



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)

<https://us02web.zoom.us/j/88954360262>

on

Monday 1 March 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 18 January 2021 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 | 1 and 22 February 2021 |
| (b) | Environment and Leisure Committee | 8 February 2021 |
| (c) | General Purposes Committee | 25 January 2021 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
(nothing to report)
- (ii) Uckfield – Events Working Group
(nothing to report)
- (iii) Uckfield Dementia Forum
(nothing to report – next meeting 25 March 2021)

9.0 TO REVIEW THE PROVISIONS OF THE LOCAL AUTHORITIES AND POLICE CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE AND CRIME PANEL MEETINGS) (REGULATIONS 2020) AND ASSOCIATED IMPACT ON:

- Annual Town Meeting for electors – 13 April 2021;
 - Annual Statutory meeting of the Council – 10 May 2021;
- (Attached)

10.0 TO CONSIDER WHAT ADDITIONAL INFRASTRUCTURE IS NEEDED IN UCKFIELD TOWN TO SUPPORT FUTURE POPULATION GROWTH
(Attached)

11.0 TO REVIEW THE PROPOSALS BY PERSIMMON HOMES FOR THE OPEN SPACE (PLAY AREA PROVISION) ON THE 'LAND OFF MALLARD DRIVE'
(Attached)

12.0 TO NOTE THE MAYOR'S ENGAGEMENTS
(Attached)

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

14.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

15.0 TOWN CLERK'S ANNOUNCEMENTS

16.0 CHAIRMAN'S ANNOUNCEMENTS

A handwritten signature in blue ink, appearing to be 'T. Clerk', with a long horizontal flourish extending to the right.

Town Clerk
23 February 2021

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held as a
REMOTE meeting via ZOOM,
on Monday 18th January 2021 at 7.00 pm

PRESENT:

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

IN ATTENDANCE:

2 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
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. None received.

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

FC.58.01.21 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 items on the agenda but their audio was not working. The resident was given a second chance after agenda item 3.0, but advised that they had sent the Town Clerk an email.

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 Claire Dowling provided an update from the Public Health Director at ESCC of the weekly figures for Covid-19. Up to 12 December 2020, there had been a total of 165 cases in Uckfield North and 138 in Uckfield South. In comparison up to 12 January 2021, there had been 35 cases in Uckfield North and 30 cases in Uckfield South. With the national lockdown it was hoped that figures would now start to fall.

A meeting had been held between ESCC and the three Clinical Commissioning Groups. The main challenge was keeping all services in primary care, mental health etc underway whilst running the vaccination programme. It was hoped all vaccinations would be complete in care homes by the end of January, and the clinically vulnerable and health and social care workers by early February.

Councillor Claire Dowling wished to record her thanks to the Adult Social Care department who were working hard to assist in all areas. They were looking to make Firwood House in Hampden Park available to the NHS. Adult Social Care staff had been arranging meals for care homes where kitchen staff were self-isolating, as well as offering support with deep cleans and finding agency staff to cover shifts.

In Downsview Crescent, work was planned for completion to protect the verges near to the schools. This was now scheduled for February half term.

Councillor Dowling referenced a spring water issue in Brown's Lane and the drainage works planned in Hempstead Lane/Spring Meadow would be carried next financial year, to address some of the drainage issues there.

Everyone would be keeping a close watch on the UKPN works which had just begun. It was very pleasing to see a local company obtaining the contract – C. J. Thorne.

Councillor Chris Dowling referred to another two issues relating to drainage – a leak on Lewes Road and a sunken drain. He had been working with Uckfield Town Council and previous Community Speedwatch scheme volunteers to re-commence the scheme in the south of the town, and recruit volunteers to get this back up and running.

The Chairman asked a question regarding the Uckfield Leisure Centre, and Wealden DC handing back the Leisure Centre to ESCC in March 2022. Uckfield Town Council were keen to be involved in any discussions regarding the leisure centre and the future of the site. It was advised that discussions had commenced behind the scenes between Wealden DC and ESCC, and with the adjacent schools in the case of both Heathfield and Uckfield. They would advise the officer at ESCC to make contact with the Town Clerk.

Councillor B. Cox asked about emergency service response numbers should Storm Christoph hit East Sussex badly, and it was advised that the Emergency Planning department were keeping a close watch on whether the storm would affect East Sussex.

Councillor J. Edwards raised his concerns with regards to the timing between the first and second injection for the Covid-19 vaccination and whether there was any local autonomy to have it sooner. Councillor Claire Dowling advised that this was not in her remit and a more NHS related question but she had seen that the guidance was advising that to be vaccinated safely, it needed to be within 12 weeks.

