



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
Uckfield, East Sussex, TN22 1AE

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Town Clerk – Holly Goring

**YOU ARE HEREBY SUMMONED TO
THE ANNUAL STATUTORY MEETING OF
UCKFIELD TOWN COUNCIL**

in the
Weald Hall, Civic Centre, Uckfield
on
Monday 23 May 2022 at 7.00pm
AGENDA

1.0 ELECTION OF TOWN MAYOR

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

3.0 ELECTION OF DEPUTY TOWN MAYOR

4.0 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.

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

6.0 APOLOGIES FOR ABSENCE

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

- | | | |
|-----|-------------------------|-------------|
| (a) | General Purposes | (9 Members) |
| (b) | Environment and Leisure | (9 Members) |
| (c) | Plans | (7 Members) |

(The meeting will now adjourn to allow the committees to meet and elect a Chairman and Vice-chairman, following which the meeting will reconvene).

Standing Orders state:-

15.3 - "Chairmen of committees and sub-committees should not serve as Chairmen longer than three consecutive years. Nor should any Member of the Council be Chairman of more than one committee or sub-committee at any one time."

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

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

(Standing Order No. 19.1.8 states that, "The Chairman or in their absence the Vice-chairman of the committee shall be members of every sub-committee reporting to it unless they signify that they do not wish to serve.")

- (d) Personnel (5 Members)
 - (e) Finance (5 Members)
- (Both reporting to the General Purposes Committee)

(The meeting will now adjourn to allow the sub-committees to meet and elect a Chairman and Vice-chairman following which the meeting will reconvene.)

- (f) The Voice Editorial Panel (3 Members)

9.0 TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES

10.0 TO CONFIRM APPOINTMENTS TO FULL COUNCIL WORKING GROUPS

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

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.

12.2 Action List

13.0 COMMITTEE MINUTES

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

- (a) Environment & Leisure Committee 16 May 2022
- (b) Plans Committee 19 April 2022
- (c) General Purposes Committee 25 April 2022

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

(Attached)

15.0 TO RECEIVE UPDATES FROM REPRESENTATIVES TO OUTSIDE BODIES

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

- 16.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS**
(i) Uckfield – Events Working Group
(ii) Uckfield Dementia Forum
(iii) Civic Centre Working Group
(iv) Infrastructure Working Group
- 17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
(No questions received by the deadline)
- 18.0 FOLLOW UP ENQUIRY FROM GLADMAN DEVELOPMENTS REGARDING 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**
- 20.0 TO REVIEW THE RESPONSE FROM WEALDEN DISTRICT COUNCIL TO UCKFIELD TOWN COUNCIL'S LETTER REGARDING INFRASTRUCTURE**
- 21.0 TO RESPOND TO A TRAFFIC REGULATION ORDER FOR LEWES ROAD**
- 22.0 TO CONSIDER ANY FURTHER COMMENTS OR REPRESENTATIONS IN RELATION TO THE UPGRADE OF FOOTPATH 37 TO A RESTRICTED BYWAY**
- 23.0 TO CONSIDER FUTURE RESPONSIBILITY FOR CRICKET NETS**
- 24.0 TOWN MAYOR'S ANNOUNCEMENTS**
- 25.0 TOWN CLERK'S ANNOUNCEMENTS**



Town Clerk
17 May 2022

The Annual Statutory meeting of the Council

Monday 23 May 2022

Agenda item 1.0

NOMINATIONS FOR ELECTION OF TOWN MAYOR

1.0 Summary

- 1.1 We have received four nominations in advance of the meeting for the election of Town Mayor.
- 1.2 Nominations were invited for Town Mayor from the 14 Town Councillors (one seat is currently vacant). Once the Town Mayor has been elected, those who were unsuccessful for Town Mayor will be offered the opportunity to stand for Deputy Mayor. All other members will also be asked for nominations for either themselves or others around the table before members take a vote (likely to be taken in privacy) on the Deputy Mayor position.

2.0 Nominations for Town Mayor

- 2.1 The names put forward for nomination for Town Mayor, in alphabetical order, are:

Councillor Donna French
Councillor Jackie Love

- 2.2 The table below provides the reasons why nominations were submitted for the above individuals:

Cllr Donna French	Donna has been a credit to the council over the years and in her role as deputy she has been really good. I feel that it would be good to see her taking the council forward.
Cllr Jackie Love	Jackie has done a very good job in her first year role as Mayor and should be given the chance to continue. Jackie has held the position of Mayor for the last year really well and her heart is in the town. I would really like for Jackie to continue the great work she has started. Councillor Love has done a fantastic job in her first year as Mayor and I feel that she should be given the opportunity to continue if she so wishes.

