



UCKFIELD TOWN COUNCIL

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

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

e-mail: townclerk@uckfieldtc.gov.uk

www.uckfieldtc.gov.uk

Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

REMOTE MEETING (VIA ZOOM)

on

Monday 7th December 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 meetings of Full Council on 26th October 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 | 16 th November 2020 |
| (b) Environment and Leisure Committee | 16 th November 2020 |
| (c) General Purposes Committee | 9 th November 2020 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(nothing to report)
- (ii) Uckfield Dementia Forum
(Attached)
- (iii) Uckfield Events Working Group - Celebrate
(nothing to report)

9.0 TO CONSIDER PREVIOUS REPORTS OF ANTI-SOCIAL BEHAVIOUR IN RIDGEWOOD RECREATION GROUND/CAR PARK AND PROPOSED NEXT STEPS

(Attached)

10.0 TO REVIEW THE CONTRACT FOR THE SANITISATION OF PLAY AREAS

(Attached)

11.0 TO NOTE THE REPORT OF THE EXTERNAL AUDITOR FOR 2019/20

(Attached)

12.0 TO CONSIDER THE DRAFT STRATEGIC PLAN 2021/26

(Attached)

13.0 TO CONSIDER THE DRAFT ANNUAL PLAN 2021/22

(Attached)

14.0 TO CONSIDER THE DRAFT ANNUAL BUDGET FOR 2021/22

(Attached)

15.0 TO CONSIDER THE DRAFT ASSET MANAGEMENT PLAN FOR 2021/26

(Attached)

16.0 TO CONSIDER PROPOSED METHOD FOR RESPONDING TO TWO CONSULTATIONS BY WEALDEN DISTRICT COUNCIL:

- PLANNING VALIDATION GUIDE (Deadline 4th January)
 - LOCAL PLAN DIRECTION OF TRAVEL (Deadline 18th January)
- (Attached)

- 17.0 TO CONSIDER A PROPOSED RESPONSE TO THE EAST SUSSEX LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN CONSULTATION**
(Attached)
- 18.0 TO CONSIDER A MOTION FROM COUNCILLORS B. COX AND COUNCILLOR K. BEDWELL**
(Attached)
- 19.0 TO SIGN AND SEAL THE LICENCE AGREEMENT BETWEEN UCKFIELD TOWN COUNCIL AND NEW TOWN ACTION GROUP FOR THE LAND AT SELBY ROAD**
(Attached)
- 20.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
(Attached)
- 21.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 22.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
(None)
- 23.0 TOWN CLERK'S ANNOUNCEMENTS**
- 24.0 CHAIRMAN'S ANNOUNCEMENTS**



Town Clerk
1st December 2020

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held as a
REMOTE meeting via ZOOM,
on Monday 26th October at 7.00 pm

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

IN ATTENDANCE:

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

Holly Goring Town Clerk
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTEREST

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

Councillor J. Love declared an interest in agenda item 12.0 as a result of being Chair of the Uckfield Bonfire & Carnival Society.

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

Councillor Claire Dowling advised that they had been keeping a close watch on the local situation in Uckfield. The Public Health Director at ESCC had been providing regular updates on county statistics. Uckfield was split into two (Uckfield Town & North and Uckfield South). There had been 115 confirmed

cases up to and including 23rd October. 53 so far had been in the town. Across the rest of the country, an increase had been seen in the student age groups, but it prevalent in all age groups in Wealden district. Councillor Dowling was also aware that Environmental Health officers were now visiting businesses in Uckfield and Crowborough.

There were still issues with congestion up by Uckfield College and Manor Primary School – parents, staff and others parking along Downsview Crescent. The Town Clerk was going to speak with Uckfield College about issues relating to staff parking, and a follow up meeting would take place regarding the whole issue. ESCC were aware of the situation.

Councillor Chris Dowling referred to Lewes Road and the Uckfield By-pass – residents had recently been in touch regarding a variety of issues (i) the building of the traffic calming measures, (ii) speeding traffic, (iii) positioning of the white line where the pavement had been constructed and (iv) a leak that had been running down Lewes Road. He would be looking into all of these issues and believed the works on the by-pass were on schedule.

Councillor Claire Dowling further added that ESCC had recently submitted their response to the Planning White Paper consultation. There was unanimous feeling that the Planning White paper was flawed – no democratic accountability, proposed changes to levy monies etc, and this had been the general view across all local authorities.

In response councillors referenced Uckfield College and Uckfield Leisure Centre and the recent Covid-19 cases. It was recognised that the transmission of cases might not be work related, and it was thought that of the five cases that had originally been recorded via the College, only two lived in Uckfield. Members also noted the temporary traffic lights on Lewes Road and the fact they were changing quickly from green to red, plus where they had been sited was too close to parked vehicles etc. Further details were provided regarding the water down Lewes Road and it was noted that a section of tarmac had previously caused issues with drivers on the Uckfield bypass - flat tyres etc. This had now been covered over but would need keeping an eye on.

Councillor H. Firth referenced the support that Wealden DC had provided to businesses with grant funding and noted her concerns regarding any forthcoming developments particularly if applications were submitted for Bird in Eye.

Councillor P. Sparks, had attended Wealden DC's Cabinet, where they discussed the redevelopment of Streatfeild House for general needs and affordable rented. A proportion would be shared ownership and 20% of households would be accessible. There were currently 93 household on the housing register who needed accommodation in the town. This would provide 20-25 one to three bed units. There were extensive grounds to Streatfeild House so hopefully space for trees and sensory planting and perhaps a children's play area.

Councillor Sparks also referred to the Freedom Leisure site (Uckfield Leisure Centre). The current licence was due to expire in March 2022, and Wealden DC would be handing back responsibility to East Sussex County Council at that point.

Members wanted to ensure that residents at Grants Hill Court who had moved from Streatfeild House had been spoken to, and questioned whether the Town Council could have any input on the design and scope of the redevelopment. It was the main entrance to one of the town's long-established estates (Manor Park) and the character of the redevelopment was important.

FC.34.10.20 Councillors were thanked for their input and updates, and subsequently **RESOLVED** to reinstate Standing Orders.

4.0 APOLOGIES FOR ABSENCE

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

5.0 MINUTES

5.1 To resolve that the minutes of the meetings of Full Council on 14th September 2020 be taken as read, confirmed as a correct record and signed by the Mayor.

FC.35.10.20 It was **RESOLVED** that the minutes of the meetings of Full Council on the 14th September 2020 be taken as read, confirmed as a correct record and signed by the Mayor.

5.2 Action List

Members reviewed the action list and agreed that the following action could now be removed:

FC29.09.20 – to review the current contract for cleaning the Town's play areas

Following on from FC57.09.19 – Cllr B. Cox' previous motion in regards to food poverty, Councillor K. Bedwell advised that the outreach box scheme would be reinstated with immediate effect due to the second lockdown priced at £9.00 per box of key basic food supplies. There would be two deliveries a week – Sunday and Wednesday. They were also seeking to extend the lunchbox scheme to give supplies for £5.00 to provide five lunches through half term for those households who would normally receive support with school meals. These would be delivered daily through half term.

Councillor K. Bedwell expressed her worry with regards to procedures across secondary schools for students being sent home when the schools had been notified of any covid cases. If parents were at work, there could be a period of time between the student leaving the school gates and the parent knowing that they had been sent home. Councillor J. Edwards wished to commend the Outreach box scheme and all of the volunteers involved for their hard work, and was also interested to understand the safeguarding practices when sending students home.

Members subsequently noted the report.

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.

FC.36.10.20 (b) Environment & Leisure Committee of the 19th October 2020
It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 19th October 2020.

FC.37.10.20 (c) General Purposes Committee of the 5th October 2020
It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee of the 5th October 2020.

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

(i) The Uckfield Town Centre Regeneration Joint Committee
Nothing to report at present.

(ii) Neighbourhood Plan Steering Group
Nothing to report at present.

(iii) Gatwick Airport Consultation Panel
Nothing to report at present.

8.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS

(i) Civic Centre Working Group
Nothing to report at present.

(ii) Uckfield – Events Working Group
Nothing to report at present.

(iii) Uckfield Dementia Forum
Councillor P. Sparks was pleased with the success of the sunflower lanyard scheme (supporting those with Hidden Disabilities) and members subsequently noted the report.

**9.0 DEFERRED ITEM FROM PREVIOUS MEETING –
TO CONSIDER THE DEPARTMENT FOR TRANSPORT’S CONSULTATION
‘PAVEMENT PARKING – OPTIONS FOR CHANGE’**

Members were provided with details of how to access the online consultation on pavement parking and full details on the three options being proposed by the Department for Transport for areas outside London.

Members recognised the importance of accessibility on pavements and noted that there were a number of areas in Uckfield which were affected by pavement parking due to the size of the roads and number of vehicles per household. The High Street also struggled due to a number of the shops not having rear loading bays and loading vehicles having to park up on the pavement to avoid creating traffic congestion. The difficulty was that all options proposed by the Department for Transport relied upon enforcement, which was difficult in Wealden District as on-street parking enforcement was still under the remit of Sussex Police.

It was proposed by Councillor A. Smith that a response be provided on behalf of Uckfield Town Council which explained that none of the three options being proposed were relevant to Wealden District.

FC.38.10.20 Members **RESOLVED** to submit a response to the pavement parking consultation on behalf of Uckfield Town Council which explained that none of the three options being proposed were relevant to Wealden District.

10.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR Q2 (JUL – SEPT 2020)

Members reviewed a summary of progress towards the 10 priorities identified for delivery in 2020/21.

Councillor D. Ward thanked the Town Clerk and all of her team for what they had achieved. The team were achieving things that were not expected during these difficult times. Everyone was working really hard and she was proud of them. Councillor C. Macve agreed and all members noted the report.

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

Members were presented with a brief report which provided three options for parish/town councils to choose from for the next financial year. East Sussex County Council took a decision back in 2018 to reduce urban grass verge cutting along the public highway to twice a year. This meant the verges would be cut less, if no further contribution was made, the Town Council could pay a contribution to retain five to six cuts per annum or take over the contract entirely for a very small fee. The latter option however would require a great deal of extra work, to plan, obtain machinery, consider staffing levels and take on liability alongside the public highway.

FC.39.10.20 After some discussion, with 10 votes in favour and one member abstaining it was **RESOLVED** to advise East Sussex County Council that Uckfield Town Council would be selecting Option 2 for 2021/22:

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.

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

Members were asked to consider a recommendation of the Finance Sub-Committee and take a decision on the award of grant funding. Members felt that the Uckfield Festival Association and Uckfield Bonfire & Carnival Society did fantastic work for the town and it would make it easier for the next round of grant applications to treat them the same.

FC.40.10.20 With 10 votes in favour, members **RESOLVED** to pay the Uckfield Bonfire & Carnival Society a total of £1,500 from their awarded grant funding of £3k for 2020/21.

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

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 was now up. This report asked the Town Council whether they

wished to re-register the land as the Town Council was able to apply through this process as well.

FC.41.10.20 Members **RESOLVED** to proceed with re-registering the land as an Asset of Community Value with Wealden District Council.

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

Members were provided with the weblink to the full consultation document as well as a summary of the key changes being proposed.

Councillor C. Macve felt that as an end user there were definitely areas of the current planning system which could be dramatically improved, however that wasn't to say that the contents of the consultation document were agreeable. It removed local consideration, and there was a presumption in favour of planning permissions going forward. It also placed more pressure on the planning authority. There appeared to be a lack of ability to consider design which could result in poor design standards across the country, and any increase in charges would ultimately increase property prices.

Councillor K. Bedwell was surprised there wasn't more consideration given for ageing populations and regional issues. For example, over a quarter of the population would be aged over 65 by 2025 in East Sussex. The proposal to move to a straight development land tax to fund infrastructure and affordable housing meant the tax would be paid at the point of occupation and linked to development value, which would remove the ability to negotiate from the system completely. It would also place all elements of infrastructure delivery on local authorities and not the developers. There was also the added risk of losing geographical identity by not encouraging local engagement.

Councillor A. Smith felt that this was a blatant attempt by the national government to take away influence of the local area. Parish councils were mentioned once in the whole White Paper. Shelter had advised that 40% of houses that get to the planning stage are not built. There also seemed to be the assumption that affordability could be equated with an increase in house building, which was very unlikely. Infrastructure levy proposals would mean that funds would only be available after the homes were occupied and this could therefore delay infrastructure being built.

Councillor D. French agreed and felt the consultation document was not inclusive for all members of society, particularly as the consultation itself was only available online.

Mr Brunsdon agreed that some form of standardisation was needed in the planning system but the proposals within the consultation document were a joke. There was a lack of accountability.

