



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

Meeting of the **Environment and Leisure Committee** to be held on

Tuesday 4 May 2021 at 7.00pm

REMOTE MEETING (VIA ZOOM)

<https://us02web.zoom.us/j/89512738858>

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 22 March 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 provisional Income and Expenditure report for end of financial year 2020/21 (Attached)

6.0. ADMINISTRATION

- 6.1. To review plans to install a memorial bench at West Park Local Nature Reserve (Attached)

- 6.2. To decide on a theme for the Calendar Competition 2022
(Attached)

7.0. ENVIRONMENT

- 7.1. To note the current position of the Town Council's Estates
(Attached)
- 7.2. To consider allotment demand and understanding the legislation if there is demand
(Attached)
- 7.3. To consider an update on Community Speedwatch and review into speed reduction monitoring devices
(to follow)
- 7.4. To note a brief update on electric car charging points
(Attached)
- 7.5. To consider a request from Manor Park & Hempstead Fields Residents' Association to obtain a licence to cultivate land at Brown's Lane (Brown's Lane Rockery)
(Attached)

8.0. LEISURE

(nothing to report at this time)

9.0. REPORTS FROM WORKING GROUPS

- 9.1. Climate Change Working Group – Carbon footprint tool and Green Network
(Attached)

10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS - No reports received

- 10.1. Active Uckfield
- 10.2. Age Concern
- 10.3. West Park LNR and Hempstead Meadows LNR – Supporters Group
- 10.4. Luxford Centre Management Committee
- 10.5. Uckfield and District Twinning Association
- 10.6. Uckfield Parkrun Board
- 10.7. Uckfield Plastic Free Working Group
- 10.8. Uckfield Railway Line Parishes Committee
- 10.9. Uckfield Youth Club Board
- 10.10. Wealden Bus Alliance/Weald Link
- 10.11. All Weather Pitch Operational Group

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)



Town Clerk

27 March 2021

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Environment and Leisure Committee** held on
Monday 22nd March 2021 at 7.00pm

REMOTE MEETING (VIA ZOOM)

PRESENT:

Cllr. J. Beesley (Chairman)	Cllr. D. French
Cllr. K. Bedwell	Cllr. D. Bennett
Cllr. B. Cox	Cllr. J. Edwards
Cllr. S. Mayhew	Cllr. A. Smith

IN ATTENDANCE:

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

Holly Goring – Town Clerk
Mark Francis - Estates & Facilities Manager
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 G. Johnson.

4.0. MINUTES

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

EL.35.03.21 It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on the 8th February 2021 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2. Action list

Members noted the current action list with items pending further action.

4.3. Project Monitoring List – For information only

Members noted the report.

5.0. FINANCE

5.1. To note bills paid

Members noted the report.

5.2. To note the income and expenditure report

Members noted the report.

6.0. ADMINISTRATION

6.1 To consider an opportunity to light the Town's beacon – TRBL Centenary

As part of the The Royal British Legion (TRBL) Centenary, our Town had been approached by the Sussex County Remembrance Lead and members were asked if they would like to participate in the Torch of Remembrance across both East and West Sussex. The aim would be to start this on Monday 23rd August and end on Saturday 28th August, the end date would be for as many Councils across both counties who had access to Beacons, to light their Beacon at a set time on this Saturday evening as a mark of Remembrance and celebration of the Centenary. TRBL were also requesting that we take responsibility for the Filling, Lighting, Safety and Dampening. They hope to engage the local branch or nearest one to us, to organise a small ceremony at the same time, possibly a Bugler playing 'The Last Post' and maybe a few words recited by the Branch Chairman.

The Senior Administrative Officer said that if Uckfield Town Council did wish to participate then we would ask for at least two Council Members to assist and that this invitation would be to all committee members, not just to those from Environment and Leisure Committee. Councillor J. Beesley suggested that this could be taken to the next Full Council meeting.

Members were happy with this engagement and two members, Councillor B. Cox and Councillor K. Bedwell showed interest in organising the lighting the Beacon at Victoria Pleasure Ground at a set time (tbc) on Saturday 28th August 2021.

EL36.03.21 Members **RESOLVED to:**

- (i) note the report, and;
- (ii) agree that Uckfield Town Council wished to participate in the TRBL Centenary anniversary on Saturday 28th August 2021 by lighting the beacon in Uckfield, and;
- (iii) two members were nominated (Councillors K. Bedwell and B. Cox) from within the Town Council to assist with organising the beacon lighting.

7.0. ENVIRONMENT

7.1 To note the current position of the Town Council's Estates

Councillor D. Bennett also wished to say thank you to the Estates and Facilities Manager on behalf of all members for his hard work dealing with various issues highlighted in this report. Councillor J. Beesley asked about the slide at Hempstead Play Area being damaged and the Estates and Facilities Manager said that with the nature of this kind of metal it had been difficult to find a welder for this kind of work but that this was on the list to do. Councillor D. French said that she might be able to assist here as she knew a specialist Welder who may be able to carry out a proper assessment.

Members subsequently noted the report.

7.2 To consider an update on Community Speedwatch and review into speed reduction monitoring devices (Black Cat)

Members raised concerns about speeding in other local areas. Councillor J. Edwards proposed some kind of initiative on residential housing estates such as Manor Park for speed limits such as 'Twenty is Plenty' signs. He acknowledged that it would always be difficult to get speeding formally reduced on these estates but said it would be good to raise public awareness on sign posts or stickers on bins maybe. Councillor B. Cox said that Crowborough did have a few streets where they had used stickers on lamp posts and agreed that this would be a good idea going forward. Councillor D. French said that she had helped those at Churchcoombe to get 30mph stickers to place on their bins and other visible places but added that it would be hard to benchmark if this had made any difference or not. Councillor D. Bennett remarked that this idea had been requested previously but got little support from ES Highways and that they would need to look at other options such as a school crossing or one-way system, since during lockdown he had been working from home and only just opened his eyes to the sheer volume of traffic around town. Chairman J. Beesley added that Manor Park School had once suggested being part of a pilot scheme to close Downsview Crescent so that cars could not drive up to the school gates. It was proposed for these ideas on local traffic management to be expanded and explored further at the next E&L meeting. Members agreed the need for ES Highways to look at safety issues at Manor Park (crossings and one-way system) along with other suggestions to be explored at the next meeting.

