



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

Meeting of the **Environment and Leisure Committee** to be held on
Monday 13 February 2023 at 7.00pm
in the Council Chamber, Civic Centre, Uckfield

AGENDA

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

1.0. DECLARATIONS OF INTEREST

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

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

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

3.0. APOLOGIES FOR ABSENCE

4.0. MINUTES

- 4.1. Minutes of the meeting of the Environment and Leisure Committee held on 3 January 2023
- 4.2. Action list – for information only
- 4.3. Project Monitoring List – for information only

5.0. FINANCE

- 5.1. To note bills paid
- 5.2. To note the Income & Expenditure report for the end of December 2022

6.0. ADMINISTRATION

- 6.1 To note draft minutes from the Strengthening Local Relations (SLR) meeting held on 17 January 2023
- 6.2 To review the proposed amendments to the Allotment Agreement and Rules/Regulations
- 6.3 To review the proposed amendments to the Cemetery Rules and Regulations

7.0. ENVIRONMENT

- 7.1. To note the current position of the Town Council's Estates
- 7.2. To consider proposals for Ridgewood Village Hall car park works
- 7.3. To provide an update on signage for the beacon at Victoria Pleasure Ground – marking the Queen's Jubilee
- 7.4. To consider an invitation to become part of an East Sussex Highways pilot to reduce grass verge cutting on rural verges within Uckfield Town

8.0. LEISURE

- 8.1. To consider the celebration of King Charles III's Coronation at Victoria Pleasure Ground on 6 May 2023
- 8.2. To consider a request to remove the activity panels at Ridgewood Recreation Ground Multi Use Games Area
- 8.3. To consider additional tourist signage on the access corridors into Uckfield

9.0. REPORTS FROM WORKING GROUPS

Nothing to report

10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

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

11.0. CHAIRMANS ANNOUNCEMENTS

12.0. CONFIDENTIAL BUSINESS

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

- 12.1. To consider a report on the Marketing programme



Town Clerk

7 February 2023



Minutes of the meeting of the **Environment and Leisure Committee** held on
Tuesday 3 January 2023 at 7.00pm
Council Chamber, Civic Centre

PRESENT:

Cllr. S. Mayhew (Chair)
Cllr. J. Beesley
Cllr. D. French

Cllr. A. Smith (Vice-Chair)
Cllr. D. Bennett
Cllr. D. Ward

IN ATTENDANCE:

Holly Goring – Town Clerk
Rachel Newton – Senior Administrative Officer
Minutes taken by Rachel Newton

1.0. DECLARATIONS OF INTEREST

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. None were forthcoming.

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

There were no statements from members of the public.

3.0. APOLOGIES FOR ABSENCE

An apology was received prior to the meeting from Councillor K. Bedwell due to sickness.

4.0. MINUTES

4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 7 November 2022

EL.26.01.23 It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on the 7 November 2022 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2. Action list

Members discussed items on the action list.

EL54.01.22 - To consider if Uckfield Town Council wishes to hold an event which can be incorporated within Uckfield Festival week 2022.

The Chair referred there only being three members who had attended the recent Uckfield Festival AGM meeting so a proposal had been put forward for another meeting this month to try to encourage attendance and future engagement. This item was removed and members would await feedback from the relevant parties involved.

4.3. Project Monitoring List – for information only

Members noted the report and agreed to remove the following item:

FC.82.01.22 – Purchase of more animal friendly bins.
No further action.

5.0. FINANCE

5.1. To note bills paid

Members noted the report.

5.2. To note the provisional Income and Expenditure report for end November 2022

Members noted the report.

5.3 To consider the purchase of a new mower/mower attachment for open space grass-Cutting

The Town Clerk gave a powerpoint presentation to propose the purchase of a more suitable mowing system (since the grass cutting was now dealt with in-house). This came after a summer of struggling to keep up with our mowing obligations, due mostly the age of existing machinery and unreliable second-hand machinery. Luckily, one of the Groundstaff was able to assist with repairs. The Grounds team were also still one member of staff down, so it was imperative to ensure we invested properly and seek a new mower that was efficient.

The proposals set out some options available on the current market and its associated costs. Members were shown three quotations obtained from two separate companies, Haynes and John Deere (Tuckwells), together with a description of machines and attachments.

As the grass cutting season would begin mid to end of March, members noted that any decision would be based on a view to placing an order in the next couple of weeks or so, to ensure the equipment would be received on time. The machines would need be ordered and delivered by April 2023.

Suitability

A tractor mounted system was the preferred option by the Head Groundsman as it was only one engine that needed to be run, and was better for storage too. Also, the rotary system was hassle free and better in wetter grass, compared to cylinder mowers and that this system gave a similar finish.

One member asked to ensure that the new mower would be able to deal with any steep inclines such as the area of grasslands at The Dene.

Finance options

Members asked to consider the overall costs, whether that be to include any annual interest charges or other alternatives effecting the budget.

The Town Clerk pointed out that any new mowers would mostly come with a three year warranty, so this would mean most repairs would be reduced.

Tractor hours would also be reduced as this would cover large areas and be easier to manage. The tractor would also be able to travel on the roads (licenced) which would make it a lot safer to manage, instead of having to mount the pathways or causing any obstructions.

Options available

The first option put forward was considered the most suitable in terms of cost and efficiency, costing in the region of £20k and including a discount.

Although there would be no finance option for this mower, the Town Clerk suggested that the costs could potentially come from earmarked reserves, which were in the region of £20-25k.

One member asked about the life expectancy of the mower which was a good question, since this may impact on long term costs if the mower were to break down in the longer term.

Another member asked about the re-sell value of the current mower, as even if sold at a slight loss, would be of a helpful contribution.

Another idea was put forward to maybe hire out the new mower to other local councils and smaller parishes, to cover any future expenses.

EL27.01.23 Members **RESOLVED** for the Town Clerk to explore the points made by members with the idea of possibly opting for the 'Major' mower and funding the purchase with the reallocation of earmarked reserves.

6.0. ADMINISTRATION

6.1 To request items for the Strengthening Local Relationships (SLR) meeting with East Sussex Highways on 17 January 2023

Members were asked if there were any items to raise before the agenda items would be circulated to committee members the following day.

Members asked for the following items to be raised:

A resident had reported a tree down across a walk way on Brown's Lane, Manor Park (Tower Ride) on 28 December, and had asked if someone could advise the status of the removal of this tree.

Works previously carried out on the verges outside Manor School to introduce grass crete: there were three to four fixed but some were thought to be raised slightly and needed looking into again. These works were originally carried out due to parking issues and some held up well, but others needed attention.

ES Highways to monitor/survey the roads in terms of pots holes and sink holes as these issues were reoccurring in certain areas – in particular the High Street and Eastbourne Road.

Members were also keen to understand what was agreed for 2022-23 in terms of ES Highways expenditure and going forward for road maintenance; how ES Highways would seek to address the further pothole issues exacerbated by the recent cold and wet weather and most badly affected roads.

EL.28.01.23 Members noted the report and **RESOLVED** to agree all agenda items for the Clerk to raise at the next Strengthening Local Relations meeting with East Sussex Highways on 17th January 2023.

7.0 ENVIRONMENT

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

One member asked about progress being made in Boothlands Wood following the ash die back works end of last year, since heavy duty machinery had been used and a fence panel taken down in a one area of woods. This would be followed up and an update would be given at the next meeting in February.

Members noted the rest of the report.

7.2 Update on Street Lighting repairs

Members noted the report and acknowledged that the East Sussex Highways Street Lighting Officer had explained that it had been necessary to change contractors and the new contract would commence on 1 May 2023. This would result in delays to quotations and repairs between now and May 2023, whilst the contract was transferred over.

- 7.3 To consider the draft Management Plan for West Park Local Nature Reserve
A member wished to make note that the saplings on the outskirts of the north entrance into West Park Recreation Ground had been planted there deliberately in order to create a new hedgerow along this area and eventually replace the adjoining wooden fence posts. Although they were tilting slightly this was not a concern and the Ranger was monitoring this.

Members wished to thank our Ranger for this excellent report and asked if there had been any liaison with the Supporters Group of the nature reserve to see if they had any feedback. Members also agreed that this report needed to be commended and expressed further afield in respect of how precious those land areas were, for archaeological reasons also.

The Town Clerk suggested that subject to consultation with the supporters groups, and prior to being formally adopted, members may wish to approve the report and that a separate webpage could be made to present both management plans for the local nature reserves of Hempstead Meadows and West Park.

One member also mentioned about the archaeological aspects in the report which may be of interest to our local students as a structure for learning.

EL.29.01.23 Members **RESOLVED** to give thanks and respect to our Ranger for his knowledge on all subject related matters and approved the report (subject to consultation with the relevant supporters groups and report being adopted thereafter).

8.0 LEISURE

Nothing to report.

9.0 REPORTS FROM WORKING GROUPS

- 9.1 Update on review of Sports Fees & Charges 2023/24
Members noted the report.

- 9.2 Update on review of Allotment Fees & Charges from 1 April 2023
Members noted the report.

- 9.3 Update on review of Cemetery Fees & Charges 2023/24
Members noted the report.

10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 10.1 Active Uckfield
Nothing to report at this time.

- 10.2 Age Concern
Nothing to report at this time.

- 10.3 All Weather Pitch Operational Group
Nothing to report at this time.

- 10.4 Conservators of Ashdown Forest
Nothing to report at this time.

10.5 West Park LNR and Hempstead Meadows LNR – Supporters Group
Nothing to report at this time.

10.6 Luxford Centre Management Committee
Nothing to report at this time.

10.7 Uckfield and District Twinning Association
Nothing to report at this time.

10.8 Uckfield Festival Association
Nothing to report at this time.

10.9 Uckfield Parkrun Board
Nothing to report at this time.

10.10 Uckfield Railway Line Parishes Committee
Nothing to report at this time.

10.11 Uckfield Youth Club Board
Nothing to report at this time.

10.12 Wealden Bus Alliance/Weald Link
Nothing to report at this time.

11.0 CHAIRMANS ANNOUNCEMENTS
None.

12.0 CONFIDENTIAL BUSINESS

EL.30.01.23 It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

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

The meeting finished at 20.02pm.

UCKFIELD TOWN COUNCIL

ACTION LIST - FOR INFORMATION ONLY Environment and Leisure Committee

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

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.28.09.16</u>	To consider revised byelaws for the Town Council's <u>Local Nature Reserves (LNRs)</u> Members reviewed the amendments to the byelaws which still require Natural England and DEFRA's approval. It was RESOLVED to accept the revised byelaws.	05.09.16	HG	The Town Council has sealed and signed the byelaws. A public notice will be published soon to provide the public with an opportunity to view the byelaws, prior to their submission to the Secretary of State.
<u>EL.26.01.19</u>	It was RESOLVED that the Supporter Groups for both reserves be consulted with a view to shorten the byelaws in accordance with DEFRA's comments and report back to the Environment & Leisure committee.	28.01.19		
	<u>Harlands Farm Pond</u> The Ranger is to be asked for ideas to captivate children's interest whilst at the pond.	18.04.17	NM	The Ranger has not heard anything from the school and the previous Estates & Facilities Manager investigation into a possible waste water leak into the pond (which would be a concern if children are to be around it) drew a blank from his understanding. The Ranger has been discussing other options for the pond with the Head Groundsman as it seems like its conservation value is low due to the potentially contaminated water. Advised to just leave it for now. NFA
	Harlands Farm Pond, VCT and Sussex Wildlife Trust are to be contacted to establish if they can assist with ideas etc. regarding children involvement in the pond.	30.04.18		

<u>EL35.10.21</u>	<p><u>To review fees and charges for Snatts Road Cemetery for 2022/23</u></p> <p>Members noted the report and RESOLVED to:</p> <p>(i) agree to increase the fees and charges for Snatts Road Cemetery in 2022/23 by 1.5%, and;</p> <p>(ii) set up a working group to discuss the pricing structure, the rules and regulations and the future progress of the cemetery provision. Member volunteers included Cllr H. Firth, Cllr B. Cox and Cllr A. Smith.</p>	18.10.21	RN/ HG	In progress.
<u>EL44.11.21</u>	<p><u>To review fees and charges for our sports facilities in 2022/23</u></p> <p>(i) agree to increase the fees and charges for the hire of sports facilities in 2022/23 by 4%, and;</p> <p>(ii) agree to set up a working group to discuss the pricing structure and the provision of sports facilities (member volunteers to be re-dressed about this at the Environment and Leisure meeting on 16 May 2022).</p>	15.11.21	RN/ HG	In progress.
<u>EL72.05.22</u>	<p><u>To consider illegal tree works to Town Council trees</u></p> <p>Members noted the report and RESOLVED to:</p> <p>(i) agree that a strongly worded letter be sent to the resident requesting that they clear up the mess created at their own expense, and;</p> <p>(ii) donate to plants and new trees elsewhere, but if not carried out;</p> <p>(iii) pursue legal action as recommended by Wealden DC.</p>	16.05.22	RN	<p>A response was received from the resident, and solicitors were instructed.</p> <p>No response since 1 September - solicitors have been chased up for an update</p>
<u>EL73.05.22</u>	<p><u>To consider a number of improvements to direct tourism to Uckfield</u></p> <p>Members noted the report and RESOLVED to:</p> <p>(i) introduce the following ideas for improvements to direct tourism to Uckfield at the next infrastructure working group meeting: better parking facilities for motorhomes in town and improved signage, and to;</p> <p>(ii) consider if there is anything additional that should be explored to be discussed at that next meeting, and;</p> <p>(iii) for the Estates and Facilities Manager to explore those initiatives put forward already with the various responsible agencies, including any leverage through</p>	16.05.22	RN/ HG	An update is being presented to members of E&L Committee on 13 February 2023.

