



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

Monday 28 February 2022 at 6.15pm
Council Chamber, Civic Centre, Uckfield

PRESENTATION FROM THE CHIEF EXECUTIVE OF WEALDEN CITIZEN'S ADVICE

FULL COUNCIL AGENDA COMMENCES AT:
Monday 28 February 2022 at 7.00pm 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 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 on 17 January 2022 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 | 24 January and 14 February 2022 |
| (b) | Environment and Leisure Committee | 21 February 2022 |
| (c) | General Purposes Committee | 31 January 2022 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
- (ii) Neighbourhood Plan Steering Group
- (iii) Gatwick Airport Consultation Group

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
- (ii) Uckfield – Events Working Group
- (iii) Uckfield Dementia Forum

9.0 TO REVIEW THE PROPOSED SERVICE LEVEL AGREEMENTS BETWEEN UCKFIELD TOWN COUNCIL AND THE UCKFIELD VOLUNTEER CENTRE AND WEALDEN CITIZENS ADVICE FOR 2022-23

(Attached)

10.0 TO CONSIDER A RESPONSE FROM UCKFIELD TOWN COUNCIL TO WEALDEN DC'S INVESTMENT IN HEALTH AND LEISURE FACILITIES

(Attached)

11.0 TO CONSIDER A FURTHER MOTION BY COUNCILLOR BEN COX RELATING TO FOOD POVERTY

(Attached)

12.0 TO NOTE THE MAYOR'S ENGAGEMENTS

(Attached)

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

14.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

15.0 TOWN CLERK'S ANNOUNCEMENTS

16.0 CHAIRMAN'S ANNOUNCEMENTS



Town Clerk
22 February 2022

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held
on Monday 17 January 2022 at 7.00 pm
in the Weald Hall, Civic Centre

PRESENT:

Cllr. K. Bedwell	Cllr. G. Johnson
Cllr. J. Beesley	Cllr. J. Love (Town Mayor)
Cllr. D. Bennett	Cllr. C. Macve
Cllr. B. Cox	Cllr. P. Sparks
Cllr. J. Edwards	Cllr. D. Ward
Cllr. D. French (Deputy Mayor)	Becky Ikeson (Youth Member)
	Emily McHale (Youth Member)

IN ATTENDANCE:

No members of the public
1 member of the press (recording)
County Councillor Chris Dowling
County and District Councillor Claire Dowling

Sarah D'Alessio Assistant Town Clerk & RFO
Holly Goring Town Clerk
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTEREST

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

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

None received.

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

FC.74.01.22 It was **RESOLVED** to suspend Standing Orders to enable members of the public to speak.

Councillor Claire Dowling wished everyone a Happy New Year. Works were due to take place in Hempstead road, to remove vegetation following a small landslide and another survey was being undertaken by the drainage team at the

beginning of February.

The works that had been previously planned for Church Street had been postponed. ES Highways were awaiting a revised date from South East Water. Signs were still present on the side of the road, suggesting a diversion route was in place. These needed to be moved until works were rearranged.

Councillor Claire Dowling had attended a meeting at Wealden DC regarding Streatfeild House. It had been advised that they would be making contact with the Town Council to arrange a meeting to discuss their plans for the site.

East Sussex County Council were in the process of preparing for their budget setting process. They were still awaiting the details of some of the grant funding streams from central government but had received notification of the three-year spending review before Christmas along with one year for the central government grant. It was looking like proposals would be put forward for a 1.99% increase on council tax, the second half of the Adult Social Care precept would be taken for 2022-23 and there was the ability to take another 1%. No additional savings were planned for 2022-23. They were intending to add £3million per annum on the capital programme for highways, and money would be allocated specifically for climate change initiatives, with a balanced budget being planned for 2022-23.

Councillor Chris Dowling referred to the drain in Lewes Road. UKPN had left the area, so it was agreed this was the most suitable time to prioritise the work.

Councillor Chris Dowling had attended Newtown Action Group, who were working very hard for the benefit of local residents.

Calls had been put into Kier/UKPN, who were due to return in the New Year to carry out their snagging works. This would include the reinstatement of the paving on the bridge.

Councillor K. Bedwell advised that the surface of the road between Highlands roundabout and Applegate Dental Practice was in a bad state of repair. She asked if there would be any plans to resurface this as part of Kier's snagging programme. It was asked if Councillor Chris Dowling could enquire.

Councillor B. Cox asked whether with the £3million additional highways funding, there would be a long-term strategy for improving the quality of the roads. Councillor Dowling advised that the allocated funding would seek to improve the highway hedge to hedge, and there was a possible opportunity to obtain some one-off funding early in the year. There was currently a £1million budget per annum for the patching lorry, and it was hoped this could be increased.

Councillor B. Cox also reminded attendees that the flood review had been chased having been delayed during the pandemic, but statements in developer reports and those of local authorities continued to claim that there was no risk to flooding. How was this possible if the review had not yet been completed.

Councillor D. French noted that in the bad weather some of the diversion/road work signs along Church Street/Rocks Road had fallen and were causing dangerous trip hazards.

Councillor G. Johnson advised that Wealden District Councillors were waiting on the publication of the SHELAA, and for a response from the Rt Hon Michael Gove, with the draft Local Plan expected to be placed out for consultation in the Spring of 2022.

Councillor P. Sparks advised that he had also attended the meeting at Wealden DC regarding Streatfeild House.

FC.75.01.22 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 H. Firth, S. Mayhew, A. Smith and C. Snelgrove.

5.0 MINUTES

5.1 To resolve that the minutes of the meeting of Full Council on 6 December 2021 to be taken as read, confirmed as a correct record and signed by the Mayor.

