



# 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 15 November 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 18 October 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 September 2021 (Attached)
- 5.3. To review the fees and charges for our sports facilities in 2022/23 (Attached)

### **6.0. ADMINISTRATION**

- 6.1. To note the minutes of the Allotment Conference on 10 November 2021 (to follow)

### **7.0. ENVIRONMENT**

- 7.1. To note the current position of the Town Council's Estates (Attached)
- 7.2. To consider the Town Council's draft woodland management plan (Attached)

- 7.3 To receive an update on tree planting proposals for Winter 2021/22 (Attached)
- 7.4 To consider the amendments being proposed by DEFRA to the Environmental Permitting (England and Wales) Regulations 2016 (as applied to groundwater activities and related surface water discharge activities (Attached)

**8.0. LEISURE**

(nothing to report at this time)

**9.0. REPORTS FROM WORKING GROUPS**

(nothing to report at this time)

**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
- 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)



**Town Clerk**

9 November 2021

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Environment and Leisure Committee** held on  
**Monday 18<sup>th</sup> October 2021 at 7.00pm**  
**in the Council Chamber, Civic Centre**

**PRESENT:**

Cllr. A. Smith (Vice-Chairperson)	Cllr. K. Bedwell
Cllr. J. Beesley	Cllr. D. Bennett
Cllr. B. Cox	Cllr. J. Edwards
Cllr. H. Firth	Cllr. D. French

**IN ATTENDANCE:**

One member of the public  
Councillor C. Macve

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

**1.0. DECLARATIONS OF INTEREST**

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

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

None

**3.0. APOLOGIES FOR ABSENCE**

An apology for absence was received in advance from Councillor S. Mayhew.

**4.0. MINUTES**

4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 6<sup>th</sup> September 2021

**EL.34.10.21** It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on the 6<sup>th</sup> September 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:

EL.60.05.20 – To consider a suggestion by Councillor D. French re: ancient trees to be felled at Mallards Drive Unfortunately the developers had already cleared the wood so this could not be utilised. No further action.

EL.09.07.20 – To consider the current position of the Town Council's Estates The Estates and Facilities Manager had spoken about the recent shortage of football pitches for an increasing number of players. Two football pitches had been installed at Harlands, one for adults and the other slightly smaller (goal posts to accommodate different size pitches). Discussions would form part of the future planning and work ongoing within the Infrastructure Working Group. No further action.

EL.51.05.21 – To consider a request from Manor Park & Hempstead Fields Residents' Association to obtain a licence to cultivate land at Brown's Lane (Brown's Lane Rockery) This was agreed by Environment & Leisure Committee on 6 September 2021 and MPHFA were informed. A draft copy of the licence had been presented to this meeting for reference and would accordingly be endorsed at the next Full Council Meeting on 25<sup>th</sup> October 2021. No further action.

EL.16.07.21 – An update on street lighting maintenance and repairs The Estates and Facilities Manager had given ES Highways authorisation to go ahead with the works required. No further action.

EL.19.07.21 – To appoint a representative to join a stakeholder group exploring the future provision of Tennis in Uckfield Members had resolved to appoint Cllr S. Mayhew and Cllr A. Smith as a substitute to join the stakeholder group looking at tennis facilities in Uckfield and the Town Clerk would advise the stakeholder group and Infrastructure Working Group accordingly. No further action.

EL.20.07.21 – Initial update from Allotment Working Group meeting held on 12 July 2021 The date of rescheduled Allotment Conference was within a report presented at this committee meeting. Allotment fencing with hedgerow would be discussed further with the Climate Working Group. No further action.

EL.27.09.21 – To consider resident parking on council land at West Park Local Nature Reserve (WPLNR) A letter was sent to the resident on 16.9.21 with polite notice asking them to stop parking in this area or placing bins here as it was council land and part of our nature reserve. A fence would be also need to be re-instated. The vehicles had been moved and the situation was being monitored. No further action.

EL.30.09.21 – To consider a storage option at Harlands Playing Fields The Estates and Facilities Manager would liaise with Uckfield Grasshoppers on the most suitable location for the container in due course. No further action.

#### 4.3. Project Monitoring List – For information only

Members noted the report and agreed to remove the following items:

FC.64.01.21 – New signage for play areas and recreation grounds Works now completed. No further action.

FC.64.01.21 – Replace boardwalk plus £21,470 in earmarked reserves Works now completed. No further action.

## **5.0. FINANCE**

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

Members noted the report.

### **5.2. To note the Income and Expenditure report ending 31 August 2021**

Members noted the report –\_no comments.

### **5.3 To review fees and charges for Snatts Road Cemetery for 2022/23**

Councillor K. Bedwell announced that she had looked around East and West Sussex and noted that our cemetery fees and charges were comparatively quite low, particularly where we only charged double compared to some other local councils where they quadrupled their costs for non-residents. She added that our fees and charges were slightly off kilter with those around us, similar to our allotments. She proposed that we did need a review of our cemetery fees and charges long term, not just by increasing them by 1.5% each year in line with our statutory objectives and that this could be achieved by setting up a working group to review in detail. She asked if this could include the same members who formed the allotment working group earlier this year since the two groups would be able to work conjointly as those two services were ones which the council were required to provide.

Councillor H. Firth said that historically, the cemetery had always been the highest earner that the council offered so did not agree to increasing the costs as it was still expensive for a burial or cremation. However, Councillor K. Bedwell remarked that the council could not continue simply putting the prices up each year by a set amount as they had been doing over the years without looking at the details, and whether that would mean an increase in charges or not, this would need a proper review.

Councillor B. Cox mentioned that we had been struggling with space issues too whilst having to find ways to expand the cemetery so agreed to having a review although not necessarily to increase the prices so much that it became unmanageable.

Councillor D. Bennett pointed out that all these things needed to be reviewed on a continuous basis and mentioned that there was a cemetery working group set up a few years ago so rather than reinvent the wheel, asked for that structure to be re-used instead. Councillor J. Edwards asked if members could be given access to the previous working group report as a future agenda item instead to look at together and re-visit with some updated figures. Councillor D. Bennett said that the previous cemetery review was looked at in detail in accordance with ICCM (The Institute of Cemetery and Crematorium Management) to ensure best practice, so revisiting this again may not be productive.

The Town Clerk acknowledged that there had been a full and very thorough cemetery working group review undertaken just before she had joined the office, and wanted to clarify that she supported the proposal for a review of the cemetery fees and charges but after the next budget setting period. Staff had been swamped this year in terms of workload and one of the issues raised with regard to the changes to allotment fees and charges this year had been the short time scales given to undertake that review. The Town Clerk highlighted that cemetery management would have to be approached in line with strict legislation and that we would need to ensure that we followed those rules and regulations and not rush any review. Also, there were other streams of income that had not yet been explored, such as lease renewal on graves over seventy-five years old.

Councillor D. French proposed said that after listening to the Town Clerk she believed a working group did need to be set up. She also suggested looking into woodland burials which was an item raised by a local resident.

**EL.35.10.21** Members noted the report and **RESOLVED** to:

- (i) agree to increase the fees and charges for Snatts Road Cemetery in 2022/23 by 1.5%, and;
- (ii) set up a working group to discuss the pricing structure, the rules and regulations and the future progress of the cemetery provision. Member volunteers included Cllr H. Firth, Cllr B. Cox and Cllr A. Smith.

5.4 To start considering new initiatives for the draft budget 2022/23

Councillor A. Smith made a suggestion to look into the feasibility of providing an enclosed dog walking area to be known as a puppy walking park and felt that this would be very much needed in the town. Councillor D. French agreed wholeheartedly and said that this had already been suggested previously and asked if this could be provided on either the Luxford's and/or Victoria park areas. Councillor H. Firth also agreed that this would be a good idea.

Another suggestion was made by Councillor B. Cox for an expansion of the animal friendly bins in other areas around the town to prevent wildlife such as squirrels and birds getting stuck, as well as having more recycling bins too.

**EL.36.10.21** Members noted the report and **RESOLVED** to:

- (i) agree for new initiatives suggested for 2022/23 be incorporated such as extra animal friendly bins and recycling bins.

**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

This was purely a licence agreement with nothing controversial and members were asked for their approval.

**EL.37.10.21** Members noted the report and **RESOLVED** to:

- (i) accept the new licence agreement between Manor Park & Hempstead Fields Residents' Association and Uckfield Town Council for Brown's Lane Rockery, and;
- (ii) agree that the licence will be taken to the next Full Council meeting for signature.

6.2 To consider costs for moving the traditional red telephone box

The Chair covered the potential costs involved within the report and re-iterated that the town council had earmarked reserves of £1,000 for this project, although this would have left a shortfall of funding of £725 which could be accommodated from the repair and replacement of street furniture budget.

Councillor D. Bennett suggested approaching private contractor Kier and tell them that we had a shortfall in the budget and to ask them if they would be able to contribute and/or offer to do this work for us.

Councillor K. Bedwell agreed to this and also with the earmarked reserves and added that as the defibrillator wasn't going to be installed now and that the phonebox was just going to be used by the school, she felt that the Town Council

should not have to find this extra £750 funding when times were already under a lot of duress.

Councillor D. French said that another funding source could be the developers at Harlands as their development was near to the phonebox. She appreciated that the Lions and Rotary Club did do a lot for the town but asked if their money could be saved for other reasons.

Councillor H. Firth said that Harlands Primary School was a good school and made a further suggestion such as the Chamber of Commerce to help provide the extra funding.

Councillor K. Bedwell and Councillor B. Cox proposed that since the developers hadn't been able to pay for the bench from the wood from the trees, then perhaps they could be asked to contribute for this instead and see where we go from there. Councillor D. French seconded this motion.

The Town Clerk agreed noting that UKPN would be asked for a lot more funding that £750 as compensation for the disruption in town.

- EL38.10.21** Members noted the report and (if additional funding was sought) **RESOLVED** to:
- (i) agree to the relocation of the telephone box from its current location and to create a new space for it and place into position at the cost of £3,225.00 (including the Town Council's earmarked reserves of £1,000 and Harlands Primary School donation of £1,500), and;
  - (ii) source the additional funding of £750 from elsewhere (preferably from the developers or by asking UKPN/Kier contractors for a contribution).

## **7.0 ENVIRONMENT**

- 7.1 To note the current position of the Town Council's Estates  
Members noted the report.

