



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

Monday 25 October 2021 at 7.00pm
Weald Hall, 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 MAYOR'S DISCRETION

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

4.0 APOLOGIES FOR ABSENCE

5.0 MINUTES

5.1 To **RESOLVE** that the minutes of the Full Council meeting on 13 September 2021 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only
(Attached)

6.0 COMMITTEE MINUTES

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

- | | |
|---------------------------------------|--------------------------------|
| (a) Plans Committees | 20 September & 11 October 2021 |
| (b) Environment and Leisure Committee | 18 October 2021 |
| (c) General Purposes Committee | 4 October 2021 |

- 7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**
- (i) The Uckfield Town Centre Regeneration Joint Committee (nothing to report)
 - (ii) Neighbourhood Plan Steering Group (nothing to report)
 - (iii) Gatwick Airport Consultation Group (nothing to report)
- 8.0 TO RECEIVE REPORTS FROM WORKING GROUPS**
- (i) Civic Centre Working Group (nothing to report)
 - (ii) Events Working Group (nothing to report)
 - (iii) Uckfield Dementia Forum (nothing to report)
- 9.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2021/22 (Q2)** (Attached)
- 10.0 TO NOTE THE REPORT OF THE EXTERNAL AUDITOR FOR 2020/21** (Attached)
- 11.0 TO CONSIDER A MOTION FROM COUNCILLOR DONNA FRENCH** (Attached)
- 12.0 TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL** (Attached)
- 13.0 TO NOTE AND CONSIDER THE MARKET TEST FOR EXPRESSIONS OF INTEREST IN THE OPERATION OF HEATHFIELD AND UCKFIELD LEISURE CENTRES** (Attached)
- 14.0 TO CONSIDER THE SOUTH EAST WATER'S DRAFT CLIMATE CHANGE ADAPTATION PLAN** (Attached)
- 15.0 TO SIGN AND SEAL THE LICENCE AGREEMENT BETWEEN MANOR PARK & RESIDENTS' ASSOCIATION AND UCKFIELD TOWN COUNCIL FOR BROWN'S LANE ROCKERY** (Attached)
- 16.0 TO NOTE THE MAYOR'S ENGAGEMENTS** (Attached)
- 17.0 SIGNING OF GRAVE CERTIFICATES/TRANSFERS OF DEEDS OF GRANT**
- 18.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 19.0 TOWN CLERK'S ANNOUNCEMENTS**
- 20.0 CHAIRMAN'S ANNOUNCEMENTS**



Town Clerk
19 October 2021

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held
on Monday 13 September 2021 at 7.00 pm
in the Weald Hall, Civic Centre, Uckfield

PRESENT:

Cllr. K. Bedwell	Cllr. J. Love (Town Mayor)
Cllr. J. Beesley	Cllr. C. Macve
Cllr. D. Bennett	Cllr. A. Smith
Cllr. B. Cox	Cllr. P. Sparks
Cllr. J. Edwards	Cllr. D. Ward
Cllr. H. Firth	Emily McHale (Youth Member)
Becky Ikeson (Youth Member)	

IN ATTENDANCE:

4 x members of the public
1 x member of the press (recorded)
County Councillor Chris Dowling

Holly Goring Town Clerk
Mark Francis Estates & Facilities Manager
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTEREST

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent.

Councillor K. Bedwell declared a personal interest in relation to agenda item 9.0. Her son was associated with the Uckfield Grasshoppers due to his Under17s football with the Uckfield AFC.

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

FC.40.09.21 It was **RESOLVED** to suspend Standing Orders to enable members of the public to speak.

Mr Trevor Probert, Treasurer of the Uckfield Model Railway Club spoke in relation to agenda item 9.0. Having expressed their interest in the reconfiguration of West Park Pavilion and need for space adequate to accommodate their requirements, they realised they may not have a sporting intention but they did run a local interest and were a local organisation. The club were keen to attract younger age groups and to provide another after school interest within the town. They had a

direct connection with Uckfield College, with an active team of youngsters. Although they couldn't house the interest at the College at present, they were able to provide expertise and financial support. Current club rooms were unfortunately not able to accommodate greater member numbers, so they were not in a position to offer them club membership at this stage. For example, two of the youngsters left despite great interest and talent, due to a lack of suitable facilities. The Uckfield Model Railway Club were currently based in Framfield Road. Their interest therefore remained with West Park, to expand that space, and introduce a variety of age groups to this interest. However if the Town Council saw fit to award the tenure of the building to someone else, they would be interested in alternative options such as sharing the facility or exploring space elsewhere in the town.

Mr Paul Fletcher, Chair of Uckfield Grasshoppers reminded members that the club had been in local community for 40 years. The sports club were keen to formulate their longstanding use into an agreement with the Town Council. The building had the correct number of changing rooms for females/males, and currently met requirements stipulated in football management and league rules. The Uckfield Grasshoppers supported a wide range of age groups from Under 7s right up to the Under 18/19s. They were one of the biggest providers of sport in the local area. Pitch and venue locations were currently stretched. The Grasshoppers had the budget and funds to improve existing facilities and had grant applications pending. With funding they would seek to develop a social seating area, decorate the internal fabric of the building, refurbish the shower areas, install CCTV and broadband, and improve the kitchen area for birthday parties etc. They would also seek to install a landlord override switch to cut the power and reduce utility bills.

