



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

VIA ZOOM (REMOTE MEETING)

<https://us02web.zoom.us/j/86332553698>

on

Monday 12 April 2021 at 7.00pm

AGENDA

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

1.0 DECLARATIONS OF INTEREST

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

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

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

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

4.0 APOLOGIES FOR ABSENCE

5.0 MINUTES

5.1 To **RESOLVE** that the minutes of Full Council on 1 March 2021 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only
(Attached)

6.0 COMMITTEE MINUTES

- 6.1 To note the acts and proceedings of the following committee meetings:-
- | | | |
|-----|-----------------------------------|--------------------------------|
| (a) | Plans Committees | 15 & 22 March and 6 April 2021 |
| (b) | Environment and Leisure Committee | 22 March 2021 |
| (c) | General Purposes Committee | 8 March 2021 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

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

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

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

9.0 END OF YEAR PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2020/21
(Attached)

10.0 TO CONSIDER THE INSTALLATION OF A MEMORIAL FOR THE TOWN IN MEMORY OF LIVES LOST DURING THE COVID-19 PANDEMIC
(Attached)

11.0 TO NOTE THE MAYOR'S ENGAGEMENTS
(No engagements attended due to national covid lockdown)

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

13.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

14.0 TOWN CLERK'S ANNOUNCEMENTS

15.0 CHAIRMAN'S ANNOUNCEMENTS



Town Clerk
6 April 2021

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held as a
REMOTE meeting via ZOOM,
on Monday 1 March 2021 at 7.00 pm

PRESENT:

Cllr. K. Bedwell	Cllr. J. Love (Deputy Mayor)
Cllr. J. Beesley	Cllr. C. Macve
Cllr. D. Bennett	Cllr. S. Mayhew (Town Mayor)
Cllr. B. Cox	Cllr. A. Smith
Cllr. J. Edwards	Cllr. C. Snelgrove
Cllr. H. Firth	Cllr. P. Sparks
Cllr. D. French	Cllr. D. Ward
	Mr Ashley Brunsdon (Youth Member)

IN ATTENDANCE:

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

Sarah D'Alessio Assistant Town Clerk & RFO
Mark Francis Estates & Facilities Manager
Holly Goring Town Clerk
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTEREST

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent. None received.

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

FC.69.03.21 It was **RESOLVED** to suspend Standing Orders to enable members of the public to speak.

The Town Clerk explained that a resident had wished to make a statement in relation to agenda item 3.0 – reports from East Sussex County Council and Wealden District Council councillors. The resident was unable to speak over their zoom connection and had asked the Town Clerk to read out their statement on their behalf.

The resident could not understand why the roadworks in the centre of the town were being allowed to take so long. They were causing too many issues, queues, anger and worse. Social media was awash with complaints, blaming the various councils. The resident questioned who agreed to the cable being interred and rolled out to the building estate via the main thoroughfare of the High Street? Surely the best route would have been westwards and along the bypass. It was questioned whether the approach was challenged by County representatives. The delays the works were causing was unacceptable and had provoked similar anger to times in 2016 with the High Street improvements. Trying to get to the Meads Doctors surgery by car was currently important for residents. The route from Rocks Park to deliver her husband there for his vaccination three weeks ago, took 20 minutes on the outgoing journey and 35 minutes to get back home. And that was in lockdown. Something had to be done, and now to alleviate the issues, because otherwise when the roadmap starts to release people back into some sort of normality, shopping in Uckfield would not be an attractive proposition for anyone, either local or visiting the town from nearby. Whoever thought this scheme would be workable and okay to be authorised needed to tender their resignation.

The Town Clerk advised that she had explained to the resident on receiving the statement that unfortunately utility companies had overarching power by UK Government legislation to carry out works when and how they wished. ES Highways had liaised with UK Power Networks and stressed the importance of an alternative route but this had not been taken on board. It was hoped that works would speed up once contractors had passed through the busiest section of the town and had travelled past the Framfield Road junction.

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

Councillor Claire Dowling provided an update from the Public Health Director at East Sussex County Council, who had stressed that we were still in lockdown and members of the public still needed to behave accordingly.

Grasscrete had now been laid along the verges in Downsview Crescent

Councillor Dowling referred to a small flooding issue on the entrance to Snatts Road from London Road – the area still gathered water even after the drains had recently been jetted out. Further investigation would be undertaken in this location.