UCKFIELD TOWN COUNCIL



COMMITTEE MEMBERSHIP 2022-23

GENERAL PURPOSES COMMITTEE (9) (Reports to Full Council)			ENVIRONMENT AND LEISURE COMMITTEE (9) (Reports to Full Council)		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.			6.		
7.			7.		
8.			8.		
9.			9.		
PLANS COMMITTEE (7) (Reports to Full Council)			FINANCE SUB-COMMITTEE (5) (Reports to General Purposes Committee)		
1.			1.		
2.			2.		
3.			3.		
4.			4.		
5.			5.		
6.					
7.					
PERSONNEL SUB-COMMITTEE (5) (Reports to General Purposes Committee)			THE VOICE EDITORIAL PANEL (3) (Reports to General Purposes Committee)		
1.			1.		
2.			2.		
3.			3.		
4.					
5.					

UCKFIELD TOWN COUNCIL

REPRESENTATIVES ON OUTSIDE BODIES 2022-23

FULL COUNCIL

Organisation	No. Required	
Uckfield Town Centre Regeneration Joint Committee	2	
Uckfield Town Centre Regeneration Joint Committee – Substitute Members	2	
Neighbourhood Plan Steering Group	2	
Gatwick Airport Consultation Group	(2) 1 member and 1 substitute	

GENERAL PURPOSES COMMITTEE

Wealden Citizens Advice	1	
(East) Sussex Association of Local Councils (Attendance at AGM only)	1	
Emergency Planning Co-ordinators	2	
Ridgewood Village Hall Management Committee	(2) 1 member and 1 substitute	
Uckfield & District Preservation Society - Bridge Cottage Committee (AGM only)	(2) 1 member and 1 substitute	
Uckfield Volunteer Centre	1	
Wealden Works	(2) 1 member and 1 substitute	
Wealden District Association of Local Councils Management Committee	1	
Wealden District Association of Local Councils Planning Panel	1	

ENVIRONMENT AND LEISURE COMMITTEE

Active Uckfield	2	
Conservators of Ashdown Forest	1	
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	
Stakeholder Group exploring provision of Tennis facilities in Uckfield	(2) (1 member and 1 substitute)	
Uckfield & District Twinning Association (AGM and events only)	1	
Uckfield Festival Association	1	
Uckfield Parkrun Board	1	
Uckfield Railway Line Parishes Committee	1	
Uckfield Youth Club Board	1	
Wealden Bus Alliance/Weald Link	1	

The Annual Statutory meeting of the Council

Monday 23 May 2022

Agenda item 10.0

TO CONFIRM APPOINTMENTS TO FULL COUNCIL WORKING GROUPS

1.0 Summary

- 1.1 Normally at each Annual Statutory meeting of the Council, members would be appointed to the working groups which sit under Full Council.
- 1.2 As some working groups are already underway with work for the summer months or have not met during the pandemic, we will therefore seek to confirm membership, and record any changes in membership, should this be the case.
- 1.3 This report seeks to confirm membership for the following working groups:
Civic Centre Working Group
Events Working Group
Infrastructure Working Group

2.0 Update

- 2.1 The Civic Centre Working Group last met before the pandemic. With a change in Hospitality Manager during the pandemic and a push to rebuild the hospitality businesses following the national lockdowns, the focus of the Town Council staff has been on the day to day business. Looking ahead however it would be good for the group to reconvene and discuss future projects and plans. Previously the Civic Centre Working Group was set up with the following members appointed:
Councillors D. Bennett, H. Firth, D. French, S. Mayhew, and D. Ward.
- 2.2 The Events Working Group was set up by Full Council in previous years but with the cancellation of the Annual Statutory meeting in May 2020, and then the organisation of the 2021 Weald on the Field and Uckfield Revival this group was revived with the following members:
Councillors D. French, J. Love, C. Macve, S. Mayhew
Councillor K. Bedwell joined the group recently to plan ahead for the Beacon Lighting event on 2 June 2022, and supported events such as the Revival.
- 2.3 The Infrastructure Working Group was set up by Full Council on 1 March 2021 and reconfirmed in May 2022 with the following members appointed:
Councillors K. Bedwell, J. Beesley, B. Cox, J. Edwards, S. Mayhew and A. Smith.