Members were interested in the responses being provided by Wealden DC and East Sussex CC.

FC.42.10.20 Members **RESOLVED** to respond to the Planning White Paper consultation with the comments put forward by all members.

15.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the engagements listed.

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

Five deed of grants had been received:

Mr Gary Nicholls

Colin Frederick and Jean Evelyn Matthews

John Jenkins

Margaret Ward and Hayley Stevenson

Cedric Kaal

FC.43.10.20 It was **RESOLVED** for three councillors to sign the above deeds of grant.

17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

18.0 TOWN CLERK'S ANNOUNCEMENTS

None.

19.0 CHAIRMAN'S ANNOUNCEMENTS

The Chairman, Councillor S. Mayhew gave a big thank you to the Uckfield Food Outreach Box scheme and all the volunteers for their support, but also wanted to thank all the pubs, restaurants, churches doing their bit, which reaffirmed why Uckfield was such a great town. Thank you very much!

20.0 CONFIDENTIAL BUSINESS

FC.44.10.20 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.

20.1 To consider any updates received from leaseholders

Members advised the Town Clerk accordingly.

The meeting closed at 8:50pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<p><u>FC.105.02.17</u></p> <p><u>FC.95.01.20</u></p>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p> <p><u>18.0 To sign and seal the Town Council’s byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to:</p> <p>(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.</p>	<p>20.02.17</p> <p>20.01.20</p>	<p>HG</p>	<p>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.</p>
<p><u>FC115.04.19</u></p>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u> 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.”</p>	<p>08.04.19</p>	<p>HG</p>	<p>With a new Chief Constable for Sussex Police, the Town Clerk will ask the question in the New Year of both Sussex Police and Wealden DC.</p>
<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>

<p><u>FC24.05.19</u></p>	<p><u>22.0 – To confirm support towards the Town’s Plastic Free campaign and specifically the Surfers Against Sewage Objectives for a Plastic Free Community</u> Members RESOLVED to: (i) to note the report; (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; (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>	<p>13.05.19</p>	<p>HG</p>	<p>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.</p>
<p><u>FC32.06.19</u></p> <p><u>FC46.08.19</u></p>	<p><u>13.0 To consider a motion from Councillor Spike Mayhew</u> Members unanimously RESOLVED to (i) ask the Town Clerk to look into civil orders such as Public Space Protection Orders, and; (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> Members RESOLVED to ask the Town Clerk to arrange a meeting with Sussex Police and Wealden District Council.</p>	<p>24.06.19/ 05.08.19</p>	<p>HG</p>	<p>Members considered research into Public Space Protection Orders at the meeting on 9th December 2019. It was agreed to defer this item until further work had been undertaken on reporting and the new PCSO’s had started.</p>
<p><u>Resolution No.</u></p>	<p><u>Details</u></p>	<p><u>Date Raised</u></p>	<p><u>Action By</u></p>	<p><u>Date Complete</u></p>

<u>FC57.09.19</u>	<u>10.0 To consider a motion from Councillor Ben Cox</u> With eleven members voting in favour, and one abstaining, it was RESOLVED to accept the report from Councillor Ben Cox in relation to youth food poverty, and take up the recommendations outlined in the above motion, with a caveat that the investigations undertaken at this stage would be at no cost to the Town Council.	16.09.19	HG/ BC	Work is underway to investigate this issue.
<u>FC58.09.19</u>	<u>11.0 To consider the benefits of Community Land Trusts</u> With all but one member in support (one abstained) it was RESOLVED to request that the Neighbourhood Plan Steering Group invite Councillor A. Smith to the next meeting, and incorporate the two matters to further investigate Community Land Trusts.	16.09.19	HG	A steering group will be organised shortly, following liaison with Wealden District Council.
<u>FC.89.01.20</u>	<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.	20.01.20	HG	Will be progressed shortly.
<u>FC.96.01.20</u>	<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.	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	The Deed of Dedication is

	<p><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.</p>			due to be presented to Full Council on 18 th January 2021 for signing and sealing.
<u>FC27.09.20</u>	<p><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.</p>	14.09.20	HG	Despite detailed arrangements being put in place and checked with Env Health and Sussex Police, these had to be reduced substantially as a result of the national lockdown. Good working relationships established however with RBL & Holy Cross Church. NFA.
<u>FC.28.09.20</u>	<p><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.</p>	14.09.20	HG/TA	Although staff were unable to obtain adequate levels of advertising in short timescales, the calendar has been produced and currently with printers. NFA.
<u>FC.30.09.20</u>	<p><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.</p>	14.09.20	HG	A letter is being drafted and will be circulated to members for approval before sending.
<u>Resolution No.</u>	<u>Details</u>	Date Raised	Action By	Date Complete

<u>FC.38.10.20</u>	<p><u>9.0 Pavement Parking consultation</u> Members RESOLVED to submit a response to the pavement parking consultation on behalf of Uckfield Town Council which explained that none of the three options being proposed were relevant to Wealden District.</p>	26.10.20	HG	A response was provided to the online survey on 20 th November 2020. NFA.
<u>FC.39.10.20</u>	<p><u>11.0 To review the 2021/22 proposal from ESCC on their grass cutting contract</u> After some discussion, with 10 votes in favour and one member abstaining it was RESOLVED to advise East Sussex County Council that the Town Council would be selecting Option 2 for 2021/22: <i>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.</i></p>	26.10.20	HG	A response was sent to the Contracts Management Group at ESCC on 11 th November 2020 by email. NFA.
<u>FC.40.10.20</u>	<p><u>12.0 To consider a recommendation made by Finance Sub-Committee</u> With 10 votes in favour, members RESOLVED to pay the Uckfield Bonfire & Carnival Society a total of £1,500 from their awarded grant funding of £3k for 2020/21.</p>	26.10.20	SD/HG	Payment was sent to the Uckfield Bonfire & Carnival Society early November 2020. NFA.
<u>FC.41.10.20</u>	<p><u>13.0 To consider re-registering Selby Meadow as an Asset of Community Value with Wealden DC</u> Members RESOLVED to proceed with re-registering the land as an Asset of Community Value with Wealden District Council.</p>	26.10.20	HG	An application form has been completed to begin this process. NFA.
<u>FC.42.10.20</u>	<p><u>14.0 To consider providing a response to the consultation on the proposals for planning reform – ‘Planning for the Future’</u> Members RESOLVED to respond to the Planning White Paper consultation with the comments put forward by all members.</p>	26.10.20	HG	A response was submitted by the deadline on 29 th Oct 2020. NFA.

Meeting of Full Council

Monday 7th December 2020

Agenda Item 8.0 (ii)

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

The Uckfield Dementia Forum met via Zoom on the afternoon of Thursday 26th November. The meeting fell on the same day as Carers Rights Day. Carers Rights Day is an opportunity to remind new and long-term carers of their rights in line with the Carers Act, advise them of where they can get help and support, and their options going forward.

An update was provided on the recent Wealden Dementia Action Alliance meeting where members discussed the Dementia Commitment which was a form of charter and all forums across the Wealden District would be looking to sign up to this in the coming weeks. The Alliance had also developed a six-month plan of action, which all of the forums would be working towards.

From a Dementia Conference earlier in November and the feedback of many of the partner organisations, social interaction was considered exceptionally important for those living with dementia. Unfortunately a number of those living with dementia had deteriorated in the past year as a result of the pandemic, the need for them to self-isolate and care homes and establishments to keep their residents safe.

Sussex Support Services had reopened following their refurbishment with a soft opening with existing clients. There were also a number of social activities hoping to restart which had previously taken place online such as Know Dementia's Memory Moments Cafes which were hopefully restarting in December subject to the venues being open.

Certain activities that could be looked at in the New Year included health walks for a wider range of abilities and the potential to start up a local DEEP group (Dementia Engagement & Empowerment project). This would enable those living with dementia to review services and day to day life and provide input as to how improvements could be made to improve their experiences and ensure they were adequately supported.

The next forum meeting would take place mid to end of January 2021. Date to be confirmed.

Meeting of the Full Council

Monday 7th December 2020

Agenda Item 9.0

TO CONSIDER PREVIOUS REPORTS OF ANTI-SOCIAL BEHAVIOUR IN RIDGEWOOD RECREATION GROUND/CAR PARK AND PROPOSED NEXT STEPS

1.0 Summary

- 1.1 As reported to members of Environment & Leisure Committee on 16th November 2020, three resolutions remain outstanding in relation to Ridgewood Recreation Ground and the car park adjacent to the Ridgewood Village Hall. These resolutions relate to reports from local residents of anti-social behaviour.
- 1.2 On the evening of 11th September 2019 after the Allotment Conference, a meeting was held in the Weald Hall of the Civic Centre. This meeting was specifically arranged for residents of New Road, Ridgewood to meet with Town and District Councillors for Ridgewood, and a representative of Sussex Police following residents' concerns with regards to anti-social behaviour in the car park adjacent to Ridgewood Village Hall and on Ridgewood Recreation Ground, in particular within the vicinity of the play area.
- 1.3 After a lengthy discussion regarding the issues occurring, and the options that could be explored or had previously been explored but not resolved, resulted in residents asking for the following three issues to be formally considered by members of the Environment & Leisure Committee:

(i) to deter anti-social behaviour and reduce noise nuisance after dark, to review the sheltered seating area in Ridgewood Play Area (to either move elsewhere or remove altogether);

(ii) to explore options for adding a gate or some form of security to the entrance of Ridgewood Village Hall Car Park;

(iii) to explore the costs of adding permanent CCTV cameras to the Ridgewood Village Hall/Ridgewood Recreation Ground.

2.0 Resolutions from Environment & Leisure in October 2019

<u>RES NO.</u>	<u>RESOLUTION OF E&L COMMITTEE</u>
<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.
<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.

EL28.10.19	<p>7.4 Note the initial investigations into the addition of a gate/security on <u>Ridgewood Village Hall Car Park</u></p> <p>Members RESOLVED to further explore the costs associated with installing an entry system on the entrance to the Ridgewood Village Hall Car Park.</p>
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3.0 Review sheltered seating area in Ridgewood Play Area

- 3.1 Work commenced this year to review the level of crime and anti-social behaviour recorded in the Town Council’s open spaces across the town, and more closely to monitor any issues in Ridgewood Recreation Ground. Sussex Police were asked to include Ridgewood Recreation Ground on any patrols through the lockdown periods, and in between, and also include the area in Operation Blitz – a project set up to target anti-social behaviour on a Friday and Saturday night.
- 3.2 Correspondence has also been exchanged through one local resident to request further information on the reports of anti-social behaviour made to Sussex Police so Councillors can review the data and issues occurring.
- 3.3 Since then a couple of households opposite the sheltered seating area, have suggested that it may be helpful to reduce the height of the hedge behind the shelter to make it more visible and deter anti-social behaviour. When the play area was upgraded in 2016 we offered to increase the height of the vegetation in this area to provide some privacy for nearby residents and reduce any noise.
- 3.4 At this time of the year, the vegetation is lighter anyhow due to leaves falling off the trees. The hedge is made up of a variety of species and therefore not of the best quality but at present, not that high.
- 3.5 It has therefore been suggested that it may be more helpful to remove the low hedge near the entrance of the car park/recreation ground to help patrolling vehicles see up the recreation ground towards the shelter, and increase visibility of the shelter day and night from New Road. Vehicle lights will regularly shine into the shelter and could assist with deterring anti-social behaviour.



Propose to remove low hedge near entrance to car park to increase visibility up the recreation ground and towards shelter.

4.0 Initially consider the installation of CCTV cameras

- 4.1 Although members are keen to review matters in the Town Council's open spaces, as Town Clerk I do have reservations with adding CCTV to these areas.
- 4.2 Wildlife type cameras are a more cost effective and easier method for surveillance monitoring in open spaces as only batteries and a sim card are required. But, we have placed a temporary camera in Ridgewood Village Hall Car Park previously, back in 2019. The difficulty with these types of cameras are that they are light and motion sensitive so every vehicle movement after dark is picked up and with a busy diary at Ridgewood Village Hall to try and see any activity, you have to sit through hours of video footage. Unless a resident provides you with the exact time, it is very resource intensive. The quality of the footage was also poor. Although you could see outlines and movement, you were unable to read vehicle registration numbers nor would the quality of the footage be useable as Police evidence.
- 4.3 The Estates & Facilities Manager at the time considered the cost of installing three CCTV cameras around Ridgewood Village Hall. These would be of a higher quality, incorporate associated video recording equipment and USB backup for police evidence, a small lockbox, consumables, labour for installation. This would be in the region of £2k plus VAT. This does not include the cost of a CCTV monitor and any contingency costs to reflect the location and difficulties that may be experienced onsite.
- 4.4 To add to the existing Town Centre CCTV system which is linked up to the i-Witness partnership with Sussex Police would be a lot more expensive. It is estimated that the cost of installation could reach within the region of £10-12k if including the cost of one high quality HD camera, installation fees, connection fees, licence fees and in particular the work required to create a wireless connection between the Town Centre and Ridgewood, which is a fair distance.
- 4.5 It should also be noted that CCTV is only useful if the camera is facing the direction of the incident and to obtain evidence once an incident has occurred. It does not deter the behaviour happening in the first instance.
- 4.6 Other areas of Uckfield such as Hempstead Recreation Ground, West Park and Victoria Pleasure Ground have been more prone to vandalism and recorded higher levels of crime and anti-social behaviour in the past 12 months.