FC.76.01.22 It was **RESOLVED** that the minutes of the meeting of Full Council on the 6 December 2021 be taken as read, confirmed as a correct record and signed by the Mayor.

5.2 Action List

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

FC65.12.21 – Wealden Remuneration Panel

FC67.12.21 – ESCC Grass Verge Cutting contract

FC69.12.21 – Removal of flood notification sign

Members subsequently noted the report.

6.0 COMMITTEE MINUTES

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

(a) Plans Committee of the 13 December 2021 and 4 January 2022

FC.77.01.22 It was **RESOLVED** to note the acts and proceedings of the Plans Committees of the 13 December 2021 and 4 January 2022.

(b) Environment & Leisure Committee

FC.78.01.22 It was **RESOLVED** to note the acts and proceedings of the Environment and Leisure Committee of the 10 January 2022.

(c) General Purposes Committee

No meetings held since last Full Council.

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

Nothing to report at present.

(iii) Gatwick Airport Consultation Panel
Nothing to report at present.

8.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS

(i) Civic Centre Working Group
Nothing to report at present.

(ii) Uckfield Dementia Forum
Nothing to report at present.

(iii) Uckfield – Events Working Group
Nothing to report at present.

9.0 TO CONSIDER THE DRAFT BUDGET (2022/23) AND MEDIUM TERM FINANCIAL STRATEGY 2022-27 FOR WEALDEN DISTRICT COUNCIL

Members considered the contents of Wealden DC's draft budget and accompanying consultation questions.

Councillor P. Sparks reminded members that this time last year, Wealden DC had set a 0% increase in council tax and staff salaries had been frozen. At that time, a few of the Wealden District Councillors had raised their concerns that this could affect recruitment along with impacting future year increases. This year, Wealden DC were having to increase Council tax by 2.5% (£5.00) and set a 2.5% increase in staff salaries, as a result.

Councillor D. French noted that with the increase in housing in future years, Wealden DC would be seeing an increase in council tax. It was therefore necessary for the Local Plan to be developed and adopted, so developers could be made to build the backlog of properties/sites they had been sitting on, which had previously been given permission but not yet developed.

Councillor D. French also expressed her disappointment that the council tax had not been frozen, and noted that a large number of companies could not afford to increase salaries.

Councillor D. Bennett noted that the current rate of inflation was nearer 5.2%.

Councillor C. Macve felt that although it was a very comprehensive report there was a great deal of information missing, and it was felt that Wealden DC's Cabinet had already made a decision on many of the points covered in the report.

Councillor D. Ward also expressed her disappointment in much of Wealden DC's focus being directed towards Hailsham. In the news there's great talk of levelling up nationally – this should also be the case in Wealden District.

FC.79.01.22 With a seconded proposal by Councillor J. Edwards members **RESOLVED** to express a collective disappointment in Wealden DC's proposed increase in member allowances and council tax.

10.0 TO REVIEW THE PROPOSED SERVICE LEVEL AGREEMENTS BETWEEN UCKFIELD TOWN COUNCIL AND THE UCKFIELD VOLUNTEER CENTRE AND WEALDEN CITIZEN'S ADVICE BUREAU FOR 2022-23

This item was deferred until the next meeting of Full Council.

11.0 TO FORMALLY ADOPT THE TOWN COUNCIL'S STRATEGIC PLAN 2022/27

Members considered the contents of the Strategic Plan 2022/27, which set out the priorities for the next five years. Members referenced some of the feedback that had been received from residents. Unfortunately the suggestion for the High Street to be made one-way was not considered practical in implementation, as the link around the town would be too long. It was also noted that usage of the football pitches were high, with increasing demand so the spend was necessary on pitches such as West Park. With multiple MUGAs and indoor provision at the Leisure Centre, there wasn't just football pitches within the town but a variety of sports facilities to support and consider the future improvement of.

Members noted their continued support still for the provision of public conveniences, and for the Uckfield Youth Club, to which they hoped to receive an update soon on reopening plans in 2022-23.

FC.80.01.22 Members **RESOLVED** to adopt the Strategic Plan 2022/27 for Uckfield Town Council.

12.0 TO FORMALLY ADOPT THE TOWN COUNCIL'S ANNUAL PLAN 2022/23

Members considered the Annual Plan for 2022/23 which set out the priorities of the Town Council over the next financial year.

FC.81.01.22 Members **RESOLVED** to adopt the Annual Plan 2022/23 for Uckfield Town Council.

13.0 TO FORMALLY SET THE ANNUAL BUDGET (PRECEPT) FOR 2022/23

Members were presented with a final copy of the budget papers for 2022/23. Staff were thanked for all of their hard work on preparing the papers.

Councillor C. Macve made a number of detailed enquiries with regards to the figures, in particular the breakdown in utility expenditure, to which the Town Clerk responded. Members were reminded that if they had detailed enquiries, it was often helpful to advise the Town Clerk or Assistant Town Clerk & RFO prior to the meeting so they would be better able to respond.

FC.82.01.22 Members **RESOLVED** to adopt the annual budget for 2022/23 and precept of £983,076.

14.0 TO FORMALLY ADOPT THE ASSET MANAGEMENT PLAN FOR 2022/27

Members considered the contents of the Asset Management Plan 2022/27 and thought it was a very comprehensive report. Councillor C. Macve asked if staff could check the terms of the lease agreements for a couple of sites including Victoria Pleasure Ground and Bell Lane allotments and to explore whether the Town Council could purchase the freehold of such sites in the future.

