



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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Meeting of the **Environment and Leisure Committee** to be held on  
**Monday 18 October 2021 at 7.00pm**  
in the Council Chamber, Civic Centre, Uckfield

## **AGENDA**

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

### **1.0. DECLARATIONS OF INTEREST**

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

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

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

### **3.0. APOLOGIES FOR ABSENCE**

### **4.0. MINUTES**

- 4.1. Minutes of the meeting of the Environment and Leisure Committee held on 6 September 2021 (Attached)
- 4.2. Action list – For information only (Attached)
- 4.3. Project Monitoring List – for information only (Attached)

### **5.0. FINANCE**

- 5.1. To note bills paid (Attached)
- 5.2. To note the Income and Expenditure report ending 31 August 2021 (Attached)
- 5.3. To review fees and charges for Snatts Road Cemetery for 2022/23 (Attached)
- 5.4. To start considering new initiatives for the draft budget 2022/23 (Attached)

### **6.0. ADMINISTRATION**

- 6.1 To consider the draft licence agreement between Manor Park & Hempstead Fields Residents' Association and Uckfield Town Council for Brown's Lane Rockery (Attached)

- 6.2 To consider costs for moving the traditional red telephone box (Attached)

**7.0. ENVIRONMENT**

- 7.1. To note the current position of the Town Council's Estates (Attached)  
7.2. To consider a bin store at Foresters Hall (Attached)  
7.3. To consider future grass cutting arrangements on Town Council owned open spaces (Attached)  
7.4. To consider the reallocation of earmarked reserves for tree works (Attached)

**8.0. LEISURE**

(nothing to report)

**9.0. REPORTS FROM WORKING GROUPS**

- 9.1 To receive an update from the Climate Change Steering Group (Attached)  
9.2 To receive an update from the Allotment Working Group and confirmed date of rescheduled Allotment Conference (Attached)

**10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

- 10.1 Active Uckfield  
10.2 Age Concern  
10.3 All Weather Pitch Operational Group  
10.4 Conservators of Ashdown Forest  
10.5 West Park LNR and Hempstead Meadows LNR – Supporters Group  
10.6 Luxford Centre Management Committee (Attached)  
10.7 Uckfield and District Twinning Association  
10.8 Uckfield Festival Association  
10.9 Uckfield Parkrun Board  
10.10 Uckfield Railway Line Parishes Committee  
10.11 Uckfield Youth Club Board  
10.12 Wealden Bus Alliance/Weald Link

**11.0. CHAIRMANS ANNOUNCEMENTS**

**12.0. CONFIDENTIAL BUSINESS**

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

- 12.1. To consider a report on the Marketing programme (Attached)  
12.2 To receive an update on potential future land acquisition enquiry (Attached)



**Town Clerk**

12 October 2021

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Environment and Leisure Committee** held on  
**Monday 6<sup>th</sup> September 2021 at 7.00pm**  
**in the Council Chamber, Civic Centre**

**PRESENT:**

Cllr. S. Mayhew (Chairman)  
Cllr. J. Beesley  
Cllr. H. Firth

Cllr. K. Bedwell  
Cllr. J. Edwards  
Cllr. D. French

**IN ATTENDANCE:**

One member of the press (recorded meeting)  
Three members of the public

Holly Goring – Town Clerk  
Mark Francis - Estates & Facilities Manager  
Rachel Newton – Senior Administrative Officer  
Minutes taken by Rachel Newton

**1.0. DECLARATIONS OF INTEREST**

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

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

**EL.22.09.21** It was **RESOLVED** to suspend standing orders to enable two separate members of the public to speak on items raised.

The first resident wished to draw our attention to item 8.1 of the minutes of the Environment and Leisure meeting held on 26 July 2021, regarding replacing the gate leading to Ridgewood Recreation Ground with a stile. This resident said that a suggestion at that meeting that a user of the gate had caused damage had incorrectly implied that someone was responsible for vandalism and that despite this not being stated in the Council Minutes, it was reported as such, in Uckfield News. He said that he found this offensive and insulting and that this was not an opinion shared by all and that earlier this year, the gate had collapsed due to one of the holding posts having rotted at its base which was not an uncommon fault of timber gates and fence posts. He also added that during the lockdown period, a far greater number of the public were using (and still were) this green space for exercise and hence much more frequent use of the gate which consequently meant a lot more 'wear and tear'. He also mentioned that representations made by council tax payers in New Road about the provision of a stile had also been ignored in that the provision of a stile would exclude many users, including those with disabilities who would not be able to gain access or egress; pushchairs, buggies, bicycles, scooters, wheelchairs etc would also be restricted and raised

issue that the councillors' recommendations might also be in breach of obligations to meet legislation protecting those with disabilities and those who were vulnerable (ref. Equalities Act 2010). He said that the car park entrance had no separate defined pedestrian way on to the village green and that the conflict of motor vehicles and much increased foot traffic would require an updated risk assessment and health and safety check. The resident also raised another issue affecting this matter. A section of the old fence would have to be removed, otherwise once the stile was in place he claimed that no one over the height of five feet would be able to climb over because the ground also sloped downwards into the green and therefore constructing a stile on undulating ground would not be easy.

The second member of the public wished to speak in his capacity as the Chairman of Uckfield Grasshoppers JFC. The Town Council had allowed Grasshoppers to consider leasing West Park Pavilion as their home and suitable structure and they would like to make a formal application. They had discussed the various options in detail and were happy for a full repairing lease which would be subject to approval. The FA would require the correct number of changing rooms for boys and girls, home and away to cater for two matches that would play simultaneously along with an Official's room. He reiterated that the measures stipulated were mandatory in league rules. He said that at this point in time they had approximately three hundred and fifty members which would make them one of the biggest providers of sport in our local community and that these numbers would continue to grow with a rapid expansion of our town. He also stressed that without further green space in the area our pitches and venue spaces would be far stretched, so what was in place needed to be protected. They would look at carrying out the following works: creating a social area inside for the players before and after games; decorate to create a warmer feel and refurbish the shower areas, install cctv and broadband to ensure greater suitability for venue hosting, replace and update the kitchen areas so that they could host events such as birthday parties etc. A landlord override switch would also be installed to cut the power bar essentials to reduce utility costs. He said that they would also develop a second-hand shop to help their community and in time, add an extension based on needs. They had already been in touch with Sussex FA who would look to use the building for courses, events and hearings and in contact with fitness groups who would like to use the building for their classes as well as access to the toilets and kitchen facilities. He said that West Park pavilion would be great as an head quarters for their annual Sussex Sixes Tournament and would attract teams throughout the county. This event had been running continuously for 29 years until the covid pandemic and was still one of the biggest Sussex tournaments and their main fundraising event throughout the season. They were also developing a girls tournament as the demand was there for them to do so. He concluded by saying that not having West Park as a sports venue would have a detrimental effect on the club. They wanted to protect their services and venues which would allow them to continue providing opportunities for children in our communities to play sports.

The Chairman thanked both speakers and confirmed that both statements had been noted by members.

**EL.23.09.21** It was **RESOLVED** to reinstate standing orders.

### **3.0. APOLOGIES FOR ABSENCE**

Apologies for absence were received in advance from Cllrs A. Smith, D. Bennett and during the meeting by Cllr B. Cox.

#### **4.0. MINUTES**

##### **4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 26<sup>th</sup> July 2021**

**EL.24.09.21** It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on the 26<sup>th</sup> July 2021 be taken as read, confirmed as a correct record and signed by the Chairman.

##### **4.2. Action list**

Members considered the action list which had been previously circulated and agreed to remove the following items which had been completed or appeared later in the agenda:

EL36.03.21 – To consider an opportunity to light the Town's beacon – TRBL Centenary The beacon lighting was carried out on Saturday 28 August 2021. No further action.

EL17.07.21 – To receive an update on the Town Council's land at Bellbrook The Estates and Facilities Manager has been in touch once again with the adjacent business owner who had agreed to pay compensation of £500 and donate an oak sapling. No further action.

##### **4.3. Project Monitoring List – For information only** Members noted the report – no comments.

#### **5.0. FINANCE**

##### **5.1. To note bills paid**

Members noted the report.

##### **5.2. No income and expenditure report ending 31 July 2021**

Members noted the report – no comments.

#### **6.0. ADMINISTRATION**

##### **6.1 To initially receive information on options to increase utilisation of West Park Pavilion**

The Chairman asked for comments. Cllr. French was impressed with Grasshoppers plans for the pavilion and believed that would be the ideal answer. She said it would be great to see investment, time and money put into grassroots football, especially girls football too and the pavilion updated with all their proposals. Cllr. Edwards and Cllr. Beesley both agreed that option 2 (leasing the building on a full repairing lease to a local sports club) appeared by far to be the strongest option and Cllr. Beesley, especially compared to previous costs of running the building and making user friendly. The Chairman highlighted that this was a sports pavilion after all and said that he had also lent towards this being the best option, although he also made clear to say that there were a lack of venues in the town and that this would be a difficult final decision to make at full Council.

