

Meeting of the Full Council

Monday 19 December 2022

Agenda Item 13.0

TO CONSIDER THE RE-ALLOCATION OF PROJECT FUNDING WITHIN THE 2022-23 BUILDING MAINTENANCE PROGRAMME

1.0 Summary

- 1.1 This report seeks to provide members with an update on the delivery of the Building Maintenance Programme for 2022-23.
- 1.2 Recent compliance audits have identified remedial works which are necessary to ensure the Civic Centre and Foresters Hall remain up to date and compliant with fire safety regulations. A number of improvements have also been identified by the new Estates & Facilities Manager to improve fire safety, lighting and safety within Foresters Hall.
- 1.3 A number of the projects identified for delivery in 2022-23 have been delayed due to the complexity of the projects or the availability of contractors and resource internally to push these projects forward. It is therefore proposed that the funding allocated for external projects at the Civic Centre and Foresters Hall, be re-allocated for compliance remedial works.
- 1.4 Further detail is provided in the table below:

Proposed expenditure on Building Maintenance Fund 2022/23		
Year 8	Estimate	Actual
Signal Box refurb windows ext decoration	5000	To be progressed in 2023.
Civic Centre storage solution caretaker station	10000	In progress.
Foresters Hall render repairs	3000	The Town Council needs to carry out a range of remedial works to meet updated fire risk assessment requirements, improve lighting, and finalise previous projects (i.e. remove the decommissioned boiler). This report seeks to propose the re-allocation of the £3k for 'Foresters Hall Remedial works.'
Osborn & Ridgewood car park drainage	30000	RVH Car Park plans in progress.
Civic Centre parking resurface, repair drainage and parking markings	7500	The Town Council needs to carry out works to the sum of £9.6k to address fire risk assessment requirements – replacement fire doors, fire door repairs, reinstate fire proofing in basement, signage, seals and kick plates. These works have been delayed, but are now vital for the safety of customers and staff within the Civic Centre. This report seeks to propose the re-allocation of this funding from addressing external issues at the Civic Centre, to 'Civic Centre Internal Fire Safety Compliance.'

Proposed expenditure on Building Maintenance Fund 2022/23		
Foresters Kitchen fittings	4000	The kitchen is not a priority and the door fronts can be replaced at minimal cost. The Town Council would be better placed to use this funding to replace the main lighting in the hall to LED (14 lights), to provide improved accessibility for repairs and to upgrade of emergency lighting etc. This has been quoted at £3,945.
Contingency	2500	
Total	62000	

2.0 Recommendations

- 2.1 Members are asked to confirm if they are happy for officers to reallocate the funding allocated for external works at the Civic Centre and Foresters Hall, and kitchen works at Foresters Hall in order to undertake remedial works and ensure the Town Council is compliant.

Contact Officers: James Hollingdale/Holly Goring

Meeting of the Full Council

Monday 19 December 2022

Agenda Item 14.0

TO CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2023/24

1.0 Background

- 1.1 This report sets out the recommendations from the Parish Remuneration Panel for Wealden District. As Members will be aware the Panel make recommendations on allowances for Wealden District Council and all of the Town and Parish councils in the Wealden District. All councils are required to take their recommendations into account when setting their allowances. The Panel was established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area.

2.0 Recommendations for 2023/24 allowances

- 2.1 The Independent Remuneration Panel met on 5 November 2022. Their final report is attached for members' consideration in appendix A. A copy of the report is also displayed in the Town Council's noticeboard at the Civic Centre, as required. A copy of the Local Authorities (Members' Allowances) (England) Regulations 2003 is available in the office should members wish to read the legislation.
- 2.2 The recommended increase for Level (3) Councils in 2023/24 would be a 3.0% increase on that recommended for 2022/23 and equates to the following allowance per annum before tax:
- **Basic Allowance £1,426** (members currently receiving £1,284)
 - **Chairman's allowance £1,969** (Chairman/Mayor currently receiving £1,773)
- 2.3 Please note that members previously resolved to freeze member allowances for 2021/22 and 2022/23; which has resulted in member allowances still being paid at the 2020-21 rate previously agreed by Uckfield Town Council.
- 2.4 At the IRP meeting, the feedback from several Parish/Town Councillors was considered. The Panel expressed concern that some councillors did not realise they were entitled to an allowance. In addition, some Councils agreed en masse not to accept an allowance and it was felt that this could deter individuals from continuing as a councillor. One proposal received suggested that the acceptance of allowances should be for the clerk to communicate directly with individual councillors so that the decision is an individual rather than a group one.

3.0 Travelling and Subsistence Allowances

- 3.1 Under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances undertaken or incurred in connection with the performance of any duty within one of more of the categories set out in that regulation. These payments and categories are set out in the Parish Remuneration Panel report in paragraphs 16-20 and it was agreed to fix the

travelling allowances in line with HM Revenue & Customs 'Approved Mileage Allowance payment' rates.

4.0 Who is it payable to

- 4.1 Members are asked by the IRP panel to consider whether the basic allowance should be payable only to the Chairman of any such authority or to all of its members, whether it should be payable to both the Chairman and the other members of such authority, and whether the allowance payable to the Chairman should be set at a levels higher than that payable to the other members, and if so, the higher amount payable.

5.0 Recommendation

- 5.1. Members are asked to consider the attached report of the Independent Remuneration Panel, and instruct the Clerk accordingly.

Appendices: Appendix A: Final report of the Independent Remuneration Panel
Contact Officer: Holly Goring

Report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowances for 2023/2024

Introduction

1. This is the 22nd Annual Report of the Parish Independent Remuneration Panel for 2023/24. The Panel is established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area (full list of Town and Parish Councils to which the report applies is attached at Appendix A).

Summary

2. The Panel recommends:

- a) That allowances should be paid in accordance with three bands, Levels 1 to 3 as defined in Appendix A;
- b) That there be an increase in allowances in line with that recommended for district Councillors, with Basic and Chairman's Allowances rounded to the nearest pound.

2023/24	LEVEL 1	LEVEL 2	LEVEL 3
<i>Basic Allowance</i>	£180	£447	£1,426
<i>Chairman's Allowance</i>	£312	£702	£1,969

- c) That the policy to fix Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' (AMAP) rates be re-affirmed;
- d) Subsistence Allowance – the following allowances for Councillors to apply:

Breakfast	£7.15	When away from home on approved Council business before 8 a.m.
Lunch	£9.35	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£16.50	When away from home on approved Council business after 7 p.m.
Overnight absence outside London	£94	
London and specific Conferences	£105	

All claims must be accompanied by a valid receipt and payment is subject to Councillors signing to say they have actually and necessarily incurred the amount being claimed.

- e) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2023/24. However, Town and Parish Councils can choose the extent to which they wish to implement these allowances; and
- f) The Panel notes with regret that it is still not possible under the current legislation to recommend a Carers' Allowance for Parish/ Town Councillors, but would wish for all Parish and Town Councils to consider adopting a basic allowance to enable Parish/Town Councillors to use this to cover care costs where need be to attend meetings.

Membership of Panel and Meetings

3. The Panel consists of three members – Mr Edward Stone (Chairman), Mr Stephen Hallam and Mr Clive Mills.
4. The Panel met on 4 November 2021. The Panel subsequently dealt with the preparation of this report through discussion and advice from officers via email and via the medium of MS Teams on 15th November 2022 to finalise this report.