3.0 Recommendations

- 3.1 Members are asked to:
 - (i) note the contents of the report;
 - (ii) if listed above within one or more working groups, confirm if they still wish to hold that role;
 - (iii) confirm appointments for all three working groups.

Contact Officer: Holly Goring

Annual Statutory meeting of the Council

Monday 23 May 2022

Agenda item 14.0

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

1.0 Summary

1.1 This report sets out the rota for member audits for the coming municipal year.

2.0 Background

2.1 In order to obtain all the relevant background information relating to the completion of the monthly audit, Members are asked to refer to the 'Members' Audit Policy No. 63' which states:

2.1.1 At each Annual Statutory Meeting, the Clerk will provide a schedule of Members who will be required to undertake the Members' Audit for a particular month. Such Audit will be required to be completed within the first two weeks of the following month and individual Members will be required to make an appropriate appointment with the Responsible Financial Officer accordingly.

2.1.2 Should any Member not be able to make the date set out for them in the schedule, it will be their responsibility to make alternative arrangements with another Member to fulfil their obligations for that month.

2.2 The following members undertook an audit in 2021/22. These have been completed on schedule. March and April 2022 are due to be undertaken in the next 4 weeks, as the April bank reconciliation is still underway. Thank you all for attending.

Month 2021/22	Councillor
May	Cllr. H. Firth
June	Cllr. D. French
July	Cllr. D. Ward
August	Cllr. K. Bedwell
September	Cllr. C. Snelgrove
October	Cllr. P. Sparks
November	Cllr. D. Bennett
December	Cllr. J. Beesley
January	Cllr. A. Smith
February	Cllr. J. Edwards
March	Cllr. G. Johnson
April	Cllr. B. Cox

2.3 The Town Clerk reminds councillors at the beginning of each month to make contact with the Assistant Town Clerk to arrange a time to carry out these audits. The audit does not have to be a long process. For those members in full time employment it could even be carried out prior to a committee meeting one evening with the Assistant Town Clerk or Town Clerk. It must be stressed that the process

should be adhered to and procedures maintained, as these audits continue to ensure independent checks of our accounting and any minor corrections are identified early on.

- 2.4 A new schedule has been prepared for 2022/23. Members are asked to place a note in their diary to make contact with the Assistant Town Clerk or Town Clerk to make the necessary arrangements. Audits are undertaken after the full month has ended. For example, the audit for the month of May 2022 can take place end of June or early July once the reconciliations have been undertaken. The year starts with those councillors who were not scheduled to undertake audits in 2021/22:

Month 2022/23	Councillor
May	Cllr. J. Love
June	Cllr. C. Macve
July	Cllr. S. Mayhew
August	Cllr. H. Firth
September	Cllr. D. French
October	Cllr. D. Ward
November	Cllr. K. Bedwell
December	Cllr. P. Sparks
January	New Councillor from by-election (name unknown)
February	Cllr. D. Bennett
March	Cllr. J. Beesley
April	Tentative due to all-out election in May 2023

3.0 Recommendations

- 3.1 Members are asked to approve the proposed schedule for member audits in 2022/23 and for members to make appropriate arrangements with the Assistant Town Clerk & Responsible Financial Officer or Town Clerk.

Background Papers: Members' Audit Policy No. 63

Contact Officer: Sarah D'Alessio/Holly Goring

Annual Statutory meeting of the Council

Monday 23 May 2022

Agenda Item 15.0 (ii)

TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: NEIGHBOURHOOD PLAN STEERING GROUP

The Steering Group have been working hard to review all of the documentation, to ensure it is up to date and reflects the changes that have occurred in the past 12-18 months. This will continue in the coming months whilst we await Wealden's draft Local Plan, the associated evidence base documents, and 2021 Census results.

The steering group's work understandably slowed down during the pandemic. The Town Clerk has since worked with Action in Rural Sussex during April and May 2022, to refresh a number of key documents ready for Neighbourhood Plan drop-in sessions with the public.