FC.83.01.22 Members **RESOLVED** to adopt the Asset Management Plan for 2022/27.

15.0 TO REVIEW THE TOWN COUNCIL'S STANDING ORDERS IN LINE WITH THE NEW MODEL STANDING ORDERS FROM NALC

Members were presented with a detailed report which highlighted a number of changes in the NALC Model standing orders from 2020 which needed to be reflected in the Town Council's current set of orders.

Councillor D. French referenced the section on the management of information and queried the level of access to hard copy personnel records. The Town Clerk agreed and advised that she would amend the standing orders to reflect proposed strengthened arrangements.

Councillor D. Ward advised that the Chair of Wartling Parish Council, Councillor Keith Stevens was now the Chair of NALC.

FC.84.01.22 Members **RESOLVED** to accept and adopt the revised Standing Orders for Uckfield Town Council.

16.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2021/22 (Q3)

Members reviewed the progress that had been made towards the 2021/22 priorities and subsequently noted the report.

17.0 TO CONSIDER PROVIDING SUPPORT TO THE 20S PLENTY CAMPAIGN

Campaign group '20s Plenty for Us' approached the Town Council alongside all Wealden based parish and town councils in December 2021, requesting the support of parish and town councils in reducing the speed of traffic and *"to set 20mph as the normal speed limit and 30mph as an exception...in residential streets and in town and village centres – in other words in those places where people live, work, learn and play."*

In general, members supported the campaign, with references to the statistics which evidenced that if a vehicle dropped to 20mph through built up areas, it would only reduce your journey by an average of 54 seconds. It would also ensure the wellbeing of pedestrians, and wildlife.

One member thought that by making 20mph default however it could create a lot of practical problems on the road, particularly on trunk roads, and for the fact that Sussex Police would not be able to regularly enforce these speed limits.

It was also highlighted that the newer electric vehicles were almost silent when moving, and a reduction in speed would help encourage pedestrians to look and listen even more.

One member felt it should incorporate estates like Manor Park, where Brown's Lane often saw speeding vehicles. It should reach as far west as West Park and as far south as Ridgewood. It was also thought to help in reducing the number of road signs and street furniture associated with traffic calming.

It was referenced that 20mph was pretty much the standard limit in London.

FC.85.01.22 Members **RESOLVED** to support the 20s Plenty Campaign and:

- (i) Call upon East Sussex County Council to extend the 20mph zone wider within the town centre of Uckfield;
- (ii) Write to East Sussex County Council to request that the County:
 - a) makes 20mph the default speed limit on streets throughout East Sussex in places where people live, work, shop, play or learn, leaving 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit; and
 - b) allocate a ring-fenced amount from public health, sustainability and transport budgets to enable 20mph to be implemented county-wide within five years.

18.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the engagements listed.

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

None received.

20.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

21.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk advised that Holy Cross Church were planning a couple of commemorative gatherings at their church in February and March, with a service to remember those who had lost their lives in the pandemic, taking place towards the end of March. The Church had asked if the Civic Centre would consider opening a book of condolence/remembrance during the week or period leading up to the service. The Town Clerk sought feedback from members on this suggestion, to which Town Councillors agreed that such an idea would be supported.

22.0 CHAIRMAN'S ANNOUNCEMENTS

The Town Mayor, Councillor Jackie Love, requested that all Town Councillors kept up with their email correspondence, let the Chair of the relevant committee and Town Clerk know if they needed to send their apologies. It was important that councillors helped to support the Town Council office whilst staffing levels were under pressure.

The meeting closed at 8.27pm.

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; (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	A further motion has been added to the Town Council agenda for Full Council on 28.02.22. This action will be superseded by this further motion if approved.
<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>FC.47.09.21</u>	<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> 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	13.09.21	HG	This is in progress between the relevant organisations (Persimmons, ES Highways and UTC) and solicitors.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.55.10.21</u>	Members RESOLVED to approve the motion put forward by Councillor D. French and for staff to make contact with the County Council: <i>"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 ESCC have expressed an interest, that Uckfield Town Council lobby for such facilities to be introduced in Uckfield."</i>	25.10.21	HG	In progress.
<u>FC64.12.21</u>	<u>9.0 To consider works to an Oak Tree in the old section of Snatts Road Cemetery</u> Members RESOLVED to agree for the Town Council to remove the branches and height of the oak tree in the old section of Snatts Road Cemetery to a height of 3.5metres and retain as wildlife monolith, with part of the wood being retained for relatives' personal use, ecological wildlife areas, seating and birdboxes.	06.12.21	MF/HG	Works were carried out mid-January. NFA.
<u>FC.85.01.22</u>	<u>17.0 To consider providing support to the 20s Plenty Campaign</u> Members RESOLVED to support the 20s Plenty Campaign and: (i) Call upon East Sussex County Council to extend the 20mph zone wider within the town centre of Uckfield; (ii) Write to East Sussex County Council to request that the County: (i) makes 20mph the default speed limit on streets throughout East Sussex in places where people live, work, shop, play or learn, leaving 30mph as the exception on those roads, where full consideration of the needs of vulnerable road users allows a higher limit; and (ii) allocate a ring-fenced amount from public health, sustainability and transport budgets to enable 20mph to be implemented county-wide within five years.	17.01.22	HG	In progress.