Councillor Dowling had submitted a representation in response to the Premise Licence application in Butchers Wood, just over the Uckfield parish boundary, for an annual festival accommodating 2,500 in 2022, and up to 5,000 in future years.

Councillor Chris Dowling was still investigating the drainage/water issues in Lewes Road. It was thought that a carrier pipe might be damaged.

Councillor Dowling had been working with the Town Council and previous Community Speedwatch scheme volunteers to re-commence the scheme in the south of the town, and recruit volunteers to get this back up and running. He would very keen to see this up and running in Eastbourne Road and Lewes

Road.

Councillor D. Bennett had been informed by a resident in New Road that the turning mirror had been removed at the time that works commenced at the Ridgewood Farm site, and had not been replaced. It was very difficult for residents in that area, to see traffic travelling down Lewes Road.

Councillor B. Cox thanked Councillors C & C Dowling for their report and raised questions with regards to the 'Reopening High Streets Safely' funding issued by the UK Government to Wealden District Council. It was questioned whether further funding would be available or if the time period would be extended. Councillor Claire Dowling advised that a small group which included herself, Councillor D. French, the Chamber of Commerce, Town Clerk and Uckfield FM were asking that very question, and would be running their own campaign alongside as they had previously, to support the reopening of non-essential retail and personal care.

Councillor D. Ward asked if there was an update on the defibrillator being installed at Grants Hill Court. It was advised that the Retirement Living team were looking at these for all sites across the district and had chased officers for a response.

Councillor D. Ward also asked whether the lights at the Framfield Road junction could be sequenced accordingly to reflect the temporary traffic lights and works taking place in the centre of town.

Councillor P. Sparks provided an update on behalf of Wealden DC – (i) Wealden DC wanted to work with parish and town councils to feed into their investigations into electric car charging points in the district, (ii) they were supporting a government kickstart scheme, which provided funding for 16-24 year olds who were on Universal Credit and at risk of long term unemployment, and (iii) as part of their Disabled Facilities Grant procedures and use of the Better Care funding, they would be utilising funding to speed up the process for people coming out of hospital and needing improvements or adaptations to enable them to live independently at home.

Councillor H. Firth added to the update by Councillor Sparks in regards to electric charging points, and had personally been dealing with resident issues in Keld Close as well as raising her concerns rather strongly towards the works contractors had carried out to the perimeter and ecology of the development site off Mallard Drive, as they had been gaining access through the Hospital which they shouldn't have been and cut a couple of trees back quite harshly.

FC.70.03.21 Councillors were thanked for their input and updates, and subsequently **RESOLVED** to reinstate Standing Orders.

4.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor. G. Johnson.

5.0 MINUTES

5.1 To resolve that the minutes of the meeting of Full Council on 18th January 2021

to be taken as read, confirmed as a correct record and signed by the Mayor.

FC.71.03.21 It was **RESOLVED** that the minutes of the meeting of Full Council on the 18th January 2021 be taken as read, confirmed as a correct record and signed by the Mayor.

5.2 Action List

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

FC58.09.19 – Benefits of Community Land Trusts

FC21.08.20 – Sign and seal the deed of dedication between Fields in Trust and Uckfield Town Council for Harlands Farm Playing fields

Members subsequently noted the report.

6.0 **COMMITTEE MINUTES**

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

(a) Plans Committee of the 1st and 22nd February 2021

FC.72.03.21 It was **RESOLVED** to note the acts and proceedings of the Plans Committees of the 1st and 22nd February 2021.

(b) Environment & Leisure Committee of the 8th February 2021

FC.73.03.21 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 8th February 2021.

(c) General Purposes Committee of the 25th January 2021

FC.74.03.21 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee of the 25th January 2021.

7.0 **TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

Nothing to report at present.

(iii) Gatwick Airport Consultation Panel

Nothing to report at present.

8.0 **TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS**

(i) Civic Centre Working Group

Nothing to report at present.

(ii) Uckfield Dementia Forum

Nothing to report at present.

(iii) Uckfield – Events Working Group

Nothing to report at present.