These documents include:

- identifying and mapping key community facilities;
- identifying and mapping key views looking out of Uckfield;
- identifying and mapping important local green spaces without existing designations/protection;
- presenting the character profiles for the town, on built and natural environmental characteristics;
- our draft policies

Between 11 and 14 May 2022, three drop-in sessions were held for the public (residents and businesses of Uckfield) to come and view in the Ashdown Room of the Civic Centre the work undertaken to date. The drop-in sessions provided an opportunity to promote the work of the group, where we are now, and help gather information from attendees to justify why the spaces and facilities that the group have identified as important, are important. It was great to see residents spending time feeding in their views, with nearly 60 in attendance.

The key displays have been placed in the foyer of the Civic Centre until the end of May 2022 for any visitors to the Civic Centre who have an interest. The information will also be placed on the Town Council website. The steering group can take a decision on the original Neighbourhood Plan Steering Group's website (whether to close or just update).

A meeting of the steering group will be convened during June 2022 with Action in Rural Sussex, after the Town Council's representatives have been confirmed and the Town Clerk has booked a pitch at the Uckfield Festival Big Day on Saturday 9 July to continue to engage local residents, along with a presentation to the Chamber of Commerce Members' Meeting on 21 July 2022.

Town Clerk

Annual Statutory Meeting of the Council

Monday 23 May 2022

Agenda Item 16.0 (i)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD – EVENTS WORKING GROUP

With summer nearing, the working group have been discussing the finer details of events planned for 2022:

- (i) Thursday 2 June - Beacon lighting for the Queen's Platinum Jubilee**
- (ii) Sunday 10 July - Support to Uckfield Festival Classic Car Show**
- (iii) Saturday 13 August – Weald on the Field**

(i) Beacon Lighting for Queen's Platinum Jubilee – Thursday 2 June 2022

The Town Council are making arrangements for the first night of the bank holiday weekend in June, marked to celebrate the Queen's Platinum Jubilee:

The itinerary of the day is currently as follows:

Time	Activity
1400hours	Uckfield Town Council's Jubilee celebrations will begin with a bagpiper playing Diu Regnare followed by the Town Crier's 'Jubilee proclamation' (outside Hartfields in the centre of Town)
At Victoria Pleasure Ground...	
1800hours	Bar (supplied by Uckfield Town Council) will be available at Victoria Pleasure Ground and a BBQ supplied by The Uckfield & District Lions.
2000hours	Uckfield Singers
2030hours	Cantando
2100hours	Uckfield Brass
2135hours	Edward Strong - Bagpipes - Diu Regnare
2140hours	Bugle Call – Majesty
2145hours	Jubilee prayers - Father John Town Crier – Jubilee Proclamation Lighting of The Beacon by Mrs Jane King, High Sheriff of East Sussex
2150hours	All come together to sing 'Song for the Commonwealth'
2230hours	Bar closes

(ii) Discussions are underway for how the Town Council can support the Uckfield Festival's Classic Car Show in terms of marshalling on the day, and running any activities in light of the Uckfield Revival event (normally held in October) being postponed this year. If Town Councillors can volunteer their time for Sunday 10 July 2022, please let Mike Skinner know or the Town Clerk.

(iii) Preparations are underway for the annual Weald on the Field event, which is taking place on Saturday 13 August. This should be another excellent event, with the music line-up being confirmed as we speak, and all facilities booked for the day. The Town Council is working with local events organisation Food Rocks once again, to provide a fantastic day celebrating local produce, local crafts, street food and refreshments. The marketing for this event will commence this month.

Annual Statutory Meeting of the Council

Monday 23 May 2022

Agenda Item No. 18.0

FOLLOW UP ON ENQUIRY FROM GLADMAN DEVELOPMENTS REGARDING THE DISCHARGE OF WATER FROM LAND OFF EASTBOURNE ROAD (WD/2020/0410/MAO)