Cllr. Edwards asked if there would be more detail provided with regard to proposed costs and figures. The Town Clerk announced that she would require a decision at the next full council meeting, regardless of whether members would be provided with those figures in commercially sensitive confidential papers or public domain, as members would still be able to come to a decision with the information they had been presented already. Cllr. Edwards then recommended for the committee to put forward option 2 to the next full Council meeting. The Town Clerk made clear that all viewpoints on this subject from all other meetings

could be put forward on Monday for all members to achieve a balanced decision at full Council.

**EL25.09.21** Members noted the report and **RESOLVED** to:

(i) recommend Option 2 as part of full Council discussions on Monday 13 September (*lease the entire building on a full repairing lease to a local sports club*).

6.2 To consider an enquiry from the Children's Air Ambulance for the placement of a textile recycling bank

Cllr. Bedwell said that her only concern would be that there was already a textile bin at Ridgewood car park where piles of clothing had been left in the car park next to the bins and regularly overflowed. We would not want to have a similar situation whereby the Groundsman had to pick up pieces of strewn clothing. Cllr. Firth understood the need to rid of various bits of crafts and textiles herself but agreed that bins would have to be emptied regularly and monitored to ensure that nothing was left thrown on the ground.

Cllr. Bedwell said that it wasn't the size of the bin as such, it was that bags of clothing were often placed to the side of the bin as they wouldn't fit in and certain groups of people would displace garments all over the car park. Cllr. Beesley said that the bins would need to be emptied more frequently and Cllr. Edwards added that it might also be a good idea to ask for the bins to be made more accessible due to height restrictions or weight of clothing perhaps. Cllr. Beesley said that this wouldn't be possible to change the design of the bin with his background knowledge of these types of bins however.

Cllr. French said that we shouldn't feel restricted by this request unless we did have space and asked if there was room by the Community Fridge. The Estates and Facilities Manager reminded members of the proximity to Luxford Field and risk if bags of clothing were left. Cllr. Beesley said with his experience of bins it would be down to how often they were emptied and also to note that competitors had been known to try and break in to them or steal them so they would need to be heavy and durable. Cllr. Edwards asked if the Town Council would be bound by any contractual rights in terms of proximity by other vendors with similar textile collections, since there was one in the Tesco car park. He also suggested that having another one around the town might also mitigate other bins becoming overfilled. Cllr. French also mentioned that it would be good to think about places in the north of the town such as the Osborn Hall at Hempstead Recreation Ground. Cllr. Firth suggested Foresters Hall car park since there were other bins there and it was fenced off and quite well shielded. The Estates and Facilities Manager suggested that Osborn Hall was a bit out of the way but could be an option as well as Foresters Hall. Cllr. Firth proposed for members to agree to having a textile recycling bin and for council staff to decide where it would best placed. The Chairman agreed and said that ideally this should be where there weren't any other collections and to ask that this be monitored and with more frequent collection times.

**EL26.09.21** Members noted the report and **RESOLVED** to:

(i) agree to having a textile recycling bank on behalf of the Children's Air Ambulance, and;  
(ii) for council staff to discuss the best placement for this, taking in to consideration all members' viewpoints including monitoring if this becomes a nuisance and having more frequent fortnight collection times in the agreement.

## 7.0 ENVIRONMENT

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

Members noted the report.

### 7.2 To consider resident parking on council land at West Park Local Nature Reserve (WPLNR)

The Estates and Facilities Manager provided further explanation. The Ranger has noticed that the resident had been parking on Town Council land and that the low fence was hit by accident and they were now parking on this section of land. They had also placed bins on this area where the fence used to be.

Cllr. Bedwell said that as the Town Council had very limited green spaces, although she appreciated that this was next to the resident's house and therefore easy to park there, that she also lived next door to council land which would be very easy to use for recreation purposes, she felt that this could open up to all other areas where housing was next to council land and that if every resident ended up using this kind of land to park on we would lose quite a lot of town council land. Also, she was not happy that the damage to the fence had not been mentioned to the Town Council nor had they offered to repair it, so she thought that a letter should be sent to the resident and to ask for the fence to be repaired.

Cllr. Firth agreed that council land was being abused here and that our green spaces should be preserved.

Cllr. Edwards argued that this was only a small bit of scrubland and asked if we would interested in renting the land instead. The Chairman reiterated that this was about someone parking on council land and damaging the fence and members had been asked to make a decision on how to enforce this, not to offer to rent or the purchase of council land. He also reminded members that there had been an issue more recently when we had forced a business to replace trees and compensate the council because they had carried out work on our land after they had caused damage, so it would be double standards if we did not do the same in this instance.

Members agreed that they had set a precedent for this before about selling and renting land, and more specifically about the business. Cllr. Beesley said that he agreed that they should assess each individual case, but in this situation they had damaged council land. The Chairman made a proposal for council staff to send the resident a letter asking them to repair the fence that had been accidentally damaged and to inform them that this was council land and that no parking was allowed in this area or to place their rubbish bins.

### **EL.27.09.21** Members noted the report and **RESOLVED** to:

(i) agree that a letter be sent to the resident requesting the vehicle be moved and fence reinstated and that no rubbish bins be placed there either.

### 7.3 To note woodland management report and public consultation

Cllr. Bedwell wished to say a big thank you to the Ranger and Groundsmen for the incredible amount of work carried out to sort out the ash trees; although it was extremely sad to see so many of them being destroyed.

Cllr. Edwards asked if we would need to look at moving any funds from reserves for the tree budget this year. The Estates and Facilities Manager said that we had spent approximately £3,500 on trees this year alone and we hadn't even come in to the winter season yet, so yes although this report should self-fund

itself and be the only way we could afford it. He added that a day rate for contractors would be close to a thousand pounds and that there were four areas needing attention so this could take weeks and was a five-year project. Also, working with the English Woodlands, they could tender out the works to local contractors so they would end up getting the timber but doing the work for us so we wouldn't get too involved or be too costly. Cllr. Edwards said that with the tree budget being set too low, was this an unexpected circumstance. The Estates and Facilities Manager said that this was part of an historic budget setting and now with more indepth tree surveys and ash die back becoming more of a problem this was just a culmination of things. The Chairman said that he had also noticed road signs lately driving to Brighton regarding ash die back stating please do not buy or burn wood with this disease as it would very quickly spread.. Cllr. Firth asked if oak was now in danger. The Estates and Facilities Manager said that a couple of samples had been sent back, and this may be something that would have to be considered in the future.

**EL.28.09.21** Members noted the report and **RESOLVED** to:

(i) agree for the works to go ahead in line with the recommendations of the Ranger's report.

**7.4** To consider installing a new litter bin along Streatfield Road

Cllr. Firth was happy to propose that this would be a sensible idea having a bin placed near to the public bench recently installed. The Estates and Facilities Manager confirmed that there were spare bins available and that we needed to order some small bins too and had the budget for this. Members agreed since there were no issues with resources for this.

**EL.29.09.21** Members noted the report and **RESOLVED** to:

(i) agree to the installation of a new litter bin at the end of Streatfield Road next to the newly installed bench.

(Cllr. B. Cox emailed an apology for non-attendance at this meeting at 19:48 hours)

**8.0 LEISURE**

**8.1** To consider a storage option at Harlands Playing Fields

Cllr. Bedwell said that she was in two minds about this idea due to the fact that it might be seen from the houses opposite and also with the new development in Mallard Drive, although she said that it was lovely to see the field being used and kids playing football on Harlands. She was hesitant because she wasn't sure if a metal container would look particularly pleasant with the little bit of space on this field, but was sold on the fact that it wouldn't be burnt down like the wooden storage shed. The Estates and Facilities Manager said the primary reason why the shed burnt down was due to youths smoking at the back of the shed as the council had been informed of this by local residents. Whereasa metal container would be nearer the road and more visible. Cllr. Beesley said that the situation at Ridgewood Place and firemen attending there quite regularly meant that another wooden storage option would not be a good idea and proposed that a metal container would be a better option. He said that it would have to withstand the elements and vandalism. Cllr. Edwards said that the shipping container would look really good maybe facing the roadside, painted up nicely with the Grasshoppers and Uckfield Town Council logos and maybe some youth involvement. Cllr. Mayhew suggested it could be surrounded by plants to disguise it more and Cllr. Edwards added that we also had to consider that this was a club that was effected by three hundred odd households and something for kids to do and they needed somewhere to store their stuff.