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

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

Members were presented with a report which advised that as no amendments had been made by the UK Government to the above regulations for the period after 7 May 2021, despite covid restrictions still being in place at that point, any meetings held solely online after 7 May, would be considered unlawful. With the recent announcement by the UK Government on their four step plan for easing the current national lockdown, members were also asked to reconsider plans for the Annual Town meeting of electors in April, and Annual Statutory meeting of the Council in May.

First members consider the Annual Town meeting for electors which had been booked for 13 April 2021:

FC.75.03.21 With 13 members in favour, it was **RESOLVED** to postpone the Annual Town Council meeting for electors, and seek to rearrange a face to face meeting in September 2021, perhaps in tandem with the Allotment Conference. It was also added that if covid restrictions were still in place for officers to look at streaming the meeting or providing a hybrid option to involve residents remotely as well.

Secondly members considered the Annual Statutory meeting of the Council which was booked for Monday 10 May 2021:

FC.76.03.21 With 13 members voting in favour, it was **RESOLVED** to move the 2021 Annual Statutory meeting of the Council back by two weeks to Monday 24 May 2021, after Step 3 of the UK Government's four step plan (Spring Covid response) to ease the current national lockdown.

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

Members considered the contents of the report which suggested initiating a strategic approach to looking at the needs of members' ward areas, and to set up a working group who would look specifically at leisure, recreation and community.

FC.77.03.21 Members **RESOLVED** to:

- (i) note the report;
- (ii) agree to the proposed way forward in paragraph 5.2 (members looking at their individual ward areas, and considering the needs of their community in terms of existing infrastructure and identifying any additional infrastructure needs for the area as well as setting up a working group to look specifically at the sports, leisure, recreation and community needs of the town);
- (iii) appoint Councillors K. Bedwell, J. Beesley, B. Cox, J. Edwards, S. Mayhew and A. Smith to the working group.

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

Members considered the contents of a report which provided an update on the open space and play area provision on the development planned by Persimmon Homes for the land off Mallard Drive.

The design of the development had changed a number of times over the years, and the most recent site plan had located the main open space and play area within the centre of the site. Persimmon Homes were updating the S106 agreement and in the process of signing a S106A Deed of Variation for the site due to the number of years that had passed and changes that had occurred to the plans.

Persimmon Homes were also advising that they wished to use the site for play provision for their site compound in the centre of the site, until nearly all 119 properties had been built. Normally the play area would need to be installed before 80% of the private dwellings were occupied.

Members discussed the report at length.

Councillor D. Bennett felt that the Town Council should take on the play area, for a commuted sum but it would very much depend on what that sum would be.

Councillor H. Firth preferred not to take on this added expense to the council, as the report noted that the Town Council would have to install the play area and maintain the site in perpetuity.

Councillor J. Beesley knew that there had been complaints at the Fernley Park development, and the quality and upkeep would be dependent on the management company instructed to carry out the works.

Councillor J. Edwards was not in favour of the play area being privatised but was keen to understand the views of the Estates & Facilities Manager in terms of current resources.

The Estates & Facilities Manager advised that the Grounds team were already stretched. The Town Council currently owned eight play areas within the town, and there were ongoing costs from vandalism and repairs. This was in addition to the installation and upgrade costs (Luxford play area cost in the region of £150k to install for instance), of new and existing play areas.

Councillor D. French was worried with regard to the Town Council's finances. Councillor A. Smith recognised that it would be used by a wider catchment area than just the development, and Councillor B. Cox felt that the Town Council had a lack of resources to take on another play area at the current time.

Councillor K. Bedwell felt frustrated that this was another example of where excess house building meant that the Town Council would have to pick up services and facilities and associated costs for something that they had not planned or budgeted for. Higher tiers of local government should fund such facilities.

Councillor J. Beesley added that the Town Council's already stretched resources would have to be stretched again, and more money would need to be put into the Estate & Facilities Manager's team, to meet service levels.

FC.78.03.21 Members **RESOLVED** to:

- (i) note the report;
- (ii) with ten members voting in favour, one member voting against (Councillor A. Smith) and one member abstaining (Councillor J. Edwards), members confirmed their satisfaction with Persimmon Homes passing the open spaces and play area provision for the site 'Land off Mallard Drive' to a management company;
- (iii) with twelve votes in favour, it was noted that Persimmon Homes' intended to use the play area as a site compound until the development would be near completion.

12.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the engagement listed.