West Park Pavilion was their HQ for their annual sixes tournament; still one of the biggest tournaments in East Sussex. There was also demand for a Girls only tournament. They wanted to protect existing playing spaces and venues including West Park.

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

Councillor Chris Dowling attended the meeting. He had responded to a couple of complaints about noise whilst the UKPN works were underway in Lewes Road. Contractors were coming towards the end of the current phase of work and expected the current underground drilling and duct work to be completed week beginning 20 September. The second phase of work would commence on 27 September. This involved joint bay works with 250m intervals to run the cable through the ducting. UKPN contractors would be starting from the new development in Ridgewood and head north into town.

Councillor K. Bedwell asked if the works were going to come to an end in October, if there was any chance that the flooding would get investigated before this winter. This would be the second winter and the two problematic drains were sinking more now.

Councillor P. Sparks spoke in relation to the refugee crisis and Wealden DC's plan of action. One family had been housed in a four-bed home and they were looking to acquire a three-bed. Wealden DC were currently looking for properties

to help support these refugees so it was asked for thought to be given to available properties in the area.

Councillor P. Sparks also explained that within the last few days, a local Housing Needs Assessment had been prepared for use in the Local Plan. This showed that 519 affordable homes per annum to rent were required together with 335 affordable home ownership. The median house price in Wealden District was 11.55 times median earnings which was one of the highest in the country. Since 2011, on average 653 new homes had been built each year but now this had to increase to 1,250pa. This would increase the population of Wealden by 28% (45,200 more people).

Wealden DC ran ward walks with their ward councillors to look at their areas and discuss present issues, and opportunities. Councillor H. Firth advised that her ward walk was due to take place on Friday 17 September 2021.

Councillor J. Beesley raised a question for Councillor Chris Dowling. Councillor Beesley had queried a couple of years back the condition of Southview Drive and Downsview Crescent, and was advised at the time under no uncertain terms that the condition of the roads would be the responsibility of the contractors from the Uckfield College development. However in the news on Friday from a local media outlet, it was suggested that this may not be the case. The roads were dangerous and cars and cyclists swerved the potholes daily. It was likely now it would just get left until Streatfeild House was developed. Councillor J. Beesley wanted clarification from ES Highways.

The Town Clerk agreed, adding that the matter had been raised again at the SLR meeting in July 2021, and in her absence it had been suggested that the Town Clerk should contact Uckfield College. The Town Clerk advised that she had also hit one of the potholes quite badly and had since been filled in Southview Drive.

Councillor J. Beesley also raised the grass verges in Manor Park (Downsview Crescent) with Councillor Chris Dowling. The grass crete was put down around one year ago. The grass had grown and looked better. People still parked on the verges but it was withstanding the vehicles a bit more. His main concern was that some of the grass crete was not flush with the ground and could become a trip hazard if not already. It was particularly noticeable on the corner by Sycamore Court.

FC.41.09.21 Residents and Councillors were thanked for their input and updates, and subsequently **RESOLVED** to reinstate Standing Orders.

4.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors D. French, G. Johnson, S. Mayhew and C. Snelgrove. Apologies had also been received from County/District Councillor Claire Dowling.

5.0 MINUTES

5.1 To resolve that the minutes of the meeting of the full Council on 2 August 2021 be taken as read, confirmed as a correct record and signed by the Mayor.

FC.42.09.21 It was **RESOLVED** that the minutes of the meeting of full Council on 2 August 2021 be taken as read, confirmed as a correct record and signed by the Mayor.

5.2 Action List

Members requested that the following actions be removed as they had now been completed:

FC37.08.21 – draft letter to Quickborn

FC38.08.21 – motion from Councillor B. Cox

Members subsequently noted the action list.

6.0 **COMMITTEE MINUTES**

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

(a) Plans Committee of the 9 and 31 August 2021

FC.43.09.21 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 9 and 31 August 2021.

(b) Environment & Leisure Committee of the 6 September 2021

FC.44.09.21 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committees of the 6 September 2021.

(c) General Purposes Committee of the 23 August 2021

FC.45.09.21 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 23 August 2021.

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

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

Nothing to report at present.

(iii) Gatwick Airport Consultation Panel

The Town Clerk clarified that the consultation documents for the Gatwick Northern Runway Project were now based at the Civic Centre rather than Uckfield Library. As a result of this members were advised to spread the word, and if they were approached by anyone looking for the information, it was available online (via a simple google search) and copies of the consultation summary document and questionnaire were available to pick up in the Town Council offices.

Members subsequently noted the report.

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

Members noted the update of the forthcoming event – the Uckfield Revival on Saturday 2 October 2021.

(iii) Uckfield Dementia Forum

Nothing to report at present.

