



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

VIA ZOOM (REMOTE MEETING)

on

Monday 18th January 2021 at 7.00pm

AGENDA

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

1.0 DECLARATIONS OF INTEREST

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

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

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

3.0. TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND WEALDEN DISTRICT COUNCIL

4.0 APOLOGIES FOR ABSENCE

5.0 MINUTES

5.1 To **RESOLVE** that the minutes of the Full Council on 7th December 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 | 13 th December 2020 and 11 th January 2021 |
| (b) | Environment and Leisure Committee | None held. |
| (c) | General Purposes Committee | None held. |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(to be considered under confidential business)
- (ii) Uckfield – Events Working Group
(nothing to report)
- (iii) Uckfield Dementia Forum
(nothing to report – next meeting 14th January 2021)

9.0 TO NOTE THE URGENT CONSULTATION PANEL'S DECISION ON RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2021/22

(Attached)

10.0 TO CONSIDER THE DRAFT BUDGET (2021/22) AND MEDIUM-TERM FINANCIAL STRATEGY 2021-26 FOR WEALDEN DISTRICT COUNCIL

(Attached)

11.0 TO FORMALLY ADOPT THE TOWN COUNCIL'S STRATEGIC PLAN 2021/26

(Attached)

12.0 TO FORMALLY ADOPT THE TOWN COUNCIL'S ANNUAL PLAN 2021/22

(Attached)

13.0 TO FORMALLY SET THE ANNUAL BUDGET (PRECEPT) FOR 2021/22

(Attached)

14.0 TO FORMALLY ADOPT THE ASSET MANAGEMENT PLAN FOR 2021/26

(Attached)

- 15.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2020/21 (Q3)**
(Attached)
- 16.0 TO CONSIDER SUGGESTIONS FOR STREET NAMING FOR THE MALLARDS DRIVE DEVELOPMENT**
(Attached)
- 17.0 TO SIGN UP TO THE WEALDEN DEMENTIA ACTION ALLIANCE CHARTER**
(Attached)
- 18.0 TO APPOINT A TOWN COUNCIL REPRESENTATIVE FOR THE UCKFIELD FESTIVAL ASSOCIATION COMMITTEE**
(Attached)
- 19.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
(Attached)
- 20.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 21.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 22.0 TOWN CLERK'S ANNOUNCEMENTS**
- 23.0 CHAIRMAN'S ANNOUNCEMENTS**



Town Clerk
12th January 2021

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held as a
REMOTE meeting via ZOOM,
on Monday 7th December 2020 at 7.00 pm

PRESENT:

Cllr. J. Beesley	Cllr. J. Love (Deputy Mayor)
Cllr. K. Bedwell	Cllr. C. Macve
Cllr. B. Cox	Cllr. S. Mayhew (Town Mayor)
Cllr. J. Edwards	Cllr. A. Smith
Cllr. H. Firth (arrived 7.12pm)	Cllr. C. Snelgrove
Cllr. D. French (arrived 7.12pm)	Cllr. P. Sparks
	Cllr. D. Ward

IN ATTENDANCE:

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

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

Cllr A. Smith wished to advise members that she was part of a group called WASP (Wealden Alliance for Sustainable Planning). They were formulating a response to the Local Plan Direction of Travel consultation which was referenced in agenda item 16.0.

Cllr K. Bedwell declared an interest in agenda item 9.0 as a result of being the Chair of Ridgewood Village Hall Management Committee.

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

FC.45.12.20 It was **RESOLVED** to suspend Standing Orders to enable members of the public to speak.

A resident from Ridgewood wished to speak in regards to agenda item 9.0. They were interested to read the summary of issues that had been raised previously. Recently residents living opposite the shelter had suggested that the hedge adjacent to the shelter be lowered, as it would make those sitting in the shelter more exposed. The resident wasn't sure removing the hedge at the entrance would have much impact.

Generally, the resident felt that the bollard in the entrance to Ridgewood Village Hall Car Park would be a good idea and mostly agreed that CCTV was not that productive. Anti-social behaviour had reduced in that area during 2020. Most incidents in the past year were Covid-19 related and well recorded in terms of breaches of play area use. There had been a spike in anti-social behaviour in the past three to four days with a group smoking cannabis in the allotment. Further information would be sent to the Town Clerk.

Vice Chair, Mr Noble, of Ridgewood Village Hall Management Committee wished to speak on agenda item 9.0 in regards to the suggestion of installing a bollard. The RVH Management Committee discussed this some months ago, and were against the idea. The car park was part of the community space and should not be restricted. People walking dogs parked their cars there at varying times of day, it was not just used by those letting the hall. The current circumstances had been that way for many years. It was felt that if issues were occurring in the car park regarding substance misuse, that intelligence should be passed to Sussex Police.

Members were happy to keep standing orders suspended for the next item.

3.0 TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND WEALDEN DISTRICT COUNCIL

Councillor Chris Dowling advised that he had picked up the discussions regarding speed and traffic related matters in Ridgewood. A meeting had since been arranged with Sussex Police, Cllr K. Bedwell, the Town Clerk and former councillor I. Smith who had been involved in setting up the Eastbourne Road Community Speedwatch Group. If the newly established group were to look at Lewes Road as well, risk assessments would need to be prepared for potential positioning of the speedwatch activity.

Night closures were planned on the A22 by-pass from 9pm until 5am to enable the contractors to catch up with their work schedule following the recent bad weather. These were planned on 10th & 11th December, and Monday 14th to Friday 20th December.

The works planned for the Ridgewood Farm development by UK Power Networks were due to commence on 11th January, and likely to take until May to complete. It would be one set of works at a time, utilising 2 to 3 way temporary traffic lights, from 7am to 7pm weekdays, 8am to 5pm on Saturdays and 9am until 1pm on Sundays.

Uckfield Library's refurbishment was now complete and included LED lighting which had reduced their carbon footprint. New tenants had also joined the library – Wealden CAB and the NHS Immunisation Team.

Councillor Claire Dowling referred to the latest update from the Public Health Director at ESCC. Cases in Wealden District were starting to reduce, with some time lag behind the country. In the 7 days prior to 2nd December, Uckfield North recorded 7 cases and Uckfield South recorded 4 cases. The mobile testing unit would be in Uckfield on 14th, 15th, 16th and 29th, 30th and 31st December 2020.

In response to a motion put forward by Councillors B. Cox and K. Bedwell (agenda item 18.0), Councillor Dowling had sought to find the necessary information. It had been confirmed by ESCC that all children currently receiving free school meals would be provided with food vouchers for the Christmas break (£15 per child per week – distributed by the schools). ESCC had also worked hard with voluntary organisations across the county over the past year to ensure that support was provided and, adequate Covid response. An example was the support that had been provided to 15 foodbanks across East Sussex and fuel vouchers had been given to the CABs. Further information was available in a Q2 Monitoring report being presented to ESCC Cabinet on 8th December: <https://democracy.eastsussex.gov.uk/ieListDocuments.aspx?CId=133&MId=4367&Ver=4>

A campaign was currently underway to remind residents of ways they could recycle their unwanted electrics at Christmas. Anything with a plug etc could be collected via the kerbside collection service – residents would be advised to leave the item in a bag on top of their bin with batteries removed and it would be collected.

Councillor C. Macve enquired about the works that were still to be scheduled to the two roundabouts – Copwood and Little Horsted on the A22 by-pass and timing of this as per the S106 agreement. A question was also asked with regards to the commercial entrance onto the A22 from the Welbeck site.

Councillor C. Macve could not understand why a different route had not been proposed by UK Power Networks which would have had less impact. Members agreed but understood that despite ESCC licensing setting out the key considerations for UKPN, a utility company has overall power in legislation to undertake the works where they wish. It was asked that correspondence be maintained with the owners of Ridgewood Village Post Office and the Highlands Inn whilst all these plans were underway.

Councillor B. Cox thanked Cllr Claire Dowling for her detailed response re: food vouchers and also wished to understand what the criteria currently was for free school meals. A number of households had been impacted by Covid-19 and residents lost their jobs this year and they may not come into the system at the present time, and so at risk of being just under the radar.

Councillor P. Sparks noted that at that last Full Council meeting at Wealden DC, a question was raised regarding the Ashdown Forest Conservators needing funding. The Leader of Wealden DC was seriously looking into the issue and whether any support could be provided. A Cabinet meeting on 9th December would include recommendations for Wealden DC's budget setting process – with proposals to halt any increase in council tax, introduce a wage freeze for all staff earning £24k or more, and members' allowances being frozen for 2021/22.

Councillor H. Firth said that an increased number of planning applications had been received by Planning Committee North at Wealden DC, for the northern area of the district.

FC.46.12.20 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 D. Bennett and G. Johnson, and Youth Member Mr Brunsdon.

5.0 MINUTES

5.1 To resolve that the minutes of the meetings of Full Council on 26th October 2020 to be taken as read, confirmed as a correct record and signed by the Mayor.

FC.47.12.20 It was **RESOLVED** that the minutes of the meeting of Full Council on the 26th October 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 actions could now be removed:

FC.27.09.20 – Remembrance Parades and Services

FC.28.09.20 – Town Council calendar

FC.38.10.20 – Pavement parking consultation

FC.39.10.20 – Grass cutting contribution

FC.40.10.20 - Recommendation of Finance Sub-Committee

FC.41.10.20 – Asset of Community Value

FC.42.10.20 – Planning White Paper consultation

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 of the 16th November 2020

FC.48.12.20 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 16th November 2020.

(b) Environment & Leisure Committee of the 16th November 2020

FC.49.12.20 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 16th November 2020.

(c) General Purposes Committee of the 9th November 2020

FC.50.12.20 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee of the 9th November 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 Dementia Forum

Councillor P. Sparks added that the Uckfield Dementia Forum had had another successful year, despite many of the organisations involved being up against it with the challenges of the pandemic. It had been a particularly useful forum for organisations and groups to share information and provide support to each other. They had established a number of key action points for the following year. Members subsequently noted the report.

(iii) Uckfield – Events Working Group

Nothing to report at present.

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

The Chairman requested that the Chair of Environment & Leisure Committee, Councillor J. Beesley to lead on this agenda item. It was suggested that each of the three issues (sheltered seating and hedgerow, CCTV and bollard/gate) be discussed separately to help manage the conversation.

Sheltered seating

The proposal was to remove the lower hedge to the eastern side of the entrance of Ridgewood Village Hall Car Park (play area side) to improve visibility of the shelter from the road and assist Police patrols etc.

Cllr J. Edwards explained that there had also been a suggestion from a resident to lower the hedge behind the shelter but this would require a strawpoll of residents' views from those properties directly opposite. There was a 2-3ft section of hedge line up to the tree between the section behind the shelter and at the entrance to the car park. It was felt that this may assist as well with making the shelter less of a hiding place and this should be discussed with the Head Groundsman.

Councillor D. Ward requested that the safety of children using the play area be considered and the fenceline be reviewed.

FC.51.12.20 All members voted in favour (*except Councillor K. Bedwell who abstained due to her role in the RVH Management Committee*) to **RESOLVE**, to remove the section of hedge on the eastern side of the entrance to Ridgewood Village Hall car park (play area side) and to review the section up to the tree between the car park and shelter, with safety of play area users being considered.

CCTV

It was suggested that it would be beneficial for members to review a report on

level of crime and anti-social behaviour across the town, to understand whether any areas (open spaces) could benefit from CCTV.

Councillor H. Firth advised that there were major costs involved in installing high quality CCTV and although devices had been installed at Selby Meadow, someone had still located the device and broken it. It did not deter the anti-social behaviour in the first instance and more should be done by Sussex Police to tackle the behaviour.

Councillor B. Cox felt it was important for the Town Council to decide what they wanted the cameras to do. They would be void of use if no one was watching the footage regularly. Any CCTV would need to be of high quality.

Councillor J. Edwards reminded members that we should not be overly critical of our public sector partners. They were under pressure due to the restrictions on the funding of their sector, not their personal abilities.

Councillor D. Ward did not agree with installing CCTV in Ridgewood at present, as other areas of the town were recording higher levels of reported crime and anti-social behaviour.

Councillor B. Cox also added that the installation of devices such as CCTV would only move the problem somewhere else.

FC.52.12.20 Members **RESOLVED** to halt on the idea of installing CCTV in the town's open spaces at present, due to the costs involved and need to review levels of crime and anti-social behaviour in more detail across the town.

Installation of a gate or bollard at the entrance of RVH Car Park

Councillor J. Beesley referred to previous feedback from residents living opposite the car park who stated that they did not wish the height of the dense leylandii hedge to be reduced, as the lights from vehicles in the car park shone into the front of their properties. Councillor J. Beesley had visited the site with the Head Groundsman and Town Clerk and they agreed that even at a reduced height, vehicles could still stay obscured behind the hedge due to the density of the vegetation.

Councillor K. Bedwell advised that there was not a great deal of Police evidence to suggest that incidents were occurring in the car park, with the main reports of anti-social behaviour being around the seating area. The RVH Management Committee had concerns regarding this proposal, as it was not fair on their hall hirers to be responsible for locking the car park at night. They didn't even lock the building. If a car remained in the car park, they might receive backlash from the vehicle owner and questioned whether RVH's insurance would cover any matters that could occur. Also, who would be responsible for opening up in the morning. It was also a concern, should an emergency arise and emergency vehicles needed access to the building or car park.

Councillor H. Firth agreed with the points made by Councillor K. Bedwell and confirmed that there would have to be evidence of substance misuse before the Town Council would spend funds on this. The safety of hall hirers and access to

the building was a concern.

FC.53.12.20 With 11 votes in favour and two members abstaining (Councillor K. Bedwell and Councillor J. Edwards), members **RESOLVED** to not install a gate or bollard at the entrance to Ridgewood Village Hall Car Park.

10.0 TO REVIEW THE CONTRACT FOR THE SANITISATION OF PLAY AREAS

Councillor P. Sparks felt that the current contract the Town Council had in place to sanitise the play areas was working well and it was great to see families using the open spaces and play areas. These remained well used.

FC.54.12.20 Members **RESOLVED** to extend the contract for the sanitisation of the play areas for a further three months (end of March) at the current reduced rate of £525 plus VAT.

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

The Town Mayor and Councillor D. Ward commended the Assistant Town Clerk & RFO for the excellent outcome of the audit in her first year at Uckfield Town Council – reporting no issues with the accounts of the Town Council in 2019/20 and good sound governance. Members noted the report.

12.0 TO CONSIDER THE DRAFT STRATEGIC PLAN 2021/26

The report was felt to incorporate the many issues and initiatives that Town Councillors and local residents had discussed in the previous 12 months.

Councillor H. Firth wished to note that there was a need to review the cemetery in the next few years, and consider a further extension. The Estates & Facilities Manager reminded members of the Town Council's Tree policy and if any trees were felled or removed, trees would need to be replanted elsewhere. It would therefore be helpful to consider a broader range of options such as woodland burial areas or greener alternatives.

Members were satisfied with the draft Strategic Plan 2021/26 at this stage and wished to note the report.

13.0 TO CONSIDER THE DRAFT ANNUAL PLAN 2021/22

Members felt that the Draft Annual Plan 2021/22 was very comprehensive and were satisfied with the current draft at this stage. Members noted the report.

14.0 TO CONSIDER THE DRAFT ANNUAL BUDGET FOR 2021/22

Members reviewed the first draft of the Annual Budget for 2021/22. The Assistant Town Clerk & RFO advised that staff had looked closely at all codes and budget lines, to consider where increases may arise (utility costs etc), where savings could be made and also reminded members that the council tax base had not yet been agreed, so this was only a guide. The Assistant Town Clerk & RFO welcomed ideas and feedback from members, before the final draft papers would be presented to Full Council on 18th January 2021 for adoption.

Chair of the Finance Sub-Committee, Councillor P. Sparks thought the draft budget provided a very good grounding of the financial situation, he also noted that we anticipated some loss in income. The Town Council needed to take a

steer on the precept for 2021/22 to support officers with preparing the final draft of the budget for January Full Council. It was questioned whether members wished to increase or freeze.

Councillor C. Macve explained that he would like to dearly say that the Town Council could freeze the budget but the Town Council was under greater pressure as years went by, by the devolvment of services from higher levels of local government (district and county). Services should be maintained for residents so would suggest a nominal increase, and one that reflected CPI rates not RPI.

Councillor A. Smith ideally would like to freeze the precept but understood the challenges.

Members noted the challenges involved and it was advised that staff would await the updated council tax base figure and then review early in the New Year with the Finance Sub-Committee.

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

Members were satisfied with the draft report at this stage and subsequently noted the contents.

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)**

It was suggested that in order to meet the deadlines but still review these documents in detail, that a maximum of three Town Councillors be nominated to work with the Town Clerk to compile a response on behalf of Uckfield Town Council.

FC.55.12.20 Members **RESOLVED** to nominate Councillors J. Love, C. Macve and A. Smith to work with the Town Clerk to compile responses on behalf of Uckfield Town Council.

17.0 TO CONSIDER A PROPOSED RESPONSE TO THE EAST SUSSEX LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN CONSULTATION

Members were asked to review the contents of the draft response prepared by the Town Clerk and feed back to her by end of play on Thursday 10th December to enable her to meet the deadline set by ESCC.

Members noted the contents of the report and requirement to respond.

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

As a response had been provided to the question asked within the motion, by Councillor Claire Dowling earlier in the meeting, the matter had been addressed. Members subsequently noted the contents of the motion.

19.0 TO SIGN AND SEAL THE LICENCE AGREEMENT BETWEEN UCKFIELD TOWN COUNCIL AND NEW TOWN ACTION GROUP FOR THE LAND AT SELBY ROAD

FC.56.12.20 Members **RESOLVED** to approve the licence agreement between Uckfield Town Council and the New Town Action Group for the land at Selby Road, and agreed for two councillors to sign and seal the licence agreement.

20.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the engagements listed.

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

Three deed of grants had been received:

Mrs Orlow Clementene Giles

Ms Nicola Eastwood

Margaret Jean Miller and Nicola Ann Slaughter

FC.57.12.20 It was **RESOLVED** for three councillors to sign the above deeds of grant.