5.0 Addition of gate/security on entrance to Ridgewood Village Hall Car Park

- 5.1 The entrance to Ridgewood Village Hall Car Park is very wide. There is potential to review the entrance area to reduce this in size and install a central bollard or gate system that would need to be opened first thing in the morning and after the last booking at the Village Hall at night.
- 5.2 The fencing to the eastern side of the entrance is leaning at present and needs either reinforcing or replacing. The fence line into the entrance area could be brought in tighter, to then only require a central lockable bollard or pillar to be added. This would restrict access to the car park to vehicles overnight, but still enable pedestrians and cyclists and wheelchairs/pushchairs to gain access 24/7.

- 5.3 It has been noted that local residents who park along New Road use the entrance of the car park as a turning circle, so the wide area before the fence posts would still be required.



- 5.4 The plan originally was for any gate access to be considered once the car park works had been completed. However detailed works will be required to complete the necessary drainage improvements and resurfacing of the car park so this is unlikely to occur until Spring/Summer 2021.
- 5.5 If members wished to consider the above option, the Estates & Facilities Manager could be asked to explore the potential costs of improving the fence line and entrance to the car park with the addition of a security bollard or similar prior to the 2021/22 budget being adopted by Full Council on 18th January 2021. The Ridgewood Village Hall Management Committee would also need consulting.

6.0 Recommendations

- 6.1 Members are asked to note the report and advise the Town Clerk of how they wish to proceed.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 7th December 2020

Agenda Item 10.0

TO REVIEW THE CONTRACT FOR THE SANITISATION OF PLAY AREAS

1.0 Summary

1.1 At the meeting of Full Council on 14th September 2020, the Estates & Facilities Manager presented a report which outlined the costs, the monthly reports from the current contractors and advised that the current contract was due to end at the end of September 2020.

1.2 Members discussed the matter at length and subsequently decided:

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.*

1.3 The Estates and Facilities Manager further updated members at the Environment & Leisure Committee meeting on 19th October. Having approached another local company who used a similar method to the existing contractor, they had offered to carry out the work at a reduced price:

Current contractor: Uckfield £695+vat, Framfield £345+vat, Buxted (assume £345+vat).

Contractor 2: – Uckfield £525+vat, Framfield £225+vat, Buxted £225+vat.

1.4 The current contractor agreed to price match the other quotation, and Framfield and Buxted Parish councils both agreed to continue with the current contractor. 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 undertake a review at Christmas.

1.5 The current contract has been working well. No further updates or changes have been made by the UK Government to the guidance around the use of play areas, so the same requirements still stand, as does the matter of public liability.

2.0 Recommendation

2.1 Members are asked to consider the report and advise if they wish to extend the contract for a further three months (until end of March 2021) at the current reduced rate of £525 per month plus VAT.

Contact officer: Mark Francis



Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Section 20(2) and 25 of the Local Audit and Accountability Act 2014
Accounts and Audit Regulations 2015 (SI 2015/234)
Accounts and Audit (Coronavirus) (Amendment) Regulations 2020
(SI 2020/404)

1. The audit of accounts for **Uckfield Town Council** for the year ended 31 March 2020 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Uckfield Town Council** on application to:

Holly Goring
Town Clerk
Uckfield Town Council
Council Offices
Civic Centre
Uckfield
TN22 1AE

Between the hours of 9am to 4pm Mondays to Fridays
(excluding public holidays), when any local government elector
may make copies of the Annual Return.

3. Copies will be provided to any person on payment of £1.00 for each copy of the Annual Governance & Accountability Return.

Announcement made by: Holly Goring, Town Clerk

Date of announcement: 25 November 2020

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

EN Uckfield Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed			*Yes* means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

17/08/20

and recorded as minute reference:

FC.19.08.20

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

 SIGNATURE REQUIRED

Clerk

 SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.uckfieldtc.gov.uk

Section 2 – Accounting Statements 2019/20 for

EN Uckfield Town Council

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	1,192,042	1,209,672	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	873,472	909,545	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	476,415	470,593	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-519,241	-543,127	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	-63,851	-62,443	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-749,164	-701,803	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,209,672	1,282,437	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,213,566	1,311,160	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,062,226	6,631,398	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	594,600	557,400	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

GREG SALES

Date

14/08/2020

I confirm that these Accounting Statements were approved by this authority on this date:

17/08/20

as recorded in minute reference:

FC. 20. 08. 20

Signed by Chairman of the meeting where the Accounting Statements were approved

CHAIRMAN REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Uckfield Town Council – ES0100**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

18/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Meeting of the Full Council

Monday 7th December 2020

Agenda item 12.0

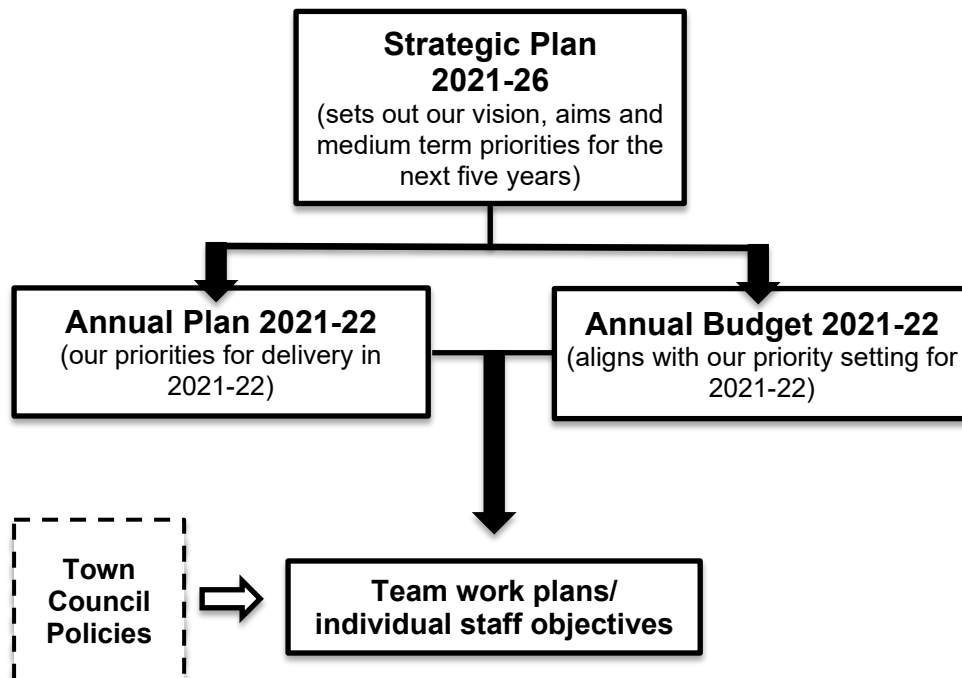
TO CONSIDER THE DRAFT STRATEGIC PLAN FOR 2021-26

1.0 Summary

- 1.1 The Town Council is required to refresh its priorities on an annual basis as part of the budget setting process.
- 1.2 The Town Council has a suite of business planning documents; a strategic plan which set out the priorities of the Town Council over the next five years, an annual plan which lists the priorities of the Town Council specifically for the next financial year, the draft budget working papers which assist with budget setting and a draft asset management plan, which encourages members to review the Town Council's key assets and their current condition.
- 1.3. This paper presents a refresh of the content within the draft Strategic Plan, and looks ahead to the next five years (see appendix A).

2.0 Background

- 2.1 The draft Strategic Plan for 2021-26 sets out the vision, aims and medium-term priorities of the Town Council over the next five years and, forms the overarching strategy of the Town Council.



- 2.2 The draft Strategic Plan 2021-26 identifies the challenges and opportunities for the Town Council and town of Uckfield, and provides information on the key areas that the Town Council wishes to focus on over the next five years.

3.0 Next steps

- 3.1 Once members have considered the draft objectives from the Strategic Plan at Full Council, the full Strategic Plan document will be placed on the Town Council website alongside the draft annual plan and information will be shared with members of the public via the Town Council's social media accounts. Contact will be made with key partner agencies and community groups which the Council works with. The deadline for comments will be at 10am on Friday 8th January 2021 and any feedback received will be reported to Full Council on Monday 18th January 2021.

4.0 Recommendation

- 4.1 Members are asked to consider the draft objectives for the next five years within the Town Council's Strategic Plan and advise the Town Clerk if they wish to make any amendments or additions.

Contact Officer: Holly Goring

Appendices: Appendix A: Draft Objectives within the Strategic Plan 2021-26

5.0 Our Strategic Objectives

In addition to agreeing a set of specific priorities each year, the Town Council has set out a number of medium term aspirations for the town.

5.1 People

5.1.1 Cultural and related services

By 2026, we will have:

- Supported local community and voluntary organisations and sought to assist them with their positive work within the town;
- Explored options for the facilities provided at two town council buildings – Foresters Hall and West Park Pavilion, to see how these buildings can better meet the need of Uckfield’s residents and organisations,
- Improved the facilities and surfacing at the Town Council’s play areas with plans to upgrade at least one further playground;
- Introduced a number of initiatives to increase the use of our open spaces, and encourage greater physical activity (distance markers, fun games and activities which encourage movement);
- Worked with our partner agencies to increase opportunities for residents of all ages to take part in activities which improve their health and wellbeing;
- Organised events which assist in attracting visitors to the town and support local businesses;
- Established a list of special and important dates or individuals within the town’s history and commemorated these on heritage plaques;
- Investigated the viability of providing additional public convenience facilities within the town centre and seeking to obtain a changing spaces facility;
- Restored the traditional red telephone box and brought back into use in a prominent location as a community facility;
- Continued to maintain, improve and protect all of our natural areas to accommodate the demands of future growth of the town; encouraging community involvement;
- Explored whether there are opportunities for adding to or improving the existing skatepark facilities, and the drainage in the vicinity of the skate park;
- Supported the partnership work and continuation of the Uckfield Youth Club;
- Explored the issues around food poverty, particularly youth food poverty in Uckfield, and worked with the relevant authorities to try and tackle these local issues;
- Worked with partner agencies, to identify future options for providing more community space within the town to meet the needs of local community groups and organisations.

5.1.2 Luxfords and Civic Centre

By 2026, we will have:

- Increased the capacity of the pellet hopper for the Civic Centre's Bio-mass boiler to reduce increasing costs in the purchase of wood pellets;
- Removed the window area in the Civic Centre atrium to reduce water ingress;
- Made improvements to the decoration and flooring within the main corridors and meeting rooms;
- Decorated the Weald Hall and undertaken improvements to the venue's performance facilities;
- Considered options for providing a temporary but sound proof partition within the Green Room;
- Updated room facilities in line with the latest modern technologies, continued to improve WI-FI connections and ensured networking ports are of good quality;
- Made improvements to air conditioning within the Civic Centre building;

- Installed a new internal booking system for use by the Civic Centre for all venue and room hire;
- Explored and implemented (if cost effective) the introduction of an online booking facility on the Civic Centre website for the purchase of event tickets;
- Developed and implemented a communications and marketing plan for the Civic Centre, in addition to an annual calendar of events;

- Introduced a number of initiatives and increased takeaway options for customers in Luxfords Restaurant;
- Built a good online and social media presence for both the Civic Centre and Luxfords Restaurant;

5.2 Place

5.2.1 Environmental and regulatory services

By 2026, we will have:

- Maintained a good standard of grounds maintenance within the town to ensure Uckfield remains an attractive place to live;
 - Maintained good quality floral displays within the town centre, to ensure Uckfield town centre remains an attractive place to live, work and visit;
 - Financially contributed to East Sussex County Council's grass verge cutting contract in 2021/22, to retain a good standard of service and ensured visibility is maintained on pavements and highways;
 - Considered in detail, whether the Town Council could undertake its open space grass cutting contract in-house rather than contracting out.
-
- Completed an audit which has assisted with calculating our carbon footprint;
 - Implemented ways in which we could further reduce our impact on climate change; focusing on contracts, buildings, vehicles and equipment, energy sources and management of nature and waste disposal;
 - Implemented a tree planting scheme so that for every tree that has been removed, another tree has been planted. We will have also identified suitable sites where additional trees can be planted on Town Council land;
 - Supported the set up of the Community Fridge initiative and community herb garden project to encourage the reduction of food waste;
 - Led by example, to deliver a project with Brighter Uckfield and Uckfield Chamber of Commerce to encourage Uckfield's businesses and organisations to reduce their use of single-use plastic and undertake a review around recycling and re-use;
-
- Continued to provide burial authority services with responsibility for the maintenance of the Cemetery at Snatts Road and Holy Cross churchyard;
 - Continued to work with East Sussex County Council to gradually review street lighting and replace with new columns and LED lighting where necessary;
 - Considered whether the Town Council is the right service and has the funds available to take on services devolved by the District and County Councils, to ensure residents retain a good level of service provision.