A big thank you was given by Town Councillors, District and County Councillors for those carrying out the vaccination programme and doing their bit to help save lives.

Councillor P. Sparks clarified a matter which had previously been raised with regards to planning site notices. Site notices were still being displayed on the property/site of the application for a period of 21 days. The officer who displayed the site notice recorded the location by taking a photograph.

Councillor G. Johnson advised that a planning briefing note had been circulated by Wealden officers which included a revised figure for housing numbers between now and 2038. He was also aware that the application by Gridserve for the electric charging forecourt at Copwood Farm had been pulled from the December Wealden DC Planning North Committee and had since been re-submitted.

Councillor H. Firth raised her concerns with regard to the Gridserve application and pedestrian safety at Copwood roundabout. Councillor Firth was also working with residents in Keld Close over an issue they were having and Overview & Scrutiny Committee at Wealden DC were due to meet with the East Sussex Fire Chief, if Councillors had any questions they wanted incorporating.

FC.59.01.21 Councillors were thanked for their input and updates, and subsequently **RESOLVED** to reinstate Standing Orders.

4.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor C. Snelgrove, and Youth Member Mr Brunsdon.

5.0 MINUTES

5.1 To resolve that the minutes of the meeting of Full Council on 7th December 2020 to be taken as read, confirmed as a correct record and signed by the Mayor.

FC.60.01.21 It was **RESOLVED** that the minutes of the meeting of Full Council on the 7th December 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:

FC51.12.20, FC52.12.20, FC53.12.20 – Ridgewood Recreation Ground

FC54.12.20 – Sanitisation of play areas

FC55.12.20 – Responding to two Wealden DC consultations

It was also suggested that resolution FC24.05.19 – single use plastic, be

removed as this had become normal procedures within the Town Council now. Members agreed and the Town Clerk, requested that any future work on this be incorporated within the work of the Climate Change Working Group.

Members subsequently noted the report.

6.0 COMMITTEE MINUTES

6.1 To note the acts and proceedings of the following committee meetings:-

FC.61.01.21

(a) Plans Committee of the 13th December 2020 and 11th January 2021

It was **RESOLVED** to note the acts and proceedings of the Plans Committees of the 13th December 2020 and 11th January 2021.

(b) Environment & Leisure Committee

No meetings held since last Full Council.

(c) General Purposes Committee

No meetings held since last Full Council.

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 advised that a recent update meeting had been held on 14th January. The festive dementia packs had been well received, with Councillor Macve giving thanks to the council as a number were distributed to Uckfield Hospital, and they were over the moon with them.

(iii) Uckfield – Events Working Group

Nothing to report at present.

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

Members noted the decision of the Urgent Consultation Panel, which was as follows:

*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).*

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

Members considered the contents of Wealden DC's draft budget and accompanying consultation questions.

A comment was made with regards to the HRA, and reference to rents going up by CPI plus 1%. This was felt to be an inadequate increase, for a district authority under increasing financial pressure.

A response was provided by a Town/District Councillor who advised that the HRA account was separate from the other funds of Wealden DC, and many social rented tenants were living on Universal Credit. The budget was sufficient to maintain all Wealden DC owned properties, and the district authority did everything to ensure the properties remained well maintained.

Further to discussions, members advised that they did not wish to respond to the consultation and were happy to note the report.

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

Members considered the contents of the Strategic Plan 2021/26, which set out the priorities for the next five years. The report was found to be well written and clear.

FC.62.01.21 Members **RESOLVED** to adopt the Strategic Plan 2021/26 for Uckfield Town Council.

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

Members considered the Annual Plan for 2021/22 which set out the priorities of the Town Council over the next financial year.

FC.63.01.21 Members **RESOLVED** to adopt the Annual Plan 2021/22 for Uckfield Town Council.

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

The Assistant Town Clerk & RFO introduced the budget papers for 2021/22 to provide a summary of the work undertaken and considerations in the budget setting process.

The Assistant Town Clerk advised that it had been a very difficult to provide a budget which all members would be happy with given the current climate and unpredictability of the income we expected to receive. There were mixed views around the table on whether to increase or not, mainly due to the impact of the pandemic but also to ensure the Town Council's services were still maintained as well as understanding the financial pressures the community faced. Members had already agreed to take no increase in their allowances for the coming year. It was advised that a third of the Town Council's annual expenditure was covered by the Town Council's own income streams so taking everything into account and unfortunately not owning a crystal ball a budget had been set which was both prudent and reflective in the circumstances of the pandemic.