22.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

23.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk advised members that the Estates & Facilities Manager had been obtaining quotations for a new heating system in Foresters Hall and displayed these on the screen for attendees to view. It was a heatpump/air con model. The Estates & Facilities Manager advised members that he was still awaiting electrical quotes on Wednesday but the first quotation did incorporate electrical works which would help as it would be managed by the one contractor. There was a 2-3 week lead in time for ordering the system, and it was therefore hoped that it could be installed in January. At present, many of the hall hirers at Foresters Hall were using facilities in the Civic Centre.

Members felt that the first quotation with inclusion of the electrical works seemed more sensible and to have a greater number of cassettes within the room, but would await the further information being circulated on Thursday 10th December to the Urgent Consultation Panel, for decision.

The Town Clerk also advised members that the outcome of the Independent Remuneration Panel on member allowances had been sent in, and it proposed a 2% increase in member allowances in 2021/22. Uckfield Town Council only took a 1.81% increase for 2020/21 so had already taken an alternative decision to the increases proposed by the Panel previously. It was also noted that members at Wealden DC were proposing to freeze their member allowances in 2021/22. Due to the importance of this decision on the Town Council's budget for 2021/22, the Town Clerk would be emailing all 15 councillors and requested that they respond to one of three options (i) remain as is, (ii) take a 2% increase or (iii) alternative option. Members were not to respond with (reply all) and to respond to the Town Clerk directly. The feedback received would be circulated to the Urgent Consultation Panel for decision.

24.0 CHAIRMAN'S ANNOUNCEMENTS

The Chairman, Councillor S. Mayhew acknowledged that this was the last meeting of the calendar year, and it was coming up to Christmas. What a year it had been! He wished to thank everyone for their perseverance with the virtual meetings via zoom. It had been very different to what everyone was used to, for press and public too and he appreciated everyone's support. The Mayor was due to make a speech on Uckfield FM on Christmas Day at 1.00pm.

The meeting closed at 8.54 pm.

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;</p> <p>(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 once the national lockdown has lifted. 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>This matter has been raised with the Wealden Inspector of Sussex Police. It is understood that Sussex Police and Wealden DC were due to hold discussions once again. UTC will await the outcome of these.</p>

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

<u>Resolution No.</u>	<u>Details</u>	Date Raised	Action By	Date Complete
<u>FC57.09.19</u>	<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 has been arranged for early February and will be discussed at that meeting.
<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 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.	17.08.20	HG/RN	The Deed of Dedication is currently being prepared ready for signing and sealing by two members by the end of January 2021.
<u>FC.30.09.20</u>	<u>12.0 To review a report by Councillor A. Smith on the need for affordable homes in Uckfield</u> After a detailed discussion, it was RESOLVED to request that the Town Clerk write to the Housing Minister Rt Hon Robert Jenrick with a copy of this report and advise Wealden DC's planning department of these discussions along with neighbouring parish councils.	14.09.20	HG	A letter is being drafted and will be circulated to members for approval before sending.
<u>FC.51.12.20</u>	<u>9.0 To consider previous reports of anti-social behaviour in Ridgewood Recreation Ground/Car Park and proposed next Steps</u> Sheltered seating All members voted in favour (<i>except Councillor K. Bedwell who abstained due to her role in the RVH Management Committee</i>) to RESOLVE , to remove the section of hedge on the eastern side of the entrance to Ridgewood Village Hall car park (play area side) and to review the section up to the tree between the car park and shelter, with safety of play area users being considered.	07.12.20	HG/MF /RN	The hedge has been removed. NFA.
<u>FC.52.12.20</u>	CCTV Members RESOLVED to halt on the idea of installing CCTV in the town's open spaces at present, due to the costs involved and need to review levels of crime and anti-social behaviour in more detail across the town.			
<u>FC.53.12.20</u>	Installation of a gate or bollard at the entrance of RVH Car Park _With 11 votes in favour and two members abstaining (Councillor K. Bedwell and Councillor J. Edwards), members RESOLVED to not install a gate or bollard at the entrance to Ridgewood Village Hall Car Park.			

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.54.12.20</u>	10.0 To review the contract for the <u>sanitisation of play areas</u> Members RESOLVED to extend the contract for the sanitisation of the play areas for a further three months (end of March) at the current reduced rate of £525 plus VAT.	07.12.20	MF	The contractors have been advised of the extension of the existing agreement. NFA.
<u>FC.55.12.20</u>	16.0 To consider <u>proposed method for responding to two consultations by Wealden District Council:</u> - <u>planning validation guide (deadline 4th January)</u> - <u>local plan direction of travel (deadline 18th January)</u> Members RESOLVED to nominate Councillors J. Love, C. Macve and A. Smith to work with the Town Clerk to compile responses on behalf of Uckfield Town Council.	07.12.20	HG	A response was provided to the consultation on the Planning Validation Guide on 4 th January and a draft response will be shared with members prior to submission for the local plan direction of travel on 18 th January. NFA.

Meeting of Full Council

Monday 18th January 2021

Agenda Item No. 9.0

TO NOTE THE URGENT CONSULTATION PANEL'S DECISION ON RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2021/22

1.0 Background

- 1.1 At the meeting of Full Council on 7th December 2020, members were informed by the Town Clerk that the report of the Wealden Independent Remuneration Panel on Town and Parish Councillor Allowances for 2021/22 had just been received.
- 1.2 Due to the timescales we were working within and difficulties with remote meetings, the Town Clerk advised that she would circulate the recommendations of the Panel and request a response from all members individually regarding member allowances for 2021/22 and then feed the results back to the Urgent Consultation Panel to take a decision which would be reported back to Full Council on 18th January 2021 and incorporated in the budget.

2.0 Members were asked the following question:

- 2.1 *Could you please advise me of your preference from the following three options and provide me with your response by eop Wed 16th December 2020.
DO NOT reply to all in your response. Respond to the Town Clerk only. All views will be compiled and circulated to the Urgent Consultation Panel once received, for a final decision to be taken.
(Option 1) – No change - retain member allowances at the 2020-21 (current) rate for UTC and take no further increase for 2021-22 (£1284.00 and £1773.00 respectively);
(Option 2) – Take the Panel's recommended 2% increase in member allowances from the current rate UTC members receive which would be (£1309.68 Basic and £1808.46 Chairman respectively);
(Option 3) – Propose an alternative (member responding would need to put forward an alternative solution).*
- 2.2 15 responses were received, of which 12 preferred Option 1. Three members responded that they were uncomfortable with taking the increase but understood the risks in not taking it, so thought to take the increase but transfer the difference into a budget for discretionary community grant funding.

3.0 Decision of the Urgent Consultation Panel

- 3.1 As there was a clear majority with 12 out of 15 members voting in favour of Option 1, the following resolution was put forward to members of the Urgent Consultation Panel for their approval and would be taken into account in the draft Budget 2021/22:
- 3.2 Members **RESOLVED** to freeze member allowances for 2021/22 and retain member allowances at the 2020-21 rate previously agreed by Uckfield Town

Council (£1284.00 basic member allowance and £1773.00 for Chairman's Allowance per annum respectively).

3.3 Members of the Urgent Consultation Panel approved the above resolution.

4.0 Recommendations

4.1 Members are asked to note the decision of the Urgent Consultation Panel.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 18th January 2021

Agenda item 10.0

TO CONSIDER THE DRAFT BUDGET (2021/22) AND MEDIUM-TERM FINANCIAL STRATEGY (2021/26) FOR WEALDEN DISTRICT COUNCIL

1.0 Summary

- 1.1 On 9th December 2020, Wealden District Council's Cabinet approved their draft budget for 2021/22 and Medium-Term Financial Strategy 2021/26 for public consultation. The deadline for providing a response falls on 20th January 2021.
- 1.2 This report provides members with a copy of the documents and consultation questions for consideration.

2.0 Recommendations

- 2.1 Members are asked to consider the content of the attached reports from Wealden District Council (in appendix B and C) and advise the Town Clerk of how they wish to respond.

Please note at the meeting itself members of Wealden District Council's Cabinet took the following decisions:

Decision:

- (A) *To agree to consult that the Council keeps its part of Council Tax at current levels for the year 2021/22;*
- (B) *To agree General Fund Revenue 2021-22 budget proposals, estimates for 2022-26 and the General Fund Capital Programme for consultation with stakeholders;*
- (C) *To agree that the Council follow the Governments guidance on public sector pay to freeze Officer salaries for 2021-22 except for those earning less than the FTE of £24,000. In line with Government guidance the increase for those in that category will have a 2021-22 salary increase of an FTE of £250 per annum;*
- (D) *To keep Members' allowances at current levels for 2021-22;*
- (E) *To note the long- term risk across the MTFS 2022-26, particularly Business Rates and to lobby Government to deliver fairer funding;*
- (F) *To agree HRA Revenue 2021-22 budget proposals, estimates for 2022-26 and the HRA Capital Programme for consultation with stakeholders; and*
- (G) *To approve the 2021-22 HRA rent increase of CPI + 1% in line with the Government's policy on rents for social housing*

Wealden DC Draft 2021/22 Budget

Wealden District Council's Cabinet has approved for consultation its proposals for the Council's 2021/2022 budget and Medium-Term Financial Strategy for the years 2021 to 2026.

Wealden DC Draft Medium Term Financial Strategy 2021/26

The Medium-Term Financial Strategy sets out the District Council's financial position over the next five years, with key information on risk, the Council's capital programme and new contracts within that period.

Appendices: Appendix A: Consultation question
 Appendix B: Draft Budget 2021/22 Covering report
 Appendix C: Draft Medium Term Financial Strategy 2021/26

Contact Officer: Holly Goring

APPENDIX A

DRAFT WEALDEN DC BUDGET 2021/22 AND MEDIUM-TERM FINANCIAL STRATEGY 2021/26

2021/22 Budget	
Q1	Do you support the Council setting a budget for 2021/22 with a zero increase in Council Tax for Wealden's part of the Council Tax?
	<input type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/> Not sure
Q2	Are there any areas where you think that the Council should spend more money in its 2021/22 budget?
	<input type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/> Not sure
Q3	Are there any areas where you think that the Council should spend less money in its 2021/22 budget?
	<input type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/> Not sure
Q4	The Council is spending New Homes Bonus on Capital Spending. Do you agree with this approach?
	<input type="radio"/> Yes
	<input type="radio"/> No
	<input type="radio"/> Not sure

Q5	Do you have any other comments you would like to make about the Council's 2021/22 budget proposal?	
	<input type="radio"/>	Yes
	<input type="radio"/>	No

Medium Term Financial Strategy 2021-2026		
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Q6	Do you support the Council's proposed Medium Term Financial Strategy for the years to 2026 (based upon a balanced budget)?	
	<input type="radio"/>	Yes
	<input type="radio"/>	No
	<input type="radio"/>	Not sure

Q7	Over the medium term (up to 2026) are there any areas where you think that the Council should spend more money?	
	<input type="radio"/>	Yes
	<input type="radio"/>	No
	<input type="radio"/>	Not sure

Q8	Over the medium term (up to 2026) are there any areas where you think that the Council should spend less money?	
	<input type="radio"/>	Yes
	<input type="radio"/>	No
	<input type="radio"/>	Not sure

Q9	The Council needs to find new income/savings of £0.5 million by 2022/23. Do you have any suggestions?	
	<input type="text"/>	

Title of Report: **2020-21 Budget and Medium Term Financial Strategy 2021-22 to 2025-26 – General Fund and Housing Revenue Account for consultation**

Report to: **Cabinet**

Date: **9 December 2020**

Portfolio Holder: **Cllr Bob Standley, Leader of the Council**
Cllr Ray Cade, Housing & Benefits

Purpose of Report

This report sets out Cabinet's consultation proposals for the 2021-22 budget and Medium Term Financial Strategy ("MTFS") for 2021 to 2026 for the General Fund ("GF") and the Housing Revenue Account ("HRA"). The proposals are for consultation and Cabinet will consider the results of the consultation at its meeting in early February before making a budget recommendation to Full Council on 24 February 2021.

Recommendations

Cabinet is recommended:

- a) To agree to consult that the Council does not increase its share of Council Tax for the year 2021/22;
- b) To agree General Fund Revenue 2021-22 budget proposals, estimates for 2022-26 and the General Fund Capital Programme for consultation with stakeholders;
- c) Agree that the Council follow the Governments guidance on public sector pay to freeze Officer salaries for 2021-22 except for those earning less than the FTE of £24,000. In line with Government guidance the increase for those in that category will have a 2021-22 salary increase of an FTE of £250 per annum;
- d) To keep Members allowances at current levels for 2021-22;
- e) To note the long- term risk across the MTFS 2022-26, particularly Business Rates and to lobby Government to deliver fairer funding;
- f) To agree HRA Revenue 2021-22 budget proposals, estimates for 2022-26 and the HRA Capital Programme for consultation with stakeholders; and
- g) To approve the 2021-22 HRA rent increase of CPI + 1% in line with the Government's policy on rents for social housing.

Reasons

The Council is required to set a balanced budget each year. The Local Government Finance Act 1992 requires the Council to estimate GF revenue expenditure and income for the forthcoming year from all sources, together with contributions from reserves, in order to determine a net budget requirement to be met by government grant, Business Rates and Council Tax.

For the HRA Council is required to set a balanced budget meaning that the Council

must show in its financial planning that HRA income meets expenditure and that the HRA is consequently viable.

The GF and HRA estimates as detailed in the MTFS 2021-22 to 2025-26 will form the basis for consultation with stakeholders.

Introduction

1. There remains a significant amount of uncertainty surrounding local authority finances. As a result of the Covid-19 pandemic, and other pending reviews such as the fair funding review and business rates retention scheme, there still remains uncertainty from Central Government on any long term funding settlement for Local Government. Again the Council finds its self with a Spending Review announcement¹ of a one-year settlement for 2021-22, as opposed to a multi-year review, which provides further longer-term financial uncertainty as to the level of funding the Council will receive.
2. The Council is required by the Local Government and Housing Act 1989 to maintain a separate ring-fenced account for its Council housing landlord functions, this is called the HRA.
3. The purpose of the HRA is to provide the funding to enable Wealden to provide a housing service to those people in the District that need it. The HRA Business plan is a key contributor to the Council's overall aims and the Council's Housing Strategy. The Council has also fully embraced the Government priority of "fixing our broken housing market" by delivering new build Council Housing to contribute to diversification of the local housing market.

Budget setting 2021-22 and Estimates for 2022-23 to 2025-26

4. For 2021-22 to 2025-26 the Council has developed a MTFS which covers both the GF and the HRA revenue budget and capital programmes (**Appendix A** to this report).
5. The Council's successful financial management to date has enabled the protection of core services for the people of Wealden while at the same time allowing the redirection of resources to the priority areas in the Corporate Plan, and the MTFS 2021-22 to 2025-26 builds on this approach.
6. The proposed GF revenue 2021-22 budget proposal and the estimates 2022-2026 is shown at Appendix 1 of the MTFS, which includes:
 - An Officer salary pay freeze for 2021-22 except for those earning less than the FTE of £24,000. In line with Government guidance the increase for those in that category will have a 2021-22 salary increase of an FTE of £250 per annum;
 - Members allowances being kept at current levels for 2021-22; and
 - No increase for the Council's share of Council Tax for the year 2021-22, followed by a £5 increase per annum from 2022-23.
7. With regard to the last point above, the Corporate Management Team's advice is to recommend to Cabinet that the Council's share of Council Tax for the year 2021-22 is increased by £5.

¹ Spending Review 2020, 25 November 2020

8. The proposed General Fund Capital Programme is shown at Appendix 2 of the MTFS.
9. The proposed HRA Revenue 2021-22 budget proposal and the estimates 2022-2026 are shown at Appendix 3, with the HRA Capital Programme at Appendix 4. Appendix 3 includes:
 - An Officer salary pay freeze for 2021-22 except for those earning less than the FTE of £24,000. In line with Government guidance the increase for those in that category will have a 2021-22 salary increase of an FTE of £250 per annum; and
 - HRA rent increase of CPI + 1% in line with the Government's policy on rents for social housing up to 2024-25 and thereafter increases are assumed at CPI.

Consultation

10. The Budget consultation will be undertaken with stakeholder groups including, but not limited to, the following:
 - a) Business associations as required by Section 34 Local Government Finance Act 1988;
 - b) The public via the Council's website;
 - c) Parish and Town Councils;
 - d) Wealden Local Strategic Partnership; and
 - e) Council staff through the Employee Consultative Group.

Corporate Management Team Advice

11. Cabinet are recommended to :
 - a) To agree to consult that the Council increases its share of Council Tax by £5, for the year 2021-22;
 - b) To agree General Fund Revenue 2021-22 budget proposals. Estimates for 2022-26 and the General Fund Capital Programme for consultation with stakeholders;
 - c) Agree that the Council follow the Governments guidance on public sector pay to freeze Officer salaries for 2021-22 except for those earning less than the FTE of £24,000. In line with Government guidance the increase for those in that category will have a 2021-22 salary increase of an FTE of £250 per annum;
 - d) To keep Members allowances at current levels for 2021-22;
 - e) To note the long- term risk across the MTFS 2022-26, particularly Business Rates and to lobby Government to deliver fairer funding;
 - f) To agree HRA Revenue 2021-22 budget proposals. Estimates for 2022-26 and the HRA Capital Programme for consultation with stakeholders; and
 - g. To approve the 2021-22 HRA rent increase of CPI + 1% in line with the Government's policy on rents for social housing.

Implications

Financial:

These are summarised within this report and detailed in the MTFS (GF and HRA) 2021-22 to 2025-2026 (**Appendix A** to this report)

Legal:

The Council is required to set a balanced budget each year. The Local Government Finance Act 1992 requires the Council to estimate GF revenue expenditure and income for the forthcoming year from all sources, together with contributions from reserves, in order to determine a net budget requirement to be met by government grant and Council Tax.

