



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

## **YOU ARE HEREBY SUMMONED TO THE ANNUAL STATUTORY MEETING OF UCKFIELD TOWN COUNCIL**

in the  
**Weald Hall, Civic Centre, Uckfield**

on  
**Monday 24 May 2021 at 7.00pm**

### **AGENDA**

#### **1.0 ELECTION OF TOWN MAYOR**

#### **2.0 TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

#### **3.0 ELECTION OF DEPUTY TOWN MAYOR**

#### **4.0 TO CO-OPT TWO YOUTH MEMBERS TO UCKFIELD TOWN COUNCIL** (Attached)

#### **4.1 To receive Declaration of Acceptance of Office**

#### **5.0 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.

#### **6.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE MAYOR'S DISCRETION**

#### **7.0 APOLOGIES FOR ABSENCE**

**8.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED STANDING COMMITTEES**

- (a) General Purposes (9 Members)
- (b) Environment and Leisure (9 Members)
- (c) Plans (7 Members)

(The meeting will now adjourn to allow the committees to meet and elect a Chairman and Vice-chairman, following which the meeting will reconvene.)

Standing Orders state:-

*15.3 - "Chairmen of committees and sub-committees should not serve as Chairmen longer than three consecutive years. Nor should any Member of the Council be Chairman of more than one committee or sub-committee at any one time."*

*15.4 - "Neither shall the Deputy Mayor be Chairman of a full committee."*)

**9.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED SUB-COMMITTEES AND THE VOICE EDITORIAL PANEL**

(Standing Order No. 19.1.8 states that, "*The Chairman or in their absence the Vice-chairman of the committee shall be members of every sub-committee reporting to it unless they signify that they do not wish to serve.*")

- (d) Personnel (5 Members)
  - (e) Finance (5 Members)
- (Both reporting to the General Purposes Committee)

(The meeting will now adjourn to allow the sub-committees to meet and elect a Chairman and Vice-chairman following which the meeting will reconvene.)

- (f) The Voice Editorial Panel (3 Members)

**10.0 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES**

(Attached)

**11.0 TO APPOINT MEMBERS TO THE CIVIC CENTRE WORKING GROUP**

(Attached)

**12.0 TO CONFIRM EXISTING APPOINTMENTS TO:**

- Uckfield Events Working Group
- Infrastructure Working Group

(Attached)

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

**14.0 MINUTES**

- 14.1 To **RESOLVE** that the minutes of the Full Council meeting of the 12 April 2021 be taken as read, confirmed as a correct record and signed by the Town Mayor.

- 14.2 Action List  
(Attached)

**15.0 COMMITTEE MINUTES**

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

- |     |                                 |                          |
|-----|---------------------------------|--------------------------|
| (a) | Environment & Leisure Committee | 4 May 2021               |
| (b) | Plans Committee                 | 26 April and 17 May 2021 |
| (c) | General Purposes Committee      | 19 April 2021            |

**16.0 TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2022**

(Attached)

**17.0 TO RECEIVE UPDATES FROM REPRESENTATIVES TO OUTSIDE BODIES**

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

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

- (i) Uckfield – Events Working Group  
(Attached)
- (ii) Uckfield Dementia Forum  
(Nothing to report at present – next meeting on 27 May 2021)
- (iii) Civic Centre Working Group  
(Nothing to report at present)
- (iv) Infrastructure Working Group  
(Attached)

**19.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**

(No questions received by the deadline)

**20.0 TO NOTE THE END OF YEAR STATEMENT FOR COMMUNITY INFRASTRUCTURE LEVY FUNDING FOR 2020/21**

(Attached)

**21.0 TO REVIEW OPTIONS FOR INSTALLING A COVID MEMORIAL BENCH**

(Attached)

**22.0 TOWN MAYOR'S ANNOUNCEMENTS**

**23.0 TOWN CLERK'S ANNOUNCEMENTS**



**Town Clerk**

14 May 2021

## **The Annual Statutory meeting of the Council**

**Monday 24 May 2021**

### **Agenda item 1.0**

#### **NOMINATIONS FOR ELECTION OF TOWN MAYOR**

##### **1.0 Summary**

- 1.1 We have received eight nominations in advance of the meeting for the election of Town Mayor.
- 1.2 This year we asked for nominations for Town Mayor from the 15 Town Councillors. Once the Town Mayor has been elected, those who were unsuccessful for Town Mayor will be offered the opportunity to stand for Deputy Mayor. All other members will also be asked for nominations for either themselves or others around the table before members take a vote (likely to be taken in privacy) on the Deputy Mayor position.

