



UCKFIELD TOWN COUNCIL

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

Tel: (01825) 762774 Fax: (01825) 765757

e-mail: townclerk@uckfieldtc.gov.uk

www.uckfieldtc.gov.uk

Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

on

**Monday 23 January 2023 at 7.00pm
in the Weald Hall, Civic Centre, Uckfield**

AGENDA

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

1.0 DECLARATIONS OF INTEREST

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

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

2.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE 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 Full Council on 19 December 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 | 9 January 2023 |
| (b) | Environment and Leisure Committee | 3 January 2023 |
| (c) | General Purposes Committee | 16 January 2023 |

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 CONSIDER A RESPONSE FROM BUXTED PARISH COUNCIL REGARDING THE PURCHASE OF THE DENE, UCKFIELD**
- 10.0 TO APPROVE THE RE-ALLOCATION OF EARMARKED RESERVES FOR PRIORITY PROJECTS IN 2023 AND 2024**
- 11.0 TO FORMALLY ADOPT THE TOWN COUNCIL’S STRATEGIC PLAN 2023/28**
- 12.0 TO FORMALLY ADOPT THE TOWN COUNCIL’S ANNUAL PLAN 2023/24**
- 13.0 TO FORMALLY SET THE ANNUAL BUDGET (PRECEPT) FOR 2023/24**
- 14.0 TO FORMALLY ADOPT THE ASSET MANAGEMENT PLAN FOR 2023/24**
- 15.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL’S ANNUAL PRIORITIES FOR 2022/23 (Q3)**
- 16.0 TO CONSIDER WHETHER TO PROVIDE A RESPONSE TO THE LEVELLING UP AND REGENERATION BILL: REFORMS TO PLANNING POLICY CONSULTATION**
- 17.0 TO NOTE THE MAYOR’S ENGAGEMENTS**
- 18.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 19.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 20.0 TOWN CLERK’S ANNOUNCEMENTS**
- 21.0 CHAIRMAN’S ANNOUNCEMENTS**
- 22.0 CONFIDENTIAL BUSINESS**

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

 - 22.1 To consider the tenders for the demolition of the Hub building only (not full site) and professional advice of surveyors
 - 22.2 To consider proposals from Sussex Police for the renewal of the contract for the Town Centre CCTV transmission and equipment changes



Town Clerk

17 January 2023

Meeting of the Full Council

Monday 23 January 2023

Agenda item 9.0

TO CONSIDER A RESPONSE FROM BUXTED PARISH COUNCIL REGARDING THE PURCHASE OF THE DENE, UCKFIELD

1.0 Background

- 1.1 Members considered a report at their meeting of Full Council on 19 December 2022, which followed on from previous discussions confirming that Buxted Parish Council were seeking to dispose of the land known as the Dene, adjacent to Brown's Lane, Uckfield (*referred to by Land Registry as "Land on the north side of Brown's Lane, Buxted."*)
- 1.2 Uckfield Town Council registered its initial interest in the land to Wealden District Council back in July 2022. This was within the initial moratorium period. A specific process had to be followed when Buxted Parish Council declared its land surplus to requirements, as a result of the land being registered as an Asset of Community Value. It was confirmed in July 2022 by the district council that Uckfield Town Council's expression of interest had been accepted and the six-month full moratorium period would commence.
- 1.3 If community interest groups wished to make a confirmed bid, this needed to be submitted by 20 December 2022. At the meeting of Full Council on 19 December 2022, members of Uckfield Town Council gave authority to the Town Clerk to write to Buxted Parish Council and Wealden District Council and submit a bid to the value of £5,001 the next day.
- 1.4 Buxted Parish Council confirmed receipt of this correspondence before Christmas, and took the Town Council's correspondence to their parish meeting on 10 January 2023.
- 1.5 Buxted Parish Council advised Uckfield Town Council on 11 January 2023, of their response, which can be viewed in appendix A of this report.

2.0 Recommendations

- 2.1 Members are asked to consider the response from Buxted Parish Council and advise:
 - (i) whether the Town Council is content with accepting the conditions attached to the proposed purchase, and;
 - (ii) how they wish the Town Clerk to proceed.

Appendices: Appendix A – Response from Buxted Parish Council

Contact Officer: Holly Goring



Clerks: Beccy Macklen & Claudine Feltham
PO Box 202, Heathfield, East Sussex, TN21 1BN
e: clerk@buxted-pc.gov.uk w: buxtedvillage.org.uk

Holly Goring, Clerk to Uckfield Town Council
The Civic Centre
Uckfield
East Sussex
TN21 1AE

Dear Holly

Submission of bid for the Dene (Community Right to Bid: ACV 16006)

I write with reference to the above and Uckfield Town Council's interest in purchasing The Dene from Buxted Parish Council.

At the Buxted Parish Council meeting on Tuesday 10th January, the bid for The Dene was discussed and the following was resolved:

The Dene, Uckfield – At its meeting on 19th December 2022, Uckfield TC discussed the possible purchase of The Dene from Buxted PC and then subsequently submitted a bid of £5,001 to the parish council. Proposed by Cllr Marshall and seconded by Cllr Wilson the bid was accepted on the conditions that an overage clause is included and Uckfield TC pay all legal fees.

The council has sensibly requested an overage clause to ensure that if the land were to be built on in the future, then the Parish Council would receive some recompense.

I would be grateful if you could refer this matter back to Uckfield Town Council on 23rd January for their information and further consideration.

I look forward to hearing from you in due course.

Yours sincerely

Beccy Macklen
Clerk to Buxted Parish Council

Meeting of the Full Council

Monday 23 January 2023

Agenda item 11.0

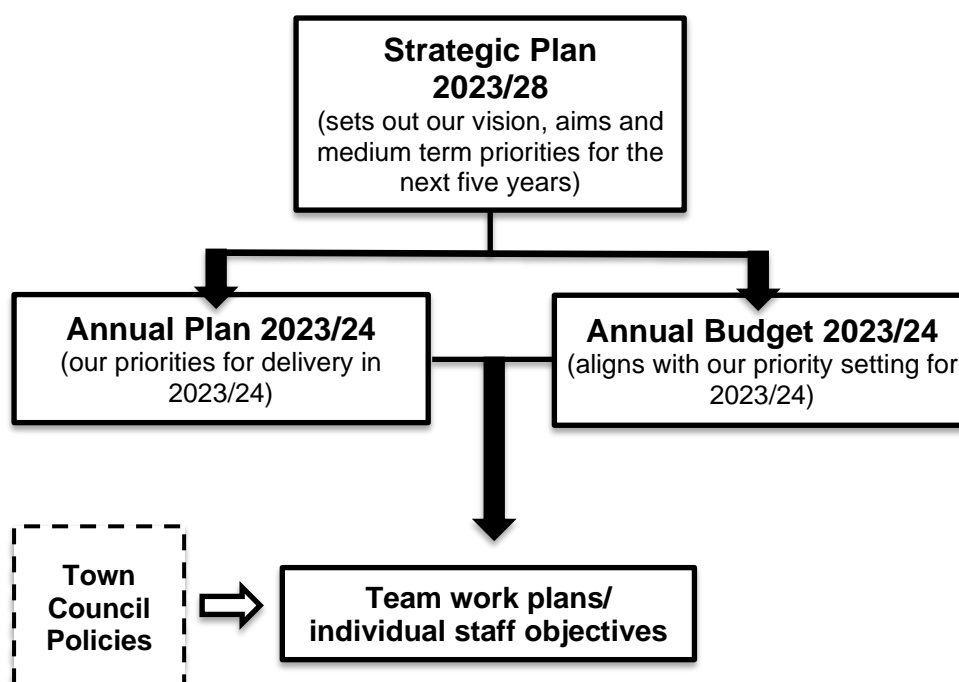
TO FORMALLY ADOPT THE TOWN COUNCIL'S STRATEGIC PLAN 2023/28

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's planning consists of a strategic plan which sets out the priorities of the Town Council over the next five years and an annual plan which lists the priorities of the Town Council specifically for the forthcoming year (2023/24).

