



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

Meeting of the **Environment and Leisure Committee** to be held on
Monday 22 March 2021 at 7.00pm

in

REMOTE MEETING (VIA ZOOM)

<https://us02web.zoom.us/j/81498366740>

AGENDA

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

1.0. DECLARATIONS OF INTEREST

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

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

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

3.0. APOLOGIES FOR ABSENCE

4.0. MINUTES

4.1. Minutes of the meeting of the Environment and Leisure Committee held on 8 February 2021

(Attached)

4.2. Action list – For information only

(Attached)

4.3. Project Monitoring List – for information only

(Attached)

5.0. FINANCE

5.1. To note bills paid

5.2. To note the Income and Expenditure report for 2020/21 as at 31st January 2021
(Attached)

6.0 ADMINISTRATION

- 6.1 To consider an opportunity to light the Town's beacon – TRBL Centenary
(Attached)

7.0 ENVIRONMENT

- 7.1 To note the current position of the Town Council's Estates
(Attached)
- 7.2 To note an update on Community Speedwatch and review into speed reduction monitoring devices (Black Cat)
(Attached)
- 7.3 To note a brief update on Play Area Spraying
(Attached)

8.0 LEISURE

(nothing to report at this time)

9.0 REPORTS FROM WORKING GROUPS

- 9.1 Climate Change Working Group
(nothing to report at this time – meeting taking place 16 March 2021)
- 9.2 Allotments Working Group – review of fees and charges
(Attached)

10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 10.1. Active Uckfield
(nothing to report at this time)
- 10.2 Age Concern
(Attached)
- 10.3 West Park LNR and Hempstead Meadows LNR – Supporters Group
(nothing to report at this time)
- 10.4 Luxford Centre Management Committee
(Attached)
- 10.5 Uckfield and District Twinning Association
(nothing to report at this time)
- 10.6 Uckfield Parkrun Board
(nothing to report at this time)
- 10.7 Uckfield Plastic Free Working Group
(nothing to report at this time)
- 10.8 Uckfield Railway Line Parishes Committee
(Attached)
- 10.9 Uckfield Youth Club Board
(nothing to report at this time)
- 10.10 Wealden Bus Alliance/Weald Link
(nothing to report at this time)
- 10.11 All Weather Pitch Operational Group
(nothing to report at this time)

11.0 CHAIRMANS ANNOUNCEMENTS

12.0 CONFIDENTIAL BUSINESS

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

- 12.1 To consider a report on the Marketing programme
(Attached)
- 12.2 To update members on the management of Snatts Road Cemetery and future capacity
(Attached)



Town Clerk

16 March 2021

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Environment and Leisure Committee** held on
Monday 8 February 2021 at 7.00pm

REMOTE MEETING (VIA ZOOM)

PRESENT:

Cllr. J. Beesley (Chairman)	Cllr. G. Johnson
Cllr. B. Cox	Cllr. J. Edwards
Cllr. S. Mayhew	Cllr. A. Smith
Cllr. K. Bedwell	

IN ATTENDANCE:

One member of the press (recorded meeting)
Two members of the public
Councillor C. Macve
Councillor D. Ward

Mark Francis - Estates & Facilities Manager
Sarah D'Alessio – Assistant Town Clerk & RFO
Rachel Newton – Senior Administrative Officer
Minutes taken by Rachel Newton

1.0. DECLARATIONS OF INTEREST

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. No declarations of interest were announced.

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

None received.

3.0. APOLOGIES FOR ABSENCE

Apologies were received from Councillor D. Bennett and Councillor D. French.

4.0. MINUTES

4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 16th November 2020

EL.30.02.21 It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on the 16th November 2020 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2. Action list

Councillor J. Beesley noted the following items that no longer required action:

EL26.10.19 – To review sheltered seating area in Ridgewood Play Area. This action had been superseded by discussions held at Full Council on 7th December 2020.

EL27.10.19 – To initially consider the costs of adding permanent CCTV cameras to Ridgewood Village Hall and Ridgewood Recreation Ground. This action had been superseded by discussions held at Full Council on 7th December 2020.

EL28.10.19 – To note the initial investigations into the addition of a gate/security on Ridgewood Village Hall Car Park. This action had been superseded by discussions held at Full Council on 7th December 2020.

EL42.01.20 – To consider the renewal of the licence of Selby Meadow. This action had been completed. The licence agreement had been signed and sealed and shared with the Newtown Action Group.

EL26.11.20 – Updates further to the Strengthening Local Relationships Meeting held on 15th July 2020. These items were added to the agenda for the SLR meeting on 13th January 2021.

Members agreed to the removal of the above items.

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

5.0. FINANCE

- 5.1. To note bills paid
Members noted the bills paid.

- 5.2. To note the income and expenditure report
Members noted the report.

6.0. ADMINISTRATION

(nothing to report at this time)

7.0. ENVIRONMENT

- 7.1 To note the current position of the Town Council's Estates
Members noted the report.

- 7.2 Updates on Strengthening Local Relationships Meeting held on 13th January 2021
Members noted the report.

- 7.3 To note an update from our Ranger on tree works and Ash dieback
Members noted the report.

- 7.4 To consider the revised Tree Policy
Councillor A. Smith wished to speak in relation to additions to tree planting in this report and stated that this did seem to be sensible to stick to the native species as much as possible within the woodland areas and to consider a mix of non-native trees in more ornamental locations. A proposal was made asking for members to consent to the information provided in the Ash dieback report and members accepted this.

Councillor J. Beesley agreed that the report demonstrated their hard work and gave gratitude to the Ranger for his superb efforts. Councillor K. Bedwell also

added that she had been to Nightingale Wood recently and was pleased to have seen all the coppicing and works underway that had been left over the years due to all the concentration going on at West Park. She had also been listening to the Ranger talking through the management plans for both that and Boothland Wood and said that he was doing a fantastic job.

EL.31.02.21 Members **RESOLVED** to:

- (i) note the report, and;
- (ii) agree that the Ranger had provided excellent feedback in the revised tree policy and approved the revised version of the Town Council's Tree Policy.

8.0 LEISURE

Nothing to report at this time

9.0 REPORTS FROM WORKING GROUPS

9.1 Climate Change Working Group

Nothing to report at this time.

Councillor A. Smith mentioned that there had been no meeting since February last year and asked if they could reconvene a working group meeting electronically in the same way as council meetings were being held. She noted that climate change was happening despite the pandemic having stopped working progress. Councillor J. Beesley agreed and asked if this could be arranged via zoom by those members previously appointed.

9.2 Allotments Working Group

Members noted the report.

10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

10.1 Active Uckfield

Nothing to report at this time.

10.2 Age Concern

Members noted the report.

10.3 West Park LNR and Hempstead Meadows LNR – Supporters Group

Nothing to report at this time.

10.4 Luxford Centre Management Committee

Members noted the report.

10.5 Uckfield and District Twinning Association

Nothing to report at this time.

10.6 Uckfield Parkrun Board

Nothing to report at this time.

10.7 Uckfield Plastic Free Working Group

Nothing to report at this time.

10.8 Uckfield Railway Line Parishes Committee

Members noted the report.

10.9 Uckfield Youth Club Board

Nothing to report at this time.