Panel Remit

5. The Panel produces a report in relation to the members of the town and parish councils for which the Wealden District Council is the responsible authority and in respect of which it is established, making recommendations, in accordance with the provisions of regulation 29 of the Local Authorities (Members' Allowances) (England) Regulations 2003 as to:
 - a) the amount of parish basic allowance payable to members of such town and parish councils;
 - b) the amount of travelling and subsistence allowance payable to members of such town and parish councils;
 - c) whether parish basic allowance should be payable only to the Mayor or Chairman of any such town and parish council or to all of its members;
 - d) whether, if parish basic allowance should be payable to both the Mayor or Chairman and the other members of any such town and parish council, the allowance payable to the Mayor or Chairman should be set at a level higher than that payable to the other members, and, if so, the higher amount so payable (Chairman's Allowance); and
 - e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

Parish Basic and Chairman's Allowances

6. As in previous years, the Panel has examined available data in order to assist in determination of a recommendation on parish/town council basic allowance and whether it should be payable to both the Mayor or Chairman and the other elected members of a town or parish council.
7. The Panel has considered last year's report to Town and Parish Councils recommending allowances for 2023/24.
8. The Clerk to the Panel had invited all Town and Parish Councillors, via the clerks, to provide any comments on the allowance scheme. Five Parish/Town clerks responded on behalf of their council, and five Parish/Town Councillors responded individually. A summary is set out below:
 - *The majority of Parish/Town Councils that responded had chosen not to operate a remuneration scheme.*
 - *The Basic Allowance is sufficient, and the Chairman's Allowance and Travelling and Subsistence Allowances are appropriate.*
 - *It was felt important to keep the scheme and that it should be made known when advertising vacancies to encourage more financially challenged individuals to feel included in the application process.*
 - *It was felt that a UK Government review should be undertaken on the parish/town council level of local government; looking at the grass roots. Parish/Town Councils don't necessarily have the powers of higher level authorities, but we do a great amount on the ground to support the community, alongside the community and voluntary sector which is unseen and unaccounted for. If members' allowances need to be increased then it needs to be funded by a different source.*

- **Chairman's allowance** *Once again it depends on the intentions of the individual. The current Town Mayor doesn't look at the amount of the allowance, but how they can support their town. She is proud to have been elected as Mayor. There are a large number of civic engagements through the year, and the local events and engagements are her first priority, before attending engagements further afield.*
 - *Expenses aren't justified and there shouldn't be any increase in the current year.*
 - *The current allowance is not sufficient to cover expenses and councillors in some situations would need to subsidise expenditure from their income (e.g pension), particularly if Councillors are expected to serve on more than one committee.*
 - *The basic allowance does not reimburse for the cost of carrying out this role, thus deterring those who may have the experience and expertise for the job.*
9. In response to the feedback, the Panel felt that it was important to remind all Councillors that this was an **Allowance Scheme**, not a salary, and therefore not intended to compensate the number of hours worked, nor reimburse for the effort they put in.
 10. The Panel emphasised that it is keen to see all Parish and Town Councils adopt a scheme of some sort, even if it is normal practice not to claim. This is to ensure that no potential candidate should be put off standing due to the costs of working as a local councillor, and to ensure that Parish and Town Councillors could choose to claim an allowance should they need to do so.
 11. Following discussion, the Panel **recommends** that the increase in allowances is in line with that recommended for District Councillors at 3%, rounded to the nearest £1. This is in line with the Panel's recommendations for Wealden District Council.
 12. Regulation 29(2) requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending that the allowance is increased for District Councillors to £4992 per annum for the financial year 2023/24. Based on that figure, the percentages have been incorporated into the attached Appendix A.

Chairman's Allowance

13. As indicated in previous reports, individual Town and Parish Councils are free to decide whether an allowance should be payable only to the Mayor or Chairman and/or to all of its members. The Chairman's Allowance, as recommended by this report, is intended to be paid as a substitute for the Basic Allowance rather than in addition to it, but this is at the discretion of each Town and Parish Council.
14. Town and Parish Councils are reminded that the Chairman's Allowance (again detailed in the attached Appendix A) is an allowance personal to the Parish/Town Councillor elected Mayor or Chairman. It is entirely separate to the allowance under the Local Government Act 1972, Sections 15(5) and 35(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.
15. The Panel **recommends** an increase to all Chairman's Allowances of 3%, on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

Travelling Allowance

16. The Panel wanted to clarify that under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances, including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the categories set out in that Regulation. This also includes provision for encouraging car sharing.

17. Councillors can receive up to a tax-free approved amount when using their own vehicles in carrying out their duties. These payments are known as Approved Mileage Allowance Payments (AMAP), and as from 6 April 2011 the following rules apply:

Car or Van – 45p per mile for the first 10,000 miles and 25p per mile thereafter;

Motor Cycle – 24p per mile (all miles);

- Cycle – 20p per mile (all miles); and

A 5 pence per mile per passenger supplement for up to four passengers.

18. The Panel observed that there was no mention of claims for other travel costs within the Allowance Scheme, such as public transport and taxis. It was suggested that this category be included and reimbursed in full, subject to the Council's approval.

Subsistence Allowance

19. The Panel **recommends** that the current level of subsistence rates for 2023/24 be amended to increase the evening meal allowance and remove the reference to a tea allowance, as follows:

Breakfast	£7.15	When away from home on approved Parish/ Town Council business before 8 am.
Lunch	£9.35	When away from home on approved Parish/ Town Council business between 12 noon and 2 pm.
Evening Meal	£16.50	When away from home on approved Parish/ Town Council business after 7 pm.
Overnight absence	£94	When outside London
London and specific Conferences	£105	

20. It was confirmed that payment should still be subject to Parish/ Town Councillors certifying that they had actually and necessarily incurred the amount being claimed. The Panel commented that subsistence allowance was a 'top up' on the amount it would cost a councillor to eat at home.

Co-opted Members

21. As set out above, under the relevant legislation co-opted members of Town and Parish Councils are not eligible to be paid Parish/Town Council Basic Allowances nor Chairman's Allowances, but may claim Travelling and Subsistence Allowances. It is not in the Panel's remit to make any recommendations that this change.

Communication of Allowances

22. On receipt of this Report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations).
23. In setting the levels of allowances, Town and Parish Councils must show they have regard to the IRP's recommendations, but it is entirely up to each Town and Parish Council what scheme of allowances is adopted. The Panel has expressed its preference that an allowance scheme is adopted by all Councils, even if not claimed by individual Councillors. When adopting a scheme, Parish and Town Councils must under the Regulations publish its scheme by public notice.

Other Business

24. The Panel did not consider that it was appropriate to make a recommendation for more than one year.
25. The Panel would like to express its thanks to the Parish and Town Councils and Officers who had assisted it in its work and the preparation of this report.