Under Section 76 of the Local Government and Housing Act 1989, the Council is required, in advance of the financial year, to formulate proposals which satisfy the requirement that, on certain stated assumptions the HRA Balance for that year does not show a debit balance. The Council is obliged to implement those proposals and from time to time to determine whether the proposals satisfy the 'break even' requirement. If not, then the Council shall make such provisions as are reasonably practicable towards securing that the proposals, as revised, shall satisfy the requirement.

Under Section 24 of the Housing Act 1985, the Council can make such reasonable charges as it determines for the tenancy or occupation of its houses. The council is obliged, from time to time, to review rents charged and make such changes, as circumstances may require. The Council may increase the rent for its tenants by giving no less than four weeks' notice, pursuant to section 103(4) of the Housing Act 1985.

Climate Change:

As the Council has declared a Climate Emergency, there will be costs associated with addressing this, where these are known they are built into the MTFS, however, it is anticipated that there will be further impact on the MTFS which will be incorporated into future financial planning.

Human Resources:

The proposals on a provision for a staff pay award is included within the MTFS (**Appendix A** to this report), and includes a 2021-22 pay freeze for Officers except for those earning less than the FTE of £24,000. In line with Government guidance the increase for those in that category will have a 2021-22 salary increase of an FTE of £250 per annum.

Other:

The budget underpins delivery of the Council's policies and priorities including in relation to:

- crime and disorder;
- environmental and sustainability areas, and
- Equality and diversity.

Consultation arrangements are identified in paragraph 10 of this report.

Contacts/ References:

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Head of Service	Laurence Woolven, Head of Finance
Report Author	Jennie Barnes, Financial Services Manager Susie Allen, Principal Accountant
Contact Details	Jennie.barnes@wealden.gov.uk Susie.allen@wealden.gov.uk
Appendices	Appendix A - Medium Term Financial Strategy (General Fund and Housing Revenue Account) 2021-22 to 2025-26
Background Papers	None.
Published Reference documents	None
Key Decision	No
Exempt / Not for Publication	No

Appendix A

Medium Term Financial Strategy (General Fund and Housing Revenue Account)

2021-22 to 2025-26

Consultation Document

December 2020

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Forward

Welcome to this latest version of Wealden's General Fund Medium Term Financial Strategy covering the period 2021-2026.

Wealden District Council ("The Council", "Wealden", "we", "our") is operating in an environment of greater uncertainties than any other year as a result of the Covid-19 crisis. As a result financial planning is becoming increasingly complex, requiring multiple variables to be balanced in an environment of increasing uncertainty. Having a thorough understanding of the financial outlook and the associated impact on the organisation's ability to achieve its strategic objectives is an essential starting position for future planning and ensuring sustainability. Resources are becoming scarcer, which coupled with increasing pressures and demands on services, makes it more challenging to ensure that resources are effectively targeted.

This Medium Term Financial Strategy ("MTFS") sets out how the Council will use its financial resources to underpin the strategic priorities within the Corporate Plan, and builds on its track record of:

- Managing growth to meet future needs;
- Protecting and enhancing Wealden's unique rural character and environment;
- Supporting our local economy and local businesses;
- Generating sustainable sources of income to invest in local priorities; and
- Helping to improve connectivity and access to services for all our communities.

It is the Council's commitment to use the financial resources it employs over the coming years to make a positive difference to the area and its residents, and achieve value for money.

Since 2010 the Council, alongside the majority of other local authorities, has experienced unprecedented financial challenges in various forms and has had to adapt to:

- The impact of Central Government funding reductions;
- The Coronavirus ("Covid-19") pandemic which has reshaped the Council's services and changed the way Wealden's residents live, work and socialise;
- The local impacts of the economic crisis and Covid-19 pandemic affecting jobs, housing and business growth, which has in turn created pressure on the generation of local income streams and incurring additional costs;
- The national impacts of the economic crisis and Covid-19 pandemic on the financial markets and subsequent low returns on investments;
- The local impacts of the economic crisis and Covid-19 pandemic creating a rising demand, and increased cost pressures, for council services from customers who rely on the safety net provided by local government; and
- The impact of the vote to leave the EU and the consequent impact on the economic and political landscapes.

During this same period the basis on which local government is funded has undergone radical reform, heralding a new era where local government is funded from local taxes with limited reliance on Central Government. This new methodology for funding local government is inextricably linked to the performance of the local economy via business rates, new homes bonus funding arrangements, council tax and local council tax reduction schemes, and Housing Revenue Account Self-Financing.

Each change to the funding brings new elements of uncertainty and volatility. However, it does present opportunities for local authorities with the freedom from and removal of reliance on Central Government and a key stake in the financial prosperity of its local economy. The Government's one-year spending review for 2021-22 ("Spending Review 2020") announced by the Chancellor on 25 November 2020, as opposed to a multi-year review, provides further longer-term financial uncertainty as to the level of funding the Council will receive.

In response to this environment the Council has delivered a track record of strong financial discipline. Planning ahead, undertaking a transformation programme which secures savings in advance, re-investing in more efficient ways of working, adopting a more commercial approach, whilst making careful use of reserves to meet funding gaps and mitigate risks, is an approach that has served the Council well.

The Council's successful financial management to date has enabled the protection of core services for the people of Wealden while at the same time allowing the redirection of resources to the priority areas in the Corporate Plan, and the MTFS 2021-22 to 2025-26 builds on this approach. This MTFS will be kept under constant review and will need to adapt in response to new risks and opportunities during this unprecedented period of uncertainty and change.

Laurence Woolven
Head of Finance (S151 Officer)

Section 1. Introduction

Background

The purpose of this MTFS is to set out the overall framework on which the Council draws together the strategic planning priorities, demand and resource forecasts and impact of the wider service delivery environment to produce a costed plan for the impact of proposed policies and plans on the longer-term financial sustainability of the Council. The MTFS pulls together in one place all known factors affecting the Council's financial position and financial sustainability over the medium term (i.e. over a five year period).

In order to achieve its priorities the Council has a clear and robust financial strategy which focuses on its long term financial sustainability. The MTFS does this by balancing the financial implications of objectives and policies against constraints in resources and provides the basis for decisions to be made about its finances.

The MTFS integrates revenue allocations, savings targets, reserves and capital investment, and provides a budget for 2021-22 upon which the 2021-22 Council Tax level (General Fund) and rent levels (Housing Revenue Account("HRA")) are determined, and sets out the forecasts for the period 2022-23 to 2025-26.

Whilst the purpose of this MTFS is to provide a costed plan over the period 2021-22 to 2025-26, it must be recognised that this plan becomes more uncertain the further out in time the forecast moves. However, uncertainty is more of a reason to produce a MTFS as the identification of potential longer-term revenues and expenses and the key risks associated with those forecasts and income and expense streams provide valuable insight for the Council and aids decision making.

The MTFS is a living document that forms the basis of the Council's fiscal strategy. Inevitably the Council's plans will need to evolve and develop in response to new financial opportunities and risks and new policy directions during the period of the Strategy and the dynamic nature of local government funding. Therefore, the Strategy will be reviewed on a regular basis and at least annually.

The MTFS is underpinned by a sound finance system, coupled with a solid internal control framework, sufficiently flexible to allow the Council to respond to changing demands over time and opportunities that arise.

Objectives

This MTFS seeks to achieve a number of specific objectives:

- Ensure the Council's limited resources are directed to achieving the vision and strategic priorities within the Council's Corporate Plan and HRA Business Plan;
- Ensure the Council maintains a sound and sustainable financial base, delivering a balanced budget over the life of the MTFS;
- Provide a range of good quality services that people expect, and offer excellent value for money;
- Deliver key projects that enhance quality of life and wellbeing across Wealden, thoughtfully generating reasonable income streams in line with our Commercial Strategy to achieve a financially stable and self-sufficient council;
- Maintain our measured, professional approach to managing the Council's finance and investments, and continue to develop our enterprise culture for the benefit of the District as a whole;
- Deliver more by working with partners, continue to extend our use of technology, minimise transaction costs and sustain customer satisfaction;

- Growing the Council Tax and Business Rates tax base, whilst ensuring that Council Tax rate increases are kept at an acceptable level;
- Ensure the Council maintains robust, but not excessive, levels of reserve and balances to address any future risks and unforeseen events without jeopardising key services and the delivery of outcomes; and
- Continue to manage down the Council's recurrent cost base, in line with reductions in overall resources by ensuring the provision of efficient, effective and economic services which demonstrate value for money.

Section 2. Context

In order to set the framework for the Council's approach to policy and financial planning it is important to understand the potential impact of the Covid-19 pandemic, economic conditions and overall national policy context, as well as the policy and delivery priorities for the Council over the MTFS period.

Local Priorities

This MTFS is central to identifying the Council's capacity to deliver its local priority outcomes and it reflects:

- The Council's current financial position and outlook.
- The Council's overall financial strategy, including use of reserves.
- Internal and external pressures which may influence the council's financial position.

The following sub-sections set out the local context and priorities, that we have had regard to in producing a costed plan over the period 2021-22 to 2025-26.

Wealden as a Place

Wealden is the largest local government district in East Sussex covering 323 square miles and has a population of 160,175¹. Half the population live in five main towns: Crowborough, Hailsham, Heathfield, Polegate and Uckfield. The rest live in villages and hamlets in some of the most attractive countryside in the South of England.

With two-thirds of the district covered by the High Weald Area of Outstanding Natural Beauty and the South Downs National Park, as well as 41 conservation areas (33 of which are administered by the Council) and 2,241 listed buildings, Wealden has to place a high value on protecting the environment.

Wealden has 8,495 businesses, with small and micro businesses forming a fundamental part of the Wealden economy. 91.3% of Wealden's businesses employ fewer than 10 people².

The largest proportion of business enterprise in the District is in the Professional, Scientific & Technical category at 16.5% followed by construction at 14.5%³.

The most common age group within Wealden is those aged 50-64 years old (22%). Just under a quarter (23%) of the population is traditional retirement age or above (65+).

Three quarters (78%) of Wealden residents own their home; more (44%) own it outright than do through a mortgage (34%).

90% of Wealden residents are happy with where they live, and 76% happy with the way the Council is run – nationally the figures are 79% and 61% respectively.

Financially Stable and Self-sufficient Council

To avoid cuts to services, the Council continues to explore alternative options of service delivery to ensure that services remain fit for purpose in the context of smaller budgets. This may mean revisiting the expectations of residents in order to protect services for the most vulnerable. It is also an opportunity to work with partners and neighbouring authorities to maintain and improve outcomes against a back drop of reducing public spending.

¹ ONS 2018 mid-year estimate

² ONS/Inter Departmental Business Register (IDBR) 2019

³ ONS/Inter Departmental Business Register (IDBR) 2019

A key component of the Council being financially stable and self-sufficient, is the Council's Commercial Strategy which provides a framework for activities that:

- Form an essential part of the solution to the funding gap, which has arisen due to public sector budget cuts, a restructuring of how local authorities are funded and increasing demographic pressures;
- Potentially lead to the generation of disposable income, to provide additional resource to meet the Council's ambitions and statutory duties for Wealden as set out in other strategies and plans; and
- Deliver functions, services and outputs that bring benefits to local people and in doing so helps meet Corporate Plan objectives.

Partners and the Community

In line with the values from the Corporate Plan to “deliver more by working with partners”, the Council continues to work with those partners, as well as service users and our communities, to protect and deliver services in new ways:

- *Parish and Town Councils* - have been proactive in identifying services important to their local communities and working with the District Council and other bodies on local priorities. For example, Mayfield and Five Ashes Parish Council has agreed to commit funding towards a proposed community facility in conjunction with a new doctors' surgery to be built with funding by Wealden District Council;
- *The voluntary sector* - has also been keen to deliver services with 16 organisations operating service level agreements with the Council in 2019/20 with £0.271 million of Council funding;
- *Wealden Strategic Partnership* - is a non-statutory, multi-agency body, which matches Wealden District Council boundaries, and brings together the different parts of the public, private, community & voluntary, and special interest sectors to work to help improve the life of the residents of Wealden;
- *Safer Wealden Partnership* - brings together a number of agencies from the public, private, education and voluntary sector to improve people's lives in the area by working together to reduce the levels of crime and anti-social behaviour and to manage the fear of crime;
- *East Sussex Strategic Partnership* - brings together different parts of our local community – public services, local businesses, community groups, voluntary sector organisations and local people. The Partnership helps organisations and individuals work together in a co-ordinated way to plan local services, tackle the issues that matter to local people and improve quality of life in East Sussex; and
- *Sussex Weald Homes Limited* - An initiative to contribute towards the self-financing objective was the Council setting up Sussex Weald Homes Limited in December 2017, a 100% owned subsidiary to build properties that will be rented or sold to the Council and privately, and acquisition of commercial properties.

Corporate Plan 2019-23

The Council's Corporate Plan sets out our direction and priorities for the next four years, building on our previous Plan 2015-19.

The Council's vision for the future is:

“Shaping Wealden as a District which offers a fulfilling and worthwhile quality of life for our residents, a thriving and prosperous place for businesses where local people and visitors can enjoy the outstanding beauty and heritage of our landscape and environment. We will continue to chart a course for the District founded on lean, efficient principles, based on sound business management with a considered approach to investment and income generation. In a post- EU Exit, the Council will play its part in achieving strong, self-reliant and vibrant conditions for the wellbeing of our residents, our businesses and our

We will continue to work with our partners to support Wealden's communities, environment and economy with:

- Engaged, resilient, active communities;
- Access to suitable housing, local jobs, services, facilities, leisure and recreational opportunities;
- Sustainable economic growth; and
- Sound business management.

We aim to:

- Protect and enhance Wealden's high quality natural environment and heritage;
- Promote a better quality of life for Wealden people through activities that improve health, resilience and well-being;
- Improve access to essential services for all our communities;
- Ensure development meets future needs, with associated investment in infrastructure;
- Take advantage of opportunities to promote new, cleaner technologies;
- Work with partners to regenerate our diverse market towns, creating jobs and attracting investment;
- Support our local businesses and entrepreneurs to achieve a locally sustainable economy; and
- Generate ongoing sources of income to reinvest in local priorities and optimise funding from external sources.

Our strategic priorities for Wealden over 2019-23 cover four themes:

1. Communities

We want people in Wealden's communities to have the opportunity to enjoy an excellent quality of life through:

- Active, healthy and fulfilling lifestyles;
- Access to good health care;
- Safe environments for all ages;
- Positive democratic engagement;
- Strong community leadership;
- Skills that match local opportunities and worthwhile jobs;
- Thriving community clubs, sport, recreation and leisure; and
- Good housing local people can afford, in places they want to live.

2. Environment

We are steadfast in our duty and desire to protect Wealden's beautiful landscape. We want people in Wealden to be able to access and enjoy the outstanding natural beauty and heritage of our landscape and environment, including conservation areas. Also, for residents to live in good quality housing that integrates harmoniously.

Key strands:

- Planned growth that respects our environment;
- Ongoing improvements to infrastructure;

- Working with partners for more renewable energy use;
- Securing sustainable growth in our towns and villages;
- Accessible open spaces close to homes and workplaces;
- Increased action within communities to improve the environment;
- Harnessing our natural resources for sustainable rural enterprise;
- Valuing our green spaces and biodiversity assets;
- Conserving and enhancing the character of our rural areas; and
- Managing the street scene.

3. Local economy

We want Wealden businesses, communities and residents to thrive and prosper in the District. We are committed to planning and promoting opportunities for sustainable growth through:

- Vibrant town centres and villages;
- Business innovation in a green environment;
- Promoting Wealden as a tourist destination;
- Stimulating high quality tourism experiences;
- Better broadband, 4G and 5G connectivity;
- Appropriate employment spaces;
- Leveraging funding into the District;
- Working with the South East Local Enterprise Partnership;
- Supporting local businesses, the Chambers of Commerce & the Federation of Small Businesses; and
- Re-balancing the housing market to reflect local needs.

4. Sound business management

Wealden will continue to be a well-run Council, well thought of and respected by our residents, peers and partners.

We will:

- Provide the range of good quality services that people expect, and offer excellent value for money;
- Deliver key projects that enhance quality of life and wellbeing across Wealden, thoughtfully generating reasonable income streams in line with our Commercial Strategy to achieve a financially stable and self-sufficient council;
- Maintain our measured, professional approach to managing the Council's finance and investments, and continue to develop our enterprise culture for the benefit of the District as a whole; and
- Deliver more by working with partners continue to extend our use of technology, minimise transaction costs and sustain customer satisfaction.

National Priorities

The following sub-sections set out the national priorities, that we have had regard to in producing a costed plan over the period 2021-22 to 2025-26.

Covid-19

The immediate priority for Central Government is providing businesses and individuals with financial support during the Covid-19 pandemic (and administered by Council's), and protecting vulnerable people.

The significant levels of public sector debt as a result of Central Government spending to support the economy during the Covid-19 pandemic, as well as lower tax receipts, will need to be repaid and could lead to significant reductions in grant funding over the medium term.

Housing, Infrastructure and Other Services

The Government's ambition is to increase the numbers of new homes built to 300,000 per annum by the middle of the 2020s.

In March 2020 the Government announced a wide breadth of measures in the Ministry of Housing, Communities and Local Government ("MHCLG") briefing paper 'Planning for the Future', to provide local authorities with greater funding for infrastructure, ensuring that those who strive to build enough homes for their communities and make the most of brownfield land and urban areas are able to access sufficient resources. These measures included:

- Investing another £1.1 billion in local infrastructure to unlock almost 70,000 new homes;
- A new £10 billion Single Housing Infrastructure Fund; and
- Reforming the New Homes Bonus ("NHB") to reward delivery⁴.

Following the briefing paper, MHCLG issued a consultation white paper in August 2020, which covered a package of proposals for reform of the planning system in England, covering plan-making, development management, development contributions, and other related policy proposals. The consultation has proposed to replace the Community Infrastructure Levy ("CIL") and Section 106 planning obligations with a new consolidated Infrastructure Levy, which is charged as a fixed proportion of development value above a set threshold. Subject to the outcome of the consultation, The Government will seek to bring forward legislation and policy changes to implement the reforms.