- 7.2 To consider a bin store at Foresters Hall  
Members were asked for their ideas from the two options provided in the report, to either remove the bins altogether or to place a textile and shoe recycling bank in the car park at the same location.

Councillor H. Firth suggested having the recycling bank here would be good if it were looked after by The Salvation Army. Councillor K. Bedwell agreed this was the perfect place with a bit more parking space.

The Chair said that given that it stated in the report that it had not yet been decided on the placement for the Children's Air Ambulance Textiles recycling bank, she asked if members wished to consider for that to be sited at Foresters Hall first. The Senior Administrative Officer said that she could ask Wealden DC if they dealt with both. *[Wealden DC confirmed that they had a partnership agreement with the Salvation Army so were limited to working with them for textile recycling but as it was our land the Town Council were free to work directly with any service provider it preferred so they would be happy for us to install an air ambulance textile bank where the bins were now and would remove everything from site].*

Councillor D. Bennett proposed making it first choice to have an air ambulance textile bank, and if that was not practical or workable then they would accept the Salvation Army proposals.

**EL.39.10.21** Members noted the report and **RESOLVED** to:

(i) agree to Option 2 – remove the bins, fencing and signage but in its place, to place a textile and shoe recycling bank in the car park at the same location [an air ambulance textile bank].

**7.3** To consider future grass cutting arrangements on town council owned open spaces

Members' feedback was positive. Councillor H. Firth and Councillor K. Bedwell both felt that this was a great idea to have this work carried out in-house and would save us on costs as set out in the report.

The Town Clerk said that due to the fact that the draft budget would be taken in December and final budget in January, that this decision could be taken through that process.

**EL.40.10.21** Members noted the report and **RESOLVED** to:

(i) agree to bring grass cutting of Town Council open spaces only, in-house from 1 March 2022 onwards (adding cost implications for grass cutting equipment) and;

(ii) accept the requirement to increase the grounds maintenance team by one full-time person in April 2022 (an alteration to the existing full time seasonal grounds person role) to cover the year. This new role would be primarily used for grass cutting between April and October and assist with general grounds works between November through to March.

**7.4** To consider the reallocation of earmarked reserves for tree works

Overall, the Town Council were looking at an increase to the budget for the tree works by a further £3,983.00 and member were asked to provide their comments.

Councillor J. Edwards remarked that this had already been alluded to at a previous Full Council meeting a little while ago and that we could not argue with this as trees needed to be addressed, so this had to be done. Proposal to accept. All in favour.

**EL.41.10.21** Members noted the report and **RESOLVED** to:

(i) agree to the reallocation of earmarked reserves by a further £3,983.00 to meet the level of work required to trees on Town Council owned land.

**8.0 LEISURE**

Nothing to report.

**9.0 REPORTS FROM WORKING GROUPS**

**9.1** To receive an update from the Climate Change Steering Group

Members noted the report.

**9.2** To receive an update from the Allotment Working Group and confirmed date of rescheduled Allotment Conference

Allotment holders had been invited to the Allotment Conference to be held on Wednesday 10 November at 7pm (along with Q&As) in the Weald Hall.

Members noted this report.

**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  
Members noted the report.
- 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**  
None.

**12.0 CONFIDENTIAL BUSINESS**

**EL.42.10.21** 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 receive an update on potential future land acquisition enquiry  
Members discussed the contents of the report.

The meeting finished at 19:55pm

## 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.	18.04.17	NM	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.	30.04.18		
<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.03.06.20</u></b>	<p><u>7.1 To note the current position of the Town Council's Estates</u>  <u>The Town Council had been offered a gingko tree from a resident who knew Councillor C. Macve; an 8-foot tall non-native tree</u>  Members agreed for the Estates and Facilities Manager to liaise with Councillor A. Smith for further guidance on the best area to place the ginkgo tree.</p>	15.06.20	MF	<p>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.</p>
<b><u>EL.11.07.20</u></b>	<p><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.</p>	27.07.20	MF	<p>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.</p>
<b><u>EL.18.09.20</u></b>	<p><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.</p>	07.09.20	RN	<p>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 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.</p>

Resolution No.	Details	Date Raised	Action By	Date Complete
<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	This item is being considered by the Allotment Working Group.
<b><u>EL18.07.21</u></b>	<u>To consider options to review the gate access to Ridgewood Recreation Ground off New Road</u> Members noted the report and <b>RESOLVED</b> to: (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	26.07.21	MF	Uckfield Town Council has experienced staffing shortages in recent weeks/months. Work has not yet been carried out as a result.
<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	The 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>EL31.09.21</u></b>	<u>To consider opportunities to commemorate the Queen's Platinum Jubilee in 2022</u> Members noted the report and <b>RESOLVED</b> 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.	06.09.21	HG	A working group has been set-up; first meeting to be arranged. A request was also made at Full Council for more volunteers.

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>EL35.10.21</u></b>	<p><u>To review fees and charges for Snatts Road Cemetery for 2022/23</u></p> <p>Members noted the report and <b>RESOLVED</b> to:</p> <p>(i) agree to increase the fees and charges for Snatts Road Cemetery in 2022/23 by 1.5%, and;</p> <p>(ii) set up a working group to discuss the pricing structure, the rules and regulations and the future progress of the cemetery provision. Member volunteers included Cllr H. Firth, Cllr B. Cox and Cllr A. Smith</p>	18.10.21	RN/HG	A working group will be set up in 2022.
<b><u>EL37.10.21</u></b>	<p><u>To consider the draft licence agreement between Manor Park &amp; Hempstead Fields Residents' Association and Uckfield Town Council for Brown's Lane Rockery</u></p> <p>Members noted the report and <b>RESOLVED</b> to:</p> <p>(i) accept the new licence agreement between Manor Park &amp; Hempstead Fields Residents' Association and Uckfield Town Council for Brown's Lane Rockery, and;</p> <p>(ii) agree that the licence will be taken to the next Full Council meeting for signature.</p>	18.10.21	HG	<p>The licence has been prepared and since been signed at the Full Council meeting on 25 October 2021 before being sent to the Residents' Association for signing.</p> <p><b>NFA.</b></p>
<b><u>EL38.10.21</u></b>	<p><u>To consider costs for moving the traditional red telephone box</u></p> <p>Members noted the report and (if additional funding was sought) <b>RESOLVED</b> to:</p> <p>(i) agree to the relocation of the telephone box from its current location and to create a new space for it and place into position at the cost of £3,225.00 (including the Town Council's earmarked reserves of £1,000 and Harlands Primary School donation of £1,500), and;</p> <p>(ii) source the additional funding of £750 from elsewhere (preferably from the developers or by asking UKPN/Kier contractors for a contribution).</p>	18.10.21	MF	<p>The red telephone box has been transferred to a site just outside of Harlands Primary School. The school will be restoring the telephone box and the details provided by BT on paint colours and fixtures and fittings have been sent to the school for reference.</p> <p>In progress.</p>

**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**

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

Project Name	Green Projects plus £5,000 in earmarked reserves			Project Number	58
<u>FC.64.01.21</u>	£18,000	18.01.21	Carbon footprint audit carried out £1,800.		

Project Name	Animal friendly bins – Victoria Pleasure Ground & Hempstead Rec			Project Number	60
<u>FC.64.01.21</u>	£1,000	18.01.21	To be ordered.		
		09.11.21	Six bins have been ordered with the budget available. <b>NFA.</b>		

Project Name	Speed reduction initiative (already have £3,700 in earmarked reserves)			Project Number	62
<u>FC.64.01.21</u>	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>		

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

<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	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.	

<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	To be carried out in February 2022.	



## Environment Leisure Committee as at 30 Sept 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Sept 21 Actuals £	Actuals at 30 Sept 21 £	Budget at 30 Sept 21 £	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	0	575	600	0	0	0	0	0	0	575	650
Weald Hall Events	516	194	267	375	260	987	2,598	8,225	1,545	1,545	1,545	1,545	1,545	1,545	11,868	17,500
Allotments	37	0	0	85	0	0	122	333	0	6,000	0	0	0	0	6,122	6,000
Allotment Deposits	104	0	0	56	0	(100)	60	400	67	67	67	67	67	67	460	800
Playing Fields & Pitches, Sport Income	232	32	(95)	97	500	136	902	1,000	8,000	0	0	0	0	1,500	10,402	10,500
Playing Fields & Pitches, Event Income	24	103	258	3,963	338	291	4,977	3,000	0	0	0	0	0	0	4,977	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	2,785	30,317	14,500	2,417	2,417	2,417	2,417	2,417	2,417	44,817	29,000
Cemetery - Memorials	471	691	214	746	471	214	2,808	3,000	500	500	500	500	500	500	5,808	6,000
Cemetery - Sundry income	0	0	0	0	131	0	131	0	0	0	0	0	0	300	431	300
Cemetery Maintenance Charge	490	588	392	392	686	294	2,842	1,500	250	250	250	250	250	250	4,342	3,000
Env Sundry Income	46	0	0	9	0	0	55	0	0	0	0	0	0	200	255	200
Litter/bus station	331	0	0	0	331	0	663	663	0	331	0	0	331	0	1,325	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	9,894	9,088	4,607	46,049	33,221	12,778	11,110	4,778	5,138	5,110	7,628	92,591	79,485
Excess expenditure of £6k will be covered by CIL Earmarked reserves																
Purchases																
Clothing - Corp & Prot - Indoor staff	0	273	0	0	0	35	309	325	0	0	163	0	0	163	634	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	0	16,291	10,000	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	133	0	0	67	0	0	200	1,015	0	0	508	0	0	508	1,215	2,030
Playing fields and pitches	1,374	766	20,187	575	255	(337)	22,819	21,000	0	0	0	0	0	0	22,819	21,000
Play Areas	0	200	0	0	0	275	475	1,500	0	0	750	0	0	750	1,975	3,000
Cemetery, grave digging	0	2,560	0	640	1,490	0	4,690	2,600	0	0	1,300	0	0	1,300	7,290	5,200
Cemetery, rates & water	168	167	167	167	167	197	1,032	900	150	150	150	150	150	150	1,932	1,800
Cemetery, litter	143	122	194	143	224	173	999	800	133	133	133	133	133	133	1,799	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	213	358	1,000	0	0	0	0	0	1,000	1,358	2,000
New Equipment	379	46	0	0	131	786	1,342	1,250	0	0	0	0	0	1,250	2,592	2,500
Ground Maintenance Contract	0	0	0	0	0	11,445	11,445	14,143	2,357	0	0	0	0	0	13,802	16,500
Ground Maintenance General	103	93	213	136	118	690	1,354	900	0	0	450	0	0	450	2,254	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	1,881	11,303	13,330	2,222	2,222	2,222	2,222	2,222	2,222	24,633	26,660
LNRS & Sites of Interest (Working budget)	123	339	85	187	112	1,267	2,112	1,250	0	0	625	0	0	625	3,362	2,500
Transit	81	849	54	514	0	79	1,576	1,000	167	167	167	167	167	167	2,576	2,000
Ford Ranger	196	44	95	84	515	64	998	750	125	125	125	125	125	125	1,748	1,500
Tractor maintenance & running costs	47	24	0	52	18	55	196	750	125	125	125	125	125	125	946	1,500
Movana Vehicle	90	87	583	83	133	45	1,021	1,000	167	167	167	167	167	167	2,021	2,000
Fencing	178	0	0	0	0	452	630	188	0	0	120	0	0	0	750	750
Trees	922	314	1,598	728	3	550	4,115	2,000	0	0	0	0	0	2,000	6,115	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	689	3,904	1,850	308	308	308	308	308	308	5,754	3,700
Horticulture	0	0	0	0	0	0	0	150	0	0	0	0	0	0	0	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	750	1,145	1,500	0	0	0	0	0	12,000	13,145	13,500
Corp dev- signage outside areas	0	212	0	0	0	0	212	0	0	0	0	0	0	250	462	250
Groundsmen - salaries	5,813	7,370	7,360	7,360	7,360	7,360	42,625	40,082	6,680	6,680	6,680	6,680	6,680	6,680	82,706	80,163
Groundsmen - National insurance	497	611	609	609	609	609	3,543	3,120	520	520	520	520	520	520	6,663	6,239
Groundsmen - Pension	1,853	1,377	1,371	1,208	1,208	1,425	8,442	8,621	1,437	1,437	1,437	1,437	1,437	1,437	17,063	17,241
Town Security/CCTV	1,143	44	38	40	43	40	1,347	1,500	0	0	0	0	0	750	2,097	3,000
Floral displays	0	0	1,710	469	469	469	3,115	3,000	500	0	0	0	0	0	3,615	3,500
Repair and replace street furniture	0	0	0	1,250	0	0	1,250	1,250	0	0	0	0	0	250	1,500	1,500
Cleaning materials	15	0	0	0	0	0	15	0	0	0	0	0	0	75	90	150
Performing rights	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	500
Event Advertising Marketing	50	160	0	0	80	160	450	2,000	0	0	1,000	0	0	1,000	2,450	4,000
HMLNR & WPLNR	0	0	0	0	0	500	500	500	0	0	0	0	0	0	500	500