##### **2.0 Nominations for Town Mayor**

- 2.1 The names put forward for nomination for Town Mayor, in alphabetical order, are:

Councillor Duncan Bennett  
Councillor Jackie Love  
Councillor Chris Macve  
Councillor Angie Smith

- 2.2 The table overleaf provides the reasons why nominations were submitted for the above individuals:

Cllr Duncan Bennett	Duncan always speaks very eloquently in meetings and his sentiment is very well considered. He has a great amount of experience both in local politics and life. For me he is the only viable candidate.
Cllr Jackie Love	<p>She gives 100% in all she does and I think she would be excellent in this role.</p> <p>As having served as Deputy Mayor for the past three years Jackie has shown her commitment and service to the town so would be the ideal candidate to go forward as Mayor.</p> <p>Jackie has worked tirelessly in her role as Deputy Mayor supporting Spike for three years. She engages with the local community and has made a lot of connections through liaising with the Police and other outside bodies to help and support Uckfield's growing community. As a local person who has grown up in and around the Uckfield area, Jackie knows our town well and many of the residents which gives her good background knowledge to help shape the town especially with the challenges that the mass development will bring. Jackie will make an excellent Mayor and will have the drive and passion to represent the town in anyway she can.</p> <p>Natural progression for her meaning that she has relevant experience. She works very hard for the community.</p> <p>Jackie works really hard for the people of Uckfield and would make a good Mayor. She is definitely a people person and can also deal with situations occurring in a calm and thoughtful way.</p>
Cllr Chris Macve	I believe this Councillor will be a great asset to the Town Council, and will be a great advert for the council. He has a lot of interest in the town and this would be of great benefit to the Council. I believe he will do this job with pride and be a great asset to us.
Cllr Angie Smith	The reason I believe Councillor Smith is the best candidate for mayor are - her years of work in the domestic abuse charity sector. With all that's going on with young women feeling unsafe in the community, Councillor Smith is best placed to lead the council in making Uckfield the best community for young women. Councillor Smith also is a reliable and thoughtful member of the council and has a good understanding of the management of the council. I believe her skills and ability are best placed to be mayor and I can't see any other candidate doing the role as good as her.

## Youth Member Interest Form



<b>Name</b>	Becky Ikeson
<b>Date of Birth</b>	-
<b>Secondary School/College</b>	Uckfield College
<b>Currently studying</b> (please include qualifications and subjects)	A-levels: Sociology History Politics

### Please explain why you are interested in becoming a youth member:

I want to experience what it is like to be part of the Town Council. My interest in politics and government at all levels has increased dramatically since starting Politics A-level in September. I think that I will find it valuable to use what I have learnt at Sixth Form and see it being applied locally. In particular, I would like to see what terminology is used and how much of it I understand as it is essential to understand what everything means.



## Youth Member Interest Form

<b>Name</b>	<b>Emily McHale</b>
<b>Date of Birth</b>	
<b>Secondary School/ College</b>	<b>Uckfield College</b>
<b>Currently studying</b> (please include qualifications and subjects)	<b>Edexcel Politics</b> <b>AQA English Literature</b> <b>AQA Philosophy</b>

**Please explain why you are interested in becoming a youth member:**

I would like to join the council as a youth member for several reasons.

As a student of politics, I study political theory and am learning about the workings of democracy. To be a youth member to the local town council would be a great opportunity to learn about local democracy and to see it in action. Considering the big part that the council has to play in daily life, to be able to see it in action and (even better) to take part in it would be really interesting!

I think that the local council has a very important role to play in the efficient running of the town so to be able to present my thoughts as a young person on proposed policy would be something I'd find to be an exciting opportunity.

# UCKFIELD TOWN COUNCIL



## COMMITTEE MEMBERSHIP 2021-22

<b>GENERAL PURPOSES COMMITTEE (9)</b> (Reports to Full Council)			<b>ENVIRONMENT AND LEISURE COMMITTEE (9)</b> (Reports to Full Council)		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		
7.			7.		
8.			8.		
9.			9.		
<b>PLANS COMMITTEE (7)</b> (Reports to Full Council)			<b>FINANCE SUB-COMMITTEE (5)</b> (Reports to General Purposes Committee)		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.					
7.					
<b>PERSONNEL SUB-COMMITTEE (5)</b> (Reports to General Purposes Committee)			<b>THE VOICE EDITORIAL PANEL (3)</b> (Reports to General Purposes Committee)		
1.			1.		
2.			2.		
3.			3.		
4.					
5.					



# UCKFIELD TOWN COUNCIL

## REPRESENTATIVES ON OUTSIDE BODIES 2021-22

### FULL COUNCIL

Organisation	No. Required	
Uckfield Town Centre Regeneration Joint Committee	2	
Uckfield Town Centre Regeneration Joint Committee – Substitute Members	2	
Neighbourhood Plan Steering Group	2	
Gatwick Airport Consultation Group	(2) 1 member and 1 substitute	

### GENERAL PURPOSES COMMITTEE

Wealden Citizens Advice	1	
(East) Sussex Association of Local Councils (Attendance at AGM only)	1	
Emergency Planning Co-ordinators	2	
Ridgewood Village Hall Management Committee	(2) 1 member and 1 substitute	
Uckfield & District Housing Association Ltd. Management Committee	(2) 1 member and 1 substitute	
Uckfield & District Preservation Society - Bridge Cottage Committee (AGM only)	1	
Uckfield Volunteer Centre	1	
Wealden Works	(2) 1 member and 1 substitute	
Wealden District Association of Local Councils Management Committee	1	
Wealden District Association of Local Councils Planning Panel	1	

## ENVIRONMENT AND LEISURE COMMITTEE

Active Uckfield	<b>2</b>	
Age Concern (AGM only)	<b>(2)</b> (1 member and 1 substitute)	
All Weather Pitch Operational Group	<b>(2)</b>	
Conservators of Ashdown Forest	<b>1</b>	
Hempstead Meadows L. N. R	<b>(2)</b> (1 member and 1 substitute)	<i>To be appointed at first E&amp;L Committee after Annual Stat meeting</i>
West Park L. N. R.	<b>(2)</b> (1 member and 1 substitute)	
Luxford Centre Management Committee	<b>1</b>	
Uckfield & District Twinning Association (AGM and events only)	<b>1</b>	
Uckfield Parkrun Board	<b>1</b>	
Uckfield Railway Line Parishes Committee	<b>1</b>	
Uckfield Youth Club Board	<b>1</b>	
Wealden Bus Alliance/Weald Link	<b>1</b>	

## **The Annual Statutory meeting of the Council**

**Monday 24 May 2021**

### **Agenda item 11.0**

#### **TO APPOINT MEMBERS TO THE CIVIC CENTRE WORKING GROUP**

##### **1.0 Summary**

- 1.1 This report asks the Town Council to appoint members to the Civic Centre Working Group for 2021/22.

