



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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Meeting of the **Environment and Leisure Committee** to be held on  
**Monday 16 May 2022 at 7.00pm**  
in the Council Chambers, Civic Centre, Uckfield

## **AGENDA**

Under The Openness of Local Government Bodies Regulations 2014, members of the public are able to film or record during a committee meeting.

### **1.0. DECLARATIONS OF INTEREST**

Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

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

### **3.0. APOLOGIES FOR ABSENCE**

### **4.0. MINUTES**

- 4.1. Minutes of the meeting of the Environment and Leisure Committee held on 4 April 2022
- 4.2. Action list – for information only
- 4.3. Project Monitoring List – for information only

### **5.0. FINANCE**

- 5.1. To note bills paid
- 5.2. To note the Income and Expenditure report (provisional year end 2021-22)

### **6.0. ADMINISTRATION**

- 6.1 To note changes from East Sussex Highways re response to reports of vegetation defects

### **7.0. ENVIRONMENT**

- 7.1. To note the current position of the Town Council's Estates
- 7.2. To consider unauthorised works to UTC owned trees

### **8.0. LEISURE**

- 8.1 To consider a number of improvements to direct tourism to Uckfield

## **9.0. REPORTS FROM WORKING GROUPS**

9.1 Climate Change Steering Group

## **10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

- 10.1. Active Uckfield
- 10.2. Age Concern
- 10.3. All Weather Pitch Operational Group
- 10.4. Conservators of Ashdown Forest
- 10.5. West Park LNR and Hempstead Meadows LNR – Supporters Group
- 10.6. Luxford Centre Management Committee
- 10.7. Uckfield and District Twinning Association
- 10.8. Uckfield Festival Association
- 10.9. Uckfield Parkrun Board
- 10.10. Uckfield Railway Line Parishes Committee
- 10.11. Uckfield Youth Club Board
- 10.12. Wealden Bus Alliance/Weald Link

## **11.0. CHAIRMANS ANNOUNCEMENTS**

### **12.0. CONFIDENTIAL BUSINESS**

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted: -

- 12.1. To consider a report on the Marketing programme



**Town Clerk**  
10 May 2022

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Environment and Leisure Committee** held on  
**Monday 4 April 2022 at 7.00pm**  
**in the Council Chambers, Civic Centre**

**PRESENT:**

Cllr. S. Mayhew (Chair)  
Cllr. K. Bedwell  
Cllr. D. Bennett

Cllr. A. Smith (Deputy Chair)  
Cllr. J. Beesley  
Cllr. B. Cox

**IN ATTENDANCE:**

One member of the public  
Councillor C. Macve

Mark Francis – Estates & Facilities Manager  
Rachel Newton – Senior Administrative Officer  
Minutes taken by Rachel Newton

**1.0. DECLARATIONS OF INTEREST**

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

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

None received.

**3.0. APOLOGIES FOR ABSENCE**

Apologies for absence were received in advance from Cllr. J. Edwards and Cllr D. French.

**4.0. MINUTES**

**4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 21<sup>st</sup> February 2022**

**EL.63.04.22** It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on the 21 February 2022 be taken as read, confirmed as a correct record and signed by the Chairman.

**4.2. Action list**

Members considered the action list which had been previously circulated and agreed to remove the following items which had been completed:

**EL.27.11.20 – To note the current position with the Town Council's Grounds vehicles**

The outcomes of the Carbon Audit highlighted that vehicle emissions were lower than that of utilities. This work will therefore remain on hold until an action plan has been agreed for a way forward. No further action.

EL.57.02.22 – To consider hedge laying in Luxford Field – Winter 2022  
Works have started with left over plants from allotments and the rest will be planted Winter 2022. No further action.

- 4.3. Project Monitoring List – For information only  
Members noted the report.

**5.0. FINANCE**

- 5.1. To note bills paid  
Members noted the report.

- 5.2. To note the Income and Expenditure report (end of February 2022)  
Members noted the report – no comments.

**6.0. ADMINISTRATION**

- 6.1 To consider revised Litter policy – Policy No. 78  
The Litter policy was last updated in 2016 which included a bin scoring evaluation system. One member asked if this could also be re-considered, given that environmental concerns had become more important in recent times; having enough litter bins in the town could help prevent litter ending up in the environment.

A proposal was made to downgrade the requirements in the litter bin scoring system to achieve more successful outcomes for the provision and installation of litter bins. The current scores were banded 0-40 (unsuccessful) and 41-80 (successful) and it was suggested to alter this respectively to 0-30 and 31-80, which was previously requested at the last E&L meeting on 21 February, to which members agreed. It was acknowledged that more bins would result in higher costs, but this was viewed as necessary if we were to promote environmental issues and all members agreed with these proposals.

Members also agreed to the proposed amendments to the litter bin policy (Policy no 78) and the installation of three litter bins, one in Streatfield Road, one at Ridgewood MUGA and one at Scarlett's Close (these items were discussed at the previous E&L meeting on 21 February and 10 January), since they now passed the revised litter bin scoring criteria.

The Estates & Facilities Manager raised two issues for members to consider:

Firstly, that if a request was made for a new litter bin, we should use the litter bin scoring system (which had not been done previously). There was an item in the evaluation process that asked for the number of separate requests for a litter bin received within the last 6-month period; the more requests, the higher the score.

Secondly, although the proposed amendments had now been approved, members were asked to note that in future, there would be a cost involved for a licence fee from Highways (approximately £400 per bin), plus the purchase of a bin as well as emptying it (£260 + vat/yr). There were currently 66 litter bins already in the town and that now the scoring system was lowered, we could potentially have hundreds of new litter bins agreed as a result. Emptying these would create additional work for groundstaff.

Members commented that installing litter bins wouldn't prevent people dropping litter.

One member of the public had contacted a councillor asking if we could ask our local schools to talk to their pupils and educate them about littering.

Another member asked for clarification on how to place a request for new bins as she was unable to attend the last meeting when this subject was last discussed. She added that there were no litter bins present in certain areas such as from Selby Close as well as the bottom of New Town (from the corner of Framfield Road) back up to Pipersfield and she asked if a bin should be installed on the corner of Harcourt Road.

At the recent Climate Emergency Conference there was an annual audit detailing the main producers of litter, and Councillor A. Smith suggested it would be quite interesting to do this in Uckfield. Also, the Climate Change steering group could start a 'Keep Britain Tidy' campaign.

Councillor B. Cox added that we used to have several litter bins, mostly provided by McDonalds (a few up at football pitch) but those bins have since been removed and we received nothing from McDonalds or KFC, when we should expect them to assist with this, given the litter their outlets generate. As New Town had lost a lot of bins over a period time, maybe they could contribute towards picking up litter within the town (perhaps by means of a community involvement scheme), and asked if this could be placed on the next Climate Change Steering Group agenda. The Town Clerk had been trying to get in touch with KFC regarding replacement bins.

Councillor D. Bennett said that litter bins were once a remit of Wealden DC and that they had undertaken a cost saving exercise which had resulted in the reduction of litter bins in Uckfield. He asked if we could go back to them and ask for support and question why they wanted to charge us such an excessive amount to keep their streets tidy. The Senior Administrative Officer clarified that Wealden DC did not charge Uckfield Town Council for any bin collections.

On a separate note, Councillor J. Beesley asked if local sports clubs and schools had been contacted (following up from the last meeting in January) to ask their members to be mindful and respectful of litter at Ridgewood MUGA and to either take their rubbish home or use the bins provided in the town. The Senior Administrative Officer said that the Marketing and Communications Officer had sent an e-bulletin out.