The comments on the right-hand side of the budget sheets explained what had been amended and the reasons why certain lines had or had not been adjusted. For example, room hire income under GP Committee had been

reduced by 15 - 30% to reflect loss of income for possibly the first quarter of the year or reduced income over the full year. Events income had also been adjusted within E&L Committee. Not only looking at income, expenditure had been adjusted as well; taking out some of the priorities we had hoped to deliver and postponing projects where possible to future years. Taking on board all of these factors, the final budget presented an increase of 1.45% which would be a £2.41 equivalent. The Assistant Town Clerk asked members to consider the budget for 2021/22 and to adopt a precept of £955,945. Members thanked the Assistant Town Clerk & RFO for her hard work and for answering all of the members' questions.

Members agreed that it had been a particularly difficult budget setting process and they would have wished to have set a budget with a lower percentage increase, but the Town Council had a large portfolio of assets and open spaces to maintain and this incurred costs. The budget took account of potential reductions in income streams as a result of Covid-19 in 2021/22 and there was also a risk that further services would be devolved in future years by county and district authorities. It was therefore prudent to prepare a realistic budget.

FC.64.01.21 With 13 votes in favour, out of 14 members present, members **RESOLVED** to adopt the annual budget for 2021/22 and precept of £955,945.

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

Members considered the contents of the Asset Management Plan 2021/26 and thought it was a very comprehensive report.

FC.65.01.21 Members **RESOLVED** to adopt the Asset Management Plan for 2021/26.

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

Members reviewed the progress that had been made towards the 2020/21 priorities and subsequently noted the report.

16.0 TO CONSIDER SUGGESTIONS FOR STREET NAMING FOR THE MALLARDS DRIVE DEVELOPMENT

Uckfield Town Council had been approached by Wealden DC with a plan for the above development which would require six new street names. In keeping with the surrounding roads, six names had been put forward that referenced birds, similar to the Harlands Estate.

Councillor K. Bedwell wished it to be put on record that the local residents and herself were still very upset that this development was going ahead. There was a very high risk of flooding in that area, and residents in Eagle Close would be particularly affected. There was a lack of infrastructure within the town and all these developments would have a massive impact on the town's road networks, healthcare, schooling and utilities.

Members were not that favourable towards the names put forward and had mixed views on whether they could input or not, taking into the account the street naming policy. There had been no recollection of the local geography or history of that land.

Following some discussion, members agreed to note the suggested road names,

and thank Wealden DC for making them aware of the proposed names in keeping with the Harlands estate.

17.0 TO SIGN UP TO THE WEALDEN DEMENTIA ACTION ALLIANCE CHARTER

Councillor P. Sparks advised that the Town Council and Town Clerk were very supportive of the work of the Wealden Dementia Action Alliance, in particular with the Uckfield Dementia Forum sitting under the Alliance. It was important to sign up to the Charter to demonstrate the Town Council, and in particular the Civic Centre's commitment and lead the way for businesses in Uckfield.

FC.66.01.21 Members **RESOLVED** to sign up to the Wealden Dementia Action Alliance Dementia Charter for businesses.

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

The Uckfield Festival Association had been in contact with office staff to request representation at future meetings from Uckfield Town Council. This would become a formal appointment on the Town Council's list of Outside Bodies.

FC.67.01.21 Members **RESOLVED** to appoint Councillor S. Mayhew as the Uckfield Town Council representative on the Uckfield Festival Association Committee. All Outside Body appointments would be reviewed at the Annual Statutory meeting of Full Council in May 2021.

19.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the engagement listed.

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

Two deed of grants had been received:

Mrs Sally Akehurst

Mrs Audrey Epps

FC.68.01.21 It was **RESOLVED** for three councillors to sign the above deeds of grant.

21.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

22.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk advised that the Deed of Dedication was now prepared with Fields in Trust for Harlands Playing Fields. Fields in Trust had granted Uckfield Town Council up to £5,000 for the set up of Our Parks initiative. The Town Clerk asked for two members to read the documents and sign on behalf of the Town Council. Councillors J. Beesley and J. Love nominated themselves for this task.

23.0 CHAIRMAN'S ANNOUNCEMENTS

No official announcement was made but the Chairman wished to thank everyone for their support during these difficult circumstances.

The meeting closed at 8.12pm.

