

UCKFIELD TOWN COUNCIL



Minutes of the Annual Statutory Meeting of **UCKFIELD TOWN COUNCIL** held in the Weald Hall of the Civic Centre on Monday 23 May 2022 at 7.00 pm

PRESENT:

Cllr. K. Bedwell	Cllr. G. Johnson
Cllr. J. Beesley	Cllr. J. Love
Cllr. D. Bennett	Cllr. S. Mayhew
Cllr. B. Cox	Cllr. A. Smith
Cllr. J. Edwards	Cllr. P. Sparks
Cllr. H. Firth	Cllr. D. Ward
Cllr. D. French	Emily McHale (Youth Member)

IN ATTENDANCE:

County Councillor Chris Dowling
County/District Councillor Claire Dowling

Sarah D'Alessio Assistant Town Clerk & Responsible Financial Officer
Holly Goring Town Clerk

Minutes taken by Holly Goring

1.0 ELECTION OF TOWN MAYOR

Four nominations were put forward for the role of Town Mayor prior to the meeting which selected two councillors as potential candidates. The two councillors nominated were Councillors D. French and J. Love.

Councillor D. French withdrew.

FC.01.05.22 With no further nominations, members **RESOLVED** for Councillor Jackie Love to be re-elected as Town Mayor, for a second year.

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

Councillor J. Love thanked members for their support and settled into her new role as Chair of full Council.

Councillor J. Love then signed the declaration of acceptance of office in the presence of the Proper Officer (Town Clerk).

3.0 ELECTION OF DEPUTY TOWN MAYOR

The Town Clerk asked if any of the previously nominated councillors wished to stand for Deputy Town Mayor, of which Councillor D. French expressed an interest.

FC.02.05.22 It was **RESOLVED** that Councillor D. French be appointed as Deputy Town Mayor.

4.0 DECLARATIONS OF INTEREST

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

Councillor P. Sparks declared a prejudicial interest in agenda item 19.0 as a result of being Chair of the Uckfield Volunteer Centre.

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

No statements were forthcoming.

6.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor Chris Macve.

7.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED STANDING COMMITTEES

General Purposes - 9 members

FC.03.05.22 It was **RESOLVED** that the nine members of the General Purposes Committee be as follows:-

Councillors B. Cox, J. Edwards, H. Firth, G. Johnson, J. Love, C. Macve, A. Smith, P. Sparks and D. Ward.

Environment and Leisure - 9 members

FC.04.05.22 It was **RESOLVED** that the nine members of the Environment and Leisure Committee be as follows:-

Councillors. K. Bedwell, J. Beesley, D. Bennett, B. Cox, J. Edwards, D. French, S. Mayhew, A. Smith and D. Ward.

Plans - 7 members

FC.05.05.22 It was **RESOLVED** that the seven members of the Plans Committee be as follows:-

Cllrs. K. Bedwell, J. Beesley, D. Bennett, B. Cox, J. Love, C. Macve and S. Mayhew.

Prior to adjourning to consider the appointment of Chairmen and Vice-chairmen for the various committees, Members were reminded of the Council's Standing Orders relating to voting on appointments which stated:-

"15.3 - Nor should any Member of the Council be Chairman of more than one committee or sub-committee at any one time."

and

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

GP.01.05.22 In considering the appointment of Chairman of the General Purposes Committee, it was **RESOLVED** that Councillor. D. Ward be appointed as Chairman.

GP.02.05.22 In considering the appointment of Vice-chairman of the General Purposes Committee, it was **RESOLVED** that Councillor. P. Sparks be appointed as Vice-Chairman.

EL.01.05.22 In considering the appointment of Chairman of the Environment and Leisure Committee, it was **RESOLVED** that Councillor. S. Mayhew be appointed as Chairman.

EL.02.05.22 In considering the appointment of Vice-chairman of the Environment and Leisure Committee, it was **RESOLVED** that Councillor. A. Smith be appointed as Vice-Chairman.

P.01.05.22 In considering the appointment of Chairman of the Plans Committee, it was **RESOLVED** that Councillor. K. Bedwell be appointed as Chairman.

P.02.05.22 In considering the appointment of Vice-Chairman of the Plans Committee, it was **RESOLVED** that Councillor. C. Macve be appointed as Vice-Chairman.

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

In considering the appointment of members to the sub-committees, the Clerk reminded Members of Standing Order No. 19.1.8 which stated that the Chairman of the General Purposes Committee or in their absence the Vice-chairman of the committee shall be members of every sub-committee appointed by it, unless they signified that they did not wish to serve.