Getting back to the recommendation in this report, members agreed that they were happy to accept the recommendation to purchase the Bushnell Kitbox device and to explore speed monitoring devices but did not wish to make a decision at this time. Councillor J. Beesley added that Sussex Police had recommended two companies to explore and proposed that once more information was provided on those and the Black Cat device then members could make a more informed decision on the way forward at the next E&L meeting. Councillor D. Bennett seconded this proposal and also suggested that it would also be helpful for some updated information on the ability to use the devices from ES Highways..

EL37.03.21 Members **RESOLVED** to:

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

7.3 To review the contract for sanitisation of play areas

The Estates and Facilities Manager announced that he had already budgeted for the sanitization of play area for the next three months in anticipation of an agreement to extend the contract for a further three months and hoped that this would not carry on for longer.

Members considered the report and agreed for the cost to be spread over the next three months.

EL38.03.21 Members **RESOLVED** to:

- (i) note the report, and;
- (ii) advise that they wished 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.

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.

9.2 Allotments Working Group – review of fees and charges

Members noted and accepted this report and provided no further comments.

EL.39.03.21 Members **RESOLVED to:**

(i) note the report, and;

(ii) agree to progress with the recommendations set out in the report as follows:

The report stated that tenants would be given 12 months notice on 31st March 2021 of fees and charges changing to new format with a minimum fee of £45 based on plots under and up to 50m². Any plots over this size to be charged £45 plus 30p/m². All costs would be inclusive of water subject to availability. This also includes the removal of all discounts. The price increase would start from April 2022 as per notice period.

There would be an annual review each October.

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 made no announcements.

12.0 CONFIDENTIAL BUSINESS

EL.40.03.21 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 update members on the management of Snatts Road Cemetery and future capacity
Members noted the report and received an update from the Estates and Facilities Manager.

EL41.03.21 Members **RESOLVED** to:
(i) note the report, and;
(ii) agree for the Estates and Facilities Manager to continue with further enquiries on the management of Snatts Road Cemetery and future capacity.

The meeting finished at 19:34pm

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> Members RESOLVED to:</p> <p>(i) note the report; (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> Members RESOLVED to:</p> <p>(i) Note the report, and; (ii) request that staff organise a visit to the community fridge schemes in Forest Row and Brighton.</p>	17.02.20	HG/Amy/Coral	Further progress has been made since this meeting, with the group now receiving grant funding. Officers are meeting with the group on 27.04.21 and will update members in due course.
<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> 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> <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> 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	The resident wished to hold on to the tree until the Autumn, as it would be better to plant before the frost sets in. The resident has been in touch to arrange. In progress.

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	An update has been prepared and is being presented to E&L Committee on 04.05.21.
<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). Discussions are ongoing through the Infrastructure Working Group.
<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	A brief update report will be submitted at the E&L meeting on 04.05.21.
<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> 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	The Queen's tree is due to be replanted in Elizabeth Gardens on 12 May 2021. NFA.
<u>EL27.11.20</u>	<p><u>7.3 To note the current position with the Town Council's Grounds vehicles</u> Members agree 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 at the E&L Committee meeting in June 2021.
<u>EL36.03.21</u>	<p><u>6.1 To consider an opportunity to light the Town's beacon – TRBL Centenary</u> Members noted the report and agreed that Uckfield Town Council wished to participate in the TRBL Centenary anniversary on Saturday 28th August 2021 by lighting the beacon in Uckfield, and; two members were nominated (Councillors K. Bedwell and B. Cox) from within the Town Council to assist with organising the beacon lighting.</p>	22.03.21	RN	Select members to arrange/organise with Senior Administration Officer in due course.
<u>EL.37.03.21</u>	<p><u>7.2 To consider an update on Community Speedwatch and review into speed reduction monitoring devices (Black Cat)</u> Members noted the report and the work undertaken to date and confirmed that they were happy with the Bushnell Kitbox being purchased at a cost in the region of £500 from the 'speed reduction' earmarked reserves. Members also advised that they wished to proceed on exploring speed monitoring and Speed Indicator Display devices with the various companies suggested.</p>	22.03.21	HG	An update on Community Speedwatch and review into speed reduction monitoring devices (Black Cat) will be submitted at the E&L meeting on 4 th May 2021.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.38.03.21</u>	<p><u>7.3 To review the contract for sanitisation of play areas</u></p> <p>Members noted the report and advised that they wished 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.</p>	22.03.21	MF	<p>Works are to be completed by end of June.</p> <p>NFA</p>
<u>EL39.03.21</u>	<p><u>9.2 Allotments Working Group – review of fees and charges</u></p> <p>Members noted the report and agreed to progress with the recommendations set out in the report as follows:</p> <p>The report stated that tenants would be given 12 months' notice on 31st March 2021 of fees and charges changing to new format with a minimum fee of £45 based on plots under and up to 50m2. Any plots over this size to be charged £45 plus 30p/m2. All costs would be inclusive of water subject to availability. This also includes the removal of all discounts. The price increase would start from April 2022 as per notice period. There would be an annual review each October.</p>	22.03.21	MF/RN	<p>A report will be submitted at the next E&L meeting on 4th May 2021 regarding allotment demand and understanding legislation if there is demand.</p>

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.