	ES Highways for proper signage from developers.			
<u>EL08.06.22</u>	<p><u>To consider proposal for a Queen's Platinum Jubilee Sign at Victoria Pleasure Ground</u></p> <p>With eight members voting in favour, and one abstaining, members noted the report and RESOLVED to: (i) task the Clerk with obtaining costings for a matching sign on the opposite side of the beacon at Victoria Pleasure Ground to commemorate The Queen's Platinum Jubilee, and;</p> <p>(ii) rejuvenating the current Diamond Jubilee sign, and;</p> <p>(iii) the possibility of having smaller signs attached for other tributes and beacon lighting events.</p>	27.06.22	RN	An update is being presented to E&L Committee on 13 February 2023.
<u>EL09.06.22</u>	<p><u>To consider removal of a litter bin on Hunters Way</u></p> <p>Members noted the report and RESOLVED to:</p> <p>(i) agree to ask grounds staff to monitor the litter bin on Hunters Way to see if the problem with sanitary waste disposal continued (after the bin strike), and;</p> <p>(ii) to place a sign on the bin with wording to the effect that the litter bin would be removed if misused, and;</p> <p>(iii) to report any change in behaviour to members at the next appropriate council meeting.</p>	27.06.22	RN	<p>At the E&L meeting on 7 November, members discussed at some length the options available, but understood the risk of removing the bin, as it could move the issue to another litter bin further afield. Members resolved for Grounds staff to temporarily remove the Hunters way litter bin for two months and closely monitor the bins in nearby proximity. The bin hadn't been removed since putting a sign on it the nappy issues have stopped. Groundstaff have been asked to monitor the situation and let us know if this happens again.</p> <p>NFA</p>
<u>EL.15.09.22</u>	<p><u>To note temporary bench removal – Hempstead Meadows (anti-social behaviour)</u></p> <p>Members noted the report and RESOLVED to:</p> <p>(i) reinstate the bench within Hempstead Meadows Local Nature Reserve;</p> <p>(ii) for the Town Council to engage with the local PCSO in relation to any reported incidents of alcohol and drug abuse in this area, and for;</p>	28.09.22	HG	The Town Clerk held conversations with the PCSOs with regard to this area of the nature reserve. They would incorporate this area within their patrols and repositioning of the bench might help. The Town Clerk would therefore liaise with the

	(iii) local residents to be asked to report any ongoing concerns of anti-social behaviour to Sussex Police in order for them to monitor and implement any changes on their patrols.			Ranger over the winter months to see if an alternative position would be more suitable.
<u>EL.16.09.22</u>	<u>7.4 To consider street lighting repairs</u> Members noted the report and RESOLVED to: (i) agree with proposals to carry out repairs on the street lights within the report, and; (ii) for the Town Council to get back in touch with East Sussex Highways to arrange for further details to be presented to Full Council for consideration on street lighting designs.	28.09.22	JH	Confirmation was given to the ES Highways Streetlighting team for works to be carried out, although they were experiencing problems with contractors on delivery. A new contractor has been employed who we understand have set a time period for street light works to commence in May. TBC if any future problems arise.
<u>EL27.01.23</u>	<u>5.3 To consider the purchase of a new mower/mower attachment for open space grass cutting</u> Members RESOLVED for the Town Clerk to explore the points made by members with the idea of possibly option for the 'Major' mower and funding the purchase with the reallocation of earmarked reserves.	03.01.23	HG	A new mower has been agreed and purchased. NFA

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

Projects in 2021/22 Budget – New Initiatives


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

Projects in 2022/23 Budget – New Initiatives

Project Name	Speed reduction initiative (already have £3,199.64 in earmarked reserves)		Project Number	69
<u>FC.82.01.22</u>	Plus £2,000 placed into budget in 2022/23	17.01.22	Will be utilised when further research has been undertaken into the various roadside initiatives available.	

Project Name	Tree for a tree planting programme		Project Number	72
<u>FC.82.01.22</u>	£2,000	17.01.22	Fruit trees have been purchased for planting at West Park. Awaiting confirmation of funding spent and tree planting programme completion before removing action.	

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

	Total spent: £480.38	18.10.22	<p>Further tree planting is due to take place during the winter season, with a variety of fruit trees being purchased and planted in a strip of land between Rocks and West Park.</p> 
	Total spent to date: £1693.37 (includes stakes etc)	05.02.23	<p>This winter's programme is now more or less complete, so the remainder could be considered for carry forward by members in the new financial year.</p>

PROV Environment Leisure Committee as at 31 Dec 2022

	Apr 22 Actuals £	May 22 Actuals £	Jun 22 Actuals £	Jul 22 Actuals £	Aug 22 Actuals £	Sep 22 Actuals £	Oct 22 Actuals £	Nov 22 Actuals £	Dec 22 Actuals £	Actuals at 31 Dec 22	Budgeted at 31 Dec 22	Jan 23 Budget £	Feb 23 Budget £	Mar 23 Budget £	Total 2022/23	Budget 2022/23
Sales																
Contribution to Town Centre Security	0	0	0	575	0	45	0	0	0	620	620	0	0	0	620	620
Weald Hall Events	893	900	706	952	1,276	2,121	6,942	3,627	2,697	20,113	15,500	1,500	1,500	1,500	24,613	20,000
Allotments	111	125	34	160	0	103	0	2,026	17	2,576	4,000	0	0	6,100	8,676	6,100
Allotment Deposits	160	129	52	312	0	0	150	520	52	1,375	560	80	80	80	1,615	800
Playing Fields & Pitches, Sport Income	25	28	75	434	161	75	245	0	2,544	3,588	2,000	0	0	7,000	10,588	11,500
Playing Fields & Pitches, Event Income	0	365	26	105	3,936	431	0	30	0	4,893	4,500	0	0	1,000	5,893	5,500
WDC- WPark Culverts Agreement	0	0	0	0	370	0	0	0	0	370	400	0	0	0	370	400
Cemetery - Interments	1,257	1,390	1,611	4,740	2,186	3,000	3,310	1,855	3,926	23,275	28,125	3,125	3,125	3,125	32,650	37,500
Cemetery - Memorials	466	323	596	739	56	1,612	795	273	534	5,394	4,000	500	500	500	6,894	6,000
Cemetery - Sundry income	0	0	0	0	0	0	0	0	0	0	0	0	0	200	200	200
Cemetery Maintenance Charge	299	398	498	299	100	299	442	199	299	2,830	3,100	300	300	300	3,730	4,000
Env Sundry Income	0	0	0	0	0	0	0	0	0	0	0	0	0	200	200	200
Litter/bus station	0	0	0	663	0	0	0	331	0	994	994	0	331	331	1,656	1,325
Road Safety Week/Eco EXPO	621	0	0	75	0	0	0	0	0	696	150	0	0	0	696	150
Roundabout income	0	0	0	864	0	0	0	0	0	864	850	0	0	0	864	850
Weald on the Field	0	0	0	0	2,312	0	1,010	0	0	3,322	0	0	0	0	3,322	0
Total Sales	3,831	3,658	3,598	9,917	10,396	7,684	12,893	8,861	10,069	70,907	64,799	5,505	5,836	20,336	102,585	95,145
Boxes highlighted are to be funded or part funded by earmarked reserves/set budgeted projects																
Purchases																
Clothing - Corp & Prot - Indoor staff	101	0	70	0	0	86	54	165	0	477	500	0	0	150	627	650
Street lights, New	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Street lights, supply & maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	11,000	11,000	11,000
Street light repairs	0	0	0	0	28,512	3,848	0	0	0	32,360	13,000	0	0	0	32,360	13,000
Bus shelters	0	0	0	0	0	0	0	0	0	0	0	0	0	50	50	100
Allotments	0	96	861	0	460	1,361	0	1,049	103	3,930	1,500	0	0	0	3,930	1,500
Playing fields and pitches	838	781	9,329	1,070	1,476	2,012	450	753	265	16,974	15,000	0	0	2,500	19,474	17,500
Playfing fields electricity	0	16	0	52	16	16	0	16	33	150	144	0	0	350	500	500
Play Areas	359	145	0	85	413	0	0	718	0	1,720	2,250	0	0	750	2,470	3,000
Cemetery, grave digging	104	0	320	320	0	0	960	0	960	2,664	4,250	750	750	750	4,914	6,500
Cemetery, rates & water	186	190	190	190	216	190	190	213	190	1,756	1,800	200	0	0	1,956	2,000
Cemetery, litter	216	252	216	227	278	215	295	252	202	2,153	1,350	150	150	150	2,603	1,800
Cemetery, maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	400	400	400
General equipment repairs	150	110	236	338	27	0	427	873	0	2,162	2,000	0	0	0	2,162	2,000
New Equipment	500	12	811	1,584	0	0	0	0	0	2,907	2,500	0	0	0	2,907	2,500
Ground Maintenance Contract	0	0	4,242	0	0	0	0	0	0	4,242	0	0	0	0	4,242	0
Ground Maintenance General	41	106	45	0	63	47	422	153	383	1,260	1,500	0	0	500	1,760	2,000
Hire of Equipment	0	0	0	0	0	0	0	0	0	0	250	0	0	250	250	500
LNRS & Sites of Interest (Ranger)	1,966	1,966	1,966	1,966	1,966	1,966	1,966	3,413	2,135	19,310	20,964	2,329	2,329	2,329	26,298	27,952
LNRS & Sites of Interest (Working budget)	0	81	167	57	0	210	15	42	16	588	2,250	0	0	750	1,338	3,000
Transit	207	203	220	485	0	0	269	129	0	1,513	1,500	0	0	500	2,013	2,000
Ford Ranger	104	118	142	218	538	780	113	189	120	1,900	1,125	0	0	375	2,275	1,500
Tractor maintenance & running costs	0	0	147	48	893	72	214	0	0	1,374	1,125	0	0	375	1,749	1,500
Movana Vehicle	395	469	120	356	0	320	227	372	112	2,374	1,500	0	0	500	2,874	2,000
Fencing	0	0	0	0	44	1,222	0	0	0	1,266	750	0	0	250	1,516	1,000
Trees	0	861	800	800	0	410	8,780	200	0	11,850	8,000	1,000	1,000	1,000	14,850	12,000
Graffiti removal	0	0	0	0	0	0	0	0	0	0	0	0	0	50	50	50
Litter bins	0	0	0	0	0	0	0	32	930	961	750	0	0	250	1,211	1,000
Litter collection, open spaces	700	893	620	1,087	909	882	836	504	714	7,145	6,375	708	708	708	9,270	8,500
Horticulture	0	0	0	0	0	0	0	0	0	0	0	0	0	300	300	300
Roundabout expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	50	50	100
Weald Hall Events	34	128	2,355	80	0	2,500	2,675	139	1,009	8,919	9,000	2,000	1,000	1,000	12,919	15,000
Corp dev- signage outside areas	1,120	0	0	432	0	0	0	0	0	1,552	500	0	0	0	1,552	500
Groundsmen - salaries	5,095	6,648	5,627	7,725	7,374	7,545	7,341	11,830	8,370	67,555	77,355	8,595	8,595	8,595	93,340	103,140
Groundsmen - National insurance	425	544	505	706	653	679	649	1,214	737	6,112	5,497	650	650	650	8,062	7,447
Groundsmen - Pension	1,454	1,766	1,535	1,973	1,887	1,904	1,898	3,070	2,095	17,581	14,234	1,582	1,582	1,582	22,326	18,978
Town Security/CCTV	1,158	60	55	56	58	58	60	55	56	1,615	1,928	91	91	91	1,888	2,200
Floral displays	0	1,257	478	478	478	478	0	0	0	3,169	3,500	0	0	0	3,169	3,500
Repair and replace street furniture	560	416	0	464	0	0	0	0	0	1,440	1,500	0	0	0	1,440	1,500
Cleaning materials	0	53	0	0	0	0	0	0	0	53	75	25	0	0	78	100
Performing rights	0	0	0	272	0	0	0	0	0	272	250	0	0	0	272	250
Event Advertising Marketing	80	0	195	80	530	120	230	80	80	1,395	3,000	0	0	1,000	2,395	4,000
Weald on the Field	563	0	106	723	7,022	80	0	0	0	8,494	3,000	0	0	0	8,494	3,000

PROV Environment Leisure Committee as at 31 Dec 2022

	Apr 22 Actuals £	May 22 Actuals £	Jun 22 Actuals £	Jul 22 Actuals £	Aug 22 Actuals £	Sep 22 Actuals £	Oct 22 Actuals £	Nov 22 Actuals £	Dec 22 Actuals £	Actuals at 31 Dec 22	Budgeted at 31 Dec 22	Jan 23 Budget £	Feb 23 Budget £	Mar 23 Budget £	Total 2022/23	Budget 2022/23
Road safety week/Eco Expo	514	150	0	0	0	0	0	0	0	664	0	0	0	0	664	0
Parkway Mower running costs	157	161	0	665	1,824	0	0	0	0	2,807	0	0	0	0	2,807	0
Repairs to Holy Cross Churchyard Path	0	0	0	0	1,389	0	0	0	0	1,389	0	0	0	0	0	0
HMLNR & WPLNR	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500	500
Total Purchases	17,027	17,483	31,358	22,539	57,026	27,001	28,069	25,463	18,510	244,054	210,222	18,080	16,855	37,705	315,305	285,967

New initiatives 2022/23

Victoria and Ridgewood Signage	1,120	0	0	0	0	0	0	0	0	1,120	1,000	0	0	0	1,120	1,000
ESCC Grass Verge cutting	4,356	0	0	0	0	0	0	0	0	4,356	4,356	0	0	0	4,356	4,356
Grasscutting/Ride On Mower	0	0	0	0	0	0	0	0	0	0	9,000	0	0	0	0	9,000
Replacement ground tools and equipment	0	2,852	0	0	0	0	0	0	0	2,852	2,000	0	0	0	2,852	2,000
Speed reduction initiatives	0	0	0	0	0	0	0	0	0	0	2,000	0	0	0	0	2,000
Platinum Jubilee celebrations	0	446	434	0	0	0	0	0	0	880	500	0	0	0	880	500
Purchase of more animal friendly bins	0	0	0	0	0	0	0	0	0	0	1,500	0	0	0	0	1,500
Tree for a tree planting programme	0	0	0	0	0	0	0	1,655	0	1,655	2,000	0	0	0	0	2,000
Total New Initiatives 2022/23	5,476	3,298	434	0	0	0	0	1,655	0	10,863	22,356	0	0	0	9,208	22,356

Weald on the Field Sponsorship and 50% pitch fee income	0	0	0	0	(2,312)	0	(1,010)	0	0	(3,322)	N/A	0	0	0	N/A	N/A
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Eco EXPO Income	(621)	0	0	(75)	0	0	0	0	0	(696)	N/A	0	0	0	N/A	N/A
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Platinum Jubilee Income	0	0	(1,627)	0	0	0	0	0	0	(1,627)	N/A	0	0	0	N/A	N/A
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Sundry income from sale of grounds equipment used for purchase of new grass cutting equipment	0	(6,500)	0	0	0	0	0	0	0	(6,500)	N/A	0	0	0	N/A	N/A
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UCKFIELD TOWN COUNCIL



Minutes of the meeting of the Strengthening Local Relationships (SLR) Liaison Meeting
Via Microsoft Teams on Tuesday 17 January 2023 at 9:00am

PRESENT: Cllr. Chris Dowling East Sussex County Council
Cllr. Claire Dowling East Sussex County Council
Rebecca Iona Contact Centre Mgr (ES Highways)
Ian Johnson Traffic & Safety Mgr (ESCC)
Gavin Spencer Highway Steward (ES Highways)

IN ATTENDANCE:

Rachel Newton – Senior Administrative Officer, Uckfield Town Council
Minutes taken by Rachel Newton

1.0 APOLOGIES

None.