The Spending Review 2020, on 25 November 2020 included announcements on the following policies and programmes that are relevant to local authorities:

- £16 million to support modernisation of local authorities' cyber security systems;
- £254 million of additional resource funding to support rough sleepers and those at risk of homelessness during COVID-19, including £103 million announced earlier this year for accommodation and substance misuse support;
- £165 million for Troubled Families;
- £60 million for Social Housing Decarbonisation;
- £621 million to regenerate high streets, town centres and communities through the Towns Fund; and
- £4 billion levelling up fund, which will invest in local infrastructure that has a visible impact on people and their communities and will support economic recovery.

⁴ This was reaffirmed in the Spending Review 2020

HRA: On 29 October 2018, the government confirmed that the HRA borrowing cap was abolished with immediate effect. As a result, local authorities with an HRA are no longer constrained by government controls over borrowing for housebuilding and are able to borrow against their expected rental income, in line with the Prudential Code.

Local Government Funding

The Central Government aim through funding reforms (i.e. localised business rates) is to significantly reduce reliance on central grants (i.e. Revenue Support Grant) and move councils to be self-financing. This has required council's to focus on more local self-sufficiency through other forms of local income generation, such as:

- Council Tax rate increases, within prescribed referendum limits;
- Increases to fees and charges;
- Widening the scope of fees and charges by introducing charges for services not previously charged for;
- Increasing trading activities to generate surpluses for reinvestment, including the establishment of trading companies; and
- Look at ways of commercialising existing services and seeking opportunities to 'sell' goods and services externally.

Fair Funding Review and Business Rates Retention Scheme

The fair funding review aims to provide updated formulas for assessing councils' spending needs, and it will change how central grants are distributed between Councils. The outcomes of the fair funding review are to be implemented alongside the introduction of 75% business rate retention.

The Secretary of State for MHCLG announced in April 2020 (and reaffirmed in the Spending Review 2020), that the fair funding review and changes to the business rates retention scheme due to be implemented from April 2021, were to be postponed because of the Covid-19 pandemic. No date was provided as to when the review will be implemented, but the Secretary of State stated that the Government are committed to reforming the funding framework for local government so that it is simpler, more up to date, and more transparent. The Government has established a steering group and a number of working groups, chaired jointly by MHCLG and the Local Government Association, to develop these reforms.

Business Rates Revaluation

In July 2020, Central Government confirmed that the 2021 revaluation would be postponed to reduce uncertainty for businesses. Central Government has announced that the next revaluation is likely take effect in 2023. To enable the next revaluation to reflect the impact of Covid-19 more closely, this revaluation will be based on property values as of 1 April 2021.

Fundamental Review of Business Rates

In the Budget 2020 (11 March 2020), Central Government published the terms of reference for a fundamental review of the business rates system to be carried out by HM Treasury. This review is wide-ranging: it will consider all elements of the current system, as well as exploring the potential strengths and weaknesses of alternative property and online taxes put forward as possible replacements for rates, as recommended by the Treasury Select Committee in its report of 31 October 2019. The reviews final conclusions are expected in Spring 2021. This could lead to big changes in the design and yield of the tax, which would matter greatly for local government given that it currently contributes around 30% of non-schools revenues.

Covid-19 Pandemic

The impact of Coronavirus ("Covid-19") pandemic on the Council was first felt towards the end of March 2020, and continues to have an effect in the 2020-21 financial year. In 2020-21, the Council is experiencing substantial losses across many of its largest streams of income. These include council tax and business rates, building control fees, commercial rents and licensing fees. As with any recession, investment income is reducing which will create further pressures on the Council's

finances. On the expenditure front, some of the key areas of additional pressure include accommodation and support for rough sleepers – some of whom may not have required our support previously, shield and hub costs to protect and support our vulnerable residents, and additional staff costs to cope with the increased demand for some services i.e. revenues and benefits. Whilst Central Government has provided emergency Covid-19 funding to the Council for 2020-21 this funding does not cover all the financial pressures.

It is uncertain if these losses will continue over the period of the MTFS (i.e. 2021-22 to 2025-26), in addition to the potential adverse impact on the growth of the council and business rate tax base.

In the Spending Review 2020, the Chancellor announced that current sales, fees and charges scheme (which refunds 75% of eligible income loss beyond a 5% threshold) is being extended on a pro-rata basis into the first three months of 2021-22. In addition, councils will receive £670 million of unringfenced grant funding to enable them to continue reducing council tax bills for those least able to pay, including households affected by Covid-19. It is currently unclear how much of this funding the Council will receive.

The Council has sought in recent years to build up the General Fund reserve balance to ensure the Council is financially resilient. The Council is therefore in a position to draw upon its General Fund reserve balance to balance its budget (within a certain tolerance level) if required.

It is also uncertain over the period of the MTFS if Central Government will be providing further support to businesses and individuals, through schemes that are administered by Wealden on behalf the Government and how these schemes would financially impact the Council.

Economic and Fiscal Climate

It is important to note up front that the next few years are particularly uncertain economically and fiscally. There are a number of questions where definitive answers cannot be provided. How high will unemployment rise, how quickly and fully will the economy recover, and what will this mean for councils' revenues? To what extent will changes in service provision made in an effort to control the Covid-19 pandemic continue, and what will this imply for service delivery costs?

The Public sector finances are increasingly coming under pressure, due to the significant increase in government spending to support the economy during the Covid-19 pandemic, as well as lower tax receipts. The Office for Budget Responsibility's ("OBR's") Economic and fiscal outlook, published on 25 November 2020 (alongside the Spending Review 2020) puts these pressures into stark focus with the following forecasts/expectations:

- Economic outlook remains "highly uncertain";
- GDP⁵ to shrink by 11.3% in 2020;
- Unemployment rate to average 4.4% across 2020, rising to 7.5% at its peak in Q2 2021-21. The unemployment rate is then projected to fall to 4.4% by 2025; and
- Borrowing peaks at £393.5 billion⁶, 19.0% of GDP in 2020-21, the highest peacetime level on record, before forecasting to fall to 3.9 per cent in 2025. However, borrowing costs continue to be very low, driven by interest rates that are low by historical standards, making the current costs of servicing this increase in debt affordable.

Provisional estimates indicate that the £173.7 billion borrowed in the first five months of 2020-21 (April to August 2020) was just over three times the £55.8 billion borrowed in the whole of 2019-20.⁷

The economic outlook forecast⁸ by the Council's Treasury Management Advisors, Arlingclose, highlights the follows:

⁵ GDP measures the total value of all of the goods made, and services provided, during a specific period of time

⁶ This is around seven times the amount borrowed in 2019-20, and by comparison, the total stimulus package in response to the 2008-09 financial crisis amounted to 2.1% of GDP, or £42 billion

⁷ Source: Office for National Statistics ("ONS") Public sector finances, UK: August 2020

- While the strict initial lockdown restrictions have eased, coronavirus has not been suppressed and second waves have prompted more restrictive measures on a regional and national basis. This ebb and flow of restrictions on normal activity will continue for the foreseeable future, at least until an effective vaccine is produced and importantly, distributed;
- However, the scale of the economic shock to demand, ongoing social distancing measures, regional lock downs and reduced fiscal support will mean that the subsequent pace of recovery is limited. Early signs of this are already evident in UK monthly GDP data, even before the latest restrictions; and
- This situation will result in the Bank of England maintaining low interest rates for the medium term. In the UK, the EU Exit is a further complication. Bank Rate is therefore likely to remain at low levels for a very long time (currently 0.1%), with a distinct possibility of being cut to zero. Money markets have priced in a chance of negative Bank Rate.

The Consumer Price Index ("CPI") fell to 0.7%⁹ in October 2020, and is further below Central Government's target rate of 2%, with the Retail Price Index ("RPI") standing at 1.3%¹⁰ in November 2020. Both indexes are anticipated to remain low for the foreseeable future¹¹.

Pressures loom in 2021-22 and beyond. Firstly, falls in council tax and business rates collected will have to be reflected in the following years. Secondly, tax collections and potentially income from sales, fees and charges and commercial activities could remain depressed looking forward, as higher unemployment pushes up the cost of council tax support ("CTS") schemes and changed consumer behaviour impacts the viability of high streets. Thirdly, a range of spending pressures could persist (or arise) as some services see increased costs and demands, and councils' pension schemes are revalued in April 2023.

⁸ Source: Economic and Interest Rate Forecast, September/October 2020, Arlingclose

⁹ ONS, 18 November 2020

¹⁰ ONS, 18 November 2020

¹¹ OBR, Economic and fiscal outlook, 25 November 2020

Section 3. General Fund Revenue

Spending Plans

This MTFS is central to identifying the Council's financial capacity to deliver its vision and strategic priorities within the Corporate Plan 2019-23, and requires a balance to be struck between the need to support the delivery of the vision with the need to maintain a sustainable financial position. Striking the correct balance between these two requirements becomes ever more difficult in the challenging financial context in which the Council operates. This is compounded by Government funding reductions, the impact of Covid-19, and the localised business rates funding which is subject to uncertainty and volatility.

The Council's Corporate Plan is supported by a programme of work containing a range of projects that will meet each of the four strategic themes. In the absence of any new Government funding and in the context of the impact of Covid-19, general cost pressures, and savings underpinning the MTFS, the resources to finance these projects have been made possible by allowing the redirection of resources to the priority areas as well as seeking external financial support in the form of grants and contributions.

It should be noted that the full financial implications of the Hailsham Aspires major project, have not been reflected in the costed General Fund Revenue Summary and Capital Programme 2021-22 to 2025-26, because the project is being developed. At the point when a full business case has been assessed and finalised to demonstrate that the capital investment is affordable and sustainable, the full revenue and capital implications will be built into future iterations of the MTFS.

Spending Pressures

A review of the financial pressures facing the Council over the period of the MTFS has been undertaken. This information has been drawn from a Star Chamber budget challenge process involving members of the Council's corporate management team, heads of service and budget holders. This challenge process had regard to the experience of previous years, the current economic climate and local and national issues that are likely to influence the financial outcomes.

Inflation – Pay and Prices

The General Fund MTFS follows the Spending Review 2020 announcement on a public sector pay 'pause' for 2021-22, except for those earning less than the full-time salary equivalent of £24,000 who will receive a £250 per annum increase (full time equivalent).

Thereafter an allowance has been included for a 2% pay award for staff in 2022-23 to 2025-26, plus an estimate of staff increments. The pay award 2021-22 is subject to being agreed and the General Fund MTFS will be updated following the decision if required.

Automatic inflationary increases of budgets are not provided for all goods and services, instead individual inflation rates have been applied for specific items of expenditure (i.e. contracts), all remaining areas of expenditure are maintained at the previous year's levels, which is in effect a real terms reduction in spending power.

Revenue implications of the General Fund Capital Programme

In section 4. 'General Fund Capital Programme', the expenditure for major projects such as Hailsham Aspires – phase 1, Crowborough Leisure Centre Teaching Pool and the development phase of Knight's Farm, has been built into general fund capital programme. This has the following implications for the General Fund – revenue.

- *Interest Payable on External Loans*
Capital expenditure totalling £8.8 million is anticipated to be funded from borrowing and the interest payable associated with this additional borrowing has been built into the MTFS.

- *Minimum Revenue Provision ("MRP")*
As detailed in the Council's Capital Strategy which will be approved in February, there is a proposal to change the method of charging MRP¹² from 2021-22, to better match the repayment profile to how the benefits of assets financed by borrowing are consumed over their useful life. This change has provided some budget headroom over the period of the MTFS to absorb the additional MRP from the increase expenditure in the General Fund Capital Programme (i.e. Hailsham Aspires) that is funded from borrowing.
- *Capital Expenditure Charged to Revenue*
In 2021-22 and 2022-23 there is an increase in the amount of revenue that is being used to fund the capital programme. However, the impact of this is partly negated on the General Fund through the contribution from the earmarked reserves i.e. Capital Investment Fund.

Resources

Business Rates

The MTFS has assumed that Wealden will continue being part of the existing East Sussex Business Rates Pool based on a 50% rate retention, over the period 2021-22 to 2025-26, the agreement to pool is one that is reviewed on an annual basis.

At budget setting 2020-21, business rates for 2021-22 were estimated to reduce to £3.3 million, this has improved significantly since then to an estimated £4.5 million, however then drops off in future years, as previously estimated. The reduction in business rates, which is now expected to be between 2021-22 and 2022-23, is due to the anticipated reset of business rates in 2022-23 (delayed from 2020-21). This delay to the reset is consistent with the Spending Review 2020 announcement that reaffirmed MHCLG announcements earlier in the year regarding a delay to the implementation of the fair funding review and the move to 75% business rates retention. As part of the reset, the Council will lose any growth it has built up since the last baseline reset in 2013-14. In effect, the Council has benefitted from keeping its growth since 2013, and this reset redistributes the growth. This is a result of how the current redistribution system was designed and implemented in 2013.

The MTFS currently reflects our predicted worst case scenario, as there a number of unknowns that may occur between now and 2022-23 including the reset being delayed further (post 2022-23), the government giving some form of transitional relief to those who lose out and also the impact of the fair funding review and any impact this may have on the reform of the business rates system. The estimates will be reviewed throughout the remainder of this year and through next year ahead of setting the budget for 2022-23.

As part of the measures put in place to help councils during the Covid-19 pandemic the Government announced additional legislation in early November, the Local Authorities (Collection Fund: Surplus and Deficit) (Coronavirus) (England) Regulations 2020, which allows councils to spread the estimated 2021-22 collection fund surplus/deficit equally across the next three years. The business rates estimate within the MTFS takes this into account.

Council Tax

The Council's main income stream is from Council Tax. The Localism Act 2011 introduced a power for residents to approve or veto excessive council tax increases. This means that any local authority setting an excessive increase as set by the Secretary of State would trigger a referendum of all registered electors in their area. The 2% referendum threshold for 2021-22 was highlighted in the Spending Review 2020. MHCLG will set out full details of the council tax referendum principles as part of the consultation on the detailed methodology for the Local Government Finance Settlement for 2021-22, which is anticipated in December 2020.

¹² MRP is statutory requirement for a Council to make a charge to its General Fund to make provision for the repayment of the Council's capital borrowing

In light of the financial position of the Council and mindful of the potential referendum thresholds the MTFS assumes the following indicative council tax increases and subsequent overall yields:

	2021-22	2022-23	2023-24	2024-25	2025-26
% Increase	0%	2.53%	2.47%	2.41%	2.35%
Council Tax Base (properties)	65,929.20	66,229.20	66,629.20	67,129.20	67,629.20
Council Tax Yield	£13.017m	£13.407m	£13.821m	£14.260m	£14.705m
Band D	£197.44	£202.44	£207.44	£212.44	£217.44
Band D £ Increase	£0.00	£5.00	£5.00	£5.00	£5.00

The tax base estimate has been produced based on the Council Tax Base ("CTB1") return completed in September 2020 and adjusted for loss of collection and estimated new builds coming on board in 2021-22. This will be calculated in accordance with legislation in December 2020 and the MTFS will be updated if required.

Actual council tax increases will be decided on an annual basis taking into account financial circumstances of the Council at the time and the level of resources available. Annual increases remain subject to the decision of both Cabinet and Council.

Revenue Support Grant ("RSG")

The core grant funding from Government is known as RSG. Since the drive for localisation from 2013-14¹³ there has been a reduction in RSG for Wealden up to 2017-18. This MTFS assumes zero RSG in line with government announcements of the intention to remove all core grant.

Central and Specific Grants

Currently, the number of grants received by the Council from Government is very limited. Within the revenue budget we receive a small amount of Rural Services Delivery Grant, and a decreasing amount of New Homes Bonus ("NHB") which is used to fund the General Fund Capital Programme.

As set out in the National Priorities section above, there are a number of Government reviews that will change how central grants are distributed between councils i.e. reforming the NHB to reward delivery and the fair funding review which aims to provide updated formulas for assessing councils' spending needs. When the outcome of these reviews are known the implications for Wealden and the MTFS will be determined.

Within some services there are specific grants such as the Homelessness Grant and Housing Benefit & Council Tax Benefit Administration, which are ring-fenced grants and can only be used for clearly defined purposes.

Fees and Charges

The fees and charges levied by the Council are an important source of income. The fees and charges levied include planning fees, garden waste collection and building control.

It is normal practice for the Council to review fees and charges annually and propose revised and new charges from 1 April each year. This will include the development of any policies in respect of discounts and concessions. As part of the annual review, all fees and charges are considered.

The fees and charges are approved separately from this MTFS as part of the February round of budget setting for the forth-coming year. Any impact on income budgets arising from these fees and charges are reflected in the income budgets included in this MTFS.

¹³ Revenue Support Grant (RSG) is rolled into the Baseline Funding level (the amount of funding received if business rates are collected at the target level).

Bridging the gap

The Council's approach has centred on planning ahead, securing savings in advance, re-investing in more efficient ways of working and adopting a more commercial approach whilst making careful use of reserves to meet funding gaps, and has sought to protect its core services that matter most. The General Fund MTFS includes savings/additional income targets of £0.5 million from 2022-23.

General Fund Revenue Budget and Forecast

Based on the preceding financial objectives, underlying principles, national and local priorities, savings targets, spending pressures and resources assumptions, **Appendix 1** provides a five-year (2021-22 to 2025-26) General Fund revenue estimate for the Council.

Risks to the General Fund Revenue Budget and Forecast

The Council has adopted a corporate approach to risk management, and financial risk management is integrated into the Council's overall management and decision-making processes.

A number of key high-level risks have been identified which could have a positive impact that could yield additional resources, but conversely some risks may have a negative impact and result in a reduction of resources. These key risks are action planned and continually reviewed as the MTFS develops.

The main areas the key risks cover are:

- Future impact of the Covid-19 pandemic;
- Fluctuations in the Business Rates tax base;
- Future changes to the retained Business Rates system;
- Future levels of Central Government funding;
- Delivery of savings targets;
- Impact of current economic climate on both demand for services and income streams;
- Changes to other key external funding sources;
- Changes to other key assumptions within the MTFS; and
- Financial and budget management issues.