2.0 Background

- 2.1 The 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 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 Consultation feedback

- 3.1 Unfortunately due to a very tight turnaround time this winter, and sickness we were unable to place the document out for public consultation.

4.0 Recommendation

- 4.1 Subject to any amendments that may be required, it is recommended that Full Council adopt the Strategic Plan 2023/28.

Contact Officer: Holly Goring

Appendices: Appendix A: Updated Draft Strategic Plan 2023/28



Our Strategic Plan 2023-2028



Uckfield Town Council

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Uckfield Town Council

Our five-year strategic plan sets out the direction for Uckfield Town Council between 2023 and 2028. It helps us to understand where we are today, where we want to be in the future and the steps we will take to get there. The plan therefore sets out a number of objectives, that we wish to achieve within this period. The plan takes on board the current situation within which we are working, in particular the challenges and opportunities for Uckfield. It also reflects on the feedback we have received from both our residents and partners, about what matters.

The financial situation remains challenging, even more so than the pandemic. Like many homes and businesses, we have also been affected by the increasing utility costs, rising material costs and stock costs for supplies and stock. The Town Council is committed to doing the very best for the town, its residents, local businesses and visitors. We will work in partnership with the right agencies and community groups to do this, and ensure that Uckfield remains a beautiful place to live.



Cllr Jeremy Beesley (Ridgewood Ward)	Cllr Karen Bedwell (Ridgewood Ward)	Cllr Duncan Bennett (New Town Ward)	Cllr Ben Cox (New Town Ward)	Cllr James Edwards (Ridgewood Ward)
Cllr Helen Firth (New Town Ward)	Cllr Donna French (Deputy Mayor) (East Ward)	Cllr Gary Johnson (West Ward)	Cllr Jackie Love (Town Mayor) (North Ward)	Cllr Chris Macve (East Ward)
Cllr Spike Mayhew (New Town Ward)	Cllr Angie Smith (North Ward)	Cllr Paul Sparks (East Ward)	Cllr Diane Ward (West Ward)	Cllr Daniel Manvell (North Ward)

Uckfield is one of five market towns located within the Wealden District. Its facilities serve not only the residents of the town but also the residents of its neighbouring villages.

The attractive setting of Uckfield brings both new residents and visitors to the town. Its location in the heart of Wealden and close proximity to the Ashdown Forest provides plenty of opportunities for leisure and recreation, in addition to the beautiful green open spaces and woodlands located within the town itself. Here are a few key statistics. The 2021 census in March 2021 will provide an up-to-date and accurate profile of our population.

15,105 residents

(2020 small area population estimate)



Living in just over 6,000 households

(2011 census)



Younger age profile is greater than District average

(0-15 years + 16-29 years)

(2020 small area population estimate)



Older age profile is less than District average

(65 years and over)

(2020 small area population estimate)



Good level of education

(81.7% of working age population have qualifications)

(2011 Census)





High rate of economic activity

(over 75.5% economically active)



Wealden has the highest percentage of home ownership in East Sussex

(77% owner occupied)
(2021 super output areas)

~~Unemployed~~

Lower rate of unemployment (2.1%) than East Sussex average

(rate of Job Seekers Allowance claimants is slightly greater in two wards of Uckfield (Uckfield New Town and Uckfield North))



15.4% of the population have a limiting long term illness

(less than District average – 17.5% and County average – 20.3%)
(2011 census)



High house prices

(the median average house price reached £304,209 in 2021 and it was higher than £400,000 in Uckfield Ridgewood and Little Horsted ward)

Turning Challenges into Opportunities

Challenges

Opportunities

Limited infrastructure to support future development

With an increase in the population and plans for further development within the town boundary, it is important for the key agencies to consider where improvements are required in terms of infrastructure – education, health, transport, sewerage capacity, water supply, broadband coverage and mitigation of flood risk.

Financial Crisis

The council, like many businesses, is playing catch-up to address losses during the national lockdowns, followed by increasing utility, fuel, material and supply costs.

Retaining our highly educated workforce

Uckfield has high levels of educational attainment but with good and improving transport links to Brighton, East Croydon and London mean much of the town's working age population are attracted to work out of the town.

Flood risk

The River Uck runs through the middle of the town which could place the town at risk of fluvial flooding. Mitigating measures are in place but the town is also susceptible to surface water run-off in heavy bouts of rain as a result of the undulating landscape of the town

Addressing traffic congestion

The road network through Uckfield Town and the A22 by-pass are heavily used by traffic. Although recent works in the High Street have improved accessibility for pedestrians and vehicles, there are still a number of pinch points on the corridors to the town, which could benefit from improvements and works being undertaken by utility companies to address capacity.

Limited financial resources

The Town Council along with other tiers of local government (District and County Councils) are being placed under increasing financial pressure. Despite this, the Council still needs to deliver the services for which it has responsibility and consider taking on services devolved from other tiers of local government under financial restraint. This may require the Town Council to be innovative and/or make difficult decisions.

Proposals for growth

Applications have been submitted for a number of developments on the periphery of Uckfield Town. These are being made without an adopted Wealden Local Plan and infrastructure but will increase options for housing with hopes of increased affordable housing stock

Range of facilities

The town has a substantial range of facilities, with its own independent cinema and leisure centre. High performing schools, free parking, a diverse selection of shops and nearby Ashdown Forest are a big draw for residents and visitors.

Central location within South East

Being in the heart of the Wealden District, the town is centrally located within the South East between London and the South Coast. Its close proximity to Gatwick Airport and Newhaven port provides job opportunities and ease of travel.

Our green spaces

Uckfield is fortunate to have two nature reserves, green open spaces and allotments. We need to encourage greater use of these spaces and continue to maintain them to a high standard.

Improvements to transport links

The train station platform has been extended, carriages increased and a new station car park created which will support an increase in rail users in the future. The bus station area is also being upgraded. The Council also supports any future opportunities to re-establish the rail line between Lewes and Uckfield and build a new rail link between Uckfield and Brighton via Falmer.

Partnership working

As with all local authorities, the Town Council is in a strong position to work closely with its partner agencies to retain good quality services for residents. Partnership working can provide good value for money and increase opportunities.

Asset management

The Town Council has responsibility for a number of assets that could assist in generating higher revenues in the future. It would be prudent for the Town Council to develop an Asset Management Plan now, to effectively prepare for the future.

Our Vision

Preserving heritage,
providing for the future

Our Mission

Working with our partner agencies
to provide a high standard of
service delivery for residents,
businesses and visitors to the
town.

Our Corporate Priorities

People

- Culture and community
- Civic Centre and Luxfords Restaurant

Place

- Environment and wellbeing
- Growth and infrastructure
- Accessibility and community safety

Provision

- Continuous service improvement

Our Strategic Priorities - People

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.