10.10 Wealden Bus Alliance/Weald Link
Nothing to report at this time.

10.11 All Weather Pitch Operational Group
Nothing to report at this time.

11.0 CHAIRMANS ANNOUNCEMENTS

Councillor J. Beesley announced that the Town Clerk had asked for the following to be read out at the meeting:

Through Wealden District Council, the Town Council had been advised that the Sussex Local Nature Partnership were bringing together a number of partners to deliver a new pilot project whose focus would be on publicly owned green spaces. They were looking for four case study sites in Wealden district and Uckfield Town Council had been approached as a potential location for one of these sites. For each successful site that was chosen to participate in this pilot project, they would undertake a baseline ecological survey and assessment of the wider natural capital value of the green space, engage with the local community and users of the green space, undertake a health audit to identify characteristics of the site that could offer health and wellbeing benefits and would develop a wider assessment of the space. They would also leave the landowner with the methodology and toolkit used to enable us to then carry out these tasks on other sites in future years, so would be very beneficial to the Town Council with a large portfolio of assets. The Town Council said that in principle that it would be interested in participating, and had suggested three potential sites for consideration as one of the case study sites, and would look forward to receiving more information.

Members acknowledged this submission from the Town Clerk.

EL32.02.21 It was **RESOLVED** to suspend standing orders to enable Town Councillor but non-E&L Committee member, Councillor Macve to speak.

Councillor C. Macve had entered the meeting at this point (7:13pm) and so was granted permission to relay a further update in relation to item 10.8 - the Railway Line Parishes Committee. In the written report there was mention of the lack of passengers on the line, but further communication had been received from GTR to say that from 22 February onwards they had developed a revised weekday plan which would better match demand. The plan would focus on maintaining services earlier in the mornings and later in the evenings based on feedback from keyworkers and stakeholders. They also hoped to maintain train services for schools at suitable times for students returning. Although weekend services were not due to change, engineering may continue to amend regular patterns. Unfortunately, this would mean significant changes to the Uckfield route to London Bridge which would run as an hourly service at busy times and half-hourly between 07:19 and 08:19 to coincide with the start of Oxted School with no change to the first and last trains. However, during quieter periods throughout the day the service would be reduced every two hours during the following periods - Uckfield to London Bridge 10:30 to 16:30 and London Bridge to Uckfield 09:07 to 15:07 and 21:07 to 23:07 so that during the day we would only have a two-hour service rather than an hourly one.

EL33.02.21 It was **RESOLVED** to reinstate standing orders.

Councillor J. Beesley said thank you to Councillor C. Macve for providing this additional feedback.

12.0 CONFIDENTIAL BUSINESS

EL.34.02.21 It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

12.1 To consider a report on the Marketing programme
Members noted the report.

12.2 To consider future building/maintenance works to the Pavilions
Members discussed initial ideas and subsequently noted the report.

The meeting finished at 20:48pm

UCKFIELD TOWN COUNCIL

ACTION LIST - FOR INFORMATION ONLY

Environment and Leisure Committee

Please note no resolutions can be made from the action list and is for information only.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.28.09.16</u>	<u>To consider revised byelaws for the Town Council's Local Nature Reserves (LNRs)</u> Members reviewed the amendments to the byelaws which still require Natural England and DEFRA's approval. It was RESOLVED to accept the revised byelaws.	05.09.16	HG	The Town Council has sealed and signed the byelaws. A public notice will be published soon to provide the public with an opportunity to view the byelaws, prior to their submission to the Secretary of State.
<u>EL.26.01.19</u>	It was RESOLVED that the Supporter Groups for both reserves be consulted with a view to shorten the byelaws in accordance with DEFRA's comments and report back to the Environment & Leisure committee.	28.01.19		
	<u>Harlands Farm Pond</u> The Ranger is to be asked for ideas to captivate children's interest whilst at the pond.	18.4.17	CW	These initiatives can be reviewed, by the new Ranger once they have settled in post.
	Harlands Farm Pond, VCT and Sussex Wildlife Trust are to be contacted to establish if they can assist with ideas etc. regarding children involvement in the pond.	30.4.18	CW	
<u>EL07.06.19</u>	<u>Historical plaques</u> It was RESOLVED in order to try and move the scheme forward, that this be advertised to the wider audience.	03.06.19	TA	At a previous meeting of Full Council, one member suggested involving Memories of Uckfield in this initiative, to help build up interest.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.43.01.20</u>	<p><u>7.2 To receive an update on the ecological report on the Town Council's Land at Bellbrook</u></p> <p>Members RESOLVED to:</p> <p>(i) note the report;</p> <p>(ii) investigate the costs involved of installing an otter holt at the base of the riverbank of Bellbrook open space; (iii) rename Bellbrook open space to 'Riverside Wood' to give it an identity.</p>	06.01.20	MF/HG	Work is in progress to explore these matters. Town Council Solicitors have been asked to arrange an update with land registry.
<u>EL.51.02.20</u>	<p><u>7.3 To consider the support the Town Council can provide to the Uckfield Community Fridge Campaign</u></p> <p>Members RESOLVED to:</p> <p>(i) Note the report, and;</p> <p>(ii) request that staff organise a visit to the community fridge schemes in Forest Row and Brighton.</p>	17.02.20	HG/Amy/Coral	A further update report has been received from the steering group – this has been going through a funding process and has been moving quite fast so a positive outlook. Further updates to follow.
<u>EL.60.05.20</u>	<p><u>7.3 To consider a suggestion by Councillor D. French re: ancient trees to be felled at Mallards Drive</u></p> <p>Members RESOLVED for all Councillors' suggestions be put forward to developers to cover costs of producing something from the wood which would be useful the community, using a local crafts person.</p>	04.02.20	MF/RN	Suggestions put forward include: donation to Tree for Tree scheme, bench or seat for Harlands School, or remembrance/memorial bench and in meantime, request for Cllrs to come up with own ideas and/or put out to the public.
<u>EL.03.06.20</u>	<p><u>7.1 To note the current position of the Town Council's Estates</u></p> <p><u>The Town Council had been offered a gingko tree from a resident who knew Councillor C. Macve; an 8-foot tall non-native tree</u></p> <p>Members agreed for the Estates and Facilities Manager to liaise with Councillor A. Smith for further guidance on the best area to place the ginkgo tree.</p>	15.06.20	MF	<p>The resident wished to hold on to the tree until the Autumn, as it would be better to plant before the frost sets in.</p> <p>The resident has been in touch to arrange. In progress.</p>

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.08.07.20</u>	<u>6.1 To consider suggestions put forward for a memorial in West Park Nature Reserve</u> Members noted the report and agreed for the Estates and Facilities Manager to liaise with the Groundsmen and make a decision from thereon for the best ideas for a memorial.	27.07.20	HG/RN	A crowdfunding platform is being used to welcome contributions towards the suggested proposal of installing a granite bench in West Park Nature Reserve. In progress.
<u>EL.09.07.20</u>	<u>7.1 – To consider the current position of the Town Council's estates</u> The Estates and Facilities Manager spoke about the recent shortage of football pitches since lots of groups had increasing numbers of players and there were not enough pitches. Agree for the Estates and Facilities Manager to explore the various options available in terms of increasing the Town Council's sports grounds.	27/07/20	MF	Two football pitches have been installed at Harlands, one for adults and the other slightly smaller (goal posts to accommodate different size pitches). There are further ongoing discussions.
<u>EL.11.07.20</u>	<u>7.3 To consider installing electric charging points at the council buildings</u> Members noted the report and discussed various areas for charging points and agreed for the Estates and Facilities Manager to look in to liaising with Wealden DC and proposals for installation of electric car parking points at various sites.	27/07/20	MF	The Estates and Facilities Manager will provide an update in due course.
<u>EL.18.09.20</u>	<u>7.3 To consider - Sharing boxes idea from local resident</u> This idea was submitted on behalf of a local resident by a council member who wished to add that this idea would be down to residents to design, implement and deliver with one person to look after a sharing box each. Councillors would decide on the best places to put them. Various suggestions were given at the meeting, one being to approach community groups such as the Men's Shed to make them or the Lions Club to monitor and maybe propagate a little bit of advertising at the same time. One member mentioned that this was raised in a previous meeting maybe last year and asked for the Senior Administration Officer to look at previous minutes to see if there was any action taken.	07/09/20	RN	The Senior Administrative Officer has spoken with the publisher of the Uckfield Allotments Association Newspaper to ask if anyone would like to take on this initiative.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL22.10.20</u>	<p><u>7.2 To consider a Tree report from Uckfield Town Council's Ranger</u></p> <p>Members RESOLVED to:</p> <p>(i) agree with the report and commended the new Ranger for his hard work providing suitable areas to plant trees around Uckfield;</p> <p>(ii) agree for the Queen's mountain ash tree to be planted in Elizabeth Gardens as a commemorative event.</p>	19/10/20	RN	This report highlighted that tree works would be ongoing, some for several years, so would feedback if any issues are raised by the Ranger. A further update report on the Tree Policy will be provided at the next E&L meeting.
<u>EL27.11.20</u>	<p><u>7.3 To note the current position with the Town Council's Grounds vehicles</u></p> <p>Members agreed to go down the fully electric route and for a Gator type vehicle and requested an update on what was currently available on the UK market at the next E&L meeting.</p>	16/11/20	RN	A further comparison report will be submitted in May/June at the earliest.