##### **2.0 Background**

- 2.1 The Civic Centre Working Group was set up in its present form in 2012.
- 2.2 Since the formation of the working group in 2012, the Town Council has worked with consultants, reviewed the services being provided, implemented changes, and continued to seek improvements to services and the overall profitability of the Civic Centre.
- 2.3 Over the course of 2021/22, the working group have undertaken work to improve existing processes, review the branding of the Civic Centre and restaurant, advertising, develop the events programme and website. The working group also instigated and oversaw the refurbishment of the restaurant.
- 2.4 The working group's next focus will be to improve on the existing offer of Luxfords Restaurant and to consider options for future improvements to the Weald Hall and Civic Centre to enhance our performances and events programme.

##### **3.0 Recommendations**

- 3.1 Members are asked to consider the above report, and;
- 3.2 In line with the Working Group Policy (Policy no. 39), appoint five Members to the Civic Centre Working Group for 2019/20.

Contact Officer: Holly Goring

Background paper: Working Group Policy (Policy No. 39)

## **The Annual Statutory meeting of the Council**

**Monday 24 May 2021**

### **Agenda item 12.0**

#### **TO CONFIRM EXISTING APPOINTMENTS TO:**

- Uckfield Events Working Group**
- Infrastructure Working Group**

#### **1.0 Summary**

- 1.1 Normally at each Annual Statutory meeting of the Council, members would be appointed to the working groups which sit under Full Council.
- 1.2 As some working groups have recently set themselves up as a new group such as the Infrastructure Working Group, which was only put forward by Full Council in March 2021.
- 1.3 Although a well-established group, the Events Working Group have recently met with its existing members to initiate discussions for the summer/autumn months of 2021. It therefore seems unwise to make changes at this early stage of their planning.

#### **2.0 Update**

- 2.1 The Infrastructure Working Group was set up by Full Council on 1 March 2021 and the following members were appointed:  
Councillors K. Bedwell, J. Beesley, B. Cox, J. Edwards, S. Mayhew and A. Smith.
- 2.2 The Events Working Group was set up by Full Council in previous years but with the cancellation of the Annual Statutory meeting in May 2020, and then the uncertainty around events for 2021 the group have recently met with existing members:  
Councillors C. Macve, D. French, J. Love, S. Mayhew

#### **3.0 Recommendations**

- 3.1 Members are asked to consider the above and confirm if they are happy for the members noted to continue in their roles on the Infrastructure Working Group and Events Working Group. Help is always required with the Town Council's events prior to, or on the day itself, so more involvement is welcome.

Contact Officer:           Holly Goring

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held as a  
REMOTE meeting via ZOOM,  
on Monday 12 April 2021 at 7.00 pm

**PRESENT:**

Cllr. K. Bedwell	Cllr. G. Johnson
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
Cllr. J. Love (Deputy Mayor)	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

Holly Goring      Town Clerk  
Minutes taken by Holly Goring

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**In light of the sad news received on Friday 9 April 2021, the Town Mayor, Councillor S. Mayhew opened the meeting by saying:**  
**“It is with profound sadness that the Councillors and officers of Uckfield Town Council learnt of the death of His Royal Highness the Prince Philip, Duke of Edinburgh on Friday.**

**Our thoughts are with the Royal Family at this sad time.**

**To mark our respect, we would ask that all Councillors and attendees of this evening’s Full Council meeting join us in a two minutes silence.”**

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**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. No declarations were received.

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

None received.

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

**FC.80.04.21** It was **RESOLVED** to suspend Standing Orders to enable members of the public to speak.

Councillor Chris Dowling raised a couple of matters relating to Ridgewood. In particular the highway maintenance issues in Lewes Road and flooding that was brought to his attention. The warranty on the previous work carried out has since expired but highway engineers would be unable to return and investigate until after the UKPN works had been completed.

Councillor Chris Dowling also advised that he was pleased to see that Environment & Leisure Committee were looking in further detail at speed monitoring devices, and would be reviewing this subject further at their next meeting on 4 May.

Councillor Claire Dowling wished to update Councillor D. Ward on her enquiry regarding the installation of a defibrillator in Grants Hill Court. Assurance had been given and supported by a Cabinet member that defibrillators would be installed across the board, in Wealden DC retirement living schemes. They were in the process of completing associated surveys and costings. As soon as she had a date she would let us know.

Councillor Claire Dowling had been liaising with residents regarding the fly issue which was badly affecting households in her county and district constituency. Councillor Dowling has been liaising with the Head of Environmental Health. All residents affected were being asked to gather evidence – photographs, text etc of the impact and how serious the issues were. Councillor Dowling emphasised that they needed to produce as much evidence as possible to enable Environmental Health to serve an abatement notice on Southern Water.