Members agreed that education was paramount in order to tackle the problem of litter not being put in the litter bins provided, and that we could not keep relying on members of Brighter Uckfield to be picking up litter after others.

**EL64.04.22** Members noted the report and **RESOLVED** to:

- (i) note and approve the proposed amendments to the Town Council's Litter Policy – Policy no. 78, and;
- (ii) agree to the proposed amendments to the Litter Bin Scoring system, and;
- (iii) to proceed with installing three new litter bins at Steatfield Road, Ridgewood MUGA (Town Council land) and adjacent to Bell Lane Allotments (by Scarlett's Close).

**6.2** To consider additional street lighting repairs

Members noted the report and were happy to go ahead with the proposals.

**EL65.04.22** Members noted the report and **RESOLVED** to:

(i) agree to authorising the works proposed for 2022/23, whilst accepting the lack of lighting design and accepting responsibility for the risks associated with the authorisation of these works.

6.3 To note the minutes of the Strengthening Local Relationships Liaison Meeting of 22 February 2022

Members noted the report.

6.4 To update members on the feedback received from residents in Mount Pleasant re: streetlighting

Members noted the report and were happy to proceed on this basis.

**7.0 ENVIRONMENT**

7.1 To note the current position of the Town Council's Estates

Members noted the report.

7.2 To consider wild meadow planting over previously mowed area

Members noted the report and agreed with the proposals set out by the Ranger.

7.3 To consider signage for ducks crossing – Mallard Pond

Councillor D. Bennett had spoken with a local resident and started communications with ES Highways with regards to having a ducks crossing sign at Mallard Pond. He asked if we could clarify the situation with them first before doing anything.

Members supported this, however, they found out that there were local residents who lived opposite the pond feeding the ducks, which would indicate why the ducks might cross the road. Those residents would need to be discouraged from doing this.

There was a sign at the pond saying not to feed the ducks, but one member felt that this only encouraged people to feed the ducks elsewhere, encouraging the ducks to cross the road. It was suggested that this sign should be taken away and for people to be able to feed the ducks at the pond, and to educate people about what to feed them.

Dogs and foxes were also considered to be a serious threat, so a member suggested having a platform in the middle of the pond to make it safer for the new ducklings. This had been considered before and Thornes had previously said they might like to get involved so one member asked if we could contact them again.

Councillor B. Cox mentioned that there was also a local resident who lived near The Jays who would also like to put infrastructure on their land for ducks, and were willing to pay for and install it.

It was agreed that people needed to be aware of ducks crossing and to drive carefully in this area (most people did and there were speed bumps there to make sure people slowed down).

Installing a sign would be costly, at £460 per sign (as this was on ES highways land), and we would also need to pay for a licence if we wanted to put a sign on grass area and it couldn't be guaranteed that a sign would even be effective.

The Estates & Facilities Manager asked if we could be careful when considering suggestions in response to individual requests before raising at the next meeting. This was not planned in this year's budget and there were other priorities this year, such as street lighting repairs, which were costly. If members did agree to this proposal, this could be budgeted for next year.

After much discussion, members decided to remove the sign at the pond, and that councillors attempt to identify and contact the residents who were feeding the ducks across the road, asking them to desist.

**EL66.04.22** Members noted the report and **RESOLVED** to:

- (i) not install 'Duck Crossing' signs at Mallards Pond since this had not been accounted for in this year's budget, and;
- (ii) other ideas were approved to prevent ducks from crossing the road: local residents who lived opposite to be asked not to continue feeding ducks, and the sign on the pond saying 'do not feed the ducks' should be removed.

- 7.4 To consider requesting that dogs be put on leads during bird nesting season in the Town Council's ancient woodlands, and West Park Local Nature Reserve  
Two members agreed and supported this idea although they acknowledged this could upset a lot of residents.

Another member disagreed as irresponsible dog owners already failed to clear up their dog's mess, so it would be impossible to enforce.

More people owned dogs than ever before, following covid lockdowns, so one member suggested that if we were going to stop letting dogs off leads, we would have to provide an alternative place where those dogs could exercise.

Members were referred to links in the report about birds nesting and fouling in woodland areas and open spaces.

Alternative suggestions were Horsted Green (the SANGS) and Victoria Pleasure Ground which were not really suitable, as these areas were popular with children.

Councillor B. Cox thought that people would comply if asked to do this for a couple of months a year, to protect wildlife. We had put signs up warning dogwalkers about cattle and people put their dogs on leads then.

It was agreed that there were two separate issues, regarding dog owners and the bird nesting season. Regarding nesting birds, we had the signs already and we just needed to add 'during nesting season, when asked to, please put dogs on leads'.

With regards to the education of dog owners not picking up after their dogs, this was a different matter and people may still ignore the signage in place. However a campaign could be run via social media to encourage people to take better care of the environment they live in.

**EL67.04.22** Members noted the report and **RESOLVED** to:

- (i) agree to the proposal for dogs to be requested to be placed on a lead during bird nesting season in Boothland Wood, Nightingale Wood and West Park Nature Reserve (wooded area).

- 7.5 To review the Woodland Trust's Lake Wood Management Plan for 2021-26

Members noted the report and agreed with the proposals set out.

## **8.0 SPORTS AND LEISURE**

### **8.1 To note revised structure of Allotment fees and charges from 1 April 2023**

Members noted the report.

### **8.2 To receive an update on the 2022 Allotment Competition**

Members noted the report. Councillor K. Bedwell highlighted that both herself, a member of the Allotment Association and council officials had started carrying out checks on the allotments which had been productive so far.

## **9.0 REPORTS FROM WORKING GROUPS**

None received.

## **10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

### **10.1 Active Uckfield**

Nothing to report at this time.

### **10.2 Age Concern**

Members noted the report.

### **10.3 All Weather Pitch Operational Group**

Nothing to report at this time.

### **10.4 Conservators of Ashdown Forest**

Nothing to report at this time.

### **10.5 West Park LNR and Hempstead Meadows LNR – Supporters Group**

Nothing to report at this time.

### **10.6 Luxford Centre Management Committee**

Members noted the report.

### **10.7 Uckfield and District Twinning Association**

Nothing to report at this time.

### **10.8 Uckfield Festival Association**

Nothing to report.

### **10.9 Uckfield Parkrun Board**

Nothing to report at this time.

### **10.10 Uckfield Railway Line Parishes Committee**

Members noted the report.

### **10.11 Uckfield Youth Club Board**

Nothing to report at this time.

### **10.12 Wealden Bus Alliance/Weald Link**

Nothing to report at this time.

## **11.0 CHAIRMANS ANNOUNCEMENTS**

None.



## 12.0 CONFIDENTIAL BUSINESS

**EL.68.04.22** It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

- 12.1 To consider a report on the Marketing programme  
Members noted the report.

The meeting finished at 20:01pm

## UCKFIELD TOWN COUNCIL

### ACTION LIST - FOR INFORMATION ONLY

#### Environment and Leisure Committee

Please note no resolutions can be made from the action list and is for information only.