5.2.2 Planning and development services

By 2026, we will have:

- Worked closely with the planning authority, Wealden District Council, to understand the latest legislative updates and guidance;
- Fed into Wealden District Council's Local Plan development process, as part of cluster meetings to respond to consultations and raise issues relating to Uckfield;
- Supported the development of a Neighbourhood Plan and worked with Action in Rural Sussex and the local Planning authority to enable this plan to be adopted and utilised alongside the Wealden Local Plan by developers;
- As a member of Uckfield Town Centre Regeneration Committee, we will have worked with our partners (*Wealden District Council and East Sussex County Council*) to explore options for regeneration within the centre of the town, and possibility of expanding the retail and business offer;
- Promoted the need for affordable housing within Uckfield Town, to support those in housing need and first time buyers;

- Worked with Wealden District Council to ensure the Town Council is fully engaged in other regulatory matters such as licensing;

- Developed an annual process by which the Town Council reviews its assets and strategic asset management plan and consideration is given to each of the Town Council's buildings to improve the efficiency and use of these properties
- Delivered a ten year programme of maintenance and decoration to all of the Town Council community buildings through schemes of major and minor works;
- Reviewed the condition of car parks adjacent to Town Council owned buildings and agreed a programme of repairs or resurfacing;

- Arranged an annual display of Christmas lights;
- Worked with the Chamber of Commerce to engage with High Street landlords (commercial and residential) to promote and secure improvements to street frontages.

5.2.3 Highways and Transport services

By 2026, we will have:

- Identified potential areas within the town which required improvements to pedestrian safety and worked with the relevant agencies to lobby for enhancements;
- Worked with our partner agencies to feed into improvements to the bus station area, to improve accessibility, signage and provide improved facilities such as real time bus information and public convenience(s);
- Worked with our partner agencies to identify highway issues within the access corridors into the town centre and utilised S106 developer contributions or Community Infrastructure Levy to improve the infrastructure and address matters relating to traffic congestion, traffic calming and road safety;
- Worked with the relevant partner agencies to address the danger of speeding vehicles and the possibility of extending the 20mph town centre speed limit;
- Introduced speed reduction initiatives including community speedwatch and behaviour change campaigns, and explored the introduction of installing permanent speed indicator devices;
- Worked with partner agencies to identify and implement solutions for introducing parking controls within the town centre;
- Engaged in discussions to actively promote the re-opening of the Uckfield to Lewes railway line, and a direct route into Brighton;
- Worked with partner agencies to explore whether electric car charging points can be introduced in Uckfield town;
- Organised an annual day with partner agencies to educate young people about key issues – climate change and safety – potentially alternating the subject matter each year;
- Worked with partner agencies and landowners to explore the possibility of improving footway links between Ridgewood Farm, the SANGs and the nature reserves, and explored the possibility of creating a riverside walk;
- Created up to date street maps of the town, which highlight our open spaces and footways including the alleyways and twittens.

5.3 Provision

5.3.1 Central Services

By 2026, we will have:

- Improved communication with residents, businesses and visitors to the town through enhancements to the Town Council website and social media accounts;
- Improved the condition and display of existing noticeboards, and undertaken a review of their location to ensure they are clear and visible;
- Produced the Town Calendar in-house for 2022; working with local businesses to provide greater advertising opportunities and information about voluntary and community organisations.
- Improved accessibility to committee meetings by installing an additional hearing loop in the Council Chamber;
- Increased promotion of the town's key facilities;

- Reviewed our existing financial processes – including changing from the existing cheque payment method to dual authorisation BACs payments for suppliers, and digitalised our purchase order and invoicing process;
- Encouraged applications from local traders and organisations in the Town Council's procurement procedures for contractual work within the town;

- Provided training and briefings for the Town Councillors and staff, to support them in their learning and development;
- Undertaken an annual review of all key policies to ensure they remain up to date with the latest guidance and best practice;
- Reduced our use of paper within the Town Council office, by reviewing our working practices and procedures with regard to file retention, purchase orders and invoicing and record management;



DRAFT Annual Plan 2021/22 PRIORITIES

PEOPLE		PROVISION	
1	<p>COMMUNITY GRANTS</p> <p>We will award up to £47,000 of community grant funding to local groups and charitable organisations for the period 2021/22</p>	6	<p>NEW FINANCE</p> <p>We will look to change from our existing cheque payment method, by two signatories, to a dual authorisation BACs payment model and digitalise our purchase order and invoicing procedures.</p>
2	<p>PUBLIC EVENTS IN THE TOWN</p> <p>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>	7	<p>NEW BOOKING SYSTEM</p> <p>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.</p>
PLACE			
3	<p>IMPROVEMENTS TO OPEN SPACES</p> <p>We will undertake repairs and improvements to a number of our open spaces including installing new signage, replacing play area surfacing, investigating drainage issues and upgrading a number of litter bins.</p>	8	<p>ROAD SAFETY</p> <p>We will work with partner organisations such as Sussex Police and East Sussex Highways to re-establish community speedwatch initiative(s) in the town and explore the installation of a speed reduction device.</p>
4	<p>GRASS VERGE CUTTING</p> <p>We will continue to contribute to the costs of the 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>	9	<p>TOWN COUNCIL BUILDINGS</p> <p>We will review our older buildings, undertake repairs and improvements and investigate how they could be better utilised to meet the needs of hirers and local community groups.</p>
5	<p>CLIMATE CHANGE</p> <p>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:</p> <ul style="list-style-type: none"> - looking to replace at least one grounds vehicle; - reviewing energy saving measures in our buildings (Foresters Hall); - tree for a tree planting scheme; 	10	<p>NEIGHBOURHOOD PLAN</p> <p>We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan ready for submission to the local planning authority.</p>

	Proposed Income	Proposed Expenditure	Proposed Income	Proposed Expenditure
	2020/2021	2020/2021	2021/2022	2021/2022
General Purposes				
Revenue	200,835	754,594	187,420	773,869
New Initiatives etc.		115,400		79,700
Earmarked Reserve Projects		42,550		37,550
Sub Totals		912,544		891,119
Environment and Leisure				
Revenue	88,440	256,053	85,985	253,783
New Initiatives etc.		9,300		57,380
Earmarked Reserve Projects		36,000		20,500
Sub Totals		301,353		331,663
Luxfords Restaurant				
Revenue	178,650	195,633	178,650	197,461
Earmarked Reserve Projects		0		0
New Initiatives		0		0
Sub Totals		195,633		197,461
Gross Income/Expenditure	467,125	1,409,530	452,055	1,420,243
		942,405		968,188
Wealden District Grant		0		0
Net Budget Requirement		942,405		968,188
Tax Base	5685.2		5700	
Band 'D' Council Tax		£165.76		£169.86

Tax Base will change - awaiting updated figure.

2.47% increase
£4.10 increase

General Purposes

Committee	Nominal Code		2020/2021 Budget	Predicted Outturn	2021/2022 Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES				
		Cultural and Related Services				
		Recreation and Sport - Community Centres				
	5609	C/C Wood Pellets	12,000		10,500	Larger pellet hopper will held to reduce costs
	5610	C/C rates	37,660		38,800	Interest on rates average 3%
	5611	C/C electricity	5,928		6,000	
	5612	C/C gas	3,090		2,750	
	5613	C/C water	3,090		3,000	
	5617	C/C Refuse collection	1,730		1,730	
	5620	C/C regular maintenance contracts	12,000		12,000	
	5632	Vending Machine	250		0	
	5650	C/C publicity	1,300		500	
	5660	C/C repairs and renewals	30,000		30,000	Includes £5k of funding towards Weald Hall floor
			0			
GP	5610 - 5676	Civic Centre	107,048		105,280	
	5743	The Hub	6,500		6,500	To remain the same to sort out costs for boiler/alarm etc
	5744	The Hub rates	0		0	
GP	5743 - 5747	The Hub	6,500	0 0	6,500	
	5760	F/H rates	2,840		2,920	Rates likely to increase
	5761	F/H electricity	655		665	
	5762	F/H gas	3,350		3,360	
	5763	F/H water	309		300	
	5765	F/H regular maintenance	1,500		1,500	
	5766	F/H repairs	2,000		2,500	
GP	5760 - 5769	Foresters Hall	10,654	0 0	11,245	
	5720	Victoria Pavilion rates	4,060		4,100	Rates likely to increase
	5721	V/P electricity	3,260		3,270	
	5722	V/P gas	3,151		3,161	
	5723	V/P water	1,681		1,691	
	5725	V/P regular maintenance	2,750		2,500	
	5726	V/P repairs	2,500		3,000	
GP	5719 - 5729	Victoria Pavilion	17,402	0 0	17,722	
GP		Ridgewood Village Hall	0		0	
	5711	W/P Pavilion electricity	600		610	
	5713	W/P Pavilion water	538		550	
	5715	W/P Pavilion regular maintenance	2,000		2,000	
	5716	W/P Pavilion repairs	1,500		2,000	
GP	5709 - 5718	West Park Pavilion	0		0	
		TOTAL	4,638	0 0	5,160	
		Income				
	4610	Weald Hall	-29,000		-27,000	
	4615	Weald Hall - Commercial	-1,200		-1,200	
	4620	Council Chambers	-11,750		-11,750	
	4625	Council Chambers - Commercial	-250		-250	
	4630	Ashdown Room	-14,250		-14,250	
	4635	Ashdown Room - Commercial	-4,500		-4,500	
	4640	Green Room	-15,500		-15,500	
	4650	Oakleaf Room	-11,500		-11,500	
	4660	Mayors Parlour	-4,000		-4,000	
	4670	Equipment hire	-1,000		-1,000	
	4671	Martlets Room	-9,500		-9,500	
	4673	Community Toilet scheme	-1,100		-1,100	
GP	4610 - 4700	* Civic Centre	-103,550	0 0	-101,550	
	4690	*Quickborn Suite	-8,500		-8,500	
	4796	CAB rent	-7,725		0	CAB have moved out
	4797	CAB re-charge of services	-1,500		0	CAB have moved out
	4798	Source re-charge of services	-1,350		-1,350	
		Source rent	-2,400		-2,400	
GP	4796 - 4798	* The Hub	-12,975	0 0	-3,750	

General Purposes

	4760	F/H regular users	-17,500		-17,500	
	4761	F/H occasional users	-100		-100	
	4762	F/H commercial	-50		-50	
GP	4760 - 4763	* Foresters Hall	-17,650	0 0	-17,650	
	4719	V.P Sussex Support Service Rent	-10,500		-10,500	
	4720	Victoria Pavilion	-260		-260	
	4721	V/P repayment of electricity	-1,025		-1,025	
	4726	Victoria Garages (Cricket, Ensemble)	-100		-240	
	4723	V/P repayment of gas	-850		-850	
GP	4720 - 4723	* Victoria Pavilion	-12,735	0 0	-12,875	
GP	4781	* Ridgewood Village Hall	-750		-750	
GP	4710	* West Park Pavilion	-150		-150	
		Vending Machine	-50		0	
GP	4677	* FiT Payments - Civic Centre	-5,000		-5,000	
		* RHI Payments - Civic Centre	-10,000		-10,000	
		TOTAL	-15,950	0 0	-15,900	
		Net Expenditure				
		Planning and Development Services				
		Economic Development				
GP	5530/5532	Festive Lights				
	5530	Festive Lights	11,000		12,000	To take account of any potential increases
	5532	Festive lights electricity	275		300	
		TOTAL	11,275	0 0	12,300	
		Income				
GP	4530	* Festive Lights	-2,000		-2,000	
		Net Expenditure	9,275	0 0	10,300	
		CENTRAL SERVICES				
		Corporate and Democratic Core				
		Corporate Management				
		Administration and Hospitality				
	5410	Admin - general	2,150		2,150	Maintain the same
	5412	Admin - telephones	3,500		3,500	
	5413	Admin - photocopier	3,500		3,500	
	5415	Postage	700		400	Plan to email invoices more in 2021/22 and move to BACs will reduce postage
	5416	Stationary	2,500		2,250	Slight reduction - less printing for councillors papers
GP	5410- 5417	* Administration	12,350		11,800	
GP	5435	* Hospitality	150		150	
GP	5455	Health and Safety	1,250		2,000	Includes additional costs for PPE etc
GP	5425	* Recruitment	400		200	
GP	5425	* General	250		250	
		Accountant, Audit and Internal Audit Fees	0		0	
GP	5475	* Accountant Fees	4,600		4,600	
GP	5495	* External Audit Fees	2,100		2,400	
GP	5494	* Internal Audit Fees	1,800		1,800	
GP	5497	Professional Fees	10,500		10,500	
GP	5793	Subscriptions	3,200		4,000	
GP	5794	Training	5,500		5,500	Number of new staff so best to keep the same.
GP	5430	Office Equipment	9,500		9,500	
GP	5460	Insurances	30,000		35,000	Increase in buildings insurance plus remembrance and events
GP	5577	Newsletter	5,250		5,100	
GP	5490	Protective Clothing	400		400	
GP	7903. 2300	Loan Costs	63,000		61,600	
GP	5580 - 5590	Bank and Credit Charges	0		0	
	5581	Bank charges	550		550	
		TOTAL	138,450	0 0	143,550	
		Income				
GP	4403/4410	* Training/Administration	-100		-100	
	4414	Luxfords - re-allocation administration charges	0		0	
GP	4579 - 4583	* Bank Interest				