Cultural and community

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.



Our Strategic Priorities - People

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.

Civic Centre and Luxfords Restaurant

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;



- Built a good online and social media presence for both the Civic Centre and Luxfords Restaurant;

Our Strategic Priorities - Place

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.

Environment and wellbeing

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 again 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 Brighter 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;

Our Strategic Priorities - Place

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.

Growth and infrastructure

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;
- we managed and operated our property portfolio for the best commercial practice for the benefit of the community

Our Strategic Priorities - Provision

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.

Accessibility and community safety

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;



Our Strategic Priorities - Provision

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.

Continuous service improvement

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.

Delivering our Objectives

Overview of the Town Council

The Town Council has 15 Town Councillors, who are elected every four years. The last set of town council elections took place in May 2019. The next set of local elections will therefore take place in May 2023.

The positions of Town Mayor and Deputy Town Mayor are elected by the Town Councillors each year at the start of the annual statutory meeting of Full Council which takes place in May.

All Town Councillors meet in the format of Full Council at least six times a year, and the town council's three main standing committees, are:

- General Purposes Committee (9 members)
- Environment and Leisure Committee (9 members)
- Plans Committee (7 members)

We also have two sub-committees responsible for dealing with specific matters related to

finance and human resources, called Personnel Sub-Committee and Finance Sub-Committee, which report their recommendations back to General Purposes Committee. These sub-committees meet on an ad-hoc basis when further detailed work is required.

Normally, formal committee meetings are held in the Council Chamber or Weald Hall of the Civic Centre, Uckfield. Residents are welcome to attend these public meetings and make statements in relation to items on the agenda of that committee, subject to the Chairman's discretion. Under the Openness of Local Government Bodies Regulations 2014, members of the public are able to film and record during a committee meeting to report on the meeting.

Financial information

General finances

Town Councillors are required to start the process of budget setting within the autumn, for the following financial year. This provides time to review our income and expenditure, the priorities of the Town Council, the priorities within the Town and the costs associated.

The precept is the local tax levied by the Town Council and collected on our behalf by Wealden District Council as the rating authority.

The precept for 2022/23 was agreed by the Town Council on 17 January 2022 at a figure of £983,076.

Capital expenditure

The Council adopts a balanced approach to its capital expenditure in respect of the procurement of new assets and the maintenance of its existing assets. The first priority should however focus on developing

and maintaining existing assets for the benefit of the community. Additional income may also be generated, where appropriate, through renting or leasing of these assets.

Reserves

The Council adopts a risk based approach to its level of reserves which will be reviewed annually or more frequently if necessary. Currently the minimum level of general reserves will be set at approximately three months gross operating costs. Reserves will only be held above the minimum level for specific, earmarked purposes.

Delivering our Objectives

Organisational structure

Delivery of the Town Council's functions is overseen and managed by the Town Clerk, who is the Town Council's proper officer and required to support and advise members in their role and issue any statutory notifications.

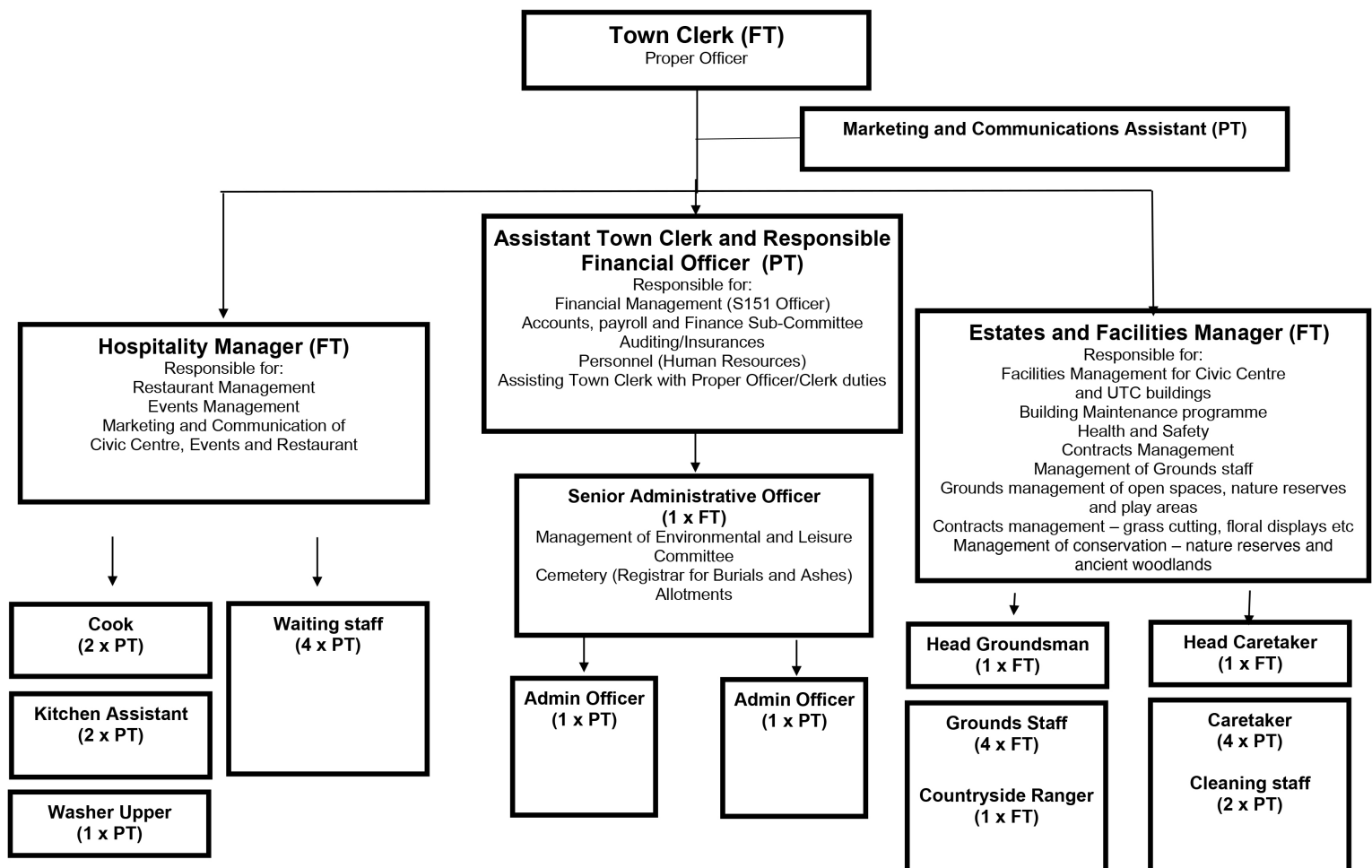
The Town Clerk is supported by a team of nearly 30 members of staff who are responsible for maintaining the town's grounds and open spaces, buildings, facilities, and providing services to our customers within Luxfords Restaurant and the Civic Centre.

The Assistant Town Clerk and Responsible Financial Officer is responsible for managing the Council's finances, human resources and Council administration.

The Hospitality Manager is responsible for managing the restaurant, Civic Centre room hire and hospitality, and Civic Centre events programme.

The Estates and Facilities Manager is responsible for managing the maintenance and repair of the Town Council's key buildings, liaising with external contractors, managing health and safety and our caretaking and cleaning staff as well as having responsibility for our open spaces and grounds management and grounds staff.