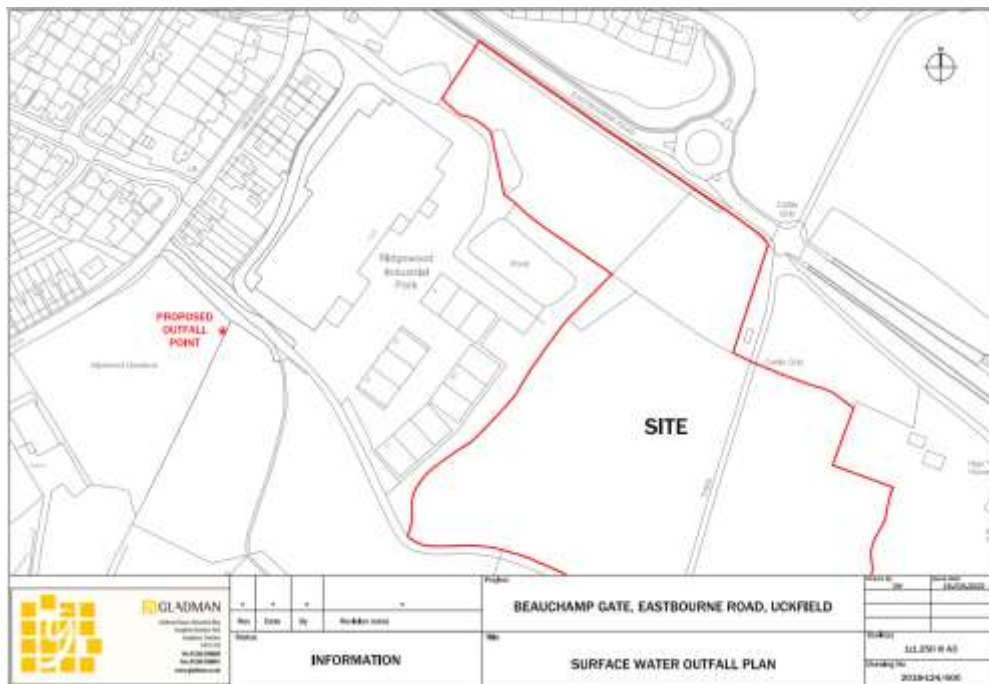
1.0 Background

- 1.1 Outline planning permission was granted by Wealden District Council, the local planning authority in 2021, for the development of up to 90 residential dwellings (including 35% affordable) on Land Off Eastbourne Road. This would include the introduction of structural planting and landscaping, informal public open space and children's play area, surface water flood mitigation, vehicular access point from Eastbourne Road, and associated ancillary works.



Figure 1: Extract from Site Plan (2020)

- 1.2 Members will recall, that a paper was presented to Uckfield Town Council on 11 April 2022. This was in response to an enquiry from Gladman Developments asking if the Town Council would be agreeable to a surface water pipe discharging into the watercourse/drain at the rear of the Ridgewood Allotments near to Shipreed Lane. This would include the construction of a suitable small headwall.



1.3 We were already aware from the paperwork accompanying the planning application that Gladman Developments intended to put in place three attenuation ponds/basins onsite, to collect the initial surface drainage water. The excess surface water would therefore drain (be pumped) from the attenuation basin at the lower left hand corner of the site along Shipreed Lane. For information on how sustainable drainage systems work visit: <https://www.eastsussex.gov.uk/media/1995/guide-to-sustainable-drainage-systems-in-east-sussex2.pdf>



2.0 Recent correspondence

- 2.1 Further to the resolution of Full Council on 11 April 2022, which saw Uckfield Town Council keen to work with Gladman to further discussions with regards to the arrangement of a direct connection into the watercourse.
- 2.2 Members thought it might be beneficial to arrange a meeting onsite. And the Town Council was also interested to hear, what their plans were for discharge from the attenuation pond on the northern aspect of the site.
- 2.3 The Town Mayor, Chair of Plans Committee and Estates & Facilities Manager met with a Technical Representative from Gladman Developments on Friday 29 April 2022. The meeting was positive. Gladman Developments advised the Town Council onsite that they would clear the ditch and survey it before introducing a cascade design to assist with the management of water flow. The Town Council would also be provided with a financial contribution for ongoing maintenance
- 2.4 Further written correspondence has been received to confirm these proposals. This is as follows:

“I understand that there was a discussion regarding the installation of some simple baffles on the steeper parts of the watercourse to slow down the flows to minimise any risk of scour. We would be happy to include this as an obligation to any agreement, to be undertaken by the developer at the same time that the outfall would be constructed.

I also understand that the Councillors were concerned about the ongoing maintenance costs for the watercourse, cutting back vegetation etc. Having considered this, we would be prepared to offer a financial contribution of £5,000 to assist the Council with these works.

Finally, and as I have mentioned previously, we would pay the Council’s reasonable legal fees in the preparation of any option / deed of easement documents required for the pipe and headwall.”