The Chairman concluded that members were not objecting to a storage unit but wanted to come up with a sensible place to put it so that it was masked and secure. The Estates and Facilities Manager said that the container was not that high and would prefer not to put it back where the shed had been as he was still dealing with that. He suggested either the road side or school side would be the better options and that the school side would be higher so the hedge would mask it. He believed that the Grasshoppers Chairman said they would be happy to plant around it too. The Chairman proposed this idea and for the Estates and Facilities Manager and the team to find the best way to mask the container from the residents in the houses opposite. Members agreed.

**EL30.09.21** Members noted the report and **RESOLVED** to:

- (i) agree to having a small metal shipping container used for storage on Harlands Fields, and;
- (ii) for the Estates and Facilities Manager and the team to liaise and decide on the most suitable location and the best way of masking it from the residents from the houses across the road on Mallards Drive.

8.2 To consider opportunities to commemorate the Queen's Platinum Jubilee in 2022

The Town Clerk had asked if members wished to register their interest in any of the activities in this report to mark Her Majesty the Queen becoming the first British Monarch in 2022. Cllr. Bedwell requested a good team effort with this from members. The Town Clerk said that she had had a meeting with the lady who ran Uckfield Phab who was looking at organising a charity fundraising event, potentially on the Bank Holiday Friday and that the Lions Club might also be doing something on that Sunday so events were already been planned in the town and the weekend could become quite busy.

Cllr. Mayhew said that the beacon lighting should happen anyway and that perhaps a working group would need to be set up for this. Cllr. French liked the idea of planting a tree for the Queen's Jubilee as this would tick all the boxes of other things we were trying to achieve. Cllr. Bedwell was happy to coordinate a working group along with volunteers Cllr. French and Cllr. Firth. The Chairman suggested announcing this at the next full Council meeting for other members who may also wish to get involved.

**EL31.09.21** Members noted the report and **RESOLVED** to:

- (i) set up a working group after showing interest in activities to commemorate the Queen's Platinum Jubilee in 2022, led by Cllr. Bedwell including (so far) Cllrs. French and Firth, and;
- (ii) for the Chairman at the next full council meeting to announce the new working group and invite any other members who may also wish to volunteer.

**9.0 REPORTS FROM WORKING GROUPS**

9.1 Climate Emergency Steering Group update – Green Partnership

Cllr. French wished to mention that they were building their next meeting with the greening group which was more like an umbrella group and that Cllr. Smith would have been able to explain a little more about our engagement with them if she were present today, but it was a good start. Cllr. Bedwell said that they had to cancel the 'Climate Change EXPO' event due to covid reasons but that they were going to try and re-arrange this for the end of April 2022 and try to get local businesses involved to showcase what climate change businesses were out there and those which were accessible to residents. The Estates and Facilities Manager announced that they had completed their carbon footprint and that he had prepared a Climate Change presentation for the Climate Change Working

Group, but would like to show this to members next week to highlight their aims and way forward.

## **10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

### **10.1 Active Uckfield**

Nothing to report at this time.

### **10.2 Age Concern**

Nothing to report at this time.

### **10.3 All Weather Pitch Operational Group**

Nothing to report at this time.

### **10.4 Conservators of Ashdown Forest**

Nothing to report at this time.

### **10.5 West Park LNR and Hempstead Meadows LNR – Supporters Group**

Nothing to report at this time.

### **10.6 Luxford Centre Management Committee**

Nothing to report at this time.

### **10.7 Uckfield and District Twinning Association**

Nothing to report at this time.

### **10.8 Uckfield Festival Association**

Nothing to report at this time.

### **10.9 Uckfield Parkrun Board**

Nothing to report at this time.

### **10.10 Uckfield Railway Line Parishes Committee**

Nothing to report at this time.

### **10.11 Uckfield Youth Club Board**

Nothing to report at this time.

### **10.12 Wealden Bus Alliance/Weald Link**

Nothing to report at this time.

## **11.0 CHAIRMANS ANNOUNCEMENTS**

- 11.1** There was a late addition to the agenda requesting members to consider a request from Manor Park and Hempstead Residents' Association to obtain a licence to cultivate land at Brown's Lane (Brown's Lane Rockery). The Chairman asked if members were happy for their request for up to five cherry trees to be supplied, planted and maintained by the association and members agreed that this would be good thing to see happen. Cllr. French commented that the association had always kept well maintained rows of flowerbeds on the estate and were a great asset so this would be a lovely addition.

### **EL32.09.21 Members noted the report and **RESOLVED** to:**

- (i) agree to this request by Manor Park and Hempstead Fields Residents' Association to obtain a licence to cultivate land at Brown's land (Brown's Lane Rockery) and to supply, plant and maintain five cherry trees.

## 12.0 CONFIDENTIAL BUSINESS

**EL.33.09.21** It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

12.1 To consider a report on the Marketing programme

Members noted the report.

12.2 To initially receive information on options to increase utilisation of West Park Pavilion (exempt information – considered commercially sensitive)

Members discussed the contents of the report.

The meeting finished at 20:23pm

## UCKFIELD TOWN COUNCIL

### ACTION LIST - FOR INFORMATION ONLY

#### Environment and Leisure Committee

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

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>EL.28.09.16</u></b>	<u>To consider revised byelaws for the Town Council's Local Nature Reserves (LNRs)</u> Members reviewed the amendments to the byelaws which still require Natural England and DEFRA's approval. It was <b>RESOLVED</b> to accept the revised byelaws.	05.09.16	HG	The Town Council has sealed and signed the byelaws. A public notice will be published soon to provide the public with an opportunity to view the byelaws, prior to their submission to the Secretary of State.
<b><u>EL.26.01.19</u></b>	It was <b>RESOLVED</b> that the Supporter Groups for both reserves be consulted with a view to shorten the byelaws in accordance with DEFRA's comments and report back to the Environment & Leisure committee.	28.01.19		
	<u>Harlands Farm Pond</u> The Ranger is to be asked for ideas to captivate children's interest whilst at the pond.	18.4.17	CW	These initiatives can be reviewed, by the new Ranger once they have settled in post.
	Harlands Farm Pond, VCT and Sussex Wildlife Trust are to be contacted to establish if they can assist with ideas etc. regarding children involvement in the pond.	30.4.18	CW	
<b><u>EL.43.01.20</u></b>	<u>7.2 To receive an update on the ecological report on the Town Council's Land at Bellbrook</u> Members <b>RESOLVED</b> to: (i) note the report; (ii) investigate the costs involved of installing an otter holt at the base of the riverbank of Bellbrook open space; (iii) rename Bellbrook open space to 'Riverside Wood' to give it an identity.	06.01.20	MF/HG	Work in progress to explore these matters. Town Council Solicitors have been asked to arrange an update with land registry.

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>EL.60.05.20</u></b>	<u>7.3 To consider a suggestion by Councillor D. French re: ancient trees to be felled at Mallards Drive</u> Members <b>RESOLVED</b> for all Councillors' suggestions be put forward to developers to cover costs of producing something from the wood which would be useful the community, using a local crafts person.	04.02.20	MF/RN	The wood has been cleared by the developer. <b>NFA</b>
<b><u>EL.03.06.20</u></b>	<u>7.1 To note the current position of the Town Council's Estates</u> <u>The Town Council had been offered a gingko tree from a resident who knew Councillor C. Macve; an 8-foot tall non-native tree</u> Members agreed for the Estates and Facilities Manager to liaise with Councillor A. Smith for further guidance on the best area to place the ginkgo tree.	15.06.20	MF	The resident wished to hold on to the tree until the Autumn, as it would be better to plant before the frost sets in. The resident has been in touch to arrange. In progress.
<b><u>EL.09.07.20</u></b>	<u>7.1 – To consider the current position of the Town Council's estates</u> The Estates and Facilities Manager spoke about the recent shortage of football pitches since lots of groups had increasing numbers of players and there were not enough pitches. Agree for the Estates and Facilities Manager to explore the various options available in terms of increasing the Town Council's sports grounds.	27.07.20	MF	Two football pitches have been installed at Harlands, one for adults and the other slightly smaller (goal posts to accommodate different size pitches). Discussions will part of the future planning and work ongoing within the Infrastructure Working Group. <b>NFA</b>
<b><u>EL.11.07.20</u></b>	<u>7.3 To consider installing electric charging points at the council buildings</u> Members noted the report and discussed various areas for charging points and agreed for the Estates and Facilities Manager to look in to liaising with Wealden DC and proposals for installation of electric car parking points at various sites.	27.07.20	MF	This will require some timely investigative work to consider the future options and to understand the work already underway by WDC and ESCC. The Climate Change working group will remain engaged.