UCKFIELD TOWN COUNCIL
PROJECT MONITORING FORM 2020-21

Committee	Environment & Leisure		
Project Name	Tree for Tree Scheme	Project Number	52
Resolution Number	Funds	Date	Commentary
<u>FC92.01.20</u>	£2,500	27.04.20	Work to commence once Covid-19 restrictions have eased.
	Minus £1129.55 = £1,370.45	01.02.21	277 Trees have been planted this winter.

Committee	Environment & Leisure		
Project Name	Bench on London Road (by Southview Drive)	Project Number	53
Resolution Number	Funds	Date	Commentary
<u>FC92.01.20</u>	£1,000	27.04.20	Work to commence once Covid-19 restrictions have eased.

Committee	Environment & Leisure		
Project Name	Memorial Plaque/Art Project	Project Number	55
Resolution Number	Funds	Date	Commentary
<u>FC92.01.20</u>	£1,500	27.04.20	Work to commence once Covid-19 restrictions have eased.

Environment Leisure Committee as at 31 Jan 2021

	Apr 20 Actuals £	May 20 Actuals £	Jun 20 Actuals £	Jul 20 Actuals £	Aug 20 Actuals £	Sep 20 Actuals £	Oct 20 Actuals £	Nov 20 Actuals £	Dec 20 Actuals £	Jan 21 Actuals £	Actuals at 31 Jan 2021	Budgets at 31 Jan 2021	Feb 21 Budget £	Mar 21 Budget £	Total £	2020/21 Budgets
Sales																
Contribution to Town Centre Security	0	0	0	0	575	0	0	0	0	0	575	650	0	0	575	650
Weald Hall Events	(119)	(99)	(26)	(39)	0	14	59	0	140	(117)	(188)	22,500	2,250	2,250	4,312	27,000
Allotments	77	86	20	35	(21)	(21)	0	0	0	2,341	2,517	2,517	2,733	0	5,250	5,250
Allotment Deposits	357	51	102	2	(50)	(50)	0	(51)	0	103	464	666	67	67	598	800
Playing Fields & Pitches, Sport Income	0	50	0	383	213	1,309	(76)	0	(24)	0	1,856	8,750	875	875	3,606	10,500
Playing Fields & Pitches, Event Income	0	0	0	0	0	0	0	0	0	0	0	0	0	5,500	5,500	5,500
WDC- WPark Culverts Agreement	0	0	0	0	0	0	0	0	0	0	0	0	360	0	360	360
Cemetery - Interments	2,953	5,332	2,566	1,652	3,460	3,456	4,490	3,372	1,207	8,573	37,060	22,345	2,863	2,292	42,215	27,500
Cemetery - Memorials	0	802	254	918	530	205	736	314	157	0	3,915	4,584	458	458	4,831	5,500
Cemetery - Sundry income	0	0	0	0	0	0	0	0	0	0	0	374	38	38	76	450
Cemetery Maintenance Charge	290	579	290	193	290	579	676	386	97	386	3,764	2,166	217	217	4,198	2,600
Env Sundry Income	46	0	0	0	0	0	0	(25)	0	0	21	166	17	17	55	200
Litter/bus station	0	331	0	0	331	0	0	331	0	0	994	949	331	0	1,325	1,280
Roundabout income	0	0	0	0	864	0	0	0	0	0	864	850	0	0	864	850
Total Sales	3,603	7,132	3,205	3,144	6,192	5,492	5,884	4,327	1,577	11,286	51,841	66,517	10,209	11,714	73,765	88,440

Water rates were delayed. Allotment invoices went out in January and February 2021. So further income will show in Feb.

Football season invoices for Sept 2020 to May 2021 were issued in March 2021.

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

Purchases																
Clothing - Corp & Prot - Indoor staff	0	0	0	0	0	51	42	0	0	0	93	542	54	54	201	650
Weald on the Field & Revival	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000	3,000	3,000
Street lights, New	0	0	0	0	9,723	0	0	0	0	0	9,723	0	0	0	9,723	0
Street lights, supply & maintenance	0	0	0	0	0	0	50	0	0	0	50	7,500	750	750	1,550	9,000
Street light repairs	0	0	0	0	0	0	0	0	0	0	0	2,084	208	208	416	2,500
Bus shelters	0	0	0	0	0	0	0	0	0	0	0	84	8	8	16	100
Allotments	23	7	0	0	81	849	790	0	0	0	1,750	1,692	169	169	2,088	2,030
Playing fields and pitches	15	44	1,514	6,765	957	2,572	1,490	1,022	657	930	15,964	13,334	1,333	1,333	18,630	16,000
Play Areas	0	0	0	169	1,253	0	685	206	0	0	2,313	2,500	250	250	2,813	3,000
Dogs - bin signs/bags	1,000	0	0	0	0	0	0	0	0	0	1,000	1,000	0	0	1,000	1,000
Cemetery, grave digging	0	1,280	1,280	320	0	1,600	740	640	960	0	6,820	3,623	960	417	8,197	5,000
Cemetery, rates & water	148	145	145	145	145	145	145	145	145	145	1,453	1,048	105	105	1,663	1,258
Cemetery, litter	130	130	167	120	111	148	265	148	232	120	1,570	1,334	133	133	1,836	1,600
Cemetery, maintenance	0	0	0	0	0	0	0	0	0	0	0	334	33	33	66	400
General equipment repairs	0	0	191	210	0	0	0	0	0	0	401	1,666	167	167	735	2,000
New Equipment	0	0	311	929	217	0	351	0	84	0	1,891	1,250	125	125	2,141	1,500
Ground Maintenance Contract	2,244	2,244	2,244	2,403	2,244	2,244	2,244	0	0	0	15,867	16,500	0	0	15,867	16,500
Ground Maintenance General	0	71	67	51	38	116	93	19	46	0	501	1,500	150	150	801	1,800
Hire of Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
LNRS & Sites of Interest (Ranger)	2,429	2,029	2,029	0	0	1,489	1,842	1,842	1,842	1,842	15,344	25,115	2,511	2,511	20,366	30,137
LNRS & Sites of Interest (Working budget)	0	0	0	0	0	47	945	205	565	138	1,900	2,084	208	208	2,316	2,500
Transit	75	76	661	119	49	191	158	39	78	0	1,446	1,666	167	167	1,780	2,000
Ford Ranger	52	0	56	57	1,335	111	58	123	91	0	1,883	1,666	167	167	2,217	2,000
Tractor maintenance & running costs	0	48	182	1,406	47	14	42	45	0	0	1,784	1,250	125	125	2,034	1,500
Movana Vehicle	78	106	78	81	84	120	110	0	77	0	734	1,666	167	167	1,068	2,000
Fencing	0	0	0	0	0	0	0	0	0	0	0	624	63	63	126	750
Trees	0	0	0	0	0	0	0	450	1,000	2,170	3,620	2,916	292	292	4,204	3,500
Graffiti removal	0	0	0	0	0	0	0	0	0	0	0	42	4	4	8	50
Litter bins	0	0	0	0	0	0	718	0	0	0	718	3,334	333	333	1,384	4,000
Litter collection, open spaces	189	353	358	395	295	316	213	290	332	263	3,004	3,000	300	300	3,604	3,600
Horticulture	0	0	0	0	0	0	0	0	0	0	0	250	25	25	50	300
Roundabout expenditure	0	0	0	0	0	0	0	0	0	0	0	84	8	8	16	100
Weald Hall Events	0	0	0	0	54	111	0	0	0	0	165	16,666	1,667	1,667	3,499	20,000
Corp dev- signage outside areas	0	0	0	0	0	0	0	0	0	0	0	0	0	250	250	250
Groundsmen - salaries	5,658	5,382	5,658	6,037	6,189	7,230	6,443	5,950	5,830	5,830	60,206	66,166	6,617	6,617	73,440	79,400
Groundsmen - National insurance	478	478	478	530	551	695	587	518	501	501	5,316	5,160	516	516	6,348	6,192
Groundsmen - Pension	716	1,067	1,107	766	760	1,242	1,018	942	1,105	923	9,648	13,780	1,378	1,378	12,404	16,536
Town Security/CCTV	1,171	71	71	71	71	71	71	71	71	71	1,810	2,500	250	250	2,310	3,000
Road Safety Wk (Climate Change EXPO)	0	0	0	0	0	0	0	0	0	0	0	0	0	1,600	1,600	1,600