The new Chairman of General Purposes Committee, Councillor P. Sparks, had already expressed an interest in Personnel Sub-Committee.

Personnel - 5 members

(Reporting to the General Purposes Committee)

FC.06.05.22 It was **RESOLVED** that the members of the Personnel Sub-committee be as follows:-

Councillors. K. Bedwell, H. Firth, A. Smith, P. Sparks and D. Ward.

Finance – 5 members

(Reporting to the General Purposes Committee)

FC.07.05.22 It was **RESOLVED** that the members of the Finance Sub-committee be as follows:-

Councillors B. Cox, J. Edwards, C. Macve, P. Sparks and D. Ward.

The meeting then adjourned to allow the sub-committees to meet and elect a Chairman and Vice-chairman.

PS.01.05.22 In considering the appointment of Chairman of the Personnel Sub-committee it was **RESOLVED** that Councillor P. Sparks be appointed as Chairman.

PS.02.05.22 In considering the appointment of Vice-Chairman of the Personnel Sub-committee it was **RESOLVED** that Councillor A. Smith be appointed as Vice-Chairman.

FS.01.05.22 In considering the appointment of Chairman of the Finance Sub-committee it was **RESOLVED** that Councillor B. Cox be appointed as Chairman.

FS.02.05.22 In considering the appointment of Vice-chairman of the Finance Sub-committee it was **RESOLVED** that Councillor C. Macve be appointed as Vice-Chairman.

The Voice Editorial Panel - 3 members

The Clerk advised that five Members had expressed an interest in the Editorial Panel. One member withdrew. It was felt that the remaining four members with an interest could all assist in some way or stand in, if another member was away.

FC.08.05.22 However it was subsequently **RESOLVED** that the three main members of the Voice Editorial Panel would be as follows:-

Councillors. D. French, C. Macve and S. Mayhew.

9.0 TO APPOINT MEMBERS TO OUTSIDE BODIES

FC.09.05.22 It was **RESOLVED** that the following Members be appointed as the Council's representatives to the following outside bodies:-

FULL COUNCIL

Organisation	No. Required	
Uckfield Town Centre Regeneration Joint Committee	2	Cllr Jackie Love Cllr Diane Ward
Uckfield Town Centre Regeneration Joint Committee – Substitute Members	2	Cllr Donna French Cllr Angie Smith
Neighbourhood Plan Steering Group	5	Cllr Karen Bedwell Cllr Helen Firth Cllr Chris Macve Cllr Angie Smith Cllr Paul Sparks
Gatwick Airport Consultation Group	(2) 1 member and 1 substitute	Cllr Gary Johnson Cllr Chris Macve

GENERAL PURPOSES COMMITTEE

Wealden Citizens Advice	1	Cllr Angie Smith
(East) Sussex Association of Local Councils (Attendance at AGM only)	1	Cllr Diane Ward
Emergency Planning Co-ordinators	2	Cllr Duncan Bennett Cllr Donna French
Ridgewood Village Hall Management Committee	(2) 1 member and 1 substitute	Cllr Jez Beesley Cllr James Edwards
Uckfield & District Preservation Society - Bridge Cottage Committee (AGM only)	1	Cllr Donna French
Uckfield Volunteer Centre	1	Cllr Angie Smith
Wealden Works	(2) 1 member and 1 substitute	Cllr Paul Sparks Cllr Angie Smith (sub)
Wealden District Association of Local Councils Management Committee	1	Cllr Diane Ward
Wealden District Association of Local Councils Planning Panel	1	Cllr Helen Firth

ENVIRONMENT AND LEISURE COMMITTEE

Active Uckfield	2	Cllr Jez Beesley Cllr James Edwards
Conservators of Ashdown Forest	(2) (1 member and 1 substitute)	Cllr Donna French Cllr Chris Macve
Hempstead Meadows & West Park L. N. R	(2) (1 member and 1 substitute)	<i>To be appointed at first E&L Committee after Annual Stat meeting</i>
Luxford Centre Management Committee	1	Cllr Chris Macve
Stakeholder Group exploring provision of Tennis facilities in Uckfield	(2) (1 member and 1 substitute)	Cllr Spike Mayhew
Uckfield & District Twinning Association (AGM and events only)	1	Cllr Spike Mayhew
Uckfield Festival Association	1	Cllr Spike Mayhew