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>EL.18.09.20</u></b>	<u>7.3 To consider - Sharing boxes idea from local resident</u> This idea was submitted on behalf of a local resident by a council member who wished to add that this idea would be down to residents to design, implement and deliver with one person to look after a sharing box each. Councillors would decide on the best places to put them. Various suggestions were given at the meeting, one being to approach community groups such as the Men's Shed to make them or the Lions Club to monitor and maybe propagate a little bit of advertising at the same time. One member mentioned that this was raised in a previous meeting maybe last year and asked for the Senior Administration Officer to look at previous minutes to see if there was any action taken.	07.09.20	RN	The Senior Administrative Officer had previously spoken with the publisher of the Uckfield Allotments Association Newspaper to ask if anyone would like to take on this initiative. An email has also been sent to the Lions Club and Men's Shed recently to see if anyone is interested in harnessing this idea. The Men's Shed said they will present this idea at their next committee meeting.
<b><u>EL27.11.20</u></b>	<u>7.3 To note the current position with the Town Council's Grounds vehicles</u> Members agree to go down the fully electric route and for a Gator type vehicle and requested an update on what was currently available on the UK market at the next E&L meeting.	16.11.20	RN	The outcomes of the Carbon Audit highlighted that vehicle emissions were lower than that of utilities. This work will therefore remain on hold until an action plan has been agreed for a way forward.
<b><u>EL.49.05.21</u></b>	<u>To consider an allotment demand and understanding the legislation if there is demand</u> Members noted the report and <b>RESOLVED</b> to: (i) re-establish the allotment working group at the next meeting of Environment & Leisure Committee on 14 June 2021, and; (ii) look at the issues and comments raised specifically about fees and charges and to explore options for allotment land in the future.	04.05.21	RN/MF/ SD/HG	Allotment Working Group in progress.

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>EL.51.05.21</u></b>	<p><u>To consider a request from Manor Park &amp; Hempstead Fields Residents' Association to obtain a licence to cultivate land at Brown's Lane (Brown's Lane Rockery)</u></p> <p>Members <b>RESOLVED</b> to:</p> <p>(i) note the report, and agreed to delay this request for a licence to cultivate land at Brown's Lane Rockery which would be discussed by members once the allotment working group had been re-established.</p>	04.05.21	RN/MF/SD/HG	<p>This was agreed by Environment &amp; Leisure Committee on 6 September 2021 and MPHFA have been informed. A draft copy of the licence has been presented to this meeting for reference.</p> <p><b>NFA</b></p>
<b><u>EL16.07.21</u></b>	<p><u>An update on streetlighting maintenance and repairs</u></p> <p>Members noted the report and <b>RESOLVED</b> to:</p> <p>(i) accept the statement of risk outlined in paragraph 3.1 – as per the report presented to Environment &amp; Leisure committee on 22 March 2021, and;</p> <p>(ii) agreed to proceed with the streetlighting repairs/replacements detailed in the table under section 2.1 utilising Community Infrastructure Levy funding within earmarked reserves the total sum being £25,084.70.</p>	26.07.21	MF	<p>The Estates and Facilities Manager has given ES Highways authorisation to go ahead with the works required.</p> <p><b>NFA</b></p>
<b><u>EL18.07.21</u></b>	<p><u>To consider options to review the gate access to Ridgewood Recreation Ground off New Road</u></p> <p>Members noted the report and <b>RESOLVED</b> to:</p> <p>(i) agree to Option 2 – to replace the gate at Ridgewood Recreational Grounds off New Road, Ridgewood (opposite the old terrace of cottages in New Road, specifically numbers 17 to 19) with a stile</p>	26.07.21	MF	<p>Uckfield Town Council has experienced staffing shortages in recent weeks/months. Work has not yet been carried out as a result.</p>
<b><u>EL19.07.21</u></b>	<p><u>To appoint a representative to join a stakeholder group exploring the future provision of Tennis in Uckfield</u></p> <p>Members noted the report and <b>RESOLVED</b> to: (i) appoint Councillor S. Mayhew and Councillor A. Smith as a substitute to join the stakeholder group looking at the future of tennis facilities in Uckfield, and; (ii) recommend to the IWG to invite those key members of the stakeholder group to a future working group meeting to understand current levels of demand and future provision required.</p>	26.07.21	HG	<p>The Town Clerk will advise the stakeholder group and Infrastructure Working Group accordingly.</p> <p><b>NFA</b></p>

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>EL.20.07.21</u></b>	<u>Initial update from Allotment Working Group meeting held on 12 July 2021</u> Members noted the report and <b>RESOLVED</b> to: (i) agree to the postponement of the Allotment Conference until all recommendations had been explored by the working group, and; (ii) allow the Estates & Facilities Manager to further investigate the replacement of allotment boundary fencing with hedgerow planting as a more greener and cost effective idea (to be raised with the Climate Change Working Group).	26.07.21	ALL	Date of rescheduled Allotment Conference within report being presented to this committee meeting. Allotment fencing with hedgerow will be discussed further with the Climate Working Group. <b>NFA</b>
<b><u>EL.27.09.21</u></b>	<u>To consider resident parking on council land at West Park Local Nature Reserve (WPLNR)</u> Members noted the report and <b>RESOLVED</b> to: (i) agree that a letter be sent to the resident requesting the vehicle be moved and fence reinstated and that no rubbish bins be placed there either.	06.09.21	RN	Letter sent to resident on 16/9/21 - polite notice was sent to ask them to stop parking in this area or placing bins here as it is council land and part of our nature reserve. It has been requested that the fencing be re-instated. <b>NFA</b>
<b><u>EL.29.09.21</u></b>	<u>To consider installing a new litter bin along Streatfield Road</u> Members noted the report and <b>RESOLVED</b> to: (i) agree to the installation of a new litter bin at the end of Streatfield Road next to the newly installed bench.	06.09.21	MF	ES Highways Licencing & Enforcement Team have been contacted to request a new licence for this bin to be placed next to the bench. In progress.
<b><u>EL.30.09.21</u></b>	<u>To consider a storage option at Harlands Playing Fields</u> Members noted the report and <b>RESOLVED</b> to: (i) agree to having a small metal shipping container used for storage on Harlands Fields, and; (ii) for the Estates and Facilities Manager and the team to liaise and decide on the most suitable location and the best way of masking it from the residents from the houses across the road on Mallards Drive.	06.09.21	MF	The Estates and Facilities Manager will liaise with Uckfield Grasshoppers on the most suitable location for the container in due course. <b>NFA</b>



<b><u>EL31.09.21</u></b>	<p><u>To consider opportunities to commemorate the Queen's Platinum Jubilee in 2022</u></p> <p>Members noted the report and <b>RESOLVED</b> to:</p> <p>(i) set up a working group after showing interest in activities to commemorate the Queen's Platinum Jubilee in 2022, led by Cllr. Bedwell including (so far) Cllrs. French and Firth, and;</p> <p>(ii) for the Chairman at the next full council meeting to announce the new working group and invite any other members who may also wish to volunteer.</p>	06.09.21	Cllrs	<p>A working group has been set-up, a request has also been put out for more volunteers. First meeting still to be arranged.</p>
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**UCKFIELD TOWN COUNCIL  
ENVIRONMENT & LEISURE COMMITTEE  
PROJECT MONITORING FORM 2021/22**

**Projects in 2020/21 Budget – Outstanding projects**

The funding for the following two projects was agreed at Full Council on 12 April 2021 to be reallocated to install a Covid memorial (bench(es) and tree). Initial investigations were reported to members at the Annual Statutory meeting of the Council on 24 May 2021:

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

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

**FC18.05.21** Members **RESOLVED** to:  
(i) note the report, and;  
(ii) agreed to proceed with the first design but request that the Estates & Facilities Manager enquire as to whether the first design (East Grinstead) could be purchased but with a more rounded style of bench for comfort.

Project Name	Bench on London Road (by Southview Drive)		Project Number	53
<b><u>FC92.01.20</u></b>	£1,000	27.04.20	The bench and plaque have been ordered in line with the resolution above and received. We are awaiting approval from ES Highways to go ahead with placement of a concrete plinth and installation of the bench.	