Councillor D. Bennett had heard that Southern Water were adamant they were doing everything they could but even if the abatement notice was served, it was questioned what Wealden DC would expect Southern Water to do. It was clarified that once it became a legal process, they would have to rectify the matter.

Councillor K. Bedwell wished to thank Councillor Chris Dowling but stated her disappointment with East Sussex Highways. One drain was particularly dangerous and had completely sunk. Councillor Bedwell had been raising this issue long before the UKPN works started, so now it would be autumn again before it was addressed.

Secondly Councillor K. Bedwell expressed her concern that the UKPN roadworks had not yet passed Framfield Road. Uckfield Chamber of Commerce and Uckfield Town Council had written to contractors, to check that the roadworks would have passed the Framfield Road junction before businesses reopened on 12 April. Assurance was given that they would do their best. The impact of the roadworks on the town had been huge and could affect trade for businesses

reopening in the town.

Councillor B. Cox wished to enquire about the long-term plan for parking in the New Town area, with potential new developments in the south of the town, and pinchpoints such as Framfield Road.

Councillor C. Dowling recommended that we all write to the relevant organisations to push for progress on the UKPN works. As the Town Council was aware, there were previous discussions in terms of an emerging plan for the access corridors into Uckfield, but this was delayed due to Covid.

Councillor H. Firth provided her update in regards to Wealden DC matters. She wished to give her apologies for failing to get the planning application for 90 homes on Eastbourne Road refused.

Councillor P. Sparks had attended a presentation from Wealden DC Housing services which incorporated a number of interesting facts:

- The average house price in Wealden was £377,858 and you would need a gross income of £86Kpa and a deposit of £75K to buy the average house;
- A gross income of £46Kpa was required to rent privately;
- This year there were 640 households on the Housing Register, this had fallen from a figure of 1,900 in 2011/12;
- In 2019/20 there were 347 lettings by the Council or Housing Associations, of which 50% of applicants needed 1 bedroom but 18% of stock was 1 bedroom and 18% of applicants needed 3 bedroom but 31% of stock was 3 bedroom. Therefore a mismatch between the needs of qualifying households and supply.

Affordable housing delivery - 2019/20 -275 units and 2020/21 – 197 units.

Councillor P. Sparks also explained that in terms of waste collection, they were recording currently only an average of 65 missed bins each week. The garden waste collection service charge was due to increase from £50pa to £55pa this year and reminders were being placed on green bins over the coming weeks.

Councillor G. Johnson had also attended this presentation which was very interesting. Councillor Johnson had been mainly involved in planning matters more recently. The most recent meeting of Plans Committee North had seen a successful result for Coopers Green with the refusal of the application, but he was very disappointed with the result of the Gladmans application on Eastbourne Road. It only went through due to a casting vote by the Chair. Very disappointing. They were pushing for the need for infrastructure, and was not sure how Uckfield could have more houses at a time when the town was already gridlocked. A strategic traffic solution for Uckfield was imperative. He was supportive of the Town Council starting a strategic working party to look at infrastructure requirements as well.

Councillor D. French joined the meeting at 7.23pm.

Councillor K. Bedwell appreciated the statements of Councillors G. Johnson and H. Firth at the meeting. She was extremely disappointed with the outcome of the meeting regarding the 90 homes on Eastbourne Road. Their transport studies

indicated that there would be a 38% increase in traffic in New Road, plus pedestrian access issues. And, it was all decided by one person in the end who did not even live in Uckfield. The item should have returned for debate. Disgusting!

Councillor A. Smith wished to ask Wealden DC councillors, how councils were responding to Domestic Abuse Bill which now required authorities to provide accommodation to all victims of domestic abuse regardless of whether there were children or the victim was vulnerable.

District councillors advised that Wealden DC had been placing greater focus on this topic, and that of temporary accommodation. They would undertake further enquiries.

**FC.81.04.21** Councillors were thanked for their efforts, and members subsequently **RESOLVED** to reinstate Standing Orders.

#### **4.0 APOLOGIES FOR ABSENCE**

No apologies were received.

#### **5.0 MINUTES**

- 5.1 To resolve that the minutes of the meeting of Full Council on 1 March 2021 to be taken as read, confirmed as a correct record and signed by the Mayor.

**FC.82.04.21** It was **RESOLVED** that the minutes of the meeting of Full Council on the 1 March 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:

FC77.03.21 – Additional infrastructure

FC78.03.21 – Proposals by Persimmon Homes

The Town Clerk referred to resolution FC89.01.20. The Town Clerk had recently been advised that the Conservators of Ashdown Forest were due to recommence their parish liaison meetings. They were looking for a representative, so the Town Clerk informed members that one would be appointed at the Annual Statutory meeting of the Council on 24 May 2021. The Town Clerk had requested that one of the agenda items to be discussed at their first meeting was budget setting timescales and the need for parish/town councils to share their timetable for budget setting and community grant programmes, as enquiries for support from the Conservators were always received after these processes had been completed. The Town Clerk had also requested a breakdown of grant funding provided to the Conservators from authorities at all levels (parish up to county).

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 15 & 22 March and 6 April 2021

**FC.83.04.21**

It was **RESOLVED** to note the acts and proceedings of the Plans Committees of the 15 & 22 March and 6 April 2021.