Meeting of Full Council

Monday 28 February 2022

Agenda Item 9.0

TO REVIEW THE PROPOSED SERVICE LEVEL AGREEMENTS BETWEEN UCKFIELD TOWN COUNCIL AND THE UCKFIELD VOLUNTEER CENTRE AND WEALDEN CITIZENS ADVICE FOR 2022-23

1.0 Summary

- 1.1 This report responds to the recommendations of the Finance Sub-Committee from their meetings in September and October 2021, and the approval of General Purposes Committee on 4th October 2022:

GP19.10.21 *With five votes in favour, and one abstention, it was **RESOLVED** to accept the recommendations of Finance Sub- Committee:*

(i) that the grant funding allocated for Wealden Citizens Advice should be agreed by Full Council as part of the annual budget setting process, and;

(ii) using the current amount of the grant given as a baseline figure, set up a Service Level Agreement for one year followed by a two year Service Level Agreement and so on to carry over to the next council, as well as advising Wealden Citizens Advice that they do not need to apply through the annual Community Grants Programme, and;

(iii) to undertake a comprehensive review of the Service Level Agreement on the same terms as Wealden Citizens Advice, and within this service level agreement, require Uckfield Volunteer Centre to carry out an evaluation of 100% of the UTC community grants awarded each year.

- 1.2 These resolution(s) were put forward as part of a review of the Town Council's Community Grant funding programme, which included a particular closer look at those receiving higher amounts of grant funding through the programme.

2.0 Recap on information relating to WCA and UVC

- 2.1 The Town Council provides grant funding to a number of agencies and voluntary organisations each year as part of its community grant programme.

Section 142 of the Local Government Act 1972

- 2.2 Section 142 of the Local Government Act 1972 enables local authorities to: "assist voluntary organisations to provide for individuals—
*(a) information and advice concerning those individuals' rights and obligations; and
(b) assistance, either by the making or receiving of communications or by providing representation to or before any person or body, in asserting those rights or fulfilling those obligations.*
- 2.3 Grant funding is provided to Wealden Citizens Advice under this legislation to assist Uckfield residents with information and advice.

General Power of Competence

- 2.4 The general pot of community grant funding which is available to successful applicants (local community groups, charitable and voluntary organisations) is

provided under the General Power of Competence (previously Power of Wellbeing).

- 2.5 The General Power of Competence (which arose through the Localism Act 2011) gives eligible Councils, “*the power to do anything that individuals generally may do*” as long as they do not break other laws. It is intended to be a power of first, not last, resort like the powers under Section 137. A Council that is eligible to use the General Power of Competence can no longer use Section 137 as a power for taking action for the benefit of the area or its community except Section 137 (3) which remains in place and which permits the Council to contribute to UK charities, public sector funds and public appeals;

Service Level Agreement

- 2.6 The funding issued to the Uckfield Volunteer Centre each year is provided in association with a service level agreement, which is linked to the work they undertake to review organisations in receipt of the Town Council’s grant funding.

3.0 Funding set aside within the budget for grant funding

- 3.1 The following table sets out the amounts that Uckfield Town Council has allocated in the annual budget setting process for community grant funding to community, charitable and voluntary organisations, and has been set in the budget for 2022-23.

Financial Year	Funding pot	Funds allocated
2017/18	Section 142	£19,500
	General Power	£22,450
	UVC SLA	£8,000
2018/19	Section 142	£19,500
	General Power	£25,000
	UVC SLA	£8,000
2019/20	Section 142	£19,500
	General Power	£25,000
	UVC SLA	£8,000
2020/21	Section 142	£19,500
	General Power	£27,500
	UVC SLA	£8,000
2021/22	Section 142	£19,500
	General Power	£27,500
	UVC SLA	£8,000
2022/23	Section 142	£19,000
	General Power	£27,500
	UVC SLA	£8,000

4.0 Wealden Citizens Advice

- 4.1 Wealden Citizens Advice has three offices – based in Hailsham, Uckfield and Crowborough. Until autumn 2020, the Uckfield branch was based in the Hub, a building owned by Uckfield Town Council.
- 4.2 The organisation has since moved into the premises of the Uckfield Library, which is the property of East Sussex County Council.

- 4.3 Wealden Citizens Advice have received the following amounts of grant funding from Uckfield Town Council in the past five years. As the table illustrates the grant funding applied for and awarded has been steady, despite the Town Council providing slightly more leeway in the amount of funding available (for example in 2021/22 £19,500 was available):

Financial year	Sum of grant funding awarded
2017/18	£18,000
2018/19	£18,836
2019/20	£18,836
2020/21	£18,900
2021/22	£18,900
2022/23	Has been set in the budget to provide a rounded figure of £19,000

- 4.4 It has been confirmed previously that the funding obtained from Uckfield Town Council to support Wealden Citizens Advice, is utilised to cover their premise overheads – such as rent, rates, utility bills etc.
- 4.5 Hailsham and Crowborough Town Councils provide funding in the same remit, which covers the costs of Wealden Citizen's Advice rent, and utility costs to provide support in running the service.
- 4.6 To date, Wealden Citizens Advice have made a formal application through the community grants programme every year similar to all other community, voluntary and charitable organisations for grant funding, but this was considered onerous for the organisation, and especially as their grant funding falls under a different legislative heading. The preferred arrangements for such granting of funds, was considered appropriate through a service level agreement.
- 4.7 Members of Uckfield Town Council wished to strengthen procedures with regard to the use of the grant funding allocation under Section 142 of the Local Government Act 1972, back in 2017. As a result an agreement in principle was created, which has now been strengthened to develop a draft service level agreement which can be signed and supported by both organisations with clear terms associated with the grant funding.
- 4.8 A copy of the draft service level agreement is attached in appendix A.