2.0 APPROVE MINUTES FROM THE LAST MEETING

The minutes of the last SLR meeting held on the 13 July 2022 be taken as read, confirmed as a correct record.

3.0. MATTERS ARISING FROM THE LAST MEETING

a) Update on Poor road surface in Downsview Crescent and Southview Drive

Wealden Planning had confirmed in August last year that a survey of the surrounding highway network, focusing on the approach road from Southview Drive and Downsview Crescent, had been undertaken and a report on any related road damage caused by construction vehicles had been submitted to the local planning authority, setting out any recommended remediation measures.

The worst of the defects had been raised for emergency repairs. ES Highways were waiting for a licence and a timeframe for those repair works to be carried out by the developer, and would let all relevant parties know once this was likely to be expected.

b) Church Street – pailing fence panels damaged on fence line raised up on footpath

Those works on the whole of the raised section of the north side of the street had now been completed.

c) Pavement defects – Lashbrooks Road

There were still some pavement defects by the side of the school that were in a poor condition. The Highway Steward was aware of this after having undertaken a walked inspection of the area recently and he had a list of outstanding works in this regard. This would be looked into and council members notified once those repairs were underway.

4.0. SINK HOLES AND POT HOLES

A couple of enquiries had been raised by local residents and local councillors about the reoccurrence of sink holes on road surfaces in certain areas of town, mainly along the High Street and on Church Street.

ES Highways were asked to monitor the road surface at the top of the bus stop outside shops Canton/Millets as the “sink” hole area was reappearing. One member had noticed that there was a definite dip appearing near the pavement area which had grown in size and was being classified as a large pot hole.

The Highways Steward had already reported a couple of large pot holes on Snatts Road and pot holes on the road surface on Manor Way (junction at the bottom onto The Drive). Cllr. Love had asked to thank ES Highways for the two patches already done, but asked if this could be monitored and to keep us updated, since more surface was breaking up.

Some of the worst areas reported by members were on Eastbourne Road which needed to be addressed.

The Highway Steward highlighted that the recent rain and wet weather had not helped the situation and he would monitor this. The Customer Service Manager would find out if there were any upcoming larger schemes in the area along the Eastbourne Road, High Street and Church Street as those were areas were our biggest concern.

The roads were surveyed annually, the ‘A’ and ‘B’ roads were separate to the smaller roads, which were attended to by the local Highway Stewards.

The issue with Pudding Cake Lane was possibly to do with drainage issues as, if the sink hole was repaired but kept happening, this would need looking into. This would be followed up by ES Highways.

The ES Highways website would provide guidance and information on any upcoming works but if there were any more urgent issues or defects to report, this would take priority. The next inspection of all roads and pavements was due to take place in March/April.

5.0 TREE DOWN

A local resident had reported a tree down across a walk way on Brown’s Lane, Manor Park (Tower Ride) on 28 December, and had asked if someone could advise the status of the removal of this tree. One of the Highway Stewards at ES Highways had looked into this on 3 January 2023 and the tree was removed. No further action.

6.0 VERGE OUTSIDE MANOR SCHOOL

Since the grasscrete works were carried out a while ago on the verges outside Manor Primary School, a local councillor reported that some had now risen between 2-3cm above pavement level, and were a potential trip hazard for school children. The works were originally carried out due to parking problems along this area and some held up well, although others were now needing some attention.

The Highway Steward would put this on his list to go and have a look once he had the opportunity.

7.0 HIGHWAYS UPDATE

ES Highways had eighteen existing open cases which the team were working on to resolve as quickly as possible. This included carriageways and drainage issues,

pavements and street lighting. There were two upcoming works in the pipeline, including footway works to be carried out at New Place between 25 January to 3 February and drainage works at Keld Close (date tbc).

One council member asked if there were any updates in relation to the ongoing issue of street lights not working, and in particular along Eastbourne Road as he had been approached by a local resident about this last November when it was getting dark in the winter. The Customer Service Manager for ES Highways said that this would be dependent on what materials were required but would find out the latest and provide an idea of a lead time for replacements and schedule of works to be carried out.

8.0 ANY OTHER BUSINESS

9.0 DATE AND TIME OF NEXT MEETING **Tuesday 4th July 2023 at 9:00am (In-person)**

Meeting ended at 09:44am

DRAFT

UCKFIELD TOWN COUNCIL



THIS AGREEMENT is made between:

1 Uckfield Town Council (hereinafter called the Council) and

2

(The Tenant) of

Address:

Telephone:

Email:

Allotment Plot Number	
Plot Size	m ²
Annual Ground Rent <u>April 2023 – April 2024</u>	£
Annual Water Levy <u>April 2023 – April 2024</u>	£
Annual Admin Charge <u>April 2023 – April 2024</u> (revised annually)	<u>£15</u>
DEPOSIT	£52
Discount on rent for over 60s On production of confirmation	
TOTAL DUE	£
Annual Rent Due	1 st <u>April</u> and annually thereafter and at a proportionate rent for any part of a year over which the tenancy may extend

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This tenancy is subject to the Allotments Acts 1908 to 1950 and to the following conditions:-

- The Tenant shall use the plot as an Allotment Garden only (that is to say wholly or mainly for the production of vegetable or fruit crops for consumption by the tenant and his/her family) and for no other purpose and to keep it clean and free from weeds and in a good state of cultivation and fertility and in good condition. Carpets and black plastic must **not** be used for weed control on allotments.
- The Tenant shall not cause any nuisance or annoyance to the occupier of any other allotment plot, or obstruct any path set out by the Council for the use of the occupiers of the allotment site
- The Tenant shall not underlet, assign, or part with the possession of the allotment plot or any part thereof, without the written consent of the Council.
- The Tenant shall not, without the written consent of the Council, cut or prune any timber or other trees, or take, sell, or carry away any mineral, gravel, sand or clay.

- (e) The Tenant shall keep every hedge that forms part of or adjoins their allocated allotment plot properly cut and trimmed and keep in repair any other fences, gates or sheds on their allotment plot.
- (f) The Tenant shall not, without the written consent of the Council, erect any building on the allotment plot, and shall be responsible for the removal of any building on or before expiry of the tenancy.
- (g) The tenant shall not keep any livestock on the allotment unless permitted by statute without the prior written consent of the Council. All such livestock shall be maintained in accordance with the RSPCA guidelines on animal welfare.
- (h) The keeping of bees is not allowed on any allotment land.
- (i) The Tenant shall only store chemicals necessary for gardening purposes on site and stored in manufacturers containers. All chemicals must be locked away and out of reach of children. Manufacturer instructions regarding safety, storage, mixing, disposal and use must be followed at all times. The Council recommends that Organic alternatives should be used whenever possible in preference to chemicals.
- (j) The Tenant shall, as regards the allotment plot, observe and perform all conditions and covenants contained in the lease (if any) under which the Council hold the land.
- (k) Any Member or Officer of the Council shall be entitled at any time to enter and inspect the allotment plot.
- (l) The Tenant shall not use barbed wire or razor wire for a fence adjoining any path.
- (m) The tenancy of the allotment plot shall terminate on the rent day next after the death of the Tenant, and shall also terminate whenever the tenancy or right of occupation of the Council terminates. It may also be terminated by the Council by re-entry after one month's notice:-
- (1) If the rent is in arrears for not less than 40 days; or
 - (2) If the Tenant is not duly observing the Rules affecting the allotment plot or any other term or condition of the tenancy, or
 - (3) if the Tenant becomes bankrupt or compounds with their creditors.
- The tenancy may also be terminated by the Council or the Tenant by twelve months previous notice in writing expiring on or before 6th day of April or on or after 29th day of September in any year. (Allotment Act 1922. Section 1(1)(e))

Signed **Witness**

on behalf of Uckfield Town Council

Dated

Signed **Witness**

Tenant

Dated

Uckfield Town Council Allotment Rules.



APRIL 2023 (Updated)

Deleted: NOVEMBER 2019

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1 Assignment / Sub-letting

- 1.1 The tenancy of an allotment is personal to the tenant named in the agreement.
- 1.2 The tenant may not underlet, assign, sublet or part with possession or control of all or any part of their allotment without written consent from the council. (Agreement c)
- 1.3 Within the first three months the tenant is within a probationary period if the tenant chooses to return the allotment to the council during this period the tenant will have rental returned minus a £10.00 administration fee. If the tenant undertakes no significant work (no less than 40% cultivation) to a plot within the first three months of receiving the plot then the tenancy will be terminated and the plot returned to council for re-letting.
- 1.4 New tenants will be required to submit a deposit of such amount as the Council may from time to time decide which will be refunded at the time of cessation of the allotment tenancy (provided the plot is left in a satisfactory and rentable condition).

That for the 2023/24 season this deposit shall be £52.00.

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2 Cultivation and weed control

- 2.1 The cultivated area is defined as the area that is cultivated for vegetable or fruit crop or flower production. Cultivation requires the tenant to regularly dig or mulch, or prune and weed 75% of the plot. Compost bins, glass houses, water butts, poly-tunnels and fruit cages are also included within the cultivated area, as are ornamental flower crops. Areas of lawn or meadow are not included within the cultivated area. (Agreement a)
- 2.2 Allotments must be kept clean and maintained in a good state of cultivation (minimum 75% in cultivation) and fertility throughout the year. An area that is annually cleared of weeds yet remains un-cropped or un-planted during any one year will be considered as non-cultivated. The whole plot, including any uncultivated/leisure areas, must be kept tidy, safe and free from flowering weeds. (Agreement a)
- 2.3 Allotments that have areas that are unsuitable for production - such as heavily shaded areas, excessively sloping land or impoverished or polluted soils - may be allowed extended lawn and wildflower conservation areas. Extended grass areas must be agreed in writing with a council officer.
- 2.4 It is the tenant's responsibility to keep the plot free of weeds that cause a nuisance to adjoining tenants. Where on inspection or as the result of complaints, a plot with weeds is identified the tenant will be sent a weed notice letter. A further inspection will be carried out up to 8 weeks after the notice period has expired, and if there are no improvements in cultivation a notice of termination will be sent. (Agreement a)

2.5 Carpet and black plastic must not be used for weed control on allotments.

2.6 Use of Pesticides, herbicides, vermicides and fertilisers:

Where these are used, manufacturer's instructions must be followed at all times. Particular care should be taken to avoid drift or spillage on paths and neighbouring plots. Tenants should generally only use weedkillers over winter or in the spring, and not in the vicinity of crops.

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3 Trees and invasive plants

- 3.1 All trees, bushes and hedging over the absolute height of 2.5 metres (or 8 feet) in height are in breach of allotment rules and will lead to a notice and possible termination.
- 3.2 Tenants must not, without consent of a Council officer, cut or prune trees outside of their own allotment or plant any trees which will exceed an absolute height of 2.5 metres (or 8 feet) and/or allow self-seeded trees to grow on their allotment, including any that are growing through perimeter fencing. (Agreement d)
- 3.3 Fruit trees are permitted but will normally be included within the 25% of non-cultivated area. Where fruit trees are planted outside of the 25% non-cultivated leisure area, the soil beneath fruit trees must be planted with productive crops or other plants in accordance with cultivation rules.

- 3.4 Tenants who have fruit trees that have grown above 2.5 metres will be served a notice instructing them to prune trees to an acceptable height. Where trees are not pruned back to an acceptable height then the council reserves the right to prune back trees and charge the cost to the tenant.
- 3.5 All fruit trees must be selected so as to avoid breaching the height rule, with trees being selected to grow to around 2 metres but no higher than the absolute height of 2.5 metres. Trees should be grown on dwarfing or semi dwarfing rootstocks and pruned so as not to exceed 2.5 metres in height.
- 3.6 The council reserves the right to enter any plot, with or without the consent of the tenant, to remove oversized trees and plants over 2.5 metres (or 8 feet) in height as well as cut down excessive and seeding weed growth or overgrown grass. If the removed vegetation has been planted by the tenant then removal costs will be charged to the tenant. Failure to pay for removal costs will result in tenancy termination.
- 3.7 Invasive plants such as Bamboo, all types of willow and fast growing conifers (including Christmas trees) are not permitted. If the invasive plants are not removed by the tenant then the tenancy will be terminated and plants removed at cost to the tenant.

4 Hedges and ponds

- 4.1 Tenants are responsible for maintaining any hedge on or abutting their plot. They should be kept to a height of around 2 metres with an absolute maximum height of 2.5 metres (8 feet). Hedge sides shall be trimmed at least once per year so as not to obstruct pedestrian or vehicular access. (Agreement e)
- 4.2 Where hedges abut a perimeter boundary, road or vehicular haulage way, the council is responsible for maintaining the outside and top.
- 4.3 Hedges should not be cut back during the bird nesting season, which runs from 1st March - 1st September.
- 4.4 No fast growing conifers or invasive screening plants such as bamboo or willow may be planted as hedging on allotment land.
- 4.5 The maximum surface area for a pond is 1.5 square metres and will be no deeper than 50cm deep. The pond area will be included as part of the non-cultivated area.
- 4.6 Ponds must be temporary and should not be constructed out of concrete or any other hard landscape material. All ponds should be sited at least 2 metres distance from any haulage way or path. Tenants are advised to provide secure fencing.
- 4.7 The use of sunken baths as ponds or for water storage is not permitted on safety grounds. Baths being brought onto the allotment space by an existing tenant will be seen as unwanted waste and will result in a tenant being put on notice. Historical baths brought on site before the 2011 rule review that are both functional and above ground will be exempt.