Uckfield Parkrun Board	(2) (1 member and 1 substitute)	Cllr Jez Beesley Cllr James Edwards
Uckfield Railway Line Parishes Committee	1	Cllr Chris Macve
Uckfield Youth Club Board	1	Town Clerk
Wealden Bus Alliance/Weald Link	1	Cllr Angie Smith

10.0 TO CONFIRM APPOINTMENTS TO FULL COUNCIL WORKING GROUPS

Members considered a report previously circulated which provided information on the working groups which currently fell under the remit of Full Council. This included the Civic Centre Working Group, Events Working Group and Infrastructure Working Group. As some of these working groups were already underway with work for the summer months or had not met during the pandemic, it seemed sensible to confirm membership, rather than start afresh with new appointments.

FC.10.05.22 Members **RESOLVED** to:

- (i) note the contents of the report, and;
- (ii) confirm appointments for all three working groups
(*Civic Centre Working Group – Councillors Bennett, Firth, French, Mayhew and Ward*
Events Working Group – Councillors French, Love, Macve, Mayhew. Cllr Bedwell joined for the purposes of the Beacon Lighting and support given to Uckfield Revival etc.
Infrastructure Working Group – Councillors Bedwell, Beesley, Cox, Edwards, Mayhew and Smith)

11.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEED OF GRANT

One grave certificate had been received.

FC.11.05.22 It was subsequently **RESOLVED** to sign the grave certificate for Jennifer Swain.

12.0 MINUTES

- 12.1 To resolve that the minutes of the Full Council meeting of the 11 April 2022 be taken as read, confirmed as a correct record and signed by the Town Mayor.

FC.12.05.22 It was **RESOLVED** that the minutes of the meeting of the Full Council on the 11 April 2022 be taken as read, confirmed as a correct record and signed by the Town Mayor.

12.2 Action List

Members noted the contents of the action list:

13.0 COMMITTEE MINUTES

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

(a) Environment & Leisure Committee of the 16 May 2022

FC.13.05.22 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 16 May 2022.

(b) Plans Committee of the 28 March 2022

FC.14.05.22 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 28 March 2022.

(c) General Purposes Committee of the 25 April 2022

FC.15.05.22 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee of the 25 April 2022.

14.0 TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2023

Members were presented with a report which confirmed audits were on track for completion for 2021-22, which was great in the circumstances of the pandemic. A new schedule had been drawn up for 2022-23 which members were asked to approve.

FC.16.05.22 Members **RESOLVED** to:

(i) note the report, and;
(ii) approve the proposed schedule for member audits in 2022/23, and to make appropriate arrangements with the Assistant Town Clerk & Responsible Financial Officer, to carry these out.

15.0 TO RECEIVE UPDATES FROM REPRESENTATIVES TO OUTSIDE BODIES

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

The Town Mayor advised members that she was aware the Town Clerk had carried out a phenomenal amount of work on this project, and well done to everyone involved. Members subsequently noted the report.

(iii) Gatwick Airport Consultation Panel

Nothing to report at present.

16.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS

(i) Uckfield – Events Working Group

The Town Mayor, advised members that the Uckfield Festival Classic Vehicle event on Sunday 10 July, were seeking volunteers to support the event. If anyone was interested they were asked to let the Town Clerk or Mike Skinner know.

Members noted the report.

(ii) Uckfield Dementia Forum

Nothing to report at present.

(iii) Civic Centre Working Group

Nothing to report at present.

(iv) Infrastructure Working Group

Nothing to report at present.

17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

No questions were received by the deadline.

18.0 FOLLOW UP ENQUIRY FROM GLADMAN DEVELOPMENTS REGARDING THE DISCHARGE OF WATER FROM LAND OFF EASTBOURNE ROAD

Members were provided with a report which set out the response from Gladman Developments following an onsite meeting and confirmed their proposals. This report asked members to confirm if they were happy for officers to continue liaising with Gladman Developments to prepare the draft heads of terms for further consideration, on this basis.

One member felt the response received from Gladman Developments was relatively positive, and was happy to agree for officers to move forward.

A second member clarified that they had met Gladman Developments onsite with the Town Mayor and Estates & Facilities Manager. The representative they met was incredibly helpful, giving background information on water and water drainage. They also offered to put Uckfield Town Council in touch with South East Water. It was important that effort was given to meet representatives onsite (officers and councillors) as you often learnt more in that situation than from the detail of an email or written report. The Town Mayor agreed.

