



UCKFIELD TOWN COUNCIL

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

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www.uckfieldtc.gov.uk

Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

on

**Monday 17 October 2022 at 7.00pm
in the Weald Hall, Civic Centre, Uckfield
AGENDA**

Before the meeting commences, the Town Mayor will lead a one-minute silence
in memory of Mr Mike Skinner.

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

1.0 DECLARATIONS OF INTEREST

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

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

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

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

4.0 APOLOGIES FOR ABSENCE

5.0 MINUTES

5.1 To **RESOLVE** that the minutes of the meeting of Full Council on 5 September
2022 be taken as read, confirmed as a correct record and signed by the Town
Mayor.

5.2 Action list – For information only

6.0 COMMITTEE MINUTES

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

- | | | |
|-----|-----------------------------------|-------------------|
| (a) | Plans Committees | 26 September 2022 |
| (b) | Environment and Leisure Committee | 28 September 2022 |
| (c) | General Purposes Committee | 3 October 2022 |

- 7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**
- (i) The Uckfield Town Centre Regeneration Joint Committee
 - (ii) Neighbourhood Plan Steering Group
 - (iii) Gatwick Airport Consultation Group
- 8.0 TO RECEIVE REPORTS FROM WORKING GROUPS**
- (i) Civic Centre Working Group
 - (ii) Uckfield – Events Working Group
 - (iii) Uckfield Dementia Forum
- 9.0 TO NOTE THE REPORT OF THE EXTERNAL AUDITOR FOR 2021/22**
- 10.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2022/23 (Q2)**
- 11.0 TO REVIEW THE 2023/24 PROPOSAL FROM EAST SUSSEX COUNTY COUNCIL ON THEIR GRASS VERGE CUTTING CONTRACT**
- 12.0 TO RECEIVE A LETTER OF CONDOLENCE FOR HER MAJESTY THE QUEEN FROM QUICKBORN, GERMANY**
- 13.0 TO NOTE PROPOSED TELECOMMUNICATIONS UPGRADE ON RIDGEWOOD FARM SITE**
- 14.0 TO RECEIVE AN UPDATE ON THE DENE, BROWN'S LANE**
- 15.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
- 16.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 18.0 TOWN CLERK'S ANNOUNCEMENTS**
- 19.0 CHAIRMAN'S ANNOUNCEMENTS**



Town Clerk
11 October 2022



Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

Section 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Uckfield Town Council** for the year ended 31 March 2022 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Uckfield Town Council** on application to:

Holly Goring
Town Clerk
Uckfield Town Council
Council Offices
Civic Centre
Uckfield
TN22 1AE

Between the hours of 9am to 4pm Mondays to Fridays
(excluding public holidays), when any local government elector
may make copies of the Annual Return.

3. Copies will be provided to any person on payment of £1.00 for each copy of the Annual Governance & Accountability Return.

Announcement made by: Holly Goring, Town Clerk

Date of announcement: 26 September 2022

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Uckfield Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Yes	No	Comments
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.		✓	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

27/06/22

and recorded as minute reference:

FC. 27. 06. 22

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.uckfieldtc.gov.uk

Section 2 – Accounting Statements 2021/22 for

Uckfield Town Council

	2021/22	2020/21	Notes
1. Balances brought forward	1,282,437	1,232,125	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	942,405	955,945	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	331,625	448,347	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	532,901	608,662	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	60,987	56,552	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	730,454	690,732	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,232,125	1,280,471	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,224,454	1,258,228	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,631,399	6,621,504	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	520,200	486,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Shahess. OQ

Date

22/06/2022

I confirm that these Accounting Statements were approved by this authority on this date:

27/06/22

as recorded in minute reference:

FC.28.06.22

Signed by Chairman of the meeting where the Accounting Statements were approved

John Cole

Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Uckfield Town Council – ES0100

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

22/09/2022

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Meeting of Full Council

Monday 17 October 2022

Agenda item 10.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES – 2022/23

1.0 Summary

- 1.1 This report provides a quarterly update on the Town Council's priorities for 2022/23 and the progress that had been made by the end of each quarter. This report provides a summary of progress to the end of September (end of quarter two).
- 1.2 The priorities identified for delivery in 2022/23 consist of initiatives which are often additional to the day to day responsibilities of the Town Council, but demonstrate by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.3 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year. With this paper, the Town Clerk provides an update to members to explain the progress being made to deliver these priorities.
- 1.4 It is critical to note that the Town Council still continues to experience staffing issues relating to staff vacancies following retirement of long serving members of staff and a couple of staff moving to pastures new.