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

Six deed of grants had been received:

Maira Clarke
Rosie Bone
David Corke
Sarah McLeod
Luisa Maynard
Mrs J Penfold

FC.79.03.21 It was **RESOLVED** for three councillors to sign the above deeds of grant.

14.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

15.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk reminded members that there was quite a bit to prepare prior to the Annual Statutory meeting of the Council on 24 May 2021. This included members' interest in committee appointments, representation on outside bodies, and any nominations for Town Mayor. The Town Clerk would be circulating the relevant papers to members in April, in order to prepare for the meeting.

16.0 CHAIRMAN'S ANNOUNCEMENTS

The Chairman updated members on his recent attendance at the Uckfield Festival meeting where they were making plans for July 2021. Further details would be announced in due course but it was hoped that the events they usually held outside, could go ahead at least.

The meeting closed at 8.14pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<p><u>FC.105.02.17</u></p> <p><u>FC.95.01.20</u></p>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p> <p><u>18.0 To sign and seal the Town Council's byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to:</p> <p>(i) authorise the affixing of the common seal to the byelaws for both Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve and signing by two named councilors, and;</p> <p>(ii) authorise the Town Clerk for Uckfield Town Council to carry out the necessary procedures and apply to the Secretary of State for confirmation.</p>	<p>20.02.17</p> <p>20.01.20</p>	<p>HG</p>	<p>The Council will be advertising its intention to apply for confirmation once the national lockdown has lifted. The byelaws must then be held for at least one month at the offices for inspection by the public, before any representations are reported back as part of the package of information, to DEFRA.</p>
<p><u>FC115.04.19</u></p>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u> It was RESOLVED to support the motion put forward, and; “reinvestigate the possibility of part funding a traffic warden; entering into a discussion with Hailsham, Crowborough and Polegate, with a view to joint funding a shared traffic warden, employed via Sussex Police.”</p>	<p>08.04.19</p>	<p>HG</p>	<p>This matter has been raised with the Wealden Inspector of Sussex Police. It is understood that Sussex Police and Wealden DC were due to hold discussions once again. UTC will await the outcome of these.</p>

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<p><u>FC32.06.19</u></p> <p><u>FC46.08.19</u></p>	<p><u>13.0 To consider a motion from Councillor Spike Mayhew</u> Members unanimously RESOLVED to (i) ask the Town Clerk to look into civil orders such as Public Space Protection Orders, and; (ii) for the Town Council to reconsider the role of a Community Warden</p> <p><u>13.0 To report back to Full Council on Public Space Protection Orders</u> Members RESOLVED to ask the Town Clerk to arrange a meeting with Sussex Police and Wealden District Council.</p>	24.06.19/ 05.08.19	HG	Members considered research into Public Space Protection Orders at the meeting on 9 th December 2019. It was agreed to defer this item until further work had been undertaken on reporting and the new PCSO's had started.
<u>FC57.09.19</u>	<p><u>10.0 To consider a motion from Councillor Ben Cox</u> With eleven members voting in favour, and one abstaining, it was RESOLVED to accept the report from Councillor Ben Cox in relation to youth food poverty, and take up the recommendations outlined in the above motion, with a caveat that the investigations undertaken at this stage would be at no cost to the Town Council.</p>	16.09.19	HG/ BC	Work is underway to investigate this issue.
<u>FC.89.01.20</u>	<p><u>11.0 To consider providing a financial contribution to the Conservators of Ashdown Forest</u> Members RESOLVED to request that a letter be written to the Conservators of the Ashdown Forest, to advise that with regret due to the timing of their request, it was not possible to provide financial support for 2020/21, but Uckfield Town Council did however wish to work with the Conservators to convene a partnership meeting of all of the relevant authorities and parishes, to provide a long-term solution to funding the Ashdown Forest Conservators and the work that they do.</p>	20.01.20	HG	Will be progressed shortly.
<u>FC.96.01.20</u>	<p><u>21.0 Questions by members previously notified</u> Members RESOLVED to request that the Town Clerk investigate the matters detailed in the letter from Uckfield Community Hospital to Wealden District Council.</p>	20.01.20	HG	In progress.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.30.09.20</u>	<p><u>12.0 To review a report by Councillor A. Smith on the need for affordable homes in Uckfield</u></p> <p>After a detailed discussion, it was RESOLVED to request that the Town Clerk write to the Housing Minister Rt Hon Robert Jenrick with a copy of this report and advise Wealden DC's planning department of these discussions along with neighbouring parish councils.</p>	14.09.20	HG	A letter is being drafted and will be circulated to members for approval before sending.
<u>FC.77.03.21</u>	<p><u>10.0 To consider what additional infrastructure is needed in uckfield town to support future population growth</u></p> <p>Members considered the contents of the report which suggested initiating a strategic approach to looking at the needs of members' ward areas, and to set up a working group who would look specifically at leisure, recreation and community. Members RESOLVED to: (i) note the report; (ii) agree to the proposed way forward in paragraph 5.2 (members looking at their individual ward areas, and considering the needs of their community in terms of existing infrastructure and identifying any additional infrastructure needs for the area as well as setting up a working group to look specifically at the sports, leisure, recreation and community needs of the town); (iii) appoint Councillors K. Bedwell, J. Beesley, B. Cox, J. Edwards, S. Mayhew and A. Smith to the working group.</p>	01.03.21	HG	<p>Members have been sent a template to complete. The Infrastructure Working Group have met, appointed their Chair as Cllr A. Smith, held two meetings and co-opted a representative from Active Uckfield onto the group. Work is progressing and a more detailed report will be presented back in May 2021.</p> <p>NFA – as work will be picked up by IWG.</p>
<u>FC.78.03.21</u>	<p><u>11.0 To review the proposals by persimmon homes for the open space (play area provision) on the "land off mallard drive"</u></p> <p>Members RESOLVED to: (i)note the report; (ii)...members confirmed their satisfaction with Persimmon Homes passing the open spaces and play area provision for the site 'Land off Mallard Drive' to a management company; (iii)... it was noted that Persimmon Homes' intended to use the play area as a site compound until the development would be near completion.</p>	01.03.21	HG	<p>The Town Clerk has emailed the resolution to both Persimmon Homes and the relevant Planning officer at Wealden DC to confirm the Town Council's position.</p> <p>NFA.</p>