Environment Leisure Committee as at 31 Jan 2021

	Apr 20 Actuals £	May 20 Actuals £	Jun 20 Actuals £	Jul 20 Actuals £	Aug 20 Actuals £	Sep 20 Actuals £	Oct 20 Actuals £	Nov 20 Actuals £	Dec 20 Actuals £	Jan 21 Actuals £	Actuals at 31 Jan 2021	Budgets at 31 Jan 2021	Feb 21 Budget £	Mar 21 Budget £	Total £	2020/21 Budgets
Floral displays	0	803	873	459	459	459	0	0	0	0	3,053	3,500	0	0	3,053	3,500
Repair and replace street furniture	0	0	0	1,200	0	0	0	0	0	0	1,200	1,250	125	125	1,450	1,500
Cleaning materials	0	0	158	0	0	0	0	0	0	146	304	100	0	0	304	100
Performing rights	0	0	0	0	0	0	0	0	0	0	0	416	42	42	84	500
Event Advertising Marketing	712	0	420	0	0	530	207	80	575	80	2,604	3,334	333	333	3,270	4,000
HMLNR & WPLNR	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500	500
Town Twinning Hospitality	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
Total Purchases	15,118	14,332	18,047	22,233	24,662	20,352	19,306	12,735	14,190	13,160	174,134	212,560	19,743	24,750	218,627	257,053

New initiatives 2020/21

Additional tree planting	0	0	0	0	0	0	0	0	570	559	1,130	2,500	0	1,930	2,500	2,500
Bench on London Road by Southview	0	0	0	0	0	0	0	0	0	0	0	1,000	0	1,000	1,000	1,000
ESCC Grass Verge cutting	4,271	0	0	0	0	0	0	0	0	0	4,271	4,300	0	0	4,271	4,300
Memorial plaques/art project	0	0	0	0	0	0	0	0	0	0	0	1,500	0	1,500	1,500	1,500
Total New Initiatives 2020/21	0	0	0	0	0	0	0	0	0	559	5,401	9,300	0	4,430	9,271	9,300

Projects being delivered in 2020/21

Luxford Field Play Area	0	0	0	99,645	58,877	0	0	0	0		158,522	161,522	0	0	N/A	161,522
Ridgewood Village Hall Improvements	0	11,000	0	0	0	19,800	0	0	0		30,800	N/A	0	0	N/A	48,500

Meeting of the Environment & Leisure Committee

Monday 22 March 2021

Agenda Item 6.1

AN OPPORTUNITY TO LIGHT THE TOWN'S BEACON - TRBL Centenary

1.0 Summary

- 1.1 The Remembrance Lead for The Royal British Legion Sussex County has written to the Town Clerk to announce the TRBL centenary this year. As a County they are considering organising a Torch of Remembrance to pass to and from selected branches within the county. Starting from their Rye Branch, crisscrossing the county and terminating at their Wittering branch.
- 1.2 As a highpoint to this event, they are looking at and asking if towns and villages within the county would like to participate by lighting their own Beacon (of light / hope) on the final evening.
- 1.3 Therefore, they are initially asking if our Town would consider involvement and interested to know if Uckfield still have such a Beacon which we do; it is located up at Victoria Pleasure Grounds.
- 1.4 At the moment they are in the preliminary planning stages but would possibly be looking at Saturday 28th of August 2021 (Government guidelines permitting).
- 1.5 The Town Clerk has replied saying that the Town Council would be very honoured to participate and that we could ask the question of members at the next Environment & Leisure Committee. In the meantime, the Town Clerk has expressed an interest.

2.0 Recommendations

- 2.1 Members are asked to consider:
 - (i) if Uckfield Town Council wishes to participate in the TRBL Centenary anniversary on Saturday 28th August 2021 by lighting the beacon in Uckfield, and;
 - (ii) nominating at least two members from within the Town Council to assist with organising the beacon lighting.

Contact Officer: Rachel Newton

Meeting of the Environment & Leisure Committee

Monday 22 March 2021

Agenda Item 7.1

TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S ESTATES

1.0 Summary

1.1 This report sets out the current position with the Council's Estates.

Minimal services due to the current lockdown to reduce staff numbers.

Pitch renovations of 6 pitches booked for 17 May 2021.

Victoria Pleasure Ground

Nothing new to report.

Victoria Skatepark

Investigation required in dealing with drainage issues, and awaiting meeting with developers at Ridgewood.

Hempstead Lane Play Area

Nothing new to report.

Hempstead Meadows

Works are due to take place on the gravel footpath byway by ESCC, following the flood damage in December 2019. No further update at this time.

Rocks Park Play Area

Nothing new to report.

West Park Recreation ground

Nothing new to report.

Boothland Wood

The Forest School had been going well with two visits each week by Harlands Primary School but currently on hold due to Covid-19 lockdown restrictions. Trees are being worked on by the Town Councils Ranger.

Equipment & Vehicles

Nothing new to report.

Street Furniture & Lighting

Planters on the high street are getting old and tired, causing some H&S issues.

Ridgewood Recreation Ground

Nothing new to report.

Elizabeth Gardens

Nothing new to report.

Selby Meadows

Nothing new to report.

West Park Local Nature Reserve.

Nothing new to report.

Luxford field and play area.

Damage caused to instrument in the play area, awaiting new part for replacement.

Delays due to Covid-19.