The following organisational chart presents the current staff structure:





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



Annual Plan 2023/24

PRIORITIES

PEOPLE and PROVISION

COMMUNITY GRANTS

We will award up to £54,566 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 (staffing matters), 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 upgrade our Wi-Fi within the Civic Centre and seek to undertake further improvements to meet hirer needs.

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 continue our work to deliver 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 and ensure we are compliant with the latest electrical, gas, water and fire safety regulations. We will upgrade flooring, redecorate the Weald Hall and explore initiatives for upgrading older heating and plumbing 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.

	Proposed Income	Proposed Expenditure	Proposed Income	Proposed Expenditure
	2022/2023	2022/2023	2023/2024	2023/2024
General Purposes				
Revenue	177,515	770,720	200,140	778,665
New Initiatives etc.		78,754		102,650
Earmarked Reserve Projects		43,300		31,300
Sub Totals		892,774		912,615
Environment and Leisure				
Revenue	95,145	285,967	97,195	330,499
New Initiatives etc.		22,356		23,492
Earmarked Reserve Projects		25,250		49,500
Sub Totals		333,573		403,491
Luxfords Restaurant				
Revenue	164,500	193,389	192,500	221,380
Earmarked Reserve Projects		500		0
New Initiatives		0		3,500
Sub Totals		193,889		224,880
Gross Income/Expenditure	437,160	1,420,236	489,835	1,540,986
		983,076		1,051,151
Net Budget Requirement		983,076		1,051,151
Tax Base	5757.2		5868.6	
Band 'D' Council Tax		£170.76		£179.11

4.90% increase

8.36 increase

FINAL DRAFT
Environment and Leisure Budget 2023/2024

Committee	Nominal Code		2022/2023 Budget		2023/24 Draft Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES				
		Cultural and Related Services				
		Recreation and Sport - Leisure and Recreation Grounds				
E & L	5120	Playing Fields and Pitches	18,000		23,780	
E & L	5122	Playing Fields and Pitches - Electricity	0		220	
E & L	5176	Play Equipment Repairs/Maintenance	3,000		3,000	
E & L	5203	Grounds Maintenance - Contract	0		0	
E & L	5204	Grounds Maintenance - General	2,000		2,000	
E & L	5201	General Equipment Repairs and Hire	2,000		2,500	
E & L	5202	New Equipment	2,500		5,000	
	5205	Hire of Equipment	500		0	
E & L		Vehicle Running Costs				
E & L	5269	* Transit	2,000		2,000	
E & L	5279	* Movano	2,000		2,000	
E & L	5275	*Tractor	1,500		1,500	
E & L	5271	* Ford Ranger	1,500		2,000	
		*Grass cutting mower	0		1,500	
		TOTAL	35,000		45,500	
		Income				
E & L	4110	* Sport Income	-11,500		-13,000	
E & L	4120	* Event Income	-5,500		-5,000	
		TOTAL	-17,000		-18,000	
		Net Expenditure	18,000		27,500	
		Public Open Spaces, Planting and Allotments				
E & L	5100	Allotments	1,500		3,500	
E & L	5231	Hempstead Meadows and West Park LNRs + sites of conservation interest	3,000		3,000	
E & L	5295	Litter Bins	1,000		800	
	5296	Litter Collection, Open Spaces	8,500		9,100	
E&L	5375	Repair & replacement of street furniture	1,500		1,500	
E & L	5330	Corporate Signage	500		500	
E & L	5058	Protective Clothing	650		650	
E & L	5280	Fencing	1,000		1,000	
E & L	5299	Horticulture - Bedding	300		300	
E & L	5285	Tree Works	12,000		12,000	
E & L	5377	Cleaning Materials GROUND S	100		50	
	5033	HMLNR & WPLNR	500		500	
		TOTAL	30,550		32,900	
		Income				
E & L	4100	* Allotments	-6,100		-9,500	
	4101	*Allotment Deposits	-800		-1,000	
	4275	* Environment Sundry Income	-200		-200	
E & L	4123	West Park Culvert Maintenance Agreement with WDC	-400		-400	
		TOTAL	-7,500		-11,100	
		Net Expenditure	23,050		21,800	
		Culture and Heritage				
E & L	5394	Twinning Hospitality	0		100	
E & L	5300	Civic Centre Events	15,000		15,000	
	5301	Performing Rights Society	250		400	
	5302	Event Advertising /Marketing	4,000		3,500	

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Environment and Leisure Budget 2023/2024

	5078	Weald on the Field and Revival	3,000		4,000	
		TOTAL	22,250		23,000	
E & L	4050	Civic Centre Events	-20,000		-25,000	
		Net Expenditure	2,250		-2,000	
Committee	Nominal Code		2022/2023 Budget			
		Planning and Development Services				
		Economic Development				
E & L	5370	Town Security CCTV	2,200		2,200	
E & L	5373	Floral Displays Town Centre Baskets & Troughs	3,500		3,500	
		TOTAL	5,700		5,700	
E & L	4350	Income - Roundabout	-850		-850	
E&L	4390	CCTV - Chamber & Heathfield PC Contribution	-620		-620	
		Total	-1470		-1470	
		Net Expenditure	4,230		4,230	
		Environmental and Regulatory Services				
E & L		Cemetery Services				
	5181	* Grave Digging	6,500		5,000	
	5180	* Rates/Water	2,000		2,200	
	5182	*Litter	1,800		3,000	
	5186	* Maintenance	400		200	
		TOTAL	10,700		10,400	
		Income				
E & L	4180	* Cemetery - Interments	-37,500		-30,000	
	4181	* Cemetery - Memorials	-6,000		-6,000	
	4182	* Cemetery - Sundry Income	-200		-200	
	4183	* Cemetery - Maintenance Charge	-4,000		-4,000	
		TOTAL	-47,700		-40,200	
		Net Expenditure	-37,000		-29,800	
		HIGHWAYS AND TRANSPORT SERVICES				
		Highways and Transportation				
		Street Lights - Supply, Maintenance and Repairs				
E & L	5080	* Supply & Maintenance	11,000		11,000	
E & L	5081	* Repairs	13,000		17,500	
E & L	5082	* New Lights	0		0	
E & L	5372	Town Council Climate Change Working Group	0		1,000	
E & L	5086	Bus Shelters	100		0	
	5053	New Bus Shelter	0		0	
E&L	5350	Roundabout Expenditure	100		100	
		TOTAL	24,200		29,600	
		Income				
E & L	4370	* Road Safety Week (to be renamed to Climate Change Working Group)	-150		-100	
E & L	4295/4240	* Delegated Functions	-1,325		-1,325	
		TOTAL	-1,475		-1,425	
		Net Expenditure	22,725		28,175	
		Other Buildings and Services to the Public				
E & L	5294	Graffiti Removal	50		0	

<div> <div>FINAL DRAFT</div> <div>Environment and Leisure Budget 2023/2024</div> </div>					
		TOTAL	50		0
E & L	5360	Salaries Groundsmen	103,140		120,382
	5361	Groundsmen - NI	7,447		9,796
	5362	Groundsmen - Pension	18,978		22,150
	5230	Salary Ranger	27,952		31,071
		TOTAL	157,517		183,399
		TOTAL REVENUE EXPENDITURE	285,967		330,499
		TOTAL INCOME	-95,145		-97,195
		TOTAL	190,822		233,304