5.0 Uckfield Volunteer Centre

- 5.1 Uckfield Volunteer Centre and Uckfield Town Council has had a service level agreement in place which requires the Volunteer Centre to undertake an annual monitoring exercise to evaluate 10 of the organisations that are in receipt of Town Council community grant funding. The Town Council selects the organisations to be reviewed and provides the necessary details to the Volunteer Centre in the summer/autumn of each year. The Volunteer Centre used to also be required to collect equal opportunity information, but that has since become more sensitive as there is no reason to collect or hold this information, unless the statistics are required for a specific purpose (having consideration for data protection/GDPR).
- 5.2 A Service Level Agreement was established between the Uckfield Volunteer Centre and Uckfield Town Council some years back with the previous Town Clerk. This needed to be reviewed, and aligned with current ways of working.
- 5.3 Recommendations put to General Purposes Committee by the Finance Sub-Committee regarding the terms of the service level agreement, requested that all grant awardees be

incorporated into the monitoring exercise rather than just a selection of ten applicants. This will place additional pressure on the Volunteer Centre to undertake the exercise. For example the review of grants awarded in 2021-22 due to the number of grants given in the past 12 months will see 22 organisations needing to be evaluated.

- 5.4 It was also considered to make more sense to undertake the monitoring exercise at year end once the funding has been spent, or the project has been completed.
- 5.5 A copy of the draft service level agreement is attached at appendix B.

6.0 RECOMMENDATION

- 6.1 Members are asked to consider the draft service level agreements in line with the funding allocated within the Town Council's budget for 2022-23 and advise the Town Clerk if they are happy to proceed.

Contact Officer: Holly Goring



SERVICE LEVEL AGREEMENT

Uckfield Town Council and Wealden Citizens Advice, Uckfield Branch

Period of agreement

This is a 12-month agreement that will start on 1 April 2022 and finish on 31 March 2023, with an opportunity to then renew the agreement for a 2-year term from 2023.

Aim

The aim of Wealden Citizens Advice is to provide free impartial advice to people for the problems they face and to improve the policies and practices that affect people's lives. The service is independent of other agencies and all information is handled confidentially. The service values diversity and promotes equality; challenging discrimination wherever seen. The service is available to everyone, with a particular focus in this service level agreement for the provision of support to residents in Uckfield and the surrounding villages.

Key performance indicators

Opening hours

A service will be offered face to face, over the phone, and by email during the following opening times, subject to resources.

Uckfield Town Council will be informed if there are any proposed changes in opening times necessitated by a reduction of available funds.

It should be noted that the pandemic has had an impact on services, in terms of opening times and the method in which service users can access the service. Information on opening times will therefore be provided to members on a seasonal basis over the next 12 months, to reflect the changes likely to be recommended through UK Government guidance.

Day	Face to face	Telephone	Email
Monday	9.30 to 3	9.30 to 3	9.30 to 3
Tuesday	9.30 to 3	9.30 to 3	9.30 to 3
Wednesday	9.30 to 3	9.30 to 3	9.30 to 3
Thursday	9.30 to 3	9.30 to 3	9.30 to 3
Friday	9.30 to 3	9.30 to 3	9.30 to 3

*New times to be confirmed with service

WCA will also be subject to Citizens Advice quality assurance processes in relation to both advice to clients and effective management and governance.

Reporting

A bi-annual written report will be provided to Uckfield Town Council on the key performance indicators and following information:

- (i) Total number of clients (and specifically residents) helped by advisers by the Uckfield branch;
- (ii) Number of issues dealt with by the advisers in the Uckfield branch;
- (iii) Breakdown of the top five types of issues dealt with by the advisers in the Uckfield branch and Wealden District (%);
- (iv) The amount of money obtained for clients as a result of successful grant and benefit applications;
- (v) Details of any social policy campaigns in which the Uckfield branch have participated;
- (vi) Number of social policy evidence forms submitted by volunteers at the Uckfield branch to the National Citizens Advice;
- (vii) Details of any projects or new services available for residents in Uckfield and the surrounding villages;
- (viii) Breakdown of team available in terms of numbers of advisers, staff and trustees;

Information sharing

In addition to a bi-annual report from the Wealden Citizens Advice, a representative of Uckfield Town Council will be appointed at the Annual Statutory meeting of Uckfield Town Council to attend WCA board meetings and provide updates to General Purposes Committee as a representative of this outside body.

It is also recommended that once a year, a representative of Wealden Citizens Advice attends a meeting of Uckfield Town Council to give a verbal report and answer any questions from members with regard to the service level agreement and service provision.

Financial contributions

The provider (Wealden Citizens Advice) will receive a sum of £19,000 for the period 2022-23, in line with this agreement.

Payment will be made in two instalments of £9,500. The first instalment will be issued in May 2022, and the second instalment issued in October 2022.

Signed

Full Name

On behalf of the Uckfield Town Council

Date

Signed

Full Name

On behalf of the Wealden Citizens Advice

Date



SERVICE LEVEL AGREEMENT BETWEEN UCKFIELD TOWN COUNCIL AND THE UCKFIELD VOLUNTEER CENTRE

GENERAL

This is a non-legally binding agreement between Uckfield Town Council and the Uckfield Volunteer Centre.

It must be understood by both parties that failure to provide the services detailed below could jeopardise the likelihood of renewal of the service level agreement.

The agreement shall run for a twelve-month period between 1 April 2022 and 31 March 2023. The Town Council shall look favourable on an annual renewal if the terms of the agreement are met satisfactorily.

However, the Town Council cannot commit to a renewal as it is accepted that renewal of the agreement is a decision for the elected Members and Members will change over the course of time. The Town Council, may, however, introduce a policy that supports the partnership in general terms.