2.0 Recommendations

2.1 Members are asked to note the report.

Contact Officers: Mark Francis

Meeting of the Environment & Leisure Committee

Monday 22 March 2021

Agenda Item 7.2

UPDATE ON COMMUNITY SPEEDWATCH AND REVIEW INTO SPEED REDUCTION MONITORING DEVICES

1.0 Background

1.1 Members may recall at the meeting of Environment & Leisure Committee on 16 November 2020, when discussions took place relating to ES Highways for an SLR (Strengthening Local Relationships) meeting, members discussed speeding and the need to instigate measures to reduce speeds in the town, and the roads leading into and out of the Uckfield.

1.2 Further to these discussions, it was resolved to:

EL27.11.20 Members **RESOLVED to:**

(i) note the report;

(ii) liaise with the Community Speed Watch Group in Ridgewood to re-establish in the New Year and raise awareness of speed restrictions between New Road and Fernley Park roundabout;

(iii) continue to look at phase four of the access corridors into town around highway improvements to combat speeding.

2.0 Update on re-establishing the Community Speedwatch scheme

2.1 Since that meeting, Councillor K. Bedwell and the Town Clerk have been working with County Councillor Chris Dowling and a previous volunteer of the Community Speedwatch scheme to re-establish the group, and help recruit new volunteers.

2.2 A meeting with held with Sussex Police just before Christmas, to discuss re-establishing the existing Community Speedwatch scheme in the south of the town (Ridgewood) as a starting point. It was also helpful to understand the latest with regards to the technology used and follow up enforcement.

2.3 Locations had previously been agreed for Ridgewood in Eastbourne Road. It was stressed by the above individuals that the scheme would like to incorporate locations in Lewes Road as well.

2.4 The Uckfield (Ridgewood) Community Speedwatch scheme was still active on the system used, and risk assessments were all still live. The tolerances at which enforcement could be carried out was set across Sussex by the Chief Constable.

2.5 In Covid-19 restrictions, community speedwatch schemes could operate but in Tier 4 they had not been able to operate without extra risk assessments being put in place. Tiers 1, 2 and 3 were able to operate but obviously it would be up to the scheme itself to decide if they felt comfortable.

2.6 Since the meeting, a recruitment campaign was issued via a press release, social media and an article in Uckfield Matters. Seven volunteers have come forward along with office staff and councillors who are interested in undertaking the training. The Town Clerk is currently liaising with Sussex Police as to how best to undertake the training.

- 2.7 The technology used now is a Bushnell which would cost in the region of £500.00 (inclusive of VAT) and would be supplied by Community Speedwatch Ltd. The scheme could purchase a kitbox which would be available to parish councils on the website online. The bushnell kitbox includes:
2 x X-Large Hi-visibility long-sleeve vests
1 x Bushnell Velocity Radar Gun
1 x Tuning Fork - uniquely numbered
1 x Click counter
Certificates (Authorisation & Accuracy)
Radar Gun easy to use 'Point and Shoot'. Large, easy-to-read LCD display. This was at a cost of £406.50 plus VAT.

- 2.8 It was recommended that this be purchased at the point of arranging training so it is planned to purchase this equipment before year end. For members' information, a sum of £200 had previously been donated to the Town Council to assist with purchasing this equipment and currently listed as an action under General Purposes Committee's action list. The funding is sat within earmarked reserves 'Speed reduction', and a total of £3,700 remains available within that budget.

3.0 Reviewing speed monitoring devices

- 3.1 There are numerous devices on the market and the range available have different purposes. Some just record speed data, some help to remind drivers of the speed limit and some record and assist with enforcement (speed camera). Some are mobile, some are more permanent.
- 3.2 Sussex Police recommended two companies for the Town Council to explore: <https://www.westcotec.co.uk/products/speed-indicator-device/> And a second company, which the Town Clerk is gaining details for.
- 3.3 The Town Council also heard of a device being used by parishes to record speed data (Black Cat device). It is covert radar recorded. It has been advised that it is not an approved device by Sussex Police but parishes have found the device useful to maintain regular data on traffic flows and speeds recorded.

4.0 Black Cat Radar Speed Recording Device

- 4.1 Councillor G. Johnson carried out research into the Black Cat device used by two other parishes in East Sussex. The cost of the Black Cat speeding device, is approx. £2500 incl. VAT and fittings. See appendix A for further information.

- 4.2 Information states:

Black Cat Radar

This device collects traffic data (Time, Location and Speed) without the need for in-road traffic sensors, can detect the direction and lane position of vehicles in 2 lanes, measure vehicle length (Car, Van, HGV), the distance between vehicles (shows higher risk if too close at speed) and vehicles overtaking. The device is powered by a rechargeable battery which will last up to 15 days. This will provide the data needed for a traffic survey prior to any infrastructure considerations and data to help target Police resources. Data is downloaded from the device to a Microsoft PC or tablet, there no licence fee for the analytics data base.

See Appendix A for full details and specification

The cost of the device is £2,500 which includes 1 battery, mounting brackets and security fittings with the option of purchasing an addition battery at £70 or less. The device is mounted on poles or other assets at approximately 2m height and can be installed by one person. Highways have indicated that this type of device is acceptable to them but that it would not be funded by ESCC. We do therefor need to consider how this may be funded, and how governance should be applied in terms of insurance and training and ESCC licencing of the positioning of such devices. Free technical support is available from the supplier but there may be a role here for SSRP in advising and mentoring Councils.

Some of the larger parishes may be persuaded to fully fund this for their Parish or alternatively on a 50/50 basis with other Councils, a second option is a pool of devices that can be loaned (for a modest fee) to parishes and lastly highways installing a device for a 7 day period (current cost £410 per site per week).

Training for operatives is dependent on the distance from the side of the road that the device is being deployed where this is 1.2m or more then no special training would be required however, for distances less than 1.2m Parish Councils would need to ensure at least one of their operatives are in possession of a (Appendix B Signing, Lighting & Guarding) certificate which is valid for 5 years. Training for this qualification costs approximately £130 for 1 person or £474 + £53pp for a group booking of up to 8 people, insurance (theft/damage) for the device is approximately £15pa. Public liability insurance is probably within your current cover provided that installation instructions are followed. There is also a £50 per site one-off licencing fee which is payable to Highway's, but multi-site licences may be considered by Highways if the Governance of such a project is adequate

The device has been demonstrated to us and the system looks very capable and not too complicated to set up and download data from. In order to evaluate the viability and effectiveness of this initiative it is proposed that two or three pilot sites be identified in order to trial a device provided funding can be found for the trials, and if successful, a further roll out of devices as and when resources and funding become available.

- 4.3 The parishes that had started to use the device (Peasmarsh Parish Council and Catsfield Parish Council) were asked for further information by Councillor. G. Johnson. They advised that this was a RALC (Rother Association of Local Councils) sponsored initiative. Although fairly early days (and impacted by the pandemic), it was understood that ES Highways had now agreed to use Black Cat (BC) data and licence the use of the device. You can still pay for speed monitoring surveys by ES Highways at about £400 per week (24 hour 7 day) per site but now you can also use your own equipment (the Black Cat).
- 4.4 In terms of road safety regs & licenses they have helped by allowing a parish to have multiple sites on one ES Highways licence). You do need to agree those sites first and each site needs an assessment to confirm if operators need specific road safety training. If your site is more than 1.2m from the kerb you may well not need training. All this refers only to 30mph and 40mph limits. The device is installed at about 2m high on a post.
- 4.5 It may be considered useful for Sussex Police to target resources, but not yet approved by Sussex Police.
- 4.6 You have to download software from TAG Master who are the BC suppliers and install it on a laptop or PC which you can then download the collected data to. The data can then be output, via the TAG Master software, as a CSV file and used as input into Excel as a spreadsheet.
- 4.7 The advice given is to wait and see how things progress with Sussex Police and ES Highways, be clear why you need the data and that you will use the device it at least 5 times (to payback the investment vs 5X the ES Highway survey hire fees).