Project Name	Memorial Plaque/Art Project		Project Number	55
<b><u>FC92.01.20</u></b>	£1,500	27.04.20	-	

**UCKFIELD TOWN COUNCIL  
ENVIRONMENT & LEISURE COMMITTEE  
PROJECT MONITORING FORM 2021/22**

**Projects in 2021/22 Budget – New Initiatives**

<b>Project Name</b>	<b>New signage for play areas and recreation grounds</b>		<b>Project Number</b>	<b>56</b>
<b><u>FC.64.01.21</u></b>	£1,600	18.01.21	Works now complete <b>NFA</b>	

<b>Project Name</b>	<b>Ridgewood Play Area patch resurfacing</b>		<b>Project Number</b>	<b>57</b>
<b><u>FC.64.01.21</u></b>	£13,500	18.01.21	This is scheduled to be completed in November 2021.	

<b>Project Name</b>	<b>Green Projects plus £5,000 in earmarked reserves</b>		<b>Project Number</b>	<b>58</b>
<b><u>FC.64.01.21</u></b>	£18,000	18.01.21		

<b>Project Name</b>	<b>Replace boardwalk plus £21,470 in earmarked reserves</b>		<b>Project Number</b>	<b>59</b>
<b><u>FC.64.01.21</u></b>	£5,000	18.01.21	Works now complete. <b>NFA</b>	

<b>Project Name</b>	<b>Animal friendly bins – Victoria Pleasure Ground &amp; Hempstead Rec</b>		<b>Project Number</b>	<b>60</b>
<b><u>FC.64.01.21</u></b>	£1,000	18.01.21		

**UCKFIELD TOWN COUNCIL**  
**ENVIRONMENT & LEISURE COMMITTEE**  
**PROJECT MONITORING FORM 2021/22**

<b>Project Name</b>	<b>Speed reduction initiative (already have £3,700 in earmarked reserves)</b>		<b>Project Number</b>	<b>62</b>
<b><u>FC.64.01.21</u></b>	Minus £500.36 (=£3,199.64)	08.05.21	<p>Starter kit 3 with the up to date speed monitoring device (bushnell) as recommended by Sussex Police has been purchased at a cost of £500.36 plus VAT as agreed by Environment &amp; Leisure Committee on 22 March 2021. New recruits are currently being trained and registered on the system.</p> <p>Further correspondence will follow with Town Councillors to take a decision on what is purchased in terms of monitoring equipment and speed indicator devices at the roadside.</p>	

<b>Project Name</b>	<b>Covid contingency fund for play area spraying (until end June 2021)</b>		<b>Project Number</b>	<b>63</b>
<b><u>FC.64.01.21</u></b>	£2,500	18.01.21	<p>Spraying was undertaken at the end of April, May and June 2021. No further action until the autumn months when a review will be undertaken.</p>	

<b>Project Name</b>	<b>Tree planting programme (plus carry forward of £700 from 2020/21 budget – now in earmarked reserves)</b>		<b>Project Number</b>	<b>64</b>
<b><u>FC.64.01.21</u></b>	£1,000	18.01.21		

## Environment Leisure Committee as at 31 Aug 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Actuals at 31 Aug 21 £	Budget at 31 Aug 21 £	Sep 21 Budget £	Oct 21 Budget £	Nov 21 Budget £	Dec 21 Budget £	Jan 22 Budget £	Feb 22 Budget £	Mar 22 Budget £	Total 2021/22	2021/22 Budgets
Sales																
Contribution to Town Centre Security	0	0	0	575	0	575	600	0	0	0	0	0	0	0	575	650
Weald Hall Events	516	194	267	375	260	1,611	8,225	1,545	1,545	1,545	1,545	1,545	1,545	1,545	12,426	17,500
Allotments	37	0	0	85	0	122	333	0	0	6,000	0	0	0	0	6,122	6,000
Allotment Deposits	104	0	0	56	0	160	267	67	67	67	67	67	67	67	627	800
Playing Fields & Pitches, Sport Income	232	32	(95)	0	463	632	1,000	0	8,000	0	0	0	0	1,500	10,132	10,500
Playing Fields & Pitches, Event Income	24	103	258	3,963	338	4,686	3,000	0	0	0	0	0	0	0	4,686	3,000
WDC- WPark Culverts Agreement	0	0	0	0	0	0	0	0	0	0	0	360	0	0	360	360
Cemetery - Interments	7,063	6,029	4,473	3,597	6,371	27,532	12,083	2,417	2,417	2,417	2,417	2,417	2,417	2,417	44,449	29,000
Cemetery - Memorials	471	691	214	746	471	2,594	2,500	500	500	500	500	500	500	500	6,094	6,000
Cemetery - Sundry income	0	0	0	0	131	131	0	0	0	0	0	0	0	300	431	300
Cemetery Maintenance Charge	490	588	392	392	686	2,548	1,250	250	250	250	250	250	250	250	4,298	3,000
Env Sundry Income	46	0	0	9	0	55	0	0	0	0	0	0	0	200	255	200
Litter/bus station	331	0	0	0	331	331	663	0	0	331	0	0	331	0	994	1,325
Roundabout income	0	0	0	0	0	0	0	0	0	0	0	0	0	850	850	850
Total Sales	9,313	7,636	5,510	9,797	9,051	40,976	29,921	4,778	12,778	11,110	4,778	5,138	5,110	7,628	92,297	79,485
						Excess expenditure will be covered by CIL										
Purchases							Earmarked reserves									
Clothing - Corp & Prot - Indoor staff	0	273	0	0	0	273	163	163	0	0	163	0	0	163	761	650
Street lights, New	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Street lights, supply & maintenance	16,291	0	0	0	0	16,291	10,000	0	0	0	0	0	0	0	16,291	10,000
Street light repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	2,500	2,500	2,500
Bus shelters	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
Allotments	39	0	0	67	0	106	508	508	0	0	508	0	0	508	1,629	2,030
Playing fields and pitches	1,374	766	20,187	575	255	23,156	21,000	0	0	0	0	0	0	0	23,156	21,000
Play Areas	0	200	0	0	0	200	750	750	0	0	750	0	0	750	2,450	3,000
Cemetery, grave digging	0	2,560	0	640	1,490	4,690	2,600	1,300	0	0	1,300	0	0	1,300	8,590	5,200
Cemetery, rates & water	168	167	167	167	167	836	750	150	150	150	150	150	150	150	1,886	1,800
Cemetery, litter	143	122	194	143	224	825	667	133	133	133	133	133	133	133	1,759	1,600
Cemetery, maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	400	400	400
General equipment repairs	0	137	8	0	0	145	0	0	0	0	0	0	0	2,000	2,145	2,000
New Equipment	379	46	0	0	131	556	0	0	0	0	0	0	0	2,500	3,056	2,500
Ground Maintenance Contract	0	0	0	0	0	0	0	16,500	0	0	0	0	0	0	16,500	16,500
Ground Maintenance General	103	93	213	136	118	663	900	450	0	0	450	0	0	450	2,013	1,800
Hire of Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
LNRS & Sites of Interest (Ranger)	1,881	1,900	1,881	1,881	1,881	9,423	11,108	2,222	2,222	2,222	2,222	2,222	2,222	2,222	24,974	26,660
LNRS & Sites of Interest (Working budget)	123	339	85	187	112	846	1,250	625	0	0	625	0	0	625	2,721	2,500
Transit	81	849	54	514	0	1,498	833	167	167	167	167	167	167	167	2,665	2,000
Ford Ranger	196	44	95	84	515	933	625	125	125	125	125	125	125	125	1,808	1,500
Tractor maintenance & running costs	47	24	0	52	18	141	625	125	125	125	125	125	125	125	1,016	1,500
Movana Vehicle	90	87	583	83	133	975	833	167	167	167	167	167	167	167	2,142	2,000
Fencing	178	0	0	0	0	178	188	188	0	0	188	0	0	188	741	750
Trees	922	314	1,598	728	3	3,565	2,000	2,000	0	0	0	0	0	2,000	7,565	4,000
Graffiti removal	0	0	0	0	0	0	0	0	0	0	0	0	0	50	50	50
Litter bins	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000	3,000	3,000
Litter collection, open spaces	683	561	607	665	699	3,215	1,542	308	308	308	308	308	308	308	5,373	3,700
Horticulture	0	0	0	0	0	0	0	150	0	0	0	0	0	150	300	300
Roundabout expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
Weald Hall Events	0	250	75	0	70	395	1,500	3,500	0	0	0	0	0	8,500	12,395	13,500
Corp dev- signage outside areas	0	212	0	0	0	212	0	0	0	0	0	0	0	250	462	250
Groundsmen - salaries	5,813	7,370	7,360	7,360	7,360	35,265	33,401	6,680	6,680	6,680	6,680	6,680	6,680	6,680	82,026	80,163
Groundsmen - National insurance	497	611	609	609	609	2,934	2,600	520	520	520	520	520	520	520	6,574	6,239
Groundsmen - Pension	1,853	1,377	1,371	1,208	1,208	7,017	7,184	1,437	1,437	1,437	1,437	1,437	1,437	1,437	17,074	17,241
Town Security/CCTV	1,143	44	38	40	43	1,307	1,500	750	0	0	0	0	0	750	2,807	3,000
Floral displays	0	0	1,710	469	469	2,647	2,500	500	500	0	0	0	0	0	3,647	3,500
Repair and replace street furniture	0	0	0	1,250	0	1,250	1,250	0	0	0	0	0	0	250	1,500	1,500
Cleaning materials	15	0	0	0	0	0	0	75	0	0	0	0	0	75	150	150
Performing rights	0	0	0	0	0	0	0	500	0	0	0	0	0	0	500	500
Event Advertising Marketing	50	160	0	0	80	290	1,000	1,000	0	0	1,000	0	0	1,000	3,290	4,000
HMLNR & WPLNR	0	0	0	0	500	500	500	0	0	0	0	0	0	0	500	500