**Environment Leisure Committee as at 30 Sept 2021**

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Sept 21 Actuals £	Actuals at 30 Sept 21 £	Budget at 30 Sept 21 £	Oct 21 Budget £	Nov 21 Budget £	Dec 21 Budget £	Jan 22 Budget £	Feb 22 Budget £	Mar 22 Budget £	Total 2021/22	2021/22 Budgets
<b>Total Purchases</b>	<b>32,160</b>	<b>18,506</b>	<b>36,834</b>	<b>16,856</b>	<b>15,586</b>	<b>29,871</b>	<b>149,814</b>	<b>139,272</b>	<b>14,891</b>	<b>12,034</b>	<b>16,949</b>	<b>12,034</b>	<b>12,034</b>	<b>40,654</b>	<b>258,407</b>	<b>249,783</b>

**New initiatives 2021/22**

Additional tree planting	0	0	21	0	500	0	521	N/A	0	0	0	0	0	0	0	1,700
Covid Memorial Bench on London Road	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	2,500
ESCC Grass Verge cutting	4,271	0	0	0	0	0	4,271	N/A	0	0	0	0	0	0	0	4,300
Ridgewood Play Area Patch surfacing	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	13,500
West Park LNR Boardwalk	0	0	0	0	0	25,900	25,900	N/A	0	0	0	0	0	0	0	26,470
Green Projects	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	23,000
Animal friendly bins	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	1,000
New signage for play areas/recs	0	0	0	0	0	0	0	N/A	0	0	0	0	0	0	0	1,600
<b>Total New Initiatives 2020/21</b>	<b>4,271</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>500</b>	<b>25,900</b>	<b>30,692</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>74,070</b>

<b>Weald on the Field Sponsorship and 50% pitch fee income</b>	0	0	0	0	2,237	853	3,090	N/A	0	0	0	0	0	0	N/A	N/A
<b>Weald on the Field Expenditure</b>	0	0	42	2,658	4,627	883	8,210	N/A								3,000

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

**Monday 15 November 2021**

### **Agenda Item 5.3**

#### **TO REVIEW THE FEES AND CHARGES FOR OUR SPORTS FACILITIES IN 2022/23**

##### **1.0 Summary**

1.1 Each year as part of the budget setting process, the Town Council is required to review its fees and charges. This includes the fees and charges for allotments, hire of recreation grounds such as Luxford Field for events, and sport pitches/pavilions - cricket, football and stoolball.

1.2 In the past four years the Committee has agreed to increase the fees for sports facilities by 1.5%.

##### **2.0 Comparisons**

2.1 In the past, details of other local council fees and charges have been obtained to try and establish a comparison. However, this has proved difficult as in some towns and villages, clubs maintain their own football or cricket wicket.

##### **3.0 Current Fees and Charges**

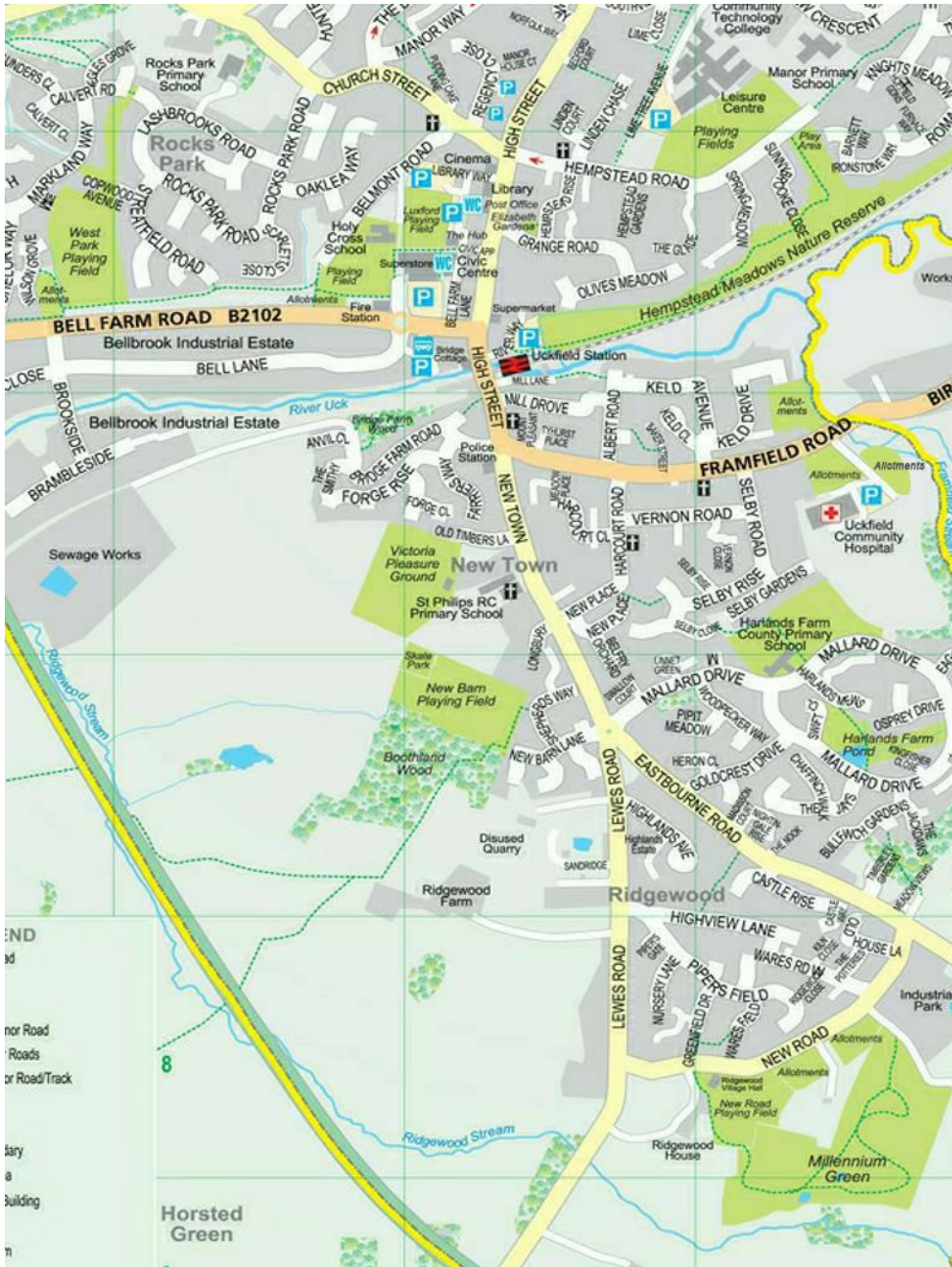
3.1 A copy of our current rates for our sports facilities and allotments is attached at Appendix A (please note that the allotment rates will be discussed by the allotment working group at a later date for commencement from 1 April 2023).

##### **4.0 Recommendation**

4.1 Members are asked to consider the report and instruct the Clerk accordingly.

Appendices: Appendix A: Current fees and charges for sports facilities

Contact Officer: Rachel Newton



**Uckfield Town Council**

## **HIRE CHARGES 2021/22 for SPORTS FACILITIES and ALLOTMENTS**

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  
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Tel: 01825 762774 [www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)



Terms and Conditions which apply to these facilities will be issued to all hirers

## LUXFORD FIELD

- The casual hire charge for locally based organisations is **£59.00** per day;
- Other commercial organisations will be considered upon application to the Town Clerk;
- Subject to the event taking place, a returnable deposit may be required of **£804.00**;
- Power (electricity) can be made available for which you will be charged at the current unit price by Uckfield Town Council;

## ALLOTMENTS

The annual cost of an allotment plot from 1 October 2020 is **£2.32** per 15m<sup>2</sup> plus an additional water charge.  
A refundable deposit of **£52.00** is chargeable on all allotments.