Committee	Nominal Code		2022/2023 Budget			
		Long Term Earmarked Reserve Projects				
		Old Timbers Lane	250		0	
		Vehicle Replacement	5,000		5,000	
		Street Light replacement SOX lanterns	2,500		0	
		Streetlighting repairs	5,000		0	
		Upgrade Victoria Pleasure Ground facilities	10,000		40,000	
		Saving for future puppy park	0		0	
		Potential to introduce small number of recycling bins	0		0	
		Saving for drainage improvements to Skatepark at Victoria	0		0	
		Future land expansion HMLNR & Snatts Road Cemetery	2,000		0	
		Grasscutting - Ride on Mower	0		0	
		Foresters - New Front Doors	500		500	
		Geophysical survey of the cemetery for future space planning	0		4,000	
		Total Long Term Earmarked Projects	25,250		49,500	
		TOTAL				
		New initiatives for 2023/24				
		Victoria & Ridgewood signage	1,000		0	
		ESCC Grass Verge cutting contribution	4,356		4,442	
		Grasscutting - Ride on Mower/Chipper	9,000		0	
		Replacement grounds tools & equipment	2,000		0	
		Speed reduction initiatives	2,000		0	
		Platinum Jubilee Celebrations	500		0	
		Purchase of more animal friendly bins	1,500		0	
		Tree for a tree planting programme	2,000		2,000	
		New gazebo and trestle tables for events	0		300	
		King's Coronation	0		2,000	
		Victoria Rainwater tank clean and service	0		7,000	
		Wildflower areas	0		250	
		Vehicle replacement	0		7,500	
			22,356		23,492	

FINAL DRAFT
Environment and Leisure Budget 2023/2024

		<u>TOTAL</u>	<u>2022/23</u>		<u>2023/24</u>
		Total Revenue Expenditure	285,967	-	330,499
		Total Long Term Earmarked Reserve Projects	25,250	0	49,500
		Total New Initiatives	22,356	0	23,492
		Total Budget Expenditure	333,573	0	403,491
		Total Income	-95,145	0	-97,195
		Net Expenditure	238,428	0	306,296

FINAL DRAFT
Luxfords Budget 2023/2024

Committee	Nominal Code		2022/2023 Budget		2023/2024 Budget	Notes
		OTHER SERVICES				
GP		Luxfords				
	5810	* Food Purchases	36,000		40,000	
	5820	* Bar Purchases Non Alcoholic	1,600		2,600	
	5825	* Bar Purchases Alcoholic	6,000		7,000	
	5840	*Consumables	1,700		900	
	5842	*Cleaning	0		1,000	
	5845	* Maintenance & Repairs	2,000		2,000	
	5850	Equipment	2,000		2,000	
	5855	Luxfords equipment hire	200		400	
	5870	Stationery	70		0	
	5865	Luxford Telephone	170		0	
	5880	Luxfords General Advertising	750		400	
	5890	* Uniforms & Protective Clothing	200		150	
	5980	* Credit Charges	1,500		2,600	
	5861	* Rates	8,500		8,000	
	5862	Electricity	9,900		9,000	
	5863	Gas	1,150		3,500	
	5864	Water	1,200		1,500	
	5866	* Litter Collection	1,200		1,600	
	5867	* Stock Taker	780		820	
	5940	Luxfords salaries	93,177		107,673	
	5941	Luxfords National Insurance	3,953		5,403	
	5942	Luxfords Pension	15,339		18,834	
	5945	Luxfords Casual wages	6,000		6,000	
		*Management costs	0		0	
		TOTAL	193,389		221,380	
GP		Income				
	4810	* Restaurant Food Sales	-118,000		-130,000	
	4820	* Restaurant Bar Sales	-7,000		-9,250	
	4825	* Takeaway	-1,000		-2,000	
	4910	* Function Food Sales	-20,000		-28,000	
	4920	* Function Bar Sales	-15,000		-20,500	
	4940	*Hire of Equipment (Urn Hire)	-1,000		-1,250	
	4840	*Hire of Luxfords	-2,000		-1,000	
	4950	*Sundry Income	-500		-500	
		TOTAL	-164,500		-192,500	
		Net Expenditure	28,889		28,880	
		Long Term Earmarked Projects				
		New dishwasher	500		0	
		Total	500		0	
		New initiatives 2023-24				
		New cooker	0		3500	
		Total Budget Expenditure	193,389		221,380	
		Income	-164,500		-192,500	

FINAL DRAFT
Luxfords Budget 2023/2024

		Net Expenditure	28,889		28,880	
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<u>TOTAL 2023/24</u>				
Total Revenue Expenditure	193,389		221,380	
New Initiatives	0		3500	
Total Long Term Earmarked Reserve Projects	500		0	
Total Budget Expenditure	193,889		224,880	
Total Income	- 164,500		-192,500	
Net Expenditure	29,389		32,380	

FINAL DRAFT
GP Budget 2023/2024

Committee	Nominal Code		2022/2023 Budget		2023/2024 Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES				
		Cultural and Related Services				
		Recreation and Sport - Community Centres				
	5609	C/C Wood Pellets	10,000		10,000	
	5610	C/C rates	39,500		39,500	
	5611	C/C electricity	9,600		9,000	
	5612	C/C gas	5,250		4,500	
	5613	C/C water	3,120		3,200	
	5617	C/C Refuse collection	1,750		1,500	
	5620	C/C regular maintenance contracts	10,000		11,000	
	5660	C/C repairs and renewals	25,000		25,000	
GP	5610 - 5676	Civic Centre	104,220	0	103,700	
	5743	The Hub	5,000		2,500	
	5744	The Hub rates	0		0	
GP	5743 - 5747	The Hub	5,000	0	2,500	
	5760	F/H rates	3,000		3,000	
	5761	F/H electricity	1,065		2,500	
	5762	F/H gas	3,685		1,800	
	5763	F/H water	312		300	
	5765	F/H regular maintenance	1,500		2,000	
	5766	F/H repairs	2,500		3,000	
GP	5760 - 5769	Foresters Hall	12,062	0	12,600	
	5720	Victoria Pavilion rates	4,200		4,000	
	5721	V/P electricity	4,962		5,000	
	5722	V/P gas	6,005		5,000	
	5723	V/P water	1,758		1,250	
	5725	V/P regular maintenance	2,750		3,500	
	5726	V/P repairs	3,250		3,500	
GP	5719 - 5729	Victoria Pavilion	22,925	0	22,250	
GP		Ridgewood Village Hall	0		0	
	5711	W/P Pavilion electricity	976		1,000	
	5713	W/P Pavilion water	572		300	
	5715	W/P Pavilion regular maintenance	0		0	
	5716	W/P Pavilion repairs	0		0	
GP	5709 - 5718	West Park Pavilion	0		0	
		TOTAL	1,548	0	1,300	
		Income				
	4610	Weald Hall	-21,000		-32,000	
	4615	Weald Hall - Commercial	-1,000		-3,000	
	4620	Council Chambers	-10,000		-10,000	
	4625	Council Chambers - Commercial	-100		-800	
	4630	Ashdown Room	-12,000		-9,000	
	4635	Ashdown Room - Commercial	-3,500		-3,500	
	4640	Green Room	-12,000		-12,000	
	4650	Oakleaf Room	-7,000		-10,500	
	4660	Mayors Parlour	-12,000		-13,000	