The funding for the following two projects was agreed at Full Council on 12 April 2021 to be reallocated to install a Covid memorial (bench(es) and tree). Work is currently being undertaken to explore the costs involved and options available. This will be reported to members at the Annual Statutory meeting of the Council on 24 May 2021:

The Town Clerk confirmed that there were two projects from 2020/21 already closely aligned which had not yet been completed (memorial/art project - £1,500 and the bench at London Road £1,000).

FC.86.04.21 Based on the report and discussions that had taken place, members **RESOLVED** to request that staff explore the costings and potential location ideas for a tree and Covid memorial bench(es), and for the investigations to be reported back to Environment & Leisure Committee or Full Council.

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

Project Name	Memorial Plaque/Art Project	Project Number	55
<u>FC92.01.20</u>	£1,500	27.04.20	Work to commence once Covid-19 restrictions have eased.

PROV Environment Leisure Committee as at 31 Mar 21

	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 £	Feb 21 Actuals £	Mar 21 Actuals £	Total 2020/21	2020/21 Budgets
Sales														
Contribution to Town Centre Security	0	0	0	0	575	0	0	0	0	0	0	0	575	650
Weald Hall Events	(119)	(99)	(26)	(39)	0	14	59	0	140	(117)	0	249	61	27,000
Allotments	77	86	20	35	(21)	(21)	0	0	0	2,341	3,805	(27)	6,296	5,250
Allotment Deposits	357	51	102	2	(50)	(50)	0	(51)	0	103	260	0	724	800
Playing Fields & Pitches, Sport Income	0	50	0	383	213	1,309	(76)	0	(24)	0	0	3,322	5,177	10,500
Playing Fields & Pitches, Event Income	0	0	0	0	0	0	0	0	0	0	0	0	0	5,500
WDC- WPark Culverts Agreement	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	2,863	6,568	46,491	27,500
Cemetery - Memorials	0	802	254	918	530	205	736	314	157	0	833	1,005	5,753	5,500
Cemetery - Sundry income	0	0	0	0	0	0	0	0	0	0	0	0	0	450
Cemetery Maintenance Charge	290	579	290	193	290	579	676	386	97	386	97	483	4,343	2,600
Env Sundry Income	46	0	0	0	0	0	0	(25)	0	0	0	0	21	200
Litter/bus station	0	331	0	0	331	0	0	331	0	0	331	0	1,325	1,280
Roundabout income	0	0	0	0	864	0	0	0	0	0	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	8,548	11,599	71,989	88,440

The streetlight repairs 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	0	0	93	650
Weald on the Field & Revival	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000
Street lights, New	0	0	0	0	9,723	0	0	0	0	0	0	5,405	15,127	0
Street lights, supply & maintenance	0	0	0	0	0	0	50	0	0	0	0	7,996	8,046	9,000
Street light repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	2,500
Bus shelters	0	0	0	0	0	0	0	0	0	0	0	0	0	100
Allotments	23	7	0	0	81	849	790	0	0	0	0	1,124	2,874	2,030
Playing fields and pitches	15	44	1,514	6,765	957	2,572	1,490	1,022	657	930	558	1,374	17,896	16,000
Play Areas	0	0	0	169	1,253	0	685	206	0	0	0	0	2,313	3,000
Dogs - bin signs/bags	1,000	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000
Cemetery, grave digging	0	1,280	1,280	320	0	1,600	740	640	960	0	2,240	0	9,060	5,000
Cemetery, rates & water	148	145	145	145	145	145	145	145	145	145	0	56	1,508	1,258
Cemetery, litter	130	130	167	120	111	148	265	148	232	120	111	148	1,829	1,600
Cemetery, maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	400
General equipment repairs	0	0	191	210	0	0	0	0	0	0	0	0	401	2,000
New Equipment	0	0	311	929	217	0	351	0	84	0	0	0	1,891	1,500
Ground Maintenance Contract	2,244	2,244	2,244	2,403	2,244	2,244	2,244	0	0	0	0	0	15,867	16,500
Ground Maintenance General	0	71	67	51	38	116	93	19	46	28	0	22	550	1,800
Hire of Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	100
LNRS & Sites of Interest (Ranger)	2,429	2,029	2,029	0	0	1,489	1,842	1,842	1,842	1,842	1,842	1,842	19,028	30,137
LNRS & Sites of Interest (Working budget)	0	0	0	0	0	47	945	205	565	138	95	111	2,106	2,500
Transit	75	76	661	119	49	191	158	39	78	0	79	0	1,526	2,000
Ford Ranger	52	0	56	57	1,335	111	58	123	91	47	33	0	1,963	2,000
Tractor maintenance & running costs	0	48	182	1,406	47	14	42	45	0	0	0	0	1,784	1,500
Movana Vehicle	78	106	78	81	84	120	110	0	77	86	0	0	820	2,000
Fencing	0	0	0	0	0	0	0	0	0	0	0	57	57	750
Trees	0	0	0	0	0	0	0	450	1,000	2,170	1,541	1,405	6,566	3,500
Graffiti removal	0	0	0	0	0	0	0	0	0	0	0	0	0	50
Litter bins	0	0	0	0	0	0	718	0	0	0	0	0	718	4,000
Litter collection, open spaces	189	353	358	395	295	316	213	290	332	263	0	284	3,288	3,600
Horticulture	0	0	0	0	0	0	0	0	0	0	0	0	0	300
Roundabout expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	100
Weald Hall Events	0	0	0	0	54	111	0	0	0	0	0	0	165	20,000
Corp dev- signage outside areas	0	0	0	0	0	0	0	0	0	0	0	0	0	250
Groundsmen - salaries	5,658	5,382	5,658	6,037	6,189	7,230	6,443	5,950	5,830	5,830	5,830	5,830	71,866	79,400
Groundsmen - National insurance	478	478	478	530	551	695	587	518	501	501	501	501	6,318	6,192
Groundsmen - Pension	716	1,067	1,107	766	760	1,242	1,018	942	1,105	923	1,103	1,103	11,854	16,536
Town Security/CCTV	1,171	71	71	71	71	71	71	71	71	71	71	69	1,950	3,000
Road Safetyv Wk (Climate Change EXPO)	0	0	0	0	0	0	0	0	0	0	0	0	0	1,600