There are five allotment sites:

- Bell Lane;
- Bird in Eye;
- Framfield Road;
- Ridgewood;
- West Park:



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

## SPORTS FACILITIES FOR HIRE

### SPORTS PAVILIONS – hire per hour + VAT

Pavilion	Non-Commercial	Commercial
Victoria Pavilion	£6.65	£9.35
West Park Pavilion	£6.65	£9.35

**GROUND CHARGES - including pavilion facilities  
seasonal per team**

<b>Football</b>	<b>Senior</b>	<b>Junior</b>
Victoria	£874	£378
New Barn Farm	£742	£378
West Park	£742	£378
Harlands	£477	£247
Mini Soccer	-----	£258

<b>Cricket</b>	<b>Senior</b>	<b>Junior</b>
<b>One-off games charged at 5% of Senior charge + VAT</b>		

Victoria (grass wicket)	£1,237	N/A
Victoria (artificial wicket)	£742	£378

<b>Stoolball</b>	<b>Per Team</b>
Victoria and West Park	£216
Harlands	£173
Tournament	£73

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

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

**Monday 15 November 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. ROSPA play area annual inspections have been carried out at all sites.

##### 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 bin collection budget and will be overspent by year end.

##### 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

Minor work was carried out to the footpath however works have been postponed until 2022 due to weather conditions.

##### Rocks Park Play Area

Remedial works to fencing being carried out following vandalism.

##### Snatts Road Cemetery

An Ecologist had a look for Wax Cap Fungi within the cemetery and found an amazing 14 species. 19 Species in an area is deemed a Site of Special Scientific Interest (SSSI) with Natural England. The cemetery is already designated as a Local Wildlife Site but now it will also be added to the brand-new Sussex inventory of mycologically important grasslands too. There is pretty good scope to promote all of the biodiversity value of the cemetery along with its community importance - at the very least it is recommended to have some form of interpretive material on site. Recommendations are anticipated from the Greenspaces project and in-house grass cutting will assist in taking good care of the biodiversity of the site.

##### West Park Recreation ground

Nothing new to report.

##### Boothland Wood

Nothing new to report.

##### Equipment & Vehicles

Nothing new to report.

Street Furniture & Lighting

Covid-19 memorial bench has been ordered in partnership with CPJ Field.  
Awaiting confirmation of licence from East Sussex Highways.

Ridgewood Recreation Ground

Nothing new to report.

Elizabeth Gardens

Nothing new to report.

Selby Meadows

Nothing new to report.

West Park Local Nature Reserve.

Awaiting date for sheep grazing to commence.

Luxfords field and play area.

Minor defects to be rectified following annual inspection.

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.

**2.0 Recommendations**

2.1 Members are asked to note the report.

Contact Officers: Mark Francis

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

**Monday 15 November 2021**

### **Agenda Item 7.2**

#### **TO CONSIDER UCKFIELD TOWN COUNCIL'S DRAFT WOODLAND MANAGEMENT PLAN**

##### **1.0 Overview**

- 1.1 Uckfield Town Council in partnership with the Forestry Commission, and Trees and Woodlands have created a Woodland Management plan for the Town Council owned woodlands and ancient woodlands of Nightingale wood, Bridge Farm wood and Boothland wood. See appendices for maps and a copy of the draft plan.
- 1.2 This plan is being part funded by the Forestry Commission via a grant with the remainder to be paid for by Uckfield Town Council.
- 1.3 A public information day was held on Saturday 6 November 2021 in the Civic Centre for members of the public to peruse the details of the draft plan.
- 1.4 The Woodland Management Plan will provide a forward plan for the management of these sites over a 10-year period. A woodland management plan ensures ongoing maintenance for the health of these woodlands. It is considered best practice in this sector and respected by local authorities so assist in making it easier for staff to deal with trees on those sites where a blanket Tree preservation order is currently present. The plan may also provide opportunities to attract grant funding for specific works in future years.
- 1.5 This plan will be sent to the Tree officers at Wealden District Council for consideration.

##### **2.0 Recommendations**

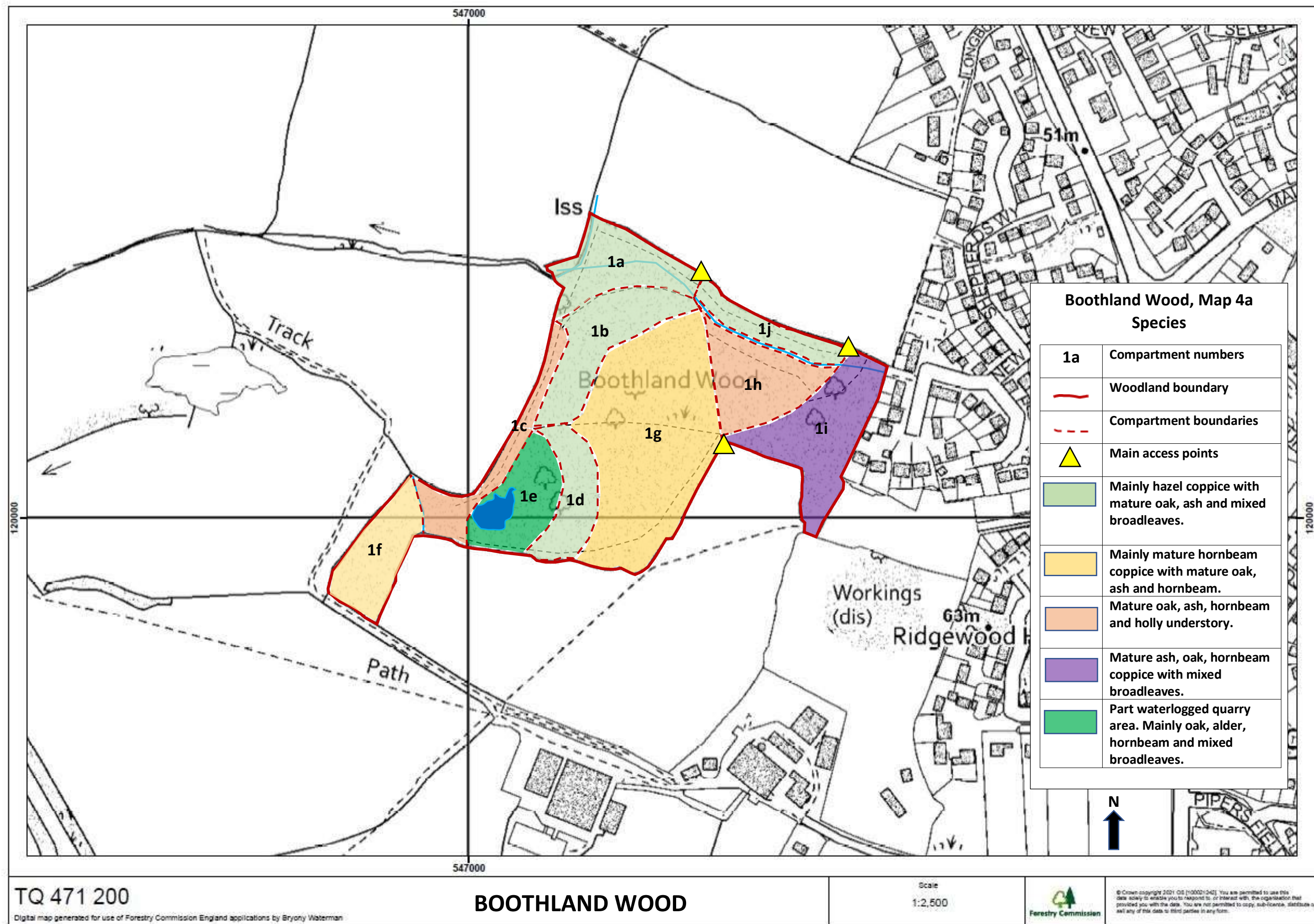
- 2.1 Members are asked to consider and note the contents of the report.

Appendices:

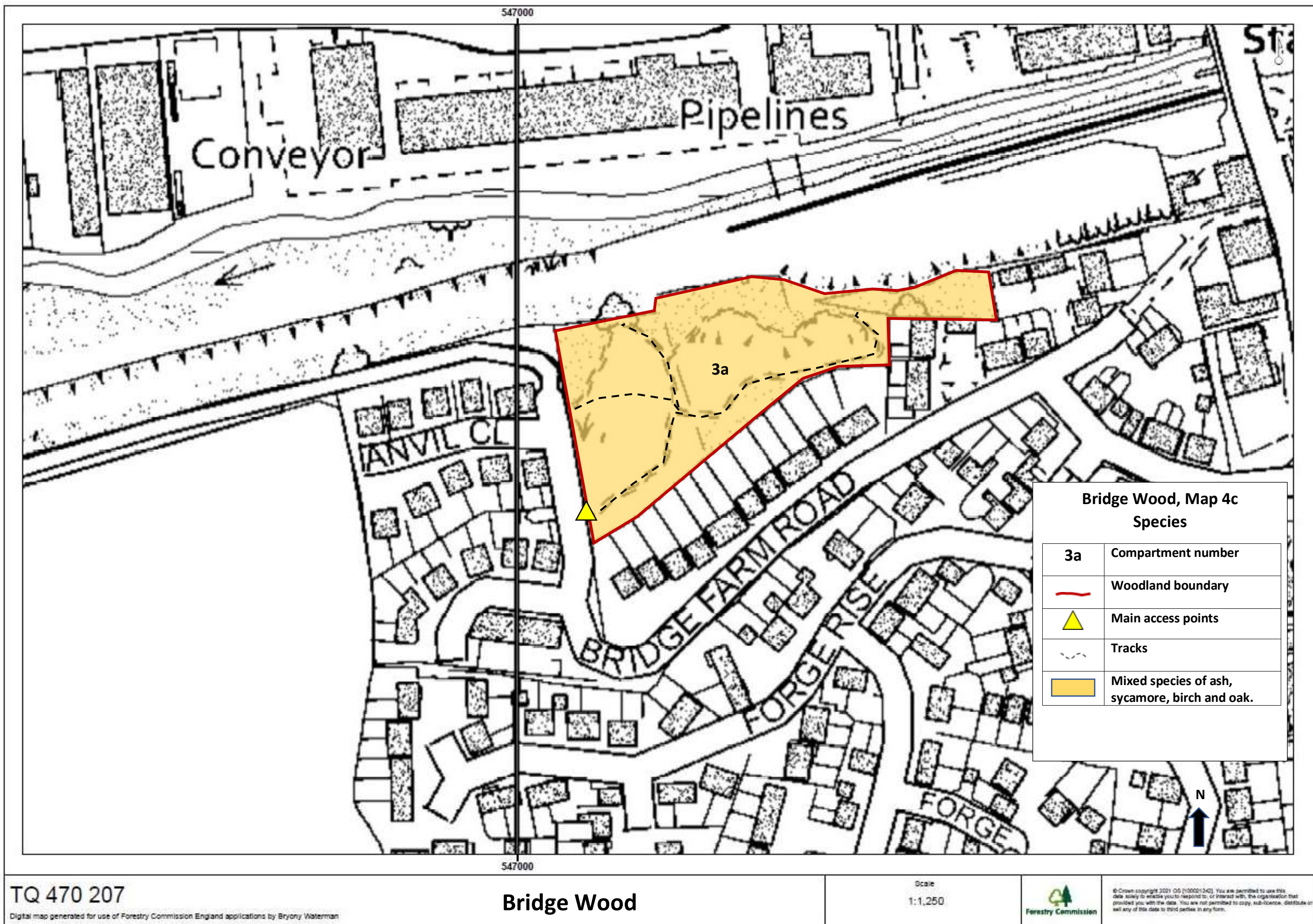
Appendix A:	Map of Boothland Wood
Appendix B:	Map of Nightingale Wood
Appendix C:	Map of Bridge Farm Wood
Appendix D:	Draft Woodland Management Plan 2021