Service Level Agreement requirements

Council Grants

The Uckfield Volunteer Centre will undertake:

- An annual monitoring exercise with all grant awardees that were successful of being in receipt of grant funding through Uckfield Town Council's annual community grants programme; thus helping to ensure that the grant money given to community and voluntary organisations has been well accounted for. A written report will be provided to the Town Council at the end of each financial year;
- As part of this exercise the annual monitoring exercise will incorporate an annual 'health check' on the organisations receiving the grant funding, thus minimising the risk of public money being given to an organisation that does not have a sound future;

The Uckfield Town Council will:

- Require that all organisations receiving grants make a commitment to co-operate with the Uckfield Volunteer Centre during their annual monitoring exercise and support their work;

Consultation

This clause makes the following assumptions:

- Voluntary organisations provide services to a wide cross-section of the local community;
- Volunteer groups may support disadvantaged groups who either may not be reached by the normal consultative process, or are more likely to benefit from the proposal for which the consultation is being carried out;

The Uckfield Volunteer Centre will:

Assist the Town Council with consultation; providing a network to disseminate all Town Council consultations to member groups and feedback responses. This should include the following provision to the Town Council:

- Use of the Uckfield Volunteer Centre window on the High Street for Town Council information up to four times a year (4 x 1 week);
- Sharing information through social media channels and newsletters as requested by the Town Council up to four times a year;
- A 'slot' at the Community lunch up to three times per year;
- A representative of the Uckfield Town Council will be appointed to attend Uckfield Volunteer Centre Trustee meetings, as a representative of an outside body;
- Suitable acknowledgement of the Uckfield Town Council's support shall be displayed at the Centre and added to publications.

Financial contribution

Uckfield Town Council will provide a sum of £8,000 for the period 2022-23, in line with this agreement.

Payment will be made in one instalment of £8,000 and issued in May 2022.

Authorisation

Signed

Full Name

On behalf of the Uckfield Town Council

Date

Signed

Full Name

On behalf of the Uckfield Volunteer Centre

Date

Meeting of the Full Council

Monday 28 February 2022

Agenda Item No. 10.0

TO CONSIDER A RESPONSE FROM UCKFIELD TOWN COUNCIL TO WEALDEN DC'S INVESTMENT IN HEALTH AND LEISURE FACILITIES

1.0 Summary

- 1.1 A press release was issued by Wealden District Council on 22 December 2021 which stated that they were looking to invest £9million of Community Infrastructure Levy in health and leisure facilities in the Wealden District, which would include a new Community Sports Hub on the outskirts of Hailsham, integrated health facilities in Hailsham and a new training pool in Crowborough. The press release read as follows:

“Millions of pounds paid to Wealden District Council by developers to help provide infrastructure is set to be spent on sports and health facilities.

The council is recommending £9million of Community Infrastructure Levy it has received be spent on projects including a new Community Sports Hub on the outskirts of Hailsham, a new training pool at Crowborough and a new indoor leisure centre and integrated healthcare facilities in Hailsham town centre.

Community Infrastructure Levy – known as CIL – is a charge that local authorities can set on new developments to raise money to help fund a wide range of infrastructure including roads and transport, flood defences, schools and educational facilities, medical and social care facilities, district heating systems, sporting, recreational or cultural facilities needed to support development of areas.

The details of the funding for sports and health facilities has been revealed in Wealden council's annual Infrastructure Funding Statement.

Councillor Ann Newton said, “The council's current evidence base for both indoor/ built sports facilities and playing pitch and outdoor sports needs outlines that areas of the district, including Hailsham, have deficits in such facilities.

“We are currently bringing forward plans to deliver a new Community Sports Hub on council owned land at Knights Farm East near Hellingly; carrying out improvements at Crowborough Leisure Centre including providing an additional teaching pool; and delivering a new indoor leisure centre and integrated healthcare facilities in Hailsham town centre as part of the Hailsham Aspires project.

“Given the projects due to get underway in Hailsham, Crowborough and Hellingly and in order to ensure that these projects can proceed without unnecessary delay and in line with the budget projections built into the council's medium term financial strategy, it is recommended that an initial £9 million be allocated to these projects.”

In addition, £4million has been allocated to highways improvement projects in south Wealden and tens of thousands of pounds provided for Suitable Alternative Green Space (SANGs) projects – such as Walshes Park in Crowborough – and Strategic Access Management and Monitoring Strategy (SAMMS) schemes.

More than £750,000 has also been passed to parish and town councils to fund the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area."

- 1.2 The press release was shared with all Town Councillors. A number of councillors felt disheartened that the funds were not being directed to infrastructure or facilities within the central area of the district (Heathfield/Uckfield). Uckfield would be seeing substantial growth as a result of housing development in the next 10 years and on numerous occasions the Town Council along with local residents and businesses had raised its concerns about the limited infrastructure currently in place to support this level of growth. It was therefore suggested that these views be shared.

2.0 Proposed response

- 2.1 A key member of the Town Council's Infrastructure Working Group, Councillor J. Edwards, prepared a draft response to the press release on behalf of Uckfield Town Council.

- 2.2 Proposed letter to be sent to Wealden DC:

Uckfield Town Council's response to Wealden District Council's Multi-million pound investment in Wealden health and leisure facilities

At Uckfield Town Council, we were all initially very excited to hear of the announcement of £9 million of Community Infrastructure Levy to be spent on health and leisure facilities. Upon further reading, our excitement was somewhat quashed by the disappointment of seeing Uckfield omitted from the locations listed for recommended spending.

As with other towns in Wealden, Uckfield has been host to multiple developments, a growing population and an ever-increasing demand for additional health and leisure facilities. The apparent lack of intent to seriously invest in Uckfield's health and leisure infrastructure coupled with Wealden DC's withdrawal from the leisure centre has left our residents feeling despondent and forgotten.