These risks form part of our financial risk assessment, Officers will continually monitor and appraise these risks as part of the on-going financial management.

Section 4. General Fund Capital Programme

The Council's approach to determining and funding its investment programmes is set out in the Council's Capital Strategy, which explains the Council's financial framework for capital investment in support of its strategic priorities. The General Fund Capital Programme covers all aspects of capital expenditure within the Council, with the exception of the Council's housing stock, and includes external capital investment that assists in achievement of the Council's Strategic Priorities.

General Fund Capital Priorities

The Capital Programme is made up of a number of rolling programmes which include repairs, maintenance and improvement programmes to car parks, leisure centres and the Cuckoo Trail, as well as continuing investment in IT and Digital services, and waste containers.

In addition to this, the programme includes a number of major projects that the Council is embarking on, such as Hailsham Aspires, Crowborough Leisure Centre Teaching Pool and the development phase of Knight's Farm totalling over £12 million over the period of the MTFS.

Indicative allowances have been included within the capital programme to support an additional £8.8 million of borrowing in excess of the allocations within the existing approved programme over the period and this position will be reviewed as the capital programme is developed.

Any capital investment decision will have implications for the revenue budget. The revenue costs over the lifetime of each proposed capital project are considered when the project is being developed to ensure that the impact can be incorporated within the Council's financial plans and to demonstrate that the capital investment is affordable. Revenue implications may include the costs associated with supporting additional borrowing as well as any changes to the running costs associated with the asset or wider benefits to the council such as the delivery of on-going revenue budget savings or additional income through the generation of business rates, lease income and council tax.

There is the potential that the government will introduced mandatory food waste collections, which would have an impact on the Council's Capital Programme, it is too early at this stage to say what this impact would be, but if it is introduced, it will need to be incorporated into the Capital Programme.

Resources

The resources necessary to fund the Council's General Fund Capital Programme are fully identified in **Appendix 2**, and are summarised below.

Capital receipts

The Council holds a balance of capital receipts from the disposal of land and buildings. These can only be used to fund capital expenditure unless permission is sought from the Secretary of State to use them for a set of specific revenue purposes such as transformation purposes.

The generation of capital receipts can help to provide resources to support additional capital investment or can help to reduce the borrowing requirement and therefore the cost to the revenue budget. Capital receipts totalling £3.3 million have been included within the MTFS projections. If additional capital receipts are generated during the year this provides the Council with the flexibility to consider the introduction of additional projects to the capital programme or the ability to reduce the borrowing requirement.

Grants and Contributions

The Council continues to explore external funding possibilities when developing capital projects to minimise the borrowing requirement as far as possible. Within the MTFS, assumptions have been made around the level of external funding in the future but detailed work programmes will not be committed to until the allocations have been confirmed. Projects and investment plans may therefore be re-prioritised depending on the availability of external funding.

In the capital programme we are anticipating (or have already) to secure external contributions to support a number of project, details of which can be seen in **Appendix 2**.

Grants incorporated in the capital programme are the NHB (£1.07 million) and the Disabled Facilities Grant ("DFG") (£5 million). The continuation of the DFG and the amount has not yet been confirmed, and there is a risk that this funding will reduce, however, even without this grant we have a legal obligation to deliver a number of adaptations to some of our residents and would therefore have to look at other sources of funding to support this.

Council Resources

The Council uses revenue (referred to as 'Capital Expenditure Charged to Revenue') to fund some projects in the capital programme. However, the impact of this is partly negated on the General Fund through a contribution from earmarked reserves i.e. Capital Investment Fund. This is illustrated in the table below:

	2021-22 £(000)	2022-23 £(000)	2023-24 £(000)	2024-25 £(000)	2025-26 £(000)
Capital Expenditure Charged to Revenue (see Appendix 1)	5,052	2,426	25	25	0
Less: Contribution from Earmarked Reserves*	(4,350)	(2,056)	(25)	(25)	0
Net impact on General Fund**	702	370	0	0	0

* Included in the line 'Contributions to/(from) Earmarked Reserves' in **Appendix 1**.

** The net impact is funded from New Homes Bonus.

Borrowing

The basic principle of the Prudential System is that local authorities are free to invest so long as their capital spending plans are affordable, prudent and sustainable. The Council will need to meet the whole of the capital financing costs associated with any level of extra borrowing through its revenue account. These financing costs cover MRP and interest. The use of prudential borrowing will be as a funding mechanism for some key projects i.e. Hailsham Aspires (following a full financial assessment) and may be used as a short-term measure to fund capital expenditure prior to a capital receipt being received. The MTFS includes a prudential borrowing requirement of £8.8 million over the period 2021/22 to 2025-26.

In March, Central Government launched a consultation on reforms to the Public Works Loan Board ("PWLB") intended to prevent the trend, in a minority of local authorities, of taking on debt to buy assets primarily for income. In the Spending Review 2020 the Government announced the outcome of the consultation¹⁴, which set out that the PWLB will not lend to a local authority that plans to buy investment assets primarily for yield anywhere in their capital plans, regardless of whether the transaction would notionally be financed from a source other than the PWLB.

The Council's General Fund Capital Programme does not include capital expenditure to buy or construct capital assets primarily for income.

Further details about the Council's borrowing requirements and the Prudential Indicators can be found in the Council's Capital Strategy and Treasury Management Strategy.

General Fund Capital Programme

The capital spending plans for the next five years include the delivery of key capital schemes identified to support the delivery of the Council's Corporate Plan. **Appendix 2** provides a five-year (2021-22 to 2025-26) General Fund Capital Programme for the Council.

¹⁴ <https://www.gov.uk/government/consultations/public-works-loan-board-future-lending-terms-consultation>

Risks to the General Fund Capital Programme

The Council has adopted a corporate approach to risk management and financial risk management is integrated into the Council's overall management and decision-making processes.

A number of key high-level risks have been identified which could have a positive impact but conversely some risks may have a negative impact and result in a reduction of resources. These key risks are action planned and continually reviewed as the MTFS develops. The main areas they cover are:

- Achievement of capital receipts targets;
- Loss of anticipated external resources;
- Increased project costs; and
- Unplanned emergency maintenance to Council's corporate properties.

Section 5. Housing Revenue Account

The Housing Revenue Account ("HRA") shows all expenditure and income relating to the Council's responsibilities as landlord of dwellings and associated property. It is a 'ring-fenced' account within the Council's General Fund.

Housing Revenue Account Business Planning

HRA Self-financing was implemented from 1 April 2012 following a one-off settlement to the Treasury, in order to 'buy out' of the old subsidy system. The new system incentivised landlords to manage their assets well and yield efficiency savings. It was anticipated that there would be greater certainty about future income as councils were no longer subject to annual funding decisions by Central Government, enabling them to develop long-term plans, and to retain income for reinvestment. Council landlords were to have greater flexibility to manage their stock in the way that best suits local need with more opportunity for tenants to have a real say in setting priorities looking to the longer term.

Self-financing, however, also significantly increased risks from Central Government to local authorities, meaning that the Council:

- Now bears the responsibility for the long term security and viability of council housing in Wealden;
- Has to fund all activity related to council housing, from the income generated from rents, through to long term business planning;
- Is more exposed to changes in interest rates, high inflation and the financial impact of falling stock numbers; and
- Needs to factor in the impact of changes in government policy e.g. the impacts of the welfare reform on income recovery, and rent setting.

This places a greater emphasis on the need for long-term planning for the management, maintenance and investment in the housing service and housing stock.

The HRA Business Plan

A key element of the self-financing regime is for the Council to construct a 30-year Business Plan for the HRA. The HRA Business plan is a key contributor to the Council's overall aims and the Council's Housing Strategy. The Council has also fully embraced the Government priority of "fixing our broken housing market" by delivering new build Council Housing to contribute to diversification of the local housing market.

The Council's Housing Revenue Account Business Plan 2020-2050 was updated in July 2020 to reflect housing policy, legislation, best practice and work in progress. It did not reflect costs associated with responding to the coronavirus pandemic and achieving the Council's climate change aspirations. The Business Plan reflects the impact of Government policy changes and financial assumptions at the time. The Business plan sets out:

- The long term plans for the Council's housing stock;
- The finances to deliver plans;
- How the Council will manage the income from its stock, demand for housing and stock condition; and
- Identifies resources for building new council dwellings.

The current Business Plan is reflected in this MTFS for the period 2021-22 to 2025-26, and been framed in the light of:

- Government Policy on rents for Social Housing increasing rents from 2021-22 by CPI plus 1% for five years thereafter CPI only;
- One for one replacement of Right to Buy sales and continuation of the Council's New Build programme which is using local builders to promote local growth and jobs;
- Appropriate capital investment in maintaining the quality of the housing stock through planned maintenance and replacement works; and
- Servicing and repaying debt so that new borrowing is available for future maintenance works or investment in further new build schemes.

The Business Plan is a living document which sets out our short, medium and long-term strategies for the management, maintenance, improvement and addition to the Council's housing stock. It is continually reviewed on a regular basis to ensure that the priorities reflect local need and political aspirations, to ensure the investment proposals remain fundable and the assumptions on which the plan are based remain correct and that the HRA remains a sustainable and viable entity over the 30-year period.

A complete review of the 30-year Business Plan is currently underway to reflect the required investment in our stock as a result of the recent 100% stock condition survey, to build in known assumptions relating to achieving the Council's climate change commitments and to reflect the long term impact of the Covid pandemic.

Spending Plans

Spending plans included within the HRA support the delivery of the Council's strategic priorities within the Corporate Plan and Housing Strategy. The revenue expenditure has been forecast to manage and maintain the council's housing stock.

Spending Pressures

A high level review of the financial pressures facing the Council over the period of the MTFS has been undertaken. This information has been drawn from experience in previous years, the advice of Corporate Directors, Heads of Service and Budget holders. This process had regard to the experience of previous years, the current economic climate and local and national issues that are likely to influence the financial outcomes.

Inflation – Pay and Prices

The HRA MTFS follows the Spending Review 2020 announcement on a public sector pay 'pause' for 2021-22, except for those earning less than the full-time salary equivalent of £24,000 who will receive a £250 per annum increase (full time equivalent).

Thereafter an allowance has been included for a 2% pay award for staff in 2022-23 to 2025-26, plus an estimate of staff increments. The pay award 2021-22 is subject to being agreed and the HRA MTFS will be updated following the decision if required.

Automatic inflationary increases of budgets are not provided for all goods and services, instead individual inflation rates have been applied for specific items of expenditure (i.e. contracts), all remaining areas of expenditure are maintained at the previous year's levels, which is in effect a real terms reduction in spending power

Repairs and Maintenance

The level of expenditure for revenue repairs proposed for 2021/22 is £2.961 million. This covers costs such as responsive repairs, cyclical works, void repairs and redecoration.

Revenue implications of the HRA Capital Programme

- *Depreciation* - must be charged to the HRA in accordance with proper accounting practices, it reflects the decline in the value of the HRA council's stock over time due to wear and tear. The calculation is based on the social housing valuation of the councils stock. The Councils stock is revalued each year and the depreciation value will fluctuate depending on the annual valuations of the Council's housing stock. Depreciation is transferred to a major repairs reserve to fund the HRA capital programme. This amounts to £3.850 million for 2021-22 and increases in future years to reflect the increases in housing stock from New Builds and inflation.
- *Interest Payable* - is associated with additional borrowing for capital expenditure on the Housing investment programme, including interest payable on the balance of £46.6 million for the self-financing transaction from 2011-12.
- *Provision for Loan Repayments* - planned loan repayments have been updated in the MTFS which is key to self-financing and creating opportunities for new borrowing for investment in new builds and major repairs.
- *Capital Expenditure Charged to Revenue* - the amount of revenue that is being used to fund the capital programme between 2021-22 to 2023-24 includes £4.75 million funding for the development of the former Streatfield House site into 20 new homes, which is mainly being funded out of general HRA revenue reserves. Revenue funding is also used to support the planned maintenance programme over the MTFS period.

Debt write off and impairment

Income collection has become more challenging due to the impact of the Covid-19 pandemic and could lead to an increase in the write off arrears or increased debt provision.

Similarly, the transition to universal credit means that some rents that would have been received automatically are now recoverable from the tenant. Where tenants suffer a financial impact from the current economic climate arrears are likely to increase, with a potential for further write offs/debt provision, which represents a cost to the council. Therefore the budget provision for debt write offs and impairment has been increased to £0.170 million.

Resources

Rents and Service Charges

This is the second year since 1 April 2016 that the Council has been permitted to increase rents. For four years the Government imposed mandatory rent cuts of 1% per annum as part of welfare reform reducing income over that period. The Government introduced the new social rent policy that was effective from 2020-21 for a five year period, enabling councils to increase rents by CPI + 1% per annum, which restores some medium term certainty about income levels.

In line with Government Policy on rents for social housing, rents will be increasing by 1.5% (CPI at September 2020 = 0.50% + 1%) in 2021-22. The average rents are shown in the table below:

	Rent per week (52 week basis)	
	2020-21	2021-22
General Needs - Social Rent	£88.32	£89.54
Retirement Living - Social Rent	£75.97	£76.95
General Needs - Affordable Rent	£143.74	£145.89
Retirement Living - Affordable Rent	£107.99	£109.61

When properties become vacant they will continue to be re-let at Formula Rent, in line with the social rent policy.

The additional income generated by the rent increase of 1.5%, if agreed, will be utilised on a number of HRA items including; maintenance of the stock, supervision and management resources, paying for the cost of investment and running costs where appropriate for the stock.

The MTFS assumes rent increases in line with social rent policy of CPI + 1% per annum up to 2024-25 and thereafter increases are assumed at CPI. The dwellings rent budget also allows for increased rental income from new build properties and reductions in rental income from RTB sales and voids.

Service Charges

- *Tenants* - in addition to the rent some tenants may also pay service charges. Rents are generally taken to include all charges associated with the occupation of the property, such as maintenance and general housing management services. Service charges reflect additional services which may not be provided to every tenant, or which may be connected with communal facilities. These service charges are reviewed annually and calculated on a per property basis to recover the actual cost of the service. Tenants will be notified in writing of any changes in their rent and service charges for the coming year April to March. The rent notification letter will set out a schedule of services that will be provided and how much we will charge for them. We will only increase service charges within the legal requirement that they will not exceed the cost of the services and will always be reasonable
- *Leaseholders (Retirement Living, Shared Ownership and Right-to-Buy)* - service charges to leaseholder are charged in accordance with their lease. Service charges are calculated to recover the costs of providing communal services, such as cleaning, repairs, grounds maintenance and electricity. Not all leaseholders receive additional services and the amount that is charged will depend on the type of property a leaseholder lives in, and what services are provided.

Shared ownership Retirement Living leaseholders will be notified in writing how much service charges they will have to pay for the year, April to March. The notification will also tell them of any changes in their rent, where payable, for the coming year.

Right-to-Buy leaseholders are usually notified in April with an annual estimated charge and again within six months of the year end with the Final account figures.

Interest Receivable

Interest is received on HRA cash balances during the year. This is reducing partly due to lower interest rates forecast and reducing general reserve balances.

Other Income

Other Income includes income received from feed in tariffs on solar panels on council dwellings of approximately £0.075 million per annum.

Housing Revenue Account Budget and Forecast

Appendix 3 provides a summary HRA revenue budget and forecast for the period 2021-22 to 2025-26.

Risks to the HRA Budget and Forecast

The Council has adopted a corporate approach to risk management, and financial risk management is integrated into the Council's overall management and decision-making processes.

A number of key high-level risks have been identified which could have a positive impact that could yield additional resources, but conversely some risks may have a negative impact and result in a reduction of resources. These key risks are action planned and continually reviewed as the MTFS develops. The main areas they cover are:

- Future impact of the Covid-19 pandemic;
- Risk of government announcements limiting the flexibilities and freedoms offered by the HRA Self -Financing regime;
- Government changes to legislations such as retro-fitting sprinklers and uncertainty of rent policy after five-years (i.e. from 2025-26);
- Economic shocks such as shortage of labour, building costs;
- Changes to key assumptions within the MTFS e.g. inflation, interest rates etc;
- Efficient delivery of housing repairs;
- Ability to release further revenue resources for investment and improvements;
- The impacts of the Welfare Reform Act; and
- Financial and budget management issues.

Section 6. Housing Revenue Account Capital Programme

HRA Capital Priorities

The Housing Revenue Account Capital Programme covers all aspects of capital expenditure relating to the Council's landlord function. The Council's approach to determining and funding its investment programmes is set out in the Council's Capital Strategy, which explains the Council's financial framework for capital investment in support of its strategic priorities. The Capital Strategy for the Housing Revenue Account capital programme reflects the self-financing housing regime.

The five-year Housing Revenue Account Capital Programme has been drawn up to ensure that the Council meets its legal obligations as a landlord. The Council has already invested significant resources over recent years to achieve the Decent Homes Standard.

The five-year housing programme comprises the following main areas of work:

- Maintenance of the Decent Homes;
- Health & Safety Requirements – covers the work to meet statutory requirements, and includes fire safety, communal lighting and asbestos removal; and
- New Build and acquisition programme to deliver approximately 153 new council dwellings within the HRA.

A recent 100% stock condition survey was carried out on both the internal and external condition of our properties. The information from the survey is currently being reviewed alongside the delivery of the council's future climate change aspirations. Once this piece of work is complete the 30-year Business Plan model will be updated and this will inform future capital programmes based on resources available.

Until then the Planned Maintenance Programme is limited to funding available in the MTFS and the New Build Programme in 2024-25 to 2025-26 limited to using retained Right-to-Buy receipts and borrowing for one for one replacement homes only.

Resources

The resources necessary to fund the Council's HRA Capital Programme are fully identified in **Appendix 4**.

Major Repairs Reserve

The Major Repairs Reserve ("MRR") is the main source of capital funding and the mechanism by which timing differences between resources becoming available and being applied are managed. The MRR may be used to fund capital expenditure and to repay existing debt. Depreciation is a real charge on the HRA and is paid into the MRR from the Housing Revenue Account (see **Appendix 3**) to fund capital expenditure. The total support to the capital programme over the five-year MTFS period 2021-22 to 2025-26 through depreciation is £22.37 million.