Edward Stone
Chairman

Dated: 15 November 2022

	LEVEL1	LEVEL2	LEVEL3	
Basic Allowance	£180	£447	£1,426	
Chairman's Allowance	£ 312	£702	£ 1,969	
PARISH	No. of Cllrs	Maximum Basic Allowance	Maximum Chairman's Allowance	% of Recommended District Basic Allowance
<u>Level 1</u>				
Alciston	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Little Horsted	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Selmeston	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Cuckmere Valley	7	£180	£312	3.61%
Berwick	7	£180	£312	3.61%
Wartling	7	£180	£312	3.61%
Long Man	7	£180	£312	3.61%
Hooe	7	£180	£312	3.61%
Arlington	7	£180	£312	3.61%
Laughton	7	£180	£312	3.61%
Isfield	7	£180	£312	3.61%
Chiddingly	9	£180	£312	3.61%
Hellingly	15	£180	£312	3.61%
Hadlow Down	7	£180	£312	3.61%
Fletching	9	£180	£312	3.61%
Warbleton	11	£180	£312	3.61%
Frant	11	£180	£312	3.61%
Alfriston	7	£180	£312	3.61%
East Hoathly/Halland	9	£180	£312	3.61%
Chalvington/Ripe	7	£180	£312	3.61%
Horam	11	£180	£312	3.61%
East Dean/Friston	9	£180	£312	3.61%
Framfield	11	£180	£312	3.61%
Hartfield	13	£180	£312	3.61%
Ninfield	9	£180	£312	3.61%
Danehill	9	£180	£312	3.61%
Buxted	15	£180	£312	3.61%
Withyham	13	£180	£312	3.61%
Herstmonceux	11	£180	£312	3.61%
Mayfield/ Five Ashes	15	£180	£312	3.61%
Maresfield	14	£180	£312	3.61%
Rotherfield	13	£180	£312	3.61%
Westham	13	£180	£312	3.61%
Pevensay	13	£180	£312	3.61%
Wadhurst	15	£180	£312	3.61%

<u>Level 2</u>				
<i>Forest Row</i>	15	£447	£702	8.95%
<i>Willingdon/Jevington</i>	19	£447	£702	8.95%
<i>Polegate</i>	15	£447	£702	8.95%
<i>Heathfield/Waldron</i>	21	£447	£702	8.95%
<u>Level 3</u>				
<i>Hailsham</i>	24	£1,426	£1,969	28.57%
<i>Uckfield</i>	15	£1,426	£1,969	28.57%
<i>Crowborough</i>	16	£1,426	£1,969	28.57%

Meeting of the Full Council

Monday 19 December 2022

Agenda Item 15.0

TO CONSIDER ARRANGEMENTS FOR SERVICE LEVEL AGREEMENTS WITH UCKFIELD VOLUNTEER CENTRE AND WEALDEN CITIZEN'S ADVICE FOR 2023/24

1.0 Summary

- 1.1 It was agreed through the resolution of General Purposes Committee on 4 October 2021, and budget setting process for 2022-23 for service level agreements to be finalised with Wealden Citizen's Advice and Uckfield Volunteer Centre for a 12-month period, to set out a two-way agreement associated with a financial contribution by Uckfield Town Council for their services:

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

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

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

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

- 1.2 The service level agreements for 2022-23 were given approval for signing at Full Council in February 2022:

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

- 1.3 Both service level agreements were signed and the services delivered, although members should note that the Uckfield Volunteer Centre had a period of time with no manager during 2022, and the Wealden Citizen's Advice has a new CEO in position. For that reason, it might be helpful to invite both to meet the Town Council early in the New Year to understand more about the organisations and their current workloads.
- 1.4 As part of the budget setting process for 2023-24, members are being asked to review these service level agreements and consider if they wish to make any alterations to either the agreement(s) or the level of funding allocated, along with the term of the SLA.

2.0 Uckfield Volunteer Centre

- 2.1 Uckfield Volunteer Centre and Uckfield Town Council have had a service level agreement in place for a number of years, which requires the Volunteer Centre to undertake an annual monitoring exercise for the Community Grant Programme.
- 2.2 During this review process, recommendations put to General Purposes Committee by the Finance Sub-Committee requested that all grant awardees be incorporated within the monitoring exercise rather than just a selection of ten. It was noted in the report to Full Council in February 2022 that this would place additional pressure on the Volunteer Centre to undertake the exercise. The Manager was on a part-time contract and the remaining staff were volunteers. In 2021-22, a total of 22 grants were awarded. Compared with only 12 in 2022-23. But, typically in the past five years there have been in the region of 20-25 organisations in receipt of grant funding which would be quite a substantial project to undertake if accounts, and internal controls and governance arrangements needed to be evaluated on top of their project evaluation. This change was granted in the 2022-23 agreement to review ALL grant awardees which has proved quite an onerous task for the part-time Manager role. The review of this year's programme (2022-23) should be a bit better with only 12 successful applicants receiving grant funding.
- 2.3 A sum of £8,000 is currently provided to the Uckfield Volunteer Centre to support the provision of their services.

3.0 Wealden Citizens Advice

- 3.1 Wealden Citizens Advice has three offices – based in Hailsham, Uckfield and Crowborough. Until autumn 2020, the Uckfield branch was based in the Hub, a building owned by Uckfield Town Council. The organisation has since moved into the premises of the Uckfield Library, which is the property of East Sussex County Council.
- 3.2 Wealden Citizens Advice have received the following amounts of grant funding from Uckfield Town Council in the past five years. As the table illustrates the grant funding applied for and awarded has been steady, despite the Town Council providing slightly more leeway in the amount of funding available (for example in 2021/22 £19,500 was available):

Financial year	Sum of grant funding awarded
2018/19	£18,836
2019/20	£18,836
2020/21	£18,900
2021/22	£18,900
2022/23	£19,000

- 3.3 It has been confirmed previously that the funding obtained from Uckfield Town Council to support Wealden Citizens Advice, is utilised to cover their premise overheads – such as rent, rates, utility bills etc. Hailsham and Crowborough Town Councils provide funding in the same remit, which covers the costs of Wealden Citizen's Advice rent, and utility costs to provide support in running the service.

4.0 Recommendations:

- 4.1 Members are asked to review these SLAs, in particular the term of the next SLA, the sum of associated funding for 2023/24 (and 2024/25 if necessary) and the contents of the documents.

Contact Officer: Holly Goring

Appendices: Appendix A: Current SLA for Uckfield Volunteer Centre
Appendix B: Current SLA for Wealden Citizen's Advice



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

GENERAL

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

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

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

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

Service Level Agreement requirements

Council Grants

The Uckfield Volunteer Centre will undertake:

- An annual monitoring exercise with ALL grant awardees that were successful of being in receipt of grant funding through Uckfield Town Council's annual community grants programme. This exercise will provide an opportunity to evaluate their use of the community grant funding and ensure that the grant money given to community and voluntary organisations has been well accounted for. A written report will be provided to the Town Council at the end of each financial year;

Uckfield Town Council will:

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

Consultation

This clause makes the following assumptions:

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

The Uckfield Volunteer Centre will:

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

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

Financial contribution

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

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

Authorisation

Signed

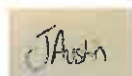


On behalf of the Uckfield Town Council

Date 22/06/2022

Full Name ^{CLR} CHRISTOPHER HENRY MACVE
CLR JACQUILINE MANDY LOUG

Signed



Full Name: Judith Austin

On behalf of the Uckfield Volunteer Centre

Date: 20th June 2022



SERVICE LEVEL AGREEMENT

Uckfield Town Council and Wealden Citizens Advice, Uckfield Branch

Period of agreement

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

Aim

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

Key performance indicators

Opening hours

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

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

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

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

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

Reporting

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

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

Information sharing

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

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

Financial contributions

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

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

Signed

Full Name

On behalf of the Uckfield Town Council

Date

Signed

Full Name

On behalf of the Wealden Citizens Advice

Date

Meeting of the Full Council

Monday 19 December 2022

Agenda item 16.0

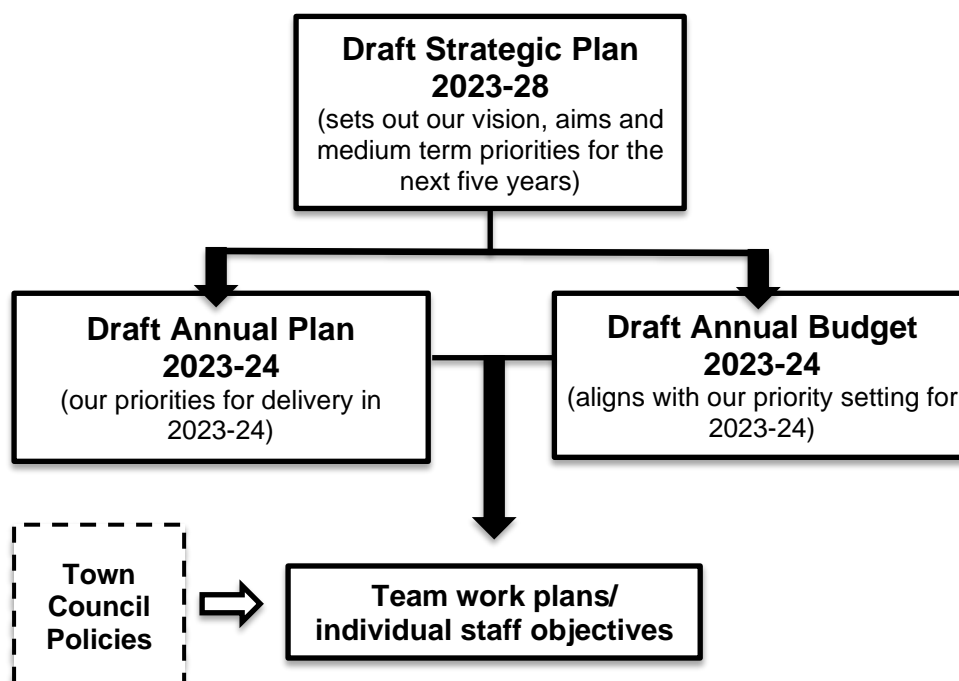
TO CONSIDER THE DRAFT STRATEGIC PLAN FOR 2023-28

1.0 Summary

- 1.1 The Town Council is required to refresh its priorities on an annual basis as part of the budget setting process.
- 1.2 The Town Council has a suite of business planning documents; a strategic plan which set out the priorities of the Town Council over the next five years, an annual plan which lists the priorities of the Town Council specifically for the next financial year, the draft budget working papers which assist with budget setting and a draft asset management plan, which encourages members to review the Town Council's key assets and their current condition.
- 1.3 This paper presents a refresh of the content within the draft Strategic Plan, and looks ahead to the next five years (see appendix A).

2.0 Background

- 2.1 The draft Strategic Plan for 2023-28 sets out the vision, aims and medium-term priorities of the Town Council over the next five years and forms the overarching strategy of the Town Council.



- 2.2 The draft Strategic Plan 2023-28 identifies the challenges and opportunities for the Town Council and town of Uckfield, and provides information on the key areas that the Town Council wishes to focus on over the next five years.

3.0 Next steps

- 3.1 Once members have considered the draft objectives from the Strategic Plan at Full Council, the full Strategic Plan document will be placed on the Town Council website alongside the draft annual plan and information will be shared with members of the public via the Town Council's social media accounts. Contact will be made with key partner agencies and community groups which the Council works with.
- 3.2 The deadline for comments will be midnight on Sunday 15 January 2023 and any feedback received will be reported to Full Council on Monday 23 January 2023.

4.0 Recommendation

- 4.1 Members are asked to consider the draft objectives for the next five years within the Town Council's Strategic Plan and advise the Town Clerk if they wish to make any amendments or additions.

Contact Officer: Holly Goring

Appendices: Appendix A: Draft Objectives within the Strategic Plan 2023-28

5.0 Our Strategic Objectives

In addition to agreeing a set of specific priorities each year, the Town Council has set out a number of medium term aspirations for the town.

5.1 People

5.1.1 Cultural and related services

By 2028, we will have:

- Supported local community and voluntary organisations and sought to assist them with their positive work within the town;
- Organised events which assist in attracting visitors to the town and support local businesses;
- Updated the signage on the Town's beacon, to mark the jubilee of the late Queen Elizabeth II;
- Celebrated His Majesty the King's Coronation on the weekend of 6 May 2023;
- Established a list of special and important dates or individuals within the town's history and commemorated these on heritage plaques;
- Investigated the viability of providing additional public convenience facilities within the town centre and seeking to obtain a changing spaces facility through applications for associated grant funding;
- Continued to maintain, improve and protect all of our natural areas to accommodate the demands of future growth of the town; encouraging community involvement;
- Explored whether there are opportunities for adding to or improving the existing skatepark facilities, and the drainage in the vicinity of the skate park;
- Supported the partnership work and continuation of the Uckfield Youth Club;
- Explored the issues around food poverty, particularly youth food poverty in Uckfield, and worked with the relevant authorities to try and tackle these local issues;
- Worked with partner agencies, to identify future options for providing more community space within the town to meet the needs of local community groups and organisations.

5.1.2 Luxfords and Civic Centre

By 2028, we will have:

- Made improvements to the decoration and flooring within the main corridors and meeting rooms;
- Decorated the Weald Hall;
- Undertaken improvements to the venue's performance facilities (sound, lighting and staging);
- Created a pull out partition wall for the Council Chamber to enable the room to be split into two meeting rooms;
- Updated room facilities in line with the latest modern technologies, providing the facilities to enable hybrid meetings to be hosted within the Weald Hall and Council Chamber, to continue to improve WI-FI connections and ensure networking ports are of good quality;
- Introduced temporary air conditioning units within the Civic Centre building for the summer months;
- Reconfigured the caretaker area within the Civic Centre to provide more secure storage and office capacity; Upgraded the server and computer systems to support the running of the Town Council and Civic Centre facilities;
- Installed a new internal booking system for use by the Civic Centre for all venue and room hire;
- Implemented the introduction of an online booking facility on the Civic Centre website for the purchase of event tickets;
- Developed and implemented a communications and marketing plan for the Civic Centre, in addition to an annual calendar of events; Introduced a number of initiatives and increased takeaway options for customers in Luxfords Restaurant;
- Built a good online and social media presence for both the Civic Centre and Luxfords Restaurant; Installed a new oven for the kitchen, and considered longer term options in line with the Town Council's Climate Change Policy;
- Installed further solar panels on the roof of the Civic Centre in line with the Town Council's Climate Change Action Plan;

5.2 Place

5.2.1 Environmental and regulatory services

By 2028, we will have:

- Maintained a good standard of grounds maintenance within the town to ensure Uckfield remains an attractive place to live;
- Maintained good quality floral displays within the town centre, to ensure Uckfield town centre remains an attractive place to live, work and visit;
- Financially contributed to East Sussex County Council's grass verge cutting contract in 2023/24, to retain a good standard of service and ensured visibility is maintained on pavements and highways;
- Purchased suitable equipment and continued to improve arrangements for managing the cutting of the Town Council's open spaces in-house;
- Made arrangements to lease suitable vehicles for the Grounds Maintenance staff, and explored the purchase of ATV vehicles for woodland and nature reserve work;
- Improved the facilities and surfacing at the Town Council's play areas with plans to upgrade at least one further playground (Victoria Pleasure Ground is the next play area due to be upgraded);
- Put together short, medium and long term plans to improve the Town Council's sport pitches (cricket and football);
- Designated areas of Town Council land, for the growth of wild flowers;
- Introduced a number of initiatives to increase the use of our open spaces, and encourage greater physical activity (distance markers, fun games and activities which encourage movement);
- Worked with our partner agencies to increase opportunities for residents of all ages to take part in activities which improve their health and wellbeing;
- Continued working with Sussex Local Nature Partnership as part of their Green Spaces Project to understand the ecological benefits of green spaces as well as the social and health/wellbeing benefits, in order to develop a longer term vision and set of objectives for these sites – particular focus will have been given to Hempstead Meadows Local Nature Reserve and Snatts Road Cemetery;
- Reviewed the Town Council's regulations for both allotment sites and Snatts Road Cemetery – providing a clear landlord/tenant style agreement where necessary;
- Adopted an action plan for delivery against our carbon audit, in order to reduce our carbon emissions, and ensured a periodic review of the audit is undertaken;
- Introduced changes and new initiatives in line with the Town Council's Climate Change Policy and action plan to reduce the Town Council's carbon emissions through reviews of our contracts, buildings, energy sources and management of nature and waste disposal;
- Worked with key stakeholders within Uckfield through the Green Partnership to tackle climate change and focus on the town's green agenda;
- Implemented the Town Council's Woodland Management Plan to ensure ongoing maintenance, and ensure the safety of nearby residential properties and woodland users from ash dieback;
- Continued the important tree planting scheme so that for every tree that has been removed, another tree has been planted. We will have also identified suitable sites where additional trees can be planted on Town Council land;

- Led by example, to deliver a project with Brighton Uckfield and Uckfield Chamber of Commerce to encourage Uckfield's businesses and organisations to reduce their use of single-use plastic and undertake a review around recycling and re-use;
- Continued to provide burial authority services with responsibility for the maintenance of the Cemetery at Snatts Road and Holy Cross churchyard;
- Considered and introduced proposals (if required) to expand cemetery provision at Snatts Road Cemetery, and allotment site provision in line with demand over the next five years;
- Continued to work with East Sussex County Council to gradually review street lighting and replace with new columns and LED lighting where necessary;

5.2.2 Planning and development services

By 2028, we will have:

- Worked closely with the planning authority, Wealden District Council, to understand the latest legislative updates and guidance;
- Fed into Wealden District Council's Local Plan development process, as part of cluster meetings to respond to consultations and raise issues relating to Uckfield;
- Supported the development of a Neighbourhood Plan and worked with Action in Rural Sussex and the local Planning authority to enable this plan to be adopted and utilised alongside the Wealden Local Plan by developers;
- As a member of Uckfield Town Centre Regeneration Committee, we will have worked with our partners (*Wealden District Council and East Sussex County Council*) to explore options for regeneration within the centre of the town, and possibility of expanding the retail and business offer;
- Promoted the need for affordable housing within Uckfield Town, to support those in housing need and first time buyers;
- Considered the infrastructure requirements for the town in terms of sport, leisure, recreation and community facilities through engagement with key stakeholders and local residents and businesses including future demand on Town Council services such as allotment and cemetery provision;
- Worked with Wealden District Council to ensure the Town Council is fully engaged in other regulatory matters such as licensing;
- Developed an annual process by which the Town Council reviews its assets and strategic asset management plan and consideration is given to each of the Town Council's buildings to improve the efficiency and use of these properties;
- Delivered a ten year programme of maintenance and decoration to all of the Town Council community buildings through schemes of major and minor works;
- Reviewed the condition of car parks adjacent to Town Council owned buildings and agreed a programme of repairs or resurfacing, with a particular focus given to drainage and repair at Hempstead Recreation Ground, Ridgewood Village Hall car parks and the staff Civic Centre parking area;
- Arranged an annual display of Christmas lights;
- Worked with the Chamber of Commerce to engage with High Street landlords (commercial and residential) to promote and secure improvements to street frontages;

5.2.3 Highways and Transport services

By 2028, we will have:

- Identified potential areas within the town which required improvements to pedestrian safety and worked with the relevant agencies to lobby for enhancements;
- Worked with our partner agencies to feed into improvements to the bus station area, to improve accessibility, signage and provide improved facilities such as real time bus information and public convenience(s);
- Worked with our partner agencies to identify highway issues within the access corridors into the town centre and utilised S106 developer contributions or Community Infrastructure Levy to improve the infrastructure and address matters relating to traffic congestion, traffic calming and road safety;
- Worked with the relevant partner agencies to address the danger of speeding vehicles and the possibility of extending the 20mph town centre speed limit;
- Introduced speed reduction initiatives including community speedwatch and behaviour change campaigns, and explored the introduction of installing permanent speed indicator devices;
- Worked with partner agencies to identify and implement solutions for introducing parking controls within the town centre;
- Engaged in discussions to actively promote the re-opening of the Uckfield to Lewes railway line, and a direct route into Brighton;
- Worked with partner agencies to explore whether electric car charging points can be introduced in Uckfield town;
- Organised an annual day with partner agencies to educate young people about key issues such as climate;
- Worked with partner agencies and landowners to explore the possibility of improving footway links between Ridgewood Farm, the SANGs and the nature reserves, and explored the possibility of creating a riverside walk;
- Created up to date street maps of the town, which highlight our open spaces and footways including the alleyways and twittens;

5.3 Provision

5.3.1 Central Services

By 2028, we will have:

- Improved communication with residents, businesses and visitors to the town through enhancements to the Town Council website and social media accounts;
- Supported existing and new candidates with the elections in May 2023 and the new municipal year;
- Improved the condition and display of existing noticeboards, and undertaken a review of their location to ensure they are clear and visible;
- Improved accessibility to committee meetings by installing an additional hearing loop in the Council Chamber;
- Increased promotion of the town's key facilities;
- Further reviewed our existing financial processes – including digitalising our purchase order and invoicing;
- Encouraged applications from local traders and organisations in the Town Council's procurement procedures for contractual work within the town;
- Provided training and briefings for the Town Councillors and staff, to support them in their learning and development;
- Undertaken a thorough review of our key policies in particular personnel and GDPR based policies to ensure they remain up to date with the latest guidance and best practice;
- Reduced our use of paper within the Town Council office, by reviewing our working practices and procedures with regard to file retention, purchase orders and invoicing and record management.



DRAFT Annual Plan 2023/24 PRIORITIES

PEOPLE and PROVISION

COMMUNITY GRANTS

We will award up to £54,500 of community grant funding to local groups and charitable organisations for the period 2023/24 (*£27,500 to community groups, and £27,000 through service level agreements*)

PUBLIC EVENTS AND ANNIVERSARIES IN THE TOWN

We will work alongside the local business community and local community groups to deliver two free public events within the town; King's Coronation Beacon Lighting and Weald on the Field

POLICY REVIEW

We will be undertaking a full review of the Town Council's policies in respect of personnel, GDPR and respect in the workplace.

TECHNOLOGICAL IMPROVEMENTS

We will look to upgrade our server and office IT to ensure our software and infrastructure remains secure.
We will introduce technology to enable our customers to host hybrid meetings within the Weald Hall and Council Chamber.

ELECTIONS

We will support elected councillors with their role in the community and provide them with opportunities to engage with residents and learn about the Town Council's day to day work, and projects.

PLACE

UPGRADING GROUNDS EQUIPMENT & FACILITIES

We will upgrade equipment to ensure the Grounds team have safe functioning apparatus to undertake open space grass cutting and maintenance for sports and leisure. Work will also be carried out to clean and refurbish the rainwater tank.

