



# UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre  
Uckfield, East Sussex, TN22 1AE  
Tel: (01825) 762774 Fax: (01825) 765757  
e-mail: [townclerk@uckfieldtc.gov.uk](mailto:townclerk@uckfieldtc.gov.uk)  
[www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)  
**Town Clerk – Holly Goring**

## YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

on

**Monday 18 September 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 MAYOR'S DISCRETION

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

#### 4.0 APOLOGIES FOR ABSENCE

#### 5.0 MINUTES

5.1 To **RESOLVE** that the minutes of the Full Council meeting of the 28 June 2023 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only

#### 6.0 COMMITTEE MINUTES

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

- (a) Plans Committees 3, 24 July, 14 Aug and 5 Sept 2023
- (b) Environment and Leisure Committee 10 July and 29 August 2023
- (c) General Purposes Committee 17 July and 11 September 2023

#### 7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
- (ii) Neighbourhood Plan Steering Group
- (iii) Gatwick Airport Consultation Group

#### 8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group

- (ii) Events Working Group
- (iii) Uckfield Dementia Forum
- (iv) Infrastructure Working Group

- 9.0 **TO NOTE PROGRESS TOWARDS THE TOWN COUNCIL'S ANNUAL PRIORITIES AT THE END OF Q1 (APRIL TO JUNE 2023)**
- 10.0 **TO REVIEW MEMBERSHIP OF THE TOWN COUNCIL'S COMMITTEES**
- 11.0 **TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR Q1 OF 2023/24**
- 12.0 **TO CONSIDER AN OPPORTUNITY TO REGISTER AN INTEREST IN THE RURAL ENGLAND PROSPERITY FUND**
- 13.0 **TO REVIEW IN MORE DETAIL THE ESTABLISHMENT OF A LONG SERVICE AWARD FOR ELECTED MEMBERS IN RECOGNITION OF THEIR SERVICE**
- 14.0 **TO SIGN AND SEAL LEASE AGREEMENT(S) RECEIVED IN TIME FOR THE MEETING**
- 15.0 **TO NOTE THE MAYOR'S ENGAGEMENTS**
- 16.0 **SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 17.0 **QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 18.0 **TOWN CLERK'S ANNOUNCEMENTS**
- 19.0 **CHAIRMAN'S ANNOUNCEMENTS**
- 20.0 **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: -
- 20.1 To receive an update on the review of the Town Centre CCTV Contract for renewal in 2024-25



**Town Clerk**  
12 September 2023

# UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held  
on Wednesday 28 June 2023 at 7.00pm  
in the Council Chamber, Civic Centre, Uckfield

**PRESENT:** Cllr. K. Bedwell  
Cllr. D. French (Deputy Mayor)  
Cllr. J. Love (Town Mayor)  
Cllr. D. Manvell  
Cllr. P. Selby  
Cllr. P. Ullmann  
Cllr. B. Cox  
Cllr. V. Frost  
Cllr. C. Macve  
Cllr. B. Reed  
Cllr. A. Smith  
Cllr. D. Ward

## **IN ATTENDANCE:**

County Councillors Chris and Claire Dowling  
1 member of the public

Holly Goring                      Town Clerk  
Sarah D'Alessio              Assistant Town Clerk & RFO  
Minutes taken by Holly Goring

## **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. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent.

Councillor D. Manvell advised that both himself and Councillor B. Cox were directors of the Uckfield Community Fridge CIC. The Community Fridge had received grant funding from the Wealden Food Partnership's Household Support fund, which related to agenda item 16.0. The Town Clerk confirmed that they could remain in the room for this agenda item, as we were only seeking to appoint a representative.

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

None received.

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

**FC.29.06.23** It was **RESOLVED** to suspend Standing Orders to enable updates to be provided by County and District Council representatives.

Councillor Chris Dowling provided an update on his ward area. The Newtown Action Group were keen to establish a Community Speedwatch group in their area and were currently working on this with Sussex Police. They would be looking for volunteers. They were delighted to see the new road surface in Newtown, and had been advised that day that the resurfacing of Lewes Road would take place between 7 and 14 August via night works. Traffic calming measures were being introduced to Lewes Road from 17 July to 4 August. The detail of these works were still awaited. There was also the possibility of UKPN returning to Newtown to rectify issues from the full cable lay. He had been reassured that this work would cause minimal disruption to traffic flow, as it would not require excavation.