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GP Budget 2023/2024

	4670	Equipment hire	-500		-1,000
	4671	Martlets Room	-7,000		-7,200
	4673	Community Toilet scheme	-1,100		-1,130
GP	4610 - 4700	* Civic Centre	-87,200	0	-103,130
	4690	*Quickborn Suite	-8,500		-8,500
	4796	Hub Site	0		0
	4797	Hub site (Community Fridge recharge of services)	0		-250
	4798	Source re-charge of services	-1,400		-2,000
		Source rent	-2,400		-2,800
GP	4796 - 4798	* The Hub	-3,800	0	-5,050
	4760	F/H regular users	-15,000		-15,850
	4761	F/H ocassional users	-100		-100
	4762	F/H commercial	-50		-50
GP	4760 - 4763	* Foresters Hall	-15,150	0	-16,000
	4719	V.P Sussex Support Service Rent	-10,500		-10,500
	4720	Victoria Pavilion	-260		-250
	4721	V/P repayment of electricity	-1,500		-2,000
	4726	Victoria Garages (Cricket, Ensemble)	-240		-200
	4723	V/P repayment of gas	-1,200		-1,600
GP	4720 - 4723	* Victoria Pavilion	-13,700	0	-14,550
GP	4781	* Ridgewood Village Hall	-900		-900
GP	4710	* West Park Pavilion	-6,600		-6,600
GP	4677	* FiT Payments - Civic Centre	-5,000		-6,000
		* RHI Payments - Civic Centre	-10,000		-10,000
		TOTAL	-22,500	0	-23,500
		Net Expenditure			
		Planning and Development Services			
		Economic Development			
GP	5530/5532	Festive Lights			
	5530	Festive Lights	15,000		15,000
	5532	Festive lights electricity	480		500
		TOTAL	15,480	0	15,500
		Income			
GP	4530	* Festive Lights	-2,200		-2,200
		Net Expenditure	13,280	0	13,300
		CENTRAL SERVICES			
		Corporate and Democratic Core			
		Corporate Management			
		Administration and Hospitality			
	5410	Admin - general	2,000		2,000
	5412	Admin - telephones	5,000		5,250
	5413	Admin - photocopier	4,000		2,000
	5415	Postage	300		225
	5416	Stationary	2,000		1,800
GP	5410- 5417	* Administration	13,300	0	11,275
GP	5435	* Hospitality	0		100
GP	5455	Health and Safety	2,000		3,500
GP	5425	* Recruitment	200		400

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GP	5425	* General	250		250
		Accountant, Audit and Internal Audit Fees	0		0
GP	5475	* Accountant Fees	4,700		5,000
GP	5495	* External Audit Fees	2,500		2,750
GP	5494	* Internal Audit Fees	1,950		2,500
GP	5497	Professional Fees	10,000		9,500
GP	5793	Subscriptions	4,500		4,500
GP	5794	Training	5,500		6,000
GP	5430	Office Equipment	9,500		9,500
GP	5460	Insurances	36,500		37,000
GP	5577	Newsletter	5,100		5,100
GP	5490	Protective Clothing	400		250
GP	7903. 2300	Loan Costs	60,910		39,800
GP	5580 - 5590	Bank and Credit Charges	0		0
	5581	Bank charges	600		960
		TOTAL	144,610	0	127,110
		Income			
GP	4403/4410	* Training/Administration	-100		-100
	4414	Luxfords - re-allocation administration charges	0		0
GP	4579 - 4583	* Bank Interest			
	4579	Special Int, Bearing Interest (Now Business Reserve)	-90		-2,500
	4583	Interest Misc (Fixed rate bond)	-200		-1,000
		TOTAL	-390	0	-3,600
		Net Expenditure			
		Democratic Representation and Management			
GP	5543	Members Allowances	19,260		20,223
GP	5544	Members Expenses	100		105
GP	5465	Mayors Allowance	1,773		1,862
GP	5470	Elections	0		0
		TOTAL	21,133	0	22,190
		Income	0		
		Net Expenditure			
		Grants and Partnerships			
GP	5480	Grants Section 142	19,000		19,000
GP	5485	Grants - Power of Well Being	27,500		14,400
GP	5487	Volunteer Bureau Service Level Agreement	8,000		8,000
		TOTAL	54,500	0	41,400
		Income	0		
		Net Expenditure			
		Other Buildings and Services to the Public			
GP	5730-5732	Cemetery Buildings East & West	0	0	0
	5730	Cemetary Buildings rates	1,850		1,850
	5732	Cemetary Buildings repairs/contracts	750		750
GP		Signal Box, Osborn Hall, Foresters Hall Chapel	0		0
	5735	Signal Box Repairs/contracts	1,500		1,500

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GP Budget 2023/2024

		* Osborn Hall	0	0	0
	5750	All buildings cleaning materials	2,000		2,200
	5770	* Foresters Hall Chapel	0	0	0
GP	5772-5774	2a Vernon Road	200		500
GP	5790	Bridge Cottage	0	0	0
		TOTAL	6,300	0	6,800
		Income			
GP	4730	* Cemetery Building East	-5,500		-5,500
GP	4775-4776	* Signal Box + Insurance recharge	-4,600		-6,000
		Signal Box, Osborn Hall, Foresters Hall Chapel			
GP	4780	* Osborn Hall	-425		-1,000
GP		* Foresters Hall Chapel	-1,150		-1,150
GP	4771	* 2a Vernon Road	-7,200		-7,800
GP	4783	* Bridge Cottage + Insurance recharge	-5,200		-2,160
		TOTAL	-24,075	0	-23,610
		Net Expenditure	-17,775		-16,810
		SALARIES			
GP	5680 - 5682, 5795	Caretakers/Other Buildings			
	5680	Caretakers - salaries	71,241		91,399
	5686	Casual Caretakers	250		250
	5681	Caretakers - National Insurance	3,315		4,629
		Caretakers - Pension	15,851		16,818
	5795	Other building - salaries	4,992		5,637
GP	5540 - 5542	Administration			0
	5540	Office staff - salaries	214,042		230,450
	5541	Office staff - National Insurance	20,567		20,454
	5542	Office staff - pension	39,384		42,403
		TOTAL	369,642	0	412,040
		Total Revenue Expenditure	770,720		778,665
		Total Income	-177,515		-200,140
			593,205	0	578,525
		Saving for Long Term Earmarked Projects			
		Elections	5,000		0
		W Hall Floor	5,000		0
		Civic Centre communal carpet - 10 year project	500		500
		5 yearly EICR's for all outlets	2,800		2,800
		Future reconfiguration or renovations to existing buildings	15,000		0
		Civic centre lift upgrade	5,000		10,000
		Climate change carbon emissions reduction projects e.g. solar panels	10,000		10,000
		Air Con units for Civic Centre in preparation for warmer months	0		2,000
		Improve internal decoration of Victoria Pavilion	0		5,000
		Security upgrade Civic Centre	0		1,000
			43,300	0	31,300

FINAL DRAFT
GP Budget 2023/2024

		Total New Initiatives 2023/24				
		Building Maintenance	62,000		76,000	
		Victoria Pavilion additional CCTV	2,000		0	
		Civic Centre gutter clearance and bird netting	7,000		0	
		Civic Centre signage	2,000		0	
		Server upgrade and small office computer upgrade	0		10,000	
		262 Bus Service	3,900		3,900	
		WPA NHS Top-Up	1,854		2,000	
		Civic Centre Wifi Upgrade	0		2,500	
		Insurance rebuild valuations	0		8,250	
			78,754		102,650	
			892,774		912,615	

<u>Total</u>	<u>2022/23</u>		<u>2023/24</u>
Total Revenue Expenditure	770,720		778,665
Total Long Term Earmarked Reserve Projects	43,300		31,300
Total New Initiatives	78,754		102,650
Total Budget Expenditure	892,774		912,615
Total Income	-177,515		-200,140
Net Expenditure	715,259		712,475



UCKFIELD TOWN COUNCIL

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 (in terms of market valuation). 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 80k per annum.