Capital Receipts

Housing capital receipts fall within the Governments pooling regime. Under these arrangements capital receipts from Right-to-Buy ("RTB") sales are pooled until a pre-set limit for government share of the income generated has been achieved. Non-RTB sales primarily are excluded from the pooling arrangement and are now retained in full by the Council for use as the Council sees fit. Once the target for the government share of the RTB receipts has been reached, the Council may retain 100% of the receipts from any additional RTB sales. These are subject to a formal retention agreement between the Council and the MHCLG and must be used for replacement of the council housing sold, within an agreed timeframe. The retained receipts can only fund up to 30% of the eligible new build expenditure.

New Build Shared ownership sales receipts are used towards funding the New Build shared ownership housing, as the cost of building shared ownership properties is not eligible for use of retained RTB receipts.

The New Build programme is primarily funded by retained RTB receipts, shared ownership receipts and borrowing.

The proceeds of dwelling sales under the RTB scheme provide a regular source of capital receipts with the number of sales increasing in recent years. The MTFS assumes 12 sales per year from 2021-22 to 2025-26. However, this is a difficult area to predict accurately as it is affected by external factors, such as interest rates, property prices and Government initiatives aimed at further stimulating RTB sales.

Council Resources

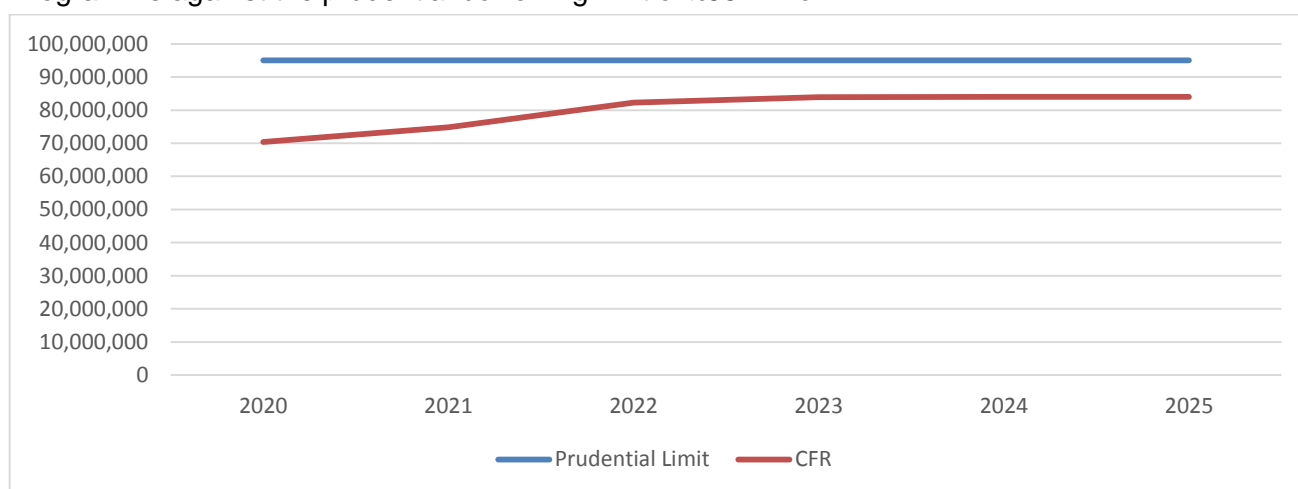
The MTFS 2021-22 to 2025-26 includes £6.932 million of direct revenue contributions over the five year period. This includes funding for the development of the former Streatfield House site into 20 new homes, which is mainly being funded out of general HRA revenue reserves. Revenue funding is also used to support the planned maintenance programme over the MTFS period,

Borrowing

The Prudential Code allows the Council to take borrowing if it can demonstrate that such borrowing is affordable, sustainable and prudent in its Prudential Indicators (detailed in the Capital Strategy and Treasury Management Strategy). In October 2018, the government announced the removal of the HRA borrowing cap and issued local authorities determinations to confirm that the removal of the cap was to take immediate effect. Prior to the lifting of the debt cap, Wealden had reached its maximum borrowing it could undertake without eating into the margins of safety (the debt limit imposed was £71.679 million). The Council has now set its own prudential limit for the HRA of £95 million. As with all borrowing decisions, the council will still need to take into account the affordability of borrowing against available revenue streams.

The removal of the debt cap and high value council housing levy gives local housing authorities more certainty for future HRA Business Planning. In light of this, last year the Council agreed the use of £4.9 million of HRA balances to fund the HRA Capital New build investment programme. The HRA balances minimum recommended level is 5% of the budget, which is in the region of £0.9 million. The use of the HRA general balances over the MTFS period reduces the balances to between £1 million - £1.4 million, which is still above the recommended level.

The graph below shows the position of the budget proposals for borrowing for the HRA Capital Programme against the prudential borrowing limit of £95 million.



CFR = HRA Capital Financing Requirement, measures the HRA underlying need to borrow to finance the capital programme

Following the implementation of HRA self-financing on 1 April 2012 the Council has £46.6 million of external debt relating to housing stock which is being repaid over 30-years. In addition to this the Council has undertaken further internal borrowing of £23.8 million as at 2020-21. The provision to repay debt over the MTFS period is £10.5 million with further borrowing of £24.1 million to fund the HRA Capital Programme. This leaves borrowing headroom of £11 million.

HRA Capital Programme

Based on the spending requirements and resource assumptions, **Appendix 4** provides a summary HRA capital programme, 2021-22 to 2025-26.

The revenue implications of all capital schemes, have been taken account of and included within the HRA budget (see **Appendix 3**).

Risks to the HRA Capital Programme

The Council has adopted a corporate approach to risk management and financial risk management is integrated into the Council's overall management and decision-making processes.

A number of key high-level risks have been identified which could have a positive impact but conversely some risks may have a negative impact and result in a reduction of resources. These key risks are action planned and continually reviewed as the MTFS develops. The main areas they cover are:

- Generation of sufficient revenue surpluses to resource required investment;
- Achievement of capital receipts (including Right to Buy sales) targets;
- Future building costs; and
- Interest rate increases impacting on future borrowing costs.

Section 7. Reserves and Balances

The minimum prudent levels of reserves and balances that the Council should maintain are a matter of judgement. It is the Council's safety net for unforeseen circumstances and must last the lifetime of the Council unless contributions are made from future years' revenue budgets. CIPFA guidance does not set a statutory minimum level but it is up to local authorities themselves, taking into account all the relevant local circumstances, to make a professional judgement on what the appropriate level of reserves and balances should be.

Some reserves and balances are essential for the prudent management of the Council's financial affairs. These will provide a working balance to cushion the impact of uneven cash flow, a contingency for the impact of unexpected events or emergencies and allow the creation of earmarked reserves to meet known liabilities. The consequences of not keeping a minimum level of reserves can be serious and is therefore one of the considerations taken into account when setting the MTFS.

The Council has a very proactive approach to managing risk and there are effective arrangements for financial control already in place. However, as a result of the changes to the core system of local government funding introduced in April 2013, which saw a move from an absolute funding level to one which is very sensitive to changes in the level of local business rates, the level of volatility and risk to the Council significantly increased. Given this uncertainty of funding that this poses to the Council's financial position, the prudent minimum level of general reserves is now held at a level greater than previously.

The financial risks identified throughout this document, and an assessment of the estimated exposure, likelihood and possible mitigation of these has been made in the context of the Council's overall approach to risk management and internal financial controls. This information has been used to determine the optimum level of reserve holdings needed to meet the requirements of a working balance and contingency. The conclusion of this risk assessment is that it is deemed prudent that General Fund reserves are maintained at around £2 million - £3 million, and that Housing Revenue Account reserves are maintained at around £0.9 million - £1 million, over the period of the MTFS.

The general reserves at the end of each year for 2021-22 to 2025-26 are summarised in the table below:

	2021-22 £(000)	2022-23 £(000)	2023-24 £000	2024-25 £(000)	2025-26 £(000)
General Fund (see Appendix 1)	7,006	5,839	4,863	4,083	3,072
HRA (see Appendix 3)	4,494	2,768	1,144	1,337	1,463

The overall levels of General Fund and Housing Revenue Account balances are in line with the prudently assessed minimum level of balances, and are believed to be sufficient to meet all of the Council's obligations over the duration of the MTFS and have been based on a detailed risk assessment.

Appendix 1 General Fund Revenue Summary

General Fund Summary	2021-22	2022-23	2023-24	2024-25	2025-26
	Estimate	Estimate	Estimate	Estimate	Estimate
	£(000)	£(000)	£(000)	£(000)	£(000)
Members	367	373	379	385	392
Chief Executive's Directorate	5,334	5,164	5,170	5,173	5,198
District Council Elections	20	0	300	0	0
Customer & Community Services	9,017	8,933	9,000	9,204	9,398
Planning, Policy & Environmental Services	4,203	4,309	4,331	4,353	4,376
Central Costs	336	360	360	360	360
Total Cost of Services	19,277	19,139	19,540	19,475	19,724
Savings/Income to be Identified	0	(500)	(500)	(500)	(500)
Provision for Future Pay Awards & Increments	0	450	850	1,200	1,550
Drainage Levies	84	86	88	90	92
Interest from Investments/ Dividend from SWH	(400)	(458)	(708)	(750)	(750)
Interest Payable on External Loans	44	141	200	200	241
Charges to the Housing Revenue Account:					
Support Services	(1,185)	(1,199)	(1,233)	(1,267)	(1,301)
Minimum Revenue Provision	651	331	225	233	241
Capital Expenditure Charged to Revenue	5,052	2,426	25	25	0
Net Cost of Services	23,523	20,416	18,487	18,706	19,297
Business Rates/Revenue Support Grant					
East Sussex Business Rates Pool	(4,500)	(3,100)	(3,100)	(3,300)	(3,300)
General Grants					
Rural Services Delivery Grant/ New Homes Bonus Grant	(909)	(583)	(218)	(221)	(221)
Other Financing					
Collection Fund (Surplus)/Deficit	0	0	0	0	0
Contributions to/(from) Earmarked Reserves	(4,677)	(2,159)	(372)	(145)	(60)
Contributions to/(from) General Fund Balance	(420)	(1,167)	(976)	(780)	(1,011)
Council Tax Requirement	13,017	13,407	13,821	14,260	14,705
Funded By:					
Council Tax Demand on the Collection Fund	(13,017)	(13,407)	(13,821)	(14,260)	(14,705)
Council Tax Base					
Tax Base for Tax Setting Purposes	65,929.20	66,229.20	66,629.20	67,129.20	67,629.20

Appendix 1 General Fund Revenue Summary (cont'd)

Council Tax	2021-22	2022-23	2023-24	2024-25	2025-26
	Estimate	Estimate	Estimate	Estimate	Estimate
Band D Council Tax - previous year	£197.44	£197.44	£202.44	£207.44	£212.44
Increase in Band D	£0.00	£5.00	£5.00	£5.00	£5.00
% increase	0.00%	2.53%	2.47%	2.41%	2.35%
Band D Council Tax	£197.44	£202.44	£207.44	£212.44	£217.44
Council Tax Income Estimate	£13,017,061	£13,407,439	£13,821,561	£14,260,927	£14,705,293

General Fund Balance	2021-22	2022-23	2023-24	2024-25	2025-26
	Estimate	Estimate	Estimate	Estimate	Estimate
	£(000)	£(000)	£(000)	£(000)	£(000)
Opening Balance	7,426	7,006	5,839	4,863	4,083
Movement in Year	(420)	(1,167)	(976)	(780)	(1,011)
Closing Balance	7,006	5,839	4,863	4,083	3,072

Earmarked Reserves Balance	2021-22	2022-23	2023-24	2024-25	2025-26
	Estimate	Estimate	Estimate	Estimate	Estimate
	£(000)	£(000)	£(000)	£(000)	£(000)
Opening Balance	18,335	13,658	11,499	11,127	10,982
Movement in Year	(4,677)	(2,159)	(372)	(145)	(60)
Closing Balance	13,658	11,499	11,127	10,982	10,922

Appendix 2 General Fund Capital Programme

	2021-22 Estimate	2022-23 Estimate	2023-24 Estimate	2024-25 Estimate	2025-26 Estimate
	£(000)	£(000)	£(000)	£(000)	£(000)
Housing (General Fund)					
Disabled Facilities Grants	1,000	1,000	1,000	1,000	1,000
Housing Renewal Grants	10	10	10	10	10
Total Housing	1,010	1,010	1,010	1,010	1,010
Land and Buildings					
Hailsham Aspires - Phase 1	3,750	3,300			
Mayfield Community and Health Centre	600	2,205			
Leisure Centres	95	25	25	25	25
Leisure Centres - Crowborough Teaching Pool		2,000			
Vicarage Lane Office & Civic Community Hall	10	10	10	10	10
Jack Cade memorial			15		
Birling Gap Steps				150	
Car Parks & Unadopted Roads	47	78	62	51	50
SANGS Crowborough	15	11			
SANGS Uckfield	25		25	25	
Cuckoo Trail	70	60	90	75	70
Public Conveniences	75	35			
Knights Farm development		400			
Investment Property	10				
Infrastructure Investment	2,000				
Total Land and Buildings	6,697	8,124	227	336	155
Vehicles and Equipment					
ICT Investment Programme	60	100	100	100	100
E-financials upgrade	42				
IT Visualisation Environment	250				
Legal Case Management System	20				
Refuse & Recycling Containers	200	200	200	200	200
Total Vehicles and Equipment	572	300	300	300	300
Other Capital Expenditure					
Investment in Sussex Weald Homes Ltd		3,000	3,000		
Community Grants to Voluntary Organisations	50	50	50	50	50
Total Other Capital Expenditure	2,050	2,050	2,050	50	50
Total General Fund Capital Programme	10,329	11,484	3,587	1,696	1,515
FUNDED BY:					
Borrowing	(1,500)	(4,300)	(3,000)		
Capital Receipts	(747)	(926)	(552)	(586)	(505)
Government Grants - Better Care Fund DFG	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)
Home Improvement Loans Repayments	(10)	(10)	(10)	(10)	(10)
Capital Grants Unapplied	(20)				
External Contribution/Grant funding		(2,400)			
Revenue - NHB/Reserves	(5,052)	(2,426)	(25)	(25)	
Contribution from Mayfield Parish Council		(1,423)			
Contribution from National Trust				(75)	
Total GF Capital Programme Funding	(10,329)	(11,484)	(3,587)	(1,696)	(1,515)

Appendix 3 Housing Revenue Account

Housing Revenue Account	2021-22	2022-23	2023-24	2024-25	2025-26
	Estimate	Estimate	Estimate	Estimate	Estimate
	£(000)	£(000)	£(000)	£(000)	£(000)
Dwelling Rents	(14,081)	(14,505)	(15,060)	(15,515)	(15,788)
Non-Dwelling Rents	(165)	(165)	(165)	(165)	(165)
Charges for Services & Facilities	(1,240)	(1,264)	(1,288)	(1,313)	(1,338)
Interest Income	(70)	(60)	(50)	(50)	(50)
Contribution to Amenities Shared by the Community	(70)	(70)	(70)	(70)	(70)
Other Income	(95)	(95)	(95)	(95)	(95)
Total Income	(15,721)	(16,159)	(16,728)	(17,208)	(17,506)
Supervision & Management	2,368	2,343	2,347	2,351	2,352
Repairs & Maintenance	2,953	2,987	3,025	3,235	3,292
Retirement Living Courts	1,119	1,092	1,092	1,092	1,093
Rents, Rates, Taxes & Other Charges	155	65	65	65	65
Depreciation	3,850	4,240	4,530	4,750	5,000
Debt Management Expenses	52	51	51	51	51
Loan Interest	1,835	1,976	2,244	2,307	2,324
Provision for Loan Repayments	2,282	2,282	1,800	2,100	2,100
Capital Expenditure Charged to Revenue	900	2,360	2,672	500	500
Write Offs and Debt Impairment Charges	170	170	170	170	170
Sub Total	15,684	17,566	17,996	16,621	16,947
Provision for Future Pay Awards & Increments		37	74	112	151
HRA Contribution to Corporate Costs	287	282	282	282	282
Contributions to/(from) Earmarked Reserves					
Total Expenditure	15,971	17,885	18,352	17,015	17,380
(Surplus)/Deficit for the Year	250	1,726	1,624	(193)	(126)
Housing Revenue Account Balance	2021-22	2022-23	2023-24	2024-25	2025-26
	Estimate	Estimate	Estimate	Estimate	Estimate
	£(000)	£(000)	£(000)	£(000)	£(000)
Opening Balance	(4,744)	(4,494)	(2,768)	(1,144)	(1,337)
Movement in Year	250	1,726	1,624	(193)	(126)
Closing Balance	(4,494)	(2,768)	(1,144)	(1,337)	(1,463)

Appendix 4 Housing Revenue Account Capital Programme

	2021-22	2022-23	2023-24	2024-25	2025-26
	Estimate	Estimate	Estimate	Estimate	Estimate
	£(000)	£(000)	£(000)	£(000)	£(000)
New Build Programme	7,221	13,583	5,979	3,000	3,000
Planned Maintenance	4,600	4,600	4,600	5,250	5,500
Shared Ownership Repurchases	500	500	500	500	500
Total HRA Capital Programme	12,321	18,683	11,079	8,750	9,000
FUNDED BY:					
Loan	(5,252)	(8,384)	(2,034)	(2,160)	(2,117)
1-4-1 Right-to-Buy Receipts	(1,798)	(2,801)	(952)	(900)	(943)
Other Capital Receipts	(521)	(898)	(891)	(440)	(440)
Major Repairs Reserve	(3,850)	(4,240)	(4,530)	(4,750)	(5,000)
Capital Expenditure Charged to Revenue	(900)	(2,360)	(2,672)	(500)	(500)
Total HRA Capital Programme Funding	(12,321)	(18,683)	(11,079)	(8,750)	(9,000)