9.0 TO FORMALLY CONSIDER OPTIONS TO INCREASE UTILISATION OF WEST PARK PAVILION

Members were presented with a report which had already been viewed by General Purposes Committee and Environment & Leisure Committee. As a result members were asked to make a decision in the public domain, despite some of the financial information being made available to members only under confidential business. As previously noted in the above committees, West Park Pavilion had been under utilised for a number of years, and was generating no income other than that incorporated in seasonal football pitch fees. Members had deliberated for some years whether to reconfigure the space or lease out part or all of the building, but no decision had been taken. Officers were now keen to understand how members wished to proceed.

The Chair of General Purposes Committee, Councillor P. Sparks advised that the committee held wide ranging discussions on the topic. Everyone felt that they would like to support both of the organisations but clearly there were some important financial and structural issues to consider. They were aware that any decision taken at West Park, could affect other groups in the town.

Representative of Environment & Leisure Committee, Councillor J. Edwards reported similar thoughts with a desire to support both parties, but Option 2 of leasing the entire building on a full repairing lease had been their preferred next step for a few reasons. Reasons given by General Purposes Committee earlier, in regards to finance and structural matters. But also as mentioned by the Chair of the Uckfield Grasshoppers, the club was a home for so many children in the area and was a fantastic asset to the town. This option was also by far the most financially prudent on the part of the town council. Although there were other groups and organisations looking for space in the town, the pavilion was a sports facility and should be protected as such. Councillor J. Edwards noted that the Estates & Facilities Manager hoped that other prospects would emerge in the town which could provide potential for community space for a number of organisations, to enable the Town Council to help as many people as possible.

Councillor J. Beesley also reminded attendees that local community groups and organisations could apply for support through the Uckfield Town Council's Community Grant Programme. Councillor D. Bennett agreed stating that tenants were also able to apply for grant funding for projects or repairs.

Councillor J. Beesley put forward a proposal for full Council to support Option 2, which was seconded by Councillor D. Bennett.

Councillor J. Love wished to make an addition to the proposal to encourage officers to keep searching for further space which could be utilised by local community groups, to enable the Town Council to support the town.

Councillor K. Bedwell explained that there was such a lack of space in the town and the Town Council would be working hard to try and source more space. It was definitely not a choice between them and us. Councillor Bedwell felt that the Model Railway needed to leave their layouts in situ and space needed to be found appropriate to their needs, whereas West Park Pavilion as a venue, was better suited for the Grasshoppers where it sat adjacent to the recreation ground.

FC.46.09.21 With nine votes in favour, and one member abstaining, members **RESOLVED** to proceed with Option 2 “*to lease the entire building on a full repairing lease to a Sports Club for an agreed rental figure per annum*”, but for officers to also continue searching for further space which would support local community groups in the town.

10.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL’S ANNUAL PRIORITIES FOR 2021/22 (Q1)

The Town Mayor, Councillor J. Love wished to thank everyone in the office and the whole Town Council team who had kept these priorities progressing during difficult times. It was a great achievement.

Councillor P. Sparks wished to endorse these comments. The whole of the Town Council had done remarkably well. Councillor P. Sparks wished to reference one of the priorities relating to the Neighbourhood Plan. He was keen to try and move the development of this on as quickly as possible, particularly as Wealden DC were working on the Local Plan. He felt that the Uckfield Neighbourhood Plan could have significant impact on this.

Members were happy to note the report.

11.0 TO CONSIDER THE PROPOSED WAY FORWARD AND PREPARATION OF THE DEDICATION AGREEMENTS FOR THE NEW FOOTWAY LINKS TO THE “LAND OFF MALLARD DRIVE” DEVELOPMENT

Councillor C. Macve first wished to commend officers, for getting the amplification improved within the Weald Hall.

With regard to the footpath links; primarily the one across Harlands Playing fields and the link to Framfield Road, to a lesser extent. Councillor C. Macve asked if the legal costs for preparation of these agreements were being covered by the developer. It was only right that they paid any legal and surveying fees. The Town Clerk advised that she would check with them.

Councillor C. Macve also referenced the footpath to the Uckfield Hospital approach road. He had some reservations about the provision of the footpath extension up to new development. It would run in front of the ambulance station, and although the ambulance station was not in much use at present, presumably at some point that building would be put back into much more extensive use. The traffic would also increase. He therefore had reservations with the location of the footpath but was unable to offer an alternative.

The Town Clerk believed that this access point had already been agreed through the planning process as part of the S106 agreements as they were also due to improve the footways where the bus stops were located near to the Hospital approach road.

Councillor D. Bennett questioned whether adoption of the footway would have any bearing on the drainage in this area. The culverts were full to overflowing with gravel and foliage and he had never been able to identify responsibility. If it were the case that the section of the footway was under new responsibility, increased runoff from the development would need to be accounted for with frequent cleaning of the gullies.

Councillor C. Macve advised that the licence was originally granted to the NHS for providing the road for access to the hospital. Quite clearly it stated that the NHS were responsible for the road and the upkeep but despite reporting issues on a number of occasions he had not been successful.

Councillor D. Bennett also advised that he had helped clear the road for many years during winter snowfall. It was an important route which needed to be kept safe as it was a key access point to Bird in Eye Surgery and minor injuries unit at the Hospital. It needed to be maintained and gritted.