5 Plot use and storage

- 5.1 Tenants must use their allotment and any structures on it for their own personal use and must not carry out any business or sell produce from it (unless sold for the benefit of charity or the allotment association of that site.) Tenants may not use their allotment as a place of residence and/or sleep overnight.
- 5.2 The allotment is rented to the tenant for the purpose of cultivation of herb, flower, fruit and vegetable crops.
- 5.3 Only materials for use on the plot may be stored there, such as beanpoles, cloches, pots and netting for seasonal use.
- 5.4 Construction materials, paving and timber for infrastructure work must be used within 12 months.
- 5.5 Quantities in excess of the above will be regarded as unacceptable and the tenant ordered to remove them. Failure to do so will result in the materials being removed by the

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council, the tenant charged with the cost and notice of termination given.

6 Water, Bonfires & Other Restrictions

- 6.1 Sprinklers are prohibited. Hose pipes may be used to water directly if hand held or to fill water butts, provided this does not prevent other tenants having access to water supplies.
- 6.2 Mains water will be available from 1st March to 31st October. Water supply is subject to season restrictions and hosepipe bans.
- 6.3 Any form of unattended mains connected irrigation - be it open hose food irrigation or seep hose irrigation - is forbidden and will lead to notice of termination.
- 6.4 All stand pipes and water butts beneath standpipes will be considered as a common resource to be shared with surrounding tenants. Any tenant who uses excessive quantities of water, or who is seen to consistently monopolise the water supply to the detriment of fellow tenants, will be put on notice. Where possible, tenants are encouraged to collect rainwater for use on their allotments.
- 6.5 Bonfires are permitted for the burning of un-treated or un-painted woody waste only. The burning of any other materials – such as plastics, tyres, carpet, MDF, laminated wood - is strictly prohibited and will lead to immediate termination and referral for prosecution.
- 6.6 All open fires between 1st April and 1st November must be contained within an incinerator barrel, however small contained fires will be permitted for barbequing.
- 6.7 Smoke from a bonfire, which could be a nuisance to neighbours by interfering with the use and enjoyment of their garden or property, or could affect the comfort or quality of life of the public, could result in action under the Environment Protection Act of 1990. Tenants who light a fire within 50ft (15.24m) of the centre of a highway may be guilty of an offence under the Highways Act 1980.
- 6.8 Fires must be attended at all times until all material has burnt and the fire extinguished. Fires must be kept to a manageable size to ensure safe burning and a minimum of smoke production. Any fire managed in an unsafe manner or producing excessive smoke will result in an instant notice and may lead to tenancy termination.
- 6.9 All potentially toxic materials should be removed from the allotment site and disposed of in the relevant civic amenity site. Failure to remove said materials will lead to termination and recovery of removal costs.
- 6.10 The council reserves the right to prohibit bonfires on a specific plot and/or group of plots.
- 6.11 Tenants may not remove any mineral, sand, gravel, earth or clay from the allotment gardens without the written permission from the council. (Agreement d)

7 Waste materials and pollutants

- 7.1 Waste regulations apply to materials brought on site by existing tenants. It is the responsibility of the new tenant to instruct the council to take away waste left on site within the first month of taking a plot. The new tenant may also gather photographic evidence of any potential polluting materials on site when they take on the plot.
- 7.2 Waste from external sources, including green waste, may not be deposited on the allotment or any other part of the site. Abuse will result in immediate tenancy termination and prosecution.
- 7.3 The bringing on site and use of polluting materials such as tyres, asbestos, glass and carpet shall be treated as illegal disposal of waste and will result in immediate notification and referral for prosecution.
- 7.4 The bringing on site and use of rubble and hardcore for paths and other forms of construction is prohibited. The bringing on site of tyres, plastic or metal materials such as shelving, angle iron or bath tubs - as well as other timber and plastic materials not relating to crop production is prohibited. Bringing such materials on site will result in a notice and possible termination.

- 7.5 The creation of concrete pad footings for sheds or green houses, or concrete pads for paving, or any solid brick and cement structures is prohibited. Narrow concrete and brick footings will be allowed for a glass house.
- 7.6 The use of glass bottles for any form of construction or raised bed is forbidden and will result in a notice and possible termination.
- 7.7 All non-diseased vegetative matter shall be composted and used on the tenant's allotment. Diseased plants and perennial weeds can be burned in an incinerator.
- 7.8 The council reserves the right to clear overgrown plots that are currently tenanted and are causing a nuisance. The tenant will be charged the full cost on each occasion that this occurs.
- 7.9 In the event that a tenant is put on notice for excessive materials such as timber, metal, carpet or tyres being left on plot, and if the tenant does not clear such materials, then the council reserves the right to clear such materials and reclaim costs from the tenant.
- 7.10 If tenants witness someone illegally fly tipping rubbish onto allotment land they should immediately contact the police.

8 Structures and fences

- 8.1 Sheds and sided structures shall be included within the 25% area allowed for non-cultivation. Poly tunnels, glasshouses and fruit cages will be included within the cultivated area.
- 8.2 Any structure on the allotment must be temporary and maintained in safe order with an appropriate external appearance and condition. If the council is not satisfied with the state of the structure the tenant must either repair it to the council's satisfaction or remove the structure within one month of instruction to do so. If the structure is not removed, the council may remove it and charge the tenant the full cost of removal and disposal. (Agreement e) (Agreement f)
- 8.3 Tenants may put up one shed and no more than two greenhouses (including poly-tunnels) on their plot. Glasshouses and poly-tunnels should cover no more than 20% of the allotment. Permission from the site representative or council officer is required for poly tunnels, with tunnel size and layout agreed. No tunnel or glasshouse should exceed 2.13 metres in height.
- 8.4 Where a tenant is given a plot with a structure then the tenant should take photographs of structures to disprove liability if structures are seen to be unsafe.
- 8.5 Any structures erected on the allotment shall not be made from hazardous materials (e.g. asbestos) and the colour shall be in keeping with the natural environment.
- 8.6 The maximum size of a shed is 3 metres long x 2 metres wide x 2.13m high, (9 feet x 6 feet x 7 feet).
- 8.7 N.B. West Park allotments maximum size of shed is 6' x 4' provided guttering and water butts are installed.
- 8.8 All structures must be adequately secured to the ground to prevent uplift with sheds and glass houses requiring a footing on slabs bedded on sand.
- 8.9 All structures must be kept within the boundary of the allotment and must not be constructed over underground utilities (e.g. water supply pipes). All structures must be removed before the end of the expiration of the tenancy.
- 8.10 Solid fences adjacent to neighbours' plots should not exceed 1 metre in height and wire and trellis fences should not exceed 1.5 metres in height. (Agreement e)
- 8.11 It is an offence to attach or hang any materials to any council fencing.

9 Paths & haulage ways

- 9.1 Paths within allotments must be kept free from flowering weeds and long overgrown grass that exceeds 15cm (over 6 inches high). (Agreement b)

- 9.2 A single main path no wider than 75cm, as well as narrow internal paths (being spurs from the main path and being no wider than 50cm) will also be included within the cultivated area. Wider paths will be allowed on steeply sloping plots where raised beds require wider access.
- 9.3 Paths that exceed the dimensions stated above shall be included within the non-cultivated area.
- 9.4 Shared paths between two allotments must be maintained, and kept cut and clipped up to the nearest half width by each adjoining tenant; paths must be kept clear of obstructions at all times.
- 9.5 All paths should be wide enough for easy pedestrian access to neighbouring tenants' plots.
- 9.6 Where car parking or vehicle access is permitted on an allotment site, the tenant must ensure that all haulage ways have free access for other users.
- 9.7 Haulage ways must not be obstructed - or parked on - by vehicles. Haulage ways may be parked upon for loading and unloading only. Vehicles which frequently and persistently block haulage ways may be barred from allotment sites.(Agreement b)

10 Dogs, livestock and Bees

- 10.1 Dogs must not be brought onto allotments or any part of the site unless they are kept on a short lead or otherwise restrained at all times. Tenants who fail to keep dogs on leads will receive a notice.
- 10.2 Tenants with persistently barking dogs or dogs that harass allotment tenants will be put on notice and shall have dogs barred from allotment sites.
- 10.3 The burial of any pets or animals on any allotment land is strictly forbidden and will result in termination.
- 10.4 No animals or livestock may be kept overnight on allotment land, except hens with permission sought and agreed.
- 10.5 Any tenant that wishes to keep hens on their allotment must advise the Town Council in writing and complete an Undertaking (see Appendix 1) which requires the following:-
- that the hens will be kept in accordance with the RSPCA Guidelines
 - defines the maximum number of hens — no more than 5 (no cockerels allowed)
 - and confirms that all eggs from these hens are for personal consumption

10.6 The keeping of bees is not allowed on any allotment land. Please contact the town council if you are interested in bees and require any further information.

10.7 The keeping of bees is not allowed on any allotment land.

11 Rent

- 11.1 The tenant must pay the invoiced rent within 40 days of the due date and may, if qualified, claim any special discounts the council offers only at the time of invoicing.
- 11.2 The rent year runs from the 1st ~~April~~ to ~~31st March each year~~. A tenant may voluntarily relinquish their allotment at any time, or have their tenancy terminated for breach of the tenancy agreement before year end but no rebate will be payable unless the plot is surrendered within the initial 3~~4~~ month probationary period.
- 11.3 New tenants will be responsible for recording initial plot condition by taking photographs of the plot at the time of accepting tenancy.
- 11.4 All tenants over the age of 60 will be eligible for a concessionary 20% discount on submission of documented proof of date of birth. Concessionary evidence must be provided prior to ~~1st April~~ in order to receive concession for the following year.
- 11.5 The departing tenant shall remove any items or derelict structures from there plot before the end of the tenancy. Inspections will be carried out on final hand over with a bill given

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if necessary. The council will dispose of any such material not removed by the tenant. The full cost of disposal shall be charged to the outgoing tenant.

11.6 Rent may be increased at any time provided the council takes reasonable steps to give at least six months notice by way of signs on notice boards and gates, or by newsletters etc. Failure to give notice to any individual tenant will not invalidate the tenants rent increase.

11.7 An administration fee will be charged per annum to the amount of £15 per plot. This is subject to any slight increase on an annual basis.

12 Observance of Rules

12.1 Tenants must observe and comply with current rules, regulations and policies, and those which the council may make at any time in the future (e.g. statutory law changes, local restrictions - such as bonfire restrictions).

12.2 Rules will be posted online on the council website www.uckfieldtc.gov.uk, and may be displayed either on notice boards, gates and/or sent with rent invoices/new tenancy agreements/newsletters. Failure to observe rules will lead to tenants being put on notice and possible tenancy termination. In certain extreme instances a breach of site rules can lead to immediate termination of tenancy.

12.3 Tenants must comply with any reasonable or legitimate directions given by an authorised officer in relation to an allotment or site.

12.4 Tenants shall, as regards to the allotment plot, observe and perform all conditions and covenants contained in the lease (if any) under the council hold the land.

12.5 Any Member or Officer of the Council shall be entitled at any time to enter and inspect the allotment plot.

13 Site safety, security and duty of care

13.1 Tenants must not discriminate against, harass, bully or victimise any other person/s on the grounds of race, colour, ethnic or national origin, social origin, language, religion, political or other opinion, belief, gender, marital status, age, sexual orientation, sexuality, medical condition, disability, or disadvantaged by any condition which cannot be shown to be justified.

13.2 No tenant must cause another tenant harassment, alarm or distress. Any use of violence or threats of violence or damage to another's property will be grounds for immediate termination of tenancy and possible prosecution. (Agreement b)

13.3 The allotments and site or any structures thereon may not be used for any illegal, immoral or anti-social purpose. Tenants found to have committed an illegal or immoral act will be subject to immediate tenancy termination.

13.4 In the case of two tenants having an unresolved dispute and no one party can be proven as being in breach of any site rules then the council reserves the right to end the tenancy of both parties. The council reserves the right to consult with the site representative and the Uckfield Allotment Society regarding any such disputes.

13.5 Tenants have a duty of care to everyone, including visitors, trespassers and themselves.

13.6 Any structure or any other item considered hazardous should be removed after instruction from a council officer. Failure to do so will see the council remove the structure or item with costs charged to the tenant and may result in termination.

13.7 Storage of fuels and hazardous materials is prohibited only chemicals necessary for gardening purposes can be stored. All chemicals must be locked away and out of reach of children. Manufacturer's instructions regarding safety, storage, mixing, disposal and use must be followed at all times. The Council recommends the use of organic alternatives wherever possible. Usage of fuels and hazardous materials should be undertaken with caution. If hazardous materials such as asbestos are found on your allotment then please inform your site representative or a council officer. (Agreement i, in part)

- 13.8 Particular care should be taken when using strimmers, ~~rotavators~~ and other mechanical/powered equipment both in relation to the user and any third-party person. Appropriate personal protective equipment should be worn at all times.
- 13.9 Unsafe working practices may result in plot termination and the tenant shall be liable for any damage or injury caused by unsafe working practices.
- 13.10 Tenants may not bring, use or allow the use of barbed or razor wire on the allotment. (Agreement L)
- 13.11 The council is not liable for loss by accident, fire, theft or damage of any structures, tools, plants or contents on allotment. Tenants are advised not to store any items of value on the allotment, and to insure and mark any items kept at the allotment. Tenants should report incidents of theft and vandalism to their site representative and the police.

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14 Unauthorised persons

- 14.1 Only the tenant, or a person authorised or accompanied by the tenant is allowed on the site.
- 14.2 The authorised officer or other authorised persons may order any unauthorised person on the site in breach of these rules to leave immediately.
- 14.3 The tenant is responsible for the behaviour of children and adults visiting the allotment. In an instance where a visitor breaches site rules then the tenant will be held equally responsible.
- 14.4 Allotments are not suitable for large private gatherings of 12 people or more. The playing of amplified music is forbidden.

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15 Vehicles, tents and caravans

- 15.1 Motor vehicles may not be parked overnight or deposited on the allotment ~~so as to cause a blockage except in the car parking areas provided, other than for short-term loading/unloading. Obstruction of paths and drives is not permitted.~~
- 15.2 Caravans and live-in vehicles are not permitted on any allotment land.
- 15.3 Overnight erection of tents, yurts and other temporary structures, as well as overnight camping, are not allowed on allotment land.