General Purposes

	4579	Special Int, Bearing Interest (Now Business Reserve)	-1,000		-120	
	4583	Interest Misc (Fixed rate bond)	-2,500		-900	
		TOTAL	-3,600	0 0	-1,120	
		Net Expenditure				
		Democratic Representation and Management				
GP	5543	Members Allowances	19,260		20,000	Await decision of members
GP	5544	Members Expenses	100		100	Await decision of members
GP	5465	Mayors Allowance	1,773		2,200	Await decision of members
GP	5470	Elections	0		0	
		TOTAL	21,133	0 0	22,300	
		Income	0		0	
		Net Expenditure				
		Grants and Partnerships				
GP	5480	Grants Section 142	19,500		19,500	Propose to maintain same as 2020/21
GP	5485	Grants - Power of Well Being	27,500		27,500	Propose to maintain same as 2020/21
GP	5487	Volunteer Bureau Service Level Agreement	8,000		8,000	Propose to maintain same as 2020/21
		TOTAL	55,000	0 0	55,000	
		Income			0	
		Net Expenditure				
		Other Buildings and Services to the Public				
GP	5730-5732	Cemetery Buildings East & West	0		0	
	5730	Cemetary Buildings rates	1,250		1,800	2020/21 saw costs increase to 1720 - needs to be increased
	5732	Cemetary Buildings repairs/contracts	900		900	
GP		Signal Box, Osborn Hall, Foresters Hall Chapel			0	
	5735	Signal Box Repairs/contracts	1,500		1,500	
		* Osborn Hall	0		0	
	5750	All buildings cleaning materials	2,000		2,000	
	5770	* Foresters Hall Chapel	0		0	
GP	5772-5774	2a Vernon Road	200		200	
GP	5790	Bridge Cottage	0		0	
		TOTAL	5,850	0 0	6,400	
		Income				
GP	4730	* Cemetery Building East	-5,500		-5,500	
GP	4775-4776	* Signal Box + Insurance recharge	-4,600		-4,600	
		Signal Box, Osborn Hall, Foresters Hall Chapel				
GP	4780	* Osborn Hall	-425		-425	
GP		* Foresters Hall Chapel	-1,150		-1,150	
GP	4771	* 2a Vernon Road	-7,200		-7,200	
GP	4783	* Bridge Cottage + Insurance recharge	-5,000		-5,200	
		TOTAL	-23,875	0 0	-24,075	
		Net Expenditure	-18,025		-17,675	
		SALARIES				
GP	5680 - 5682, 5795	Caretakers/Other Buildings				
	5680	Caretakers - salaries	76,717		78,233	
	5686	Casual Caretakers	2,500		500	
	5681	Caretakers - National Insurance	3,736		3,511	
		Caretakers - Pension	18,950		19,878	
	5795	Other building - salaries	4,835		5,653	
GP	5540 - 5542	Administration				
	5540	Office staff - salaries	198,971		205,530	
	5541	Office staff - National Insurance	18,524		19,268	
	5542	Office staff - pension	40,061		44,039	
		TOTAL	364,294	0 0	376,612	
		Total Revenue Expenditure	754,594		773,869	
		Total Income	-200,835		-187,420	
			553,759	0 0	586,449	

General Purposes

		Saving for Long Term Earmarked Projects				
		Elections	8,500		8,500	Includes £2,500 to cover cost of poll cards for one ward if by-election
		W Hall Floor	5,000		5,000	
		Signal Box replacement boiler	250		250	
		Civic Centre communal carpet - 10 year project	1,000		1,000	
		5 yearly EICR's for all outlets	2,800		2,800	
		Future reconfiguration or renovations to existing buildings	25,000		20,000	Includes £15,000 towards future lift replacement
			42,550	0 0	37,550	
		Total New Initiatives 2020/21				
		Building Maintenance	77,000		62,000	See breakdown
		West Park Pavilion Scheme	20,000		10,000	
		262 Bus Service	3,900		3,900	Dependent on decision of members - possible carry forward of funds from 2020/21
		Replacement back drops Weald Hall	2,500		0	
		Climate Change Initiatives	7,500		0	
		Employment Support Programme			1,800	£5 per month per staff member.
		Calendar 2022			2,000	Production of 2022 calendar in house
		Up to date rebuild valuations of 9 properties for Insurance purposes	4,500		0	
			115,400		79,700	
		Data Protection	1,000		0	
		Civic Centre CCTV upgrade	6,000		0	
		Civic Centre Wifi upgrade	6,000		0	
		Upgrade of Town Council website	4,000		0	
		Replacement of Civic Centre booking system	8,000		0	
		Online Event Ticket System	1,500		0	
		Five Year Asset Valuation	6,000		0	
			186,300	0 0	0	
			983,444	0 0	891,119	

	TOTAL 2019/2020			
	Total Revenue Expenditure	754,594		773,869
	Total Long Term Earmarked Reserve Projects	42,550		37,550
	Total New Initiatives	115,400		79,700
	Total Budget Expenditure	912,544		891,119
	Total Income	-200,835		-187,420
	Net Expenditure	711,709		703,699

Committee	Nominal Code		2020/2021 Budget	2020/2021 Predicted Outturn	2021/2022 Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES				
		Cultural and Related Services				
		Recreation and Sport - Leisure and Recreation Grounds				
E & L	5120	Playing Fields and Pitches	16,000	0	21000	Increased to take account of bi-ennial improvements and work to Harlands.
E & L	5176	Play Equipment Repairs/Maintenance	3,000	0	3000	
E & L	5203	Grounds Maintenance - Contract	16,500	-	16500	
E & L	5204	Grounds Maintenance - General	1,800	0	1800	
E & L	5201	General Equipment Repairs and Hire	2,000	0	2000	
E & L	5202	New Equipment	1,500	0	2500	
	5205	Hire of Equipment	100	0	100	
E & L		Vehicle Running Costs				
E & L	5269	* Transit	2,000	-	2000	
E & L	5279	* Movano	2,000	-	2000	
E & L	5275	*Tractor	1,500	-	1500	
E & L	5271	* Ford Ranger	2,000	-	1500	
		TOTAL	48,400	0	53,900	
		Income				
E & L	4110	* Sport Income	-10,500	0	-11,000	
E & L	4120	* Event Income	-5,500	0	-4,500	Have reduced slightly in case events still halted in Spring 2021
		TOTAL	-16,000	0	-15,500	
		Net Expenditure	32,400	0	38,400	
		Public Open Spaces, Planting and Allotments				
E & L	5100	Allotments	2,030	0	2,030	
E & L	5231	Hempstead Meadows and West Park LNRs + sites of conservation interest	2,500	0	2,500	
E & L	5295	Litter Bins	4,000	0	3,000	
	5296	Litter Collection, Open Spaces	3,600	0	3,700	Increased slightly as just on the margin this year
E&L	5375	Repair & replacement of street furniture	1,500	0	1,500	
E & L	5330	Corporate Signage	250	0	250	
E & L	5058	Protective Clothing	650	0	650	
E & L	5280	Fencing	750	0	750	
E & L	5299	Horticulture - Bedding	300	0	300	
E & L	5285	Tree Works	3,500	0	4,000	Slight increase of £500 as number of older trees have required works in 2020/21
E & L	5377	Cleaning Materials GROUND S	100	0	150	
	5033	HMLNR & WPLNR	500		500	
		TOTAL	19,680	0	19,330	
		Income				
E & L	4100	* Allotments	-5,250	0	-6,000	Increased slightly due to allotment sites being full and waiting list
	4101	*Allotment Deposits	-800	0	-800	
	4275	* Environment Sundry Income	-200	0	-200	
E & L	4123	West Park Culvert Maintenance Agreement with WDC	-360	0	-360	Still within same agreement
		TOTAL	-6,610	0	-7,360	
		Net Expenditure	13,070	0	11,970	
		Culture and Heritage				
E & L	5394	Twinning Hospitality	100	0	0	0 Carry forward Twinning funding from 2020/21 into Earmarked reserves
E & L	5300	Civic Centre Events	20,000	0	17,500	Reduced slightly as some early 2021 events may be moved to later in year
	5301	Performing Rights Society	500	0	500	
	5302	Event Advertising /Marketing	4,000	0	4,000	
	5078	Weald on the Field and Revival	3,000		0	0 Carry forward budget from 2020/21 into Earmarked reserves

		TOTAL	27,600	-	22,000	
E & L	4050	Civic Centre Events	-27,000	0	-22,000	
		Net Expenditure	600	0	0	
Committee	Nominal Code		2020/2021 Budget	2020/2021 Predicted Outturn	2021/2022 Budget	
		Planning and Development Services				
		Economic Development				
E & L	5370	Town Security CCTV	3,000	0	3,000	
E & L	5373	Floral Displays Town Centre Baskets & Troughs	3,500	0	3,500	
		TOTAL	6,500	0	6,500	
E & L	4350	Income - Roundabout	-850	0	-850	Within same agreement with ESCC
E&L	4390	CCTV - Chamber & Heathfield PC Contribution	-650	0	-650	
		Total	-1500	0	-1500	
		Net Expenditure	5,000	0	5,000	
		Environmental and Regulatory Services				
E & L		Cemetery Services				
	5181	* Grave Digging	5,000	0	5,200	
	5180	* Rates/Water	1,258	0	1,800	
	5182	*Litter	1,600	0	1,600	
	5186	* Maintenance	400	0	400	
		TOTAL	8,258	0	9,000	
		Income				
E & L	4180	* Cemetery - Interments	-27,500	0	-29,000	Increased slightly
	4181	* Cemetery - Memorials	-5,500	0	-6,000	Increased slightly due to no. of burials in 2021/22 - likely increase in memorials
	4182	* Cemetery - Sundry Income	-450	0	-300	We don't receive much sundry income
	4183	* Cemetery - Maintenance Charge	-2,600	0	-3,000	Increased slightly
		TOTAL	-36,050		-38,300	
		Net Expenditure	-27,792	0	-29,300	
		HIGHWAYS AND TRANSPORT SERVICES				
		Highways and Transportation				
		Street Lights - Supply, Maintenance and Repairs				
E & L	5080	* Supply & Maintenance	9,000	0	10,000	
E & L	5081	* Repairs	2,500	0	2,500	
E & L	5082	* New Lights	0	0	0	
E & L	5372	Road Safety Week (rename to Climate Change EXPO Week)	1,600	0	0	Carry forward unspent expenditure from 2020/21 to earmarked reserves
E & L	5086	Bus Shelters	100	0	100	
	5053	New Bus Shelter	0	0	0	
E&L	5350	Roundabout Expenditure	100	0	100	
		TOTAL	13,300	0	12,700	
		Income				
E & L	4370	* Road Safety Week	0	0	0	
E & L	4295/4240	* Delegated Functions	-1,280	0	-1,325	£1325 income due to be received in 2020/21 - within same agreement
		TOTAL	-1,280	0	-1,325	
		Net Expenditure	12,020	0	11,375	