PROV Environment Leisure Committee as at 31 Mar 21

	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 £	Feb 21 Actuals £	Mar 21 Actuals £	Total 2020/21	2020/21 Budgets
Floral displays	0	803	873	459	459	459	0	0	0	0	0	0	3,053	3,500
Repair and replace street furniture	0	0	0	1,200	0	0	0	0	0	0	0	0	1,200	1,500
Cleaning materials	0	0	158	0	0	0	0	0	0	146	0	0	304	100
Performing rights	0	0	0	0	0	0	0	0	0	0	0	0	0	500
Event Advertising Marketing	712	0	420	0	0	530	207	80	575	80	420	160	3,184	4,000
HMLNR & WPLNR	0	0	0	0	0	0	0	0	0	0	0	0	0	500
Town Twinning Hospitality	0	0	0	0	0	0	0	0	0	0	0	0	0	100
Total Purchases	15,118	14,332	18,047	22,233	24,662	20,352	19,306	12,735	14,190	13,321	14,425	27,487	216,206	257,053

New initiatives 2020/21

Additional tree planting	0	0	0	0	0	0	0	0	570	559	316	296	1,742	2,500
Bench on London Road by Southview	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000
ESCC Grass Verge cutting	4,271	0	0	0	0	0	0	0	0	0	0	0	4,271	4,300
Memorial plaques/art project	0	0	0	0	0	0	0	0	0	0	0	0	0	1,500
Total New Initiatives 2020/21	4,271	0	0	0	0	0	0	0	570	559	316	296	6,013	9,300

Projects being delivered in 2020/21

[illegible]

Meeting of the Environment & Leisure Committee

Tuesday 4th May 2021

Agenda Item 6.1

TO REVIEW PLANS TO INSTALL A MEMORIAL BENCH AT WEST PARK LOCAL NATURE RESERVE

1.0 Summary

- 1.1 A report was taken to Environment & Leisure Committee on 27 July 2020, under agenda item 6.1, to consider suggestions put forward for a memorial in West Park Nature Reserve, in memory of our late Countryside Ranger, Geoff Pollard. It was resolved for the Estates & Facilities Manager to engage with family members, staff and individuals such as the Local Nature Reserve Supporters Group. Following this engagement, it was suggested that a memorial bench be placed in West Park Local Nature Reserve.
- 1.2 The Estates & Facilities Manager sought a price from Derek Tourle Memorials of Snatts Road, for an engraved Granite bench. Granite was selected as the preferred material due to its hard-wearing nature and would hopefully reduce the likelihood of vandalism; thus increasing longevity. The Town Council had also received a number of enquiries for benches in this area over the past couple of years.

2.0 Fundraising

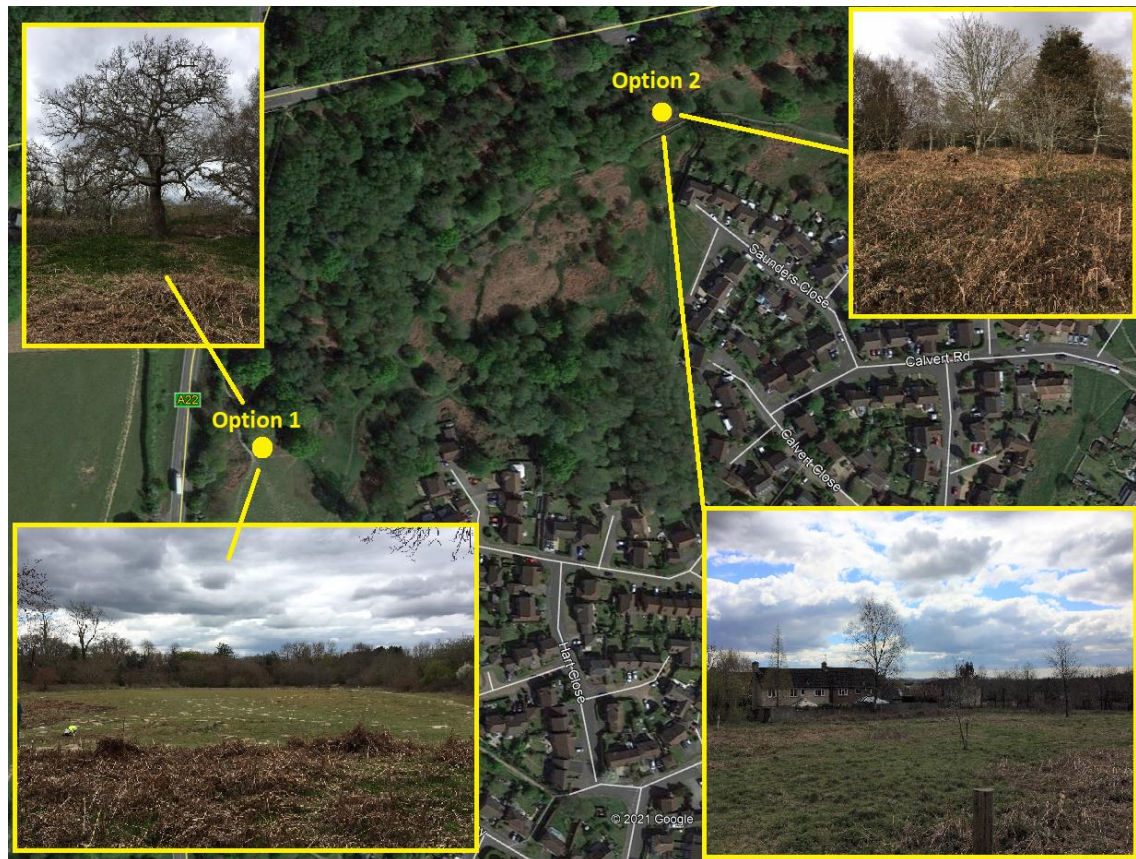
- 2.1 A crowdfunding page was set up by Uckfield Town Council in October 2020, and the weblink circulated to residents, volunteers, previous and current work colleagues and partner agencies, to enable those who knew Geoff to make a contributions if they wished. The Town Council would then make up any shortfall.
- 2.2 The Town Council was blown away by the fantastic support and good wishes received. Donations were received from family members, residents, volunteers, staff, councillors, and organisations such as the Rotary Club of Uckfield, which were all very much appreciated.
- 2.3 In a hope of boosting any contributions, 10 Uckfield Town Council staff took part in a virtual mission to walk, cycle or dance their way from Lands' end to John O'Groats, over a 1 month period consisting of 838 miles. This challenge took place in March 2021 and was completed. Overall, through all donations and contributions, the Town Council has now raised £2110.10 towards funding the bench.
- 2.4 A further sum of £394.00 was agreed at General Purposes Committee on 19 April 2021 as part of the carry forwards into the new financial year, to carry forward the above unspent funds from the Local Nature Reserve working budget in 2020-21 into earmarked reserves for this initiative to be completed in 2021. There is already a sum of £145.90 remaining in the earmarked reserves budget.