A third member questioned the sum of £5,000 and asked for further clarity on what this would be used for. The Town Clerk advised that this was for ongoing maintenance and would in essence cover the cost of clearing the narrow culvert. A comparison was made with the clearance of culverts at West Park, and officers felt this sum was sufficient.

FC.17.05.22 Members **RESOLVED** to support officers to continue liaising with Gladman Developments to prepare the draft heads of terms for the discharge of water from Land off Eastbourne Road.

19.0 TO CONSIDER AN AMENDMENT TO THE SERVICE LEVEL AGREEMENT BETWEEN UCKFIELD TOWN COUNCIL AND UCKFIELD VOLUNTEER CENTRE FOR 2022-23

Members were presented with a revised version of the draft Service Level Agreement between Uckfield Town Council and Uckfield Volunteer Centre for 2022-23 subject to some previous wording needing to be updated to reflect current workload.

One member felt that despite the revisions, this still felt like quite some undertaking for the Volunteer Centre to undertake. This member, asked whether officers had checked whether they could still manage this piece of work.

The Town Clerk confirmed that some concerns had been raised. The Town Clerk had already confirmed with them however that as part of the community grant application process, organisations provided their finance and governance policies, including their constitutions and accounts, which suggested that this part of the previous detailed evaluation was no longer necessary. What was of most importance was the evaluation of how the grant funding had been spent, in line with the original application. A template had been discussed with the Volunteer Centre's Manager which could be issued to all awardees, to help speed up the process. The number of grants did vary year to year also, with only 12 awarded in 2022-23, compared with 22-23 grants in 2021-22.

FC18.05.22 Members **RESOLVED** to approve the Service Level Agreement between Uckfield Town Council and Uckfield Volunteer Centre for 2022-23 and for two members to sign this service level agreement once finalised.

20.0 TO REVIEW THE RESPONSE FROM WEALDEN DISTRICT COUNCIL TO UCKFIELD TOWN COUNCIL'S LETTER REGARDING INFRASTRUCTURE

Members were provided with a response to their letter from Wealden DC, regarding infrastructure.

Members were pleased to receive a response, and really happy to see the offer from the new Director of Planning, Policy and Environmental Services to attend a meeting with Uckfield Town Council. By having a face to face discussion, it would help to speak to someone and humanise that connection. If this was the start of better dialogue, it would be welcomed.

FC19.05.22 Members **RESOLVED** to proceed with inviting the Director of Planning, Policy and Environmental Services to attend a meeting with Uckfield Town Council to discuss infrastructure requirements.

21.0 TO RESPOND TO A TRAFFIC REGULATION ORDER FOR LEWES ROAD

Members were asked to consider the proposed Traffic Regulation Order on Lewes Road for the provision of a new access onto Lewes Road (C58) and extension to the existing 30mph speed limit, and proposed 40mph speed limit.

The Town Clerk advised that this had all previously been discussed, but now the formal legal processes were being put in place. The full proposal included extending the speed reduction and adapting the speed limits, the introduction of a village gateway off Little Horsted roundabout, signage and one traffic calming feature (a build out) near to the Red Clover Road entrance to the new Ridgewood Place estate.

FC20.05.22 Members **RESOLVED** to approve the proposals, but also request confirmation that the traffic calming build out, signage, village gateway and bus stop outside Horsted Pond Farm were still due to be installed.

22.0 TO CONSIDER ANY FURTHER COMMENTS OR REPRESENTATIONS IN RELATION TO THE UPGRADE OF FOOTPATH 37 TO A RESTRICTED BYWAY

This item was deferred.

23.0 TO CONSIDER FUTURE RESPONSIBILITY FOR CRICKET NETS

This item was deferred.

24.0 TOWN MAYORS ANNOUNCEMENTS

The Queen's Platinum Jubilee weekend was coming up, with a weekend full of events. If anyone wanted to join the Town Mayor on her engagements they were very welcome. The Town Mayor wanted to thank the Uckfield Brownies and Guides, who were in the town the other evening with their green bags, picking up litter. They were enjoying the task and amazed it wasn't as bad as they thought. They were very proud of their town and the Mayor wished to record her thanks.

25.0 TOWN CLERKS ANNOUNCEMENTS

The Town Clerk wished to thank the Youth Members, who had been important and valuable members of the council over the past year. Both Emily and Becky would be moving onto new adventures in September, following their exams, and Uckfield Town Council wanted to wish them all the best, followed by a round of applause.

The meeting closed at 8.19pm.