WOODLAND MANAGEMENT PLAN

We will commence work on our 10-year woodland management plan to ensure ongoing maintenance and tackle diseased trees affected by ash dieback.

GRASS VERGE CUTTING

We will continue to contribute to the costs of the 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.

TOWN COUNCIL BUILDINGS

We will focus our attention on the Civic Centre, Foresters Hall, Victoria Pavilion and West Park Pavilion, to include the replacement of flooring, redecoration of the Weald Hall, explore initiatives for older heating systems.

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, recreation and community facilities and future impact on the Town Council's provision of allotment and cemetery space.

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.

CLIMATE CHANGE

We will host an educational activity with primary schools, consider alternative fuel supplies in our wider building portfolio, explore additional insulation within our buildings, review the equipment we purchase, and manage our land for nature, with a continued focus on conservation and tree planting.

Agenda Item 18.0 - Appendix A

Early considerations for Building Maintenance Fund 2023/24		
Year 9	Estimate	Actual
Victoria Pavilion – heating and water supply system replacements, and spruce up.	30,000	
West Park Pavilion - potential longer term compliance works	12,500	
Civic Centre flooring - Oakleaf Room - Ashdown Room	5,000	
Redecoration of Weald Hall	5,000	
Foresters Hall Internal and External repairs	8,000	
Signal Box refurbishment	8,000	
PAT Testing	5,000	
Contingency	2,500	
Total	76000	



UCKFIELD TOWN COUNCIL

DRAFT - Property Asset Management Plan

2023- 28

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1.0 Purpose of the Asset Management Plan

Uckfield Town Council first drafted an Asset Management Plan in 2001 in line with guidance from the Department of the Environment and Transport, and the Regions. It provided details of the operational assets at that time in terms of land and buildings, vehicles and non-operational assets which were leased out to other parties. However, this document did not closely align with the Town Council's strategic documents at that time nor was it referred to on a regular basis.

The Town Council produced a new Asset Management Plan in 2017. The Town Council recognised the important role that property plays in supporting the Town Council to deliver its strategic and annual plans and wants to provide a clear and accessible statement of its intentions for the portfolio both in the immediate year and over the next five years. The Asset Management Plan has been written in accordance with the Royal Institution of Chartered Surveyors Public Sector Property Asset Management Guidelines and further reflects good practice as recognised by Chartered Institute of Public Finance and Accountancy. It provides a clear, approved strategy for the management of the Town Council's property assets.

2.0 Function of the Asset Management Plan

1. To manage the asset portfolio in support of the Town Council's Annual Plan and Strategic Plan;
2. To define the property portfolio, its value, condition and suitability to deliver the Town Council's priorities;
3. To outline the policy for holding, acquiring and disposing of the property assets;
4. To identify opportunities to rationalise, invest or develop the property portfolio to support the Town Council's corporate priorities and the need for financial return;
5. To raise awareness of property as a valuable and workable asset in support of the Town Council's corporate priorities;
6. To manage the asset portfolio to deliver the needs of the Town Council's services;
7. To maximise asset value and asset use through strategic maintenance and operational planning;

The property assets are managed both individually and as an entire portfolio to maximise operational value, income generation and capital value at all times whilst complying with the requirements for commercial sensitivity, economic viability, best value and probity.

The Asset Management Plan (AMP) identifies the anticipated maintenance budget requirement over a five to ten-year period for the building assets. This is used to assist in financial planning and to indicate ongoing costs related to the individual assets to inform strategic decisions on their future.

The AMP is subject to consultation processes which are summarised at Appendix 1.

The management of the property assets is subject to external and internal influences which are summarised at Appendix 2.

The AMP will support the Council in the delivery of its corporate priorities through ensuring that the portfolio is dynamically managed with focus directed towards priority areas, maintenance costs kept to a sustainable level and strategic decisions based on delivering services and optimising financial return.

3.0 The Town Council's Asset Portfolio

The Portfolio comprises 65 land and property assets. These assets comprise buildings, land, recreation grounds and playing fields, woodland, cemeteries, allotments, playgrounds and a signal box. In addition, the Town Council holds a number of wayleaves, licences and leases and street furniture.

Asset Type	Number of Assets
Allotment	7
Building	13
Cemetery	2
Land (Could increase in 2023 to 17)	16
Nature Reserve	3
Path	1
Playground	8
Pond	2
Recreation Ground	7
Woodland	6
Total	65

The assets are summarised in the Asset Register at Appendix 3 in accordance with these categories.

A number of the Town Council's assets were last valued in 31 March 2019. This exercise is typically undertaken every five years and will next be carried out in April 2024. The values given are made for capital accounting purposes in accordance with the Royal Institution of Chartered Surveyors Valuation Standards and with the International Public Sector Accounting Standards.

The basis of the value used for each property depended upon the type of asset held and whether it is used by the Council or held for investment purposes. The uses were categorised into:

Operational (specialised) – used by Council/purpose built properties

Operational (non-specialised) – used by Council/more general use

Non-Operational – usually held for investment

Heritage – a historic building held for its cultural, educational and environmental values

Please note that the most recent market valuation classified Bridge Cottage as a heritage asset. This is a change from the March 2014 asset valuation, as at that time, it was

categorised as a non-operational asset held for investment purposes.

In March 2014, the asset portfolio was valued at £4,513,250 ^[1] (March 2014) with an annual rental income of £52,658 (*which includes all income from building rents and other rents and wayleaves at Nov 2018*) and an annual maintenance budget which has recently been in the region of £70-£100k to work through some major works required.

In March 2019, the asset portfolio was valued at £5,823,050 with an annual rental income of £55,271 (*which includes all income from lease/licence agreement rental payments and wayleaves only at December 2019*) and an annual maintenance budget which has recently been in the region of £60k to 70k per annum.

The works and servicing requirement for the buildings have been prioritised to ensure that all legislative compliance needs are met followed by maintaining a 'fitness for purpose' to deliver the operational need and to maintain the asset value.

In 2014, a Building Maintenance Programme was commissioned which is now moving into its ninth year. The plan details the work needed on the building assets where the Town Council has a maintenance responsibility and provides an estimate of the cost of the work. A new stock condition survey was carried out in 2019, which identified future works to be carried out over the next five years.

The Town Council reviews the building maintenance programme on an annual basis in order to prioritise works in accordance with the condition of all buildings. The Town Council has also recently reviewed works, to see what works can be carried out by local contractors and smaller firms in contrast to larger scale or specialist works.

Up to date rebuild valuations were undertaken of all Town Council buildings in 2019 and 2020 to inform the Town Council's building insurance policy. Due to the steep increase in material costs, these valuations will be reviewed in 2023/24 to ensure our insurance cover meets the current situation.

4.0 Asset Management Strategy 2023-28

The Asset Management Strategy defines the framework for the property portfolio management over the next three to five years. The Town Council will:

- ☐ Manage the assets to support the objectives of the Strategic Plan;
- ☐ Manage the assets in accordance with relevant legislation;
- ☐ Undertake a review of existing land use;
- ☐ Consider the acquisition and disposal of assets to support the strategic priorities;
- ☐ Undertake a full review of leases, licences and other land interests to ensure that they are up to date and that all occupations are properly regularised;
- ☐ Review statutory compliance of the Town Council's buildings to ensure that proper procedures are in place to comply with Health and Safety requirements;
- ☐ Produce and update a Maintenance Strategy to support the Asset Management Strategy which, when combined will jointly assist in the delivery of the corporate priorities. The maintenance plan will identify the annual actions that will need to be carried out from year to year to achieve the Maintenance Strategy;
- ☐ Identify opportunities to work with partners to support wider public sector real estate strategies.