Meeting of Full Council

Monday 12 April 2021

Agenda Item 7.0(ii)

TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: NEIGHBOURHOOD PLAN STEERING GROUP

In response to the group's scoping document submission to Wealden District Council's Planning department back in 2019, which outlined the vision, objectives and key policy areas proposed for inclusion in the draft plan, work has been progressing on the overarching Uckfield Draft Neighbourhood Plan document.

At that time, Wealden DC advised that a Strategic Environment Assessment (SEA) and Habitat Regulations Assessment (HRA) would be required. Wealden DC have advised that they will carry out the HRA once the draft Neighbourhood Plan has been received. The SEA would need to be completed beforehand and technical support provided to the steering group. The steering group will therefore look at whether further funding can be provided by Locality to assist with this work.

In recent weeks and after a difficult year with the pandemic, the Steering Group have reconvened their meetings and been working hard to review all of the documentation, to ensure it is up to date and reflects the changes that have occurred in the past 12-18 months. This takes into account references to the rejected Wealden DC's Local Plan submission, the covid pandemic and current pressure from developers for the build of major planning applications around the periphery of the town. More evidence/data has also become available.

Underpinning the overarching Draft Neighbourhood Plan document sits a Character Assessment for the town, a Local Green Spaces report, and five themed subgroup working papers which contain the evidence and information for the objectives and policy areas under the themes of:

- Design & Development
- Environment & Health
- Infrastructure & Recreation
- Local Economy
- Transport & Access

We have recently place out an advertisement via social media for a handful of local residents to help read and review these documents due to the number of changes that have taken place in recent months.

The next meeting of the Neighbourhood Plan Steering Group takes place on Wednesday 14 April 2021.

Town Clerk

Meeting of Full Council

Monday 12 April 2021

Agenda Item 8.0 (iii)

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

We held a very helpful and informative Uckfield Dementia Forum meeting on 25th March by Zoom. It commenced with a presentation from the Energy Champion of Wealden Citizen's Advice who explained the range of services and advice that they are able to provide to local residents having difficulty with their energy bills. The demands on this service has increased following the pandemic with more households being at home with their families for longer periods during the day so requiring their heating and other energy uses to be higher than before resulting in a 50% increase in enquiries.