Clarification was requested on the Lewes Road roadworks. It was confirmed that it would include replacement cats eyes, new markings, gully cleansing and anti-skid surfaces being laid in addition to resurfacing.

It was questioned whether there was any further news on the works required on the bypass – i.e. the reconfiguration of Copwood roundabout.

Councillor Claire Dowling referred to the sinkhole by the bus stop in the High Street, and the concern in Church Street. Drainage investigative work had been booked and she would keep pushing this. Uckfield was being scheduled for road maintenance and resurfacing with Newtown complete, Lewes Road planned and London Road scheduled for a later date (Brown's Lane to Church Street). We were awaiting dates for the next stages of the bus station improvements, which would include the installation of the new street furniture and bus stops and resurfacing. Downsview Crescent and Southview Drive had further deteriorated. Work would be completed during school holidays at some stage this calendar year. Councillor Dowling had noted the road safety motion on the agenda. Although it was not within her remit, she would keep a watch on progress.

Councillor Bedwell advised that the road was splitting at the top of Mallard Drive, between the school and new development. Also a drain outside 56 Mallard Drive, had sunk.

Councillor D. Manvell advised that Wealden DC's Overview & Scrutiny Committee had invited East Sussex Highways to meet with them with regards to road maintenance, and they were yet to receive a response.

Councillor Claire Dowling advised that although she wasn't aware of the finer details, she understood a report was due before the Lead Member of Resource, at East Sussex County Council on 11 July 2023 on Uckfield Leisure Centre.

Councillor B. Reed had asked for a tour with the project manager of Ridgewood Place, and invited Councillor Chris Dowling to join her. There were some concerns with regards to the traffic calming measures being installed.

The Town Clerk had to remind everyone to use their microphones to enable an accurate recording of the meeting and accurate minutes, and ensure those more hard of hearing could hear the discussions taking place. The Town Clerk also clarified the work and considerations that went into the traffic calming

measures in Lewes Road.

Councillor B. Reed stressed the importance of accessibility for those who had difficulties with mobility and the need for dropped kerbs and wider pavements to be considered in any highway/pedestrian footway improvements. Councillor D. Manvell had noted a similar issue on the Manor Park estate. The Town Mayor advised that this could be raised in the SLR meeting in July.

District updates were provided.

Councillor B. Reed attended Wealden DC's Full Council that day and referred to a debate that took place on the South East Water supply issue. Large parts of Wealden had experienced multiple events. At Environmental training that day, she had raised the issues with flies in Uckfield, and clarified that this was a long standing problem. Councillor Reed stressed the importance of logging every single incident that occurred with regards to the flies, so that Environmental Health were aware. Councillor K. Bedwell felt that normally sewage works were built around or near to a woodland, but because all the woodland had been cut down for Ridgewood Place, it had possibly directed them back to the woodland at Bridge Farm Wood.

Councillor B. Cox referred to Wealden DC's council and committee meetings and his written update. He felt that Wealden DC's approach was community led, and the representation of Uckfield at those meetings was strong.

Councillor D. Manvell didn't have much more to add, but also stated that a Cabinet decision was due on the Uckfield Leisure Centre on 12 July 2023.

**FC.30.06.23** The Councillors were thanked for their input and update, and subsequently **RESOLVED** to reinstate Standing Orders.

#### **4.0 APOLOGIES FOR ABSENCE**

Apologies had been received from Councillors D. Bennett, S. Mayhew and M. McClafferty.

#### **5.0 MINUTES**

5.1 To resolve that the minutes of the Annual Statutory meeting of the Council on 15 May 2023 be taken as read, confirmed as a correct record and signed by the Mayor.

It was noted that a typo in the minutes referred to Councillor A. Smith as both present and giving her apologies.