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16 Plot numbering, ~~plot splitting~~ and notices

- 16.1 Tenants must mark the allotment number on the outside of a shed or greenhouse, or on a post, and keep it clean and legible to be visible from the haulage way or main access path.
- 16.2 Where plots do not have numbers clearly on display the council reserves the right to paint numbers on sheds, water butts or fencing. Plots without suitable numbering are in breach of tenancy and can be put on notice by a council officer or authorised person.
- 16.3 Council or Allotment Society information may be displayed on notice boards where provided. No other notices or advertisements are allowed on the site except with written consent of the authorised officer.
- 16.4 Allotment plots may be reconfigured or divided at the discretion of the town council.

17 Change of address and notices

- 17.1 Tenants must immediately inform the council, in writing, of changes of address or status.
- 17.2 If a tenant moves to an address outside of the boundary of the Uckfield Town Council they will have their tenancy terminated. This rule excludes existing tenants prior to October 2011.
- 17.3 Notices to be served by the council on the tenant may be:
- a) Sent to the tenant's address in the Tenancy Agreement (or as notified to the council under these rules) by email, post, registered letter, recorded delivery or

- hand delivered; or
- b) Served on the tenant personally; or
- c) Placed on the plot.
- 17.4 Notices served under paragraph 17.3 will be treated as properly served even if not received
- 17.5 Written information for the council should be sent to: Uckfield Town Council, Civic Centre, Uckfield or by email: rachel@uckfieldtc.gov.uk

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18 Site reps

Who can help with your allotment? Who to contact and how we can help if you have any issues with your allotment?

Your site representative is an allotment tenant who volunteers as a communication link between tenants, the local council and Allotment Association. They can ensure that a helpful, fair and consistent service is maintained on all sites across the local allotment community. They can also pass on information to the council and help with things like security, water supply, showing vacant plots, signing up new tenants to the waiting list, giving advice, support and encouragement to tenants if requested and monitoring the need for repairs and rubbish collections.

Details of site reps can be found on allotment noticeboards. If you need any further information, please contact: rachel@uckfieldtc.gov.uk

19 Allotment Association

Most allotment sites have an association run by volunteer tenants. The Allotment Association hold meetings every few months to discuss any issues and are hoping to encourage new members to join.

Please email the Secretary of the Allotment Association, David Newbery at newsletteruckfield@gmail.com for more details.

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20 Application

- 20.1 These rules are made pursuant to Allotment Acts 1908 to 1950 and apply to all rented allotments.

21 Terms and interpretation

In these rules the words used are to have the following meaning:

- 21.1 Allotment: A plot of land that is let by the council for the cultivation of herb, flower, fruit and vegetable crops.
- 21.2 The Council: Uckfield Town Council.
- 21.3 Tenant: A person who holds an agreement for the tenancy of an allotment.
- 21.4 Site: Any area of allotments that are grouped together at one location
- 21.5 Rent: The annual rent payable for the tenancy of an allotment.
- 21.6 Review notice: Any notice of reviewed rental charges.
- 21.7 Site representative: An allotment tenant who works as a middle person between the council and the tenants and helps oversee the allotment.
- 21.8 Tenancy agreement: A legally binding written document which records the terms and conditions of letting, of a particular allotment(s), to an individual tenant or group.
- 21.9 Haulage way: A common route within the site for vehicular and pedestrian access to allotments.
- 21.10 Headland: The area of land between an allotment plot and any haulage way or perimeter fence.

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- 21.11 Authorised officer: A member of staff of Uckfield Town Council.
- 21.12 Other authorised person: The tenant or invited guest.
- 21.13 Cultivation: Keeping the plot in good productive order by: the maintenance and improvement of soil; the control and prevention of flowering weeds, ornamental plants, and herb, flower, fruit and vegetable crops.
- 21.14 Paths: Dividing paths between allotments.
- 21.15 The non-cultivated leisure area: Small area (no larger than 25% of plot) of grass, patio or built structures, for pastimes, eating and/or relaxing.

22 The Council's responsibilities

22.1 Administration

- d) Keeping waiting lists, letting plots, rent collection, terminations and enforcement of rules.

22.2 Repairs and Maintenance

- e) Repairs to site perimeter fences, gates and water infrastructure; maintenance of haulage ways; vacant plot management; hedges and tree management.

22.3 Rubbish clearance

- f) To remove rubbish which has been fly-tipped.

22.4 Liability

- g) The council is not liable for loss by accident, fire, theft or damage of any structures, tools, plants or contents on allotment.

23 The complaints procedure

- 23.1 The council aims to provide a high quality of allotment service. If, however, you are unhappy with the service, in the first instance telephone or write to the Council. If you are dissatisfied with the response then follow the procedure below.
- 23.2 The council's corporate complaints procedure is available from the Council Office.

24 Tenancy termination

The council may terminate allotment tenancies in any of the following ways:

- 24.1 By giving 12 months written notice to quit expiring at any time between 29 September to 6 April inclusive.

- 22.2 ~~At any time after three calendar months written notice by the council that the allotment is required for a purpose other than agriculture to which it has been appropriated under any statutory provisions, or for building, mining or any other industrial purpose, or for roads or sewers necessary in connection with any of these purposes. Where possible, the Council will consult tenants and arrange relocation and appropriate compensation.~~

- 22.3 By giving one month's written notice to quit if:

- a) The rent is in arrears for 40 days or more (whether formally demanded or not); or
- b) The tenant is in breach of any of these rules or of their tenancy agreement; or
- c) Automatically on the death of the named tenant, (normally there would be no objection, in the first case, to a family member taking on the tenancy). (Agreement m)
- d) If the tenant becomes bankrupt or compounds with creditors

- ~~e)~~ 22.4 The tenancy may also be terminated by the council or the tenant by

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twelve months previous notice in writing expiring on or before 6th day of April or on or after 29th September in any year. (Allotment Act 1922. Section 1(1) (e).

25 GDPR – using your personal information and data protection

Changes to the current Data Protection legislation came into effect from May 2018, as a result of the 2016 EU Directive (GDPR).

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Tenants must be over 18yrs to apply (data protection).

Using your personal information

Personal information which you supply to us may be used in a number of ways:

- To provide you with an Allotment and manage your tenancy: retaining your personal data supplied on both paper and electronic records.
- For statistical analysis.
- For fraud prevention.
- For audit and debt collection.

We will not disclose any information to any company or organisation outside Uckfield Town Council except to help prevent fraud, or if required to do so by law.

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UCKFIELD TOWN COUNCIL



SNATTS ROAD CEMETERY REGULATIONS

UCKFIELD TOWN COUNCIL SNATTS ROAD CEMETERY, UCKFIELD

Uckfield Town Council welcomes all visitors to the Cemetery and you are asked to respect the peace and dignity of the facility.

The Cemetery is managed and operated by Uckfield Town Council in accordance with the Local Authorities' Cemeteries Order (LACO) 1977, as amended by the Local Authorities' (Amendment) Order 1986 and such other regulations as may be made by the Secretary of State for the Ministry of Justice from time to time.

MANAGEMENT OF THE CEMETERY

1. The Cemetery will be open to the public daily during the hours of daylight but the Council reserves the right to close the Cemetery and limit entry at any time.

No person, other than a person authorised by the Council shall enter, or remain in the Cemetery at any hour when it is closed to the public.

2. All persons entering the Cemetery will be subject to the orders and control of the Council or any person authorised by the Council.

3. All persons shall conduct themselves in a decent, quiet and orderly manner and are reminded of the provisions of the LACO article 18 (1), which states:

No person shall:

- (a) Wilfully create any disturbance in a Cemetery
- (b) Commit any nuisance in a Cemetery
- (c) Wilfully interfere with any burial taking place in a Cemetery
- (d) Wilfully interfere with any grave or vault any tombstone or other memorial or any flowers or plants on any such grave, or
- (e) Play at any game or sport in a Cemetery.

4. Visitors to the Cemetery shall not unreasonably interrupt the Council's employees at their duties or employ them to execute private works within the Cemetery. All enquiries, complaints and requests by members of the public must be made to the office of the Council and not to Council employees in the Cemetery.

5. Under the Dogs Exclusion (Uckfield Town Council) Order 2012 all dogs except guide dogs are-excluded from the Cemetery.

6. Children (e.g. under the age of 12 years) are not permitted in the Cemetery except under the care and supervision of a responsible person.

7. No person shall sell or offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit for orders for the same, within the Cemetery without the prior consent of the Council.

8. Any person using a motor vehicle in the Cemetery shall only do so on a carriageway suited to the purpose, except with the consent of the Council, and shall not exceed 10 mph.

9. All visitors to the Cemetery must keep to the footpaths or roads provided for that purpose, except whilst visiting a grave, and refrain from touching the trees, shrubs, plants or flowers.

10. No person shall drop, throw or otherwise deposit and leave in the Cemetery any wastepaper or refuse of any kind, except in the litter bins provided.

11. No person shall operate any sound reproducing equipment or play any musical instrument in the Cemetery without the prior consent of the Council.

12. No employee of the Council is to demand or receive any gratuity.

13. No interment shall take place and no monument or memorial shall be placed in the Cemetery nor shall any additional inscription be made on a monument or memorial without the prior consent of the Council. The scattering of cremated remains is only permitted in the new

Garden of Remembrance subject to the relevant fees being paid.

INTERMENTS

14. All applications for interments must be submitted on the prescribed form and given to Uckfield Town Council at least 72 hours prior to the appointed time of the interment.

15. The application for interment must contain full details of the deceased, the proposed interment, the grave to be used and the signature of the owner of the Exclusive Right of Burial, if applicable, and be accompanied by the appropriate fees for interment.

16. Interments may only take place in accordance with these rules and regulations and between the hours of 9.00am – 4.00pm during summer months and 9.00am – 3.00pm during winter months. No interments will be permitted on Saturday, Sunday, Good Friday, Christmas Day or on a public holiday.

17. In cases of emergency, certified by acceptable medical authority, regulation 16 may be waived in the interest of public health.

18. The appointed time for an interment will be the time at which the funeral cortege is to arrive at the entrance gate of the Cemetery. The Funeral Director or person in charge of the funeral arriving after the appointed time must act under the direction of the Council or their authorised officer as to when the funeral service may proceed.

19. The person or persons arranging the interment shall be responsible for the attendance of a Minister of Religion, if appropriate, to officiate at the burial service and for payment of any fee to which the Minister is entitled.

20. Services are limited to 30 minutes but may be extended with the agreement of the Council.

21. Any form of religious service may be used but any other ceremony is subject to the approval of the Council. Alternatively the interment may take place without service.

22. A certificate for disposal issued by the Registrar of Births and Deaths or a Coroners Order for Burial or a duplicate copy thereof must be delivered to the Council or their authorised

officer when the funeral cortege arrives at the Cemetery.

Any person procuring interment without the production of such certificate or order will be required to make a written declaration on the prescribed form in accordance with Section (1) of the Births and Deaths registration act 1926. In the case of interment or scattering of cremated remains a certificate for burial purposes issued by the Cremation Authority will be required. In the case of a non-viable foetus the Medical Practitioner's or Midwife's certificate of delivery will be required.

23. Every body brought into the Cemetery for interment shall be contained in a suitable coffin unless an un-coffined burial has been authorised. No coffin shall be accepted unless it bears adequate particulars of the identity of the deceased person therein. A coffin may only contain one body except in the case of a mother and her baby (babies). Although ashes within a coffin can be accepted.

24. The responsibility for providing sufficient bearers to carry the coffin reverently from the hearse to the grave whether mourners are present or not rests with the Funeral Director or person arranging the funeral.

25. All graves will be prepared by persons employed by the Council.

26. No burial shall take place in a grave in such a manner that any part of the coffin is less than 900mm (3 feet) below the level of any ground adjoining the grave provided that the Council may where they consider the soil to be of a suitable character permit a coffin to be placed not less than 600mm (2 feet) below the level of any ground adjoining the grave.

27. No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by means of a layer of earth not less than 150mm (6 inches) thick.

28. Where any grave is re-opened for the purpose of making another burial therein no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive.

29. After interment no body or cremated remains may be removed from a grave without

the production of the ecclesiastical faculty and/or Ministry of Justice licence for exhumation required by law. The original documents will be required for this purpose.

30. In the case of the re-opening of a private grave the written consent of the owner of the Exclusive Right of Burial will be required or where the owner is deceased the Council will require to be indemnified against any action arising as a result of permitting the interment. No consent is required for the interment of the owner of the Exclusive Right of Burial.

31. The Council may exclude from the Cemetery on the occasion of a funeral any person or persons not being mourners or officially connected with the funeral.

EXCLUSIVE RIGHT OF BURIAL

32. The Exclusive Right of Burial in a grave may be purchased at the time of the interment on payment of the appropriate fee and completion of the relevant application form including the signature of the proposed owner.

33. The "Right" is granted for a period of 75 years.

34. The Exclusive Right of Burial entitles the deed holder to determine who is buried in the grave and whether a memorial can be erected on the grave (subject to the payment of the relevant fees and permission being granted by the Council).

As there is currently no charge for the Exclusive Right of Burial for babies or a non-viable foetus the Council reserves the right to allow more than one interment in each plot. The Council will retain the Exclusive Right of Burial unless the plot is purchased. Memorials will be allowed at the Council's discretion on un-purchased plots subject to the appropriate fee.

35. All such private graves will be initially excavated to the standard depth determined by the Council. The Council cannot be held responsible if, due to factors outside their control the full number of interments in a grave cannot be achieved.

36. New graves will be allocated in strict rotation within each section of the Cemetery. Plans showing the grave spaces are kept at the

Councils office, where they may be seen during the normal office hours of the Council.

37. At the expiration of the 75 year period of the Exclusive Right of Burial the purchaser, or her/his heir or successors, will have the option of renewing the "Right", subject to such restrictions and regulations as may be in force at that time.

Applications should be made for renewal of the "Right" within 12 months of the expiry of the previous grant. Where the period of the "Right" of approval has elapsed, and no notification of the intention to renew has been received from the person who held the Exclusive Right of Burial, the Council may grant a renewed Exclusive Right Of Burial to another person, but before doing so will, where possible, notify the previous owner of the "Right", or personal representative, and give the option of renewal.

38. The Exclusive Right of Burial is not automatically transferred to successors in title. The "Right" can be transferred to next of kin or executor subject to such restrictions and regulations as may be in force at that time.