Bench	2400
Plinth	250
Total	2650
Donations	2110.1
UTC Carry forward 20/21	394
UTC 21/22 contribution	145.9
Total	2650

3.0 Installation of the granite bench

- 3.1 To supply one Ananthurpur Mid Grey Granite all polished bench, engraved, transported and installed in the nature reserve is quoted at £2,400, plus installation of a concrete plinth at £250.
- 3.2 Uckfield Town Council Grounds staff will assist in transporting the bench from the stonemasons into the nature reserve.
- 3.3 The stone takes approximately 12 weeks to receive from ordering. The specific wording on the bench will be thoughtfully agreed in connection with Geoff's family, the Local Nature Reserve supporter's group, and colleagues.
- 3.4 The Estates & Facilities Manager met with the West Park Local Nature Reserve Supporters Group on 15 April 2021 to confirm the best positions for the bench to be placed, along with the new Countryside Ranger. Two potential locations have been suggested. Both options are close to vehicle access for transporting the bench and are both prominent positions, with nice views.

3.5



- 3.6 Option 1 - Situated beneath an Oak Tree overlooking the rabbit field.

Option 2 - Situated at the top of the Nature Reserve overlooking the secondary sheep field.

- 3.7 Option 1 is the preferred location to place the bench due to vehicle access, views and thoughts of where Geoff would like the bench, in consultation with the supporters group.

4.0 Recommendations

4.1 Members are asked to:

- (i) note the report, and;
- (ii) confirm that they are happy for the Estates & Facilities Manager to order the bench and locate it in the position of option 1, within West Park Local Nature Reserve.

Contact Officers: Mark Francis

Meeting of the Environment & Leisure Committee

Tuesday 4 May 2021

Agenda Item 6.2

TO DECIDE ON A THEME FOR THE CALENDAR COMPETITION 2022

1.0 Summary

- 1.1 This report asks members to decide on a theme for the 2022 Uckfield Town Council Photographic Calendar Competition.

2.0 Background

- 2.1 The 2021 calendar was produced in-house as the publisher declined production of it due to lack of advertising revenue, as a result of the Covid-19 pandemic and also because of the experienced decline in the uptake of advertising space sold in previous years.
- 2.2 Recent themes have included:
 - 2021 - funny photos captions
 - 2020 – Uckfield at work rest and play
 - 2019 – The Spirit of Uckfield
 - 2018 – Celebrate Uckfield

3.0 Theme suggestions

- 3.1 The competition is to be launched immediately once a decision is made for the theme. The closing date is traditionally at the end of August with the calendar being delivered to all Uckfield households during December.

4.0 Recommendations

- 4.1 Members are asked for ideas and a final decision to be taken on a theme for the 2022 Uckfield Town Council Photographic Calendar Competition.

Contact Officers: Rachel Newton

Meeting of the Environment & Leisure Committee

Tuesday 4 May 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.

Seasonal grounds person due to start W/C 4 May 2021

Pitch renovations of six pitches booked in for 17 May 2021

Victoria Pleasure Ground

Town bin collections have increased significantly since the Easter bank holiday, resulting in an additional collection from our waste units to keep up with demand, on a weekly basis. This is thought to be due to the Covid-19 restrictions and increased interest in residents participating in walking and recreation outside. Similar occurred in the first lockdown in the Spring/Summer of 2020. As a result a an additional collection has been booked for a temporary period until the end of July 2021. This will increase the expenditure for litter collection costs and will most likely see this budget overspent by year end.

Victoria Skatepark

Investigations are required in dealing with drainage issues.

Hempstead Lane Play Area

Awaiting quotes to repair the slide.

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. Volunteer clean up carried out on 14th April.

Equipment & Vehicles

Nothing new to report.