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>EL.28.09.16</u></b>	<u>To consider revised byelaws for the Town Council's Local Nature Reserves (LNRs)</u> Members reviewed the amendments to the byelaws which still require Natural England and DEFRA's approval. It was <b>RESOLVED</b> to accept the revised byelaws.	05.09.16	HG	The Town Council has sealed and signed the byelaws. A public notice will be published soon to provide the public with an opportunity to view the byelaws, prior to their submission to the Secretary of State.
<b><u>EL.26.01.19</u></b>	It was <b>RESOLVED</b> that the Supporter Groups for both reserves be consulted with a view to shorten the byelaws in accordance with DEFRA's comments and report back to the Environment & Leisure committee.	28.01.19		
	<u>Harlands Farm Pond</u> The Ranger is to be asked for ideas to captivate children's interest whilst at the pond.	18.04.17	NM	These initiatives can be reviewed by the new Ranger in due course.
	Harlands Farm Pond, VCT and Sussex Wildlife Trust are to be contacted to establish if they can assist with ideas etc. regarding children involvement in the pond.	30.04.18		
<b><u>EL.43.01.20</u></b>	<u>7.2 To receive an update on the ecological report on the Town Council's Land at Bellbrook</u> Members <b>RESOLVED</b> to: (i) note the report; (ii) investigate the costs involved of installing an otter holt at the base of the riverbank of Bellbrook open space; (iii) rename Bellbrook open space to 'Riverside Wood' to give it an identity.	06.01.20	MF/HG	Work is in progress to explore these matters. The Town Council's Solicitors were asked to arrange an update with Land Registry.  The Estates and Facilities Manager chased the Solicitor for an update on 28 April 2022.

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>EL.11.07.20</u></b>	<u>7.3 To consider installing electric charging points at the council buildings</u> Members noted the report and discussed various areas for charging points and agreed for the Estates and Facilities Manager to look in to liaising with Wealden DC and proposals for installation of electric car parking points at various sites.	27.07.20	MF	This will require some timely investigative work to consider the future options and to understand the work already underway by WDC and ESCC. The Climate Change working group will remain engaged. <b>NFA</b>
<b><u>EL.18.09.20</u></b>	<u>7.3 To consider - Sharing boxes idea from local resident</u> This idea was submitted on behalf of a local resident by a council member who wished to add that this idea would be down to residents to design, implement and deliver with one person to look after a sharing box each. Councillors would decide on the best places to put them. Various suggestions were given at the meeting, one being to approach community groups such as the Men's Shed to make them or the Lions Club to monitor and maybe propagate a little bit of advertising at the same time. One member mentioned that this was raised in a previous meeting maybe last year and asked for the Senior Administration Officer to look at previous minutes to see if there was any action taken.	07.09.20	RN	The Lions and Men's Shed were asked if anyone might be interested in harnessing this idea. 23/2 – The Secretary of The Lions Club said that unfortunately, members are not ready to undertake this task yet since many of whom are still concerned with Covid. However, this might change when this situation improves.  <b>NFA</b>
<b><u>EL18.07.21</u></b>	<u>To consider options to review the gate access to Ridgewood Recreation Ground off New Road</u> Members noted the report and <b>RESOLVED</b> to: (i) agree to Option 2 – to replace the gate at Ridgewood Recreational Grounds off New Road, Ridgewood (opposite the old terrace of cottages in New Road, specifically numbers 17 to 19) with a stile	26.07.21	MF	Uckfield Town Council has experienced staffing shortages in recent weeks/months. Work has not yet been carried out as a result.
<b><u>EL31.09.21</u></b>	<u>To consider opportunities to commemorate the Queen's Platinum Jubilee in 2022</u> Members noted the report and <b>RESOLVED</b> to: (i) set up a working group after showing interest in activities to commemorate the Queen's Platinum Jubilee in 2022, led by Cllr. Bedwell including (so far) Cllrs. French and Firth.	06.09.21	HG	A working group has been set-up. A request was also made at Full Council for more volunteers. Planning ongoing and work underway for prep/arrangements for event on Thurs 2 June 2022 from 6pm.

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>EL35.10.21</u></b>	<p><u>To review fees and charges for Snatts Road Cemetery for 2022/23</u></p> <p>Members noted the report and <b>RESOLVED</b> to:</p> <p>(i) agree to increase the fees and charges for Snatts Road Cemetery in 2022/23 by 1.5%, and;</p> <p>(ii) set up a working group to discuss the pricing structure, the rules and regulations and the future progress of the cemetery provision. Member volunteers included Cllr H. Firth, Cllr B. Cox and Cllr A. Smith</p>	18.10.21	RN/HG	Working group to be set up in 2022.
<b><u>EL44.11.21</u></b>	<p><u>To review fees and charges for our sports facilities in 2022/23</u></p> <p>(i) agree to increase the fees and charges for the hire of sports facilities in 2022/23 by 4%, and;</p> <p>(ii) agree to set up a working group to discuss the pricing structure and the provision of sports facilities (member volunteers to be re-dressed about this at the Environment and Leisure meeting on 16 May 2022).</p>	15.11.21	RN	Working group to be set up in 2022.
<b><u>EL50.01.22</u></b>	<p><u>To consider a street lamp outside 21 Mount Pleasant</u></p> <p>Members noted the report and <b>RESOLVED</b> to:</p> <p>(i) agree to a local survey being sent to residents who live at Mount Pleasant in the first instance (with a set deadline) asking if they can provide any thoughts and suggestions on the street lighting in this area.</p>	10.01.22	RN	<p>A report was presented at the last E&amp;L meeting on 4 April 2022. Works to be carried out in due course.</p> <p><b>May now be able to repair the existing light whilst safety audit undertaken. Awaiting quote from ES Highways.</b></p>

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>EL51.01.22</u></b>	<p><u>To consider enquiry relating to litter left at the Ridgewood MUGA</u></p> <p>Members noted the report and <b>RESOLVED</b> to:</p> <p>(i) agree to apply for a licence for a bin to be installed at the Ridgewood MUGA, and;</p> <p>(ii) ask local sports clubs and schools to ask their members to be mindful and respectful of litter and to either take their rubbish home or use the bins provided in the town, and;</p> <p>(iii) request officers to find out the cost of signage for Ridgewood play area.</p>	10.01.22	RN	<p>The litter bin policy along with bin scoring evaluation system were updated at the last E&amp;L meeting on 4<sup>th</sup> April 2022. Members agreed to the installation of litter bin at Ridgewood MUGA.</p> <p>An e-bulletin was sent to local sports clubs &amp; UCC asking their users to be mindful of litter dropping.</p> <p><b>NFA</b></p>
<b><u>EL52.01.22</u></b>	<p><u>To consider a request for a litter bin from the Scarlett's Close Residents' Association</u></p> <p>Members noted the report and <b>RESOLVED</b> to:</p> <p>(i) agree to seek costs for the installation and emptying of a new bin on the ESH verge adjacent to the Bell Lane allotments, provided that permission was sought.</p>	10.01.22	RN	<p>Wealden have confirmed they have no historical notes as to why the bin was removed previously. Decision to install bin was agreed at last E&amp;L meeting on 4<sup>th</sup> April 2022 in line with the revised bin policy on the same day. Members were also asked to note the cost and additional resources required for future consideration of any further requests for bins.</p> <p><b>NFA</b></p>
<b><u>EL54.01.22</u></b>	<p><u>To consider if Uckfield Town Council wishes to hold an event which can be incorporated within Uckfield Festival week 2022</u></p> <p>Members noted the report and <b>RESOLVED</b> to:</p> <p>(i) agree to the Chairman's proposal to re-look at ideas and come up with any proposals this September for Uckfield Festival Week 2023.</p>	10.01.22	RN	<p>Ideas/proposals to be looked at before September 2022.</p>