5.0 Recommendations

5.1 Members are asked to:

- (i) note the report and the work undertaken to date;
- (ii) confirm that they are happy with the Bushnell Kitbox being purchased at a cost in the region of £500 from the 'speed reduction' earmarked reserves;
- (iii) advise how they wish to proceed on exploring speed monitoring and speed indicator display devices.

Contact officer: Holly Goring



Black CAT Radar

Above Ground Vehicle Count, Speed and Classification

The Black CAT Radar unit allows for the collection of traffic data without the need for in-road traffic sensors. This newly developed radar product has the ability to detect the lane position of vehicles, thus allowing the device to monitor two lanes of traffic travelling in the same direction. Furthermore, improvements with the on-board algorithms ensure that the vehicle length measurement is more accurate, allowing for VBV classification.

The device can either be battery powered for short term surveys, or can be solar powered for permanent installations. Units can be fitted with a GSM / GPRS or 3G modem and users can specify the way data is collected. It can record either VBV or binned data and can log the data both historically or in real-time.

In historical mode the Black CAT Radar waits for the user to collect the data, in real-time mode it sends the data automatically to the in-station at user configurable time periods.



Radar Range 15M (Maximum 2 lane operation)

Bi-directional Traffic

Volume	98% accuracy with a 95% confidence
Speed	+/- 2mph or 3% whichever is greater
Length	+/- 40cm or 5% whichever is greater with a 95% confidence

Dual Carriageway Traffic

Volume	97% accuracy with a 95% confidence
Speed	99% accuracy with a 95% confidence
Length	+/- 40cm or 5% whichever is greater with a 95% confidence

* Results excluding obscuration. Ideal CA Traffic site conditions are specified in the user manual.



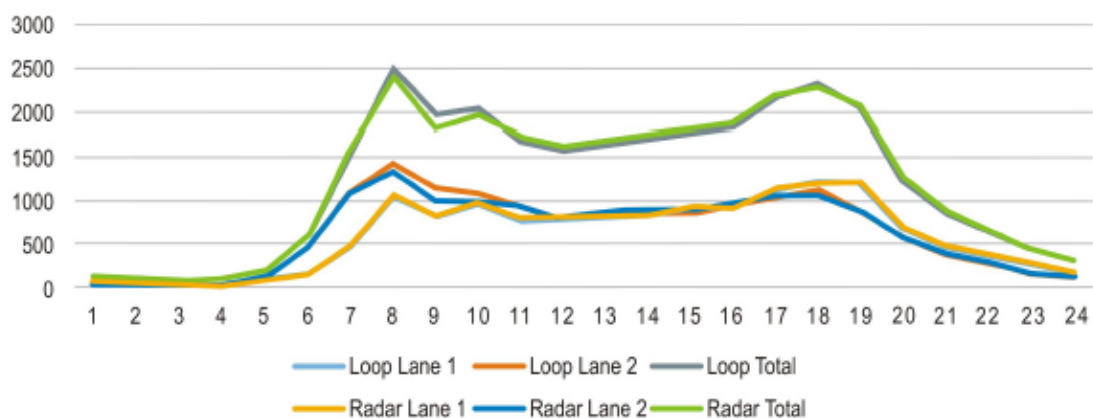
With the advancements of the CA Traffic Black CAT Radar, which utilises the latest radar technology, it is now possible to accurately detect and record two individual lanes of traffic travelling in the same direction, for example half a dual carriageway with an individual channel per lane.

Due to the advances in technology and hardware developments for dual carriageway operation, the BlackCAT Radar has also inherited advanced single carriageway performance. This functionality enables the Black CAT radar to be utilised as a viable alternative to loop based systems at both temporary and permanent installations.

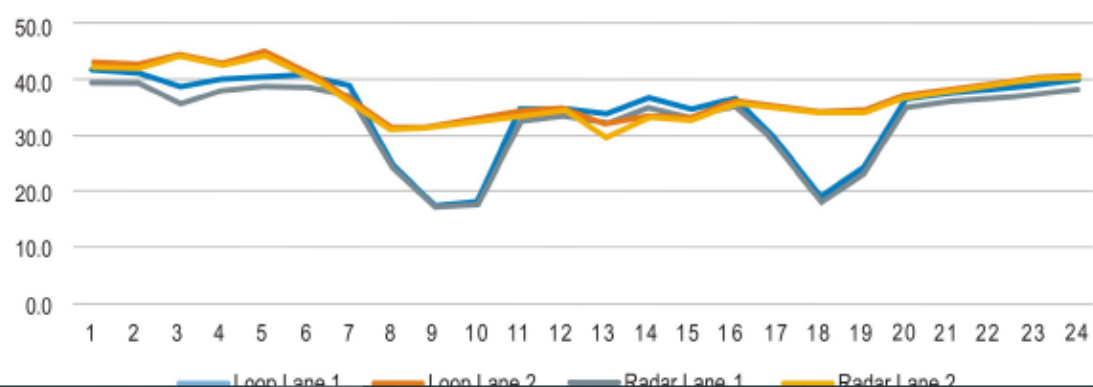
In light of this we feel it's important to measure the performance against a conventional inductive loop site which has a proven volumetric accuracy of 99.5% with a 95% confidence. There are almost always obscuration issues when dealing with Radar Outstations due to high sided near side traffic, however thanks to state-of-the-art platoon splitting algorithms the majority of far side traffic can now be correctly resolved.

Below is a graph depicting a Black CAT Radar detecting vehicles vs a Black CAT inductive loop system on a single carriageway across two lanes reading bi-directional traffic.

A41 Bi-directional Volumetric Comparison of Black CAT Radar and Black CAT Loop Unit

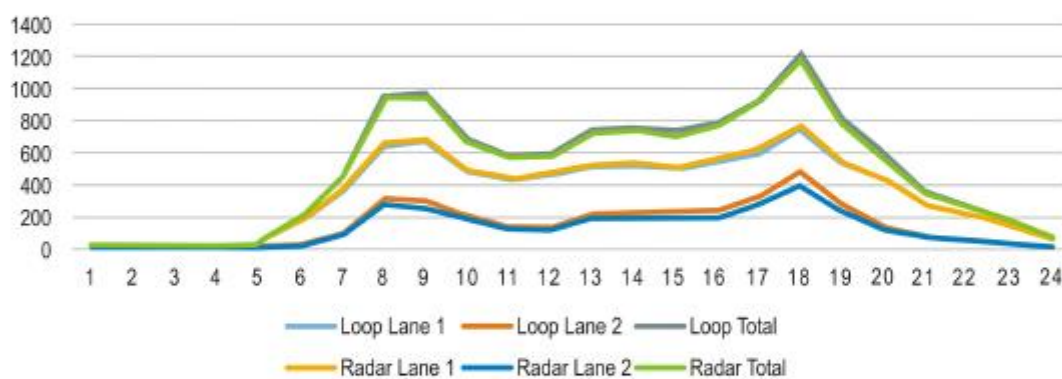


A41 Speed Comparison of Black CAT Radar and Black CAT Loop Unit

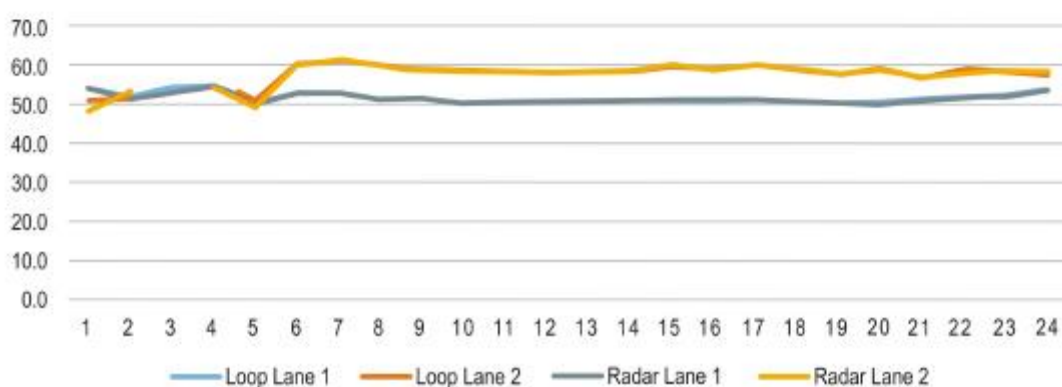




A41 Bi-directional Volumetric Comparison of Black CAT Radar and Black CAT Loop Unit