2.0 End of Quarter Two 2022-23: Progress Update





- 2.1 Of the 12 priorities, three are complete, seven are making good progress and on schedule, one has seen some progress and one is behind schedule. A big thank you to a fantastic Town Council team for their hard work.

3.0 Recommendations

- 3.1 Members are asked to review this progress report, and note the work undertaken to date.




Appendices: Appendix A: Q2 2022/23 Progress Report
Contact Officer: Holly Goring




Key:




	= Progress behind schedule		= Some progress has been made
	= On schedule for completion		= Completed

APPENDIX A: End of Q2 - 2022/23 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
COMMUNITY GRANTS We will award up to £54,500 of community grant funding to local groups and charitable organisations in 2022/23. (£27,500 to community groups, and £27,000 through service level agreements).	✓	All first and second instalment payments have now been paid to the community groups awarded community grant funding during 2022/23. SLA funding has also been issued for the Uckfield Volunteer Centre (£8,000) and Wealden Citizen's Advice Bureau (£19,000).	General Purposes Committee	Assistant Town Clerk & RFO
PUBLIC EVENTS IN THE TOWN We will work alongside the local business community and local community groups to deliver two free public events within the town; Weald on the Field and Uckfield Revival	✓	<p>It was previously agreed to move Uckfield Revival to May rather than October each year to avoid the heavy rain showers that we have experienced previously. Unfortunately due to staff sickness and vacancies during the winter months, the Town Clerk and her team did not have the capacity to support the organisation of the Uckfield Revival so it was agreed to cancel for 2022.</p> <p>The Weald on the Field festival however did go ahead on Saturday 13 August 2022, from 11am until 7pm on Luxford Field. It was a great success and well attended by the local community. There was an excellent range of street food, pop up bars, crafts stalls and live music. Thank you to all those involved in the event's organisation.</p>	Full Council	Town Clerk
IMPROVEMENTS TO OPEN SPACES We will undertake repairs and improvements to a number of our open spaces including installing new signage, repairing equipment, investigating drainage issues and responding to enhancements identified through the Green Spaces Project.	●	<p>Improvements to signage within the open spaces have been undertaken with additional safety notices incorporated at Harlands and Downlands Copse as well as the larger open spaces. Repairs to equipment are ongoing.</p> <p>Further topographical and drainage surveys are being carried out at Ridgewood Recreation Ground and car park to assist with the design of a suitable surface which takes the local watercourses and drainage into consideration. This is a longer-term project and will take some time to address.</p> <p>A report and raw data has now been received from the Green Spaces Health Audit Pilot. Once this has been analysed a report will be presented to Environment & Leisure Committee for consideration of future improvements and key areas to focus on within the council's Strategic Plan.</p>	Environment and Leisure Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
WOODLAND MANAGEMENT PLAN We will commence work on our 10-year woodland management plan to ensure ongoing maintenance and tackle diseased trees as and when appropriate.		Now the Woodland Management Plan has been adopted, work is underway to address trees affected by Ash Dieback within Nightingale Wood and Boothland Wood. Nightingale Wood has been completed. Works within Boothland Wood are being arranged.	Environment & Leisure Committee	Estates & Facilities Manager
GRASS VERGE CUTTING We will continue to contribute to the costs of East Sussex County Council's grass verge cutting contract to retain a good standard of service and ensure visibility is maintained on pavements and highways.		Payment has been made to East Sussex County Council for 2022/23 to maintain existing service standards and frequency of cuts to the town's grass verges. <i>(Urban verges used to receive 5-6 cuts per annum but East Sussex County Council can now only afford to fund two. Rural verges receive two cuts per annum).</i>	Environment and Leisure Committee	Town Clerk