Contact Officer: Mark Francis

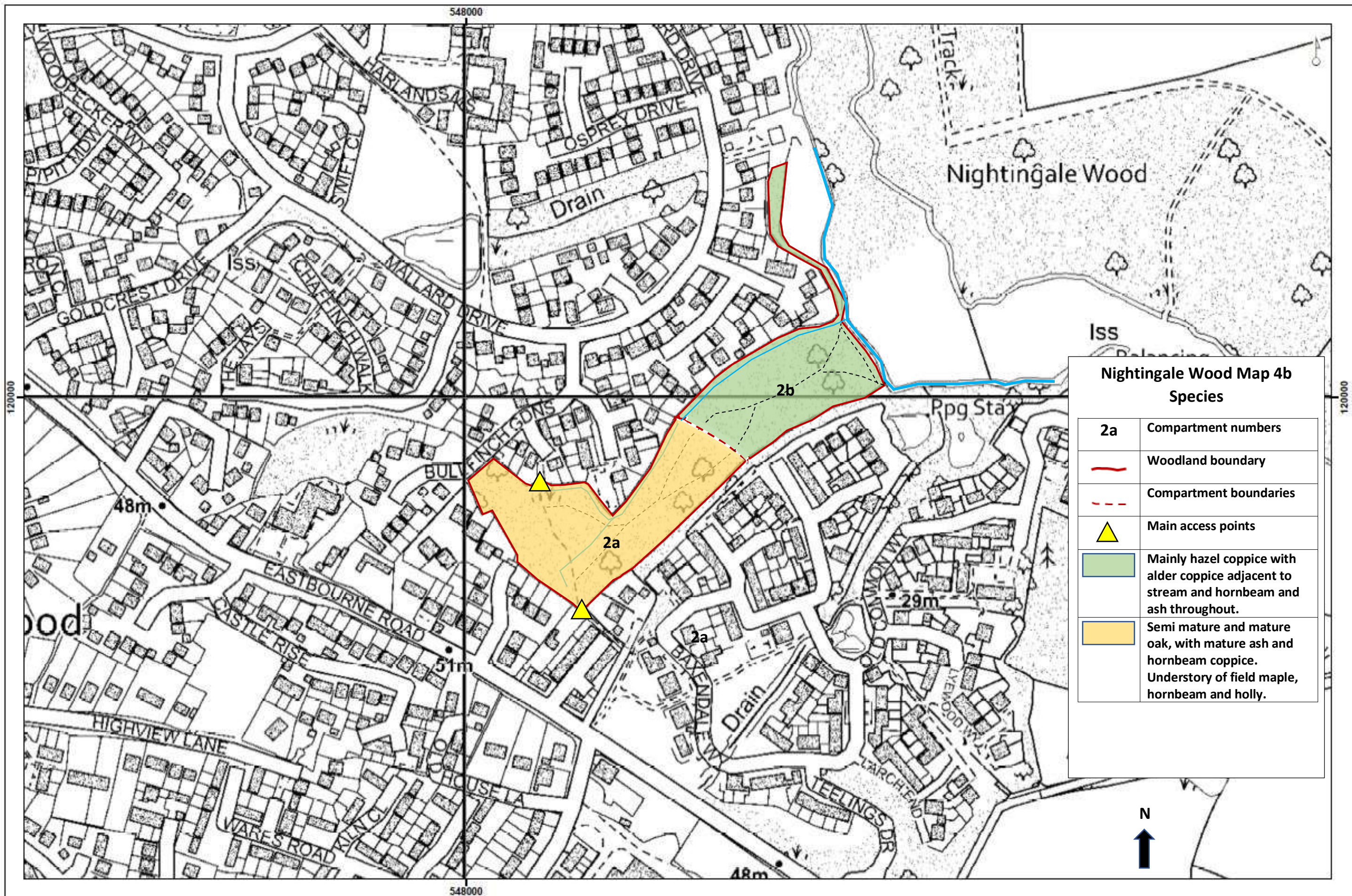












**Nightingale Wood Map 4b  
Species**

2a	Compartment numbers
	Woodland boundary
	Compartment boundaries
	Main access points
	Mainly hazel coppice with alder coppice adjacent to stream and hornbeam and ash throughout.
	Semi mature and mature oak, with mature ash and hornbeam coppice. Understory of field maple, hornbeam and holly.



# Woodland Management Plan

To be completed by the plan author:	
<b>Woodland or Property name</b>	<b>Uckfield Town Council Woodlands</b>
<b>Woodland Management Plan case reference</b>	Agreement reference: 1109931
<b>The landowner agrees this plan as a statement of intent for the woodland</b>	<b>Yes</b>
<b>Plan author name</b>	<b>J Cornford</b>

For FC Use only:				
<b>Plan Period</b> (dd/mm/yyyy - Ten years)	<b>Approval Date:</b>		<b>Approved until:</b>	
<b>Five Year Review Date</b>				

Revision No.	Date	Status (draft/final)	Reason for Revision

## Template user support:

The functionality in this version of the management plan template has been downgraded to ensure compatibility with Word 2003. This document is not protected and as such rows can be added & deleted or copied and pasted from tables where needed.

## UK Forestry Standard management planning criteria

Approval of this plan will be considered against the following UKFS criteria.  
Prior to submission review your plan against the criteria using the check list below.

UKFS management plan criteria		Minimum approval requirements	Author check <input checked="" type="checkbox"/>
1	<b>Plan Objectives:</b> Forest management plans should state the objectives of management and set out how an appropriate balance between social, economic, and environmental objectives will be achieved.	<ul style="list-style-type: none"> <li>Management plan objectives are stated.</li> <li>Consideration is given to environmental, economic and social objectives relevant to the vision for the woodland.</li> </ul>	Yes
2	<b>Forest context and important features in management strategy:</b> Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.	Management intentions communicated in <b>Sect. 6</b> of the management plan are in line with stated objective(s) <b>Sect. 2</b> . Management intentions should take account of: <ul style="list-style-type: none"> <li>Relevant features and issues identified within the woodland survey (<b>Sect. 4</b>)</li> <li>Any potential threats to and opportunities for the woodland, as identified under woodland protection (<b>Sect. 5</b>).</li> <li>Relevant comments received from stakeholder engagement and documented in <b>Sect. 7</b>.</li> </ul>	Yes
3	<b>Identification of designations within and surrounding the site:</b> For designated areas, e.g. National Parks or SSSI, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.	<ul style="list-style-type: none"> <li>Survey information (<b>Sect. 4</b>) identifies any designations that impact on woodland management.</li> <li>Management intentions (<b>Sect. 6</b>) have taken account of any designations.</li> </ul>	Yes
4	<b>Felling and restocking to improve forest structure and diversity:</b> When planning felling and restocking, the design of existing forests should be re-assessed and any necessary changes made so that they meet UKFS requirements. Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context. Forests characterised by a lack of diversity, due to extensive areas of even-aged trees, should be progressively restructured to achieve age class range.	<ul style="list-style-type: none"> <li>Felling and restocking proposals are consistent with UKFS design principles (for example scale and adjacency).</li> <li>Current diversity (structure, species, age structure) of the woodland has been identified through the survey (<b>Sect. 4</b>).</li> <li>Management intentions aim to improve / maintain current diversity (structure, species, and ages of trees).</li> </ul>	Yes
5	<b>Consultation:</b> Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.	<ul style="list-style-type: none"> <li>Stakeholder engagement is in line with current FC guidance and recorded in <b>Sect. 7</b>. The minimum requirement is for statutory consultation to take place, and this will be carried out by the Forestry Commission.</li> <li>Plan authors undertake stakeholder engagement (ref FC Ops Note 35) relevant to the context and setting of the woodland.</li> </ul>	Yes
6	<b>Plan Update and Review:</b> Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.	<ul style="list-style-type: none"> <li>A 5 year review period is stated on the 1st page of the plan.</li> <li><b>Sect. 8</b> is completed with 1 indicator of success per management objective.</li> </ul>	Yes

## Section 1: Property Details

<u>Woodland Property Name</u>		Boothlands Wood and Nightingale Woods (part of).	
Name	Mark Francis	Owner <b>YES</b>	Tenant <b>NO</b>
Email	mark@uckfieldtc.gov.uk	Contact Number	01825 747794
Agent Name (if applicable)		Neal Matheson	
Email	ranger@uckfieldtc.gov.uk	Contact Number	01825 762774
County	East Sussex	<u>Local Authority</u>	Wealden District
Grid Reference	TQ 476 200	Single Business Identifier	200620106
What is the total area of this woodland management plan? (In hectares)		7.7ha	
You have included an Inventory and Plan of Operations with this woodland management plan?		Yes	
You have listed the maps associated with this woodland management plan?		Yes	
Do you intend to use the information within this woodland management plan and associated Inventory and Plan of Operations to apply for the following?		Felling Licence	Yes
		Thinning Licence	Yes
		Woodland Regeneration Grant	No
You declare that there is management control of the woodland detailed within the woodland management plan?		Yes	
You agree to make the woodland management plan publicly available?		No	

## Section 2: Vision and Objectives

To develop your long-term vision, you need to express as clearly as possible the overall direction of management for the woodland(s) and how you envisage it will be in the future. This covers the duration of the plan and beyond.

