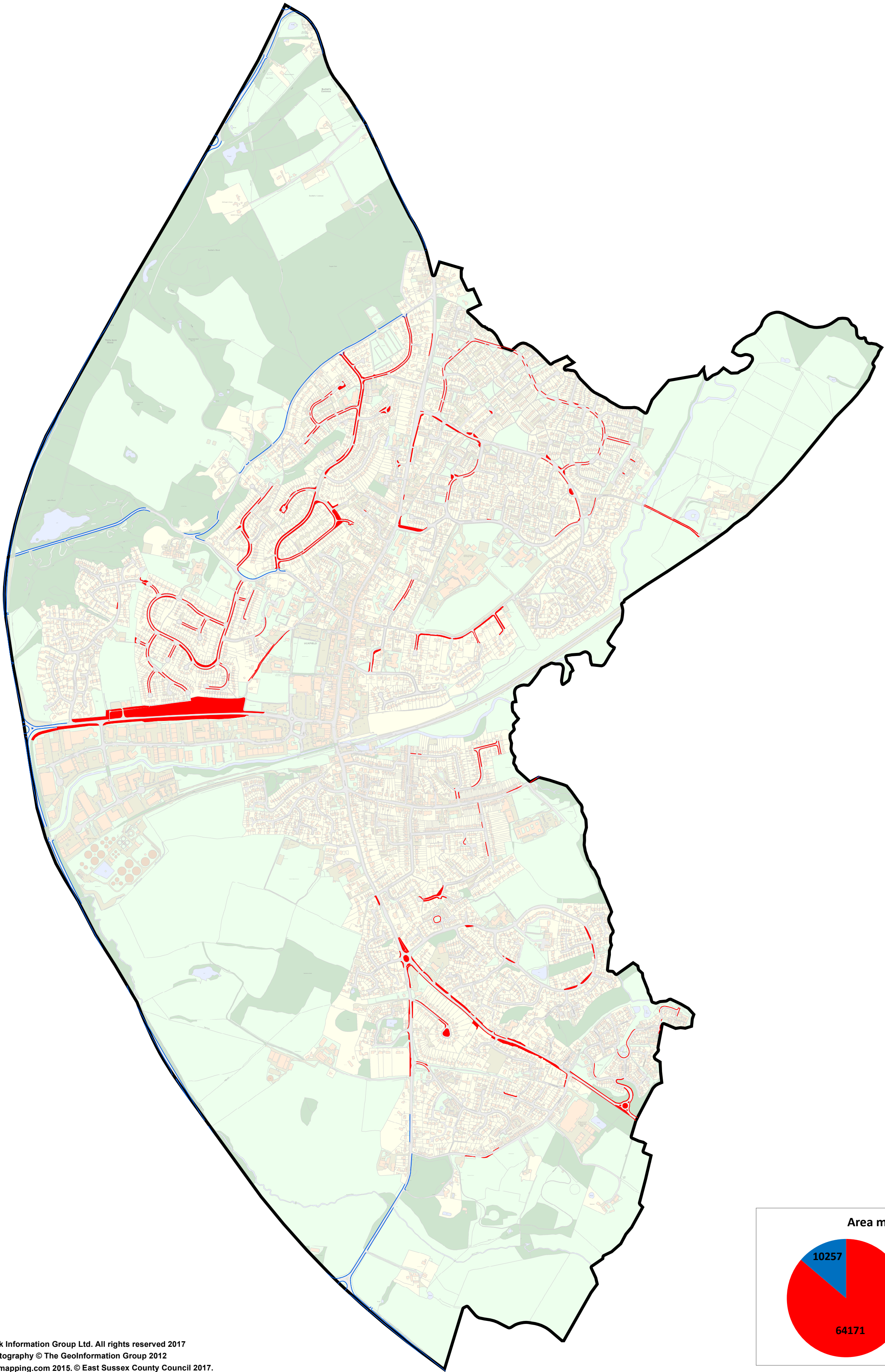
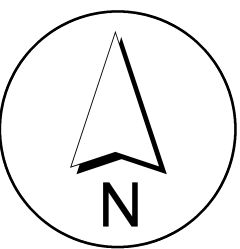
- 2.2 The figure proposed for option 2 has remained the same as 2020/21 - £4,271.
- 2.3 A map of the verges incorporated in Uckfield’s urban and rural grass verge cutting contract is attached at appendix A.
- 2.4 The Town Council has received only one or two complaints this year regarding two verges in the town which were missed earlier in the year, compared to two years ago when only two cuts were carried out. Otherwise the timing of the cuts and standard appears to be satisfactory.