## Environment Leisure Committee as at 31 Aug 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Actuals at 31 Aug 21 £	Budget at 31 Aug 21 £	Sep 21 Budget £	Oct 21 Budget £	Nov 21 Budget £	Dec 21 Budget £	Jan 22 Budget £	Feb 22 Budget £	Mar 22 Budget £	Total 2021/22	2021/22 Budgets
Total Purchases	32,067	18,506	36,834	16,856	16,086	120,334	107,776	40,991	12,534	12,034	17,016	12,034	12,034	39,741	266,716	249,783

### New initiatives 2021/22

[illegible][illegible]

## **Meeting of the Environment & Leisure Committee**

**Monday 18 October 2021**

### **Agenda Item 5.3**

#### **TO REVIEW THE FEES AND CHARGES FOR SNATTS ROAD CEMETERY FOR 2022/23**

##### **1.0 Summary**

- 1.1 Every year as part of the budget setting process, the Town Council is required to review its fees and charges. In addition to the fees and charges for our room hire and sports facilities, the Town Council is also required to review the fees and charges for burial and ashes interments, along with memorial fees set for Snatts Road Cemetery.

##### **2.0 Update**

- 2.1 Members are therefore required to review the fees and charges for 2022/23. In the past four years the Environment & Leisure Committee has agreed to increase all fees by 1.5% for the Cemetery. A copy of the current rates are attached at Appendix A for reference.
- 2.2 There is an amendment required to the wording in the memorials section. Where it states that headstones only are permitted on the lawn section plot numbers X1-X325, the mapping of the X section was re-configured a few years ago and so this should actually be X1-X296.

##### **3.0 Cemetery Rules and Regulations**

- 3.1 The cemetery rules and regulations were last updated in 2015 so this will require some re-modification and review to bring up to date in 2022.
- 3.2 Members are asked for volunteers for which a working group can be set up to discuss and review the current rules and regulations in further detail and provide their recommendations. It is recommended that this work be carried out in 2022, once the current number of working groups has reduced and there is more sufficient time to undertake research.

##### **4.0 Recommendations**

- 4.1 Members are asked to:
- (i) advise the Clerk of any proposed changes to fees and charges for 2022/23, and;
  - (ii) confirm if they are content in reviewing the rules and regulations for Snatts Road Cemetery in 2022 in the form a working group (if so volunteers to be put forward).

Contact Officer: Rachel Newton

## Rules and Regulations

The Snatts Road Cemetery Regulation, a copy of which can be obtained from the Town Council offices, must be adhered to at all times.



Uckfield Town Council

Council Offices, Civic Centre, Uckfield TN22 1AE  
Tel: 01825 762774  
[www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)



Uckfield Town Council

## Snatts Road Cemetery Fees

As at **1 April 2021**  
Snatts Road Cemetery Fees  
as fixed by Uckfield Town Council





Please note: All Exclusive Rights, interment and memorial fees in sections 1-5 are **DOUBLED** for non-parishioners (*non-parishioners are those that have lived outside the parish for six months or more*)

## BURIALS

1. **INTERMENT FEE** (including excavation)
  - a. New grave any depth £650.00
  - b. Re-open existing grave £532.00
  - c. Charges for babies and children on application
2. **EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVE**  
Deed for the Exclusive Right of Burial for a period of 75 years
  - a. Adult over 18 years of age £752.00
  - b. Child between 1 and 18 years of age £248.75
  - c. Babies under 1 year (parishioners only) Nil  
(see below)

The Town Council does not charge for a baby plot for those under 1 year old and will retain the Exclusive Right of Burial unless the plot is purchased at a cost of £237.00. Memorials will be allowed at the council's discretion on un-purchased plots subject to the appropriate fee.

In line with The Social Fund (Children's Funeral Fund for England), burial authorities can claim back the fees incurred for the above exclusive right of burial for a child between 1 and 18 years of age.

## ASHES

3. **THE GARDEN OF REMEMBRANCE**
  - a. Deed for the Exclusive Right of Burial of Ashes for a period of 75 years £357.00
  - b. Interment of cremated remains £131.00
4. **CLOISTERED GARDEN OF REMEMBRANCE**  
The Exclusive Right of Burial of Ashes is not required in this section
  - a. Scattering of cremated remains £131.00

## 5 MEMORIALS

For the right to erect or place a memorial on a grave the Exclusive Right of Burial must be purchased. The Town Council must approve all memorials and inscriptions including those for babies under 1 year old where the council holds the Exclusive Right of Burial.

Headstones only are permitted on the lawn section plot numbers X1-X325

All memorial sizes must be in accordance with the Cemetery Regulations.

- a. Headstone £159.00 + VAT
- b. Kerb sets including headstone £350.00 + VAT
- c. Kerb sets or book £190.00 + VAT
- d. Tablet – Garden of Remembrance £159.00 + VAT
- e. Plaque – Cloistered Remembrance Wall (single size) – 25 year licence £159.00 + VAT
- f. Plaque – Cloistered Remembrance Wall (double size) – 25 year licence £208.00 + VAT
- g. Additional inscription £55.00 + VAT
- h. Vase memorial only £66.00 + VAT
- i. Rose tree £88.50 + VAT

## 6 OTHER CHARGES

- a. Cemetery maintenance charge £98.00 + VAT  
Applicable for all burial and ashes interments
- b. Fee for search of burial records £10.30 + VAT
- c. Transfer of Deed of Exclusive Rights of Burial £43.25 + VAT

## **Meeting of the Environment & Leisure Committee**

**Monday 18 October 2021**

### **Agenda Item 5.4**

#### **TO START CONSIDERING NEW INITIATIVES FOR THE DRAFT BUDGET 2022/23**

##### **1.0 Summary**

- 1.1 The draft budgets are presented to Full Council in early December for the following financial year, prior to a final decision being taken on the precept and detailed budget papers. This will be taken to Full Council on Monday 17 January 2022.
- 1.2 In order to assist staff with exploring the costs associated with new initiatives and the Town Council's priorities, and to give staff adequate time to obtain quotations and estimates, members are asked to consider now, what new initiatives they may wish to deliver in the next financial year and beyond.

##### **2.0 New initiatives**

- 2.1. Members are asked to consider potential new initiatives for 2022/23:

These are some of the items that may require further funding in 2022/23:

- ESCC Grass Verge Cutting Contribution – (has previously cost £4,271);
- Bringing grass cutting on Town Council owned open spaces in-house - £10k;
- Climate Change initiatives or Green Partnership initiatives - £4k;
- Speed reduction initiatives;
- Surface water drainage (Ridgewood and Osborn car parks) - £20k;
- Replacement grounds equipment - £2k;

##### **Longer term saving**

- Long term saving for improvement to next identified play area and sports facilities such as Victoria Pleasure Ground - £10k;
- Future potential to expand Snatts Road Cemetery - £1k;
- Future expansion of nature reserve - £1k;
- Future vehicle replacement - £5k;

##### **3.0 Recommendation**

- 3.1. Members are asked to:
  - (i) advise the Clerk of any items that they would like to consider for inclusion in the draft 2022/23 budget;
  - (ii) and advise the Clerk of any associated costs for consideration in budget setting.