		Other Buildings and Services to the Public				
E & L	5294	Graffiti Removal	50	0		50
		TOTAL	50	0	0	50
E & L	5360	Salaries Groundsmen	79,400	0		80,163
	5361	Groundsmen - NI	6,192	0		6,239
	5362	Groundsmen - Pension	16,536	0		17,241
	5230	Salary Ranger	30,137	0		26,660
		TOTAL	132,265	0	0	130,303
		TOTAL REVENUE EXPENDITURE	256,053	-		253,783
		TOTAL INCOME	-88,440	0		-85,985
		TOTAL	167,613	-		167,798

Committee	Nominal Code		2020/2021 Budget	2020/2021 Predicted Outturn	2021/2022 Budget	
		Long Term Earmarked Reserve Projects				
		Upgrade to Luxfords Play area	20,000	0	0	
		Old Timbers Lane	1,000	0	500	
		Vehicle Replacement	3,000	0	5,000	
		Street Light replacement SOX lanterns	2,000	0	2,000	
		West Park LNR Boardwalk	10,000		-	
		Upgrade Victoria Pleasure Ground facilities			10,000	To support improvements in drainage, facilities and play area in future
		Grasscutting - Ride on Mower	-		3,000	
		Total Long Term Earmarked Projects	36,000	0	0	20,500
		TOTAL				
		New initiatives for 2021/22				
		New signage play areas and recreation grounds			1,600	
		Ridgewood play area patch resurfacing			13,500	
		Green Projects (Vehicle etc)			20,000	Plus £5k earmarked reserves 3141
		Replace Boardwalk			5,000	Plus £21,470 earmarked reserves 3128
		Animal friendly bins at Victoria Pleasure Ground and Hempstead Meadow			1,000	
		ESCC Grass Verge cutting contribution			4,280	As agreed by Full Council in October 2020
		Speed reduction initiative for Eastbourne Road			0	Already have £3700 in earmarked reserves
		Ridgewood Car Park Entrance Gate or bollards			7,500	Amount TBC
		Covid contingency - play area spraying			3,500	Await decision of members in December 2020
		Tree for a tree planting programme			1,000	Tree for a Tree planting programme
		Community Herb Garden			0	This project could be delivered with grant funding or business sponsorship
					57,380	
		New initiatives for 2020/21				
		Additional tree planting	2,500		0	
		Bench on London Road by Southview Drive	1,000		0	Funding to be transferred into earmarked reserves or project completed by end of March 2021
		ESCC Grass verge cutting contribution 2020/21	4,300		0	Remove as completed
		Memorial plaques/art project	1,500		0	Funding to be transferred into earmarked reserves
		TOTAL	9,300		0	

	<u>TOTAL</u>	<u>2020/2021</u>		<u>2021/2022</u>
Total Revenue Expenditure		256,053	-	253,783
Total Long Term Earmarked Reserve Projects		36,000	0	20,500
Total New Initiatives		9,300	0	57,380
Total Budget Expenditure		301,353	0	331,663
Total Income		-88,440	0	-85,985
Net Expenditure		212,913	0	245,678

Committee	Nominal Code		2020/2021 Budget	2021/2022 Budget	Notes
		OTHER SERVICES			
GP		Luxfords			
	5810	* Food Purchases	37,500	37,500	
	5820	* Bar Purchases Non Alcoholic	2,700	2,700	
	5825	* Bar Purchases Alcoholic	5,500	5,000	
	5840	* Paper Consumables	2,600	2,600	
	5845	* Maintenance & Repairs	2,000	2,000	
	5850	Equipment	2,000	2,000	
	5855	Luxfords equipment hire	250	250	
	5860	Luxford Postage	100	100	
	5870	Stationery	50	50	
	5865	Luxford Telephone	175	175	
	5875	Luxford Recruitment Advertising	0	0	
	5880	Luxfords General Advertising	1,500	1,500	
	5890	* Uniforms & Protective Clothing	200	200	
	5895	* Training	0	0	
	5980	* Credit Charges	1,500	1,500	
	5861	* Rates	9,500	9,500	
	5862	Electricity	6,100	6,200	
	5863	Gas	550	600	
	5864	Water	1,300	1,300	
	5866	* Litter Collection	1,500	1,200	
	5867	* Stock Taker	790	780	
	5940	Luxfords salaries	94,021	94,885	
	5941	Luxfords National Insurance	3,764	4,407	
	5942	Luxfords Pension	15,033	17,014	
	5945	Luxfords Casual wages	7,000	6,000	
		*Management costs	0	0	
		TOTAL	195,633	197,461	
GP		Income			
	4810	* Restaurant Food Sales	-122,800	-122,800	
	4820	* Restaurant Bar Sales	-8,000	-8,000	
	4825	* Takeway	0	0	
	4910	* Function Food Sales	-26,500	-26,500	
	4920	* Function Bar Sales	-17,500	-17,500	
	4850	*General equipment hire	0	0	
	4940	*Hire of Equipment	-1,100	-1,100	
	4840	*Hire of Luxfords	-2,250	-2,250	
	4950	*Sundry Income	-500	-500	
		TOTAL	-178,650	-178,650	
		Net Expenditure	16,983	18,811	
		Long Term Earmarked Projects			
			0	0	
		Total	0	0	
			0	0	
		Total Budget Expenditure	195,633	197,461	
		Income	-178,650	-178,650	
		Net Expenditure	16,983	18,811	

TOTAL 2021/2022			
Total Revenue Expenditure		197,461	
New Initiatives		0	
Total Long Term Earmarked Reserve Projects		0	
Total Budget Expenditure		197,461	
Total Income		- 178,650	
Net Expenditure		18,811	



UCKFIELD TOWN COUNCIL

DRAFT Property Asset Management Plan

2021- 26

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1.0 Purpose of the Asset Management Plan

Uckfield Town Council first drafted an Asset Management Plan in 2001 in line with guidance from the Department of the Environment and Transport, and the Regions. It provided details of the operational assets at that time in terms of land and buildings, vehicles and non-operational assets which were leased out to other parties. However, this document did not closely align with the Town Council's strategic documents at that time nor was it referred to on a regular basis.

The Town Council produced a new Asset Management Plan in 2017. The Town Council recognised the important role that property plays in supporting the Town Council to deliver its strategic and annual plans and wants to provide a clear and accessible statement of its intentions for the portfolio both in the immediate year and over the next five years. The Asset Management Plan has been written in accordance with the Royal Institution of Chartered Surveyors Public Sector Property Asset Management Guidelines and further reflects good practice as recognised by Chartered Institute of Public Finance and Accountancy. It provides a clear, approved strategy for the management of the Town Council's property assets.

2.0 Function of the Asset Management Plan

1. To manage the asset portfolio in support of the Town Council's Annual Plan and Strategic Plan;
2. To define the property portfolio, its value, condition and suitability to deliver the Town Council's priorities;
3. To outline the policy for holding, acquiring and disposing of the property assets;
4. To identify opportunities to rationalise, invest or develop the property portfolio to support the Town Council's corporate priorities and the need for financial return;
5. To raise awareness of property as a valuable and workable asset in support of the Town Council's corporate priorities;
6. To manage the asset portfolio to deliver the needs of the Town Council's services;
7. To maximise asset value and asset use through strategic maintenance and operational planning;

The property assets are managed both individually and as an entire portfolio to maximise operational value, income generation and capital value at all times whilst complying with the requirements for commercial sensitivity, economic viability, best value and probity.

The Asset Management Plan (AMP) identifies the anticipated maintenance budget requirement over a five to ten-year period for the building assets. This is used to assist in financial planning and to indicate ongoing costs related to the individual assets to inform strategic decisions on their future.

The AMP is subject to consultation processes which are summarised at Appendix 1.

The management of the property assets is subject to external and internal influences which are summarised at Appendix 2.

The AMP will support the Council in the delivery of its corporate priorities through ensuring that the portfolio is dynamically managed with focus directed towards priority areas, maintenance costs kept to a sustainable level and strategic decisions based on delivering services and optimising financial return.

3.0 The Town Council's Asset Portfolio

The Portfolio comprises 65 land and property assets. These assets comprise buildings, land, recreation grounds and playing fields, woodland, cemeteries, allotments, playgrounds and a signal box. In addition, the Town Council holds a number of wayleaves, licences and leases and street furniture.

Asset Type	Number of Assets
Allotment	7
Building	13
Cemetery	2
Land	16
Nature Reserve	3
Path	1
Playground	8
Pond	2
Recreation Ground	7
Woodland	6
Total	65

The assets are summarised in the Asset Register at Appendix 3 in accordance with these categories.

A number of the Town Council's assets were last valued in 31 March 2019. This exercise is typically undertaken every five years and will next be carried out in April 2024. The values given are made for capital accounting purposes in accordance with the Royal Institution of Chartered Surveyors Valuation Standards and with the International Public Sector Accounting Standards.

The basis of the value used for each property depended upon the type of asset held and whether it is used by the Council or held for investment purposes. The uses were categorised into:

Operational (specialised) – used by Council/purpose built properties

Operational (non-specialised) – used by Council/more general use

Non-Operational – usually held for investment

Heritage – a historic building held for its cultural, educational and environmental values

Please note that this market valuation has classed Bridge Cottage as a heritage asset. This is a change from the March 2014 asset valuation, as at the time, it was categorised as a non-operational asset held for investment purposes.

In March 2014, the asset portfolio was valued at £4,513,250 ^[1] (March 2014) with an annual rental income of £52,658 (*which includes all income from building rents and other rents and wayleaves at Nov 2018*) and an annual maintenance budget which has recently been in the region of £70-£100k to work through some major works required.

In March 2019, the asset portfolio was valued at £5,823,050 with an annual rental income of £55,271 (*which includes all income from lease/licence agreement rental payments and wayleaves only at December 2019*) and an annual maintenance budget which has recently been in the region of £75k per annum.

The works and servicing requirement for the buildings is prioritised to ensure that all legislative compliance needs are met followed by maintaining a 'fitness for purpose' to deliver the operational need and to maintain the asset value.

In 2014, a Building Maintenance Programme was commissioned which is moving into its sixth year. The plan details the work needed on the building assets where the Town Council has a maintenance responsibility and provides an estimate of the cost of the work. A new stock condition survey was carried out in 2019, which identified future works to be carried out over the next five years.

The Town Council reviews the building maintenance programme on an annual basis in order to prioritise works in accordance with the condition of all buildings. The Town Council has also recently reviewed works, to see what works can be carried out by local contractors and smaller firms in contrast to larger scale or specialist works.

Up to date rebuild valuations have also been undertaken of all Town Council buildings in 2019 and 2020 to inform the Town Council's building insurance.

4.0 Asset Management Strategy 2021-26

The Asset Management Strategy defines the framework for the property portfolio management over the next three to five years. The Town Council will:

- Manage the assets to support the objectives of the Strategic Plan;
- Manage the assets in accordance with relevant legislation;
- Undertake a review of existing land use;
- Consider the acquisition and disposal of assets to support the strategic priorities;
- Undertake a full review of leases, licences and other land interests to ensure that they are up to date and that all occupations are properly regularised;
- Review statutory compliance of the Town Council's buildings to ensure that proper procedures are in place to comply with Health and Safety requirements;
- Produce and update a Maintenance Strategy to support the Asset Management Strategy which, when combined will jointly assist in the delivery of the corporate priorities. The maintenance plan will identify the annual actions that will need to be carried out from year to year to achieve the Maintenance Strategy;
- Identify opportunities to work with partners to support wider public sector real estate strategies.

5.0 Asset Management Strategy Delivery 2021-22

The Asset Management Plan underpins the five-year property asset strategy and also breaks this down into stages to be achieved in each financial year of the Asset Management Plan. Over the next financial year, the Town Council will:

- Review and confirm the Maintenance Strategy for the next 5 years;
- Consider options for delivering the backlog of maintenance;
- Deliver year 5 of the planned maintenance programme;
- Develop a programme and commence the review of the leases, licences and land titles;
- Consider initiatives listed within the Town Council's strategic plan to upgrade or improve the facilities offered by the Town Council such as West Park Pavilion etc. This will be considered in the context of the overall property portfolio;
- Explore options for creating further recreational facilities;
- Land holdings will be reviewed to reflect the Town Council's people and financial objectives;
- Manage consultants and contractors to deliver the asset management objectives;
- Report six monthly on the delivery of the asset management plan objectives.

6.0 Process for Adoption and Operation

The Town Clerk will present the Asset Management Plan to the Town Council for approval and adoption.

If approved, the Asset Management Plan will form the strategy under which the property portfolio is managed by the Town Clerk on behalf of the Town Council. The Town Clerk will agree targets for the delivery of the strategy over the forthcoming financial year and will report at the end of the financial year as part of the asset management plan annual review.