FC.47.09.21 Members **RESOLVED** to:

- (i) note the proposed legal process being taken with regards to the footway link across Uckfield TC land at Harlands Playing Fields, and;
- (ii) confirmed that the footway link between Framfield Road and Hospital approach should also be placed up for adoption by ESCC at the same time;
- (iii) request that Persimmon Homes cover the costs of any legal fees incurred.

12.0 **TO CONSIDER A RESPONSE TO THE ESCC BUS SERVICE IMPROVEMENT SURVEY**

Councillor J. Love explained that members of the public, elected members and staff had been invited to respond to the individual survey but this was an opportunity for the Town Council to respond as an organisation.

Councillor C. Macve failed to see the object of their questions. He explained that if you didn't answer yes you were effectively opting for a decrease in the bus service. Of course, everyone wanted a comfortable, clean and easily accessible bus service.

Councillor A. Smith wished to use the survey as an opportunity to lobby for improvements around the bus station, as well as advocate for a better service at weekends. Uckfield was quite well served for bus services at present.

Councillor J. Love explained that meetings were in progress with ES Highways in regards to the updating of the Bus Station. Members were still asking for toilet facilities as well. Improved facilities would include a different layout, larger longer bus shelters etc but there were still a few things to discuss.

Councillor D. Bennett confirmed that the Town Council did want to say yes to everything. There was currently a very good service between Tunbridge Wells and Brighton, but much poorer services between Uckfield and Eastbourne way.

Miss McHale supported this comment as she currently used the Eastbourne bus route daily. It was a very slow service and didn't run regularly enough and worked against the whole aim of trying to reduce congestion. This route in particular was not helpful if you needed to get to work in time. This central government project had allocated £3billion so it would be good for ESCC to use up their allowance.

Councillor B. Cox also used to get the Eastbourne bus to College. When it left, it would take an hour and a half and was really expensive compared to the Brighton bus route. The Eastbourne bus almost was trying to make itself unaffordable; so

irregular and not cost effective. ESCC needed to look at the whole picture for bus services. They needed to reach the main towns, and be cost effective.

The Town Clerk reminded members of the substantial cuts to the Etchingham to Uckfield service (via Heathfield) which had affected workers, shoppers and the younger generation who were just out of college and trying to access work, education or training.

Councillor C. Macve agreed, advising that there was currently a lack of local infrastructure supporting the villages. If people were unable to travel from the villages to the town, it would impact on our economic recovery. There was a need to look for services between the local villages and nearest town, as well as a shuttle type service in the town itself. The town was spreading out further, with developments proposed around the periphery. A shuttle service would therefore be critical to support the local economy.

Councillor J. Love also suggested that East Sussex County Council talk to the Chamber of Commerce to understand business needs. For example, she understood that staff at the East Sussex National were currently experiencing difficulties reaching work.

The Town Clerk thanked members for their input and advised that the comments would be submitted to ESCC through their consultation portal.

13.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Everything was correct but the Town Mayor advised that although her and the Deputy Mayor had attended the Bonfire & Firework display on Carnival weekend, it was not a civic duty.

Noted report.

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

Four deed of grants had been received:

Elayne Scrivens

Mrs Caroline Russell

Kerry Isted

Lesley Flint

FC.48.09.21 It was **RESOLVED** for three councillors to sign the above deeds of grant.

14.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

15.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk reminded members of Plans Committee that there was an imminent deadline for feedback on a number of Outside Plans, and to date response had been low. Members were advised to respond to the Administrative Officer by the deadline.

16.0 CHAIRMAN'S ANNOUNCEMENTS

The Town Mayor, understood following discussions at E&L Committee on 6 September that Councillor Bedwell would be leading a working party for the Queen's Platinum Jubilee to celebrate on the bank holiday weekend in June 2022 (Councillors D. French and Cllr H. Firth had put

themselves forward already). It was acknowledged that there was quite a lot of activity already happening in Uckfield so they would be approaching everyone to find out what had been planned. Councillor K. Bedwell advised that any activities led by the Town Council were likely to be low key as a result of a couple of other larger events taking place so could include lighting the beacon, afternoon tea, and possibly something else to plug the gaps. Members were asked to see Councillor Bedwell at the end of the meeting if they were interested in volunteering.

The Town Mayor, also reminded members to follow formalities and procedures that were followed pre-covid – for example remembering to send the relevant clerk for the meeting their apologies, and reason for their absence. Members were also asked to keep on top of email correspondence as often the office had to chase for responses, in particular for Outside Plans or other local authority/agency consultations. These were key expectations of the role.