Authorised But Not Committed Capital Programme - New Build Programme	2021-22	2022-23	2023-24	Total
	Estimate	Estimate	Estimate	Estimate
	£(000)	£(000)	£(000)	£(000)
Authorised but not Committed	2,000	2,000	2,000	6,000
Total Authorised but not Committed Capital Programme	2,000	2,000	2,000	6,000
FUNDED BY:				
Loan	(1,400)	(1,400)	(1,400)	(4,200)
1-4-1 Right to Buy Receipts	(600)	(600)	(600)	(1,800)
Total HRA Capital Programme Funding	(2,000)	(2,000)	(2,000)	(6,000)

Meeting of the Full Council

Monday 18th January 2021

Agenda item 11.0

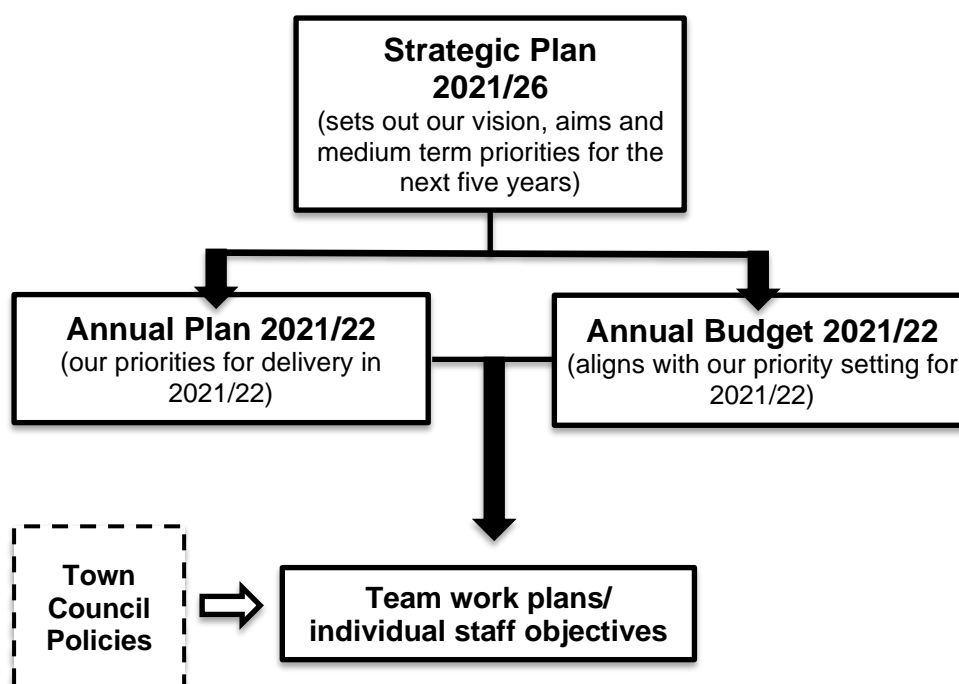
TO FORMALLY ADOPT THE TOWN COUNCIL'S STRATEGIC PLAN 2021/26

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's planning consists of a strategic plan which sets out the priorities of the Town Council over the next five years and an annual plan which lists the priorities of the Town Council specifically for the forthcoming year (2021/22).

2.0 Background

- 2.1 The 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 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 Consultation feedback

- 3.1 After receiving approval from Full Council on 7th December 2020, the draft Strategic Plan 2021/26 was placed out for public consultation, alongside the draft Annual Plan 2021/22 and draft Budget 2021/22.

- 3.2 The documents were placed on the Town Council website and information was shared with members of the public via the Town Council's social media account(s) and an article in the Voice, Uckfield Matters.
- 3.3 The deadline for comments was set as 8th January 2021. Despite promotion of the consultation documents, we received a couple of enquiries or points of clarification but on this occasion no formal consultation responses were received. This is to be expected with the current situation of the national lockdown and the pressures individuals, families and businesses will have found themselves in.
- 3.4 Members are asked to consider the content of the report in appendix A. Once adopted, the report will be placed onto the Town Council website and in hard copy format at the Town Council offices.

4.0 Recommendation

- 4.1 It is recommended that Full Council adopt the Strategic Plan 2021/26.

Contact Officer: Holly Goring

Appendices:

Appendix A: Strategic Plan 2021/26 for adoption



Our Strategic Plan 2021-2026



Uckfield Town Council

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Uckfield Town Council

Our five-year strategic plan sets out the direction for Uckfield Town Council between 2021 and 2026. It helps us to understand where we are today, where we want to be in the future and the steps we will take to get there. The plan therefore sets out a number of objectives, that we wish to achieve within this period.

The plan takes on board the current situation within which we are working, in particular the challenges and opportunities for Uckfield. It also reflects on the feedback we have received from both our residents and partners, about what matters.

The financial situation remains challenging, particularly with the impact of the pandemic, but the Town Council is committed to doing the very best for the town, its residents, local businesses and visitors. We will work in partnership with the right agencies and community groups to do this, and ensure that Uckfield remains a beautiful place to live.



				
Cllr Jeremy Beesley (Ridgewood Ward)	Cllr Karen Bedwell (Ridgewood Ward)	Cllr Duncan Bennett (New Town Ward)	Cllr Ben Cox (New Town Ward)	Cllr James Edwards (Ridgewood Ward)
				
Cllr Helen Firth (New Town Ward)	Cllr Donna French (East Ward)	Cllr Gary Johnson (West Ward)	Cllr Jackie Love (Deputy Mayor) (North Ward)	Cllr Chris Macve (East Ward)
				
Cllr Spike Mayhew (Town Mayor) (New Town Ward)	Cllr Angie Smith (North Ward)	Cllr Colin Snelgrove (North Ward)	Cllr Paul Sparks (East Ward)	Cllr Diane Ward (West Ward)

Uckfield is one of five market towns located within the Wealden District. Its facilities serve not only the residents of the town but also the residents of its neighbouring villages.

The attractive setting of Uckfield brings both new residents and visitors to the town. Its location in the heart of Wealden and close proximity to the Ashdown Forest provides plenty of opportunities for leisure and recreation, in addition to the beautiful green open spaces and woodlands located within the town itself. Here are a few key statistics. The 2021 census in March 2021 will provide an up-to-date and accurate profile of our population.

15,108 residents

(2019 small area population estimate)



Living in just over 6,000 households

(2011 census)



Younger age profile is greater than District average in the wards of Uckfield New Town, North and Ridgewood

(0-15 years + 16-29 years)
(2019 small area population estimate)



Older age profile is less than District average in the wards of Uckfield New Town, North and Ridgewood

(65 years and over)
(2019 small area population estimate)



Good level of education

(81.7% of working age population have qualifications)
(2011 Census)





High rate of economic activity

(over 75.5% economically active)



Wealden has a high percentage of home ownership

(78.7% owner occupied)
(2011 Census)

~~Unemployed~~

Low rate of unemployment

(rate of Job Seekers Allowance claimants is slightly greater in three wards of Uckfield compared to Wealden (average 4.2%))



15.4% of the population have a limiting long term illness

(less than District average – 17.5% and County average – 20.3%) (2011 census)



High house prices

(the mean average house price reached £328,000 in 2019 and higher than £364,000 in Uckfield Central and Ridgewood Wards)

Turning Challenges into Opportunities

Challenges

Opportunities

Limited infrastructure to support future development

With an increase in the population and plans for further development within the town boundary, it is important for the key agencies to consider where improvements are required in terms of infrastructure – education, health, transport, sewerage capacity, water supply, broadband coverage and mitigation of flood risk.

Covid-19 Pandemic

With the national lockdowns and Covid restrictions, businesses in Uckfield will have had to face a number of financial pressures in 2020 and 2021.

Proposals for growth

Plans have been put in place to build a further 1,000 homes in the Ridgewood area of Uckfield Town. This reflects proposals within the Wealden Local Plan for growth and increasing housing stock

Range of facilities

The town has a substantial range of facilities, with its own independent cinema and leisure centre. High performing schools, free parking, a diverse selection of shops and nearby Ashdown Forest are a big draw for residents and visitors.

Retaining our highly educated workforce

Uckfield has high levels of educational attainment but with good and improving transport links to Brighton, East Croydon and London mean much of the town's working age population are attracted to work out of the town.

Central location within South East

Being in the heart of the Wealden District, the town is centrally located within the South East between London and the South Coast. Its close proximity to Gatwick Airport and Newhaven port provides job opportunities and ease of travel.

Flood risk

The River Uck runs through the middle of the town which could place the town at risk of fluvial flooding. Mitigating measures are in place but the town is also susceptible to surface water run-off in heavy bouts of rain as a result of the undulating landscape of the town

Our green spaces

Uckfield is fortunate to have two nature reserves, green open spaces and allotments. We need to encourage greater use of these spaces and continue to maintain them to a high standard.

Addressing traffic congestion

The road network through Uckfield Town and the A22 by-pass are heavily used by traffic. Although recent works in the High Street have improved accessibility for pedestrians and vehicles, there are still a number of pinch points on the corridors to the town, which could benefit from improvements.

Improvements to transport links

The train station platform has been extended, carriages increased and a new station car park created which will support an increase in rail users in the future. The Council also supports any future opportunities to re-establish the rail line between Lewes and Uckfield and build a new rail link between Uckfield and Brighton via Falmer.

Limited financial resources

The Town Council along with other tiers of local government (District and County Councils) are being placed under increasing financial pressure. Despite this, the Council still needs to deliver the services for which it has responsibility and consider taking on services devolved from other tiers of local government under financial restraint. This may require the Town Council to be innovative and/or make difficult decisions.

Partnership working

As with all local authorities, the Town Council is in a strong position to work closely with its partner agencies to retain good quality services for residents. Partnership working can provide good value for money and increase opportunities.

Asset management

The Town Council has responsibility for a number of assets that could assist in generating higher revenues in the future. It would be prudent for the Town Council to develop an Asset Management Plan now, to effectively prepare for the future.

Our Vision

Preserving heritage,
providing for the future

Our Mission

Working with our partner agencies to provide a high standard of service delivery for residents, businesses and visitors to the town.

Our Corporate Priorities

People

- Cultural and Related services
- Luxfords and Civic Centre

Place

- Environmental and Regulatory Services
- Planning and Development Services
- Highways and Transport Services

Provision

- Central Services

Our Strategic Priorities - People

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.

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.

Luxfords Restaurant 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;



Our Strategic Priorities - Place

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.

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.

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.

Our Strategic Priorities - Place

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.

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.



Our Strategic Priorities - Provision

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.

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;



Delivering our Objectives

Overview of the Town Council

The Town Council has 15 Town Councillors, who are elected every four years. The last set of town council elections took place in May 2019. The next set of local elections will therefore take place in May 2023.

The positions of Town Mayor and Deputy Town Mayor are elected by the Town Councillors each year at the start of the annual statutory meeting of Full Council which takes place in May. However, due to the pandemic, Councillors continued in their roles in 2020/2021.

All Town Councillors meet in the format of Full Council at least six times a year, and the town council's three main standing committees, are:

- General Purposes Committee (9 members)
- Environment and Leisure Committee (9 members)
- Plans Committee (7 members)

We also have two sub-committees responsible

for dealing with specific matters related to finance and human resources, called Personnel Sub-Committee and Finance Sub-Committee, which report their recommendations back to General Purposes Committee. These sub-committees meet on an ad-hoc basis when further detailed work is required.

Normally, formal committee meetings are held in the Council Chamber of the Civic Centre, Uckfield. During the pandemic meetings have been held remotely on Zoom. Residents are welcome to attend these public meetings and make statements in relation to items on the agenda of that committee, subject to the Chairman's discretion. Under the Openness of Local Government Bodies Regulations 2014, members of the public are able to film and record during a committee meeting to report on the meeting.

Financial information

General finances

Town Councillors are required to start the process of budget setting within the autumn, for the following financial year. This provides time to review our income and expenditure, the priorities of the Town Council, the priorities within the Town and the costs associated.

The precept is the local tax levied by the Town Council and collected on our behalf by Wealden District Council as the rating authority.

The precept for 2020/21 was agreed by the Town Council on 20 January 2020 at a figure of £942,405.

Capital expenditure

The Council adopts a balanced approach to its capital expenditure in respect of the

procurement of new assets and the maintenance of its existing assets. The first priority should however focus on developing and maintaining existing assets for the benefit of the community. Additional income may also be generated, where appropriate, through renting or leasing of these assets.

Reserves

The Council adopts a risk based approach to its level of reserves which will be reviewed annually or more frequently if necessary. Currently the minimum level of general reserves will be set at approximately three months gross operating costs. Reserves will only be held above the minimum level for specific, earmarked purposes.

Delivering our Objectives

Organisational structure

Delivery of the Town Council's functions is overseen and managed by the Town Clerk, who is the Town Council's proper officer and required to support and advise members in their role and issue any statutory notifications.

The Town Clerk is supported by a team of nearly 30 members of staff who are responsible for maintaining the town's grounds and open spaces, buildings, facilities, and providing services to our customers within Luxfords Restaurant and the Civic Centre.

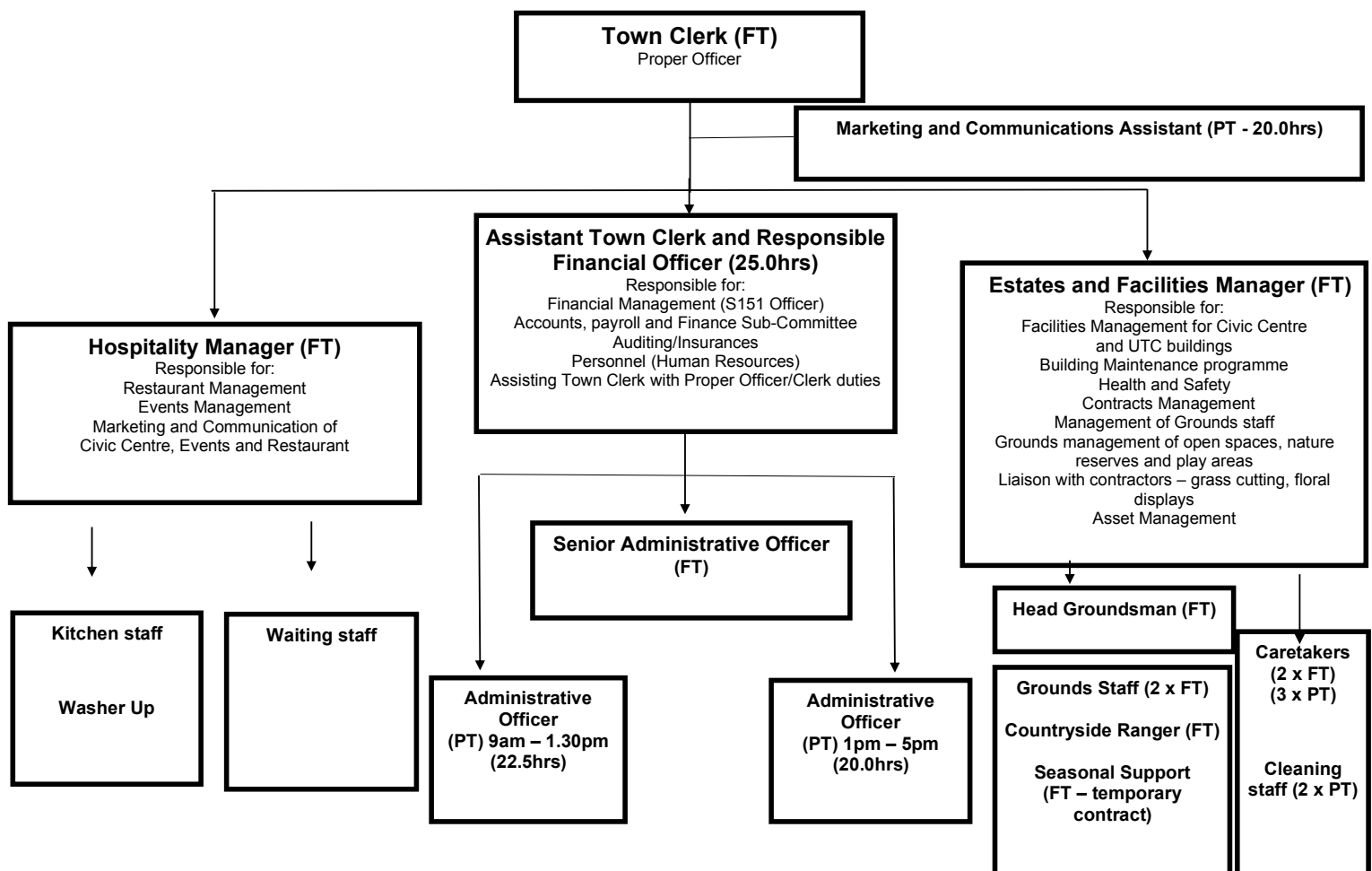
The Assistant Town Clerk and Responsible Financial Officer is responsible for managing the

Council's finances, human resources and Council administration.

The Hospitality Manager is responsible for managing the restaurant, Civic Centre room hire and hospitality, and Civic Centre events programme.

The Estates and Facilities Manager is responsible for managing the maintenance and repair of the Town Council's key buildings, liaising with external contractors, managing health and safety and our caretaking and cleaning staff as well as having responsibility for our open spaces and grounds management and grounds staff.

The following organisational chart presents the current staff structure:





Uckfield Town Council Offices
Civic Centre, Uckfield, TN22 1AE



Annual Plan 2021/22

PRIORITIES

PEOPLE		PROVISION	
1	COMMUNITY GRANTS We will award up to £47,000 of community grant funding to local groups and charitable organisations for the period 2021/22.	6	NEW FINANCE 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.
2	PUBLIC EVENTS IN THE TOWN We will work alongside the local business community and local community groups to deliver two free public events within the town; Weald on the Field and Uckfield Revival (Covid-19 dependent).	7	NEW BOOKING SYSTEM We will look to install a new booking system for the internal management of booking enquiries for the Town Council's rooms and open spaces.
PLACE			
3	IMPROVEMENTS TO OPEN SPACES 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.	8	ROAD SAFETY 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.
4	GRASS VERGE CUTTING 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.	9	TOWN COUNCIL BUILDINGS 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.
5	CLIMATE CHANGE We will investigate ways in which we can reduce our impact on climate change by reviewing our contracts, buildings and equipment, managing our land for nature, and minimising waste: <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	NEIGHBOURHOOD PLAN We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan ready for submission to the local planning authority.