- (b) Environment & Leisure Committee of the 22 March 2021

**FC.84.04.21**

It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 22 March 2021.

- (c) General Purposes Committee of the 8 March 2021

**FC.85.04.21**

It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee of the 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 present.

- (ii) Neighbourhood Plan Steering Group

Members noted the report provided.

- (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 – Events Working Group

Nothing to report at present.

- (iii) Uckfield Dementia Forum

Councillor P. Sparks wished to emphasise how useful the meeting was. He had been particularly impressed with the Energy Champion update from Wealden Citizen's Advice. Many families had been experiencing issues with fuel bills, and they had been supporting these households as well as finding ways to reduce their bills and energy usage. It was very inspiring. Members subsequently noted the report.

## **9.0 END OF YEAR PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2020/21**

The Town Mayor, wished to thank the Town Clerk and her team in these trying times for their achievements.

Members noted the report.

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

Members considered the contents of a report and the Town Mayor, passed the item to Councillor D. Bennett, who had put forward the suggestion.

Councillor D. Bennett had since heard that Hailsham Town Council had also

installed a bench in memory of Covid-19 and those who had lost their lives.

Members thought it was a great idea. Chair of Finance Sub-Committee, Councillor P. Sparks reminded members that £3k was kept aside when members reviewed the Town Council's funding for reinvestment back in June 2020, in order to support the council with any Covid related matters.

Councillor C. Macve also noted the project (new initiative) from 2020/21 for a new bench to be installed on London Road opposite Uckfield Garage, and suggested that the funding for the project could be reallocated to this project with the bench being placed there.

Councillor D. Ward thought a tree would be a lovely idea, as it represented new life.

Councillor D. French thought a bench at the top of Luxford Field just outside of the play area for family members who had dogs who could not access the play area but wished to watch their children or grandchildren play.

Councillor B. Cox thought it would be good if there was a way of putting the memories of families onto the bench or tree.

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.

#### **11.0 TO NOTE THE MAYOR'S ENGAGEMENTS**

No engagements attended during the period 1 March and 12 April 2021.

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

Four deed of grants had been received:

Julie McIntosh-Roffey

Julie McIntosh-Roffey

Mrs Donna Williams

Mrs Andrea West

**FC.87.04.21** It was **RESOLVED** for three councillors to sign the above deeds of grant.

#### **13.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**

None received.

#### **14.0 TOWN CLERK'S ANNOUNCEMENTS**

The Town Clerk advised that there had been no changes in legislation so remote meetings would not be legally binding from 7 May 2021. The last fully remote meeting would be Environment & Leisure Committee on 4 May 2021, and the first face to face meeting within the Weald Hall would be Plans Committee on 17 May 2021, followed by the Annual Statutory meeting of the Council on 24 May 2021.

The Town Clerk also advised that she would be sending all councillors an email on Monday 19 April, with a three week deadline requesting their committee preferences for 2021/22, interest in representations on outside bodies and requesting any nominations for Town Mayor. It was vital members responded as otherwise choices would be made for them.

#### **15.0 CHAIRMAN'S ANNOUNCEMENTS**

The Town Mayor, Councillor S. Mayhew sought further support for the Royal British Legion beacon lighting on Saturday 28 August 2021. Interest was expressed by Councillors Macve, Firth and, Councillor Ward and Councillor Love advised that they could loan equipment or support if required.

Councillor S. Mayhew advised members and attendees that this was the last Full Council meeting for Youth Member Ashley Brunsdon, who had served as a Youth member for two years. On behalf of Uckfield Town Council, Councillor Mayhew wished to thank Ashley for his hard work, he got involved in debates and discussions and often challenged East Sussex County Councillors and District Councillors. He wished to thank Ashley for his support and wished him all the best going forward. Mr Brunsdon thanked the Town Council for the opportunity and for the interesting and engaging experience.

Councillor S. Mayhew advised that it was also his last meeting as Chairman, as he had been Town Mayor now for three years. The first two years of the three year term had been excellent, but the third year particularly difficult during the pandemic. This had included hosting meetings online which had been very different to previous face to face council meetings. Councillor S. Mayhew wished to thank his Deputy Mayor, Councillor J. Love who had been an absolute rock and great support.

The meeting closed at 7.57pm.

# UCKFIELD TOWN COUNCIL

## ACTION LIST – FOR INFORMATION ONLY

### FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<p><b><u>FC.105.02.17</u></b></p> <p><b><u>FC.95.01.20</u></b></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 <b>RESOLVED</b> 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 <b>RESOLVED</b> 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><b><u>FC115.04.19</u></b></p>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u> It was <b>RESOLVED</b> 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>