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>
<p><u>FC32.06.19</u></p> <p><u>FC46.08.19</u></p>	<p><u>13.0 To consider a motion from Councillor Spike Mayhew</u> Members unanimously RESOLVED to (i) ask the Town Clerk to look into civil orders such as Public Space Protection Orders, and; (ii) for the Town Council to reconsider the role of a Community Warden</p> <p><u>13.0 To report back to Full Council on Public Space Protection Orders</u> Members RESOLVED to ask the Town Clerk to arrange a meeting with Sussex Police and Wealden District Council.</p>	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>FC57.09.19</u>	<p><u>10.0 To consider a motion from Councillor Ben Cox</u> With eleven members voting in favour, and one abstaining, it was RESOLVED to accept the report from Councillor Ben Cox in relation to youth food poverty, and take up the recommendations outlined in the above motion, with a caveat that the investigations undertaken at this stage would be at no cost to the Town Council.</p>	16.09.19	HG/ BC	Work is underway to investigate this issue.
<u>FC58.09.19</u>	<p><u>11.0 To consider the benefits of Community Land Trusts</u> With all but one member in support (one abstained) it was RESOLVED to request that the Neighbourhood Plan Steering Group invite Councillor A. Smith to the next meeting, and incorporate the two matters to further investigate Community Land Trusts.</p>	16.09.19	HG	The NPlan Steering Group have met and will be involving Cllr Smith in their discussions as they move forward this year. NFA?
<u>FC.89.01.20</u>	<p><u>11.0 To consider providing a financial contribution to the Conservators of Ashdown Forest</u> Members RESOLVED to request that a letter be written to the Conservators of the Ashdown Forest, to advise that with regret due to the timing of their request, it was not possible to provide financial support for 2020/21, but Uckfield Town Council did however wish to work with the Conservators to convene a partnership meeting of all of the relevant authorities and parishes, to provide a long-term solution to funding the Ashdown Forest Conservators and the work that they do.</p>	20.01.20	HG	An update will be sought on their current financial situation in preparation for budget setting for 2022/23.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<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>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 has now been signed and sealed and returned to Fields in Trust. NFA.
<u>FC.30.09.20</u>	<u>12.0 To review a report by Councillor A. Smith on the need for affordable homes in Uckfield</u> After a detailed discussion, it was RESOLVED to request that the Town Clerk write to the Housing Minister Rt Hon Robert Jenrick with a copy of this report and advise Wealden DC's planning department of these discussions along with neighbouring parish councils.	14.09.20	HG	A letter is being drafted and will be circulated to members for approval before sending.

Meeting of Full Council

Monday 1 March 2021

Agenda Item No. 9.0

TO REVIEW THE PROVISIONS OF THE LOCAL AUTHORITIES AND POLICE CRIME PANELS (CORONAVIRUS) (FLEXIBILITY OF LOCAL AUTHORITY AND POLICE CRIME PANEL MEETINGS) (REGULATIONS 2020) AND ASSOCIATED IMPACT ON:

- Annual Town Meeting for electors – 13 April 2021;**
- Annual Statutory meeting of the Council – 10 May 2021;**

1.0 Background

- 1.1 Throughout the pandemic both NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks) advised local councils to stop holding any physical (face to face) meetings or gatherings during this time. This included full council, committee meetings, and annual parish and council meetings of electors to ensure the health and safety of staff, councillors and local communities.
- 1.2 The change to remote meetings was led by the introduction of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which fall under the Coronavirus Act 2020. These regulations were brought into force on Saturday 4 April 2020 and enabled local councils to hold remote meetings for a specified period until 7 May 2021. They also removed the requirement to hold an annual (statutory) meeting of the council.
- 1.3 The difficulty now is that the UK Government has not made any amendments to the above regulations or broader Coronavirus Act 2020 for the period after 7 May 2021; despite covid restrictions still being in place. To extend the regulations would require primary legislation and parliamentary time to make the necessary amendment(s) to the Coronavirus Act 2020. And, without any change to the regulations, if a parish/town council were to hold council meeting remotely after 7 May 2021, it would be considered unlawful (*unless it was a hybrid meeting of face to face and online*).
- 1.4 The Chief Executive of SSALC (Surrey & Sussex Association of Local Councils) has written to all 26 MPs in Sussex and Surrey to raise the concerns of parish and town councils. It is clearly not practical for all parishes to meet in person. Some parish venues are small and not set up to allow for social distancing and provide the necessary ventilation for councillors, staff, press and public.
- 1.5 If no amendments or extensions are put in place, all local authorities including local councils must return to face to face meetings from 7 May 2021. The Town Council has the following meetings booked in for May and June 2021:
4th May – Environment & Leisure Committee (Tuesday) – not affected
10th May – Annual Statutory meeting of the Council
17th May – Plans Committee

1st June - General Purposes Committee
7th June – Plans Committee
14th June – Environment & Leisure Committee
21st June – Full Council
29th June – Plans Committee

1.6 The standing committees of General Purposes and Environment & Leisure have nine elected members, Full Council would seat the full 15 councillors, and Plans Committee would have seven elected members present, plus staff, press and public.