3.0 Recommendation

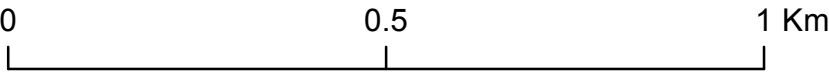
- 3.1 Members are asked to advise the Town Clerk of their decision in regards to the ESCC urban grass verge cutting contract in 2021/22.

Contact Officer: Holly Goring

Appendices: Appendix A: Verges designated as urban and rural in Uckfield
Appendix B: Guidance from ES Highways on self delivery.



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Map Title: URBAN / RURAL GRASS EXTENT - UCKFIELD CP

Date: 01/02/2018

Scale: 1:10,000

Author: JOHN GRAINGER

East Sussex
County
Council



Agreement and Evidence Documents

From last year we requested all who decided to self-deliver the Urban Grass Cut to sign an agreement.

The agreement outlines both East Sussex County Councils responsibilities and your own.

You will be asked to sign two copies and send them back to us. We then Seal both and send one copy back to you for your records.

The Agreement must be signed and sent back to us before the contractor commences work on the highway.

Notes on employing a contractor

As noted below, we also request certain documentation to be provided from your contractor. We request this every year as certain documents should be updated each year, such as Risk Assessments and Methods Statements.

When employing a contractor to carry out verge cutting on the highway you must satisfy yourselves of their competence.

Any individual carrying out works on the highway (including grass verges) must comply with all relevant legislation including, but not limited to, the [Highways Act, 1980](#) and the [New Roads and Streetworks Act \(NRSWA\), 1991](#).

They must also be trained and competent as required by the [Safety at Streetworks and Roadworks Code of Practice, 2013](#). This includes training in traffic management as well as the use of machinery.

Further information on [Street Works qualifications](#).

In addition they must be able to provide copies of:

- Staff training and qualifications in traffic management including signing and guarding
- Staff training and qualifications in the safe use of machinery
- A formal contract with your Council
- Insurance certificates including a minimum of £10 million public liability insurance
- A health and safety policy
- Risk assessments for carrying out verge cutting on the highway
- Method Statements for carrying out verge cutting on the highway

Copies of evidence **must** be sent to contracts.managementgroup@eastsussex.gov.uk **before** the contractor commences work on the highway.

Meeting of the Full Council

Monday 26th October 2020

Agenda Item 12.0

TO CONSIDER A RECOMMENDATION MADE BY FINANCE SUB-COMMITTEE REGARDING AN AWARD OF COMMUNITY GRANT FUNDING IN 2020/21

1.0 Summary

- 1.1 At the meeting of Finance Sub-Committee on 28th September 2020, members were asked for their thoughts on the allocation of community grant funding to the Uckfield Bonfire & Carnival Society.
- 1.2 The Uckfield Bonfire Society had been in contact with the Town Clerk throughout the year to confirm what activities they would be undertaking in September and whether they required any of the £3,000 grant they had been awarded for 2020/21. They recently advised that their expenses for this year were £278.75 so would not need the full grant of £3,000.
- 1.3 At the meeting, The Town Clerk asked if the members wished to increase this at all, advising that the Uckfield Festival had at that time received £750.00 of their £3,000 award for this year.
- 1.4 Members discussed this further and thought that the Uckfield Bonfire Society and the Uckfield Festival Association should be treated equally, the Festival Association received half of their grant (£750.00) then this amount should be given to the Bonfire Society. A recommendation was put forward as follows:

FS.02.09.20 *Four out of five members voted in favour, and **RESOLVED** to grant the Uckfield Bonfire & Carnival Society £750.00 out of their allocated grant of £3,000 for 2020/21.*

- 1.5 However since that meeting, the Uckfield Festival Association has requested half of their second instalment (a further £750.00) which would total an allocation of £1,500 for 2020/21 from their original award of £3,000.
- 1.6 Before office staff issue the cheques, members are asked to consider the views of members and amount given to Uckfield Bonfire & Carnival Society.