- 2.5 Town Council officers believe the sum of £5,000 would be sufficient.

3.0 Recommendation

- 3.1 Members are asked to consider the contents of this report and advise the Town Clerk if they are happy for officers to continue liaising with Gladman Developments and the preparation of draft heads of terms for further consideration.

Contact Officer: Holly Goring

Annual Statutory meeting of the Council

Monday 23 May 2022

Agenda Item 19.0

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

1.0 Summary

- 1.1 It was agreed through the budget setting process for 2022-23 and resolution of Full Council in February 2022, for service level agreements to be finalised with Wealden Citizen's Advice and Uckfield Volunteer Centre for a 12-month period, to set out a two-way agreement associated with a financial contribution by Uckfield Town Council for their services.

FC.92.02.22 *Members **RESOLVED** to approve the contents of the draft service level agreements, and to authorise for two Town Councillors to sign the service level agreements with Uckfield Volunteer Centre and Wealden Citizen's Advice once both parties were satisfied with the contents.*

- 1.2 The Service Level Agreement between Wealden Citizen's Advice and Uckfield Town Council has been finalised and signed. The Service Level Agreement is in the process of being finalised with Uckfield Volunteer Centre.
- 1.3 Members are asked to review the proposed amendment to the attached Service Level Agreement in appendix A, before signing, to reflect the current requirements of the agreement.

2.0 Uckfield Volunteer Centre

- 2.1 Uckfield Volunteer Centre and Uckfield Town Council have had a service level agreement in place for a number of years, which has required the Volunteer Centre to undertake an annual monitoring exercise; evaluating 10 of the organisations that are in receipt of Town Council community grant funding for that year. The Town Council has always selected the organisations to be reviewed and provided the necessary details to the Volunteer Centre for a full evaluation. This was not just a project evaluation, but also an annual health check of the 10 organisation's accounts, constitution and general governance arrangements. The Volunteer Centre also used to 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).
- 2.2 The main principles of the Service Level Agreement have been updated accordingly.
- 2.3 During this review process, recommendations put to General Purposes Committee by the Finance Sub-Committee requested that all grant awardees be incorporated within the monitoring exercise rather than just a selection of ten. It was noted in the report to Full Council in February 2022 that this would place additional pressure on the Volunteer Centre to undertake the exercise. The Manager is on a part-time contract and the remaining staff are volunteers. In 2021-22, a total of 22 grants were awarded. Compared with only 12 in 2022-23. But, typically in the past five years there have been in the region of 20-25 organisations in receipt of grant funding which would be quite a substantial project to undertake if accounts, and internal controls and governance arrangements needed to be evaluated on top of their project evaluation.

2.4 It should also be noted that the Finance Sub-Committee already request copies of the organisation's accounts, constitution, banking and project costs as part of the community grant application process. This suggests this element of the evaluation process is purely duplicating existing workstreams.

2.5 The wording of the service level agreement has therefore been amended to reflect this, and members are asked to consider this amendment in the finalisation of the Service Level Agreement.

3.0 RECOMMENDATION

3.1 Members are asked to consider the amendment(s) to the draft service level and confirm if they are happy to proceed, and sign off the Service Level Agreement with Uckfield Volunteer Centre.

Contact Officer: Holly Goring

Appendices: Appendix A



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~~ ALL grant awardees that were successful of being in receipt of grant funding through Uckfield Town Council's annual community grants programme. This exercise will provide an opportunity to evaluate their use of the community grant funding and ; 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;~~

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

Annual Statutory Meeting of the Council

Monday 23 May 2022

Agenda Item No. 20.0

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

1.0 Summary

- 1.1 Uckfield Town Council sent a letter to Wealden District Council in response to a press release issued before Christmas 2021. This press release focused on the £9million of Community Infrastructure Levy funding due to be utilised for 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. The Town Council was disappointed to see, that despite substantial growth anticipated for Uckfield, that no discussions had taken place to consider improvements to sports, leisure or recreation facilities in our town.
- 1.2 A letter was compiled by Town Councillors and approved for sending at the Full Council meeting at the end of February 2022. The Town Clerk sent the letter on 8 April 2022 due to other work pressures and a response was received from the Head of Policy & Economic Development of Wealden District Council on 5 May 2022.
- 1.3 This report provides a copy of the response received, and asks members to advise the Clerk of how they wish to proceed.