A41 Speed Comparison of Black CAT Radar and Black CAT Loop Unit



Specifications

Configurations	2 Lanes. Supports bi-directional traffic and two lanes same direction.
Bi-directional Traffic	Volume - 98% accuracy with a 95% confidence Speed - +/- 2mph or 3% whichever is greater Length - +/- 40cm or 5% whichever is greater with a 95% confidence
Dual Carriageway Traffic	Volume - 97% accuracy with a 95% confidence Speed - 99% accuracy with a 95% confidence Length - +/- 40cm or 5% whichever is greater with a 95% confidence
Operating time	Dependant upon battery options
Data Storage	2 GB (approx 200,000,000 vehicles), maximum supported 4 GB
Number of files	Maximum of 256 data files
Surveys Supported	Historical VBV, Historical Binned, Real-time VBV and Real-time Binned.
Operating Voltage (V)	12
Temperature	-25°C - + 80°C (Dependant upon batteries used)
Weight & Size	Dependant upon battery option
Setup	The unit can be configured, monitored etc using 'Collect Black'. This software is free of charge and runs on a Windows Platform.
Solar Panel	External Solar Panel.
Approval	CE and FCC approval.

* Results excluding obscuration.
Ideal CA Traffic site conditions are specified in the user manual.

Software

This product is built around the Black CAT development and therefore supports the same software packages as the Black CAT.

Collect Black

This software provides the capability to configure the unit, monitor the live vehicle output to confirm correct operation and to retrieve data files. Collect Black can also be used to dial-up units fitted with a GSM/GPRS modem for remote data collection and monitoring.

Catalyst

Manages Outstation equipment and provides fault management tools. It is also responsible for collecting and processing data and can be configured to insert the data into VDA-Pro R2.

VDA-Pro & VDA-Pro R2

CA Traffic provide a data converter that will format the data into a DMP format so that the data can then be imported into VDA-Pro or VDA Pro R2. The telemetry module will also support dialling up these units when fitted with an internal GSM modem.

Surveys

The Black CAT can support up to a maximum of 4GB mini SD card and a maximum of 256 data files.

Historical Surveys

For Historical surveys the system is designed to have the files broken periodically and the un-retrieved files collected. Periods supported are 1, 2, 3, 4, 5, 6, 10, 15, 20, 30, 60 & 1440 Mins

Real-time Surveys

For Real Time surveys the data is designed to be transmitted unsolicited to the In-station, and therefore via a Catalyst In-station and permanent connection. The transmission periods supported are 1, 2, 3, 4, 5, 6, 10, 15, 20, 30 & 60 Mins. For Real Time Binned Surveys, multiple intervals can be collected before being transmitted to improve system efficiency.

Binned Surveys (Historical & Real Time)

These surveys are stored on the unit and wait for the user to collect them either manually or via GSM dialup. The system supports up to 5 data specifiers, each specifier can have up to 30 bins. Specifiers supported are:

- Count
- Speed
- Length
- Headway
- Gap

VBV Surveys (Historical & Real Time)

The user can specify which fields are included and to what resolution. The following fields are supported:

- Headway (includes lane number + direction). field has to be included. The resolution options are 0.1, 0.01, 0.001 seconds.
- Gap. The resolution options are 0.1, 0.01, 0.001 seconds.
- Speed. In either kph or 0.1 kph resolution.
- Length. In either cm or 0.1M resolution.



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9001: CERT No. FMS00065
14001: CERT No. EMS94051



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Meeting of the Full Council

Monday 22 March 2021

Agenda Item 7.3

TO REVIEW THE CONTRACT FOR THE SANITISATION OF PLAY AREAS

1.0 Summary

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

1.2 Members discussed the matter at length and subsequently decided:

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

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

Current contractor: Uckfield £695+vat, Framfield £345+vat, Buxted (assume £345+vat).
Contractor 2: – Uckfield £525+vat, Framfield £225+vat, Buxted £225+vat.

1.4 The current contractor agreed to price match the other quotation, and Framfield and Buxted Parish councils both agreed to continue with the current contractor. Uckfield Town Council had previously expressed a desire to only sign up with a contractor for a period of three months from the end of October and undertake a review at Christmas.

1.5 It was further agreed by Full Council on 7th December 2020 to continue for a further three months, with the contract due to expire at the end of March 2021. A specific budget has been agreed for play area spraying for the first few months of 2021/22.

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

2.0 Recommendation

2.1 Members are asked to consider the report and advise if they wish to extend the contract for a further three months (until end of June 2021) at the current reduced rate of £525 per month plus VAT, using the funding set aside in the 2021/22 budget to the sum of £2,500.

Contact officer: Mark Francis

Meeting of the Environment and Leisure Committee

Monday 22 March 2021

Agenda Item 9.2

REPORTS FROM WORKING GROUPS: ALLOTMENT WORKING GROUP – REVIEW OF FEES AND CHARGES

1.0 Background

- 1.1 The Allotment Working Group was set up in early February 2021 in order to review our fees, charges, and working practices.
- 1.2 The working group began by focussing on reviewing the current set up of fees and charges, since this had not been carried out since 2013. Members stated that increased fees would be required to cover basic running costs and that these would need to be reviewed annually to keep pace with any future changes. In order to manage the allotments effectively the daily running costs include staff administration time and office resources as well as the work carried out by the Groundsmen such as grass cutting, checks and clearance of rubbish amongst other adhoc jobs that may arise. The cost of current annual allotment bills can vary between a minimum charge of £6 to highest charge of £106. We recognise this may reflect the size of the plot but the cost of calculating the water bills and creating the invoices in terms of officer time is far greater than the income received. The additional costs to Groundstaff in terms of maintaining the allotments can also include other jobs such as putting up temporary fixtures and maintaining pathways or taps.

2.0 Methodology/work undertaken by working group

Over the past six weeks, the working group have been researching and analysing allotment legislation that Councils are required to follow. We have also undertaken research comparing allotment fees and charges in Uckfield with nearby Parish and Town Councils to inform the proposed approach for an annual rent review. The legislation we are working within requires a twelve-month notice period in compliance with the Allotments Act 1950 to announce any fee increases.