7.0 Appendices:

Appendix 1: Consultation and protocols

Appendix 2: External Influences

Appendix 3: Asset Register

Appendix 1 - Consultation and Protocols

The draft Asset Management Plan will be presented to the Town Council for consideration with a recommendation that it be accepted and formalised into the Final Asset Management Plan subject to any amendments that the Town Council wish to see included into the final document.

The AMP will then be amended to reflect the Town Council's decision and the final document will be published and will confirm the strategy upon which the property assets will be managed for the period of the Asset Management Plan.

The AMP will be presented to the Town Council each year in draft alongside the draft budget and draft priorities to summarise progress over the outgoing financial year and to identify targets for the forthcoming financial year. The Town Council will be invited to review progress and approve the following year's targets.

The Town Clerk will report to the Town Council on the progress of the Asset Management Plan on a six-monthly basis via Full Council and the delivery of the objectives for the specific financial year.

Appendix 2 – External Influences

Legislation

The property portfolio will be managed and maintained in accordance with relevant legislation to ensure compliance with Health and Safety, Landlord and Tenant, Planning and environmental legislation.

Best Practice

In addition, the portfolio will be managed in accordance with best practice following relevant industry guidelines and guidelines and policies from Central Government.

New leases will be let in accordance with RICS best practice; Asset maintenance will follow the RICS best practice on maintenance management as outlined in Strategic Facilities Management Guidance Note.

Where appropriate the Town Council will follow the Government's Transparency Code for recording asset database details.

Property Market

Recommendations for the strategic and operational management and maintenance of the Town Council's property assets will be made having regard to the nature of the property market at the relevant time.

Appendix 3 - Asset Register

Allotment

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS13	Ridgewood Allotments (i)	Allotment land, declared Town Council land 1978. Members agreed in 2009 (FC.082.03.09) during a review of the Strategic Housing Land Availability Assessment that no allotment sites should be offered for housing development.	Allotment	Freehold	0.72ha
OS27	West Park Allotments	Allotment land, transferred from developer in 1987 with restrictive covenants in place. As per FC.082.03.09 above.	Allotment	Freehold	0.36ha
OS30	Bell Lane Allotments	Allotments leased from ESCC in 1995. As per FC.082.03.09 above.	Allotment	Leasehold	0.19ha
OS32	Bird-in-Eye Allotments	Allotment land purchased in 1932 with restrictive covenants. As per FC.082.03.09 above.	Allotment	Freehold	0.85ha
OS39	Framfield Road Allotments (i)	Allotment land purchased in 1932, divided by road to hospital in 1992. As per FC.082.03.09 above.	Allotment	Freehold	0.86ha

OS40	Framfield Road Allotments (ii)	Allotment land purchased in 1932, divided by road to hospital in 1992. As per FC.082.03.09 above.	Allotment	Freehold	0.43ha
OS48	Ridgewood Allotments (ii)	Allotment land, declared Town Council land 1978.	Allotment	Freehold	0.76ha

Building

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS16	Ridgewood Village Hall	Hall leased on full repairing lease to Ridgewood Village Hall Management Committee. (25 year term from April 2010)	Building	Freehold, leased out	0.21ha
OS24	2A Vernon Road	Flat and garden to the rear of Foresters Hall. Purchased in 1994, rented out.	Building	Freehold, leased out	0.06ha
OS38	Foresters Hall	Community hall and associated land/car park purchased in 1986 and available for hire to community groups and individuals.	Building	Freehold	0.10ha
OS45	Victoria Pavilion	Pavilion building adjacent to Victoria Pleasure Ground. Ground floor of pavilion available for hire by recreation ground users or organisations. First floor of pavilion leased to Sussex Support Services. (5 year term from April 2014)	Building	Freehold, leased out	0.03ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS49	West Park Pavilion	<p>Pavilion building adjacent to West Park recreation ground. Pavilion is available for hire by recreation ground users or organisations.</p> <p>The building was transferred from developer in 1987 with restrictive covenants in place. Previously reviewed for redevelopment.</p>	Building	Freehold	0.02ha
OS50	The Hub	<p>Building purchased from ESCC in 2007.</p> <p>Southern side of building is leased to Citizen's Advice Bureau (5 year term from Sept 2017);</p> <p>Northern side of building is leased to The Baptist Church (1 year extension from Sept 2017).</p>	Building	Freehold	0.03ha
OS51	Civic Centre	<p>Building housing Town Council Offices, meeting rooms, function rooms and restaurant. Opened in 1991 by the Mayor.</p>	Building	Freehold	0.12ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS55	Bridge Cottage	Historic building purchased from ESCC in 1984. Leased to Uckfield and District Preservation Society (25 year full repairing lease from December 2015). Previously reviewed for redevelopment.	Building	Freehold, leased out	0.01ha
OS55a	Bridge Cottage - Shop Adjacent	Building adjacent to Bridge Cottage and associated land. Purchased in 2010. Forms part of above lease arrangements with Uckfield and District Preservation Society.	Building	Freehold, leased out	
OS56	Signal Box	Former Signal Box building, purchased from British Railways Board in 1993. Leased out to commercial tenant (3 year term from July 2015)	Building	Freehold, leased out	
OS57	Osborn Hall	Community hall leased out to Guide Association on a full repairing lease. (20 year term from Jan 2006 – review to be undertaken every five years).	Building	Freehold, leased out	0.02ha
OS63	Large storage unit - Victoria Pleasure Ground	Building used to store grounds equipment and vehicles. Completed in 2012.	Building	Freehold	

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS64	Double garage storage - Victoria Pleasure Ground	Set of double garages. One leased to Anderida Cricket Club and one is leased to Uckfield Performance Ensemble on full repairing leases.	Building	Freehold, leased out	

Cemetery

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS34	Snatts Road Cemetery and Chapel	Cemetery (new section) purchased in 1942.	Cemetery	Freehold	1.33ha
OS35	Snatts Road Cemetery and Chapel	Cemetery and Chapel (Consecration of chapel removed by Lord Bishop of Chichester in 1999). One chapel and part of second chapel leased to commercial tenant – 3 year lease from Feb 2016). Part of second chapel utilised by Uckfield Town Council.	Cemetery	Freehold	1.19ha

Land

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS1	Land to the north of Hart Close	Open land adjacent to road, transferred to Town Council by developer. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.22ha
OS2	Hempstead Fields	Open land adjacent to recreation ground, transferred to Town Council by developer in 1991. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	1.69ha
OS6	Hunters Way	Open land with footpaths and tree planting, transferred to Town Council by developer in 1973. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.36ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS7	Linnet Green	Open land adjacent to road, acquired by Town Council in 1955. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.05ha
OS9	Land at Harlands Farm	Open land and woods, transferred to Town Council by developer in 1989. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.30ha
OS10	New Barn Farm	Open land, transferred to Town Council by developer in 1990. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed it was not appropriate at that time.	Land	Freehold	3.24ha
OS11	Oaklea Way	Open land adjacent to road, previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.11ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS18	Rocks Park Bank	Open land adjacent to road junction. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.07ha
OS19	Rocks Park Flats	Open land with footpaths and tree planting, transferred to Town Council by developer in 1990. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.28ha
OS21	Land at Selby Road (Selby Meadows)	Open land under 5 year licence from March 2015 for community use. Registered as an Asset of Community Value. Resolution to continue to review the use of the land.	Land	Freehold, licenced out	0.13ha
OS22	Shepherds Gate	Open land, transferred to Town Council by developer in 1995. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.16ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS23	Swallow Court	Open land, transferred to Town Council by developer in 1955. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.03ha
OS31	Bellbrook Open Space	Open land, transferred from developer in 1995 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. Considered unsuitable as currently a de facto Nature Reserve.	Land	Freehold	1.46ha
OS33	Browns Lane Rockery and Path	Open land, transferred from developer in 1991 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.08ha
OS37	Elizabeth Gardens	Open land with footpath. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.14ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS52	Land and woods at Harlands Farm	Land and woods, transferred to Town Council by developer in 1989, adjacent to Harlands Farm. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.03ha

Nature Reserve

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS20	Hempstead Meadows LNR	Open land established as a nature reserve in 2002. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Nature Reserve	Freehold	1.60ha
OS58	HMLNR extension	Open land adjacent to Hempstead Lane Local Nature Reserve, transferred to the Town Council by developer in 2008. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Nature Reserve	Freehold	2.42ha

OS29	West Park Local Nature Reserve	Open land, transferred from developer in 1990 with agreement to create local nature reserve. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Land	Freehold	11.04ha
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Path

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS62	Land on South side of 32 Keld Drive and North side of 33 Keld Drive	Access path to the Bird-in-Eye allotments	Path		

Playground

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS5	Hughes Way	Playground with play equipment, transferred to Town Council by developer in 1998. New play equipment installed in Feb 2018.	Playground	Freehold	0.09ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS12	Oakwood Drive	Playground with play equipment, transferred from developer in 1987.	Playground	Freehold	0.09ha
OS15	Ridgewood Play Area	Playground with play equipment, declared Town Council land 1978. New play equipment & MUGA installed in Oct 2016.	Playground	Freehold	0.03ha
OS17	Rocks/West Park Play Area	Playground with play equipment.	Playground	Freehold	0.33ha
OS36	Downland Copse	Playground with basketball court, transferred from developer in 1993.	Playground	Freehold	0.15ha
OS44	Luxford Field Play Area	Playground with play equipment, transferred to Town Council from ESCC in 1983. Play area shape redesigned and full play area upgrade with accessibility in Sept 2020.	Playground	Freehold	0.13ha
OS46	Hempstead Play Area	Playground with play equipment, acquired by Town Council in 1932. New play equipment installed in August 2013.	Playground	Freehold	0.02ha
OS47	Victoria Play Area	Play area, part of Victoria Pleasure Ground, leased from Richard James Streatfield in 1897 for 999 years. New surfacing added in 2017.	Playground	Leasehold	0.09ha

Pond

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS53	Harlands Farm Pond	Pond, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Pond	Freehold	0.16ha
OS61	Balancing Pond at Harlands	Balancing pond behind pumping station on Mallard Drive, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Pond	Freehold	0.21ha

Recreation Ground

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS3	Hempstead Lane Recreation Ground	Recreation ground, acquired in 1932, with some restrictions.	Recreation Ground	Freehold	0.76ha
OS8	Luxford Field	Open land for recreation open space, public recreation ground or a site of a community building, transferred from ESCC in 1983. Requirements are in place that need to be observed.	Land	Freehold	1.13ha
OS14	Ridgewood Recreation Ground	Open land used as recreation area, declared Town Council land 1978.	Recreation Ground	Freehold	1.94ha

OS25	Victoria Pleasure Ground Tennis Courts	Tennis Court, part of Victoria Pleasure Ground, leased from Richard James Streatfield in 1897 for 999 years.	Recreation Ground	Leasehold	0.12ha
OS26	Victoria Pleasure Ground	Recreation ground, leased from Richard James Streatfield in 1897 for 999 years.	Recreation Ground	Leasehold	3.37ha
OS28	West Park Playing Fields	Recreation ground, transferred from developer in 1987 with restrictive covenants in place.	Recreation Ground	Freehold	2.97ha
OS42	Harlands Farm playing fields	Open recreation ground, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Recreation Ground	Freehold	2.07ha

Woodland

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS4	Boothland Wood	Woodland transferred to Town Council by developer with restrictive covenants. .	Woodland	Freehold	4.99ha
OS41	Nightingale Wood	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	2.00ha
OS43	Bridge Farm Road Wood	Woodland, transferred to Town Council by developer in 2002 with restrictive covenants.	Woodland	Freehold	0.66ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS54	Harlands Farm woods	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.16ha
OS59	Nightingale Wood (extension)	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.31ha
OS60	Nightingale Wood (extension)	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.46ha

Meeting of the Full Council

Monday 7th December 2020

Agenda Item 16.0

TO CONSIDER PROPOSED METHOD FOR RESPONDING TO TWO CONSULTATIONS BY WEALDEN DISTRICT COUNCIL:

-PLANNING VALIDATION GUIDE (Deadline - 4th January 2021);

-LOCAL PLAN DIRECTION OF TRAVEL (Deadline – 18th January 2021)

1.0 Summary

- 1.1 The local planning authority (planning dept of Wealden District Council) is currently consulting on two documents, one regarding the planning application process (Planning Validation Guide) and the second with regards to the development of the Local Plan (Direction of Travel).
- 1.2 Due to a lengthy agenda and these documents needing full consideration, a suggestion is being put forward for the most effective way in which to respond on behalf of Uckfield Town Council.

2.0 Consultations

2.1 Planning Validation Guide Consultation

This document sets out the guidance for how to submit planning applications and includes the local validation list which explains how a planning officer registers, assesses and determines a planning application. The deadline for this consultation is midnight on 4th January 2021 and ideally needs to be responded to before Christmas.