2.0 Response received

- 2.1 Please find a copy of the response, overleaf.

3.0 Recommendation

- 3.1 Members are asked to consider the response received from Wealden DC and to advise the Town Clerk of how they wish to proceed.

Contact Officer: Holly Goring

Our Ref:
Date: 5 May 2022
Your ref:



Ms Holly Goring
Uckfield Town Council

By email:
townclerk@uckfieldtc.gov.uk

Head of Policy & Economic Development

Dear Holly

Letter to Wealden DC in response to press release issued 21.12.21

I write in response to your letter dated 8 April 2022 in relation to the Council's use of Community Infrastructure Levy (CIL) funds to help deliver new health and leisure facilities in Crowborough and Hailsham.

As you rightly highlight, the Council has committed significant funds towards the delivery of new and improved health and leisure facilities, demonstrating our commitment to delivering services fit for the future to serve the whole District. This is our next step in this journey and will undoubtedly not be the last as the Council seeks to invest in leisure facilities. We are committed to exploring further options for new and improved facilities in other parts of the District, including Uckfield, subject of course to establishing a sound business case for the long term.

In your letter you seek to compare the CIL funds committed to Hailsham to those that you consider should be available to Uckfield. Whilst I do not think it helps to compare in this way – as each place will have its own challenges and opportunities and will need a targeted approach – it may be helpful to reflect on difference in the scale of change in Hailsham and its surrounds.

Since the introduction of CIL (therefore between 1st April 2016 and 31st March 2021) around Uckfield (i.e. Uckfield, Buxted, Framfield and Maresfield) there have been some 286 (net) new houses granted planning consent, for the same period in the Hailsham area, (i.e. Hailsham, Hellingly, Polegate and Westham) there were 2,815 (net) new dwellings consented.

As I say, I do not think these sort of comparisons are very helpful, as they can help to conceal a wider story of the place and its needs. For example, I am acutely aware that the Ridgewood Farm development was granted consent pre-CIL whilst its impacts are only now starting to be felt, though the same would also be true in Hailsham just across a large number of sites. It is also likely that further growth will be forthcoming in both towns as part of the next plan (and other sustainable parts of the District), which provide both a further pressure on services, but also an opportunity to deliver new and improved facilities.

The work on the next local plan is progressing well and alongside this is a substantial evidence base, covering, inter alia, the leisure and other infrastructure needs of the town as it stands and the impact of any planned growth. We will be publishing this work in the coming weeks alongside the draft plan and we will be happy to answer questions on this at a Parish Cluster meeting as always.

I am also happy to offer to personally attend a Town Council meeting, to answer questions on these issues directly. If you are open to such a meeting, can I ask you to send across a couple of suitable dates.

Yours sincerely

A handwritten signature in cursive script, appearing to read "Chris Bending".