5.0 Asset Management Strategy Delivery 2023-24

The Asset Management Plan underpins the five-year property asset strategy and also breaks this down into stages to be achieved in each financial year of the Asset Management Plan. Over the next financial year, the Town Council will:

- ☐ Review and confirm the Maintenance Strategy for the next 5 years;
- ☐ Consider options for delivering the backlog of maintenance;
- ☐ Deliver year 9 of the planned maintenance programme;
- ☐ Develop a programme and commence the review of the leases, licences and land titles;
- ☐ Consider initiatives listed within the Town Council's strategic plan to upgrade or improve the facilities offered by the Town Council such as West Park Pavilion etc. This will be considered in the context of the overall property portfolio;
- ☐ Explore options for creating further recreational facilities;
- ☐ Land holdings will be reviewed to reflect the Town Council's people and financial objectives;
- ☐ Manage consultants and contractors to deliver the asset management objectives;
- ☐ Report six monthly on the delivery of the asset management plan objectives.

6.0 Process for Adoption and Operation

The Town Clerk will present the Asset Management Plan to the Town Council for approval and adoption.

If approved, the Asset Management Plan will form the strategy under which the property portfolio is managed by the Town Clerk on behalf of the Town Council. The Town Clerk will agree targets for the delivery of the strategy over the forthcoming financial year and will report at the end of the financial year as part of the asset management plan annual review.

7.0 Appendices:

Appendix 1: Consultation and protocols

Appendix 2: External Influences

Appendix 3: Asset Register

Appendix 1 - Consultation and Protocols

The draft Asset Management Plan will be presented to the Town Council for consideration with a recommendation that it be accepted and formalised into the Final Asset Management Plan subject to any amendments that the Town Council wish to see included into the final document.

The AMP will then be amended to reflect the Town Council's decision and the final document will be published and will confirm the strategy upon which the property assets will be managed for the period of the Asset Management Plan.

The AMP will be presented to the Town Council each year in draft alongside the draft budget and draft priorities to summarise progress over the outgoing financial year and to identify targets for the forthcoming financial year. The Town Council will be invited to review progress and approve the following year's targets.

The Town Clerk will report to the Town Council on the progress of the Asset Management Plan on a six-monthly basis via Full Council and the delivery of the objectives for the specific financial year.

Appendix 2 – External Influences

Legislation

The property portfolio will be managed and maintained in accordance with relevant legislation to ensure compliance with Health and Safety, Landlord and Tenant, Planning and environmental legislation.

Best Practice

In addition, the portfolio will be managed in accordance with best practice following relevant industry guidelines and guidelines and policies from Central Government.

New leases will be let in accordance with RICS best practice; Asset maintenance will follow the RICS best practice on maintenance management as outlined in Strategic Facilities Management Guidance Note.

Where appropriate the Town Council will follow the Government's Transparency Code for recording asset database details.

Property Market

Recommendations for the strategic and operational management and maintenance of the Town Council's property assets will be made having regard to the nature of the property market at the relevant time.

Appendix 3 - Asset Register

Allotment

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS13	Ridgewood Allotments (i)	Allotment land, declared Town Council land 1978. Members agreed in 2009 (FC.082.03.09) during a review of the Strategic Housing Land Availability Assessment that no allotment sites should be offered for housing development.	Allotment	Freehold	0.72ha
OS27	West Park Allotments	Allotment land, transferred from developer in 1987 with restrictive covenants in place. As per FC.082.03.09 above.	Allotment	Freehold	0.36ha
OS30	Bell Lane Allotments	Allotments leased from ESCC in 1995. As per FC.082.03.09 above.	Allotment	Leasehold	0.19ha
OS32	Bird-in-Eye Allotments	Allotment land purchased in 1932 with restrictive covenants. As per FC.082.03.09 above.	Allotment	Freehold	0.85ha
OS39	Framfield Road Allotments (i)	Allotment land purchased in 1932, divided by road to hospital in 1992. As per FC.082.03.09 above.	Allotment	Freehold	0.86ha

OS40	Framfield Road Allotments (ii)	Allotment land purchased in 1932, divided by road to hospital in 1992. As per FC.082.03.09 above.	Allotment	Freehold	0.43ha
OS48	Ridgewood Allotments (ii)	Allotment land, declared Town Council land 1978.	Allotment	Freehold	0.76ha

Building

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS16	Ridgewood Village Hall	Hall leased on full repairing lease to Ridgewood Village Hall Management Committee. (25 year term from April 2010)	Building	Freehold, leased out	0.21ha
OS24	2A Vernon Road	Flat and garden to the rear of Foresters Hall. Purchased in 1994, rented out.	Building	Freehold, leased out	0.06ha
OS38	Foresters Hall	Community hall and associated land/car park purchased in 1986 and available for hire to community groups and individuals.	Building	Freehold	0.10ha
OS45	Victoria Pavilion	Pavilion building adjacent to Victoria Pleasure Ground. Ground floor of pavilion available for hire by recreation ground users or organisations. First floor of pavilion leased to Sussex Support Services. (5 year term from due for renewal Aug 2025)	Building	Freehold, leased out	0.03ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS49	West Park Pavilion	<p>Pavilion building adjacent to West Park recreation ground. The building was transferred from the developer in 1987 with restrictive covenants in place. Previously reviewed for redevelopment.</p> <p>The Pavilion is due to be leased to a local sports club in 2023, on a full repairing lease. The term of the lease agreement will run for five years.</p>	Building	Freehold	0.02ha
OS50	The Hub	<p>Building purchased from ESCC in 2007.</p> <p>Citizens Advice Bureau moved to Uckfield Library in 2020. The Hub itself is in a poor condition and work is currently underway to tender for its removal, to ensure the safety of the public.</p> <p>The northern side of building (the Source) is in a good state of repairs and leased to The Baptist Church on a two year lease agreement due for renewal early 2023.</p>	Building	Freehold	0.03ha
OS51	Civic Centre	Building housing Town Council Offices, meeting rooms, function rooms and restaurant. Opened in 1991 by the Mayor.	Building	Freehold	0.12ha
OS55	Bridge Cottage	Historic building purchased from ESCC in 1984. Leased to Uckfield and District Preservation Society (25 year full repairing lease from December 2015).	Building	Freehold, leased out	0.01ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS55a	Bridge Cottage - Shop Adjacent	Building adjacent to Bridge Cottage and associated land. Purchased in 2010. Forms part of above lease arrangements with Uckfield and District Preservation Society.	Building	Freehold, leased out	
OS56	Signal Box	Former Signal Box building, purchased from British Railways Board in 1993. The property is currently vacant and requires refurbishment before re-letting in 2023.	Building	Freehold, leased out	
OS57	Osborn Hall	Community hall leased out to Guide Association on a full repairing lease. (20 year term from Jan 2006 – review to be undertaken every five years).	Building	Freehold, leased out	0.02ha
OS63	Large storage unit - Victoria Pleasure Ground	Building used to store grounds equipment and vehicles. Completed in 2012.	Building	Freehold	
OS64	Double garage storage - Victoria Pleasure Ground	Set of double garages. One leased to Anderida Cricket Club and one is leased to Uckfield Performance Ensemble on full repairing leases. Currently due for renewal.	Building	Freehold, leased out	