CLIMATE CHANGE We will investigate ways in which we can reduce our impact on climate change by seeking to deliver our climate change policy by reviewing our contracts, considering alternative fuel supplies, exploring additional insulation in our buildings and equipment, reviewing the equipment we purchase, managing our land for nature and minimising waste.		<p>The Eco EXPO was a great success on 30 April 2022 and helped to promote the various alternative products and technologies, and companies supporting households and businesses to tackle climate change and make a difference.</p> <p>The lighting within Foresters Hall has been changed to LED.</p> <p>Detailed work has been undertaken to explore the addition of further solar panels on the Civic Centre roof. We are currently awaiting a quotation.</p> <p>Grounds equipment is being slowly replaced for electric where possible. The infrastructure and ability of the electric and hybrid vehicles are unfortunately not yet suitable for our needs, so this will be a longer term project. Tree planting will continue during the winter season of 2022-23.</p>	Environment and Leisure Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
REDUCING DEPENDENCE ON PAPER We will look to reduce postage and paper usage by increasing correspondence by email with customers and reviewing our current procedures for the hire of our facilities and purchase order and invoicing.		Administrative Officers are now emailing the majority of invoices and correspondence with hirers and residents, unless the customer has specifically requested a hard copy. This has already reduced our postage costs. As part of the server and security upgrade, the server cabinet has been updated and the old matrix printer used for invoices has been removed. We will now be running a hybrid style purchase order/invoice approach to ensure we maintain both paper and electronic records, until the new financial year in April 2023, when we will move almost fully to electronic.	General Purposes Committee	Assistant Town Clerk & RFO
NEW BOOKING SYSTEM We will look to install a new booking system for the internal management of booking enquiries for the Town Council's rooms and open spaces		Enquiries have commenced to explore options available.	General Purposes Committee	Town Clerk/ Assistant Town Clerk & RFO
TOWN COUNCIL'S BUILDINGS We will review our older buildings by undertaking repairs and improvements, exploring options or vacant premises such as the Hub and exploring options for further community space within the town.		Work to deliver the Building Maintenance Programme for 2022-23 is already underway. A Hub Working Group has also been set up to research and recommend next steps. The Town Council continues to consider future options for community space and will keep a close watch on properties that become available.	General Purposes Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
ROAD SAFETY We will work with partner organisations such as Sussex Police and East Sussex Highways to re-establish community speedwatch initiative(s) in the town and explore the installation of a speed reduction device.		Due to the current limited availability of community speedwatch volunteers and other work pressures and staffing shortages, this project has been delayed slightly.	Environment and Leisure Committee	Town Clerk
NEIGHBOURHOOD PLAN We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan ready for submission to the local Planning authority.		Public consultation sessions were undertaken during the afternoon, evening and Saturday morning in May 2022, followed by a stand at the Uckfield Festival in July 2022, to check in with residents on the work undertaken to date. The Town Clerk also presented to the Uckfield Chamber of Commerce on 21 July 2022, to explain the work being undertaken and further consultation exercise due to be shared, shortly. Work is now underway to prepare all documentation for the Town Council website and work with Wealden DC to prepare for the pre-submission consultation.	Full Council	Town Clerk
INFRASTRUCTURE PLANNING We will work with local partner agencies, residents and local businesses to understand the infrastructure requirements for Uckfield, in regards to sport, leisure and recreation and community facilities and the future impact on the Town Council's provision of allotment and cemetery space.		Work had slowed on this during quarter one, due to other projects and priorities, but with the work being undertaken on the Neighbourhood Plan, the information obtained from residents and businesses, can help to feed into both processes.	Full Council	Town Clerk