	Proposed Income	Proposed Expenditure	Proposed Income	Proposed Expenditure
	2020/2021	2020/2021	2021/2022	2021/2022
General Purposes				
Revenue	200,835	754,594	169,172	771,764
New Initiatives etc.		115,400		63,500
Earmarked Reserve Projects		42,550		33,050
Sub Totals		912,544		868,314
Environment and Leisure				
Revenue	88,440	256,053	79,485	249,783
New Initiatives etc.		9,300		46,880
Earmarked Reserve Projects		36,000		20,500
Sub Totals		301,353		317,163
Luxfords Restaurant				
Revenue	178,650	195,633	178,650	197,775
Earmarked Reserve Projects		0		0
New Initiatives		0		0
Sub Totals		195,633		197,775
Gross Income/Expenditure	467,125	1,409,530	427,307	1,383,252
		942,405		955,945
Wealden District Grant		0		0
Net Budget Requirement		942,405		955,945
Tax Base	5685.2		5684.5	
Band 'D' Council Tax		£165.76		£168.17

1.45% increase
£2.41 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		-20,650	Reduced by 30% to take account of potential Covid-19 impact
	4615	Weald Hall - Commercial	-1,200		-840	Reduced by 30% to take account of potential Covid-19 impact
	4620	Council Chambers	-11,750		-9,400	Reduced by 20% to take account of potential Covid-19 impact
	4625	Council Chambers - Commercial	-250		-200	Reduced by 20% to take account of potential Covid-19 impact
	4630	Ashdown Room	-14,250		-12,112	Reduced by 15% to take account of potential Covid-19 impact
	4635	Ashdown Room - Commercial	-4,500		-3,600	Reduced by 20% to take account of potential Covid-19 impact
	4640	Green Room	-15,500		-12,400	Reduced by 20% to take account of potential Covid-19 impact
	4650	Oakleaf Room	-11,500		-9,500	Reduced by 17.5% to take account of potential Covid-19 impact
	4660	Mayors Parlour	-4,000		-3,000	Reduced by 25% to take account of potential Covid-19 impact
	4670	Equipment hire	-1,000		-1,000	
	4671	Martlets Room	-9,500		-9,500	Remaining the same as current hirer may continue booking
	4673	Community Toilet scheme	-1,100		-1,100	

General Purposes

GP	4610 - 4700	* Civic Centre	-103,550	0	0	-83,302	
	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	
	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	
	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			0	Removed as not a priority in 2021/22
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	

General Purposes

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	143,400	
		Income					
GP	4403/4410	* Training/Administration	-100			-100	
	4414	Luxfords - re-allocation administration charges	0			0	
GP	4579 - 4583	* Bank Interest					
	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			19,260	Members agreed no increase
GP	5544	Members Expenses	100			100	Members agreed no increase
GP	5465	Mayors Allowance	1,773			1,773	Members agreed no increase
GP	5470	Elections	0			0	
		TOTAL	21,133	0	0	21,133	
		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
	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	

General Purposes

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			204,500	
	5541	Office staff - National Insurance	18,524			19,125	
	5542	Office staff - pension	40,061			44,424	
		TOTAL	364,294	0	0	375,824	
		Total Revenue Expenditure	754,594			771,764	
		Total Income	-200,835			-169,172	
			553,759	0	0	602,592	
		Saving for Long Term Earmarked Projects					
		Elections	8,500			5,000	Propose to reduce saving in 21/22 to £5k as already funding in reserves
		W Hall Floor	5,000			5,000	
		Signal Box replacement boiler	250			250	
		Civic Centre communal carpet - 10 year project	1,000			0	Remove - as greater amounts can be saved in future years
		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	33,050	
		Total New Initiatives 2021/22					
		Building Maintenance	77,000			62,000	See breakdown
		West Park Pavilion Scheme	20,000			0	Removed from budget as a result of other pressing priorities for 21/22 and funds for building reconfiguration already listed above.
		262 Bus Service	3,900			1,500	Reducing to £1,500 contribution as carry forward of unspent from 2020/21
		Replacement back drops Weald Hall	2,500			0	
		Climate Change Initiatives	7,500			0	
		Employment Support Programme				0	Removed from budget as unable to afford cost in 2021/22
		Calendar 2022				0	Removed from budget as may be able to cover costs utilising advertising space
		Up to date rebuild valuations of 9 properties for Insurance purposes	4,500			0	
			115,400			63,500	
		2020-21					
		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	868,314	

General Purposes

<u>Total</u>	<u>2020/21</u>		<u>2021/22</u>
Total Revenue Expenditure	754,594		771,764
Total Long Term Earmarked Reserve Projects	42,550		33,050
Total New Initiatives	115,400		63,500
Total Budget Expenditure	912,544		868,314
Total Income	-200,835		-169,172
Net Expenditure	711,709		699,142

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	0	53,900
		Income				
E & L	4110	* Sport Income	-10,500	0	-10,500	
E & L	4120	* Event Income	-5,500	0	-3,000	Reduced by 45% due to anticipated impact on large events by Covid-19
		TOTAL	-16,000	0	-13,500	
		Net Expenditure	32,400	0	40,400	
		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	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	Carry forward Twinning funding from 2020/21 into Earmarked reserves
E & L	5300	Civic Centre Events	20,000	0	13,500	Reduced by 32.5% due to anticipated impact of Covid-19 on events
	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	Carry forward budget from 2020/21 into Earmarked reserves
		TOTAL	27,600	-	18,000	
E & L	4050	Civic Centre Events	-27,000	0	-17,500	Reduced by 35% due to anticipated impact of Covid-19 on events
		Net Expenditure	600	0	500	

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	
	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	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	-		249,783	
		TOTAL INCOME	-88,440	0		-79,485	
		TOTAL	167,613	-		170,298	

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)				18,000	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				0	Not required due to decision at Full Council December 2020
		Covid contingency funding including play area spraying				2,500	
		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
						46,880	
		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	Removed 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	-		249,783	
		Total Long Term Earmarked Reserve Projects	36,000	0		20,500	
		Total New Initiatives	9,300	0		46,880	
		Total Budget Expenditure	301,353	0		317,163	
		Total Income	-88,440	0		-79,485	
		Net Expenditure	212,913	0		237,678	

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	94,727	
	5941	Luxfords National Insurance	3,764	4,386	
	5942	Luxfords Pension	15,033	17,507	
	5945	Luxfords Casual wages	7,000	6,000	
		*Management costs	0	0	
		TOTAL	195,633	197,775	
GP		Income			
	4810	* Restaurant Food Sales	-122,800	-122,800	
	4820	* Restaurant Bar Sales	-8,000	-8,000	
	4825	* Takeaway	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	19,125	
		Long Term Earmarked Projects			
			0	0	
		Total	0	0	
			0	0	
		Total Budget Expenditure	195,633	197,775	
		Income	-178,650	-178,650	
		Net Expenditure	16,983	19,125	

TOTAL 2021/2022			
Total Revenue Expenditure		197,775	
New Initiatives		0	
Total Long Term Earmarked Reserve Projects		0	
Total Budget Expenditure		197,775	
Total Income		- 178,650	
Net Expenditure		19,125	



UCKFIELD TOWN COUNCIL

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 policy.

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 7 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 due for renewal Aug 2025)	Building	Freehold, leased out	0.03ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS49	West Park Pavilion	Pavilion building adjacent to West Park recreation ground. Pavilion is available for hire by recreation ground users or organisations. The building was transferred from developer in 1987 with restrictive covenants in place. Previously reviewed for redevelopment.	Building	Freehold	0.02ha
OS50	The Hub	Building purchased from ESCC in 2007. Citizens Advice Bureau moved to Uckfield Library in 2020. Northern side of building (the Source) is leased to The Baptist Church (current lease agreement due for renewal).	Building	Freehold	0.03ha
OS51	Civic Centre	Building housing Town Council Offices, meeting rooms, function rooms and restaurant. Opened in 1991 by the Mayor.	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 (lease due for renewal in Dec 2021).	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. Currently due for renewal.	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 – lease agreements due for renewal in Aug 2022). 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 10 year licence from December 2020 for community use with New Town Action Group. Land in process of being re-registered as an Asset of Community Value.	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 upgraded 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 Full Council

Monday 18th January 2021

Agenda item 15.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR (Q3) 2020/21

1.0 Summary

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

2.0 Quarter 3 (Oct – December 2020) – Progress Update

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





3.0 Recommendations

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




Appendices: Appendix A: Q3 (2020/21) Progress Report

Contact Officer: Holly Goring





Key:

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

APPENDIX A: Q3 2020/21 Progress Update

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

Priority	Status	Notes	Lead Committee	Lead Officer
4. CLIMATE CHANGE We will investigate ways in which we can reduce our impact on climate change by reviewing our contracts, buildings and equipment, managing our land for nature and minimising waste	✓	Some activities have been postponed as a result of Covid-19 such as the Climate Change EXPO which the Town Council's Climate Change Working Group had arranged in June, in the Civic Centre. This will be rearranged once things have improved. A great deal of work has been carried out to investigate and explore new initiatives for delivery in 2021/22: - carbon footprint audit tools; -exploring the replacement of a Grounds vehicle which has reached the end of its life with an electric replacement; - exploring vehicle charging points and the work that Wealden DC has already carried out; - exploring whether new options for renewable energy sources can be integrated into existing town council buildings; - expanding the Civic Centre's biomass boiler wood pellet hopper to reduce costs and help energy efficiency;	Environment and Leisure Committee	Estates & Facilities Manager
5. TREE FOR A TREE We will implement a tree planting scheme so that for every tree has to be removed, another tree will be planted. We will also identify where additional trees can be planted on Town Council land.	✓	Work is taking place at present to address the vast number of enquiries we received during Covid-19 lockdown to carry out works to vegetation and trees around the town. A number of these works required applications to be made if Tree Preservation Orders were in place or required resource. The newly appointed Ranger has also been carrying out a great deal of work, to look at woodlands and the health of our trees across the town, with proposals for planting a delivery of new trees in the coming months. So far we have planted 90 trees. We have an additional 75 trees ready to be planted and a further 105 trees on order.	Environment and Leisure Committee	Estates & Facilities Manager
6. GRASS VERGE CUTTING We will contribute to the cost of East Sussex County Council's grass verge cutting contract to retain a good standard of service and ensure visibility is maintained on pavements and highways.	✓	Payment has been made to East Sussex County Council for 2020/21 to maintain existing service standards and frequency of cuts to the town's grass verges. <i>(Urban verges used to receive 5-6 cuts per annum but East Sussex County Council can now only afford to fund two. Rural verges receive two cuts per annum).</i>	Environment and Leisure Committee	Town Clerk

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

Meeting of Full Council

Monday 18th January 2021

Agenda item 16.0

TO CONSIDER SUGGESTIONS FOR STREET NAMING FOR THE MALLARDS DRIVE DEVELOPMENT

1.0 Summary

- 1.1 This report requests that members consider the suggestions put forward for street names in the new Mallards Drive development due to be built.

2.0 Background

- 2.1 As members will be aware, 119 homes are due to be built off Mallards Drive in a new housing development adjacent to Town Council owned Harlands Playing Fields. Although the homes on this site could take a while to build, the development company, Persimmon Homes, are required to put forward street names for approval, as part of the process.

- 2.2 The Town Council was contacted by Wealden District Council on 11th January 2021 with a plan for the above development which will require six new street names. In keeping with the surrounding roads, they have put forward suggestions to the Developer and they have agreed to:

Shelduck Avenue
Teal Close
Moorhen Place
Gadwall Gardens
Wigeon Way
Teal Lane

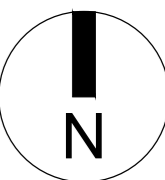
- 2.3 In line with Wealden DC's Street Naming and Numbering Policy they are contacting the Town Council and would be pleased to receive our comments in writing, on the proposed names within 21 days of this email (31st January 2021).
- 2.4 The suggested road names align with the wildlife/bird theme of road names in the Harlands estate.

3.0 Recommendation

- 3.1 Members are asked to consider the street name suggestions for the Mallards Drive development and advise the Town Clerk accordingly.

Contact Officer: Holly Goring

Appendices: Appendix A: Street plan for Mallards Drive development
Background paper: Wealden DC's Street Naming and Numbering Policy
(available on request)



KEY

- █ Tile Hanging
- █ Timber Boarding
- █ Render
- Grey roof tiles
- Terracotta roof tiles
- Brown roof tiles

Key to roads

- **Shelduck Avenue**
- **Pintail Close**
- **Moorhen Place**
- **Gadwall Gardens**
- **Wigeon Way**
- **Teal Lane**

C	16.01.20	Roof key added	NF	KE
B	13.08.19	Render and Weatherboarding updated to comments	JW	NF
A	31.07.19	Updated surfacing	LP	NT
Rev	Date	Revision Details	Dr	Ch



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Client's Name
Persimmon Homes

Job Title
**Harlands Farm
Uckfield, East Sussex**

Drawing Title
Materials Plan

Scale
1:500 @ A0 / 1:1000 @ A2

Drawn JW	Checked NF	Date 21.06.19
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Job No 6761	Drawing No 002	Rev C
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Status
APPROVAL

Meeting of Full Council

Monday 18th January 2021

Agenda item 17.0

TO SIGN UP TO THE WEALDEN DEMENTIA ACTION ALLIANCE CHARTER

1.0 Summary

- 1.1 The Wealden Dementia Action Alliance, the umbrella organisation for the Uckfield Dementia Forum and similar forums across the Wealden District has created a Charter for members to commit to working towards.
- 1.2 The Charter is aimed at businesses within the Wealden District and requesting them to commit to making Wealden District dementia friendly.
- 1.3 The Uckfield Dementia Forum is now very well established but this Charter is aimed directly at businesses and what they can do individually to make their day to day working practices, customer service and physical environment more dementia friendly.
- 1.4 Members are therefore being asked if they are happy for Uckfield Town Council to sign up to the Charter and make a commitment with particular consideration for the Civic Centre and Luxfords Restaurant as public venues, but also as a local business working in the district (see attached).

2.0 Recommendation

- 2.1 Members are asked to review the attached from the Wealden Dementia Action Alliance (WDAA) and confirm with the Town Clerk, if they are happy for Uckfield Town Council to sign up to the WDAA Charter.

Contact Officer: Holly Goring

Appendices: Appendix A: Copy of the WDAA Charter

Commit to help the Wealden Dementia Action Alliance



Thank you for your interest in signing up to the Wealden Dementia Friendly Community. Below are some suggested pledges that could be actioned to meet your commitments in the community.

Dementia Friend Session: We do ask that all of your staff have taken part in a virtual Dementia Friends session to be part of the charter. Once completed please let us know the date. If you need any help setting this up please get in touch.

Please indicate your 2 preferred commitments (*minimum of 2*):

	Description	Please tick 2
1	Sign up to our weekly email to keep up to date with current events and topics linked with dementia. Please email us to register: communitydevelopment@wealden.gov.uk	
2	Display any leaflets and posters for social activities linked to the WDAA that are taking place in your local town.	
3	Read through the 'Making your business dementia friendly guide' and make at least one change. Please find this on our website or attached is the pdf copy.	
4	Follow the WDAA Facebook page and re-post dementia-friendly initiatives - @WealdenDAA	

What you get in return:



By signing up to the above you will receive an electronic sticker 'Working Towards becoming dementia friendly'. This can be displayed on your website, social media and emails. During 2021 we will send you a sticker to display in your business window.



We are also able to provide some support to you with regards to making your business more dementia friendly and accessible.



Your business/group will be highlighted on our Facebook page @WealdenDAA

Every two years:

We will remind you to refresh your dementia friend sessions with your staff.

Tell us:

Once you have decided on your commitments or have any questions please email them to us:

communitydevelopment@wealden.gov.uk

If any awareness raising you do generates positive feedback, please let us know so we can share your stories with everyone else!

Your data:

By signing up, we will keep your contact details on a database, your information will only be used for this project.

Contact Information:

Website: www.wealden.gov.uk/dementia

Facebook: [@WealdenDAA](https://www.facebook.com/WealdenDAA)

Email: communitydevelopment@wealden.gov.uk

Meeting of the Full Council

Monday 18th January 2021

Agenda item 18.0

TO APPOINT A TOWN COUNCIL REPRESENTATIVE FOR THE UCKFIELD FESTIVAL ASSOCIATION COMMITTEE

1.0 Summary

- 1.1 The Town Clerk has received correspondence from the Uckfield Festival Association to request representation at future meetings from Uckfield Town Council.
- 1.2 It is therefore necessary to appoint a representative from the Town Council to attend Uckfield Festival Association Committee meetings and formalise this appointment as one of the Town Council's Outside Bodies listed under Environment & Leisure Committee.
- 1.3 Typically the Town Council would await to appoint to new outside bodies or positions until the Annual Statutory meeting of the Council in May, but we are aware that the Uckfield Festival Association will have already commenced work on planning this year's activities, particularly during the pandemic. For that reason, this appointment has been brought forward.
- 1.4 At present, there is no representative from the Town Council at their Committee.
- 1.5 In accordance with the Councillors' on Outside Bodies Policy No, 59, the representative does not have to be on the parent committee (in this instance the Environment & Leisure Committee) to which the outside body is aligned and that in the event there are more numbers of candidates than those allotted, all Members of the Council will be eligible to vote. Representatives are required to attend the meetings of the outside body and provide a short written update for the parent committee (Environment & Leisure Committee) after each meeting.

2.0 Recommendation

- 2.1 Members are asked to appoint one Town Council representative to the Uckfield Festival Association Committee.

Contact Officer: Holly Goring

Meeting of Full Council

Monday 18th January 2021

Agenda Item 19.0

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

25th Dec 2020 Christmas Message at 1.00pm on Uckfield FM

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

None recorded.