Street Furniture & Lighting

Covid-19 memorial bench research is underway.

Two street lights are going to be replaced in Church Street – awaiting quotes.

Ridgewood Recreation Ground

Nothing new to report

Elizabeth Gardens

Nothing new to report

Selby Meadows

Nothing new to report.

West Park Local Nature Reserve.

Reptile surveys are being carried out by the Countryside Ranger and LNS supporter groups.

Luxfords field and play area.

Nothing new to report.

2.0 Recommendations

2.1 Members are asked to note the report.

Contact Officers: Mark Francis

Meeting of the Environment & Leisure Committee

Tuesday 4 May 2021

Agenda Item 7.2

TO CONSIDER ALLOTMENT DEMAND AND UNDERSTANDING LEGISLATION IF THERE IS DEMAND.

1.0 Summary

- 1.1 This is a report on demand for allotments and how this might be impacted by future growth of the town and to provide members with some context on allotment legislation and how we go about designating land as allotment land.

2.0 Allotments in Uckfield

- 2.1 There are six allotment sites provided by Uckfield Town Council across Uckfield with 238 allotment plots in total. There are currently 110 applicants on the allotment waiting list, some have requested a plot on an allotment site nearest to their homes and others have asked for any plot on any site that first becomes available.
- 2.2 Town Council policy has to prioritise those on the waiting list for over two years and offer them a plot as soon as possible. However, since the beginning of the first lockdown and the introduction of advice to shield for vulnerable people in March 2020, some allotment tenants have informed Council officials that they have been self-isolating, but wanted to re-commence tending their plots once restrictions had been lifted. There has also been huge interest over the past year from residents wanting an allotment likely to be due to the desire to be outside and in open space during the pandemic, so the waiting list has increased at a rate outstripping availability, with a slow turnover of allotment plots. The waiting list also includes some current allotment holders who have interest in renting an additional plot, although at the moment this is not possible due to the increase in demand for allotment space.
- 2.3 With advice for shielding now ending and some restrictions being lifted, checks will be carried out this month by the Head Groundsman to see if there are any plots not being cultivated which will be followed up with a letter to those tenants to find out why and whether they intend to relinquish their plots.
- 2.4 Since availability has been looked in to in more detail, it has also come to light that currently 24 of our tenants rent two plots each, with two of these tenants having three plots.

3.0 Legislation

- 3.1 Local councils are required to audit allotment provision as part of Planning Policy Guidance and when assessing demand, the local authority must take into account any written representations on the need for allotments, when at least six residents on the electoral register or persons liable to pay council tax request this.
- 3.2 There is no legal minimum size for an allotment nor legal requirement for the council to provide anything other than allotment land. However, a good practice guide is followed to promote best practice for the management of allotments and working party groups are set up to facilitate and assist.
- 3.3 The national average provision of allotments in 2006 was 13 plots per 1,000 households. Uckfield Town Council have on average 27 plots per 1000 households

based on 6,500 households. Under this guidance, the Town Council would have to provide 84.5 plots per 1,000 households), so we are well above average nationally. If the demand is there, there is no time limit set for provision once it has been established that there is demand.

Planning Policy Guidance 17 (PPG17) requires that local authorities make provision for all types of open space that may be of public value. It also requires local authorities to undertake robust assessments of local needs for, and audits of, existing open space, sports and recreational facilities and to establish standards for new provision. It is expected that by implementing the guidance in PPG17, local authorities should make adequate provision for allotments.

Furthermore, if an allotment authority is of the opinion that there is a demand for allotments in its area, it is required under Section 23 of the Small Holdings and Allotments Act 1908, to provide a sufficient number of allotments and to let them to persons residing in its area who want them.

Written representations may be made to the local authority on the need for allotments by any 6 residents on the electoral register or persons liable to pay council tax, and the local authority must take those representations into account (section 23(2) of the Small Holdings and Allotments Act 1908). The Council must assess whether there is a demand for allotments in their area. If the council decides that there is a demand for allotments; they have a statutory duty to provide a sufficient number of plots. In terms of the duty to provide under section 23 of the Small Holdings and Allotments Act 1908 there is no time limit for provision once it has been established that there is a demand.

Weblink: <http://www.allotmoreallotments.org.uk/legislation.htm>

3.4 With regard to changing existing Town Council land from open space to allotments, legal advice states that there are two aspects:

(i) Firstly, the Town Council can appropriate land from one use to another by resolution. It is Public Open Space it will be necessary to advertise this as for the purposes of the Open Spaces Act an appropriation counts as a disposal. You need also to bear in mind that once it is appropriated to statutory allotment use, you cannot change that use or appropriate the land without Ministerial consent. You would therefore need to be satisfied that the site is suitable and that there is a demand for allotments before making any formal change.

(ii) Secondly, if there is a restrictive covenant on the land - enforcement of restrictive covenants is a complicated subject but you should assume that it is enforceable if the Company who imposed the covenant is still in existence. You would therefore need to obtain their agreement to a modification of the covenant.

4.0 Allotment Working Group

4.1 In the light of current interest in allotment space and potential demand in the future with any growth in Uckfield's population, we recommend that the allotment working group be re-established at and up to five members appointed at the first meeting of Environment & Leisure Committee after the Annual Statutory meeting of the Council. The next planned meeting of Environment & Leisure Committee is 14 June 2021. This working group should also review the terms and conditions of the current tenancy agreement and review how the proposed changes to charging will work in practice.

5.0 Recommendation

5.1 Members are asked to note the report, and advise the Clerk of how they wish to proceed.

Contact Officers: Mark Frances/Rachel Newton

Meeting of the Environment & Leisure Committee

Tuesday 4 May 2021

Agenda Item 7.4

TO NOTE A BRIEF UPDATE ON REVIEWING ELECTRIC CAR CHARGING POINTS.