Contact Officer: Rachel Newton/Mark Francis

## UCKFIELD TOWN COUNCIL



### **LICENCE TO SUPPLY, PLANT AND MAINTAIN UP TO FIVE CHERRY TREES ON LAND KNOWN AS BROWN'S LANE ROCKERY, UCKFIELD**

Uckfield Town Council hereby permits the Manor Park & Hempstead Fields Residents' Association (the licensee) to supply, plant and maintain up to five cherry trees on land known as Brown's Lane Rockery, Uckfield as shown coloured red on the attached plan subject to the following conditions:-

- a) Trees are to be kept in good order and attended in their early growth to ensure they become well established;
  - b) The erection of fences, walls, structures etc. on the land is not permitted. The installation of suitable seats however would be permitted with the prior written consent of the Town Council;
  - c) Temporary fixtures such as inscribed memorial plaques would be permitted, within the ground or as part of the installation of suitable seating;
1. In this licence references to the "licensee" shall except as otherwise provided be construed as reference to the person(s) which is for the time being entitled by virtue of this licence to do anything permitted by it to be done.
  2. The licensee shall at all times during the continuance of this licence take all reasonable precautions necessary to ensure the safety and convenience of users and prevent any nuisance or annoyance being caused to the owners or occupiers of other premises adjoining the said land.
  3. The licensee shall not assign or transfer this licence.
  4. The period of the licence will be for five years commencing on 1 October 2021.
  5. The Town Council may by notice served on the licensee withdraw this licence and on the expiration of such period in the notice the licensee will give up the trees in at least as good a state as at the grant of this licence.
  6. If this licence is withdrawn or surrendered the Town Council:
    - a) may remove and dispose of as it thinks fit any items which the licence relates, and reinstate or;

- b) if satisfied that the licensee can within such reasonable time as they may specify, remove such trees, seats etc that the Town Council may authorise them to do so at their own expense.

In this and the next following clause "the licensee" means the person who immediately before the withdrawal or surrender of the licence in question was the licensee or if that person has died his personal representative.

7. The Town Council shall not be liable for any damage occasioned to any tree, or seat planted or retained in pursuance of this licence howsoever caused and whether or not arising from or caused by the Town Council.
8. The Town Council acknowledges the Constitution and Rules of Manor Park & Hempstead Fields Residents' Association, this said, the licensee will abide by the conditions of this license at all times.

Signed on behalf of  
Uckfield Town Council

Signed on behalf of  
Manor Park & Hempstead  
Fields Residents' Association

.....

.....

Dated the .....2021

## Meeting of the Environment and Leisure Committee

Monday 18 October 2021

### Agenda Item 6.2

#### **TO CONSIDER COSTS FOR MOVING THE TRADITIONAL RED TELEPHONE BOX FROM HIGH STREET TO HARLANDS PRIMARY SCHOOL**

##### **1.0 Background**

- 1.1 **FC.28.06.21** Members **RESOLVED** to pursue a collaboration with Harlands Primary School to restore and relocate the traditional red telephone box to Harlands Playing field, with hybrid use of a community children's library and defibrillator. Members also wished for the developers (Persimmon Homes) to be contacted to see if the oak from the oak tree that had recently been felled at the entrance to the site, could be used to create the bench adjacent to the telephone box.

##### **2.0 Exploring relocation and associated costs**

- 2.1 The Estates & Facilities Manager has been liaising with Harlands Primary School to explore the resolution put forward above. The Town Clerk and Estates & Facilities Manager met with the school in the summer to look at potential locations for the telephone box to be relocated. It was thought any placement on the playing field may encourage anti-social behaviour and a location was recommended beside the school gates. The proposed location would be on school land and would have good visibility from Mallards Drive (the school and local properties) to deter anti-social behaviour.

##### **2.2 Potential location**



- 2.3 Harlands Primary School received quotes to supply electricity to this location to power the defib box however due to the distance from the building they were deemed too expensive and the school therefore suggested placing the defib outside the school entrance to save on costs. The defib would remain accessible to the public when the school is closed.

2.4 The Estates & Facilities Manager contacted a local company to obtain a quote for assisting with the relocation of the telephone box (with inclusion of ES Highways licences) as part of a community project.

2.5 Copy of quotation received:

DESCRIPTION	PRICE
Apply for S171 licence and arrange Traffic Management (barriers / signs etc.)	£ 425.00
Break out the concrete plinth, carefully lift the telephone kiosk and transport to Harlands School, and reinstate footpath commensurate with the surrounding area	£ 950.00
Excavate for and construct concrete base and tarmac footpath by the rear school gates as discussed	£ 1,750.00
Return to Harlands (after refurbishment) and lift kiosk into new position	£ 100.00
<b>TOTAL</b>	<b>£ 3,225.00</b>

All prices are exclusive of VAT.

2.6 Harlands Primary school submitted a funding bid for the library project and heard that this had been successful. This means they can put £1,000 towards these works. Their parent teacher association, the Friends of Harlands, would also be able to contribute £500.00.

2.7 The Town Council already had £1,000 in earmarked reserves for the relocation of the traditional telephone box. Total budget from UTC and the Harlands school would therefore be £2,500, leaving a shortfall in funding of £725. There are additional funds in repair & replacement of street furniture of £1,500 which this shortfall could accommodate.

### **3.0 Recommendations**

3.1 Members are asked to:

- (i) confirm if they are happy for officers to proceed based on the above information;
- (ii) agree to the expenditure of £1,725 to assist in relocating the telephone box to Harlands primary school as per the above report.

Contact Officer: Mark Francis

## **Meeting of the Environment & Leisure Committee**

**Monday 18 October 2021**

### **Agenda Item 7.1**

#### **TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S ESTATES**

##### **1.0 Summary**

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

##### Victoria Pleasure Ground

Town bin collections have increased significantly since the Easter bank holiday, resulting in an additional collection to keep up with demand, on a weekly basis. Temporary second additional collection booked until further notice, this will increase the overall litter collection budget and will most likely be overspent by year end. Future budgets will have to be increased to meet rising demand.

##### Victoria Skatepark

Investigation required in dealing with drainage issues, awaiting outcome of meeting with developers at Ridgewood site.

##### Hempstead Lane Play Area

Nothing new to report.

##### Hempstead Meadows

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

##### Rocks Park Play Area

Remedial works to fencing being carried out following vandalism.

##### West Park Recreation ground

Nothing new to report

##### Boothland Wood

Nothing new to report.

##### Equipment & Vehicles

Tractor due service.

##### Street Furniture & Lighting

Covid-19 memorial bench has been ordered in partnership with CPJ Field. Awaiting confirmation of licence from East Sussex Highways before placement of concrete plinth and installation of bench.

##### Ridgewood Recreation Ground

Nothing new to report.

##### Elizabeth Gardens

Nothing new to report.

##### Selby Meadows

Nothing new to report.

West Park Local Nature Reserve.  
Boardwalk works complete.

Luxfords field and play area.  
Nothing new to report.

#### Trees

Following a programme of tree surveys across the town, it is becoming very evident that the Town Council is starting to have to deal with a number of trees with Ash die back. Future budgets will need to be increased to prioritise demand.

## **2.0 Recommendations**

2.1 Members are asked to note the report.

Contact Officers: Mark Francis



## **Meeting of the Environment & Leisure Committee**

**Monday 18 October 2021**

### **Agenda Item 7.2**

#### **TO CONSIDER FORESTERS HALL BIN STORE**

##### **1.0 Summary**

- 1.1 The Estates and Facilities Manager notified the Waste Manager at Wealden DC that the bin store at Foresters Hall was looking in need of some TLC. He asked them if this was still being serviced by the recycling service team.
- 1.2 Wealden DC have informed Uckfield Town Council that this site is still currently serviced by the recycling round however the Town Council's correspondence had been received at a time when they were reviewing the locations where we have recycling bring sites located.
- 1.3 Due to the fact that they now collect the same recycling materials from each household on the kerbside collection, the use of some of the local recycling bin sites had reduced considerably and they will be looking to decide if they are still viable or if they can be adjusted to collect different materials or, in some cases, removed altogether.
- 1.4 For Foresters Hall they have provided two options:  
  
Option 1 - remove the facility including the bins, fencing and signage.  
This would help to provide more space and enable additional cars to park in the car park.  
  
Option 2 - remove the bins, fencing and signage but in its place, Wealden DC would ask their recycling partner, The Salvation Army, to place a textile and shoe recycling bank in the car park at the same location. This would free up the parking spaces but also provide local residents with a recycling facility for old clothes, shoes and other textiles whilst also helping support the good work of the charity.
- 1.5 Wealden DC's Waste Manager has asked for our thoughts on this and in the meantime he has also arranged for the damaged bin to be replaced.
- 1.6 The Town Clerk would like to remind members however that a decision has not yet been taken on the placement of the Children's Air Ambulance Textiles recycling bank that was discussed at some length at the previous meeting of Environment & Leisure Committee on 6 September 2021.

##### **2.0 Recommendations**

- 2.1 Members are asked advise the Clerk on how they wish officers to proceed.