<https://consult.wealden.gov.uk/kse/event/35681>

2.2 Direction of Travel for Local Plan

This is the first stage in the engagement process for the development of a new Local Plan. This consultation enables communities to put forward their views about what is important to them – including residents, businesses, voluntary organisations, partner organisations and parish and town councils.

The document looks at a number of key planning themes and the challenges, opportunities and critical planning issues within these areas. The deadline for comments is midnight on Monday 18th January 2021. The main document within the consultation is in the region of 150 pages and therefore needs time and detailed consideration.

<https://consult.wealden.gov.uk/kse/event/35819>

Members should be aware that parish cluster meetings have already been set up by Wealden District Council to assist with engaging local communities during the development of the draft Local Plan. Councillor J. Love from Plans Committee and the Town Clerk attended the first virtual meeting of this group.

3.0 Suggested process for responding

- 3.1 Due to the extent of reading and work involved in responding to these consultations, it is proposed that a small working group of no more than three Town Councillors and the Town Clerk meet to review these

consultation documents, and compile a response to be shared with members, prior to submission.

4.0 Recommendation

4.1 Members are asked to consider the above suggestion and nominate a maximum of three Town Councillors to work with the Town Clerk.

Contact officer: Holly Goring

Meeting of the Full Council

Monday 7th December 2020

Agenda Item No. 18.0

TO CONSIDER A MOTION FROM COUNCILLORS B. COX AND K. BEDWELL

1.0 Summary

1.1 This report sets out the motion submitted by Councillors B. Cox and K. Bedwell in accordance with the Town Council's Standing Orders.

2.0 The motion for consideration

2.1 Councillor B. Cox provided written notice of the following motion which was received on 26th October 2020 from both Councillor B. Cox and Councillor K. Bedwell, and before the required deadline:-

“Funding of free school meal voucher in holidays

On 21 October 2020, the House of Commons voted down the chance to extend the free school meals vouchers to Christmas and out of term times. Uckfield Town Council has already voted to try to tackle youth food poverty in the life of this council. The motion passed and the resolutions were as listed.

This Council resolves that:

We will investigate the size of youth food poverty in our schools and to our best endeavours try to reduce it within the life of the council.

Look at working with external bodies (foodcycle and chomp) to assist in tackling food poverty in young people.

Have a public information campaign to inform how to deal with food poverty using local charities and government aids. And also train councillors in how to advice the public on it.

Work closely with schools to see what assistance is needed to help reduce the effects of food poverty in the students. (breakfast and after school food clubs)

As a small authority Uckfield Town Council understands that we are unable to afford to fund where national government won't but we will use our political power to and seek to work together with the District and County Council. This will see that no young person goes hungry this winter.

Using the governments stats from <https://www.get-information-schools.service.gov.uk/>

<u>Uckfield College</u>	Number of pupils:1677
Percentage of children eligible for free school meals	8.3% = 139

<u>Holy Cross Church of England Primary School</u>	Number of pupils: 84
Percentage of children eligible for free school meals	35.7% = 30

<u>Harlands Primary School</u>	Number of pupils: 241
Percentage of children eligible for free school meals	7.8% = 18

<u>Manor Primary School</u>	Number of pupils: 394
Percentage of children eligible for free school meals	13.5% = 53

<u>Rocks Park Primary School</u>	Number of pupils: 209
Percentage of children eligible for free school meals	6.7% = 14

St Philip's Catholic Primary School – no data available.

This equates to 254 children who are eligible for free school meals.

Essentially there are two weeks of the Christmas break, and that would cost a total of £7,620
= (254 x £15 school meal vouchers) x 2 (weeks).

Uckfield Town Council understands that the UK Government has now advised that funding would be provided to the local authorities towards these costs. The local education authority for Uckfield is East Sussex County Council.

This motion requests that the Town Clerk makes contact with East Sussex County Council to request information on:

- how the funding provided will be distributed across the county,
- what their plans are for the Christmas period 2020/21, and;
- longer term, to work with partner agencies to tackle the stigma around food poverty.”

3.0 Recommendation

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

Background Papers: Uckfield Town Council Standing Orders

Contact Officer: Holly Goring

UCKFIELD TOWN COUNCIL



LICENCE TO MAINTAIN THE AREA OF LAND KNOWN AS SELBY MEADOW, SELBY ROAD, UCKFIELD

Uckfield Town Council hereby permits the Newtown Action Group (the licensee) to maintain the area known as Selby Meadow, Selby Road, Uckfield as shown coloured red on the attached plan subject to the following conditions:-

- a) This licence excludes the planting of trees unless prior written consent of the Town Council is obtained.
 - b) Shrubs, trees, plants etc are to be kept in good order, attended, pruned and weeded.
 - c) The erection of fences, walls, structures etc. on the land is not permitted. The installation of suitable seats will be permitted with the prior written consent of the Town Council.
1. In this licence references to the "licensee" shall except as otherwise provided be construed as reference to the person(s) which is for the time being entitled by virtue of this licence to do anything permitted by it to be done.
 2. The licensee shall at all times during the continuance of this licence take all reasonable precautions necessary to ensure the safety and convenience of users and prevent any nuisance or annoyance being caused to the owners or occupiers of other premises adjoining the said land.
 3. The licensee shall make good any damage to any pipe drains surface water drains or any other item belonging to the Town Council or other utility company.
 4. The licensee shall not assign or transfer this licence.
 5. The period of the licence will be for ten years commencing on the 1st March 2020, with a review to be undertaken every three years within this period.
 6. The Town Council may by notice served on the licensee withdraw this licence and on the expiration of such period in the notice the licensee will give up the land in at least as good a state as at the grant of this licence.

7. If this licence is withdrawn or surrendered the Town Council:
 - a) may remove and dispose of as it thinks fit all or any shrubs, plants or seats which the licence relates and reinstate or
 - b) If satisfied that the licensee can within such reasonable time as they may specify remove such shrubs, plants or seats the Town Council may authorise him to do so at his own expense.

In this and the next following clause “the licensee” means the person who immediately before the withdrawal or surrender of the licence in question was the licensee or if that person has died his personal representative.

8. The Town Council shall not be liable for any damage occasioned to any shrub, plant or seat planted or retained in pursuance of this licence howsoever caused and whether or not arising from or caused by the Town Council.
9. The Town Council acknowledges the Newtown Action Group Constitution and Rules and Management Programme attached, this said, the licensee will abide by the conditions of this license at all times.

Signed on behalf of
Uckfield Town Council

Signed on behalf of
the Newtown Action Group

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Dated the2020

Newtown Action Group

Constitution and Rules

1. NAME:

This Association shall be called Newtown Action Group and shall be known hereafter as the Association throughout these Constitution and Rules

2.AIMS:

The objectives of the association shall be to promote and protect the interests of residents living in the area covered by the association and will include:

1. To provide on a regular basis, a place that is safe, affordable, friendly and welcoming for the users and visitors to what is known as Selby Meadow. This green buffer zone is provided for the use of all Uckfield residents.
2. To promote members rights, the maintenance and improvement of housing conditions, transport, amenities and the environment in general.
3. To uphold equal opportunities and good relations amongst all members of the community.
4. To promote social activities for all members.

3. MEMBERSHIP:

1. Members shall be all residents, over the age of 16, living in Selby Rd, Vernon Rd, Selby Rise, Selby Close, Selby Gardens Harcourt Rd, Harcourt Close and Keld Close.
2. Membership shall be free of charge.

Membership benefits:

Each Member shall have the right to vote at Annual General Meetings and Extraordinary General Meetings and to stand for election to the Management Committee.

4. MANAGEMENT:

- a) The legal and financial affairs of the Association shall be run by a Management Committee consisting of Chair, Secretary, and Treasurer and other committee members
- b) Committee members shall be elected by ballot at the AGM to serve for a period of one year.
- c) Members of the Committee shall retire at the end of each twelve month period, but shall be eligible for re-election.

d) The Committee shall ensure that any decision taken is recorded in writing and made available upon request by any member.

e) The Committee will encourage and rely upon the support of ordinary members in the general running of the Association and ancillary matters appertaining to the upkeep of Selby Meadows. Committee meetings are open to all members who may speak but not vote.

f) The quorum for the committee meetings shall be 5

g) The committee shall meet not less than 6 times a year.

h) Representatives shall be elected from each road to sit on the committee

4.1 Complaints and dissatisfaction by the membership:

Shall in the first instance be raised by the members directly with The Committee. If not resolved to the satisfaction of the membership then, as a last resort, a vote of "no confidence" in any member of the elected committee may be proposed by any member. This will be decided upon by a simple majority vote at a general meeting of members.

5. GENERAL MEETINGS:

a) The Association's working year shall be from January 1st to December 31st.

b) The Annual General Meeting shall be held on a date to be determined by the Committee in January for the following purposes:

i) To receive the Chair's Report.

ii) To receive the Treasurer's Report.

iii) To elect members of the Management Committee.

iv) To transact any other business of the Association

c) At least 28 days before the date of the AGM, the Members shall be notified of the place, date and time of the meeting by:

i) Posting a written notice on the Association web page.

- ii) Posting of notices within the Selby Space Area
- iii) A leaflet delivered through members doors.
- d) An Extraordinary General Meeting may be called at any time by either:
 - i) The Management Committee.
 - ii) Requisition in writing signed by no fewer than seven Association Members.
- e) A quorum for both AGMs and EGMs shall be 7 Association Members.
- f) At all general meetings each member shall have one vote upon any matter submitted to the vote.
- g) Proposals for changes to the Constitution and Rules may be made by any Member and must be received in writing by the Secretary no less than twenty one days prior to the next AGM (or EGM).
- h) Such changes will be decided upon by a simple majority vote at the meeting and shall be binding upon the Association.

6. FINANCE:

- a) The Association is a non-profit making organisation. Income raised is to be used to promote the aims of the Association.
- b) The Management Committee shall hold the Association funds in a bank account, withdrawal from which shall require the signatures of two members of the Committee. No two signatories shall be from the same household
- c) Individual Members shall not benefit from the Association income but can be reimbursed legitimate expenses.
The method or procedures by which such payments are made shall be agreed in advance by the Management Committee.
- d) The Management Committee shall not:
 - (i) Be empowered to spend at one time more than an agreed limit that shall from time to time be set by an AGM or EGM.
 - (ii) Spend more than the bank balance current at that time.

e) Any non-monetary assets, e.g. equipment, shall not be owned by any particular Member but shall be the common property of the Association.

7. EQUAL OPPORTUNITIES:

Members of the association shall actively seek to respect the needs of the whole community and will not discriminate on the grounds of nationality, ethnic origin, race, gender, disability, sexual orientation, age, religion or belief.

8. DISSOLUTION:

The Association will cease to exist if it does not meet every quarter and there is no membership interest shown in continuing. In the event of the Association being wound up any assets remaining after payment of all proper debts and liabilities shall be distributed as follows:

- a) Equipment owned by the Association shall be sold.
- b) Any funds, including those realized from 8a), shall be donated to good causes related to local causes in and around Uckfield.

Decisions on disposing of assets will be made at a general meeting of the group called for the sole purpose of discussing dissolution. At this meeting a quorum need not apply.

9. NEWS LETTERS:

The group shall aim to produce at least 2 newsletters a year.

10. ADOPTION OF AMENDED CONSTITUTION AND RULES:

The fore-going Constitution and Rules were adopted at the Association's Emergency General Meeting held on the 6th December 2010 at 8pm

The constitution was subsequently amended at a general meeting held on Wednesday 13th of July

The constitution was subsequently amended at the Annual General Meeting held on Wednesday, 7th February 2018, at 7.00 pm. and signed on 7 March 2018.

Signed *R Hammons* (Secretary) Date 7-3-2018

Signed *V Reed* (Chairperson) Date 7.3.2018

Meeting of Full Council

Monday 7th December 2020

Agenda Item 20.0

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

29 Oct 2020	Judging Halloween Family Tea Poster Competition
31 Oct 2020	Halloween Family Tea and judging of fancy dress
08 Nov 2020	Remembrance Sunday – laying of Uckfield TC's wreath
11 Nov 2020	Armistice Day – Holy Cross Churchyard
14 Nov 2020	High Sheriff of East Sussex Prayer Breakfast (online)
17 Nov 2020	Chairman's Virtual Civic Meeting (online)
23 Nov 2020	Uckfield FM Meeting (online)
26 Nov 2020	League of Friends of Uckfield Hospital AGM (online)
30 Nov 2020	4 th Uckfield Scout Group AGM

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

27 Oct 2020	Lord Lieutenant's Awards (online)
08 Nov 2020	Remembrance Sunday – laying of Uckfield TC's wreath at Eugene Segher's Memorial