<b><u>Resolution No.</u></b>	<b><u>Details</u></b>	<b>Date Raised</b>	<b>Action By</b>	<b>Date Complete</b>
<b><u>FC32.06.19</u></b>  <b><u>FC46.08.19</u></b>	<u>13.0 To consider a motion from Councillor Spike Mayhew</u> Members unanimously <b>RESOLVED</b> 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 <u>13.0 To report back to Full Council on Public Space Protection Orders</u> Members <b>RESOLVED</b> to ask the Town Clerk to arrange a meeting with Sussex Police and Wealden District Council.	24.06.19/ 05.08.19	HG	Members considered research into Public Space Protection Orders at the meeting on 9 <sup>th</sup> December 2019. It was agreed to defer this item until further work had been undertaken on reporting and the new PCSO's had started.
<b><u>FC57.09.19</u></b>	<u>10.0 To consider a motion from Councillor Ben Cox</u> With eleven members voting in favour, and one abstaining, it was <b>RESOLVED</b> to accept the report from Councillor Ben Cox in relation to youth food poverty, and take up the recommendations outlined in the above motion, with a caveat that the investigations undertaken at this stage would be at no cost to the Town Council.	16.09.19	HG/ BC	Work is underway to investigate this issue.
<b><u>FC.96.01.20</u></b>	<u>21.0 Questions by members previously notified</u> Members <b>RESOLVED</b> to request that the Town Clerk investigate the matters detailed in the letter from Uckfield Community Hospital to Wealden District Council.	20.01.20	HG	In progress.
<b><u>FC.30.09.20</u></b>	<u>12.0 To review a report by Councillor A. Smith on the need for affordable homes in Uckfield</u> After a detailed discussion, it was <b>RESOLVED</b> to request that the Town Clerk write to the Housing Minister Rt Hon Robert Jenrick with a copy of this report and advise Wealden DC's planning department of these discussions along with neighbouring parish councils.	14.09.20	HG	A letter is being drafted and will be circulated to members for approval before sending.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<b><u>FC.89.01.20</u></b>	<p><u>11.0 To consider providing a financial contribution to the Conservators of Ashdown Forest</u></p> <p>Members <b>RESOLVED</b> 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	<p>As advised at FC in April 2021, the Conservators of Ashdown Forest are due to reconvene their parish liaison meetings. A representative for UTC would be appointed at the Annual Stat meeting of the Council on 24 May 2021. The Town Clerk has requested that agenda items should include budget setting timescales and the need for parish/town councils to share their timetable for budget setting and community grant programmes, as enquiries for support from the Conservators were always received after these processes had been completed. The Town Clerk had also requested a breakdown of grant funding provided to the Conservators from authorities at all levels (parish up to county).</p> <p><b>NFA.</b></p>

<p><b><u>FC.86.04.21</u></b></p>	<p><u>10.0 To consider the installation of a memorial for the town in memory of lives lost during the Covid-19 pandemic</u> Members <b>RESOLVED</b> 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 &amp; Leisure Committee or Full Council.</p>	<p>12.04.21</p>	<p>HG/MF</p>	<p>A report is being presented to members on 24 May 2021. <b>NFA.</b></p>
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## **Annual Statutory meeting of the Council**

**Monday 24 May 2021**

### **Agenda item 16.0**

#### **TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2022**

##### **1.0 Summary**

- 1.1 This report sets out the rota for member audits for the coming municipal year.

##### **2.0 Background**

- 2.1 In order to obtain all the relevant background information relating to the completion of the monthly audit, Members are asked to refer to the 'Members' Audit Policy No. 63' which states:

*2.1.1 At each Annual Statutory Meeting, the Clerk will provide a schedule of Members who will be required to undertake the Members' Audit for a particular month. Such Audit will be required to be completed within the first two weeks of the following month and individual Members will be required to make an appropriate appointment with the Responsible Financial Officer accordingly.*

*2.1.2 Should any Member not be able to make the date set out for them in the schedule, it will be their responsibility to make alternative arrangements with another Member to fulfil their obligations for that month.*

- 2.2 The following members undertook an audit in 2020/21. These have been completed on schedule. The only one still due for completion is April 2021, as the April bank reconciliation is still underway. Thank you all!

<b>Month 2020/21</b>	<b>Councillor</b>
<i>May</i>	<i>Cllr. K. Bedwell</i>
<i>June</i>	<i>Cllr. C. Snelgrove</i>
<i>July</i>	<i>Cllr. D. Bennett</i>
<i>August</i>	<i>Cllr. P. Sparks</i>
<i>September</i>	<i>Cllr. J. Beesley</i>
<i>October</i>	<i>Cllr. J. Love</i>
<i>November</i>	<i>Cllr. A. Smith</i>
<i>December</i>	<i>Cllr. J. Edwards</i>
<i>January</i>	<i>Cllr. G. Johnson</i>
<i>February</i>	<i>Cllr. B. Cox</i>
<i>March</i>	<i>Cllr. C. Macve</i>
<i>April</i>	<i>Cllr. S. Mayhew</i>

- 2.3 The Town Clerk reminds councillors at the beginning of each month to make contact with the Assistant Town Clerk to arrange a time to carry out these audits. The audit does not have to be a long process. For those members in full time employment it could even be carried out prior to a committee meeting one evening with the Assistant Town Clerk or Town Clerk. It must be stressed however that the process should be adhered to and procedures maintained, as these audits



continue to ensure independent checks of our accounting and any minor corrections are identified early on.