As well as helping to pay these increased bills they also provide a more positive service through the Big Energy Saving Network which provides an energy price comparison and some have saved in the region of £850 just by switching supplier. An independent price comparison tool was available via the CAB's website and you can switch even on a pre-payment meter and if in debt to the supplier as long as the debt is less than £500. They have also been helping residents with fuel vouchers and food parcels. They also offer a range of other energy schemes including the Warm Home Check Service where an assessment is undertaken of the home and finding ways to reduce costs such as energy efficiency measures within the home, cavity wall and loft insulation, draught proofing under windows, radiator foils, boiler services or even tasks such as having the chimney swept.

Clearly this service from the CAB has been very beneficial to many of our residents. Also discussed at this meeting was the planned re-opening of the Mens Shed on the 12th April together with the National Dementia Action Week taking place between 17th - 23rd May. As it was unlikely that any events could take place we are looking to produce dementia friendly activity packs following on from the success of the ones we prepared for Christmas.

It was also confirmed that Uckfield Town Council had now signed up to the Dementia Charter and had included the sticker and information in their email signatories, on their website and placed an article in Uckfield Matters to encourage more businesses to sign up.

Next meeting planned for 27th May

Councillor P. Sparks

Meeting of Full Council

Monday 12 April 2021

Agenda item 9.0

END OF YEAR PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES - 2020/21

1.0 Summary

- 1.1 This report usually provides a quarterly update on the Town Council's priorities for 2020/21 and the progress that had been made by the end of each quarter. This report provides a summary of overall progress at year end (end of March 2021).
- 1.2 The priorities identified for delivery in 2020/21 consist of initiatives which are often additional to the day to day responsibilities of the Town Council, but demonstrate by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.3 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year. With this paper, the Town Clerk provides an update to members to explain the progress being made to deliver these priorities.
- 1.4 It is critical to note that this has been a particularly difficult period for the Town Council, with the impact of Covid-19 on service provision and planned projects. Fewer staff have been balancing larger workloads with reduced staffing levels, staff vacancies, the death of an officer, financial year end, the careful reopening of facilities in line with extensive government guidance and two new staff starting in close succession and requiring training and support.

2.0 End of Year 2020-21: Progress Update





- 2.1 Of the 10 priorities, seven were completed, one is behind schedule and two did not make any progress due to changes in staffing and/or Covid-19 restrictions. This really is exceptional performance in a difficult year. A very big thank you to such a fantastic Town Council team for their hard work, dedication and perseverance to achieve these tasks.

3.0 Recommendations




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

Appendices: Appendix A: Year end 2020/21 Progress Report
Contact Officer: Holly Goring



Key:



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

APPENDIX A: End of Year 2020/21 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
1. PLAY AREA UPGRADE We will identify a suitable contractor and design following public consultation, and install a newly upgraded play area in Luxfords Field.		<p>Following a period of public consultation in January and February 2020, and a detailed paper going to members of Environment & Leisure Committee on 17th February 2020, a decision was taken to appoint HAGS-SMP to upgrade and install a new play area in Luxford Field.</p> <p>Despite all of the difficulties imposed by Covid-19, this project was still able to go ahead and the play area was installed and officially opened by the Mayor and Chair of E&L Committee on Saturday 19th September 2020. Competition winner Dylan was in attendance with his family, along with members of the public and fellow councillors and partner agencies.</p> <p>A full ROSPA inspection (safety) and clean was undertaken before the new play area opened and we were delighted to have been able to complete this project this year in these difficult circumstances.</p>	Environment & Leisure Committee	Estates & Facilities Manager
2. COMMUNITY WELLBEING We will award up to £43,900 of community grant funding to local groups and charitable organisations in 2020/21		<p>All first instalment payments or full payments for the smaller amounts were made in May/June to those due to receive funding. Second instalments were issued in early October 2020.</p> <p>A decision was taken at Full Council on 26 October 2020 to agree the amount being given to the Bonfire & Carnival Society from their allocated award, which matched that received by Uckfield Festival. A further £840 was also awarded to Uckfield Phab as a result of discussions at General Purposes Committee on 8 March 2021.</p>	General Purposes Committee	Assistant Town Clerk & RFO
3. PUBLIC EVENTS IN THE TOWN We will work alongside the local business community and local community groups to deliver two free public events within the town; Weald on the Field and Uckfield Revival		<p>Unfortunately with the Covid-19 restrictions in place, it was not possible to hold Weald on the Field on Saturday 1st August 2020.</p> <p>The Town Council had hoped that the Uckfield Revival could go ahead in October, but due to an increase in Covid cases in Wealden District and further guidance from the UK Govt, the event was postponed. It was hoped to be able to reschedule this event for Saturday 27th March 2021. Unfortunately due to the third national lockdown covering the month of March 2021, this was not possible.</p>	Full Council	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
4. CLIMATE CHANGE We will investigate ways in which we can reduce our impact on climate change by reviewing our contracts, buildings and equipment, managing our land for nature and minimising waste	✓	Some activities were postponed as a result of Covid-19 such as the Climate Change EXPO which the Town Council's Climate Change Working Group had arranged in June. A great deal of work however has been carried out to investigate and explore new initiatives for delivery in 2021/22: - carbon footprint audit tools; -exploring the replacement of a Grounds vehicle which has reached the end of its life with an electric replacement; - exploring vehicle charging points and the work that Wealden DC has already carried out; - exploring whether new options for renewable energy sources can be integrated into existing town council buildings; - expanding the Civic Centre's biomass boiler wood pellet hopper to reduce costs and help energy efficiency; -and the planting of new trees as outlined below.	Environment and Leisure Committee	Estates & Facilities Manager
5. TREE FOR A TREE We will implement a tree planting scheme so that for every tree has to be removed, another tree will be planted. We will also identify where additional trees can be planted on Town Council land.	✓	Work has taken place in the past year to address the vast number of enquiries we received during Covid-19 lockdown to carry out works to vegetation and trees around the town. A number of these works required applications to be made if Tree Preservation Orders were in place or required resource. Revisions were also made to the Town Council's Tree Policy and surveys had been undertaken to assess the safety of trees in the town as a result of national concerns around ash dieback. The Town Council sourced and planted 277 new trees in the town, mainly in the areas of Hempstead Meadows LNR, West Park and the lower section of Hempstead Recreation Ground.	Environment and Leisure Committee	Estates & Facilities Manager
6. GRASS VERGE CUTTING We will contribute to the cost of East Sussex County Council's grass verge cutting contract to retain a good standard of service and ensure visibility is maintained on pavements and highways.	✓	Payment was made to East Sussex County Council for 2020/21 to maintain existing service standards and frequency of cuts to the town's grass verges. <i>(Urban verges used to receive 5-6 cuts per annum but East Sussex County Council can now only afford to fund two. Rural verges receive two cuts per annum).</i>	Environment and Leisure Committee	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
7. TOWN COUNCIL'S BUILDINGS We will review our older buildings and investigate how they could be better utilised to meet the needs of hirers, and local community groups and ensure that they remain in a good state of repair.		<p>A number of repairs and maintenance works were required to the Town Council buildings in 2020/21, which placed longer term considerations on hold.</p> <p>UTC delivered its annual maintenance programme to improve the condition of the Town Council's buildings. This included replacing the Cemetery Chapel roof, undertaking improvements to the Civic Centre with new carpet in the Green Room, a new ceiling fitted with LED lighting and new smoke detection sensors in the Council Chamber, new LED lighting to the full ceiling of the Weald Hall and decorative improvements to meeting rooms. Works have since also commenced to remove the atrium to the front of the Civic Centre as a result of water ingress;</p> <p>Foresters Hall underwent a great deal of maintenance; some planned, some unforeseen. New taps and water heaters were installed. After the boiler failed, new air conditioning heater units were installed into the hall to provide more effective and efficient heating for hall hirers, along with major works being undertaken to the disabled toilet, flooring and walls to address water ingress;</p> <p>Repairs were also undertaken to Victoria Pavilion at the front gable end, a new boiler was installed in the pavilion and roof repairs undertaken;</p> <p>In depth resource and support was also provided to enable the smooth transition and move of the Wealden Citizen's Advice from the Hub to the Uckfield Library, in Library Way;</p> <p>Whilst these works were underway, discussions and investigations continued to explore the reconfiguration of West Park Pavilion.</p>	General Purposes Committee	Estates & Facilities Manager
8. NEIGHBOURHOOD PLAN We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan for submission to the local Planning authority.		<p>Work slowed down in 2020, due to the pressures on the Town Clerk in other work areas (<i>the Town Clerk helps to administer the work of the group with Action in Rural Sussex</i>).</p> <p>Action in Rural Sussex have been working on the draft Neighbourhood Plan. A meeting of the Steering Group took place in February 2021 and meetings have reconvened, and detailed work is currently underway to review all documentation to bring it up to date, ensure it includes the latest evidence and have it ready to inform the overarching draft Neighbourhood Plan documents.</p>	Full Council	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
9. NEW FINANCE We will look to change from our existing cheque payment method, by two signatories to a dual authorisation BACS payment model and alter the Financial Regulations accordingly.		<p>The Financial Regulations were updated and amended to reflect these changes at the meeting of General Purposes Committee in March 2020.</p> <p>The banking system has been set up for members of Finance-Sub Committee to assist the Responsible Financial Officer with authorisation of BACs payments.</p> <p>The first supplier payments were issued via BACs instead of cheque in February 2021.</p>	Finance Sub-Committee	Assistant Town Clerk & RFO
10. NEW BOOKING SYSTEM We will look to install a new booking system for the internal management of booking enquiries for the Town Council's rooms and open spaces		<p>This has been placed on hold whilst new staff settle in and staff resources are back up to speed.</p>	General Purposes Committee	Town Clerk/ Assistant Town Clerk & RFO