Resolution No.	Details	Date Raised	Action By	Date Complete
<b><u>EL61.02.22</u></b>	<u>To consider fencing along the north end of Harlands Farm Playing Field</u> Members noted the report and <b>RESOLVED</b> to: (i) agree to contact New Town Action Group to engage local residents (north of Harlands Playing Field) with the view to then moving on to 4.4 of the report – to reinstate the hedging in the gaps, if a resolution was found, and; (ii) possibly put a sign up now before a decision is made.	21.02.22	RN	The Secretary for New Town Action Group has written to the residents of the four bungalows for their comments and invited the householders to their last meeting which was held on 6 <sup>th</sup> April. No response received from residents in Selby Gardens but the action group will advise if any further comments received. Health and Safety signage has been placed in the highlighted area of concern. <b>NFA</b>
<b><u>EL64.04.22</u></b>	<u>To consider revised Litter policy – Policy No. 78</u> Members noted the report and <b>RESOLVED</b> to: (i) note and approve the proposed amendments to the Town Council's Litter Policy – Policy no. 78, and; (ii) agree to the proposed amendments to the Litter bin Scoring evaluation system, and; (iii) to proceed with installing three new litter bins at Streatfield Road, Ridgewood MUGA (Town Council land) and adjacent to Bell Lane Allotments (by Scarlett's Close).	04.04.22	MF/RN	Litter bins to be ordered and installed in due course. <b>NFA</b>
<b><u>EL66.04.22</u></b>	<u>To consider signage for ducks crossing – Mallard Pond</u> Members noted the report and <b>RESOLVED</b> to: (i) not install 'Duck Crossing' signs at Mallards Pond since this had not been accounted for in this year's budget, and; (ii) other ideas were approved to prevent ducks from crossing the road: local residents who lived opposite to be asked not to continue feeding ducks, and the sign on the pond saying 'do not feed the ducks' should be removed.	04/04/22	RN	The sign on the pond 'do not feed the ducks' has been removed to try to prevent the ducks from crossing the road if they are feeding within their habitat. <b>NFA</b>

**UCKFIELD TOWN COUNCIL**  
**ENVIRONMENT & LEISURE COMMITTEE**  
**PROJECT MONITORING FORM 2022/23**

**Projects in 2020/21 Budget – Outstanding projects**

Project Name	Bench on London Road (by Southview Drive)		Project Number	53
<b><u>FC92.01.20</u></b>	£1,000	27.04.20	<p>The covid bench has now been installed on Luxford Field with a standard bench going on London Road due to delays with ES Highways.  A new bench has arrived for London Road, UTC have paid for the appropriate licence. Once staff are up to full capacity the bench will be installed.</p> <p><b>NFA.</b></p>	

**Projects in 2021/22 Budget – New Initiatives**

Project Name	Green Projects plus £5,000 in earmarked reserves		Project Number	58
<b><u>FC.64.01.21</u></b>	£18,000 minus £1,800 =£16,200	18.01.21	Carbon footprint audit carried out £1,800.	

Project Name	Covid contingency fund for play area spraying (until end June 2021)		Project Number	63
<b><u>FC.64.01.21</u></b>	£2,500 minus April - £630 May - £630 Jun - £630 = £610.00	18.01.21	<p>This was taken to Full Council on 6 December 2021 and members asked to monitor situation.</p> <p>Spraying was undertaken at the end of April, May and June 2021 at a cost of £630.00 per occasion. Plus, swab tests were undertaken in September and November 2021 to check readings.</p> <p><b>NFA.</b></p>	

**UCKFIELD TOWN COUNCIL  
ENVIRONMENT & LEISURE COMMITTEE  
PROJECT MONITORING FORM 2022/23**

**Projects in 2022/23 Budget – New Initiatives**

<b>Project Name</b>	<b>Victoria and Ridgewood Signage</b>		<b>Project Number</b>	<b>65</b>
<b><u>FC.82.01.22</u></b>	£1,000	17.01.22	This project has been completed. <b>NFA.</b>	
<b>Project Name</b>	<b>ESCC Grass Verge Cutting Contribution</b>		<b>Project Number</b>	<b>66</b>
<b><u>FC.82.01.22</u></b>	£4,356	17.01.22	The invoice for the Town Council's contribution was paid in April 2022. <b>NFA.</b>	
<b>Project Name</b>	<b>Grass Cutting Ride On Mower/Chipper</b>		<b>Project Number</b>	<b>67</b>
<b><u>FC.82.01.22</u></b>	£9,000	17.01.22	Items purchased and the new Chipper has now arrived. <b>NFA.</b>	
<b>Project Name</b>	<b>Replacement Ground tools and equipment</b>		<b>Project Number</b>	<b>68</b>
<b><u>FC.82.01.22</u></b>	£2,000	17.01.22	In progress.	
<b>Project Name</b>	<b>Speed reduction initiative (already have £3,199.64 in earmarked reserves)</b>		<b>Project Number</b>	<b>69</b>
<b><u>FC.82.01.22</u></b>	Plus £2,000 placed into budget in 2022/23	17.01.22	Will be utilised when further research has been undertaken into the various roadside initiatives available.	



**UCKFIELD TOWN COUNCIL  
ENVIRONMENT & LEISURE COMMITTEE  
PROJECT MONITORING FORM 2022/23**

<b>Project Name</b>	<b>Platinum Jubilee Celebrations</b>			<b>Project Number</b>	<b>70</b>
<b><u>FC.82.01.22</u></b>	£500	17.01.22	A review of expenditure will be assessed after the event on 2 June 2022.		

<b>Project Name</b>	<b>Purchase of more animal friendly bins</b>			<b>Project Number</b>	<b>71</b>
<b><u>FC.82.01.22</u></b>	£1,500	17.01.22	In progress.		

<b>Project Name</b>	<b>Tree for a tree planting programme</b>			<b>Project Number</b>	<b>72</b>
<b><u>FC.82.01.22</u></b>	£2,000	17.01.22	Winter 2022/23.		