Fees and charges

- 2.2 With regard to water charges Section 10 of the Allotments Act 1950 states that allotments shall be let at such a rent “as a tenant may be reasonably expected to pay for the land taking in to account the proposed letting terms”. It is impossible to accurately calculate the annual water usage of each tenant, as water is metered on a per site basis. Under the terms of this legislation, therefore, it is common practice, where a water supply is available, for the council to recover the sum either as a proportion of the rent for each plot or to apportion the total cost between tenants of the allotment site.
- 2.3 To date, the Council has recovered water charges from each tenant as a proportion of rent, with tenants of larger plots paying proportionately more than

tenants with smaller plots. Reflecting concerns of tenants as to the equity of this approach, the working group has looked into alternative options. The working group concluded that as water consumption is not necessarily related to the size of the plot, the current system is unfair and the only viable alternative is to apportion water costs equally between tenants on each allotment site. This has the additional advantage of making the calculation of water costs administratively less burdensome than the current system. This system also has the potential to reward a more environmentally conscious approach to water use, with individuals who reduce consumption contributing to lower costs overall, reflected in lower charges for each tenant.

The working group therefore recommends moving to a system of apportioning water costs on a per allotment site.

3.0 Comparisons with other Parish and Town Councils

The following table outlines current costs compared with other local parish and town councils:

Allotment comparison charges							Conversion		
Area	Comments	2020	Measurement	Average size	Size	Water		5 rods	126 m2
Uckfield town Council		0.15	m2 minimum 15m2	116.14	m2	Not included		1 rod	25 m2
Lewes Borough Council	No OAP Discount	0.24	m2		126.5	m2			
Hastings Borough Council		0.34	m2		126	m2			
Seaford Town Council	self management by Seaford allotment and leisure gardens society since 2000	0.18	47.64 - 10 rods .18p m2		126	m2	Includes water		
Tunbridge wells Borough Council		0.42	m2		126	m2	Includes water		
Eastbourne Borough Council		0.53	m2						
Hailsham Town Council	£50 Deposit	0.31	m2		126				
Polegate Town Council		1	m2		126		Includes water		
Crowborough Town Council	£50 Deposit	0.78	m2 all plots charged same		40	m2	Inc water		
Worthing	OAP Discount 30%, managed by association	0.9	m2		630	m2			
Mount Noddy E.G.	Membership fee £5	0.18	m2						
Brighton and Hove	Mobility plot fee £10 16.9 on waiting list	0.32	m2						
		0.433333	Average cost per m2						
Annual individual Allotment Running costs									
Stamp	0.72								
Paper/printing costs	0.1								
Admin costs per 30 mins	5								
Grounds Maintenance 30mins	10								
Total	15.82								

4.0 Recommendations of the working group

4.1 Following detailed consideration of the costs required to manage and maintain the allotments to a decent, basic standard, working group members suggested the following points/actions in terms of future calculations:

- Minimum charge of £15 for allotment plots under 50m² (0.30p x 50 = £15);
- Costings to be 30p per m² plus £15 over this size. This is based on previous two years charging and is also to ensure fairness on all sites as UTC are aiming to promote water conservation;
- Each plot holder will be charged between £22.81 - £27.98 per annum for water;
- There will be an all-inclusive payment for rent/water (water being subject to availability);
- Discounts/ compensation discontinued (in line with other parishes and to promote fairness to all tenants besides the amount of time able to spend on their plot);
- To make note that costs could also go up or down depending on services and facilities required to maintain allotment sites including staff resources and maintenance of items such as taps and general upkeep of the sites.

- 4.4 Also, members recommended that new tenants would pay fees on a pro-rata basis in between the financial year.

5.0 Timeline for reviews

In line with the guidance provide in the Allotments Act 1950 legislation as outlined above in paragraph 2, the proposed timescales have been identified to take forward any of these recommendations:

Date	
31-Mar-21	12 months notice of price going up to new format
01-Apr-22	price increase as per notice period
Oct-22	Annual review
Apr-23	any price changes reflected in this financial year
Oct-23	Annual review
Apr-24	any price changes reflected in this financial year

Annual review from thereon.

RECOMMENDATIONS

Members are asked to:

- (i) note the report, and;
- (ii) consider the proposed changes and advise the Clerk accordingly.

Contact Officers: Mark Francis/ Rachel Newton

Meeting of the Environment & Leisure Committee

Monday 22 March 2021

Agenda Item 10.2

AGE CONCERN UPDATE

1.0 Summary report

- 1.1 A report has been circulated by the Chairman advising that the group is still operating well in these difficult times.

Whilst the overall number of service users' telephone calls are lower there is still demand for visits, especially to The Meads for vaccination.

The group now has two new accredited advisers who have made the distribution of calls a lot easier.

The report confirmed the group still have a healthy bank balance which will enable driver reimbursement for trips when demand returns to its pre-lockdown level.

Councillor C. Macve

2.0 Recommendations

- 2.1 Members are asked to note the report and provide any comments.

Contact Officer: Rachel Newton

Meeting of the Environment & Leisure Committee

Monday 22 March 2021

Agenda Item 10.4

LUXFORD CENTRE MANAGEMENT COMMITTEE MEETING UPDATE

1.0 Summary report

- 1.1 The Club held their AGM meeting on Saturday 20 February 2021 covering the period to December 2019 by zoom.

This was the first combined AGM for both the House and Executive committees. It had previously been agreed to have a joint meeting as it was hoped that this would enable more members to be involved and have a better knowledge of the workings of both committees.

The Chairman explained to those present the problems encountered which had delayed the date for the meeting, principally covid-19 and the reasoning for the combined meeting.

The meeting unanimously approved the re-election of both Chairmen, Secretaries, Treasurer and committees. The Chairmen's Secretaries' reports and accounts were all approved and accepted.

The Executive Committee Chairman especially thanked Dorothy Sparks and Joan Wilcox, the Secretary and Treasurer, for their hard work in organising this combined meeting during this difficult time. The House Committee Chairman thanked Valerie Brown, as House Treasurer, for her work over past years as she was now retiring.

Following a question on levies security for the hall, details were confirmed of procedures that were in place to ensure compliance.

Thanks were expressed to the MP, County and District Councillors, the Town Mayor and members for their attendance.

Councillor Chris Macve

2.0 Recommendation

- 2.1 Members are asked to note the report.

Contact Officer: Rachel Newton

Meeting of the Environment and Leisure Committee

Monday 22nd March 2021

Agenda Item 10.8

REPORTS FROM OUTSIDE BODIES: UCKFIELD RAILWAY LINES PARISHES COMMITTEE

1.0 A zoom meeting of the committee was held on Wednesday 10th January 2021.

As reported at the meeting held in January it was confirmed that the Uckfield Line now had a two hourly off peak service owing to the large reduction in passenger number during the pandemic. It is hoped that when the time tabling is reviewed in May the hourly service will be reinstated.

The engineering works on the Oxted viaduct have found to be more extensive than originally envisaged and the cancellation of weekend services will now be for three weekends instead of one, however GTR have arranged to reglaze the Eridge canopy whilst the line is closed during this period.

It was agreed to investigate the provision of flexible ticketing during the pandemic for commuters.

The Chairman confirmed a response had been submitted to Wealden DC on their "Direction of Travel" document regarding protection of the existing disused track bed to Lewes and also to the Groombridge spur.

Following discussions on TFSE plans and their Area Studies, particularly the South Central Radial Forum, it was decided to invite Counsellor Turrell to the July meeting when it was hoped we would be able to help face to face meetings rather than discuss with her on zoom as there is a large amount of material in their reports which will contribute to the Strategic Investment Plan.

Regrettably, the submission to Rounds of "Restoring Your Railway" had not been successful but a bid for Round three had been submitted the previous Friday 5th March, by the Wealden Line Campaign/BML2.

There was no further information on the rolling stock replacement given at the GTR Stakeholders Conference held in January.

The next meeting will be held on 12th May 2021.

Councillor C. Macve

2.0 Recommendation

2.1 Members are asked to note the report.