2.0 Funds awarded in 2020/21

2.1 This table presents the funds due to be awarded and what has been paid:

	Awarded	Paid
Uckfield & District Age Concern	468.00	468.00
Framfield & Blackboys Monday Club	500.00	500.00
Uckfield Bonfire & Carnival Society	3000.00	TBA
East Sussex Association of the Blind	300.00	300.00
Family Support Work	1500.00	1500.00
Uckfield FM	2000.00	2000.00
The Royal British Legion	210.00	210.00
Uckfield & District Preservation Society	1500.00	1500.00
Ridgewood Village Hall Committee	1800.00	1800.00
Uckfield Festival Association	3000.00	750.00 (750.00 to be paid)
Uckfield Millennium Green	297.00	297.00
Uckfield Theatre Guild	600.00	600.00
Uckfield Community Orchestra	400.00	400.00
ATC Uckfield Air Cadets Squadron	1500.00	1500.00
Mediation +	1500.00	1500.00
Wealden Works	3500.00	3500.00
Manor Park and Hempstead Fields Residents' Assoc	325.00	325.00
Uckfield College Counselling Service	2000.00	2000.00
St Wilfred's Hospice	600.00	600.00
<u>TOTAL</u>	<u>£25,000.00</u>	
Wealden Citizens Advice	£18,900.00	£18,900.00
Volunteer Centre Service Level Agreement	£8,000.00	£8,000.00

3.0 RECOMMENDATION

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

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 26th October 2020

Agenda item 13.0

TO CONSIDER RE-REGISTERING SELBY MEADOW AS AN ASSET OF COMMUNITY VALUE WITH WEALDEN DISTRICT COUNCIL

1.0 Summary

- 1.1 Uckfield Town Council own what is referred to as the 'Land known as Selby Meadow'.
- 1.2 Newtown Action Group have a licence to maintain the land. At the meeting of Environment & Leisure Committee in September 2014, it was resolved to:

EL.34.09.14 *Following further discussion it was **RESOLVED** to agree to renew the licence to the New Town Action Group for a 5 year period under the current terms and conditions when it expires on the 28th February 2015.*
- 1.3 As a result, a new licence was drawn up between Newtown Action Group and Uckfield Town Council. The Town Clerk signed on behalf of the Town Council, a new licence for a further five years. The new licence commenced from 1 March 2015, and was signed on 20th April 2015 by both parties.
- 1.4 At Environment & Leisure Committee in January 2020, it was time to consider the renewal of this licence as it was due to shortly end:

EL.42.01.20 *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.*
 - 1.5 We are in the process of renewing the licence and running this past our solicitors.
- ##### **2.0 Asset of Community Value**
- 2.1 The Newtown Action Group nominated Selby Meadow as an Asset of Community Value in 2015, and Wealden District Council confirmed on 22nd May 2015 that the nominated land was listable as an asset of community value under the regulations - *provisions of the Localism Act 2011, the Assets of Community Value (England) Regulations 2012*. This means that there is a restriction on the land that no transfer or lease is to be registered without a certificate signed by a conveyancer that the transfer or lease did not contravene section 95(1) of the Localism Act 2011.
 - 2.2 The Town Council were aware that it was likely to occur and encouraged the Newtown Action Group to register the land. Newtown Action Group maintain the land on behalf of the Town Council and use this area as a community garden.
 - 2.3 The Town Council as owner of the land has recently received a letter from Wealden District Council advising that the five year period from when Selby Meadow was registered as an Asset of Community Value by the local New Town Action Group is now up (copy of the letter over the page)...