The meeting closed at 19:59pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

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

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC32.06.19</u> <u>FC46.08.19</u>	<u>13.0 To consider a motion from Councillor Spike Mayhew</u> Members unanimously RESOLVED to (i) ask the Town Clerk to look into civil orders such as Public Space Protection Orders, and; (ii) for the Town Council to reconsider the role of a Community Warden <u>13.0 To report back to Full Council on Public Space Protection Orders</u> Members RESOLVED to ask the Town Clerk to arrange a meeting with Sussex Police and Wealden District Council.	24.06.19/ 05.08.19	HG	Members considered research into Public Space Protection Orders at the meeting on 9 th December 2019. It was agreed to defer this item until further work had been undertaken on reporting and the new PCSO's had started.
<u>FC57.09.19</u>	<u>10.0 To consider a motion from Councillor Ben Cox</u> With eleven members voting in favour, and one abstaining, it was RESOLVED to accept the report from Councillor Ben Cox in relation to youth food poverty, and take up the recommendations outlined in the above motion, with a caveat that the investigations undertaken at this stage would be at no cost to the Town Council.	16.09.19	HG/ BC	Since this motion was put forward, the Community Fridge initiative has set itself up as a CIC. Further research is however required into food poverty.
<u>FC.30.09.20</u>	<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 RESOLVED to request that the Town Clerk write to the Housing Minister Rt Hon Robert Jenrick with a copy of this report and advise Wealden DC's planning department of these discussions along with neighbouring parish councils.	14.09.20	HG	A letter is being drafted and will be circulated to members for approval before sending.
<u>FC18.05.21</u>	<u>13.0 To consider ideas for the future use of the traditional red telephone box</u> 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.	21.06.21	MF/HG	A report was taken to Environment & Leisure Committee on 18.10.21 relating to this action. Rather than duplicate, it would seem sensible to remove from Full Council action list, to be followed up by E&L. NFA.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.46.09.21</u>	<p><u>10.0 To formally consider options to increase utilisation of West Park Pavilion</u></p> <p>With nine votes in favour, and one member abstaining, members RESOLVED to proceed with Option 2 <i>“to lease the entire building on a full repairing lease to a Sports Club for an agreed rental figure per annum”</i>, but for officers to also continue searching for further space which would support local community groups in the town.</p>	13.09.21	HG/MF	A report was taken to GP Committee under confidential business to understand the preferred terms of the lease agreement for UTC. A meeting has also been arranged between officers and the relevant Sports Club on 20.10.21 to discuss the terms of the lease agreement.
<u>FC.47.09.21</u>	<p><u>11.0 To consider the proposed way forward and preparation of the dedication agreements for the new footway links to the “land off mallard drive” development</u></p> <p>Members RESOLVED to:</p> <p>(i) note the proposed legal process being taken with regards to the footway link across Uckfield TC land at Harlands Playing Fields, and;</p> <p>(ii) confirmed that the footway link between Framfield Road and Hospital approach should also be placed up for adoption by ESCC at the same time;</p> <p>(iii) request that Persimmon Homes cover the costs of any legal fees incurred</p>	13.09.21	HG	<p>Correspondence is ongoing with Persimmon in relation to the footway links, access points onto the land and current concerns with regard to construction vehicles and timings of works.</p> <p>Wealden DC Planning Enforcement are aware and jointly liaising with contractors.</p>

Meeting of Full Council

Monday 25 October 2021

Agenda item 9.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES – 2021/22

1.0 Summary

- 1.1 This report provides a quarterly update on the Town Council's priorities for 2021/22 and the progress that had been made by the end of each quarter. This report provides a summary of progress to the end of September (end of quarter two).
- 1.2 The priorities identified for delivery in 2021/22 consist of initiatives which are often additional to the day to day responsibilities of the Town Council, but demonstrate by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.3 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year. With this paper, the Town Clerk provides an update to members to explain the progress being made to deliver these priorities.
- 1.4 It is critical to note that this has continued to be a difficult period for the Town Council, with the impact of Covid-19 lockdowns on service provision and planned projects. And during the past four months we have also experienced a mix of sickness (not covid), staff on holiday absence as well as the impact of the pandemic and additional personal circumstances affecting their availability, which led to fewer staff balancing larger workloads.

2.0 End of Quarter Two 2021-22: Progress Update

- 2.1 Of the 10 priorities, three are complete, six are making good progress and on schedule, and only one is behind schedule. This is excellent performance in a difficult couple of years. A very big thank you to a fantastic Town Council team for their hard work, dedication and perseverance to achieve these tasks.





3.0 Recommendations

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

Appendices: Appendix A: Quarter Two 2021/22 Progress Report




Contact Officer: Holly Goring





Key:

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

APPENDIX A: End of Q2 - 2021/22 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
1. COMMUNITY GRANTS We will award up to £47,000 of community grant funding to local groups and charitable organisations in 2021/22.	✓	All first instalment and second instalment payments have now been paid (May and October 2021). A total of £46,400 has been provided to local community organisations. Plus the £8k SLA payment to the Uckfield Volunteer Centre.	General Purposes Committee	Assistant Town Clerk & RFO
2. PUBLIC EVENTS IN THE TOWN We will work alongside the local business community and local community groups to deliver two free public events within the town; Weald on the Field and Uckfield Revival	✓	<p>Weald on the Field went ahead a couple of weeks later than normally planned on 21 August 2021, due to concerns around covid restrictions in the planning stages, but the event was a great success! A great line up of live music was performed from the Airstream Stage from 12noon until 8pm and there was a great variety of street food, pop up bars, local produce, crafts and clothing. It was a really lovely day and great to see everyone enjoying themselves in the fresh air and open space.</p> <p>Uckfield Revival went ahead on 2 October despite the weather. Due to limited resources within Town Council staff, Mike Skinner handled all of the vehicle enquiries which was a great help. The event went well and everyone was in good spirits but it did highlight that the event should really take place earlier in the year to reduce the risk of bad weather.</p> <p>The working group are due to meet on 9 November to debrief on both events in order to plan effectively for 2022.</p>	Full Council	Town Clerk
3. IMPROVEMENTS TO OPEN SPACES We will undertake repairs and improvements to a number of our open spaces including installing new signage, replacing play area surfacing, investigating drainage issues and upgrading a number of litter bins.	●	<p>Signage for the Town's play areas and open spaces is gradually being upgraded.</p> <p>The resurfacing of the play area at Ridgewood Recreation Ground is due to take place in November 2021.</p> <p>The remaining matters such as the litter bins and drainage issues are in progress.</p>	Environment and Leisure Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
4. GRASS VERGE CUTTING We will continue to contribute to the costs of East Sussex County Council's grass verge cutting contract to retain a good standard of service and ensure visibility is maintained on pavements and highways.		Payment was made to East Sussex County Council for 2021/22 to maintain existing service standards and frequency of cuts to the town's grass verges, back in April 2021. <i>(Urban verges used to receive 5-6 cuts per annum but East Sussex County Council can now only afford to fund two. Rural verges receive two cuts per annum).</i>	Environment and Leisure Committee	Town Clerk
5. CLIMATE CHANGE We will investigate ways in which we can reduce our impact on climate change by reviewing our contracts, buildings and equipment, managing our land for nature and minimising waste: - look to replace one grounds vehicle; - reviewing energy saving measures; -tree for a tree planting scheme		Work continues with the 'tree for a tree' planting scheme but in terms of the Town Council's buildings and equipment, the Estates & Facilities Manager commissioned a carbon footprint audit to be carried out which has provided an excellent base upon which the Town Council can assess where it is having most impact, and what steps the council needs to take to reduce our carbon emissions. The outcomes of this audit were presented to full Council on 13 September 2021. The Climate Change Working Group have been working hard to establish and research key areas for the Town Council to focus its attention, and have also set up a Green Partnership for the town; bringing together key agencies to understand where we can share best practice and work together to deliver a greener town, and a number of associated initiatives. A policy and action plan are being developed as we speak.	Environment and Leisure Committee	Estates & Facilities Manager
6. NEW FINANCE We will look to change from our existing cheque payment method, by two signatories to a dual authorisation BACS payment model and digitalise our purchase order and invoicing procedures.		The banking system has been set up for members of Finance-Sub Committee to assist the Responsible Financial Officer with authorisation of BACs payments. The first supplier payments were issued via BACs instead of cheque in February 2021 and have continued as planned with a number of councillors now set up to authorise payments. With a lower supply now of invoice and purchase order paper, this will make the push to reduce paper and change these processes before the New Year.	Finance Sub-Committee	Assistant Town Clerk & RFO

Priority	Status	Notes	Lead Committee	Lead Officer
7. NEW BOOKING SYSTEM We will look to install a new booking system for the internal management of booking enquiries for the Town Council's rooms and open spaces		This has been placed on hold whilst staff resources get back up to speed.	General Purposes Committee	Town Clerk/ Assistant Town Clerk & RFO
8. ROAD SAFETY We will work with partner organisations such as Sussex Police and East Sussex Highways to re-establish community speedwatch initiative(s) in the town and explore the installation of a speed reduction device.		The Community Speedwatch scheme has been re-established with existing volunteers undertaking refresher training and three new volunteers undertaking the full training with Sussex Police and onsite device training. We still have another three to four volunteers interested in joining, so training will be arranged shortly. A new mobile handset for the community speedwatch team to use was purchased with the funding available. Further work is now required to bring the 'speed reduction device' back to Environment & Leisure Committee and agree a way forward.	Environment and Leisure Committee	Town Clerk
9. TOWN COUNCIL'S BUILDINGS We will review our older buildings and investigate how they could be better utilised to meet the needs of hirers, and local community groups.		A number of repairs and maintenance works have been undertaken to our buildings already including Foresters Hall in particular, and the completion of the Civic Centre Atrium works. Work is progressing well towards delivery of the Town Council's annual maintenance programme. And longer-term discussions have commenced with regard to West Park Pavilion and increasing utilisation of this building, which has now led to leasing the building out to a sports club on a full repairing lease.	General Purposes Committee	Estates & Facilities Manager
10. NEIGHBOURHOOD PLAN We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan for submission to the local Planning authority.		Detailed work is currently underway to review all documentation to bring it up to date, ensure it includes the latest evidence and have it ready to inform the overarching draft Neighbourhood Plan documents.	Full Council	Town Clerk



Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2021

Section 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Uckfield Town Council** for the year ended 31 March 2021 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Uckfield Town Council** on application to:

Holly Goring
Town Clerk
Uckfield Town Council
Council Offices
Civic Centre
Uckfield
TN22 1AE

Between the hours of 9am to 4pm Mondays to Fridays
(excluding public holidays), when any local government elector
may make copies of the Annual Return.

3. Copies will be provided to any person on payment of £1.00 for each copy of the Annual Governance & Accountability Return.