**PROV Environment Leisure Committee at 31 March 2022**

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Sep 21 Actuals £	Oct 21 Actuals £	Nov 21 Actuals £	Dec 21 Actuals £	Jan 22 Actuals £	Feb 22 Actuals £	Mar 22 Actuals £	Total	2021/22 Budgets
<b>Sales</b>														
Contribution to Town Centre Security	0	0	0	575	0	0	0	0	0	45	0	0	620	650
Weald Hall Events	516	194	267	375	260	987	21	2,628	1,015	68	329	998	7,655	17,500
Allotments	37	0	0	85	0	0	0	0	0	4,956	1,793	106	6,977	6,000
Allotment Deposits	104	0	0	56	0	(100)	(52)	0	(102)	366	211	210	693	800
Playing Fields & Pitches, Sport Income	232	32	(95)	97	500	136	73	0	10,668	(874)	375	0	11,144	10,500
Playing Fields & Pitches, Event Income	24	103	258	3,963	91	291	(8)	0	0	0	0	0	4,721	3,000
WDC- WPark Culverts Agreement	0	0	0	0	0	0	0	0	0	0	370	0	370	360
Cemetery - Interments	7,063	6,029	4,473	3,597	6,371	2,785	1,726	3,960	1,934	532	0	2,345	40,814	29,000
Cemetery - Memorials	471	691	214	746	471	214	168	979	43	0	416	1,188	5,602	6,000
Cemetery - Sundry income	0	0	0	0	131	0	0	0	43	0	0	0	174	300
Cemetery Maintenance Charge	490	588	392	392	686	294	392	392	196	98	0	294	4,214	3,000
Env Sundry Income	46	0	0	9	0	0	0	0	0	0	0	0	55	200
Litter/bus station	331	0	0	0	331	0	0	331	0	0	331	0	1,325	1,325
Roundabout income	0	0	0	0	0	0	0	0	864	0	0	0	864	850
<b>Total Sales</b>	<b>9,313</b>	<b>7,636</b>	<b>5,510</b>	<b>9,894</b>	<b>8,841</b>	<b>4,607</b>	<b>2,319</b>	<b>8,291</b>	<b>14,662</b>	<b>5,191</b>	<b>3,825</b>	<b>5,141</b>	<b>85,228</b>	<b>79,485</b>
<b>Purchases</b>														
Clothing - Corp & Prot - Indoor staff	0	273	0	0	0	240	0	0	70	40	0	4	627	650
Street lights, New	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Street lights, supply & maintenance	16,291	0	0	0	0	0	0	0	50	0	0	9,372	25,713	10,000
Street light repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	2,500
Bus shelters	0	0	0	0	0	0	0	0	0	0	0	0	0	100
Allotments	461	0	0	67	0	0	74	206	765	2,979	28	225	4,806	2,030
Playing fields and pitches	1,374	766	20,187	575	244	(337)	24	497	493	40	275	433	24,569	21,000
Play Areas	0	200	0	0	0	275	685	275	11,975	989	9	27	14,436	3,000
Cemetery, grave digging	0	2,560	0	640	1,490	0	0	1,600	320	320	0	0	6,930	5,200
Cemetery, rates & water	168	167	167	167	167	197	167	167	167	167	0	34	1,734	1,800
Cemetery, litter	143	122	194	143	224	173	284	234	173	216	240	301	2,447	1,600
Cemetery, maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	400
General equipment repairs	0	137	145	0	0	213	0	402	0	0	875	0	1,772	2,000
New Equipment	379	46	0	0	131	786	632	169	0	10,170	6,200	148	18,661	2,500
Ground Maintenance Contract	0	0	0	0	0	16,023	0	0	0	0	0	0	16,023	16,500
Ground Maintenance General	103	93	213	136	118	717	147	83	0	39	104	85	1,837	1,800
Hire of Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	100
LNRS & Sites of Interest (Ranger)	1,881	1,900	1,881	1,881	1,881	1,881	1,881	1,881	1,881	1,881	1,881	2,297	23,003	26,660
LNRS & Sites of Interest (Working budget)	123	339	85	187	112	1,267	127	66	935	0	81	33	3,354	2,500
Transit	81	849	54	514	0	79	82	0	85	46	25	160	1,976	2,000
Ford Ranger	196	44	95	84	515	110	100	45	67	47	58	381	1,742	1,500
Tractor maintenance & running costs	47	24	0	52	18	55	450	17	0	63	256	0	982	1,500
Movana Vehicle	90	87	583	83	133	136	547	141	229	96	0	107	2,232	2,000
Fencing	178	0	0	0	452	75	0	0	0	0	595	0	1,300	750
Trees	922	314	1,598	728	3	550	36	975	175	3,741	2,767	0	11,809	4,000
Graffiti removal	0	0	0	0	0	0	0	0	0	0	0	0	0	50
Litter bins	0	0	0	0	0	0	73	0	56	842	341	0	1,312	3,000
Litter collection, open spaces	683	561	607	665	699	689	630	703	918	771	765	405	8,095	3,700
Horticulture	0	0	0	0	0	0	0	0	0	0	0	0	0	300
Roundabout expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	100
Weald Hall Events	0	250	75	0	70	750	1,500	75	1,650	0	3,150	75	7,595	13,500
Corp dev- signage outside areas	0	212	0	0	0	0	1,600	0	0	0	0	0	1,812	250
Groundsmen - salaries	5,813	7,370	7,360	7,360	7,360	7,360	7,360	8,060	7,619	7,128	5,475	6,497	84,763	80,163
Groundsmen - National insurance	497	611	609	609	609	609	609	705	680	580	450	592	7,159	6,239
Groundsmen - Pension	1,853	1,377	1,371	1,208	1,208	1,425	1,117	2,063	1,488	1,499	1,537	1,834	17,980	17,241
Town Security/CCTV	1,143	44	38	40	43	40	40	41	40	45	38	38	1,590	3,000
Floral displays	0	0	1,710	469	469	469	0	0	0	0	0	0	3,115	3,500
Repair and replace street furniture	0	0	0	1,250	0	0	0	0	0	500	0	950	2,700	1,500
Cleaning materials	15	0	0	0	0	0	0	9	0	0	0	0	24	150
Performing rights	0	0	0	136	0	0	0	0	89	0	403	0	628	500
Event Advertising Marketing	50	160	0	0	80	160	0	479	120	80	80	680	1,889	4,000
HMLNR & WPLNR	0	0	0	0	500	0	0	0	0	0	0	0	500	500
<b>Total Purchases</b>	<b>32,489</b>	<b>18,506</b>	<b>36,971</b>	<b>16,992</b>	<b>16,526</b>	<b>33,939</b>	<b>18,165</b>	<b>18,892</b>	<b>30,044</b>	<b>32,280</b>	<b>25,634</b>	<b>24,676</b>	<b>305,114</b>	<b>249,783</b>

**PROV Environment Leisure Committee at 31 March 2022**

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Aug 21 Actuals £	Sep 21 Actuals £	Oct 21 Actuals £	Nov 21 Actuals £	Dec 21 Actuals £	Jan 22 Actuals £	Feb 22 Actuals £	Mar 22 Actuals £	Total	2021/22 Budgets
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In summary:													Total	Budget
Revenue Expenditure													251,102	249,783
New initiatives expenditure 2021-22													28,614	46,880
Earmarked reserves expenditure													60,099	20,500
General reserves use during 2021-22	General reserves used towards grass cutting equipment whilst awaiting new initiative budget in 2022-23												9,000	0

New initiatives expenditure 2021/22														
New signage for play areas/recs	0	0	0	0	0	0	1,600	0	0	0	0	0	1,600	1,600
Ridgewood Play Area Patch surfacing	0	0	0	0	0	0	0	0	11,975	0	0	0	11,975	13,500
Green Projects	0	0	0	1,800	0	0	0	0	0	0	0	0	1,800	18,000
West Park LNR Boardwalk	0	0	0	0	0	5,000	0	0	0	0	0	0	5,000	5,000
Animal friendly bins	0	0	0	0	0	0	0	0	0	842	0	0	842	1,000
ESCC Grass Verge cutting	4,271	0	0	0	0	0	0	0	0	0	0	0	4,271	4,280
Covid contingency funding including spraying	525	525	525	0	0	275	0	275	0	0	0	0	2,125	2,500
Tree for tree planting programme	0	0	21	0	(500)	0	0	1,000	186	0	164	129	1,001	1,000
<b>Total</b>	4,796	525	546	1,800	(500)	5,275	1,600	1,275	12,161	842	164	129	28,614	46,880

(plus £5k ER available)  
(plus £21,470 ER available)