Any transfer of ownership of the Exclusive Right of Burial will be subject to the production of satisfactory evidence of title and the approval of the Council. Such transfer must be registered in the records of the Cemetery and the Deed of Grant of the Exclusive Right of Burial must be produced for endorsement by the Council and the appropriate transfer fee paid.

39. Where no interment has taken place in the grave, the owner of the Exclusive Right of Burial may surrender the same to the Council and receive a refund of the original purchase price.

PUBLIC (COMMON) GRAVES

40. A public (common) grave is a grave in which no Exclusive Right of Burial has been, or will be, granted by the Council and in which unrelated persons may be interred.

41. Should the Exclusive Right of Burial not be purchased at the time of interment Uckfield Town Council reserves the right to determine the initial depth of the grave at 2400mm (8 feet) any subsequent interment in that grave space will be at 1800mm (6 feet).

Commented [U1]: Renewal of the Exclusive Right over 75 years (and Remembrance Wall plaques over 25 years)

As a comparison, Crowborough has a slightly different approach to the renewal of leases. Any renewal can be done earlier if applied for, but can't exceed 75 years in total:

Crowborough Rules & Regulations – No. 14:
Application for renewal can be made at the end of the 75-year period or any time during the granted period. If an application for renewal is made during the granted period, the additional period plus the remaining period cannot exceed 75 years in total.

Nb. Fees and charges are not included and will be discussed at a later date

MEMORIALS

42. A monument may only be erected on a grave or ashes plot within the Cemetery in accordance with these Regulations and upon payment of the appropriate fee. The right to erect a monument rests with the holder of the Exclusive Right of Burial, or subject to an agreed transfer by the Council, their next of kin or executor, and will be for the unexpired portion of the grant of Exclusive Right of Burial.

43. The erection of a monument on a public (common) grave will be subject to the discretion of the Council and in accordance with these Regulations and upon payment of the appropriate fee. Where permission is granted to erect a headstone on a public (common) grave, it will be subject to the right of the representatives of other persons interred in the grave to have those persons commemorated thereon. As there is no right to erect a monument on a public (common) grave, such monument does not in itself confer any rights and remains at the pleasure of the Council.

44. The Town Council has adopted a headstone only policy (no kerb set) for all new sections of the Cemetery and these areas will be maintained as a lawn Cemetery, the base of all memorials shall not exceed 300mm (12 inches) in depth.

45. Applications for the approval to place a new monument or kerb set in the Cemetery, alter or add to any inscription, or replace, add to or remove from the Cemetery any monument or kerb set, must be submitted to the Council on the appropriate Monumental Application Form, provided by the Council.

Such notice must be submitted at least 2 weeks in advance of the proposed date of erection and must include:-

- (i) The grave number and name of the deceased;
- (ii) In the case of a new monument, a drawing of the monument and its specification, including the type, colour and finish (i.e. polished, honed etc.) of the material (natural stone) to be used, and showing all dimensions, including those of the kerb set (if appropriate) and the foundation slab.
- (iii) The text of any inscription to be inscribed on the monument, or any text to be altered or added to any existing monument, and the method of lettering (i.e. incised, incised inlaid with lead etc.)
- (iv) The name, address and signature of the person placing the order for the monumental

work to be undertaken, which should be the owner of the Exclusive Right of Burial. If such owner is deceased the Exclusive Right of Burial must be transferred prior to any work being undertaken. If the owner is alive but is not making the application, the applicant must provide a letter in the owner's hand confirming and authorising such application.

- (v) The name, address and telephone number of the monument-mason.

46. The approval of the Council for any such application will be confirmed by the issue of approval, which is valid for a period of 3 months. No work should be undertaken until this has been issued and on the understanding that the work undertaken will fully comply with the details specified within the application form and the requirement of these Regulations. No permission is required for cleaning only; up-righting and re-levelling; repair of existing lettering or painting of existing inscriptions unless the monument is to be removed from the Cemetery.

47. Anyone who erects a monument or kerb set, or who undertakes any monumental work, within the Cemetery not in compliance with these Regulations may be compelled to remove the said monument or kerb set and pays all costs involved.

48. All monuments or kerb sets shall be constructed of granite, marble, slate or other hard natural stone of monumental quality, which must be durable and sound.

The Cloistered Remembrance Wall is restricted to True Nabresina stone or Slate plaques only.

49. A constructed headstone may be inlaid with natural stone, lead or bronze as part of the design or inscription provided such inlay shall not reduce the main thickness (body) of the headstone to less than 38mm (1½ inches) or to be raised above the surface of the headstone proper by more than 12mm (½ inch) and must be contained within the overall dimensions of the headstone.

The headstone shall not exceed 900mm (3 feet) in height (above ground level); 750mm (2 feet 6 inches) in width or be less than 50mm (2 inches) in thickness.

50. Where the memorial consists of a headstone and base, the headstone must be fixed so that its rear face is set 19mm (¾ inch) from the rear face

of the base or 50mm (2 inches) if the height of the headstone is less than 750mm (2 feet 6 inches).

The base may be drilled to accommodate up to two flower containers or may accommodate:-

- a) up to 4 natural stone vases not more than 300mm (12 inches) high and not more than 176mm (7 inches) square; or
- b) a natural stone tablet, not more than 300mm (12 inches) high, not more than 300mm (12 inches) wide and not more than 75mm (3 inches) thick; or
- c) up to 2 natural reconstituted, stone figures, not more than 375mm (15 inches) high, provided the stone is not covered, coated in plastic, gilded, glazed or painted.

Any such vase, tablet or figure must not extend beyond the perimeter of the base.

51. Alternatively a memorial may consist of:

A natural stone vase not more than 300mm x 300mm x 300mm (12 inches x 12 inches x 12 inches) fixed to a plinth not more than 350mm x 350mm x 50mm (14 inches x 14 inches x 2 inches) of the same material, fixed on a foundation of the same dimensions as the plinth; or:

A book or tablet not more than 600mm x 450mm x 75mm (24 inches x 18 inches x 3 inches) fixed to a base not more than 710mm x 450mm x 75mm (28 inches x 18 inches x 3 inches) of the same material, fixed on a foundation of the same dimensions as the base; or:

A flat tablet not more than 300mm x 300mm x 50mm (12 inches x 12 inches x 2 inches) fixed to a foundation of the same dimensions as the base or sufficiently wide to bridge the grave and rest on undisturbed ground.

The Cloistered Remembrance Wall plaques are restricted to 10 inches x 3 inches for a single plaque or 10 inches x 7½ inches for a double plaque.

52. Each kerb set shall be constructed of up to 3 pieces of natural stone not less than 100mm (4 inches) deep and not less than 75mm (3 inches) wide. Corner posts may be incorporated in the kerb set but shall be constructed of a single piece of natural stone not less than 100mm (4 inches) high, or less than 100mm (4 inches) square. The dimensions of the kerb set shall not exceed 2135mm x 915mm (7 feet x 3 feet).

ALL memorial plates, memorial stones, kerb sets, books, plaques and tablets shall be constructed and installed with the National Association of Monumental Mason's Code of Practice Jan. 1998 and subsequent amendments.

53. No monument (except figures) constructed from artificial re-constituted Bath, Soft Caen, Soft York or other soft stone, or coloured marble will be permitted and memorials of metal, pottery, plastic, glass or fibre-glass are forbidden and will be removed without notice. Photographic plaques, either ceramic or other approved material, of an approved size (e.g. 120mm (4¾ inches) in height by 90mm (3½ inches) in width may be affixed to monuments, but frames of bronze or other material will not be permitted.

54. Any monument erected in the Cemetery shall be inscribed with its grave number, in a conspicuous position as approved by the Council, in characters of not less than 16mm (⅝ inch) in height, to match the main inscription.

55. Trade names may be inscribed on any monument, in a location approved by the Council in characters of not more than 12mm (½ inch) in height, to match the main inscription.

56. No hewing or dressing of stone, other than the cutting of an inscription or cleaning of the stone, will be permitted in the Cemetery.

57. All materials and equipment shall be conveyed in the Cemetery in such a manner as to prevent damage to walks, paths, roads or turfed areas and all soil or waste material shall be removed in a like manner.

Mats, boards or canvas shall be used, as directed by the Council, to achieve this end.

58. All persons employed, on behalf of the owner of the Exclusive Right of Burial or personal representative of such person, to erect any monument shall carry out their work strictly under the direction of the Council and shall:-

(i) At the cost of the owner, or personal representative, remove all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of the work.

(ii) Perform the work during the normal opening hours of the Cemetery offices.

(iii) Provide their own tools and equipment and complete the work with due despatch.

59. The Council must be informed of the removal of any monument from the Cemetery.

Subject to approval by the Council temporary wooden crosses are permitted for a period of up to 6 months to allow the soil to settle prior to a permanent memorial being installed.

60. The removal and re-erection of a monument to facilitate the re-opening of a private grave or to level such grave shall be at the expense of the grave owner or their personal representative.

61. Any person removing a monument to permit a further interment shall either remove the same from the Cemetery, after informing the Council, or place it in a location or position indicated by the Council.

62. Any monument removed from a grave to facilitate an interment shall be replaced as soon as possible.

63. Any unauthorised monument shall be removed at the expense of the Exclusive Right of Burial owner, or their personal representative.

64. Any monument or memorial erected in the Cemetery remains the property and responsibility of the Exclusive Right of Burial owner or their personal representative and therefore, remains in the Cemetery at the sole risk of, and must be kept in a good state of repair by, the said owner or personal representative.

Uckfield Town Council shall not be held responsible for any damage or breakage which may occur to any monument or memorial through any cause whatsoever.

65. The Council undertakes safety inspections on all memorials. Where the Council is unable to trace the owner of the Exclusive Right of Burial for any graves with unsafe memorials, these memorials may be laid flat to prevent the possibility of accidents. All other memorials requiring minor work will be covered with a safety warning.

The Council reserves the right to remove any monument or memorial, which has become, or is likely to become, dangerous or which is in a derelict or unsightly condition.

MAINTENANCE AND UPKEEP

66. After an interment has taken place in a private grave and a reasonable time has elapsed for the natural subsidence of the earth used to fill the grave, the Council shall, in accordance with the Local Authorities Cemeteries Order 1977, cause the surface of the grave to be levelled and properly covered with fresh turf, except for any area covered by any monument or memorial.

67. It is the responsibility of the owner of the Exclusive Right of Burial to keep the grave space free from weeds and in a tidy condition. In default the Council reserves the right to level and turf the grave.

68. The placing of glass containers or shades, items of pottery, tins, plastic or wire mesh fences or other items of metal, plastic or other material are forbidden and will be removed by the Council without notice from any grave or the Garden of Remembrance. Temporary Funeral Director markers are permitted.

69. Small annual bedding plants or bulbs may be planted on a grave, as directed by the Council, but the planting of perennials, shrubs and trees is not permitted and will be removed by the Council without notice.

In the lawn section, planting is only permitted 9 inches from the headstone.

70. The Council reserves the right to remove from any grave space flowers, plants, floral tributes or wreaths which have deteriorated or become unsightly and dispose of them in such manner as they deem fit.

71. Grass cutting will be carried out by the Council, at a frequency determined by weather conditions and by the Council. Within the Conservation Area, set aside by the Council, maintenance will differ from the normal grass cutting cycle.

GARDEN OF REMEMBRANCE

72. Within the Garden of Remembrance, the only memorial permitted is a 300mm x 300mm x 50mm (12 inches x 12 inches x 2 inches) tablet as approved by the Council and only authorised flower receptacles are permitted.

73. All planting within the Garden of Remembrance is to be carried out by the Council,

unless otherwise arranged. The Council will however supply a limited number of rose bushes for purchase by prior application. Any future replacement of the said roses will be at the Council's cost.

No planting is permitted in the Cloistered Garden of Remembrance.

CREMATED REMAINS

74. Cremated remains may be interred, in caskets or other approved biodegradable containers, in the Garden of Remembrance or in a conventional grave in the Cemetery for which the Exclusive Right of Burial has been purchased.

There is only a facility to scatter cremated remains in the Cloistered Garden of Remembrance, subject to the appropriate fees.

FEES

75. Fees for all Cemetery services will be determined by the Council annually, to take effect from 1st April each year.

76. In determining whether fees will be chargeable at the Parishioner or Non-Parishioner rate, the last permanent address of the deceased will be used. However, the Parishioner rate will be used if it can be shown that the deceased has had to move out of the parish in order to receive the type of care which is not available in the parish.

77. All fees are payable in advance to the Council, except in the case of Funeral Directors and monumental masons, dealing continuously with the Council

GENERAL

78. All rubbish and waste material, including wreaths and floral tributes, which have been removed from graves, should be disposed of in the litter bins provided. Household waste or other waste material not generated in the Cemetery must not be placed in the litterbins.

79. The Council are empowered to alter or amend the foregoing Regulations at any time; to introduce further regulations as they consider necessary; to waive any of the foregoing Regulations in exceptional circumstances or to

impose temporary restrictions on any matters not specifically covered by these regulations.

80. All persons entering the Cemetery do so at their own risk and the Council will not accept any liability for injuries or damage sustained, howsoever caused.

81. On rare occasions, when a burial necessitates the re-opening of an existing grave, it may be necessary to place the excavated soil on to an adjacent grave for a short period of time. The adjacent plot will be protected with a tarpaulin and immediately following the burial the soil will be back-filled and both plots left tidy. We apologise for any distress this may cause to visitors to the Cemetery.

82. The Town Council accepts the kind donation of seats at the Cemetery. However the Council reserves the right to determine the siting of each seat and move seats if required. All designs and inscriptions are to be agreed in advance. The Council will maintain the benches but will not replace them.

PRIVACY NOTICE

83. Any personal information such as name, postal address, telephone number and email address provided will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party other than as described in our privacy notice, with your prior permission or if we are required to do so by law.

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Meeting of the Environment & Leisure Committee

Monday 13 February 2023

Agenda Item 7.1

TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S ESTATES

1.0 Summary

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

Victoria Pleasure Ground and skatepark

The play area needs upgrading and ideally needs to be completed in the next two to three years. Money has been set aside in 2023/24. It is therefore hoped that with further funding obtained for 2024/25, the play area can be upgraded in that financial year.

Sussex Cricket Foundation visited the cricket area on 23 February to undertake an audit of the pitch and provide recommendations on short and long term care. The Grounds staff have already started maintenance to prepare for the new season and we await the full report from their inspection.