Meeting of the Full Council

Monday 17 October 2022

Agenda item 11.0

TO REVIEW THE 2023/24 PROPOSAL FROM EAST SUSSEX COUNTY COUNCIL ON THEIR GRASS VERGE CUTTING CONTRACT

1.0 Summary

- 1.1 Some members will recall that the Town Council first received contact from East Sussex County Council in February 2018, to advise that reductions would start to be made to the highway grass verge cutting contract.
- 1.2 East Sussex County Council considered their draft budget for 2018/19 on Tuesday 6 February 2018. At that meeting, the County Council explained they would have to reduce the number of cuts paid for by ESCC per annum. At the time that they recognised this was disappointing news but they needed to provide a number of services within very challenging financial constraints whilst at the same time managing demand for important services including schools and social care.
- 1.3 They proposed to reduce the number of urban verge grass cuts from the current six per season (*they are currently required to do a minimum of five cuts per season*), to two per season from 1 April 2018. This meant that their existing policy would need to change. In reducing the urban grass cutting service from six to two cuts per season they would be managing urban grass for safety reasons only. We were advised at the time that rural grass verge cutting would remain as two 1metre swathes plus visibility splay cuts per season.
- 1.4 In 2018, members resolved to pay the £6,009 to maintain service levels for 2019/20. For 2020/21 and 2021/22 the cost remained the same at £4,271 and in 2022/23 we paid £4,356

2.0 2023/24 Proposals for Urban Grass Verge Cuts

- 2.1 East Sussex County Council have been in contact to set out the options for the next financial year 2023/24:

Dear Uckfield Town Council,

I am writing in relation to the urban grass cutting service for 2023. East Sussex County Council (ESCC) is continuing to offer the same options as last year and would be grateful if you could let us know which option your Council would like to choose for next year.

Grass Cutting Maps

You can now access the [grass cutting maps online here](#), please scroll in on the map until the grass loads. This map is being continually updated and validated by our asset team and they welcome any feedback through the contact us button within the link.

Please be advised, the m2 for Urban has been validated for this year and the allocated amounts confirmed as below. Any changes to the map will affect the

allocated amounts for the following year. All Parish/Town Councils receive the same amount per each m2.

Options

Option 1 - Standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Town Council. Urban grass will be managed for safety purposes only.

Option 2 – Extra cuts: Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Town Council a total of **£4,442** for the year.

Option 3 – Self delivery: Town Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area. ESCC would pay the Town Council the sum of £2,221 to do this.

It should be noted that any contractor employed must be suitably competent and qualified to work safely on the highway. We also request an agreement to be signed between ESCC and the Town Council if you opt to self-deliver. Further details are available in the attached document.

*I would be grateful if you could indicate which option your Council would like to choose by **16th December**. Please be aware that if we have not heard back by this date, we will default to Option 1 – two standard cuts.*

- 2.2 The figure proposed for option 2 has remained similar to that of the past three years with only an increase of £86.00 from last year's sum.

3.0 Recommendation

- 3.1 Members are asked to advise the Town Clerk of their decision in regards to the ESCC urban grass verge cutting contract in 2023/24.

Contact Officer: Holly Goring

Appendices: Appendix A: Guidance for self-delivery

Agreement and Evidence Documents

From last year we requested all who decided to self-deliver the Urban Grass Cut to sign an agreement.

The agreement outlines both East Sussex County Councils responsibilities and your own.

You will be asked to sign two copies and send them back to us. We then Seal both and send one copy back to you for your records.

The Agreement must be signed and sent back to us before the contractor commences work on the highway.

Notes on employing a contractor

As noted below, we also request certain documentation to be provided from your contractor. We request this every year as certain documents should be updated each year, such as Risk Assessments and Methods Statements.

When employing a contractor to carry out verge cutting on the highway you must satisfy yourselves of their competence.

Any individual carrying out works on the highway (including grass verges) must comply with all relevant legislation including, but not limited to, the [Highways Act, 1980](#) and the [New Roads and Streetworks Act \(NRSWA\), 1991](#).

They must also be trained and competent as required by the [Safety at Streetworks and Roadworks Code of Practice, 2013](#). This includes training in traffic management as well as the use of machinery.