- 2.4 A new schedule has been prepared for 2021/22. Members are asked to place a note in their diary to make contact with the Assistant Town Clerk or Town Clerk to make the necessary arrangements. Audits are undertaken after the full month has ended. For example, the audit for the month of May 2021 can take place at the end of June/early July. The year starts with those councillors who were not scheduled to undertake audits in 2020/21:

Month 2021/22	Councillor
May	Cllr. H. Firth
June	Cllr. D. French
July	Cllr. D. Ward
August	Cllr. K. Bedwell
September	Cllr. C. Snelgrove
October	Cllr. P. Sparks
November	Cllr. D. Bennett
December	Cllr. J. Beesley
January	Cllr. A. Smith
February	Cllr. J. Edwards
March	Cllr. G. Johnson
April	Cllr. B. Cox

### **3.0 Recommendations**

- 3.1 Members are asked to
- (i) note the above report, and;
  - (ii) approve the proposed schedule for member audits in 2021/22 and for members to make appropriate arrangements with the Assistant Town Clerk & Responsible Financial Officer or Town Clerk.

Background Papers: Members' Audit Policy No. 63

Contact Officer: Sarah D'Alessio/Holly Goring

## **Annual Statutory meeting of the Council**

**Monday 24 May 2021**

### **Agenda Item 18.0 (i)**

#### **TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD – EVENTS WORKING GROUP**

The Events Working Group met on Tuesday 4 May 2021 to discuss the year ahead and updates received from the UK Government with regard to the roadmap out of national lockdown.

Usually the events working group would organise a day festival named 'Weald on the Field' on the first Saturday in August and a classic car parade and display, named 'Uckfield Revival' on the first Saturday in October.

Group members discussed the advice that Uckfield Festival had received, the Events Industry Forum guidance document on 'Keeping workers and audiences safe during Covid-19' and the views of the group on holding outside events during the remainder of 2021.

The summer months were thought more sensible to hold such events due to the seasonal factors, the fact that such events were held outside and the rate at which the UK vaccination programme had been undertaken and the proportion of the population that would be vaccinated by August and October 2021.

Group members were aware however that any planning would be subject to updates at nearer the time by the UK Government and feedback received from Wealden DC's Environmental Health team and Sussex Police.

The group were keen to commence planning for 'Weald on the Field' subject to any further updates received, and provide an outside event for local residents to enjoy in a safe manner. Work would now be undertaken to explore potential dates for the event, and associated music, stands, and facilities. Further information to follow.

## **Annual Statutory meeting of the Council**

**Monday 24 May 2021**

### **Agenda item 20.0**

#### **TO NOTE THE END OF YEAR STATEMENT OF COMMUNITY INFRASTRUCTURE LEVY FUNDING FOR 2020/21**

##### **1.0 Summary**

- 1.1 This report provides an update to members of the funds received through Community Infrastructure Levy in the financial year 2020/21.
- 1.2 The Community Infrastructure Levy (CIL) is a charge that local authorities (in this case Wealden District Council as the local planning authority) can set on new development in order to raise funds to help fund the infrastructure, facilities and services - such as schools or transport improvements - which are needed to support new homes and businesses in the areas.
- 1.3 The Town Council is required each year to report on the funds received through these developer contributions and the way in which the funds are being spent. This information then has to be formally provided to Wealden District Council.
- 1.4 Previously the Town Clerk has sought advice on what the funding could be spent on. It was advised that any funds received should be spent on:

“The meaningful proportion of CIL monies given to the local parish and town councils can be spent on anything which will help to mitigate the impact of the development on the town or parish – considered to be a form of infrastructure.

Specific advice given by the government on the way in which CIL must be used, states:

*“The levy can be used to fund a wide range of infrastructure, including transport, flood defences, school and education facilities, hospitals (medical facilities), and other health and social care facilities (as per section 216(2) of the Planning Act 2008.*

*The definition allows the levy to be used to fund a very broad range of facilities such as play areas, parks and green spaces, cultural and sports facilities, academies and free schools, district heating schemes and police stations and other community safety facilities. This flexibility gives local areas the opportunity to choose what infrastructure they need to deliver their relevant Plan.*

*The levy is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development*

*The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.*

- 1.5 A substantial amount of the funds received had already been committed during the budget setting process for 2020/21, to assist with the replacement or repairs to Town Council owned street lights repairs.

## **2.0 Recommendations**

- 2.1 Members are asked to:
- (i) note the income received in 2020/21 through Community Infrastructure Levy Funding;
  - (ii) note the way in which CIL funding has been spent during 2020/21.

**Contact Officer:** Holly Goring

## **Appendices:**

Appendix A: Community Infrastructure Levy Statement 2020/21

**APPENDIX A****CIL Monitoring Report (Regulation 121B) 1<sup>st</sup> April 2020 – 31<sup>st</sup> March 2021****Town/Parish Council: Uckfield Town Council**

<b>(a) CIL receipts retained</b>	<b>£Sum</b>
CIL receipts from previous years retained at the beginning of the reported year.	£31,502.41

<b>(b) CIL receipts received during the reporting year 2020 / 2021</b>	<b>£Sum</b>
April 2020	£NIL
October 2020	£15,359.19
Total CIL receipts received for reporting year	£15,359.19

<b>(c) CIL expenditure</b>	<b>£Sum</b>
Total CIL Expenditure during reporting year 2020/21	£15,127.10 expenditure

<b>(d) Summary details of CIL expenditure during the reported year</b>				
<b>Infrastructure expenditure items</b>	<b>Criteria (A) or (B) <sup>1</sup></b>	<b>The total cost of the project (£)</b>	<b>CIL contribution to the project (£)</b>	<b>Details on any additional funding if required to complete the project</b>
Keld Close Streetlight – Column 2 (full replacement and connection)	A	£3,278.11	£3,278.11	N/A
Hempstead Road Column 8 – new lantern etc	A	£680.47	£680.47	N/A
Highview Lane Column 8 – new lantern and repairs	A	£1,446.02	£1,446.02	N/A
Belmont Road/Church Walk – brackets and lanterns for three columns	A	£1,734.43	£1,734.43	N/A
Snatts Road 2 new columns	A	£3,847.01	£3,847.01	N/A

<sup>1</sup> Please state the item of infrastructure to which the above payment relates in accordance with this criteria:

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- Anything else that is concerned with addressing the demands that development places on an area.