Announcement made by: Holly Goring, Town Clerk

Date of announcement: 29 September 2021

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENT Uckfield Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		Yes, not in line with the statement
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

21/06/21

and recorded as minute reference:

FC.25.06.21

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

[Signature]

Clerk

[Signature]

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Section 2 – Accounting Statements 2020/21 for

Uckfield Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	1,209,672	1,282,437	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	909,545	942,405	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	470,593	331,825	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	542,944	532,901	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	62,443	60,987	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	701,986	730,454	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,282,437	1,232,125	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,311,160	1,224,454	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,631,399	6,631,399	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	557,400	520,200	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]

Date 18/06/21

I confirm that these Accounting Statements were approved by this authority on this date:

21/06/21

as recorded in minute reference:

FC-26-06-21

Signed by Chairman of the meeting where the Accounting Statements were approved,

[Signature]

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

Uckfield Town Council – ES0100

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

24/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Meeting of the Full Council

Monday 25 October 2021

Agenda Item No. 11.0

TO CONSIDER A MOTION FROM COUNCILLOR DONNA FRENCH

1.0 Summary

- 1.1 This report sets out the motion submitted by Councillor French in accordance with the Town Council's Standing Orders.

2.0 The motion for consideration

- 2.1 Councillor French gave written notice of the following motion which was received on 27 September 2021 and before the required deadline:-

- 2.2 Councillor French recently picked up in a chairmen's briefing of the Central Government announcement with regard to 'Changing Places' toilets and funding opportunities available. Councils are able to apply for the share of £30million available funding to install Changing Places toilets in local communities. Research has shown central government that country parks, open spaces, tourist attractions and transport networks are where users would like to see new places.

- 2.3 A Changing Place Toilet (CPT) is a larger accessible toilet which supports people with a disability including hoists, curtains, adult size changing benches, and space for carers for example. There are around 1,200 registered CPTs across the country and the government intends to increase this number into places outside of hospitals, health centres and public buildings.

- 2.4 It looks like applications could only be made through the principal authorities which in this case would be East Sussex County Council. On reading the literature, the deadline for expressions of interest was actually 23 September 2021, so the deadline has passed. However the motion should still be presented to Uckfield Town Council with its original intention:

"Uckfield Town Council supports the increase in the provision of Changing Place Toilets across the country, and will approach East Sussex County Council to understand if they:

(i) have submitted an expression of interest to central government to draw down funding to the county of East Sussex, and:

(ii) if ESSCC have expressed an interest, that Uckfield Town Council lobby for such facilities to be introduced in Uckfield."

3.0 Recommendations

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

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 25 October 2021

Agenda Item 12.0

TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL

1.0 Summary

- 1.1 An urgent consultation panel was called on 4 October 2021 of the Mayor, Deputy Mayor and Chairmen of the Town Council's Standing Committees, to request that a decision be made with regard to the 2022 Uckfield Town Calendar, which is normally prepared now for publication and print, and then distribution in December to households alongside Uckfield Matters and the Late Night Shopping magazine.
- 1.2 On Thursday 7 October, the Town Clerk explained that the Town Council had the judging panel organised to look at the photos that had been submitted for the 2022 Calendar Competition. As members of E&L Committee may recall, a decision was taken earlier this year to run the competition with the local primary and secondary schools in Uckfield.
- 1.3 Despite the Marketing & Communications Officer:
 - contacting all schools end of June/early July, to explain the summer holiday project, and to give them a deadline for submission of photographs by 24 September;
 - sending a reminder before schools broke up;
 - sending a reminder when schools returned early September, and;
 - chasing twice end of September/early October 2021 and placing two updates in Uckfield Matters over the summer break.Unfortunately only four entries were received for the competition.
- 1.4 This was very sad, as it was an excellent summer project for students and would have been great to have a younger perspective on the town.
- 1.5 Unfortunately it was understood that the pandemic would have placed additional pressure on schools in the past couple of years, as well as parents, which would have made the additional project difficult to complete and affected the level of interest.
- 1.6 With only four photographs, a further eight would have been required to complete the months of the year. The Urgent Consultation Panel were also reminded that Uckfield TC now also picked up the cost of the calendar as a result of the council's usual producer giving up last year due to poor marketing take up during the pandemic.
- 1.7 The Marketing & Communications Officer designed the calendar last year, which took a lot of her time, with additional costs of printing (which last year cost £1,500) and distribution (which last year cost £480). So the project itself costs a minimum of £2k before staffing costs.

2.0 Proposal

- 2.1 The Town Clerk proposed that eight photos could be added by prominent people in the town such as the late Ron Hill and/or Mike Skinner etc. For the various reasons such as costs, resource, and lack of interest, it was however proposed by the Town Clerk that it may be wise this year to pull the calendar for 2022 from production, due to lack of interest. This would mean cancelling the judging panel.
- 2.2 Members felt it was a great shame but felt it was the most sensible option for this year. It was however suggested that the entrants who sent in the four photos

should receive a prize in goodwill, and members felt that perhaps plans could be made to continue the calendar for 2023 with a number of ideas being put forward.