### 2.1 Vision

Describe your long-term vision for the woodland(s). *(Suggest 300 words max)*

To manage the woodlands to ensure a sustainable, diverse and resilient tree canopy cover for future generations. To attempt to balance the current and future increase in recreational use that the woodlands provide to the local community, whilst limiting the impact of that use on the woodlands, and to conserve and where possible, improve their wildlife and habitat value.

### 2.2 Management Objectives

State the objectives of management demonstrating how sustainable forest management is to be achieved. Objectives are a set of specific, quantifiable statements that represent what needs to happen to achieve the long term vision.

No.	Objectives (include environmental, economic and social considerations)
1	<b>To manage the woodlands for an uneven age and species structure.</b>
2	<b>To increase resilience to climate change and extreme weather events.</b>
3	<b>To improve the recreation whilst reducing its impact.</b>
4	<b>To improve the wildlife and habitat value.</b>
	<b>N.B Objectives are not in priority order</b>

Maps associated with this plan	
Location map of woodlands.	Map 1
Compartment maps.	Maps 2a,2b and 2c
Constraints, opportunities and threats maps.	Maps 3a,3b and 3c
Species maps.	Maps 4a,4b and 4c
Ten year work plan maps.	Maps 5a,5b and 5c

## Section 3: Plan Review – Achievements

Use this section to identify achievements made against previous plan objectives. This section should be completed at the 5 year review and could be informed through monitoring activities undertaken.

Objectives	Achievement

## Section 4: Woodland Survey

This section is about collecting information relating to your woodland and its location, including any statutory constraints i.e. designations.

### 4.1 Description

Brief description of the woodland property:

#### **Boothland Wood 5.0ha.**

Boothland Wood, formerly Ridge Wood, is an ASNW (Ancient Semi-Natural Woodland) on the edge of Ridgewood, Uckfield. The earliest known map showing the woodland dates back to 1797 and the woodland area has remained largely intact other than an area to the west that was cleared in the 19<sup>th</sup> Century. The wood has become increasingly urbanised with a housing development adjacent to the eastern boundary. There is a further larger development planned adjacent to the southern and western boundaries in the near future.

The historical management of this woodland would have been a coppice with standards system. There are numerous very mature oak standards and large overstood (left un-coppiced) ash and hornbeam coppice stools remaining with areas of hazel coppice and birch across the woodland.

Within the woodland (south western quarter), there is an area that was likely to have been a quarry, possibly for the extraction of clay (Uckfield being once a significant area for the production of bricks). This area is waterlogged on a seasonal basis.

A stream flows through the site on the northern edge. This stream is steep sided at the eastern end, levelling out towards the west. The soil is classified as seasonal wet acid to based rich loam and clay.

In recent decades the management appears to have been ad-hoc with the



focus on recreation, tree safety and limited conservation activities such as occasional coppicing. The wood today is heavily used by local residents and the wider community for informal exercise and dog walking. There is a lack of a clearly defined track network, which has resulted in a myriad of tracks, informal paths and desire lines that criss-cross the site. This extensive use appears to be causing compaction in some areas, damage to paths and is also contributing to soil erosion. In turn, this heavy use has almost certainly had a negative impact on mammal, bird and invertebrate species. This situation is likely to get worse (unless addressed) due to the further housing developments to the south and west.

The ground flora is dominated by bluebells in the spring, and there are patches of brambles (in areas with sufficient light), but there is limited other ground-level flora and a lack of any significant recent natural regeneration of tree species, limited only to a few small areas and species.

The wood is of an un-even age structure across its entirety, although trees are relatively even-aged within their individual species, i.e almost all oaks are mature, all ash is mature coppice, almost all hornbeams are mature coppice etc. The ash trees are of particular concern due to the presence of Chalara (Ash Dieback Disease). Many of the trees are showing symptoms to a varying degree, although a few seem currently little affected. Many of the ash trees as stated above are also overstood coppice stools which, regardless of Chalara have significant decay at their base which is also a concern.

There is a current programme of tree inspections and removal on health and safety concerns, which has resulted in a significant quantity of large diameter >20cm timber being left in situ as long-term deadwood habitat.

### **Nightingale Wood (part of) 2.0ha**

Nightingale Wood is located to the eastern area of Ridgewood. This part of the woodland is relatively narrow, with housing developments to the south, north and west. The eastern boundary adjoins a small stream and open ground leading to the greater area of Nightingale Wood (not under Uckfield Town Council ownership). There is also a small ditch that enters the wood via the southern corner and travels along the northern boundary to the stream on the eastern boundary.

The eastern half of this woodland is designated as ASNW and is mainly overstood hazel coppice with a few mature oak and ash standards and alder coppice adjacent to the stream. The ground flora is dominated by bluebells. The western half is not designated ASNW, as much of the centre of this area has not been continuous woodland and may have been more open ground in its past. The boundary of this area does however have mature ash coppice and there are a few very large oak trees that are mainly adjacent to the southern boundary, suggesting these are the remnants of a wooded shaw. The canopy in this area is dense with mainly mature and semi-mature oaks, many of which are 'drawn up' with narrow and contorted crowns. There is also some ash and

hornbeam coppice in patches and semi mature field maple, alder and holly present. There is also extensive natural regeneration of holly, hornbeam and field maple throughout much of this area. The ground layer has little evidence of typical ASNW species and is mainly dominated by privet, Ribes (species) and patches of bramble.

### **Bridge wood 0.7ha**

This is a small area of woodland adjacent to the disused railway line. Part of this area appears to have been a quarry in its past. The species in this area comprise mainly ash, sycamore and birch, with semi-mature oaks. The trees are well stocked and birch is dense in the centre of the compartment. The understory is a mix of hazel and holly. A significant proportion of the ash trees are suffering to varying degrees of severity from Ash Dieback. This area is covered by a Tree Preservation Order.

### **Summary**

In recent years, all of the woodlands have become surrounded, by housing developments, making them isolated and fragmented from the wider landscape. This, plus an increase in unmanaged human activity will limit and possibly cause a continued decline in the conservation and habitat value that these woodlands once possessed.

Long-term management of small woodlands in an urban setting such as this can be a challenge, due to competing interests and priorities. A balance has to be struck between the desire to ensure sustainable woodland cover and habitat benefits in the long-term, with the desires of local residents, to enjoy access to the woodlands.

## 4.2 Information

Use this section to identify features that are both present in your woodland(s) and where required, on land adjacent to your woodland. It may be useful to identify known features on an accompanying map. Woodland information for your property can be found on the [Magic](#) website or the Forestry Commission [Land Information Search](#).

Feature	Within Woodland(s)	Cpts	Adjacent to Woodland(s)	Map No
<b><a href="#">Biodiversity- Designations</a></b>				
Site of Special Scientific Interest	No		No	
Special Area of Conservation	No		No	
Tree Preservation Order	Yes	3	No	3c
Conservation Area	No		No	
Special Protection Area	No		No	
Ramsar Site	No		No	
National Nature Reserve	No		No	
Local Nature Reserve	No		No	
Other (please Specify):	No		No	
<b>Notes</b>				

Feature	Within Woodland(s)	Cpts	Map No	Notes
<b><a href="#">Biodiversity - European Protected Species</a></b>				
Bat   Species (if known)	Possible			
Dormouse	Yes	2	3b	Ecological advice should be sought prior to works
Great Crested Newt	Possible	1 & 2	3a&3b	No work is planned in these areas.
Otter	No			
Sand Lizard	No			
Smooth Snake	No			
Natterjack Toad	No			
<b><a href="#">Biodiversity - Priority Species</a></b>				
<a href="#">Schedule 1 Birds</a>   Species:	No			
Mammals (Red Squirrel, Water Vole, Pine Marten etc)	No			
Reptiles (grass snake, adder, common lizard etc)	Possible	All		
Plants	No			
Fungi/Lichens	No			
Invertebrates (butterflies, moths, beetles etc)	Possible	All		
Amphibians (pool frog, common	Possible	All		

toad)				
Other (please Specify):	N/A			
<b><u>Historic Environment</u></b>				
Scheduled Monuments	No			
Unscheduled Monuments	No			
Registered Parks and Gardens	No			
Boundaries and Veteran Trees	No			
Listed Buildings	No			
Other (please Specify):	N/A			
<b><u>Landscape</u></b>				
<b><u>National Character Area</u></b> (please Specify):				
National Park	No			
Area of Outstanding Natural Beauty	Yes			
Other (please Specify):	N/A			
<b><u>People</u></b>				
CROW Access	No			
Public Rights of Way (any)	Yes	1h,1i,1j & 2a	2a & 2b	
Other Access Provision	Yes	All	2a,2b,2c	
Public Involvement	Yes			Volunteer group
Visitor Information	Yes	1		
Public Recreation Facilities	No			
Provision of Learning Opportunities	No			
Anti-social Behaviour	Yes	All		Low level (litter and disturbance)
Other (please Specify):	N/A			
<b><u>Water</u></b>				
Watercourses	Yes	1 and 2	2a & 2b	
Lakes	No			
Ponds	No			
Other : Seasonally waterlogged areas	Yes	1e & 2a	2a & 2b	Old quarry/pit areas that are seasonally part waterfilled

## 4.3 Habitat Types

This section is to consider the habitat types within your woodland(s) that might impact/inform your management decisions. Larger non-wooded areas within your woodland should be classified according to broad habitat type where relevant this information should also help inform your management decisions. Woodlands should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context of the woodland.