We are very curious to see more detail of the 'current evidence base' mentioned by Councillor Ann Newton which has shown a deficit of sports facilities in areas including Hailsham. We would request that the full report be made available to Uckfield Town Council so that we may better understand the omission of our residents.

We understand that there has been some discussion around providing a sporting hub in Uckfield for which we are naturally very eager to hear more about. It would certainly have been reassuring to see this included in the announcement so hopefully more detail can be provided soon.

Uckfield Town Council has great hope that Wealden District Council will soon announce an appropriate amount of funding for our town, equivalent to the per-capita spending that Hailsham, Hellingly and Crowborough are seeing. This funding should

be in the region of £3 million which would go a very long way in improving the health and well-being of our residents as well as those living in the surrounding villages who also rely so heavily on Uckfield's sport and leisure facilities.

We eagerly await Wealden District Council's full report into health and leisure provision in the district, further details of a sporting hub for Uckfield as well as confirmation of CIL funding earmarked for improving facilities in the town.

3.0 Recommendation

- 3.1 Members are asked to consider the proposed response to Wealden DC's press release on their investment proposals for health and leisure facilities, and to advise the Town Clerk if they are happy to proceed with the sending of this letter.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 28 February 2022

Agenda Item No. 11.0

TO CONSIDER A FURTHER MOTION BY COUNCILLOR BEN COX RELATING TO FOOD POVERTY

1.0 Summary

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

2.0 The motion for consideration

- 2.1 Councillor Cox has given written notice of the following motion which was received on 17 February 2022 and before the required deadline. Ward statistics are also available in appendix A, for reference by members.

Review and update on the food poverty motion passed September 2019

Previous resolution passed at Full Council – September 2019

Uckfield Town Council notes that "Youth Food Poverty is growing and that overall food poverty is growing in Uckfield. The Town Council resolves to:

- Investigate the size of youth food poverty in Uckfield primary and secondary schools and to our best endeavours try to reduce it within the life of this council;*
- Look at working with external bodies (foodcycle and chomp) to assist in tackling food poverty in young people;*
- Run an information campaign to inform the public on how to deal with food poverty using local charities and government aids. This could include advising councillors in order to enable them to spread the word;*
- Work closely with schools to see what assistance is needed to help reduce the effects of food poverty in their students (i.e. breakfast and after school clubs)*

Where we are now compared to 2019

- Uckfield East Ward 2019 28% living in poverty – 2022 (28% still in poverty);*
- Uckfield Newtown Ward 2019 27.3% living in poverty – 2022 (26% still in poverty)*
- Uckfield North Ward 2019 32% living in poverty – 2022 (32% still in poverty)*
- Uckfield Ridgewood and Little Horsted Ward 2019 15% living in poverty – 2022 (15% still in poverty)*

Earning between £0-£20k a year.

All wards have kept the same level of income over the last three years with only Uckfield Newtown showing a little improvement however Uckfield Newtown has over 56% of households living between £0-£40k. It would be helpful to have smaller jumps in data from Wealden District Council in £5k increases, as it is hard to see how many are close to the lowest earners. Percentage of households whose income falls between £0-£40k in Uckfield by ward – Uckfield East 60%, Uckfield Newtown 56%, Uckfield North 63% and Uckfield Ridgewood and Little Horsted 42%.

Cost of living and inflation rates in Uckfield

- Average property rent in Uckfield in last month ending January 2022 was £1,442 pcm and a median rent of £1,138 pcm;*
- Average council tax band D will increase in Uckfield by £88.53p if approved. This means band D will go from £2,150.66p to £2,239.19p;*

- Average UK energy bills by house size – Small house (1-2 beds) £66pcm, Medium house (3 beds) £97pcm, Large house (4+ beds) £137pcm with energy set to increase by 54% in April with a predicted increase of 20% in October. Most households in Uckfield are medium sized (3 beds) using WDC data and this means the average households energy bill will be £149.38p pcm
- UK average water bill £33.05p pcm

All this added up means that the average household in Uckfield living in rental accommodation without any clothing, food or basic living goods like the internet or cars is costing in the region of £21,732.16p. This means that in Uckfield East ward 28% can't meet the average cost of living, Uckfield Newtown ward 26% can't meet the average cost of living, Uckfield North 32% can't meet the average cost of living and in Uckfield Ridgewood 15% can't meet the average cost of living.