Cemetery

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS34	Snatts Road Cemetery and Chapel	Cemetery (new section) purchased in 1942.	Cemetery	Freehold	1.33ha
OS35	Snatts Road Cemetery and Chapel	<p>Cemetery and Chapel</p> <p>(Consecration of chapel removed by Lord Bishop of Chichester in 1999). One chapel and part of second chapel leased to commercial tenant – lease agreements due for renewal shortly). Part of second chapel utilised by Uckfield Town Council.</p>	Cemetery	Freehold	1.19ha

Land

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS1	Land to the north of Hart Close	Open land adjacent to road, transferred to Town Council by developer. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.22ha
OS2	Hempstead Fields	Open land adjacent to recreation ground, transferred to Town Council by developer in 1991. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	1.69ha
OS6	Hunters Way	Open land with footpaths and tree planting, transferred to Town Council by developer in 1973. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.36ha
OS7	Linnet Green	Open land adjacent to road, acquired by Town Council in 1955. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.05ha
OS9	Land at Harlands Farm	Open land and woods, transferred to Town Council by developer in 1989. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.30ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS10	New Barn Farm	Open land, transferred to Town Council by developer in 1990. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed it was not appropriate at that time.	Land	Freehold	3.24ha
OS11	Oaklea Way	Open land adjacent to road, previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.11ha
OS18	Rocks Park Bank	Open land adjacent to road junction. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.07ha
OS19	Rocks Park Flats	Open land with footpaths and tree planting, transferred to Town Council by developer in 1990. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.28ha
OS21	Land at Selby Road (Selby Meadows)	Open land under 10 year licence from December 2020 for community use with New Town Action Group. Also registered as an Asset of Community Value by Uckfield Town Council.	Land	Freehold, licenced out	0.13ha
OS22	Shepherds Gate	Open land, transferred to Town Council by developer in 1995. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.16ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS23	Swallow Court	Open land, transferred to Town Council by developer in 1955. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.03ha
OS31	Bellbrook Open Space	Open land, transferred from developer in 1995 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. Considered unsuitable as currently a de facto Nature Reserve.	Land	Freehold	1.46ha
OS33	Browns Lane Rockery and Path	Open land, transferred from developer in 1991 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.08ha
OS37	Elizabeth Gardens	Open land with footpath. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.14ha
OS52	Land and woods at Harlands Farm	Land and woods, transferred to Town Council by developer in 1989, adjacent to Harlands Farm. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.03ha
TBC	Land on the north side of Brown's Lane (known as the Dene)	As of December 2022, the Town Council is potentially seeking to submit a bid for the purchase of this land, which is being disposed of by Buxted Parish Council.	Land	Freehold	TBC

Nature Reserve

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS20	Hempstead Meadows LNR	Open land established as a nature reserve in 2002. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Nature Reserve	Freehold	1.60ha
OS58	HMLNR extension	Open land adjacent to Hempstead Lane Local Nature Reserve, transferred to the Town Council by developer in 2008. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Nature Reserve	Freehold	2.42ha
OS29	West Park Local Nature Reserve	Open land, transferred from developer in 1990 with agreement to create local nature reserve. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed that none should be released.	Land	Freehold	11.04ha

Path

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS62	Land on South side of 32 Keld Drive and North side of 33 Keld Drive	Access path to the Bird-in-Eye allotments	Path		

Play area

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS5	Hughes Way	Playground with play equipment, transferred to Town Council by developer in 1998. New play equipment installed in Feb 2018.	Playground	Freehold	0.09ha
OS12	Oakwood Drive	Playground with play equipment, transferred from developer in 1987.	Playground	Freehold	0.09ha
OS15	Ridgewood Play Area	Playground with play equipment, declared Town Council land 1978. New play equipment & MUGA installed in Oct 2016.	Playground	Freehold	0.03ha
OS17	Rocks/West Park Play Area	Playground with play equipment.	Playground	Freehold	0.33ha
OS36	Downland Copse	Playground with basketball court, transferred from developer in 1993.	Playground	Freehold	0.15ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS44	Luxford Field Play Area	Playground with play equipment, transferred to Town Council from ESCC in 1983. Play area shape redesigned and full play area upgraded with accessibility in Sept 2020.	Playground	Freehold	0.13ha
OS46	Hempstead Play Area	Playground with play equipment, acquired by Town Council in 1932. New play equipment installed in August 2013.	Playground	Freehold	0.02ha
OS47	Victoria Play Area	Play area, part of Victoria Pleasure Ground, leased from Richard James Streatfield in 1897 for 999 years. New surfacing added in 2017. Needs upgrading.	Playground	Leasehold	0.09ha

Pond

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS53	Harlands Farm Pond	Pond, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Pond	Freehold	0.16ha
OS61	Balancing Pond at Harlands	Balancing pond behind pumping station on Mallard Drive, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Pond	Freehold	0.21ha

Recreation Ground

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS3	Hempstead Lane Recreation Ground	Recreation ground, acquired in 1932, with some restrictions.	Recreation Ground	Freehold	0.76ha
OS8	Luxford Field	Open land for recreation open space, public recreation ground or a site of a community building, transferred from ESCC in 1983. Requirements are in place that need to be observed.	Land	Freehold	1.13ha
OS14	Ridgewood Recreation Ground	Open land used as recreation area, declared Town Council land 1978.	Recreation Ground	Freehold	1.94ha
OS25	Victoria Pleasure Ground Tennis Courts	Tennis Court, part of Victoria Pleasure Ground, leased from Richard James Streatfield in 1897 for 999 years.	Recreation Ground	Leasehold	0.12ha
OS26	Victoria Pleasure Ground	Recreation ground, leased from Richard James Streatfield in 1897 for 999 years.	Recreation Ground	Leasehold	3.37ha
OS28	West Park Playing Fields	Recreation ground, transferred from developer in 1987 with restrictive covenants in place.	Recreation Ground	Freehold	2.97ha
OS42	Harlands Farm playing fields	Open recreation ground, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Recreation Ground	Freehold	2.07ha

Woodland

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS4	Boothland Wood	Woodland transferred to Town Council by developer with restrictive covenants. .	Woodland	Freehold	4.99ha
OS41	Nightingale Wood	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	2.00ha
OS43	Bridge Farm Road Wood	Woodland, transferred to Town Council by developer in 2002 with restrictive covenants.	Woodland	Freehold	0.66ha
OS54	Harlands Farm woods	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.16ha
OS59	Nightingale Wood (extension)	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.31ha
OS60	Nightingale Wood (extension)	Woodland, transferred to Town Council by developer in 1989, adjacent to Harlands Farm.	Woodland	Freehold	0.46ha

Meeting of the Full Council

Monday 19 December 2022

Agenda Item 20.0

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 17 October 2022 and 12 December 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

- 10 Nov 22 Meeting with representatives from South Brockwells Farm. Civic Centre
- 11 Nov 22 4th Uckfield Scout Group – Presentation and talk. Civic Centre
- 11 Nov 22 Meeting with students of Uckfield Community College Newsletter Committee. Civic Centre
- 13 Nov 22 Remembrance Day Service and Procession
- 18 Nov 22 Uckfield Lions Roar Competition, Belmont Centre, Uckfield
- 30 Nov 22 Tree Planting at Holy Cross C of E School. Uckfield
- 02 Dec 22 Late Night Shopping Event. Uckfield High Street

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

- 11 Nov 22 4th Uckfield Scout Group – Presentation and talk
- 13 Nov 22 Remembrance Day Service and Procession
- 11 Dec 22 Sussex Association of Bonfire and Carnival Societies Annual Carol Service Holy Cross Church, Uckfield