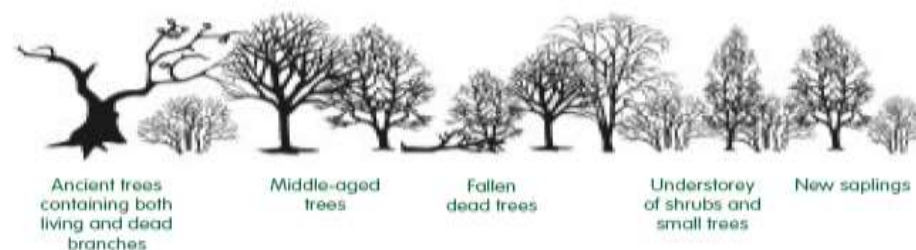
Feature	Within Woodland(s)	Cpts	Map No	Notes
<b>Woodland Habitat Types</b>				
Ancient Semi-Natural Woodland	Yes	All	2a,2b, 2c	
Planted Ancient Woodland Site (PAWS)	No			
Semi-natural features in PAWS	No			
Lowland beech and yew woodland	No			
Lowland mixed deciduous woodland	Yes	2a	4b	
Upland mixed ash woods	No			
Upland Oakwood	No			
Wet woodland	No			
Wood-pasture and parkland	No			
Other (please Specify):	N/A			
<b>Non Woodland Habitat Types</b>				
Blanket bog	No			
Fenland	No			
Lowland calcareous grassland	No			
Lowland dry acid grassland	No			
Lowland heath land	No			
Lowland meadows	No			
Lowland raised bog	No			
Rush pasture	No			
Reed bed	No			
Wood pasture	No			
Upland hay meadows	No			
Upland heath land	No			
Unimproved grassland	No			
Peat lands	No			
Wetland habitats	No			
Other : Seasonally waterlogged areas	Yes	1e & 2a	2a & 2b	Old quarry/pit areas that are seasonally part waterfilled

## 4.4 Structure

This section should provide a snapshot of the current structure of your woodland as a whole. A full inventory for your woodland(s) can be included in the separate Plan of Operations spreadsheet. Ensuring woodland has a varied structure in terms of age, species, origin and open space will provide a range of benefits for the biodiversity of the woodland and its resilience. The diagrams below show an example of both uneven and even aged woodland.

Woodland Type (Broadleaf, Conifer, Coppice, Intimate Mix)	Percentage of Mgt Plan Area	Age Structure (even/uneven)	Notes (i.e. understory or natural regeneration present)
Coppice with standards	85%	Un-even (but see section 4.1 above).	Understory of hazel, hornbeam and holly. Patches of holly and birch natural regeneration.
Broad-leaved high forest	15%	Mainly even aged.	Patches of field maple, holly, hornbeam natural regeneration.

Uneven-aged woodland – many wildlife habitats because of high diversity



Even-aged woodland – tidy but of low diversity



## Section 5: Woodland Protection

Woodlands in England face a range of threats; this section allows you to consider the potential threats that could be facing your woodland(s). Use the simple Risk Assessment process below to consider any potential threats to their woodland(s) and whether there is a need to take action to protect their woodlands.

**Note:** To add more tables, Copy the table and Paste below.

### 5.1 Risk Matrix

The matrix below provides a system for scoring risk. The matrix also indicates the advised level of action to take to help manage the threat.

<b>Impact</b>	High	Plan for Action	Action	Action
	Medium	Monitor	Plan for Action	Action
	Low	Monitor	Monitor	Plan for Action
		Low	Medium	High
<b>Likelihood of Presence</b>				

### 5.2 [Plant Health](#)

Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc)	Ash Dieback.
Likelihood of presence (high/medium/low)	High.
Impact (high/medium/low)	Medium.
Response (inc protection measures)	Fell trees that pose a hazard to the public or property, following best practice guides; Forest Research, Chalara Manual 2, <i>Managing ash trees and woodlands, including logs and timber</i> (2021). National Tree Safety Group guidelines in, <i>Common Sense Risk Management of Trees</i> (2010).

### 5.3 [Deer](#)

Species - Likelihood of presence (high/medium/low)	Low. Only seen occasionally in compartment 2
Impact (high/medium/low)	Low (there is little evidence of damage).
Response (inc protection measures)	Protect coppice once cut and until re-established.

## 5.4 [Grey Squirrels](#)

Likelihood of presence (high/medium/low)	Medium/Low.
Impact (high/medium/low)	Low (there is little evidence of damage).
Response (inc protection measures)	None required.

## 5.5 Livestock and Other Mammals

Threat (Sheep, Horse, Rabbit etc)	Rabbits
Likelihood of presence (high/medium/low)	Low.
Impact (high/medium/low)	Low (there is little evidence of damage).
Response (inc protection measures)	None required.

## 5.6 Water & Soil

Threat (Soil Erosion, Acidification of Water, Pollution incidents etc)	Soil Erosion (mainly Boothland Wood).
Likelihood of presence (high/medium/low)	High.
Impact (high/medium/low)	Medium (concentrated on paths and near stream crossings).
Response (inc protection measures)	Construct simple sleeper bridges across designated stream crossings to reduce damage.

## 5.7 Environmental

Threat (Pollution, Fire, Flood, Wind, Invasive Species, etc)	Pollution (low level littering).
Likelihood of presence (high/medium/low)	Medium.
Impact (high/medium/low)	Low.
Response (inc protection measures)	Clear areas of litter on an ad-hoc basis.



Threat (Pollution, Fire, Flood, Wind, Invasive Species, etc)	Invasive species.
Likelihood of presence (high/medium/low)	Medium.
Impact (high/medium/low)	Medium.
Response (inc protection measures)	Assess and control any invasive species.

Threat (Pollution, Fire, Flood, Wind, Invasive Species, etc)	Wind (damage to trees causing a potential hazards to the Public).
Likelihood of presence (high/medium/low)	Medium (Ad-hoc on going).
Impact (high/medium/low)	Medium-high.
Response (inc protection measures)	Ensure that all trees over public footpaths and adjacent to neighbouring properties are regularly inspected for the presence of hazards. Remedial works should be carried out to limit the risk to the public.

## 5.8 Social

Threat (Rights of Way, CROW, permissive access, events sporting rights, Anti-social Behaviour etc)	Anti-social Behaviour (some mounting biking, fires and litter).
Likelihood of presence (high/medium/low)	Medium.
Impact (high/medium/low)	Low.
Response (inc protection measures)	Monitor behaviour.

Threat (Rights of Way, CROW, permissive access, events sporting rights etc)	Public Rights of Way, through both woodlands and permissive tracks.
Likelihood of presence (high/medium/low)	High.
Impact (high/medium/low)	High (causing compaction particularly in Boothland Wood).
Response (inc protection measures)	Establish a clearly defined path network.

## 5.9 Economic

Threat (Timber forecasting, markets, products, operational costs etc)	Operational costs (Ash Dieback).
Likelihood of presence (high/medium/low)	High.
Impact (high/medium/low)	High (cost of remedial works as per safety inspections).
Response (inc protection measures)	Possible grant funding.

## 5.10 [Climate Change](#) Resilience

Threat (Uniform Structure, Provenance, Lack of Diversity etc)	Uniform age structure of mature oak trees in Boothland Wood.
Likelihood of presence (high/medium/low)	High
Impact (high/medium/low)	High.
Response (inc protection measures)	Plant oak trees in small groups where opportunities arise from tree safety and ash removal work. Protect trees with tree guards and timber fencing.

Threat (Uniform Structure, Provenance, Lack of Diversity etc)	Lack of Diversity (loss of ash species long-term) and canopy restricted to three main species.
Likelihood of presence (high/medium/low)	High.
Impact (high/medium/low)	High.
Response (inc protection measures)	Plant field maple as ash replacement and wild cherry and wild service trees to increase diversity. Protect trees with tree guards and timber fencing.

Threat (Uniform Structure, Provenance, Lack of Diversity etc)	Structure (some areas of coppice have been unmanaged and become overstood).
Likelihood of presence (high/medium/low)	Medium.
Impact (high/medium/low)	Medium.
Response (inc protection measures)	Re-coppice hazel during this plan period with longer term plan (next woodland management plan) to start re-coppicing hornbeam.

## Section 6: Management Strategy

This section requires a statement of intent, setting out how you intend to achieve your management objectives and manage important features identified within the previous sections of the plan. A detailed work programme by sub-compartment can be added to the Plan of Operations.

Management Objective / Feature	Management Intention
<b>To manage the woodlands for an uneven age and species structure.</b>	<ul style="list-style-type: none"> <li>To initiate long term oak age range diversification, by planting English oak in small groups in clearings and open areas within the wood (where opportunities allow). It is important that these trees are protected and have appropriate aftercare to ensure successful establishment. <b>Compartment 1d, 1h, 1i and 1j.</b></li> <li>To protect areas of natural regeneration where it occurs, to ensure long term survival. <b>All compartments.</b></li> <li>To thin trees by up-to 30% to retain the best formed, most wind resistant trees at even spacing. <b>Compartment 1f, 2a and 3.</b></li> <li>To coppice areas of hazel to facilitate a diverse mosaic of habitat structure. <b>Compartment 1a, 1b, 1d, 1j and 2b.</b></li> <li>To thin trees within <b>Compartment 1g, 1h and 1i</b> by up-to 20% focusing on the removal of dead and heavily diseased ash tree.</li> <li>To retain all ash trees where possible, that show little evidence of <i>Chalara</i> (where safety allows) in order to encourage potential disease resistance. <b>All compartments.</b></li> </ul>
<b>To increase resilience to climate change and extreme weather events.</b>	<ul style="list-style-type: none"> <li>Where space allows from thinning or tree safety work, plant additional tree species either currently absent or present in low numbers, in order to increase species diversity. Plant Field maple, wild cherry and wild service trees, ideally in small groups of same species. <b>All compartments.</b></li> <li>To thin trees by up-to 30% to retain the best formed, most wind resistant trees at even spacing. <b>Compartment 1f, 2a and 3.</b></li> <li>To improve tracks and crossings adjacent to streams as part of a managed defined track network, in order to reduce the impact from soil erosion, during extreme weather events. <b>All compartments.</b></li> </ul>
<b>To improve recreation whilst reducing its impact.</b>	<ul style="list-style-type: none"> <li>To create and manage a clearly defined track network for the enjoyment of users and to reduce the impact from soil compaction, habitat disturbance and erosion across the</li> </ul>

	<p>woodlands. <b>All compartments.</b></p> <ul style="list-style-type: none"> <li>• To allow all other tracks outside the defined track networks to become overgrown (or blocked with dead hedging) to prevent access and damage and/or disturbance to the wider wood and wildlife.</li> <li>• To install infrastructure, such as simple sleeper bridges, boardwalks or surface aggregate (as appropriate) to facilitate use of the designated track network.</li> <li>• To carryout tree safety inspections of trees adjacent to neighbouring properties and over paths. <b>All compartments.</b></li> <li>• To carry-out all work to minimise hazards to the public and neighbouring properties by following all relevant best practice guides and health and safety regulations.</li> </ul>
<b>To improve the wildlife and habitat value.</b>	<ul style="list-style-type: none"> <li>• To retain all felled timber (with the exception of useable sawlogs, for woodland infrastructure, where applicable) to be left in situ as deadwood habitat. <b>All compartments.</b></li> <li>• To retain all standing deadwood and aerial deadwood within trees (where safety allows) as habitat, for aerial saproxylic organisms. <b>All compartments.</b></li> <li>• To coppice hazel to facilitate a diverse mosaic of habitat structure. <b>Compartments 1a,1b,1d,1j and 2b.</b></li> <li>• To widen the proposed defined track network to an average width of 4m, re-cutting the edges on a cyclical basis to create a mosaic of structure.</li> <li>• To carry-out all work in order to minimise the impact on wildlife and habitats by following all relevant best practice guides and regulations.</li> </ul>



## Section 7: Stakeholder Engagement

There can be a requirement on both the FC and the owner to undertake consultation/engagement. Please refer to [Operations Note 35](#) for further information. Use this section to identify people or organisations with an interest in your woodland and also to record any engagement that you have undertaken, relative to activities identified within the plan.