1.7 The Town Council is fortunate to have the Weald Hall available for use in the Civic Centre. Even taking Covid-19 restrictions into account, it would be possible for the Town Council to safely accommodate in the region of 30 people in a socially distanced manner in this space.

2.0 Annual Town Meeting for electors – 13 April 2021

2.1 The Local Government Act 1972 states that *'for every parish there shall be a Parish Meeting for the purpose of discussing parish affairs...'*

2.2 The parish meeting of a parish shall assemble annually on some day between 1st March and 1st June, both inclusive, in every year

2.3 The Annual Parish Meeting is not a council meeting but a meeting of electors, it is only by convention that it is organised by the parish council, it could be organised by electors (residents) themselves and in the general of order of issues at the moment it is probably not critical. A Parish Meeting can be called by six electors at any time during the year.

2.4 There is also no effective sanction should the Parish/Town Council not set a date or time for this to occur or if the Chairman does not convene the meeting. This is evidenced by the latest Charles Arnold-Baker edition on local council administration which states (10.3 p76) that there is no effective method for enforcing the rules around holding these meetings. With that knowledge, Councils may want to consider if it is essential to hold the meeting between 1 March and 1 June 2021 or at all in 2021.

2.5 There are three options available to the Town Council:

Options:

(A) *Cancel the Annual Town Council meeting for electors altogether for 2021;*

(B) *Hold the Annual Town Council meeting remotely for electors, via zoom on the date planned of 13 April 2021;*

(C) *Postpone the Annual Town Council meeting for electors, and seek to rearrange a face to face meeting in September 2021; perhaps in tandem with the Allotment Conference.*

(please note normal attendance for the meeting can range between 30-50)

3.0 Annual Statutory meeting of the Council – 10 May 2020

- 3.1 All local authorities run to a municipal year, which starts in May each year.
- 3.2 Local authorities are required to hold an annual statutory meeting of the Council. In an election year this annual meeting must take place on the day when the councillors take office, or within 14 days thereafter. In any other year, it may take place on any day in May.
- 3.3 For Uckfield, this meeting sees the Town Council elect its Town Mayor and Deputy Mayor for the year ahead, plus appoint members to the council's committees and working groups. We appoint members as representatives to outside bodies and in the past couple of years, have also appointed youth members to sit on the Town Council as non-voting co-opted members.
- 3.4 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 removed the requirement to hold an annual (statutory) meeting of the council, and as noted in section 2, enabled local councils to hold their meetings remotely. These regulations have not yet been extended however and are only valid until 7 May 2021.
- 3.5 In 2020, Uckfield Town Council agreed to continue with the arrangements of the council and cancelled the Annual statutory meeting of the Council in May 2020. This was in line with...:
Regulation 4 (2)
(2) Where an appointment would otherwise be made or require to be made at an annual meeting of a local authority, such appointment continues until the next annual meeting of the authority or until such time as that authority may determine.
- 3.6 As a reminder, the Town Council's standing orders stipulate the following in regards to both the Mayoral positions and Chairmen of Committees:
- 15.2 The Mayor and Deputy Mayor should not serve longer than three complete consecutive municipal years in their respective offices.*
- 15.3 Chairmen of committees and sub-committees should not serve as Chairmen longer than three consecutive years. Nor should any member of the Council be Chairman of more than one committee or sub-committee at any one time.*
- 3.7 A number of parish councils will be considering whether to rearrange the date of their Annual Statutory meeting to enable their meeting to be held remotely before 7 May 2021. The current date booked for Uckfield Town Council falls after the regulation period. This means the meeting would need to be held in person. Looking back at previous meetings, the following number of people were in attendance:

May 2019 – 37 attendees (election year with co-option of two seats & two youth members)
May 2018 - 23 attendees
May 2017 - 20 attendees
May 2016 - 21 attendees
May 2015 – 37 attendees (election year)

3.8 Uckfield Town Council's standing orders have been checked and there is no stipulation on changing the date of the Annual Statutory meeting of the Council, but it is advisable to record a resolution which proposes a change of date for the meeting in May, should members wish to hold the meeting remotely. Please note if the date was brought forward to the week before, it is a short week due to the bank holiday and election week for East Sussex County Council and Police & Crime Commissioner, and therefore unlikely that members would wish to hold a meeting on either Wednesday or Thursday of that week, as they may be supporting local candidates with their campaign.