Meeting of Full Council

Monday 12 April 2021

Agenda Item No. 10.0

TO CONSIDER THE INSTALLATION OF A MEMORIAL FOR THE TOWN IN MEMORY OF LIVES LOST DURING THE COVID-19 PANDEMIC

1.0 Background

- 1.1 Town Councillor, Councillor D. Bennett, emailed the Town Clerk in March 2021, to ask if the Town Council could consider installing a memorial in Uckfield which would commemorate the sacrifices and efforts made by the community during the Covid-19 pandemic.
- 1.2 Councillor D. Bennett had seen the following bench being installed in East Grinstead, which has been installed in memory of all those lost through the Covid-19 pandemic. He felt it would also remind residents of this extraordinary period in history.



- 1.3 A local news outlet advised that there had in fact been two benches installed by East Grinstead Town Council. *“One bench remembered all who had been lost or suffered through the lockdowns and the other is to thank the great efforts of so many who have and continue to help to bring us through.”*

The two benches were placed at the McIndoe Lawn on Wednesday (February 24) and unveiled by town councillor Helen Farren, chairman of the amenities and tourism committee.

She said: “These benches are our permanent memorial to all affected by the pandemic, through the grief of losing a loved one, the loneliness of shielding and even being restricted on going outside...”

There are two benches: one is a bespoke steel bench with representative images of all groups of people touched by the pandemic, including words to those lost and with an additional inscription: “For many months, to sit outside was but a wish.”

The second is an EGTC standard bench, with the inscription: “Recognising all those who helped to overcome Covid 19, NHS, Key Workers and all volunteers.”

- 1.4 The Town Clerk has since seen a memorial in Bexhill to those lost in the Covid-19 pandemic. This is in the style of a tree:



- 1.5 It was stated in a press release/social media post by the Mayor of Bexhill Town, that the base of the tree was donated by Airtrace Sheet Metal Ltd, the copper for the leaves was donated by G R Metals, the welding done by CMS Citreon, and the plaques donated by Printstation Bexhill Ltd. This has been called a Tree of Hope and Rosemary bushes now stand next to it on the garden next to the War Memorial on Bexhill seafront.

2.0 Funding the initiative

- 2.1 The main issue is that funding has not been put aside in the budget for 2021/22 to fund the purchase or production of a memorial for the Covid-19 pandemic.
- 2.2 Sponsorship and support could be sought locally with relevant businesses or a second option to help contribute to any costs involved in installing a memorial, would be the funding set aside for a new initiative in 2020/21 under Environment & Leisure Committee for a memorial/art project to the sum of £1,500.
- 2.3 The initiative was not completed during the past financial year and will be listed in the 'carry forwards financial report' at General Purposes Committee on 19 April 2021 to be transferred to earmarked reserves. Members could decide to redefine this funding within earmarked reserves for a memorial/art project in memory of those lost in the Covid-19 pandemic.

3.0 Recommendations

- 3.1 Members are asked to consider the above report and advise the Clerk accordingly.

Contact Officer: Holly Goring