Work Proposal	Individual/ Organisation	Date Contacted	Date feedback received	Response	Action
Management plan draft	Forestry Commission Woodland Officer	21.9.21	Verbal	Agreed in principle with the plan and the proposed work.	Finish and submit the Plan.
Management plan draft	Uckfield Town Council.	15 <sup>th</sup> November 2021 E&L committee	To be added once received		
Felling in Bridge wood (Tree Preservation Order)	Wealden District Council Tree Officer.	TPO's on acceptance of plan	To be added once received		
Felling License	Forestry Commission.	On submission of plan.	To be added once received		
Tree Felling	Local residents	6 <sup>th</sup> November 21	To be added once received		

## Section 8: Monitoring

Indicators of progress/success should be defined for each management objective and then checked at regular intervals. Other management activities could also be considered within this monitoring section. The data collected will help to evaluate progress.

Management Objective/Activities	Indicator of Progress/Success	Method of Assessment	Frequency of Assessment	Responsibility	Assessment Results
<b>To manage the woodlands for an uneven age and species structure.</b>	Protection of areas of natural regeneration during felling works.	Photographic	Prior to and during felling works.	Uckfield Town Council and contractors.	
	Successful tree regeneration and/or establishment	Records of planting and/or Photographic	End of plan period	Uckfield Town Council	
<b>To increase resilience to climate change and extreme weather events.</b>	Successful tree regeneration and/or establishment	Records of planting and Photographic.	End of plan period	Uckfield Town Council	
	Ensuring that best formed wind-firm trees are retained as per plan recommendations.	Visual assessment.	Prior to thinning operation.	Uckfield Town Council	
	Felling of trees is in compliance with plan recommendations.	Volume and/or weight records	During each thinning operation.	Uckfield Town Council & Contractors	
<b>To improve recreation whilst reducing its impact.</b>	Tree safety inspection.	Tree survey.	Biennial for footpaths and trees adjacent to properties.	Uckfield Town Council & Consultant arborist.	A Tree safety survey programme has been established. A remedial work programme is ongoing.
	Establish a defined path network.	Visual and photographic.	On-going	Uckfield Town Council Ranger.	
	Monitor use of paths and areas of possible erosion or compaction.	Visual	Ad-hoc	Uckfield Town Council Ranger.	To assist in yearly work programme.
<b>To improve the wildlife and habitat value.</b>	Increased deadwood habitat across woodlands.	Photographic	End of plan period	Uckfield Town Council Ranger.	
	Coppicing in Boothland and Nightingale woods.	Photographic.	After each area is completed.	Uckfield Town Council Ranger.	

# UK Forestry Standard woodland plan assessment

For FC office use and approval only:

UKFS management plan criteria	Minimum approval requirements	Achieved	Review notes
<b>Plan Objectives:</b> Forest management plans should state the objectives of management and set out how an appropriate balance between social, economic, environmental objectives will be achieved.	<ul style="list-style-type: none"> <li>• Management plan objectives are stated.</li> <li>• Consideration is given to environmental, economic and social objectives relevant to the vision for the woodland.</li> </ul>	Yes/No	
<b>Forest context and important features in management strategy:</b> Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.	Management intentions communicated in <b>Sect. 6</b> of the management plan are in line with stated objective(s) in <b>Sect. 2</b> . Management intentions should take account of: <ul style="list-style-type: none"> <li>• Relevant features and issues identified in the woodland survey (<b>Sect. 4</b>).</li> <li>• Any potential threats to and opportunities for the woodland, as identified under woodland protection (<b>Sect. 5</b>).</li> <li>• Relevant comments received from stakeholder engagement are documented in <b>Sect. 7</b>.</li> </ul>	Yes/No	
<b>Identification of designations within and surrounding the woodland site:</b> For designated areas, e.g. National Parks or SSSI, particular account is taken of landscape and other sensitivities in the design of forests and forest infrastructure.	<ul style="list-style-type: none"> <li>• Survey information (<b>Sect. 4</b>) identifies any designations that impact on woodland management.</li> <li>• Management intentions (<b>Sect. 6</b>) have taken account of any designations.</li> </ul>	Yes/No	
<b>Felling and restocking to improve forest structure and diversity:</b> When planning felling and restocking, the design of existing forests should be re-	<ul style="list-style-type: none"> <li>• Felling and restocking proposals are consistent with UKFS design principles (for example scale and adjacency).</li> <li>• Current diversity (structure, species, age</li> </ul>	Yes/No	



<p>assessed and any necessary changes made to meet UKFS requirements.</p> <p>Forests should be designed to achieve a diverse structure of habitat, species and age range of trees, appropriate to the scale and context.</p> <p>Forests characterised by a lack of diversity, due to extensive areas of even-aged trees, should be progressively restructured to achieve age class range.</p>	<p>structure) of the woodland has been identified through the survey (<b>Sect. 4</b>).</p> <ul style="list-style-type: none"> <li>• Management intentions aim to improve / maintain current diversity (structure, species, and ages of trees).</li> </ul>		
<p><b>Consultation:</b></p> <p>Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment (Forestry) Regulations.</p>	<ul style="list-style-type: none"> <li>• Stakeholder consultation is in line with current FC guidance, and recorded in <b>Sect. 7</b>. The minimum requirement is for statutory consultation to take place, and this will be carried out by the Forestry Commission.</li> <li>• Plan authors undertake stakeholder engagement (ref FC Ops Note 35) relevant to the context and setting of the woodland.</li> </ul>	Yes/No	
<p><b>Plan update and review:</b></p> <p>Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.</p>	<ul style="list-style-type: none"> <li>• A 5 year review period is stated on the 1<sup>st</sup> page of the plan</li> <li>• <b>Sect. 8</b> is completed with 1 indicator of success identified per management objective</li> </ul>	Yes/No	

<p><b>Approved in Principle</b></p> <p><i>This means the FC is happy with your plan; it meets UKFS requirements.</i></p> <p><i>a) You can use it to support a CS-HT or other grant application.</i></p> <p><b>b) You do not yet have a licence to undertake any tree felling in the plan.</b></p>	Name (WO or FM):	Date:
<p><b>Approved</b></p> <p><i>This means FC is happy with your plan; it meets UKFS requirements, and we have also approved a felling licence for any tree felling in the plan (where required).</i></p>	Name (AO, WO or FM):	Date:

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

**Monday 15 November 2021**

### **Agenda Item 7.3**

#### **TO RECEIVE AN UPDATE ON TREE PLANTING PROPOSALS FOR WINTER 2021/22**

##### **1.0 Next phase of tree planting**

- 1.1 The Town Council's Ranger has supplied a plan for the next phase of tree planting across Uckfield Town Councils open spaces during the winter of 2021/22.

##### **2.0 Hempstead Meadows Local Nature Reserve**

- 2.1 Red lines indicate tree rows. Area A was completed during the winter of 2020/21 and we will see a continuation of planting (section B on the image below) during the winter of 2021/22. The final stage in 2022/23 will involve continuing on up to the substation.



- 2.2 The works during this winter will see trees planted in late February 2022. This will be planted on the same 2.5m x 2.5m density as that applied in 2020/21.
- 2.3 The trees will be planted slightly offset from the existing rows to avoid complications with supporting cables from the substation. This will not be noticeable from the footpath. The trees have been grown from saplings on a local allotment. There were some losses but they are looking pretty healthy. The Town Council has tubes and stakes provided by the Sussex flow Initiative.
- 2.4 It is calculated that 111 trees can be planted at this site (area B), depending on species and availability, in 2021/22.

### 3.0 West Park Recreation Ground

- 3.1 This area has been measured for planting for small fruit trees and other smaller trees. The site is quite awkward to measure as the property lines are not straight and there are numerous odd “bulges” in the fence line. A five-metre distance has been maintained from property boundaries.



- 3.2 Sector one would contain 21 trees on a 5x5 spacing. These would be planted in a more “organic” nature than at Hempstead meadow and a 5m spacing is approximate.
- 3.3 Space would be left for grass cutting machinery. Sector’s two and three to be planted in 2022/23 and 2023/24 respectively.

### 4.0 Ridgewood Recreation Ground



- 4.1 This is a large area of rough ground with some areas being very wet. The area is currently being colonised by the neighbouring mature trees. 40 self-seeded saplings from Snatts Road cemetery have been prepared for transplanting to this site. The group of trees are mostly oak but also contain sweet chestnut, hornbeam and other native species. The trees are a range of ages with some of the saplings reaching 2m tall.
- 4.2 It is proposed to plant the wet areas at the southern end of the recreation ground, with 1-metre-tall swamp cypresses as they would suit conditions found on site and such conifers are excellent at natural flood mitigation. Conifers are notorious for failing after being transplanted so I will just plant five in this first year.
- 4.3 Contact has been made with the Millennium Green Trust regarding these trees, with the hope that the planting in this area would assist with helping to reduce water run-off into the Millennium Green site.

## **5.0 Recommendations**

- 5.1 Members are asked to consider whether they agree to the areas highlighted for the Winter 2021/22 tree planting programme.

Contact officer: Mark Francis