Further information on [Street Works qualifications](#).

In addition they must be able to provide copies of:

- Staff training and qualifications in traffic management including signing and guarding
- Staff training and qualifications in the safe use of machinery
- A formal contract with your Council
- Insurance certificates including a minimum of £10 million public liability insurance
- A health and safety policy
- Risk assessments for carrying out verge cutting on the highway
- Method Statements for carrying out verge cutting on the highway

Copies of evidence **must** be sent to contracts.managementgroup@eastsussex.gov.uk **before** the contractor commences work on the highway.

Meeting of the Full Council

Monday 17 October 2022

Agenda item 12.0

TO RECEIVE A LETTER OF CONDOLENCE FOR HER MAJESTY THE QUEEN FROM QUICKBORN, GERMANY

1.0 Summary

- 1.1 Following the passing of Her Majesty Queen Elizabeth II, Uckfield and District Twinning Association and Uckfield Town Council received contact from Uckfield's Twin Town of Quickborn with a message of condolence.
- 1.2 The Deputy Mayor of Quickborn, Bernd Weiher, sent the following message of condolence:

Dear Mr. Wallace,

It's been a while that Uckfield and Quickborn were in touch. However, I feel the human need to turn to you today.

On behalf of the City of Quickborn and its citizens, I offer my deepest condolences on the passing of Queen Elizabeth II.

Her Majesty was a remarkable woman, who demonstrated dignity and responsibility every single day of her majestic life. Her humour and warmth enriched the world. Further she has had a noteworthy influence on the relationship between our two countries and demonstrated an openness towards Germany when this was most important to us.

Rest assured that we will keep an upright memory of Her Majesty Queen Elizabeth II.

Yours sincerely

*Bernd Weiher
Deputy Mayor*

2.0 Recommendations

- 2.1 Members are asked to receive and note the letter.

Meeting of the Full Council

Monday 17 October 2022

Agenda item 13.0

TO NOTE THE PROPOSED TELECOMMUNICATIONS UPGRADE ON RIDGEWOOD FARM SITE

1.0 Summary

- 1.1 Correspondence has been received from Waldon Telecom working on behalf of Cornerstone, with proposals for upgrading communications.
- 1.2 They are proposing to undertake works to upgrade the base station at Ridgewood Farm, Lewes Road, Ridgewood, Uckfield, TN22 5SH (NGR: 547263, 119859). Although the site is private land, and the site of proposed development, the Town Council has an opportunity to comment within a 14 day period (the deadline of which falls on 20 October 2022).
- 1.3 The upgrade intends to improve connectivity for 3G, 4G and 5G network coverage.
- 1.4 The work will involve the replacement of the existing 20m monopole, see the addition of six antennas, 2 x 300m dishes, the removal and replacement of a ground level cabinet and ancillary work.
- 1.5 A copy of the letter received and drawings are attached for reference within appendices A and B of this report.

2.0 Recommendations

- 2.1 Members are asked to advise the Clerk accordingly.

Appendices: Appendix A: Letter to Town Council
Appendix B: Drawings of proposed upgrade works

Our ref: MG/CTIL_115566 22

Thursday, October 6, 2022

To Clerk
Uckfield Town Council,
Council Offices,
Civic Centre,
Uckfield,
TN22 1AE

Waldon Telecom Ltd
Rosemount House
Rosemount Avenue
West Byfleet
Surrey
KT14 6LB

BY EMAIL

Dear Clerk,

PROPOSED BASE STATION UPGRADE AT CTIL_115566 22, RIDGEWOOD FARM, LEWES ROAD, RIDGEWOOD, UCKFIELD, WEST SUSSEX, TN22 5SH, (NGR: 547263, 119859)

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone have identified this site as suitable for an equipment upgrade for Telefónica. The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, Cornerstone and Telefónica are committed to consultation with communities for mobile telecommunications proposals and as such would encourage you to respond.

As part of Telefónica's network improvement program, there is a specific requirement for a radio base station upgrade at this location to provide improved 3G and 4G, and adding new 5G network coverage in the local area.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.