3.9 If the meeting is held face to face, a risk assessment should be carried out and the following points considered:

- Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself
- Staggering arrival and exit times for staff, councillors and members of the public
- Placing seating at least 2-metres apart
- Ensuring everyone wears face masks
- Holding paperless meetings
- If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting
- Arranging seating so people are not facing each other directly
- Choosing a venue with good ventilation, including opening windows and doors where possible
- Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before.
- The council (or venue owner/operator) will need to identify the venue's maximum capacity in their risk assessment, taking into account the need for social distancing.
- If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue's test and trace procedure.
- Venues must conform with the government guidance for multi-purpose community facilities and for council buildings.
- The council must understand and ensure it is acting in compliance with the latest government safer workplaces guidance

3.10 There are therefore two options available to the Town Council:

Options:

- (A) *Put forward a resolution at this meeting to change the date of the Annual Statutory meeting of the Council to a date in May before 7 May, to enable the meeting to be held remotely;*
- (B) *To hold the Annual Statutory meeting of the Council in person (face to face) in a socially distanced manner in the Weald Hall of the Civic Centre on Monday 10 May as planned.*

4.0 Recommendations

4.1 Members are asked to consider the options put forward for each matter that requires a decision, and to advise the Clerk accordingly.

- (i) Annual Town meeting for electors
- (ii) Annual Statutory meeting of the Council

Contact Officer: Holly Goring

Meeting of Full Council

Monday 1 March 2021

Agenda Item No. 10.0

TO CONSIDER WHAT ADDITIONAL INFRASTRUCTURE IS NEEDED IN UCKFIELD TOWN TO SUPPORT FUTURE POPULATION GROWTH

1.0 Background

- 1.1 Uckfield Town has unfortunately been subjected to a great deal of interest over the past couple of years from developers for large scale housing developments around the perimeter of the town. Screening opinions are being sought by Wealden District Council for up to 550 homes at Downlands Farm at the north of the town and 450 homes at Horsted Pond Farm at the south of the town near the Little Horsted roundabout. There is already permission granted for up to 1,000 homes at Ridgewood Farm, and 119 homes off Mallard Drive (Harlands estate). An application has recently been submitted to Wealden District Council for 46 homes at Ridgewood House, Lewes Road, Ridgewood, and applications have previously been made but refused for 90 homes on Eastbourne Road. With the scale of these potential developments and possible further development in neighbouring parishes which sit adjacent to the Uckfield parish boundary (such as Coopers Green, Five Ash Down, and the sites at Bird in Eye which fall under Framfield parish) it is incredibly worrying and causes the Town Council serious concern for the town's infrastructure and if the town will be able to cope under the pressure.
- 1.2 Despite the Town Council responding in objection to these proposals and raising its concerns in relation to highway safety, traffic congestion and traffic flow, pedestrian safety, the lack of infrastructure to support such development in terms of health care, education and leisure provision and most importantly the concern of the impact of surface water run-off and flood risk, the Town Council has little power, when central government through legislation such as the National Planning Policy Framework and recent Planning White Paper consultation is demanding more house building regardless of ecological constraints.
- 1.3 There is no doubt that there is a need for a greater range of homes and more affordability to enable our younger generation to remain working and living in the area, and for our older generation to downsize and free up homes for growing families, but affordable homes are not always affordable, in an attractive area such as Uckfield in commuting distance to London, the South Coast, and Gatwick Airport.
- 1.4 This report recognises the issues that members have now raised for some time, and seeks to initiate a process whereby the Town Council can bring together its thoughts more strategically to consider improvements to existing infrastructure and additional infrastructure needed within Uckfield Town to support future population growth. This work will progress and link into the work of the Neighbourhood Plan Steering Group and make clear to all parties the needs of

the town, when approached by the local planning authority, county council or developer, for the S106 agreements for Community Infrastructure Levy funding.

2.0 Community Infrastructure Levy funding

- 2.1 Community Infrastructure Levy funding (CIL) is a levy imposed on development that can be used to fund a wide range of infrastructure, including transport, flood defences, schools, hospitals, and other health and social care facilities, sporting and recreational facilities and open spaces. This definition allows the levy to be used to fund a very broad range of facilities such as play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, academies and free schools, district heating schemes and police stations and other community safety facilities.
- 2.2 The charging authority, which in this case is Wealden District Council must pass a proportion of the CIL receipts from the development to the parish council. The parish council must use the CIL receipts passed to it to support the development of the parish council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area.
- 2.3 Under the requirements of the Community Infrastructure Levy Regulations 2010 (as amended), 15% of the CIL collected as a result of development in a given parish area is passed to the relevant Town/Parish Council – this is more commonly known as the 'meaningful proportion unless there is an adopted Neighbourhood Plan, which would mean the parish receives 25%.