Earmarked reserves expenditure 2021/22														
Allotment fencing	0	0	0	0	0	0	0	0	0	2,979	0	0	2,979	
Community Infrastructure Levy (streetlighting)	16,291	0	0	0	0	0	0	0	0	0	0	0	16,291	
Covid Memorial Bench and London Road Bench	0	0	1,250	0	0	0	0	0	0	0	950	0	2,200	
HMLNR Donation	0	0	0	0	0	0	0	0	935	0	0	0	935	
Nature Reserves (WP LNR Boardwalk & Geoff bench)	0	0	0	0	0	21,470	0	0	394	0	0	0	21,864	
New equipment/cricket mower	0	0	0	0	0	0	0	0	5,649	6,200	0	0	11,849	
Speed Reduction equipment	0	500	0	0	0	0	0	0	0	0	0	0	500	
Tree Planting	0	0	0	0	0	0	0	439	0	41	0	0	481	
Weald on the Field	0	0	0	0	3,000	0	0	0	0	0	0	0	3,000	
<b>Total</b>	16,291	500	1,250	0	3,000	21,470	0	439	6,978	9,220	950	0	60,099	

Litter Bins/Policy (transfer of £2.5k to Tree Works ER)	0	0	0	0	0	0	2,500	0	0	0	0	0	2,500	Not spent but reallocated
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Project - Weald on the Field														
Weald on the Field Sponsorship and 50% pitch fee income	0	0	0	0	3,090	0	0	0	0	0	0	0	3,090	6,090
Weald on the Field Use of Earmarked reserves	3,000	0	0	0	0	0	0	0	0	0	0	0	3,000	
Weald on the Field Expenditure	0	0	42	2,658	4,627	1,021	175	0	0	0	0	0	8,522	N/A

Project - West Park Memorial for Ranger														
Memorial West Park Income	1,870	53	0	0	0	0	0	0	0	0	0	0	1,923	2,317
Memorial West Park Use of Earmarked reserves	0	0	0	0	0	0	0	0	394	0	0	0	394	
Memorial West Park Expenditure	0	1,325	0	0	0	0	0	0	1,325	0	0	0	2,650	N/A

Project - In-house grass cutting preparations														
Sale of Old Chipper Income	0	0	0	0	0	0	0	6,000	0	0	0	0	6,000	
Use of Earmarked reserves expenditure	0	0	0	0	0	0	0	0	5,849	6,200	0	0	12,049	16,300
General reserves expenditure until 2022/23 New Initia	0	0	0	0	0	0	0	0	4,251	0	0	0	4,251	

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

**Monday 16 May 2022**

### **Agenda Item 6.1**

#### **TO NOTE CHANGES FROM ES HIGHWAYS RE RESPONSE TO REPORTS OF VEGETATION DEFECTS**

##### **Summary**

- 1.1 This report details some changes from ES Highways in response to reports of vegetation defects so that members are made formally aware of their procedures. Also, these new procedures are provided in case anyone raises their concern with a highways verge or overgrown hedge on a footway, for example.
  - 1.2 Currently, all vegetation overgrowth is dealt with in the same way, regardless of the impact which is being caused to the public highway. Since ES Highways have moved to a risk-based approach, they are changing the way they deal with these reports. They have outlined below the process which will now be taken and the possible outcomes. This came into effect on Monday 11 April 2022.
  - 1.3 On receipt of a report or if vegetation is identified during a routine inspection, your local Highway Steward will carry out an onsite assessment of the hedge or tree. If it is found to be causing a problem to the highway, they may issue a responsibilities letter, a Hedge Cutting Notice or arrange for urgent works to be carried out:
    - A responsibilities letter advises the resident/land owner that they must maintain their vegetation to ensure it does not overhang or obstruct the highway.
    - A Hedge Cutting Notice is issued where the vegetation is causing an obstruction and requests any necessary works are carried out within 14 days. When a Hedge Cutting Notice is issued a reinspection will be carried out in 14 days by the Steward.
  - 1.4 If the vegetation is causing an immediate and severe safety issue, the Steward may carry out works on site or arrange for a contractor to cut back the vegetation as an emergency, the cost for this work would be recovered from the responsible land owner.
  - 1.5 When a reinspection is carried out, if the works have not been completed and they have not heard from the owner or they refuse to cut the vegetation back, then their enforcement team will carry out further investigations. If the owner still refuses following an enforcement notice, then ES Highways will arrange the cutting themselves and recover the costs from the land owner.
- 2.0 Updated responsibilities letter and Hedge Cutting Notice letters**
- 2.1 For reference purposes, the Customer Services Manager at ES Highways has also included the letter (see linked below) which will be sent if a responsibilities letter has been issued and the vegetation is not maintained and becomes an obstruction (further letter):



HCL Further letter -  
NEW 2022.pdf



RESPONSIBILITIES  
HCL - NEW 2022.pdf



HCL 2022 .pdf

#### **4.0 Recommendation**

4.1 Members are asked to note the report.

Contact Officer: Rachel Newton

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

**Monday 16 May 2022**

### **Agenda Item 7.1**

#### **TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S ESTATES**

##### **1.0 Summary**

1.1 This report sets out the current position with the Council's Estates.

##### Victoria Pleasure Ground and skatepark

- Investigation required in dealing with drainage issues, awaiting outcome of meeting with developers at Ridgewood site;

##### Hempstead Lane Play Area and Hempstead Meadows

- Awaiting repair to crossbar of basket swing, due to staff shortages, this has been delayed;
- Minor work was carried out to the footpath however works have been postponed due to weather conditions. Awaiting update.

##### Rocks Park Play Area

Nothing new to report.

##### Snatts Road Cemetery

Nothing new to report.

##### West Park Recreation ground and WPLNR

Nothing new to report.

##### Boothland Wood

Nothing new to report.

##### Equipment & Vehicles

- Commencing use of electric hand tools is working well.

##### Street Furniture & Lighting

- New bench awaiting install for London Road bus stop.

##### Ridgewood Recreation Ground

Nothing new to report.

##### Elizabeth Gardens

Nothing new to report.

##### Luxford field and play area.

- Bench base installed ready for the Uckfield & District Lion's Club installation of two Jubilee benches.

##### **2.0 Recommendations**

2.1 Members are asked to note the report.

Contact Officers: Mark Francis

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

**Monday 16 May 2022**

### **Agenda Item 7.2**

#### **TO CONSIDER ILLEGAL TREE WORKS TO TOWN COUNCIL TREES**

##### **1.0 Background**

- 1.1 This report identifies an issue regarding unauthorised works on Uckfield Town Council owned trees.
- 1.2 In October 2021, a resident of 40 Hart close raised concerns for the safety of the Willow trees behind their property. The Town Council Ranger assessed the trees at that time and confirmed they were not a safety issue.
- 1.3 Following the Town Council's annual rolling tree survey programme, this area was surveyed in November 2021 and the trees in question were not raised as an issue. The resident was advised of this at the time.
- 1.4 On the 25 April 2022 the Town Council Ranger noted the trees in question had been worked on to a poor standard and the resident confirms they authorised for the works to go ahead.
- 1.5 The trees have been cut back well beyond the property boundary, which is the extent to which a property owned is allowed to cut under common law. The work that has been conducted has been to a poor standard and whoever has carried out the works has dumped the wood into the ditch, creating a potential flood risk.
- 1.6 Under Common Law, anyone can prune branches that overhang their boundary, but only to the boundary line, providing they return the debris to the tree's owner or dispose of the waste. However, unnecessary pruning can damage a healthy tree and reducing the height can be highly disfiguring and result in decay of structural parts of the tree. Anyone wishing to exercise this Common Law right should ensure that all works comply with BS 3998: 2010 Tree work recommendations.
- 1.7 The resident should "offer to return the arisings" however the Town Council were not consulted and do not need the timber therefore the resident should have disposed of it. Essentially this means they have fly-tipped on council property. The growth from the cuts they have made is likely to be profuse and weakly attached necessitating future action.