Please find below the details of the proposed site: -

Our technical network requirement is as follows:

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Reg 5 V.3 – 15/04/2021

Registered Address:
Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

- CTIL_115566 22, Ridgewood Farm
- To provide improved 3G and 4G, and adding new 5G network coverage in the local area.

We consider the best solution is as follows:

- Ridgewood Farm, Lewes Road, Ridgewood, Uckfield, West Sussex, TN22 5SH, (NGR: 547263, 119859)
- The proposed upgrade comprises the removal of 1no. 20m monopole to be replaced with 1no. new 20m monopole supporting 6no. antennas, 2no. 300mm dishes (1no. dish relocated and 1no. new dish), the removal and replacement of 1no. cabinet at ground level, and ancillary works thereto.
- This option has been chosen as it utilises an existing installation which will improve coverage with minimal changes to the equipment, reducing the visual impact on the surrounding area as far as technically possible.

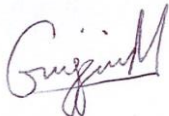
The Local Planning Authority must register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation.

We look forward to receiving any comments you may have on the proposal within 14 days of the date of this letter.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number CTIL_115566 22)

Yours faithfully,




Michael Griffin
Waldon Telecom Ltd.
(for and on behalf of Cornerstone)
Email: Michael.Griffin@waldontelecom.com

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Meeting of the Full Council

Monday 17 October 2022

Agenda item 14.0

TO RECEIVE AN UPDATE ON THE DENE, BROWN'S LANE

1.0 Background

- 1.1 Members were informed at the meeting of Full Council on 25 July 2022, that Buxted Parish Council were seeking to dispose of the land known as the Dene, adjacent to Brown's Lane, Uckfield.
- 1.2 At Land Registry, the site is referred to as "Land on the north side of Brown's Lane, Buxted" and sits fairly central within the Manor Park estate providing a beautiful vista from Brown's Lane north east towards the countryside and Buxted Park.
- 1.3 The land was registered as an Asset of Community Value, having been registered by Manor Park & Hempstead Fields Residents' Association. This registration lasts five years and was last renewed by the Residents' Association in July 2021, so the asset remains registered for a further five years. As a result of this, the parish council have had to follow certain procedures to enable eligible community interest groups to register their interest during this disposal process.
- 1.4 On the basis of the resolution of members on 25 July 2022, further work has been undertaken to confirm the Town Council's initial interest in the land, and explore the full liabilities if the Town Council were to purchase the land.

***FC.38.07.22** With unanimous support, members **RESOLVED** to task the Town Clerk with writing to Wealden DC to confirm its intention to bid for the land, within the initial moratorium period and before the deadline of 3 August 2022.*
- 1.5 The Town Clerk wrote to Wealden District Council before the deadline and registered the Town Council's initial interest. It was confirmed by the district council that this had been received and accepted. The next stage of the process would now commence, which was the full moratorium period, which enabled potential bidder(s) to investigate matters relating to the site. If the community interest group then wished to make a confirmed bid, this needed to be submitted before 20 December 2022.

2.0 Further investigations

- 2.1 The Town Mayor, Deputy Mayor and Town Clerk met with the Clerks of Buxted Parish Council in September 2022 where it was confirmed that the land was considered amenity land, and detail was provided of the valuation by a local commercial estate agent. Maintenance of the land involved grass cutting (they funded 5-6 cuts per annum between April and October) and they had in recent time been approached by East Sussex Highways to address overhanging tree branches. They had not had any further maintenance responsibilities in their time or experience. It was asked whether there were any other facilities onsite to be maintained such as the footpath, but it was uncertain. Grass cutting has cost them less than £500 per annum, and tree works increased expenditure in 2021-22.

- 2.2 Following the meeting it was considered prudent to approach East Sussex Highways to understand if they had responsibility to maintain the subway and footpath across the site. It was also suggested that a check be carried out on utilities on the site.