**FC.31.06.23** Subject to the above typo being amended, it was **RESOLVED** that the minutes of the Annual Statutory meeting of the Council be taken as read, confirmed as a correct record and signed by the Mayor.

#### 5.2 Action List

Members requested that the following action be removed:

FC27.05.23 - To consider the motion from Councillor Manvell (Leisure Centre)  
Members subsequently noted the action list.

#### **6.0 COMMITTEE MINUTES**

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

(a) Plans Committee of the 22 May and 12 June 2023

**FC.32.06.23** It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 22 May and 12 June 2023.

(b) Environment & Leisure Committee of the 5 June 2023

**FC.33.06.23** It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committees of the 5 June 2023.

(c) General Purposes Committee of the 19 June 2023

**FC.34.06.23** It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 19 June 2023.

## **7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

Nothing to report at present.

(iii) Gatwick Airport Consultation Panel

Nothing to report at present.

## **8.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS**

(i) Civic Centre Working Group

Nothing to report at present.

(ii) Uckfield – Events Working Group

A meeting was due to take place the following week.

(iii) Uckfield Dementia Forum

Nothing to report at present.

## **9.0 TO NOTE END OF YEAR PROGRESS TOWARDS UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES IN 2022/23**

This report provided an overview of progress towards the Town Council's annual plan in 2022/23.

Members were happy to note the contents of the report.

## **10.0 TO RECEIVE, CONSIDER AND NOTE THE INTERNAL AUDIT REPORT FOR THE YEAR ENDING 31 MARCH 2023**

Members were directed to the Annual Internal Audit Report 2022/23 as contained within the Annual Governance and Accountability Return (AGAR) and the contents of this paper.

The new Internal Auditor had also carried out their end of year review with a copy of their full report included within the agenda papers.

Councillor C. Macve referred to insurance cover, and felt that the value given for the Signal Box should be greater. He also requested clarity of the Hub/Source site. The Town Clerk reminded members that there were funds in the 2023/24 budget to commission new reinstatement valuations for insurance purposes and these would be undertaken over the summer to reflect our buildings insurance renewal in October 2023.

Councillor P. Ullmann queried the difference in declared value for insurance and the accounting statements which showed a different figure for fixed assets. The Town Clerk explained that they had been discussing this matter with the Internal Auditor. At present, the Town Council had market valuations of their properties which were undertaken every five years (last undertaken March 2019), reinstatement valuations, which were undertaken around every two to three years to inform the Town Council's building insurance and then the accountant applied depreciation for the purpose of the CIPFA accounting statements. The Internal Auditor had suggested reviewing the latter methodology.

The Town Mayor thought it was a brilliant report, but also reminded members of the importance of the member audits.

Members received, considered and noted the Annual Internal Audit Report 2022/23 within the AGAR.

**11.0 TO RECEIVE, CONSIDER AND APPROVE SECTION 1 – THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31 MARCH 2023**

Members reviewed the Annual Governance Statement for the period 2022/23 which formed part of the Annual Governance and Accountability Return (AGAR) on page four of six.

**FC.35.06.23** Members reviewed the contents of Section 1 (Annual Governance Statement 2022/23) and **RESOLVED** to receive, consider and approve the Annual Governance Statement for 2022/23, and authorised for the Town Mayor as Chairman of the meeting and the Town Clerk to sign and date this statement on behalf of the Town Council.

**12.0 TO RECEIVE, CONSIDER AND APPROVE SECTION 2 – THE TOWN COUNCIL'S DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AND FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2023**

Members reviewed a summary of the Town Council's accounting statements, as presented on page five of six, in the draft Annual Governance and Accountability Return ending 31 March 2023, and a set of financial statements prepared by the Town Council's accountants at the end of March 2023.

The Assistant Town Clerk and Responsible Financial Officer presented the report(s) to members explaining the figures – in particular the capital reserves. A tremendous vote of thanks was also recorded for the staff involved in the year end process, to finalise the accounts and annual governance and accountability return.

**FC.36.06.23** Members **RESOLVED** to receive, consider and approve the draft annual governance and accountability return, and financial statements for the year ending 31 March 2023, and authorised for the Town Mayor as Chairman of the meeting to sign and date this return, on behalf of the Town Council, in conjunction with the Finance Sub-Committee's final approval.