##### **2.0 Arboricultural guidance**

- 2.1 Advice has been given via Wealden District Council Tree officers and the Arboricultural Association.
- 2.2 Advice from Wealden District Council is as follows:  
*"You would need to take some form of legal action and this might take a long time and cost a large amount of money. There is no automatic process as such, really depends on the scale."*
- 2.3 Advice from the Arboricultural Association  
*"Suggest that you simply write a formal letter to the property owner, explaining that their actions are illegal and put on record that any further breaches will be considered in light of their previous reckless action, and that the council would be*



*highly likely to take legal action in response. You could also take the opportunity to explain the likely response of the trees to their pollarding/truncation of stems, that it is not in accordance with good practice and may well make their light/shade issues worse, in the long run."*



Image 1: Cut trees on Town Council owned land





Image 2: Cut debris in stream/culvert



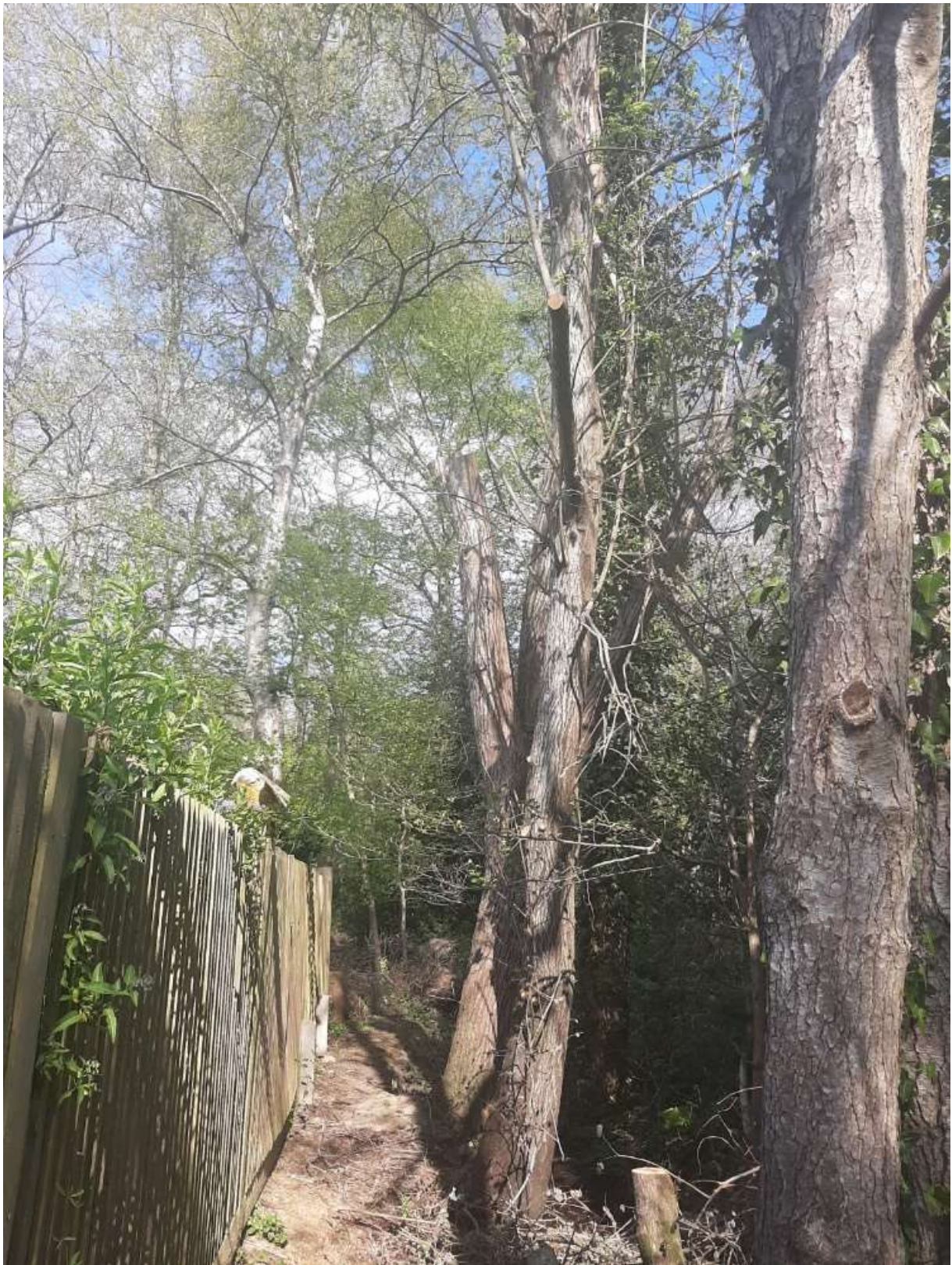


Image 3: Trees next to property confirming distance to boundary





Images 4 and 5: Trees in ditch and cut not to standard.



- 2.4 Area surveyed in November 2021, is circled red on map. Only two trees which were noted as an issue are labelled 1800 and 1801 on the above map.

### 3.0 Recommendation

#### 3.1 Members are asked to:

- (i) confirm whether they agree to send the resident a strongly worded letter advising of future legal action, and;
- (ii) consider whether they wish to pursue this matter any further, at this stage.

Contact Officer: Mark Francis

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

**Monday 16 May 2022**

### **Agenda Item 8.1**

#### **TO CONSIDER A NUMBER OF IMPROVEMENTS TO DIRECT TOURISM TO UCKFIELD**

##### **Summary**

- 1.1 One of the key themes within the draft Local Plan being developed by Wealden District Council for the Wealden District is Tourism and the Local Economy. The Local Plan sets out a vision for the district, and being a fairly rural district, Wealden has a number of tourist and beauty hotspots.
- 1.2 Uckfield Town is set in beautiful attractive countryside and nestled between the SSSI of Buxted Park, ancient woodlands and beautiful Lake Wood. The town is also in close proximity to the Ashdown Forest so provides an excellent place to stop or stay for visitors to the area, who are en route.
- 1.3 With still some uncertainty around travel due to the varying requirements in each country, many are looking to book staycations again in the UK. With so much history and beauty in this area, it would be useful to start considering what more can be done to direct more tourism to this area and to support the local economy.

##### **2.0 Potential initiatives**

- 2.1 Councillor D. French came up with some ideas as a starter for ten, which would be good for members of Environment & Leisure Committee to discuss and consider exploring further. This included:
  - (i) improving signage into Uckfield (brown tourism signs) directing passers-by off the bypass and towards key facilities such as Bridge Cottage, the local nature reserves and independent shops as just some examples;
  - (ii) consider dedicating parking spaces in a local car park for larger vehicles such as motorhomes/caravans whilst they are visiting the town.

##### **3.0 Recommendations**

- 3.1 Members are asked to:
  - (i) note the report, and;
  - (ii) consider if there is anything additional that should be explored;
  - (ii) consider if they would like staff to consider exploring these initiatives with the various responsible agencies over the next few months.

Contact Officer: Holly Goring

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

**Monday 16 May 2022**

### **Agenda Item 9.1**

#### **REPORTS FROM WORKING GROUPS**

#### **CLIMATE CHANGE WORKING GROUP – REVIEW OF ECO EXPO – 30 APRIL 2022**

##### **1.0 Summary report**

- 1.1 Without doubt it was a really good first Town Council Eco Expo.  
30 stalls booked with a good diverse range of products and information.