3.0 Legal response

- 3.1 A copy of the deed and title plan were sent to the Town Council's solicitors on receipt of confirmation from Wealden DC, that Uckfield Town Council had entered the full moratorium period.

- 3.2 They considered the following:

The title is straightforward, and although the land is subject to restrictive covenants imposed in 1932 they do not prevent to use of the land as amenity land.

The land is held by Buxted under the Open Spaces Act, and although it will be transferred to another local Council it will still be necessary to follow the procedure required by that Act. This involves advertising the disposal on two consecutive weeks and Buxted considering any objections received

The title states that the land is subject to rights for "quiet recreation". It is not clear how this restriction arises. The wording is more restricted than the use permitted by the Open Spaces Act, and in our view on a strict interpretation would prevent use as a playground or similar.

We have looked at the transfers of two of the properties on the Estate and these do not refer to the land at all, nor do they grant rights over it in favour of the adjoining properties. The restriction may arise from the original planning consent but we have not been able to obtain a copy of this.

The Transfers of the individual properties contain provisions requiring individual owners to contribute a proportion of the cost of maintaining the footpaths on the estate (but not any across the amenity land). So far as we can see each property owns a proportion of the footpath adjoining their property. There is no obligation on the owner of the amenity land to contribute to the cost of the maintenance of the Estate footpaths

We note that there is a lighting column in the photograph and we assume from this that the footpath and the underpass are maintained by the Highways authority who are responsible for the lighting. This needs to be checked with Buxted and of necessary with East Sussex Highways.

There is a thin strip of land between the amenity land and Browns Lane which is technically still in the ownership of the Developer. We suspect that they are long gone, in which case title would vest in the Crown. This does not matter provided that the land is highway land. We are not clear as to vehicular access for maintenance purposes

- 3.3 This supported the previous conversations held with Buxted Parish Council and Uckfield Town Councillors.

- 3.4 The next steps would involve the Town Clerk approaching East Sussex Highways to check ownership and responsibility for the subway, footway and streetlight. The Solicitors have also offered to undertake a utilities search on the land.

4.0 Recommendation

- 4.1 Members are asked to note the contents of this report.

Meeting of the Full Council

Monday 17 October 2022

Agenda Item 15.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

- 1.1 The report sets out the engagements of the Town Mayor and Deputy Mayor between 5 September 2022 and 17 October 2022.
- 1.2 Please note that the Mayor, Councillor J. Love and Deputy Mayor, Councillor D. French were re-elected on 23 May 2022.

TO NOTE THE MAYOR'S ENGAGEMENTS

- 8 September 2022 Invitation of High Sheriff of East Sussex, Summer reception, Bluebell Vineyard
- 11 September 2022 10am - Church Service in memory of Her Majesty, Queen Elizabeth II Holy Cross Church
1.00pm - Proclamation of accension of King Charles III, Lewes
5.30pm – Proclamation of accession of King Charles III, Uckfield
- 16 September 2022 Victoria Pavilion Arts Exhibition, Victoria Pavilion, Uckfield
- 18 September 2022 Choral Evensong and Memorial Service for Her Majesty, Queen Elizabeth II, Chichester Cathedral
- 18 September 2022 National Moment of Reflection, Uckfield
- 29 September 2022 Uckfield Business Awards, East Sussex National, Uckfield
- 8 October 2022 Applause in memory of Mike Skinner at Uckfield Community Fridge Apple Day
- 15 October 2022 Food Bank Collection, Waitrose, Uckfield
- 16 October 2022 Model Railway Exhibition, Civic Centre, Uckfield

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

- 11 September 2022 10am - Church Service in memory of Her Majesty, Queen Elizabeth II Holy Cross Church
5.30pm – Proclamation of accession of King Charles III, Uckfield
- 16 September 2022 Victoria Pavilion Arts Exhibition, Victoria Pavilion, Uckfield
- 18 September 2022 National Moment of Reflection, Uckfield
- 7 October 2022 Opening of new business 'Wild Mango', High Street, Uckfield
- 16 October 2022 Model Railway Exhibition, Civic Centre, Uckfield