1.0 Summary

- 1.1 We have been liaising with Wealden DC to understand the work they have been undertaking to explore the installation of electric car charging points on their land such as Wealden DC owned car parks. We have also obtained quotes to install charging points on our own Town Council sites on Town Council owned buildings.
- 1.2 As per the update from the Climate Change Steering Group in agenda item 9.1, the Estates & Facilities Manager has been looking into carbon footprint audits. These have been recommended from the outset to enable an organisation to create a baseline upon which they can work from, and to create an action plan of climate change initiatives, going forward. The carbon footprint audit would also enable the Town Council to understand where best to invest resource (staff time and money) in these initial stages.

2.0 Overview/background from Wealden

- 2.1 Uckfield Town Council was also keen to understand the current views of Wealden DC. This would help to avoid duplication, ensure any installation of charging points were not too close in terms of proximity, and to see if there were plans for future infrastructure improvements as part of a consortium across Sussex or wider. A brief discussion was held with the relevant department at Wealden DC.
- 2.2 Essentially, ESCC (ES Highways) are keen to start a scheme for residents without driveways. It is believed that a scheme/initiative may be led by central government for funding such schemes in future years. Work is therefore underway to understand how practically this could be introduced in residential areas. Wealden DC have been working with ESCC although it is likely to be a lengthy process due to the complexity of the project.
- 2.3 Officers at Wealden DC submitted a report to their Cabinet meeting on 21 October 2020 to commence discussions on various procurement models and explore opportunities for funding. There appears to be more interest in providing electric car parking for residential areas that need them i.e. those without driveways. There is no designated funding as such for public car parks, but this is currently being explored. The weblink to the Cabinet paper is available here:
<https://council.wealden.gov.uk/documents/s68581/EV%20Cabinet%20Report.pdf>
- 2.4 Questions to be explored include reviewing whether organisations wish to purchase equipment themselves or use Charge Master which is owned by BP (which they would have no control over). Obviously, there are financial implications to consider overall. There would also be a desire to obtain the infrastructure for this by liaising with other organisations such as the Energy Saving Trust. Further contact will be made with the parish and town councils in due course.

3.0 Recommendations

- 3.1 Members are asked to note the report.

Contact Officer: Rachel Newton/Mark Francis

Meeting of the Environment & Leisure Committee

Tuesday 4 May 2021

Agenda Item 7.5

TO CONSIDER A REQUEST FROM MANOR PARK & HEMPSTEAD FIELDS RESIDENTS' ASSOCIATION TO OBTAIN A LICENCE TO CULTIVATE LAND AT BROWN'S LANE (BROWN'S LANE ROCKERY)

1.0 Summary

- 1.1 The Residents' Association are interested in having a licence with the Town Council to cultivate the land known as Browns Lane Rockery within the Manor Park Estate to plant and maintain five cherry trees. The land is approximately 0.08 hectares. The land was transferred to Uckfield Town Council from Taylor Woodrow Homes Ltd on 14 June 1991. There is a covenant on the land contained in the above transfer dated 14.06.1991: *"not to erect or permit any building on the land. Must be maintained as a public open space."*



- 1.2 The trees are intended as a living and continuing tribute to those key workers who supported the community throughout the coronavirus pandemic. Residents wish for the trees to be planted in a circle or crescent with a suitably worded engraved plaque or stone as a centre piece – possibly a circular stone laid in the ground approximately 30cms in diameter. The trees would be planted by volunteers from the Association and would be provided with suitable supporting stakes and wildlife protection.
- 1.3 The Association would undertake to maintain, and replace if necessary, the cherry trees throughout the term of the licence and that funding would come from a variety of sources including the Association's funds, individual donations and grant funding.
- 1.4 The residents are not thinking of many trees, maybe three, or five at the most, although they have also said that they are looking for other sites to place cherry trees too, as they are so beautiful when they flower.
- 1.5 A representative from the Manor Park and Hempstead Fields Residents Association would be happy to attend a committee meeting if that would be helpful. It is also anticipated that the Town Mayor of Uckfield would be invited to participate in a simple ceremony if this request was successful and a plaque were to be unveiled.

2.0 Cultivation licence

- 2.1 If councillors were keen to issue a licence to the Residents' Association to cultivate this land, a decision would have to be taken on the terms of that licence i.e. period of time. Residents would be required to confirm that they would supply, plant and maintain the whole area including the trees should any maintenance be required during this period. Cherry trees, we would hope would be there for a very long time. We have been advised that some on Manor Park have been there for 45 years.
- 2.2 The idea of a 20-year licence was originally suggested by the Residents' Association with a break clause to enable termination by either party.
- 2.3 However, having undertaken further research, if the trees were to become vandalised or diseased, then residents have said that they would be happy to remove the trees and be released from the licence, and put the site back to its original state. Alternatively, if vandalism did occur as it did in the High Street with the trees, then they would also be happy to replant the trees at their own expense. There is also the risk of animals so the Residents' Association would protect young trees appropriately to stop nibbling and stake to keep erect.
- 2.4 Members should note that a 10-year licence has recently been issued to the New Town Action Group to cultivate and maintain the area known as Selby Meadow, Selby Road. In this 10-year licence, there are stipulations to say that if the licence is withdrawn or surrendered, the Town Council:
- a) *May remove and dispose of as it thinks fit all or any shrubs, plants or seats which the licence relates and reinstate or;*
 - b) *If satisfied that the licensee can within such reasonable time as they may specify remove such shrubs, plants or seats the Town Council may authorise him to do so at his own expense.*
- 2.5 A similar licence could be drafted for Brown's Lane Rockery for the supply and planting of the cherry trees and maintenance of the land.