All stall holders were happy with the networking, layout and said it was well organised and would be happy to come again.

There was a steady flow of people coming through the doors from 9.45am, with the event officially opening at 10am, and stalls setting up from 8am (most arriving from 8.30am).

One stall holder said he had attended two similar events which were poorly organised with no café facilities and they had seen no one all day, another said he had been to an event at Brighton racecourse which had seen only a few people and they had made no sales. A third company selling heat source pumps and solar panels from Hailsham said they had never been able to break into the Uckfield market and took 12 leads from the event.

Advertising had included social media, Ashdown radio, Chamber of Commerce breakfast events and a live interview on BBC Sussex. Along with a press release, email out to primary/secondary schools, flyer drops, posters, and large banners around the town. The Town Crier did two cries (one at 10am and one at midday) and leaflets were handed out in the town both times and continuously on the tables at Luxfords.

Residents' comments were very positive, including a man who said he had lived in Uckfield many years and never dreamed Uckfield Town Council would put on an event like this and he was delighted to see so many businesses promoting Eco Friendly products and very interested in how the Town Council was reducing its own carbon footprint.

The pull-up banner stands and posters with eco tips were very well received and looked professional and eye catching at the entrance to the Civic Centre foyer.

Luxfords Restaurant was busy throughout the morning and lunchtime and I believe took approx. £500 more in sales than the previous Saturday.

Cllr Bedwell has set up a 'Whats app' group for all the exhibitors from the day to network and provide a link for the climate change working group.

##### **2.0 Comments for the future**

- 2.1 A suggestion was made that in another room there could be some Eco lectures e.g Ashdown Forest conservators, Southern Water
- 2.2 More children/families could be attracted to visit the exhibition by using the school week to promote eco ideas, poster competition, eco designs etc. A link could also be created with the Lions mini roar schools event and follow up with primary schools.

- 2.3 A date needs to be set early for an annual event and to get stallholders booked in to keep momentum. This would also help increase interest as stall holders attend other events and spread the word.
- 2.4 The Climate Change Working Group need to be clear that this is an EXPO promoting businesses rather than a 'community event'. Community events should be led by the Uckfield Green partnership.
- 2.5 There needs to be a clear definition made between the role of Uckfield Town Council and Uckfield Green Partnership, as the partnership is more of its own entity.

### **3.0 Thanks**

- 3.1 Thank you to Dorothy Sparks who spent much of the day manning a stall and giving out 'tip leaflets'
- 3.2 Thank you to the Hospitality Manager and the Luxfords team who worked very hard throughout the day and at times were very busy and did a fantastic job.
- 3.3 Thank you to the caretakers who set up until 1am and then again from 7am that morning to have everything ready following the event the previous night.
- 3.4 Thank you to the Marketing & Communications Officer, who designed the artwork for the posters, flyers, banners and stands and promoted the event so well via social media and press releases.
- 3.5 Thank you to the Estates & Facilities Manager who helped with planning and set up. And thank you to the Town Clerk as always.

### **4.0 Recommendation**

- 4.1 Members are asked to note the report.

Report by: Councillor Karen Bedwell

Contact Officer: Rachel Newton

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

**Monday 16 May 2022**

### **Agenda Item 10.1**

#### **ACTIVE UCKFIELD UPDATE**

##### **1.0 Summary report**

- 1.1 Active Uckfield held a meeting with its members on Tuesday 26 April 2022, at the Civic Centre. This meeting was the first since before the pandemic and helped to share information and plan ahead.

An officer from Wealden District Council presented a short update explaining that their new Health & Wellbeing Strategy had now been published following a recent refresh. The strategy had previously focused on physical wellbeing, ageing and obesity, whereas the new strategy focused on four new priorities:

- (i) mental health and resilience
- (ii) loneliness and connectivity
- (iii) positive health choices
- (iv) active environments and travel

Wealden District Council were able to facilitate activities and initiatives and signpost both organisations and local residents to resources. They also had their MyAlerts email that went out on a weekly basis, and a great means of communication.

Work was also underway to refresh the evidence base for the Local Plan, with documents exploring needs for outdoor space and pitch needs, and indoor facilities (village halls, sports halls, etc).

The Town Clerk from Uckfield Town Council presented a powerpoint which updated members on the work that the Town Council had undertaken in the town's open spaces, and in relation to green issues and climate change in 2021-22, and the Town Council's plans moving forward in line with the Annual Plan 2022-23 and Strategic Plan 2022-27. The Town Clerk explained that the draft Local Plan would be published for consultation this summer/autumn by the local planning authority, and the Town Council were keen to understand the infrastructure needs of the town in relation to sports, leisure and community facilities. A survey would be circulated in the next 6-8 weeks to the clubs and organisations via Active Uckfield. This was an important exercise to fully understand the infrastructure requirements for the town, and be able to feed this into the Local Plan, Neighbourhood Plan and developer enquiries.

The clubs and organisations that attended, shared updates on their activities and a number were currently on a recruitment drive to increase their membership. Active Uckfield would be emailing everyone to update their records and ensure they had the right contact information.

Active Uckfield would be hosting their Activity Day on Saturday 6 August 2022 in West Park Recreation Ground which would provide an excellent opportunity for residents and their families to experience taster sessions of various sports and activities.

Town Clerk

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

**Monday 16 May 2022**

### **Agenda Item 10.2**

#### **AGE CONCERN UPDATE**

##### **1.0 Summary report**

- 1.1 As previously reported, the Uckfield group have been looking for a new Chairman and Secretary following the retirement of Ian Jaffery at the end of March 2022.

Sadly, no new candidates have come forward so the group will be relinquishing their charitable registration in June 2022 and will then cease to operate in their present format.

Some of the volunteers wish to continue to offer the hospital and surgery car services and they plan to do this as an independent group for the time being.

I am sure that the Town Council will wish to join me in wishing them well for the future and thank them for all their past services, which have helped so many in the community over very many decades.

Councillor C. Macve

##### **2.0 Recommendation**

- 2.1 Members are asked to note the report.

Contact Officer: Rachel Newton



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

**Monday 16 May 2022**

### **Agenda Item 10.11**

#### **UCKFIELD YOUTH BOARD UPDATE**

##### **1.0 Summary report**

- 1.1 Neither the Town Council representative or the Town Clerk could attend the most recent meeting of the Uckfield Youth Board, which took place on Friday 22 April 2022.

The minutes of the meeting provided a clear update, and this report presents the highlights from these.

The Uckfield Youth Club Board are planning the return of the Uckfield Youth Club following the pandemic. The Youth Club Board are now working with Sussex Clubs for Young People rather than East Sussex Youth Services to provide and support the youth worker provision. They will also oversee the activity days and sessions.

This meeting provided a good opportunity to update key stakeholders, establish the audience, opening times and expectations and to fix an opening date with associated communication.

The Charities constitution was now complete for CIO status and needed to be put forward for approval. Funds were available and were being held in trust, so would shortly be transferred to a new bank account. Although the Source building behind the Civic Centre was not the preferred venue longer term for the Youth Club, this would be where it would take place for now in the short term, until a more suitable and larger venue was found. The Source was also an ideal location for the summer months adjacent to Luxford Field.

The confirmed name of the organisation was 'The Uckfield Youth Trust.' Further information would follow on the start date, and promotion for the new Youth Club sessions.

The next meeting would take place on Friday 27th May at 12noon in the Civic Centre.

Town Clerk

##### **2.0 Recommendations**

- 2.1 Members are asked to note the report.

Contact Officer: Rachel Newton