Campbell Close 1 new column	A	£2,070.53	£2,070.53	N/A
Cambridge Way 1 new column	A	£2,070.53	£2,070.53	N/A

<b>(e) CIL receipts retained</b>	<b>£Sum</b>
CIL receipts for the reported year retained at the end of the reported year.	£232.09
CIL receipts for the previous years retained at the end of the reported year.	£31,734.68

<b>(f) Notices received from the charging authority (Wealden District Council)</b>	<b>£Sum</b>
(i) the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year;	-
(ii) the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year	-

### Guidance Notes

Regulation 121B (1) of the Community Infrastructure Regulations 2010 (as amended) requires a Parish / Town council to prepare a report for any financial year ("the reported year") in which it receives CIL receipts.

Regulation 121B (2) sets out what the report must include. The tables above reflect these requirements. The report must include;

- (a) CIL receipts retained - CIL receipts from previous years retained at the beginning of the reported year.
- (b) CIL receipts received during the reporting year -The total CIL receipts for the reported year.
- (c) CIL expenditure - The total CIL expenditure for the reported year;
- (d) Summary details of CIL expenditure during the reported year - Summary details of CIL expenditure during the reported year.
- (e) CIL receipts retained
  - (i) CIL receipts for the reported year retained at the end of the reported year.
  - (ii) CIL receipts for the previous years retained at the end of the reported year.
- (f) Notices received from the charging authority (Wealden District Council)
  - (i) Details of any notices received in accordance with regulation 59E, including the total value of CIL receipts subject to notices served in accordance with regulation 59E<sup>2</sup> during the reported year;
  - (ii) The total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year;

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<sup>2</sup> If a parish council has failed to spend CIL funds passed to it within 5 years of receipt, or has applied the funds not in accordance with the Regulations then the District Council can serve a notice on the Town or Parish Council requiring it to repay some or all of the receipts passed. The District Council will be required to spend any recovered funds in the Town or Parish council area.

## **Annual Statutory meeting of the Council**

**Monday 24 May 2021**

### **Agenda Item 21.0**

#### **TO INSTALL A COVID-19 MEMORIAL BENCH AT THE BUS STOP OF LONDON ROAD/ SOUTHVIEW DRIVE**

##### **1.0 Summary**

- 1.1 This report sets out the current position for installing a Covid-19 Memorial bench at the position of the bus stop on London Road / Southview Drive.
- 1.2 A bench has been requested to be installed in this location as per project monitoring list FC 92.01.20. Investigative works were paused due to the Covid-19 pandemic and a request has since been sought this year to install a Covid-19 Memorial bench. The suggestion would be to install this bench, in this position.
- 1.3 CPJ Field have generously contributed £250 towards the supply and installation of the bench, in return of having a plaque installed as per previous benches supplied which they have contributed to, in the past.
- 1.4 Members wished to install a bench similar to that installed at East Grinstead Town Council earlier this year. The Estates & Facilities Manager has contacted East Grinstead Town Council and liaised with the supplier that installed the bench.



- 1.5 Bench installed at East Grinstead Town Council.
- 1.6 The cost to supply and install this bench is £1450. This includes shotblasting and powder coating for the UK and also comes with a brass plaque wording of choice.
- 1.7 A concrete base may need to be installed at the bus stop to create a suitable foundation for the bench. This could be funded from the reallocated earmarked reserves for the London Road bench/Memorial Art project sum which totals £2,500. Please note that if a concrete base needed to be installed this could cost in the



region of £500, plus any form of excavation licence and street furniture licence from East Sussex Highways, which could also amount to up to £500.

## 2.0 Designs

2.1 Alternative designs and suppliers have been contacted through CPJ Field, who supplied the remembrance benches in the town. Examples below.



Fig 1.



Fig 2.

- 2.2
- Price for (Fig 1) NHS & Keyworkers Rainbow bench seat is £1,185+VAT
  - Price for (Fig 2) NHS & Paramedics bench seat is £1,296+VAT
- Both costs above do not include the £125 Delivery charge.



### 3.0 Budgetary considerations

- 3.1 As noted in paragraph 1.7, there is a budget of £1,000 reallocated from the project monitoring list to install a bench in this location, with the potential of using the additional funds from the memorial plaque/art project FC 92.01.20 (of £1,500) to put towards this project.

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.	

### 3.2 Quotes

Bench	Cost	CPJ Field contribution	UTC Contribution
Item 1.5	1450	250	1200
Fig 1	1359	250	1109
Fig 2	1470	250	1220

- 3.3 Plus as noted in paragraph 1.7, any further costs for obtaining a licence from East Sussex Highways to excavate the ground to install the bench and place street furniture at this location, along with the possible need for a concrete base.

### Recommendations

- 4.1 Members are asked to note the report and advise how they wish to proceed.

Contact Officers: Mark Francis