3.0 Uckfield Neighbourhood Plan

- 3.1 To develop a Neighbourhood Plan creates a great deal of work. A steering group are working hard on developing policies and pulling together the associated evidence for the town's draft Neighbourhood Plan under the themes of Local Economy, Transport & Access, Environment & Health, Design and Development and Infrastructure & Recreation.
- 3.2 The Town Clerk is supporting the steering group in an administrative capacity and will ensure that the Town Council has reference to their work, whilst considering improvements and additional infrastructure needed within the town.

4.0 Existing assets and infrastructure owned by the Town Council

- 4.1 Uckfield Town Council alone, owns a great deal of assets in terms of buildings and open spaces (including sports pitches, recreation grounds, allotments, play areas, nature reserves and woodlands). Appendix 3 of the Town Council's Property Asset Management Plan 2021-2026 details the Town Council's main assets and has been attached in appendix A for members' reference.
- 4.2 Please note in addition to the attached, the Town Council also still has responsibility for over 190 streetlights across the town, 43 of which are still concrete and will need replacing through a phased improvement programme. The Town Council also own over 70 litter bins across the town, in addition to those owned and emptied under Wealden District Council's waste contract with Biffa. So not only does the Town Council have to maintain both the buildings and open

spaces but the council also looks after a number of street furniture assets as well as cultivating and maintaining additional open spaces/culverts etc on behalf of East Sussex County Council and Wealden District Council.

- 4.3 We also know as a result of enquiries received at the Town Council, that there is great demand for community space from local community groups and organisations within the Town. Some have specific requirements, and some require large space to hire or lease. This in itself demonstrates the level of demand in the town and the inability of the Town Council to meet that demand.
- 4.4 The Town Council has previously fed into East Sussex Highways, its views on the access corridors into Uckfield and improvements required to vehicle and pedestrian/cycling safety. This information can be reviewed once again to help the Town Council understand previous discussions.

5.0 Planning a way forward

- 5.1 Normally such an exercise would be carried in workshop style format, with all Town Councillors present, but this is not possible in the current Covid-lockdown restrictions. Although the Civic Centre will be able to reopen from 12th April 2021 all being well.
- 5.2 To enable Town Councillors to work together and plan a way forward, it is proposed that councillors in the meantime be asked to carry out the following tasks:
- (i) to look at their individual ward area and consider the needs of their community in terms of improving existing infrastructure and identifying any additional infrastructure needs for the area. Members will be sent a template to help consider these needs by the Town Clerk after Full Council. It is in essence a ward audit;
 - (ii) Members with a specific interest in subject areas such as sports, leisure and recreation, and community facilities should form one or two working groups, to specifically focus on the needs of the town and ensure considerations for the town as a whole are joined up and pick up the views of important local groups such as Active Uckfield and are understood by both the Town Council and Neighbourhood Plan Steering Group.

6.0 Recommendations

- 6.1 Members are therefore asked to:
- (i) note the above report;
 - (ii) agree to the proposed way forward outlined in paragraph 5.2, and;
 - (iii) appoint members to one working group focused on leisure, recreation and community (who could then separate into sub groups) to consider the needs of the town, and be prepared to report back to all 15 members at a workshop style meeting in April/May 2021 in the Civic Centre.

Contact Officer: Holly Goring

APPENDIX A – 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
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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
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
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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
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
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

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
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 up-graded 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
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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
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

Monday 1 March 2021

TO REVIEW THE PROPOSALS BY PERSIMMON HOMES FOR THE OPEN SPACE (PLAY AREA PROVISION) ON THE “LAND OFF MALLARD DRIVE”

1.1 As many people will now be aware, Persimmon Homes have been granted permission to build 119 homes on land off Mallard Drive, in Uckfield. This is situated between Uckfield Hospital, Town Council owned Harlands Playing Fields, and the Harlands residential estate, with Framfield Stream and associated watercourses and ancient woodland to the south and east of the site.



- 1

- 1.3 In the meantime, Persimmon Homes have been reviewing the original signed S106 agreement dated 2008 and in the process of signing a S106A Deed of Variation. They understand that many of the obligations will now be out of date. This report provides a brief summary on their plans for play provision.