The cricket net repairs are due to be undertaken on Thursday 16 February, subject to weather.

Investigation required with the drainage issues near to the skate park.

Hempstead Lane Play Area and Hempstead Meadows LNR

Permission has been granted to an Ornithologist to carry out bird ringing operations in both of the nature reserves. An appropriate permit from the British Trust of Ornithology, allows the gentleman to operate mist nets with the aim to monitor spring/winter migrant populations, resident populations and provide breeding/species data. This will be of great benefit to us in understanding the wildlife using the reserve.

Rocks Park Play Area

Nothing new to report.

Snatts Road Cemetery

We await the War Grave signage to direct visitors to the cemetery to the war graves.

West Park Recreation ground and WPLNR

The gaps in the fence have been closed off and saplings planted on the entrance to West Park Recreation Ground due to the large adjacent Beech Tree being in rapid decline and infected with disease. It is hoped that the life of the tree can be prolonged by reducing as much footfall underneath as possible, along with having minimal compaction across the root plate, and to reduce the risk of falling dead wood.

Woodlands

Six ash trees unfortunately had to be removed in Bridge Farm Wood, due to ash dieback.

Equipment & Vehicles

Further to the approval of General Purposes Committee on 16 January and re-allocation of reserves on 23 January by Full Council, an order was placed for a new Major Contoura rotary mower. It is hoped this will be delivered in time for use at the start of the grass cutting season in March 2023.

Street Furniture & Lighting

Ongoing repairs are being addressed through a programme of work.

Ridgewood Recreation Ground

The Estates & Facilities Manager has met with consultants looking at drainage proposals for Ridgewood Village Hall car park. These draft drawings are being shared with members at both Environment & Leisure Committee and General Purposes Committee for comment during February.

Elizabeth Gardens

Nothing new to report.

Luxfords field and play area.

Nothing new to report.

2.0 Recommendations

2.1 Members are asked to note the report.

Contact Officers: James Hollingdale/Holly Goring

Meeting of the Environment and Leisure Committee

Monday 13 February 2023

Agenda Item 7.2

TO CONSIDER DRAFT PROPOSALS FOR RIDGEWOOD VILLAGE HALL CAR PARK WORKS

1.0 Summary

- 1.1 This report outlines a draft proposal for addressing drainage issues within the vicinity of Ridgewood Village Hall car park and re-surface the car park.
- 1.2 WAS Architects were commissioned to identify suitable drainage engineers to investigate the site and put forward proposals for improvement. An initial drawing was provided by Aworth Survey Consultants and fully updated following a consultation with structural engineers, Hazelind Consultants Ltd, both local companies. The final proposal included a long section through the land drain (see AppA - Proposed Site Plan) with reasons for this provided in this report.
- 1.3 Once the layout and surface make-up is agreed the supporting engineering drawings will be completed ready for submission to Planning for a Certificate of Lawfulness.
- 1.4 Due to the timetable of meetings and next Full Council meeting not falling until 6 March, this is being raised with the Environment & Leisure Committee on 13 February and General Purposes Committee on 27 February, for comment.

2.0 Drainage on the site

- 2.1 We already know that the drainage on Ridgewood Recreation Ground is challenging. Water runs off New Road onto the recreation ground and down into the car park, and the geology of the ground means that drainage and soakaway is often delayed.
- 2.2 The engineers noted that bearing in mind that the subsoil permeability on the car park site was almost nil, it was not surprising that this drain, leading to a small soakaway, didn't work effectively. It was probably why someone has broken into the downpipes in the past, either to let water out onto the car park, or to investigate for blockages.
- 2.3 A recent further inspection paid for by the Town Council early December cleared the main manhole to the right-hand side of the front of Ridgewood Village Hall. When on site they also identified when high pressure water jetting was carried out to the downpipes on the Village Hall to restore flow that these just went to ground when they should go to some sort of soakaway or aco drainage underground.

3.0 Finalising the site plan

- 3.1 There was a slight delay of the drawing due to a technical issue producing the final version, since it was very tricky for the structural engineer to transpose everything they had done previously to suit a new location of the topography survey.
- 3.2 They are proposing a long section through the land drain. If the connecting drain were to be laid in a straight line it would have been up to around 3m deep, which would really not be practical in their view. They have therefore followed the contours more economically, which is longer overall, but the shallowest dig with good gradient.

4.0 On site meeting - December

- 4.1 The Structural Engineer last met on site with the Estates and Facilities Manager in December, to confirm materials and discuss future plans and layout in detail.
- 4.2 The Engineer would need to submit an application to Wealden District Council for a Certificate of Lawfulness – to determine if they will accept the works without a planning application. WAS Chartered Architects have provided a developed scheme design to form the basis of a planning application in relation to the development of the Structural Engineers' detailed design.

5.0 Surfacing choices

- 5.1 At that meeting, several options for surfacing were discussed for the choice of the Town Council:
 - 1. All surfacing in permeable block paving – delineating all general parking spaces and disabled parking spaces
 - 2. All surfacing in permeable tarmac- delineating all general parking spaces and disabled parking spaces
 - 3. Entrance area only in permeable block paving marking out disabled spaces only with remainder in a form of grass-crete – no spaces marked out.
 - 4. Entrance area only in permeable tarmac marking out disabled spaces only with remainder in a form of grass-crete – no spaces marked out.
- 5.2 It was agreed that surfacing in just Hoggin (stone aggregate), although the cheapest option would be liable to contamination (with soil) and could be liable to movement. Potentially, this would be a high maintenance item.

However, option 4 above, - with stone aggregate contained by a plastic 'grass-crete' would potentially be more cost effective and reduce the maintenance liability.

Concerns were expressed over option 2 in that surface run off in heavy rain could be an issue.

The Engineer suggested option 1 as the most attractive and effective surfacing, but this would be the most expensive option.
- 5.3 Once the layout and surface make-up is agreed, Hazelind Consultants Ltd will complete the supporting engineering drawings, and allow them to prepare to present to Wealden District Council.

6.0 Recommendations

- 6.1 Members are asked to confirm if they are happy with the proposals as attached in the site plan and confirm a preference for surfacing. General Purposes Committee will also be consulted.

Contact Officer: Rachel Newton

Meeting of the Environment and Leisure Committee

Monday 13 February 2023

Agenda Item 7.3

TO PROVIDE AN UPDATE ON SIGNAGE FOR THE BEACON AT VICTORIA PLEASURE GROUND – MARKING THE QUEEN’S JUBILEE

1.0 Summary

- 1.1 At the Environment and Leisure meeting held on 8 June 2022, members had tasked the Clerk with obtaining costings to replicate the Diamond Jubilee sign on the opposite side of the beacon at Victoria Pleasure Ground, to commemorate the late Queen’s Platinum Jubilee. Also, to rejuvenate the current Diamond Jubilee sign and to find out about having any additional smaller signs for future tributes and beacon lighting events.

2.0 Costs involved and budget

- 2.1 A local ironmongery based in Framfield have provided a quote to create the new sign for the sum of £1,635 plus vat. This includes all materials and installation: steel, manufacture, finish (zinc sprayed and powder coated).
- 2.2 This would not include cleaning the existing Diamond Jubilee sign. In its current condition they have recommended re-doing a new sheet being cut and vinyled with the Uckfield Town Diamond Jubilee logo, which is estimated at an additional cost of £550 plus VAT. This is due to the rusting and the current sheet is too thin to strip back. For a smaller sign (for future events) they recommended a dimension being 700mm x 400mm, at a cost of £1200 plus VAT.
- 2.3 The works would be identical to the Diamond Jubilee sign (diagram 1 below). The company have not provided a drawing, although they have stated that the finished result would not look any different to the diagram below:



Diagram 1: Diamond Jubilee sign (Dimensions 92cm long and 75cm wide)

- 2.4 The timescale for works to be carried out would be four to eight weeks and would include a deposit and full payment in two equal instalments.
- 2.5 Members are aware that the draft budget for 2023/24 is already quite tight and there are other priorities at present, so if this was approved it would likely need to be funded from reserves. The Town Clerk will identify a suitable earmarked reserve pot to fund this work from at the meeting, if members do wish to go ahead.
- ##### **3.0 Recommendation**
- 3.1 Members are asked to note the report and advise the Clerk accordingly.

Contact Officer: Rachel Newton

Meeting of the Environment and Leisure Committee

Monday 13 February 2023

Agenda Item 7.4

TO CONSIDER AN INVITATION TO BECOME PART OF AN EAST SUSSEX HIGHWAYS PILOT TO REDUCE GRASS CUTTING ON RURAL VERGES WITHIN UCKFIELD TOWN

1.0 Summary

- 1.1 East Sussex County Council (ESCC) have contacted all parish/town councils to advise that in 2021 and 2022 they undertook a pilot with select parish/town councils to trial a reduction in rural verge grass cutting.
- 1.2 More enquiries are being received with regards to this and for 2023 East Sussex County Council (ESCC) are offering all Parish and Town Councils the option of reduced rural cuts to aid biodiversity. This is being done as an extension to an ongoing trial that took place in 2021 and 2022. They have provided some further information in the attached document.
- 1.3 Members are asked not to be confused by the recent decision the Town Council took to make a payment to maintain services with urban verge grass cutting. This is separate and the majority of Uckfield's verges are maintained as urban verges.
- 1.4 You can view the rural and urban verges on a live mapping system here:
<https://escc.maps.arcgis.com/apps/webappviewer/index.html?id=5c524023058c4aa088a37b49b0d90814>

Within the Uckfield Town boundary, the rural verges can be found on:

London Road, up to Budletts Roundabout

Snatts Road

Rocks Road

Some of Bell Farm Road, off Copwood roundabout and the southern side of Bell Farm Road into town

Lewes Road

A small section on New Road

Small section of Eastbourne Road between Castle Rise and New Road (likely to have been identified as a rural verge for wildlife)

Bird in Eye Hill

Between Hempstead Mill and Hempstead Oast

- 1.5 Please note, this option is only available for this year. A decision will be made at the end of 2023 around future rural grass cutting maintenance.
- 1.6 If no response is given to ES Highways, then the rural verges will be cut twice a year as per normal service standards.

2.0 Recommendation

- 2.1 Members are asked to note the above and attached report, and advise the Clerk of how they wish to proceed.

Contact Officer: Holly Goring

RURAL VERGES AS WILDLIFE CORRIDORS

– TRIAL OF EARLY SEASON REDUCTION IN RURAL GRASS CUTTING

BACKGROUND

East Sussex County Council (ESCC) has received an increased level of contact regarding rural verge cutting since May 2020. Most notably an increase in requests to stop cutting rural verges or change the schedule in line with wild plant cycles. ESCC has also set targets for carbon reduction of which increased biodiversity plays an important part.

TRIAL

A [trial reduction in verge cutting](#) has been undertaken over the last two years, 2021 and 2022 in select Parish and Town Councils who have previously expressed an interest.

Overall, the trial has been well received, however, neither of the trial years was a typical growing season therefore it was agreed at a [Lead Member for Transport and Environment meeting](#) to roll the trial out further and evaluate the impact of reduced rural cuts over more grass cutting seasons.

GRASS CUTTING SERVICE

The standard rural grass cut is carried out as a 1metre wide swathe undertaken along the verge length (with wider areas cut around junctions and bends to ensure good visibility is maintained) twice a year in May/June and Autumn. In addition, a full cut back of around one quarter of the rural verges is undertaken each year in the autumn to prevent brambles, invasive weeds and trees from taking-over verges.

The reduced rural cutting service reduces the frequency of grass cutting services along rural verges to:

- Only visibility cuts undertaken around May/June
- A single one metre swathe with visibility cuts in the Autumn

This change means that ESCC would not cut rural verges in the trial areas (except for visibility) during the flowering season and when it is the most beneficial time for pollinators so they can act as wildlife corridors. Flowering plants are then be able to complete their lifecycles and set seed, providing further biodiversity benefits.

SAFETY

Please note, **the reduction will not take place on single track roads** due to increased safety risks for road users.

Please note we are currently in the process of mapping these and will be able to let you know where they are in due course.

Throughout the season safety issues will remain the priority, with any visibility or access issues being picked up and rectified through the usual [reporting process](#) or your Customer Service Manager.

MAPS

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

Meeting of the Environment and Leisure Committee

Monday 13 February 2023

Agenda Item 8.1

TO CONSIDER THE CELEBRATION OF KING CHARLES III's CORONATION AT VICTORIA PLEASURE GROUND ON 6 MAY 2023

1.0 Overview

- 1.1 King Charles III's Coronation will take place on Saturday 6 May 2023 at Westminster Abbey in London. During the ceremony, the King will be crowned alongside Camilla, the Queen Consort.
- 1.2 On Sunday 7 May, there will be a concert held in London whilst the Coronation Big Lunch will be encouraged across the country, from street parties to garden get togethers. Monday 8 May has been authorised as a bank holiday and has been titled the 'Big Help Out', where the population are encouraged to get volunteering. The Town Clerk is due to meet the Manager of Uckfield Volunteer Centre on 14 February to discuss initial ideas for this.
- 1.3 At the last full council meeting on 23 January 2023, members were informed that there was no requirement nationally for the lighting of the beacons, although I believe locally areas can opt to do this. Members discussed the possibility of having a party in the park, similar to the Queens Jubilee event at Victoria Pleasure Ground in June 2022.
- 1.4 A total of £2,000 has been set aside in the budget to mark the King's Coronation but there is no requirement for an event as such.
- 1.5 We understand that the National Lottery will also be offering grant funding towards Coronation celebrations.

2.0 Recommendation

- 2.1 Members are asked to discuss next steps and to set up a working group, if agreed.

Contact Officer: Rachel Newton

Meeting of the Environment and Leisure Committee

Monday 13 February 2023

Agenda Item 8.2

TO CONSIDER A REQUEST TO REMOVE THE ACTIVITY PANELS AT RIDGEWOOD RECREATION GROUND MULTI-USE GAMES AREA

1.0 Overview

- 1.1 A local resident has made a written request to ask if the Town Council can remove the two activity panels which are fixed onto the metal framework inside the multi-use games area (MUGA) at Ridgewood Recreation Ground. There is a panel at each end, at ground level next to the football goals (see images 1 & 2 below).