Dear Sir/Madam,

Nomination Reference: ACV 15002

**Selby Meadow, Land rear of Oakley Court and No 38-46 Selby Road TN22
("Property")**

**Notice: Removal of the Property from the Council's Asset of Community
Value Register**

I am writing to you as the owner/freeholder of the above mentioned Asset of Community Value (ACV), which was added to Wealden District Council's list on 22/05/2013.

In accordance with Section 87(3) of the Localism Act 2011, the land included on the list must be removed with effect from the period beginning 5 years with the date of that entry.

In this instance the period has been passed and this letter is to confirm that the land will be removed from the list.

In the event that the nomination group still considers there is a case for including the property/land on the list, then it would be open for them to make a further application specifying relevant community or social interest grounds, within either Section 88 (1) or Section 88(2) of the Act as to why the land should be put back on the list of ACV.

I would be happy to review this process with you, guidance can also be found on our website,

http://www.wealden.gov.uk/Wealden/Council/Partnerships_and_Localism/Localism/Policy_Community_Right_To_Bid.aspx

- 2.4 The Town Council or an unincorporated body can nominate the land to be put forward as an Asset of Community Value.
- 2.5 The Community Right to Bid is one of the key measures introduced by the Localism Act 2011 to encourage communities to get actively involved in matters that affect them locally, and seeks to help protect land which is of benefit to the community.

3.0 Recommendation

- 3.1 Members are asked to consider the above report and advise the Town Clerk if they would be interested in nominating the land to Wealden District Council as an Asset of Community Value.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 26th October 2020

Agenda Item 14.0

TO CONSIDER PROVIDING A RESPONSE TO THE CONSULTATION ON PROPOSALS FOR REFORM OF THE PLANNING SYSTEM IN ENGLAND – ‘PLANNING FOR THE FUTURE’

1.0 Summary

- 1.1 Uckfield Town Council has been made aware of the current consultation document which sets out proposals for reform to the planning system in England. It seeks to streamline and modernise the planning process, place more focus on design and sustainability, improve the system of developer contributions to infrastructure and ensure more land is available for development where it is needed.
- 1.2 The White Paper was developed because the UK Government held a view that the planning system was currently outdated and did not deliver the homes that were needed.
- 1.3 The consultation document is 84 pages long, so rather than attach a copy, the weblink to the document is available below. If a member wishes to see a hard copy, please ask office staff.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907647/MHCLG-Planning-Consultation.pdf
- 1.4 Responses will be collated online through the following survey and the deadline for comments is just before midnight on Thursday 29th October:
<https://www.smartsurvey.co.uk/s/MHCLG-Planning-for-the-Future/>

2.0 Key areas to look at

- 2.1 The consultation proposes:
 - fundamental changes to the development plan system;
 - removal of the duty to cooperate;
 - statutory timescales for plan preparation;
 - moving towards a zone based system;
 - removal of need for sustainability appraisals of plans.
- 2.2 Parish and Town Councils have been referenced rarely in the consultation document. The White Paper does not contain any new rights for community participation or any opportunity for democratic involvement in the plan making process.
- 2.3 There are also concerns around the proposed changes to replace S106 and CIL with a nationally set infrastructure levy.

- 2.4 It is recommended that the Town Council prepares a response which outlines its concerns, in particular on the above two issues. Request information on any modelling that was carried out to support the idea that a new national levy on infrastructure would bring more funds. It is also recommended that we state we want to see an increase in opportunities for local involvement in decision-making.

3.0 RECOMMENDATION

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

Contact Officer: Holly Goring

Meeting of Full Council

Monday 26th October 2020

Agenda Item 15.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

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

TO NOTE THE MAYOR'S ENGAGEMENTS

19 Sept 2020 Opening of newly upgraded Luxfords Play Area

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

19 Sept 2020 Opening of newly upgraded Luxfords Play Area