Contact Officers: Mark Francis



## **Meeting of the Environment & Leisure Committee**

**Monday 18 October 2021**

### **Agenda Item 7.3**

#### **TO CONSIDER FUTURE GRASS CUTTING ARRANGEMENTS ON TOWN COUNCIL OWNED OPEN SPACES**

##### **1.0 Background**

- 1.1 Currently the grass on the Town Council's open spaces (recreation grounds/football pitches/cemetery etc) is cut by an external contractor between April and October under a contract each year. The last contract arrangement was undertaken for 2017-20, and then extended to 2021/22 in line with the existing agreement.
- 1.2 The current contract expires in March 2022 (*realistically October/November 21 as that's the end of the cutting season*), as the expiry of the two-year extension of the original three-year contract with the contractor comes to an end.
- 1.3 This report asks member to start consideration through the budget setting process as to whether the Town Council would be happy to bring grass cutting of Town Council owned open spaces only, in-house from 1 March 2022 onwards.

##### **2.0 Reasons for review**

- 2.1 The Estates & Facilities Manager along with the grounds team would like to bring grass cutting in-house for Town Council owned open spaces commencing in 1 March 2022.
- 2.2 This would assist by providing:
  - financial cost savings;
  - grass cutting that can be undertaken in line with weather forecast i.e. it doesn't get cut when it doesn't need too or it gets cut more frequently if increase in growth;
  - specialist or sensitive areas such as the Cemetery to receive more care and attention; having respect for the environment;
  - response to demand – i.e. if events are planned on certain open spaces – the ground can be prepared in line with the event;
- 2.3 This proposal would require us to increase the grounds maintenance team by one full-time person, however it wouldn't be one additional FTE, it would actually be an alteration to the existing full time seasonal grounds person role to cover the year.
- 2.4 Complaints have been received throughout the seasons resulting in grass being cut in bad weather, either drought or wet conditions damaging the soil. Contractors not cutting the grass sufficiently or not removing clippings. Complaints have also been received with contractors starting too early on a weekend and not taking care within Snatts Road Cemetery.

### 3.0 Cost implications

- 3.1 The current contract was £15,708 +VAT for year one (2020/21), year 2 (2021/22) cost £16,500 +VAT. This budget along with the seasonal grounds person budget of which is currently £19,026.05, £9.89ph, £1,585.50pm could be reallocated to employ a full-time grounds person on annualised hours on a permanent full-time contract.
- 3.2 This new role commencing April 2022 would incorporate grass cutting of the sites with a new drivable lawn mower. This new role would be primarily used for grass cutting between April and October and assist with general grounds works between November – March.
- 3.3 There is an additional £2,849 remaining in earmarked reserves from the purchase of equipment/cricket mower as well as an additional £3,000 put aside in 2021/22 for a ride on lawn mower, making a total of £5,849.
- 3.4 Second hand ride on lawn mowers are for sale between £6,000 and £15,000. The Cemetery lawn mower can be purchased for £1,000. There is potential to allocate funds for 2022/23 to top up the shortfall and potential to sell our currently owned wood chipper and Sisis which aren't used for up to £9,500.
- 3.5 Example of ride on lawn mower.



See overleaf...

3.6 Example of mower required for the Cemetery.



**4.0 Recommendations**

- 4.1 Members are asked to consider the contents of this report and provide feedback on this proposal.

Contact Officers: Mark Francis

## **Meeting of the Environment & Leisure Committee**

**Monday 18 October 2021**

### **Agenda Item 7.4**

#### **TO CONSIDER THE REALLOCATION OF EARMARKED RESERVES FOR TREE WORKS**

##### **1.0 Summary**

- 1.1 The current revenue tree budget for 2021/22 for tree works (not purchases) has been spent with further tree works required in the winter months.
- 1.2 The tree works revenue budget for 2021/22 was set at £4,000, with a current spend of £4,114.88. The second of three sets of tree surveys for Uckfield Town Council owned open spaces are planned to be carried out this financial year at a cost of £900. With the increase of Ash die back amongst general bad weather and normal tree works required in the winter a bigger budget is required, and we have been keen to undertake these surveys to understand the risk and scale of work involved.
- 1.3 At 31 March 2021, there was £1,483 remaining in earmarked reserves under Trees.
- 1.4 There is currently £4,050 in earmarked reserves allocated for Litter Bins/Policy. We do not need this level of funding at present.
- 1.5 A budget was set under new initiatives for 2021/22 for New Tree planting of £1000 with an additional £500 donation from a local business. It is understood this new tree budget will be required for this year's winter stocking so would not be available for use.
- 1.6 It is therefore be requested that the earmarked reserves allocated for trees £1,483 be utilised for tree works in winter 2021/22 and a sum of £2,500 be transferred from earmarked reserves Litter bins/policy into the earmarked reserves 'trees' pot for use also. This would provide
- 1.7 The total figure from both of these lines would increase the budget for tree works this winter by a further £3,983.

##### **2.0 Recommendations**

- 2.1 Members are asked to consider the above report, and reallocation of funds within earmarked reserves to meet the level of work required to trees on Town Council owned land.

Contact Officers: Mark Francis

## **Meeting of the Environment & Leisure Committee**

**Monday 18 October 2021**

### **Agenda Item 9.1**

#### **TO RECEIVE AN UPDATE (MINUTES) FROM THE CLIMATE EMERGENCY STEERING GROUP MEETING 25<sup>TH</sup> AUGUST 2021**

##### **1.0 Meeting notes**

Present: Donna French, Karen Bedwell, Paul Sparks, Mark Francis, Angie Smith

##### **1. Draft Climate Change Policy:**

Mark presented a draft Climate Change Policy. Councillors felt this was an excellent summary of UTC's intended direction of travel and summarised the work that the Council had undertaken up until now.

##### **2. Actions from previous meeting:**

- a) Karen had not yet had the chance to put the list of Terracycle sites together, however she had found an Uckfield Terracycle Facebook group and would contact them to ask for a list;
- b) Velda Reed had advised that she would like support from the Council in planting a hedgerow to delineate the boundary with the new development, however she needed to identify where the hedge could be planted. Mark advised that there was a 15m buffer zone around the development site, but he would need to check where the boundary of this buffer zone was;
- c) Mark had been in contact with the Town Council solicitor and been advised that there has been no response to our query re extension of nature reserve;
- d) Paul had maintained contact with CPJ Field, re the potential for clearing and sprucing up the land behind their premises on Newtown, as a community garden;

**Action: Karen to contact administrator for the Uckfield Terracycle Facebook group to ask for list of recycling sites**

**Action: Mark to check where hedge could be planted to create the Selby Meadow boundary**

##### **3. Climate Expo**

Potential date of 30 April 2022 agreed. Also agreed that we would like to stage a Q&A session with the Green Partnership members

**Action: Karen to check potential Expo date with Holly**

##### **4. Next Green Partnership Meeting**

- a) Date of 5<sup>th</sup> October 2021 agreed (6.30-8.30) by Zoom
- b) Agreed that we would discuss:
  - Format for the group e.g. involvement of individual members of the public; structure
  - Help for setting up the group – from the Volunteer Centre
  - Formulation of action plan
  - Social media presence – and assistance with this
  - Involvement of Chamber of Commerce

- Climate Expo 2022

**Action: Angie to send invitation out to next Green Partnership**

**Action: Paul to source sample terms of reference doc**

**Action: Angie to contact Barking and Dagenham Council to see if they can still make a video about the Greening Network for the meeting**

## **2.0 Recommendations**

2.1 Members are asked to note the contents of the report, and provide any feedback on the actions being taken forward by the group.

Contact Officers: Rachel Newton



## **Meeting of the Environment & Leisure Committee**

**Monday 18 October 2021**

### **Agenda Item 10.6**

#### **LUXFORD CENTRE MANAGEMENT COMMITTEE MEETING UPDATE**

##### **1.0 Summary report**

- 1.1 At a Zoom meeting held on 24 September 2021 members were welcomed and updated on various matters concerning the administrative running of the club.

There was a detailed report and considerable discussion on the return of members to the club and the use of the hall by external organisations.

The House Committee advised that at present, the membership was 115 as opposed to 160 and pre-covid but this number was steadily increasing month by month as the members felt confident to return.

The membership fee has been set at 50% of the annual cost for this year and this was slowly helping to replenish club funds.

The increased full year amount of £10.00 due in January will assist the situation with the benefit of the increased funds.

Several of the club's activities are now being run in conjunction with U3A and not only has this assisted with club funding but also brought with it a larger and refresh of membership.

The Thursday lunch attendance now exceeds the pre-covid levels.

The club are still looking for a new booking secretary. Two applicants from the volunteer club and we are still awaiting a response from a third.

All routine checks and records are up to date and covid precautions still observed.

Councillor Chris Macve

##### **2.0 Recommendation**

- 2.1 Members are asked to note the report.