About the panels:

Both courts at Ridgewood and Victoria Pleasure Ground have backboards and rings for basketball and a goal for football, and Ridgewood has a cricket board.

These activity boards are made of polyethylene which are used in a lot of playgrounds and are designed to offer plastic protection for a number of years against the harshest of environments (they are also made so that they will not yellow or degrade).

The size of the MUGA does not allow for either of these markings to conform with sporting rules and users have to adapt when playing friendly games. Only one was installed as a cricket panel at Ridgewood Recreation Ground.

2.0 Reasons provided for request

- 2.1 The resident has been an allotment tenant on the adjacent allotment site prior to the MUGA being built in February 2016 and although she was happy to see teenagers using the facilities and playing outside in the fresh air, she asked if these panels could be removed for the following reasons:

It has become significantly less peaceful over there now, due to the ball being bounced against these panels when the goal is missed.

The panels are not a target themselves and they serve no real purpose, they just make a very loud noise. When the children play football, they are shooting at the goal, not at these boards, and, when they play basketball, they are shooting at the rings. They are only ever doing one of these things.

There is little that can be done about the shouting and general bouncing of the balls but the noise when they hit these boards is completely different. If they were taken away, it would improve the noise situation on the allotment (without altering the function of the area) and not have any negative impact on the use of the MUGA.



Image 1: Ridgewood MUGA



Image 2: cricket panel - south end of Ridgewood MUGA



Image 3: cricket panel - north end of Ridgewood MUGA

3.0 Benefits of Outdoor Play and equipment

3.1 On the flip side, this is not the first time this has been mentioned but also Uckfield is often criticised for not having enough things for children to do. Evidence demonstrates that youngsters today tend to swap active outdoor recreation for more sedentary activities, often to the detriment of their health and quality of life. Whether it's a trip to a nature-inspired park or taking a hike through the woods with their family, there's no denying the benefits of playing outdoor games and stepping away from the screen and into the sunshine.

3.2 These panels were installed for the purpose that they were intended and as can be seen at image 3 below. If we removed the boards, the balls would be able to pass through the bars. Also, on the original installation plan (App A attached) a revisions log included a cricket panel added to the request, and a reduction in the size of the MUGA to accommodate the grounds:

REVISION

--/--/-- - Original	Revision 0
--/--/-- - Amendment by --. Check by --.	Revision 1
25/02/16 - Amendment by J.L. Check by N.B.	Revision 2
Added Cricket Activity Panel	
--/--/-- - Amendment by --. Check by --.	Revision 3
13/06/16 - Amendment by J.L. Check by N.B.	Revision 4
MUGA size reduced to 20 x 12m	

- 3.3 Although the allotment site is adjacent to Ridgewood Recreation Ground, the allotment itself is not directly adjacent to the MUGA and we have not received other complaints about this.

4.0 Recommendations

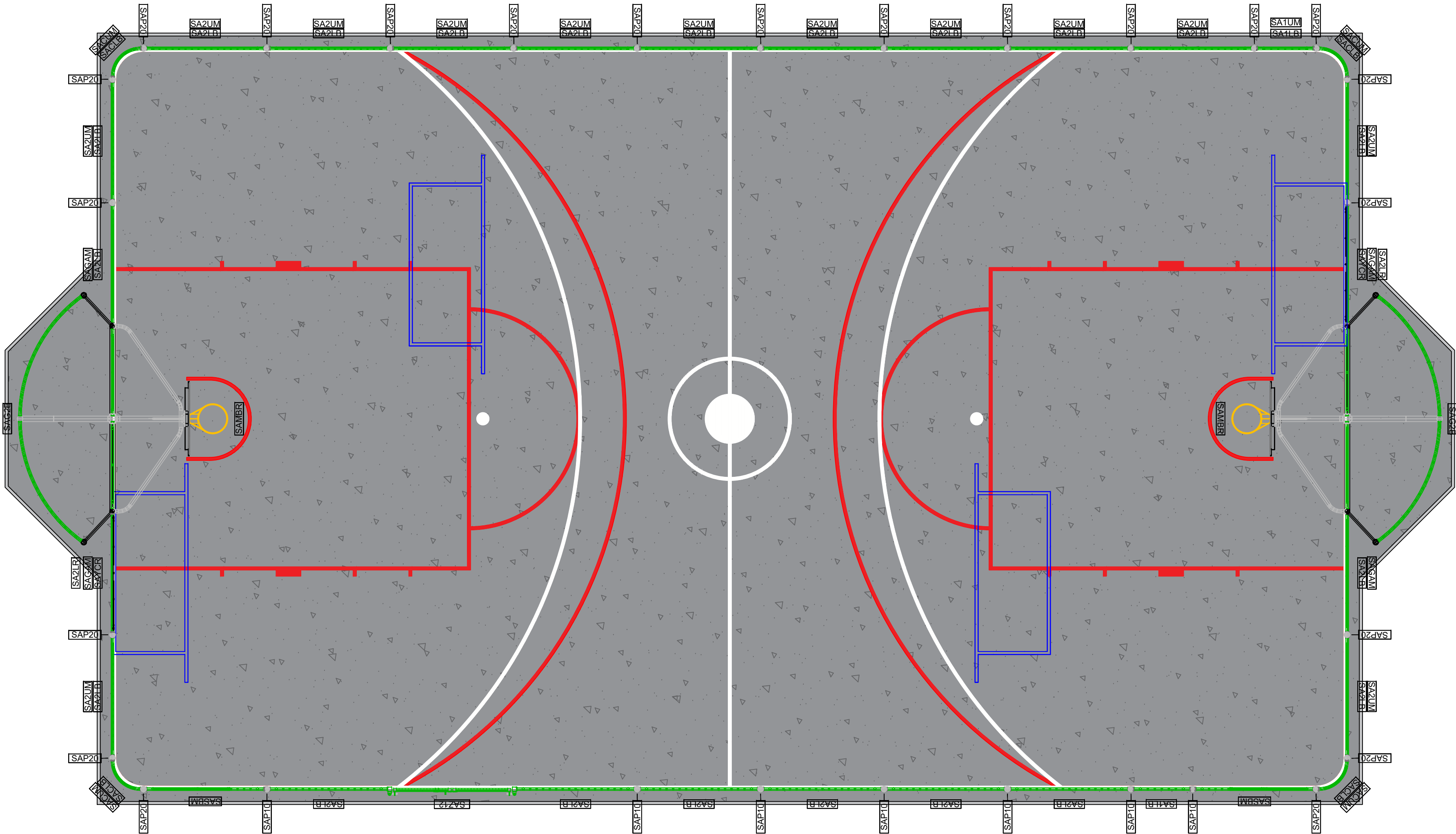
- 4.1 Members are asked to provide their comments.

Contact Officer: Rachel Newton

Code	Description	Colour	Quantity
SAG2B	Standard Goal Section	Goal Posts - White (RAL 9010) BB Hoops - Orange (RAL 2000) BB Posts - Silver/Grey (RAL 7040) Panels - Forest Green (RAL 6029)	2
SAGAM	Arch Side - Mesh	Forest Green (RAL 6029)	4
SAMBR	Basketball Backboard c/w Hoop	Standard	2
SAP10	1m High Post	Silver/Grey (RAL 7040)	7
SAP20	2m High Post	Silver/Grey (RAL 7040)	21
SACLB	Corer Bar Panel	Forest Green (RAL 6029)	4
SACUM	Corer Mesh Panel	Forest Green (RAL 6029)	4
SASBM	Stepped Panel - Bar/Mesh	Forest Green (RAL 6029)	2
SA1LB	1m Lower Bar Panel	Forest Green (RAL 6029)	2
SA2LB	2m Lower Bar Panel	Forest Green (RAL 6029)	21
SA2LR	2m Rebound Frame	Forest Green (RAL 6029)	2
SA1UM	1m Upper Mesh Panel	Forest Green (RAL 6029)	1
SA2UM	2m Upper Mesh Panel	Forest Green (RAL 6029)	13
SAZ12	1m High 2m Wide Arena Gate (with Posts)	Forest Green (RAL 6029)	1
SAYCR	Cricket Polyethylene Panel	Standard	2
TOTAL			88

Arena Post & Panel Steelwork Colours to be Confirmed with Order.

Refer to Arena Installation Instructions for Component ID and Installation.



NOTES

REVISION

--/--/--	Original	Revision 0
--/--/--	Amendment by --, Check by --,	Revision 1
25/02/16	Amendment by J.L. Check by N.B.	Revision 2
Added Cricket Activity Panel		
--/--/--	Amendment by --, Check by --,	Revision 3
13/06/16	Amendment by J.L. Check by N.B.	Revision 4
MUGA size reduced to 20 x 12m		

CUSTOMER

Uckfield Town Council

PROJECT

Ridgewood Recreation Ground

TITLE

MUGA Detail

HAGS SMP
Inspiring all generations



Southern Office
Clockhouse Lane East
Egham, Surrey
TW20 8PG
United Kingdom
Telephone
+44 (0) 1784 489100
email: sales@hags-smp.co.uk
Website: www.hags-smp.co.uk

HAGS-SMP RECOMMEND THE PROVISION OF AN APPROPRIATE SURFACE BENEATH ALL PLAY EQUIPMENT



DATE	25/02/16	SCALE	1:50 @ A1
DRAWN BY :	J.L.	CHECKED BY :	N.B.

DRAWING NUMBER	Q-09515-J4J8-C	REVISION	4
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Meeting of the Environment and Leisure Committee

Monday 13 February 2023

Agenda Item 8.3

TO CONSIDER ADDITIONAL TOURIST SIGNAGE ON THE ACCESS CORRIDORS INTO UCKFIELD

1.0 Overview

- 1.1 In May 2022, Environment & Leisure Committee discussed the need to support an increase in tourism and interest in Uckfield and the surrounding area, by improving the tourist signage on the access corridors into the town.
- 1.2 An audit has been undertaken by officers of the brown signs on the access corridors into town, and the only ones that can be identified relate to specific hotels such as the East Sussex National and Horsted Place on the A22. There is then one main large brown sign directing vehicles travelling south, of the facilities that Uckfield holds. This is a standard sign, typical of directing passers by to a town advising that there's food, etc.
- 1.3 Members are asked if there are specific sites of interest or features that they are keen to promote, or generally the facilities within the town.

2.0 Recommendation

- 2.1 Members are asked to provide feedback to the Clerk.

Contact Officer: Rachel Newton

Meeting of the Environment & Leisure Committee

Monday 13 February 2023

Agenda Item 10.6

LUXFORD CENTRE MANAGEMENT COMMITTEE MEETING UPDATE

1.0 Summary report

- 1.1 The Chairman opened the November meeting of the executive committee by introducing David Lucas, who had taken over the position of Bookings Officer and had been co-opted onto the executive committee.

The proposed extension was still going through the planning process following the delay, since Wealden DC requested an archaeological survey of the site. This had now been completed.

The Chairman of both committees would investigate the extent of the existing property insulation and consider what upgrading can be installed to help reduce energy consumption.

The problems with Castle Water were still ongoing and regular contact with them was being maintained to try and resolve the position.

The situation on utilities supply was discussed at length in view of the escalating costs of gas and electric.

Further discussions followed on the PRS (PPL licences) and it was hoped this was now resolved and we are legal in this respect.

It was agreed to further promote the centre with articles, facebook and events to try and increase membership and offer hiring facilities.

The warm space operated by Manor Park Residents Association had got off to a promising start with a number of attendees.

David Lucas had indicated his willingness to offer to take over as Treasurer at the AGM as Joan Wilcox wished to retire but to remain on the committee.

The next meeting would take place on 24 March 2023.

Councillor Chris Macve.

2.0 Recommendation

- 2.1 Members are asked to note the report.

Meeting of the Environment and Leisure Committee

Monday 13 February 2023

Agenda Item 10.10

REPORTS FROM OUTSIDE BODIES: UCKFIELD RAILWAY LINES PARISHES COMMITTEE

1.0 Summary

The committee met in January and welcomed Mr Bob Franklin as the local representative on the Transport of the South East Forum, who following his recent appointment, was attending his first meeting with our group.

The existing service was discussed and it was considered, to generally be acceptable, apart from strike days and the occasional turn round at Crowborough.

There have been several occasions of short train formation which has led to overcrowding, but it is hoped that as the stock reconfiguration is now complete, this will overcome this problem and resolve the delays in leaving London Bridge which cause delays down the line and the Crowborough terminations.

The provision of buses/taxis when trains are cancelled should be introduced and it was agreed we would contact GTR on this matter.

Concern was raised regarding the removal of the 22.07hour train from London Bridge as GTR are promoting their services for leisure use and there is now a 2 hour wait to leave London.

The committee again stressed the need for T for SE to place the electrification and dual tracking between Hurst Green and Uckfield at the top of their list of priorities.

Nus Ghani MP had responded to our correspondence on the possible ticket office closures, saying no decision had been taken at present.

The next meeting is on 8th March 2023 at 2.30pm.

Councillor C. Macve

2.0 Recommendation

2.1 Members are asked to note the report.

Meeting of the Environment and Leisure Committee

Monday 13 February 2023

Agenda Item 10.12

UPDATE FROM WEALDLINK – COMMUNITY BUS SERVICES FORUM MEETING HELD ON 11 JANUARY 2023

1.0 Summary

1.1 Key points from the in-person meeting attended by Cllr. Angie Smith:

East Sussex County Council have re-tendered for the services run by Wealdlink.

Those services include the 261 (*as the specification for the 261 included Saturday cover, it is assumed that this would impact the 262 Saturday only service*); the 262 being supported financially by Uckfield Town Council and other parishes locally. Wealdlink were unable to tender for this service, as it required a 30-seater bus, which they did not have.

Should another provider successfully bid for the 261 service, it is likely that Wealdlink would cease delivery of the 262 service. Once the outcome of the tender is known, it will be clearer as to whether the 262 provision will still be delivered by Wealdlink, or if it would be taken over by a new provider.

No passenger numbers for the 262 were given at the meeting. However, it was acknowledged that traveller numbers were lower than in previous years. Wealdlink had some ideas for publicising the service if they retain it. They felt it linked well with our sustainability agenda, for example. Most passengers who did travel on the 262 had bus passes.

Wealdlink confirmed that they were participating in the £2 bus fare scheme.

Councillor A. Smith.

2.0 Recommendation

2.1 Members are asked to note the report.

Contact officer: Rachel Newton