2.0 Open spaces and play provision

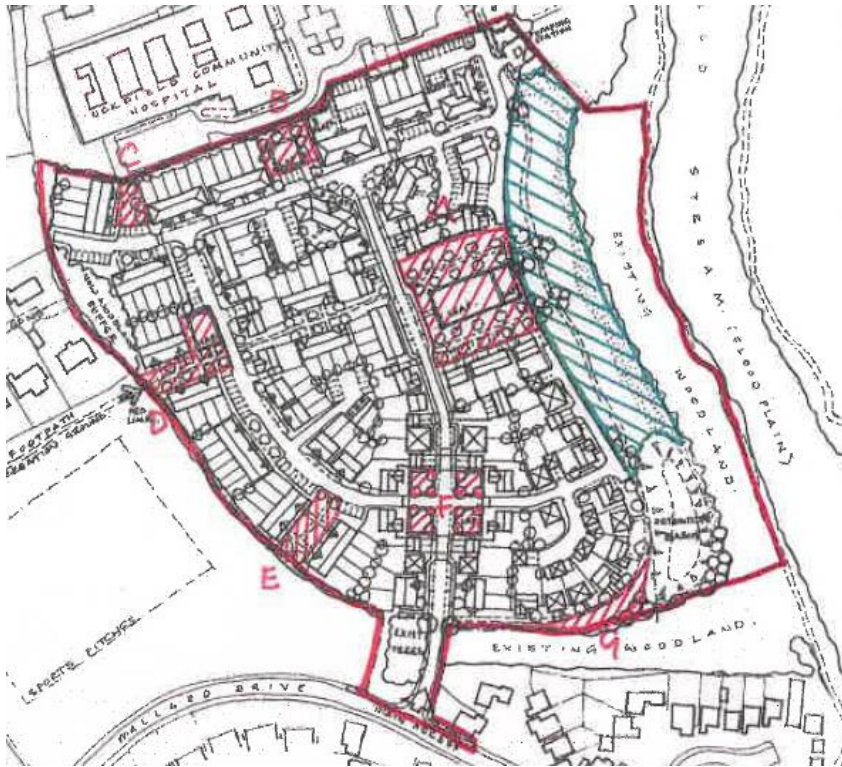
- 2.1 Under a S106, a developer is required to offer the open spaces to the Town Council. Subject to the open spaces being delivered to the required standard, ownership would then be transferred to the Town Council, with a commuted sum for ongoing maintenance provided (although this sum is normally held by the district council initially). This would mean the Town Council would need to design and install the play area at its own cost and maintain these in perpetuity. Members will note the cost of the recent upgrade to Luxford Play Area cost in the region of £150/160k. If the Town Council does not want to take ownership/ responsibility for the open spaces, they would transfer the open spaces to a Management Company and residents would be charged an annual service charge to help fund the general maintenance of the site.

- 2.2 The most recent site plan for the site has located the main open space and play area within the centre of the site.



- 2.3 The design of the development has changed a number of times over the years, with evidence that the Town Council was first approached in regards to the open spaces back in 2007/2008 by Boyer Planning – Environmental Planning and Development Consultants on behalf of Gallagher estates, Heron Land Development and Persimmon Homes. In previous years the open spaces were separated out across the site in small pockets.

The design at that time looked along the lines of the following drawing, creating numerous small open spaces. With numerous variations to the design and the developers involved in the site, it became quite muddled.



2.4 Looking at past correspondence, the Town Council raised a number of issues with Wealden District Council at the time, whereby the Town Council felt that there were an increasing number of occasions where developers felt that areas of little or no value that were left on their development could be passed to councils under S106 agreements with the expectation that the Town Council would adopt and maintain these in perpetuity. The above small areas were considered to be of no benefit to the Town Council or community.

2.5 Likely to be for similar reasons, the Town Council has previously declined the offer to adopt the open spaces within the developments of Fernley Park and Ridgewood Place.

3.0 The proposals of Persimmon Homes

3.1 Persimmon Homes who have been granted permission to build the 119 homes on the site now have advised that they are planning to incorporate the open spaces and play area together to be maintained by a management company.

3.2 They are also currently working up their site compound proposals and construction plan, and the only place they can locate the compound so that it misses the housing plots, ancient woodland buffer and new attenuation pond is on the play area.

3.3 Under the S106 agreement, the play area needs to be installed before 80% of the private dwellings are occupied but they need the space for the compound. They

will therefore be approaching Wealden District Council to ask if the S106 agreement can be varied to enable installation and completion of the play area before the final occupation of the last private dwelling.

4.0 Recommendations

4.1 Members are asked to:

- (i) note the above report;
- (ii) confirm that they are satisfied with Persimmon Homes passing the open spaces and play area for the site to a management company, and;
- (iii) note their intention to use the play area as a site compound until the development is near completion.

Contact Officer: Holly Goring

Meeting of Full Council

Monday 1 March 2021

Agenda Item 12.0

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

20 February 2021 - Luxford Centre AGM

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

None.