3.0 Recommendations

3.1 Members are asked to note the report.

Contact Officers: Holly Goring

Meeting of the Full Council

Monday 25 October 2021

Agenda Item No. 13.0

TO NOTE AND CONSIDER THE MARKET TEST FOR EXPRESSIONS OF INTEREST IN THE OPERATION OF HEATHFIELD AND UCKFIELD LEISURE CENTRES

1.0 Summary

- 1.1 East Sussex County Council (ESCC) are currently advertising via a soft market test for expressions of interest for the operation of the leisure centres in both Heathfield and Uckfield. Wealden District Council announced earlier this year that they would be stepping away from the lease agreement currently in place with ESCC to oversee the operation of the two leisure centres. As members will note Wealden DC contract out the management of the two leisure centres to Freedom Leisure. The current agreement will end on 17 July 2022 and is for both curriculum and community use.
- 1.2 ESCC is looking to establish a new 25-year full repairing Lease/Agreement for the operational management arrangements at Uckfield Leisure Centre (and Heathfield) for the ongoing benefit of the local community and College for which the services are provided. External company, 'Strategic Leisure' are managing the tender process and the advertisement has been posted nationally and locally. This initial tender process is to explore the current level of interest in the market. The two leisure centres are sited on the Heathfield Community College and Uckfield College sites and provide for curriculum and community use.
- 1.3 The invitation is open to all organisations who may be interested in discussing their future involvement and input to these local facilities including but not restricted to; specialist dual-use companies; leisure management contractors; community interest groups; local Trust/Community organisations; respective Colleges; Town/Parish Councils. The organisation must be in a legal position to sign a Lease agreement and any proposal put forward would need to offer long term, viable and sustainable models of operation as part of a 25-year lease agreement.
- 1.4 The deadline for receipt of proposals is Friday 5 November 2021 at 5.00pm.
- 1.5 In order to review the documents and understand the procedures through which an expression of interest would need to be made, the Town Clerk has registered Uckfield Town Council on the portal. This does not however mean that any further work would be undertaken. This would only be if members were to request officers to do so.
- 1.6 To submit a proposal the interested party must meet set criteria including the submission of a viable sustainable business plan. Members will be sent by email, a couple of the tender attachments for reference only. Please note that it should be assumed that this tender process is commercially sensitive and therefore confidential, so documentation should not be shared any wider.

2.0 Recommendations

- 2.1 Despite working to tight timescales due to the timing of Full Council, members are asked to advise the Town Clerk if they wish to promote the opportunity to a local service provider or to explore as a local council.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 25 October 2021

Agenda Item No. 14.0

TO CONSIDER THE SOUTH EAST WATER'S DRAFT CLIMATE CHANGE ADAPTATION PLAN

1.0 Summary

- 1.1 The Town Council office recently received information from South East Water to advise that their consultation on their draft Climate Change Adaptation Report was now open and as a key stakeholder, our views would be welcome.
- 1.2 As a water company they feel they are acutely aware of how the weather and climate affects their business so it's vital they plan ahead to make sure everyone is well prepared for any change.
- 1.3 The draft Climate Change Adaptation Report 2021 is their latest assessment of how climate change will affect them, as a business, and the risks they need to take into account and mitigate for.
- 1.4 The report sets out 12 key risk area including rising sea levels, flooding, environmental changes, leakage and the changing supply/demand balance. Against these risks they outline mitigation work already completed as well as how they intend to combat these issues going forward.
- 1.5 The draft Climate Change Adaptation Report, a highlights document and consultation form are all available to access on their [website here](#):

The highlights document is 22 pages:

<https://corporate.southeastwater.co.uk/media/4456/climate-change-adaptation-highlights-document.pdf>

The full document is 67 pages:

<https://corporate.southeastwater.co.uk/media/4457/sew-climate-change-adaption-report-2021-2026.pdf>

The consultation closes on **Wednesday 10 November 2021**.

2.0 Recommendations

- 2.1 Members are asked to consider the draft climate change adaptation plan for South East Water and advise the Clerk if they wish to provide a response.

Contact Officer: Holly Goring

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

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Dated the2021

Meeting of the Full Council

Monday 25 October 2021

Agenda Item 16.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

- 1.1 The report sets out the engagements of the Town Mayor and Deputy Mayor.
- 1.2 Please note that the Mayor, Councillor J. Love and Deputy Mayor, Councillor D. French were elected on 24 May 2021.

TO NOTE THE MAYOR'S ENGAGEMENTS

- 25 September 2021 Girl-Guiding Awards Evening. Civic Centre, Uckfield.
- 30 September 2021 30th Anniversary Celebration of Uckfield Volunteer Centre.
(On-line).
- 06 October 2021 Community Lunch with Father John.
- 09 October 2021 Formal opening of Uckfield Community Fridge.
- 15 October 2021 Uckfield FM broadcast, Uckfield High Street.
- 16 October 2021 Model Railway Exhibition. Civic Centre, Uckfield.
- 20 October 2021 Ridgewood Village Hall first Community Lunch. Ridgewood.

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

- 09 October 2021 Formal opening of Uckfield Community Fridge.
- 20 October 2021 Ridgewood Village Hall first Community Lunch. Ridgewood.