Since then, as a result of the pandemic and changes in the usage of buildings and/or underuse, we have been reviewing the most prudent way forward. We are likely to see some change in 2023, to increase our duties in terms of compliance for our buildings, the renting of those buildings/spaces which are currently underutilized and any anticipated changes in leasehold/tenancy arrangements.

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. It is recommended that this be planned for 2024 to review the external structure and maintenance of the buildings. The focus in 2023, is with internal compliance.

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, funding has been set aside within the 2023/24 budget for these to be reviewed to ensure our insurance policies are in line with current rebuild/material costs.

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;
- ☐ Deliver initiatives outlined within the Town Council's Strategic and Annual Plans:
 - compliance upgrade (fire safety, electrics, water etc) in the Civic Centre, Foresters Hall, West Park Pavilion and Victoria Pavilion);
 - lease West Park Pavilion to a local sports club, under a full repairing lease;
 - refurbish the Signal Box;
 - appoint a contractor via surveyors to manage the demolition of the Hub building only (not the Source building or Community Fridge) on the Hub site;
- ☐ Potentially purchase The Dene, off Brown's Lane from Buxted Parish Council to add to the Town Council's asset portfolio, and maintain this area as an important recreational space for residents of Manor Park;
- ☐ 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 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 1995. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time. <i>This land is currently in dispute and Solicitors instructed, as the land was sold at auction on 6 December 2022, despite Uckfield Town Council having documentation to confirm transfer.</i>	Land	Freehold	0.05ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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. This land is currently in dispute and Solicitors instructed, as the land was sold at auction on 6 December 2022, despite Uckfield Town Council having documentation to confirm transfer of maintenance to the Town Council by landowner Federated Homes in the mid-19990s.	Land	Freehold	0.30ha
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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
OS23	Swallow Court	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. This land is currently in dispute and Solicitors instructed, as the land was sold at auction on 6 December 2022, despite Uckfield Town Council having documentation to confirm transfer of maintenance to the Town Council by landowner Federated Homes in the mid-1990s.	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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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)	Buxted Parish Council has declared this land surplus to requirements. As of January 2023, Uckfield Town Council has submitted a bid for the purchase of this land, and discussions are underway.	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 Full Council

Monday 23 January 2023

Agenda item 15.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES – 2022/23 (Q3)

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 December (end of quarter three).
- 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 following a period of staff vacancies, the Town Council has recently appointed new members of staff, so there is still a learning curve for these new members and project work is placed second to the day to day priorities of our service provision. We currently hold one vacancy within the Grounds team.

2.0 End of Quarter Three 2022-23: Progress Update





- 2.1 Of the 12 priorities, four are complete, six 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: Q3 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 Q3 - 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	✓	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. 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.	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 were made with additional safety notices incorporated at Harlands and Downlands Copse as well as the larger open spaces. Repairs to equipment have been ongoing. Unfortunately some play area equipment at Victoria Pleasure Ground has not been possible to repair. Town Councillors have therefore put a substantial amount of funding aside towards the play area's upgrade with the intention that further funding be set aside to deliver this upgrade in 2024/25.</p> <p>Specialist topographical and drainage surveys were carried out at Ridgewood Recreation Ground and car park in summer 2022 to assist with the design of a suitable surface which would take the local watercourses and drainage into consideration. Final plans and drawings were now being developed for the car park and drainage improvements, for submission to the local planning authority.</p> <p>A report was received from the Green Spaces Health Audit Pilot. Due to more urgent priorities consideration of the suggested improvements had to be halted for 2023/24, but these will be factored into the business planning process for 2024-25 unless grant funding opportunities become available.</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. Ash Dieback works have been completed in both Nightingale and Boothland Wood. Additional works are scheduled in for Bridge Farm Wood.	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 was 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.	●	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. The lighting within Foresters Hall was changed to LED. Detailed work was undertaken to explore the addition of further solar panels on the Civic Centre roof. Grounds equipment has been 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 has continued during the winter season of 2022-23.	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 security upgrade, the server cabinet was 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.		Some of the Building Maintenance Programme funding was re-allocated by Full Council on 19 December to enable important compliance works to be undertaken in the Civic Centre and Foresters Hall. Local surveyors were appointed to manage the demolition project of the Hub (Hub building only, not the Source or full site). Tenders have since been received and will be presented to members of Full Council on 23 January 2023 for consideration under confidential business. The final elements of the lease agreement are being arranged for the transfer of West Park Pavilion to a local sports club – Uckfield Grasshoppers. This will be arranged under a full repairing lease. Works are required to the building prior to handing the building over, to ensure as landlord, electrical and fire safety compliance. The Signal Box will require refurbishment prior to re-letting. Unfortunately due to priorities in other buildings, this work has been placed on hold for the time-being.	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.	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 23 January 2023

Agenda item 16.0

TO CONSIDER WHETHER TO PROVIDE A RESPONSE TO THE LEVELLING UP AND REGENERATION BILL: REFORMS TO PLANNING POLICY CONSULTATION

1.0 Summary

- 1.1 Members will be aware that the release of the consultation on the draft Wealden Local Plan has been delayed during the autumn/winter of 2022, whilst the local planning authority waited on further reviews at parliamentary and central government level on housing supply (housing targets) and associated methodology.
- 1.2 A letter was published by the Rt Hon Michael Gove on 6 December 2022, which reflected on planning and local control.
- 1.3 The intention of his letter was to '*place local communities at the heart of the planning system.*' This letter recognised that there were faults with the current planning system and it was proposed that a number of changes be set out in a consultation of the National Planning Policy Framework before Christmas.
- 1.4 The consultation opened on 22 December 2022 and is due to close on 2 March 2023.
- 1.5 The weblink to review the consultation text is as follows:
<https://www.gov.uk/government/consultations/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy/levelling-up-and-regeneration-bill-reforms-to-national-planning-policy#scope-of-consultation>
- 1.6 There are up to 58 questions posed by central government as part of this consultation and within the context of the sub-headings.

2.0 Recommendation

- 2.1 Members are asked to advise the Town Clerk of how they wish to proceed.