3.0 Considerations of Infrastructure Working Group

- 3.1 Members will be aware that Full Council set up an Infrastructure Working Group to review the needs of the town in regards to sport, leisure, recreation and community facilities. With anticipated growth in the population over the next 10 years and beyond, the Town Council may have to consider the use of such green spaces to support local residents with their recreational needs. An example is the report at agenda item 7.2 regarding the potential for future demand for allotment space. However the covenant on this land restricts use to be maintained as public open space and the size of this area is rather limited in what could practically be placed there.

4.0 Recommendation

- 4.1 Members are asked to consider the report and advise the Clerk of how they wish to proceed.

Contact Officers: Mark Frances/Rachel Newton

Meeting of the Environment and Leisure Committee

Tuesday 4 May 2021

Agenda Item 9.1

REPORTS FROM WORKING GROUPS: CLIMATE CHANGE WORKING GROUP

The Climate Change (Emergency) Steering group has met three times since re-convening in March 2021. The key points that have arisen from the meetings are described below:

1) Green Forum

In line with practice in some other local authority areas, we would like to create a forum to bring together local groups and organisations with any kind of green agenda, to work together with the Town Council. This idea has also been raised by Action in Rural Sussex (AiRS). This group would enable us to coordinate green actions across Uckfield.

The key actions of the group would be:

- a) Audit – where we are now
- b) Gaps – identifying them
- c) Remedy – finding solutions and encouraging actions (however small). Developing an action plan.

Cllr. Smith and the Town Clerk have met with Chiara Vagnarelli from AiRS to find out how they see a green forum working. AiRS are envisaging more of a focus on increasing the use of green spaces across the town – particularly from groups who may not normally access green spaces. We agreed that this piece of work would be a good outcome of the wider forum, but we see the overarching purpose to be to support a town-wide response to the climate emergency.

Proposal: The Group proposes organising an initial scoping meeting for an Uckfield Green Forum. We would like to invite each relevant group to send a named representative. The purpose of this meeting would be to get buy in for the idea of the green forum and to establish a shared frame of reference.

2) Climate foot-printing tool

The Estates & Facilities Manager presented a proposal to appoint a company to carry out an audit of the Town Council's carbon footprint by analysing our utility usage; vehicle use; street lighting; business travel; fuel combustion; employee transport; waste disposal etc. This company would calculate the climate cost of the Town Council's activities in terms of tonnage of CO₂ emitted per year. This will give us a baseline to enable us to demonstrate the benefit of any new green measures taken by the Council. The audit should also enable us to identify some quick wins that we might not have thought of yet.

The cost of the analysis is £1,800. Currently this does not include Luxford Restaurant, or any of the Council's other buildings. As there is substantial work for the Estates & Facilities Manager in producing the data for the audit, he recommended starting with the Town Council's own activities first. He would aim to do a review to identify progress in three years' time.

The Steering Group had some concerns about the cost of adding additional strands to the carbon footprint audit but agreed it would be very useful to establish a baseline to establish the success of any future changes that are implemented.

Proposal: We would like Environment & Leisure Committee to agree to the expenditure of £1,800 to cover the cost of the initial carbon audit. This money will be taken from the funding carried forward from 2020-21's new initiative of Climate Change Initiatives. General Purposes agreed to carry forward these unspent funds into earmarked reserves for future expenditure in this area.

3) National Lottery funding application

We had originally considered an application to the Lottery Green Recovery Fund for a green project. However, it quickly became evident that the timescale for this was too short, as bids had to be submitted by April 12th and an environmental charity had to be the lead partner. Given that there was insufficient time to organise this, we have shifted focus to look at the Heritage Lottery Fund, which can also cover green projects. There is no submission deadline for this Fund.

We have been scoping out two different projects:

Riverside walk – anticipated that this would be an extension of the Hempstead Meadow Local Nature Reserve – joining it to Hempstead Lane, which would permit the establishment of a circular walk around Uckfield and beyond. We have also discussed a walk in the other direction, to the by-pass, but this is more complex, as the land has multiple owners, whereas there is only one landowner to deal with if we follow the river north. The riverside walk has been an aspiration of the Town Council as far back as 1998. It is dependent on the landowner being willing to sell the land – and the Estates & Facilities Manager has asked the Town Council's Solicitor to contact the landowner, to find out if they would consider a sale. This Lottery Fund can cover capital costs, such as the purchase of land.

Millennium Green project – we thought about a couple of possible projects: a community garden, or a wildflower meadow and potential improvement of the paths. An approach was made to the trustees of the Millennium Green, but they are not keen on pursuing this.

Contact has been made with Sussex Wildlife Trust to start a conversation about the potential of working together on a joint project.

The group will continue the feasibility work on this, but we are not yet at a stage of bringing a formal proposal to Environment & Leisure Committee.

4) Community garden

Cooper and Sons (CPJ Field) are considering offering a piece of land adjacent to their premises as a community garden. It is a sizeable piece of land with the addition of an outbuilding that could be used by the project (although this is not currently secure). A lot of the land is under concrete, therefore raised beds would be the best option for cultivation. The site would also need clearing of trip hazards and potentially better security. Councillors French and Sparks have viewed this land.

The group has concluded that the Town Council does not currently have the capacity to take on this project. The ideal would be for an organisation like the Community Fridge to take the site on and we intend to contact groups such as this to see if they are interested in pursuing the idea.

5) Climate expo

This was a project that had to be postponed due to the pandemic. It had been due to take place in June 2020. There had been a reasonable amount of interest generated. We thought about rescheduling the expo for September this year, but on discussion with the Town Clerk, it was felt that this was too soon and it would now be rescheduled for 2022.

Councillor. Angie Smith
26 April 2021