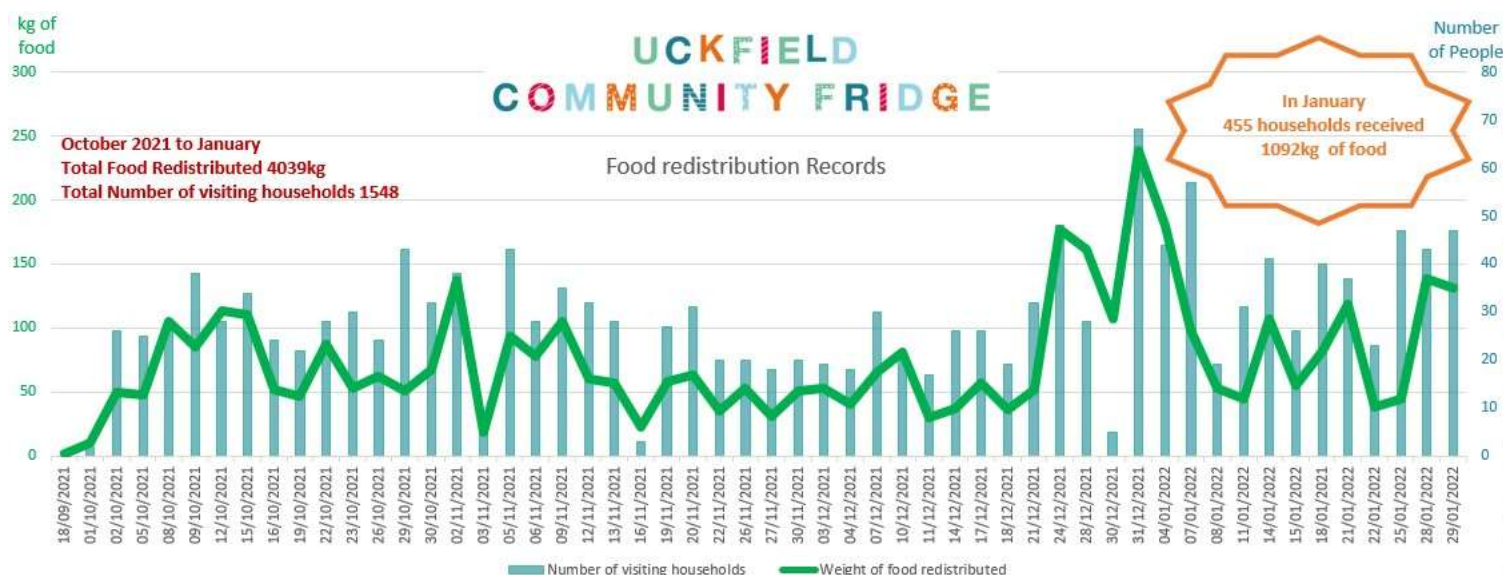
Statistics for food donations in Uckfield

Uckfield Food Bank 2020-2021

- 1,013 food parcels distributed to feed 2,851 people, 1,272 of whom were children. This is an annual increase of 86%.
- 24,497kgs donated from April 2020 to March 2021. This was almost double the previous year's figures.

Uckfield Community Fridge CIC

- The Community Fridge has queues outside every day when it's open (Tuesday, Friday and Saturdays)
- Every time the Community Fridge runs out of food and nothing goes to waste.
- Total food redistributed from October to January totalled 4,039kgs to over 1,548 visiting households.



What the Town Council has achieved in the last 3 years:

- Supported the opening of the Uckfield Community Fridge;
- Worked closely with local authorities to keep an eye on food poverty in young people;
- Voted to give £30 free school meal vouchers at Christmas in the height of the pandemic;
- Reached out to the schools for a review on food poverty and to see how the Town Council could help in tackling hunger. (This is in the form of a questionnaire with results due in May 2022);

What the council still needs to do

- *Report on the results of the schools' questionnaire and review the recommendations;*
- *Be open to any new ways to offer 'out of term' food for young people and where needed, push the higher tiers of local government to back schemes;*
- *Review and offer a final report on food poverty in March 2023 before the end of the term of this Town Council;*

Summary.

Food poverty in Uckfield is an issue that is growing still. However, Uckfield Town Council have done a number of things to help ease the issue. The next year will see some very challenging times and it is important that the Council keep up the work in highlighting and where possible, easing food poverty. A review is needed in 2023 and a final report offered to the Town Council. The attached report within appendix A contains statistics for Uckfield in terms of earnings and age by ward should be offered to our local authorities (District and County) to highlight some local needs.

3.0 Recommendations

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

Appendices: Appendix A: Uckfield ward statistics – earnings and age

Contact Officer: Holly Goring

Statistics for Uckfield's earnings and age by ward

Appendix A

Uckfield East

Population 3,400 people

An equal proportion of the population are aged between 35-49 years old and 50-64 years old (20%)

The most likely annual household income in this ward area is between £20,000-£40,000

28% earn between £0-£20k

60% of households earn between £0-£40k (this stat is worrying because you could be just over £20k and you are in a higher bracket when really it's hard to live on £20k for a large household)

Uckfield Newtown

Population 6,800

40% of the residents are the mid range age 36-64

26% earn between £0-£20k

Over half (51%) of the households in Uckfield New Town have an annual income of between £20,000-£60,000

56% of households earn between £0-£40k

Uckfield North

Population 3,100

There is a very similar proportion of the population in the youngest age group (0-17 years old) and within the middle age groups (35-49 & 50-64)

Those of traditional retirement age or above (65+) account for just under a quarter (22%) of the population in Uckfield North

Half of all households have an annual income of between £20,000 and £60,000

Approximately a third (32%) of households fall into the lowest income band (£0-£20,000)

63% earn between £0-£40k and this is shocking because this means that many households will be earning well under the amount needed to live well in Wealden.

Uckfield Ridgewood and Little Horsted

Population 2,100

The same proportion (22%) of the population are within the youngest age group (0-17 years old) as are in the middle age group (35-49).

Over a quarter (27%) of all households in this ward have an annual income of between £20,000 & £40,000 – this is the most common annual income band.

However 15% of households earn between £0-£20k and 42% earn between £0-£40

All data has been sourced from www.wealden.gov.uk

Meeting of the Full Council

Monday 28 February 2022

Agenda Item 12.0

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 January 2022 Unveiling of information board at Bridge Cottage
- 27 January 2022 Unveiling of Covid Memorial bench on Luxford Field
- 13 February 2022 "Racial Justice Sunday" service at Holy Cross Church

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

- 25 January 2022 Unveiling of information board at Bridge Cottage
- 27 January 2022 Unveiling of Covid Memorial bench on Luxford Field