Contact Officer: Holly Goring

Appendices: Appendix A: Questions being posed through the consultation

Question Number	Question Wording
1	Do you agree that local planning authorities should not have to continually demonstrate a deliverable 5-year housing land supply (5YHLS) as long as the housing requirement set out in its strategic policies is less than 5 years old?
2	Do you agree that buffers should not be required as part of 5YHLS calculations (this includes the 20% buffer as applied by the Housing Delivery Test)?
3	Should an oversupply of homes early in a plan period be taken into consideration when calculating a 5YHLS later on or is there an alternative approach that is preferable?
4	What should any planning guidance dealing with oversupply and undersupply say?
5	Do you have any views about the potential changes to paragraph 14 of the existing Framework and increasing the protection given to neighbourhood plans?
6	Do you agree that the opening chapters of the Framework should be revised to be clearer about the importance of planning for the homes and other development our communities need?
7	What are your views on the implications these changes may have on plan-making and housing supply?
8	Do you agree that policy and guidance should be clearer on what may constitute an exceptional circumstance for the use of an alternative approach for assessing local housing needs? Are there other issues we should consider alongside those set out above?
9	Do you agree that national policy should make clear that Green Belt does not need to be reviewed or altered when making plans, that building at densities significantly out of character with an existing area may be considered in assessing whether housing need can be met, and that past over-supply may be taken into account?
10	Do you have views on what evidence local planning authorities should be expected to provide when making the case that need could only be met by building at densities significantly out of character with the existing area?

11	Do you agree with removing the explicit requirement for plans to be 'justified', on the basis of delivering a more proportionate approach to examination?
12	Do you agree with our proposal to not apply revised tests of soundness to plans at more advanced stages of preparation? If no, which if any, plans should the revised tests apply to?
13	Do you agree that we should make a change to the Framework on the application of the urban uplift?
14	What, if any, additional policy or guidance could the department provide which could help support authorities plan for more homes in urban areas where the uplift applies?
15	How, if at all, should neighbouring authorities consider the urban uplift applying, where part of those neighbouring authorities also functions as part of the wider economic, transport or housing market for the core town/city?
16	Do you agree with the proposed 4-year rolling land supply requirement for emerging plans, where work is needed to revise the plan to take account of revised national policy on addressing constraints and reflecting any past over-supply? If no, what approach should be taken, if any?
17	Do you consider that the additional guidance on constraints should apply to plans continuing to be prepared under the transitional arrangements set out in the existing Framework paragraph 220?
18	Do you support adding an additional permissions-based test that will 'switch off' the application of the presumption in favour of sustainable development where an authority can demonstrate sufficient permissions to meet its housing requirement?
19	Do you consider that the 115% 'switch-off' figure (required to turn off the presumption in favour of sustainable development Housing Delivery Test consequence) is appropriate?
20	Do you have views on a robust method for counting deliverable homes permissioned for these purposes?

21	What are your views on the right approach to applying Housing Delivery Test consequences pending the 2022 results?
22	Do you agree that the government should revise national planning policy to attach more weight to Social Rent in planning policies and decisions? If yes, do you have any specific suggestions on the best mechanisms for doing this?
23	Do you agree that we should amend existing paragraph 62 of the Framework to support the supply of specialist older people's housing?
24	Do you have views on the effectiveness of the existing small sites policy in the National Planning Policy Framework (set out in paragraph 69 of the existing Framework)?
25	How, if at all, do you think the policy could be strengthened to encourage greater use of small sites, especially those that will deliver high levels of affordable housing?
26	Should the definition of "affordable housing for rent" in the Framework glossary be amended to make it easier for organisations that are not Registered Providers – in particular, community-led developers and almshouses – to develop new affordable homes?
27	Are there any changes that could be made to exception site policy that would make it easier for community groups to bring forward affordable housing?
28	Is there anything else that you think would help community groups in delivering affordable housing on exception sites?
29	Is there anything else national planning policy could do to support community-led developments?
30	Do you agree in principle that an applicant's past behaviour should be taken into account into decision making?
31	Of the two options above, what would be the most effective mechanism? Are there any alternative mechanisms?
32	Do you agree that the 3 build out policy measures that we propose to introduce through policy will help incentivise developers to build out more quickly? Do you have any comments on the design of these policy measures?

33	Do you agree with making changes to emphasise the role of beauty and placemaking in strategic policies and to further encourage well-designed and beautiful development?
34	Do you agree to the proposed changes to the title of Chapter 12, existing paragraphs 84a and 124c to include the word 'beautiful' when referring to 'well-designed places', to further encourage well-designed and beautiful development?
35	Do you agree greater visual clarity on design requirements set out in planning conditions should be encouraged to support effective enforcement action?
36	Do you agree that a specific reference to mansard roofs in relation to upward extensions in Chapter 11, paragraph 122e of the existing framework is helpful in encouraging LPAs to consider these as a means of increasing densification/creation of new homes? If no, how else might we achieve this objective?
37	How do you think national policy on small scale nature interventions could be strengthened? For example, in relation to the use of artificial grass by developers in new development?
38	Do you agree that this is the right approach making sure that the food production value of high value farm land is adequately weighted in the planning process, in addition to current references in the Framework on best most versatile agricultural land?
39	What method or measure could provide a proportionate and effective means of undertaking a carbon impact assessment that would incorporate all measurable carbon demand created from plan-making and planning decisions?
40	Do you have any views on how planning policy could support climate change adaptation further, specifically through the use of nature-based solutions that provide multi-functional benefits?
41	Do you agree with the changes proposed to Paragraph 155 of the existing National Planning Policy Framework?
42	Do you agree with the changes proposed to Paragraph 158 of the existing National Planning Policy Framework?
43	Do you agree with the changes proposed to footnote 54 of the existing National Planning Policy Framework? Do you have any views on specific wording for new footnote 62?

44	Do you agree with our proposed Paragraph 161 in the National Planning Policy Framework to give significant weight to proposals which allow the adaptation of existing buildings to improve their energy performance?
45	Do you agree with the proposed timeline for finalising local plans, minerals and waste plans and spatial development strategies being prepared under the current system? If no, what alternative timeline would you propose?
46	Do you agree with the proposed transitional arrangements for plans under the future system? If no, what alternative arrangements would you propose?
47	Do you agree with the proposed timeline for preparing neighbourhood plans under the future system? If no, what alternative timeline would you propose?
48	Do you agree with the proposed transitional arrangements for supplementary planning documents? If no, what alternative arrangements would you propose?
49	Do you agree with the suggested scope and principles for guiding National Development Management Policies?
50	What other principles, if any, do you believe should inform the scope of National Development Management Policies?
51	Do you agree that selective additions should be considered for proposals to complement existing national policies for guiding decisions?
52	Are there other issues which apply across all or most of England that you think should be considered as possible options for National Development Management Policies?
53	What, if any, planning policies do you think could be included in a new framework to help achieve the 12 levelling up missions in the Levelling Up White Paper?
54	How do you think that the framework could better support development that will drive economic growth and productivity in every part of the country, in support of the Levelling Up agenda?
55	Do you think that the government could go further in national policy, to increase development on brownfield land within city and town centres, with a view to facilitating gentle densification of our urban cores?

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- 56 Do you think that the government should bring forward proposals to update the framework as part of next year's wider review to place more emphasis on making sure that women, girls and other vulnerable groups in society feel safe in our public spaces, including for example policies on lighting/street lighting?
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- 57 Are there any specific approaches or examples of best practice which you think we should consider to improve the way that national planning policy is presented and accessed?
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- 58 We continue to keep the impacts of these proposals under review and would be grateful for your comments on any potential impacts that might arise under the Public Sector Equality Duty as a result of the proposals in this document.

Meeting of the Full Council

Monday 23 January 2023

Agenda Item 17.0

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 19 December 2022 and 23 January 2023.
- 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

No formal engagements attended during this period.

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

No formal engagements attended during this period.