Chris Bending
Head of Policy & Economic Development

Annual Statutory Meeting of the Council

Monday 23 May 2022

Agenda Item No. 21.0

TO RESPOND TO A TRAFFIC REGULATION ORDER FOR LEWES ROAD

1.0 Summary

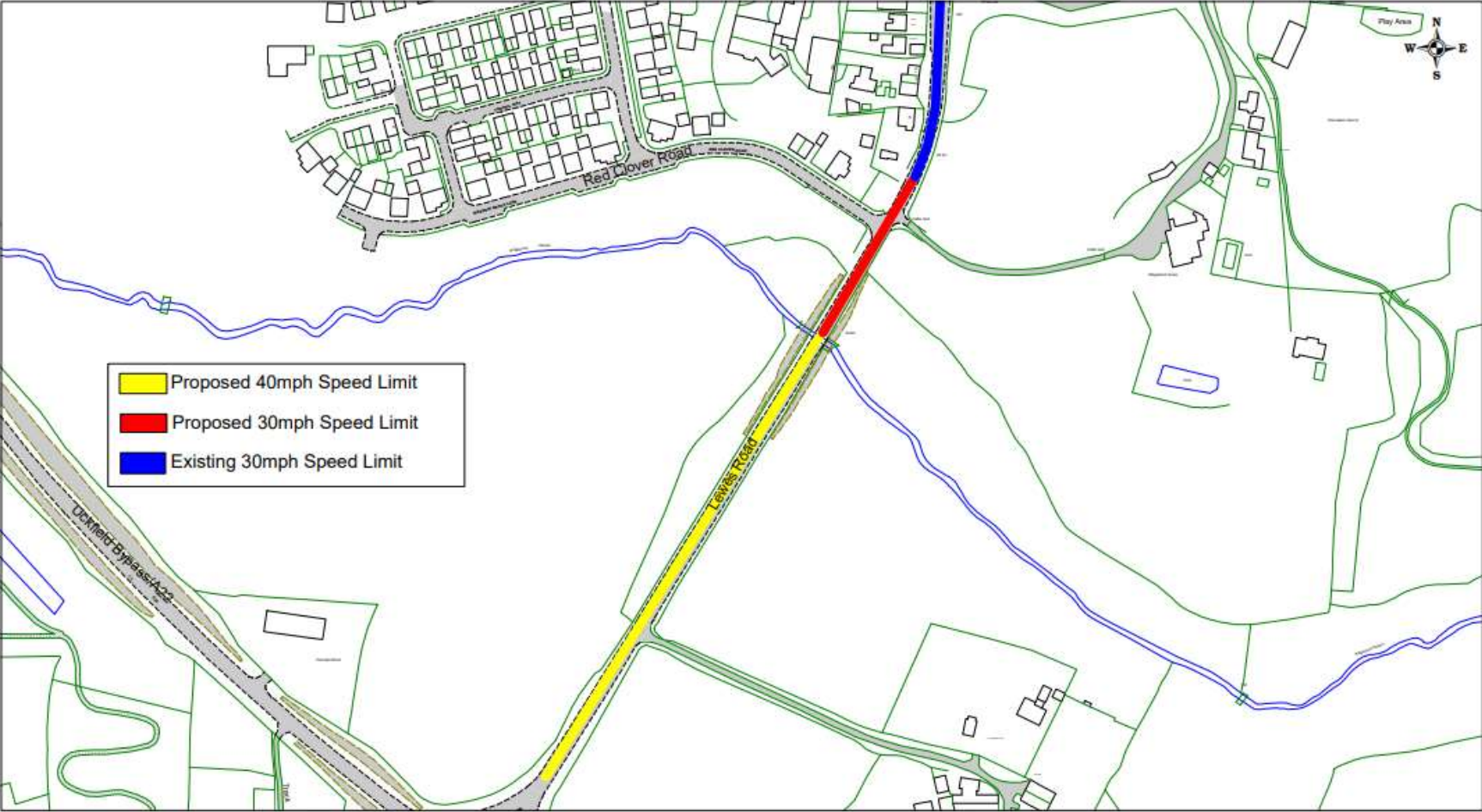
- 1.1 Uckfield Town Council has previously been engaged in discussions regarding traffic calming measures for Lewes Road, to support the introduction of new access points onto Lewes Road for the Ridgewood Farm site and ensure road safety.
- 1.2 East Sussex Highways have approached the Town Council as one of a number of statutory consultees including local bus services and Sussex Police, to respond to a Traffic Regulation Order (TRO) for the provision of a new access onto Lewes Road (C58) and an extension to the existing 30mph speed limit and a proposed 40mph speed limit. This TRO focuses mainly on the speed limit changes being proposed for the stretch of Lewes Road between Little Horsted roundabout up towards New Road.
- 1.3 The TRO proposes an extension to the current 30mph and 40mph limits. The illustration in appendix A, overleaf presents this in a visual way and the points at which the speed limit will change.
- 1.4 Sussex Police have already responded advising that they have continued to be consulted (similar to Uckfield Town Council), and therefore have no objections, stating that the “new terminal signs may help to reduce speeds on the approach to the left hand bend and the new housing access.” They also noted that previously it had been agreed to add a new build out (traffic calming measure) prior to the junction which they assume will be forthcoming as part of the traffic calming measures. The Town Clerk would agree with this comment.
- 1.5 East Sussex Highways would welcome any comments before 3 June 2022.

2.0 Recommendation

- 2.1 Members are asked to consider the proposals and advise the Town Clerk accordingly.

Contact Officer: Holly Goring

Appendices: Appendix A: Illustration of speed limits in Traffic Regulation Order



Lewes Road, Uckfield Proposed Extension of 30mph and 40mph

SCALE	1 : 2750
DATE	27/04/2022
DRAWING No.	
DRAWN BY	
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