**13.0 TO CONFIRM THE LIST OF TOWN COUNCIL SUPPLIER PAYMENTS BY DIRECT DEBIT FOR 2023-24**

Members were provided with a list of Town Council supplier payments made by direct debit, for full transparency. It was clarified that there were no standing orders.

Members noted the list provided.

**14.0 TO CONSIDER A MOTION FROM COUNCILLOR BENNETT**

Members considered a motion from Councillor D. Bennett which related to concerns with road safety in the area near to Uckfield College following a recent collision. It was hoped that the individual involved was now well.

**FC.37.06.23**

Members supported the motion and **RESOLVED** for this to be sent to the Road Safety Team at East Sussex County Council and for local County Councillor, Claire Dowling to be included in this correspondence.

*“For many decades there has been concerns raised regarding the safety of students and other pedestrians crossing the Upper High Street/London Road between the top of North Row and the bottom of Tower Ride.*

*This is a very busy crossing point which is used by many people seeking to travel on foot between the greater Church Coombe area and Manor Park, including its schools and other facilities.*

*Today, Friday 9th June 2023, a collision occurred between a vehicle and a Year 12 student from Uckfield College.*

*This reinforces the fears and concerns which have been felt by generations of local people.*

*Indeed, this is not the first instance of such an incident.*

*May I please ask fellow councillors to support my suggestion that we write to ES Highways to most strongly request the installation of a formal crossing point at this location as soon as possible.”*

**15.0 TO CONSIDER A RESPONSE TO THE CONSULTATION ON THE PROPOSED CLOSURE OF HOLY CROSS PRIMARY SCHOOL**

Members were provided with a copy of a consultation document in relation to the proposed closure of Holy Cross CE Primary School on 31 December 2023. Members had already been encouraged to respond individually but were asked if a corporate response from Uckfield Town Council should be submitted before the deadline on 21 July 2023.

The Town Clerk took into account the feedback provided by members which included concerns with increasing development within the town and need for school places, the possible split of siblings between different schools, the loss of facilities for working parents and the future use of the site.

**16.0 TO APPOINT A REPRESENTATIVE TO THE OUTSIDE BODY: WEALDEN FOOD PARTNERSHIP**

Members considered a report previously circulated and further detail provided by Councillor Bedwell.

**FC.38.06.23**

Members **RESOLVED** to appoint Councillor K. Bedwell as a representative for Uckfield Town Council on the Wealden Food Advisory Group. Councillor J. Love was nominated as a substitute representative, and Councillor B. Reed would attend when possible as a Wealden District Councillor representative.



**17.0 TO CONSIDER THE ESTABLISHMENT OF LONG SERVICE AWARDS FOR ELECTED MEMBERS IN RECOGNITION OF SERVICE**

The Town Clerk explained the reason for looking at long service awards for elected members to thank them for their dedication to their community. There were a mix of views from Town Councillors on the potential length of service, which varied between:

- more than one municipal term;
- two or three terms;
- 10 years;

Members were generally in favour of the idea, and thought the certificate and meal or afternoon tea in the restaurant was a good idea.

One member suggested that a book or record be maintained of long service in the Town Council office.

It was suggested that members send ideas to the Town Clerk and consider how such a programme could work for Uckfield, and for this item to return to the next meeting.

**FC.39.06.23** It was **RESOLVED** to suspend Standing Orders to enable the meeting to be extended by a further 30 minutes to 9.30pm

**18.0 TO CONSIDER UCKFIELD TOWN COUNCIL'S INVOLVEMENT IN FORTHCOMING PLANNING APPEALS**

The Town Clerk and Chair of Plans Committee advised members of the Planning appeals that had been registered on two sites in Uckfield (i) Land at Bird in Eye Farm and (ii) Land at Downlands Farm. The first Planning Inquiry would commence on 12 September, and the second would commence on 24 October 2023. Members discussed the options for the Town Council and what Rule 6 status involved, along with just registering to speak. Members noted the update.

**19.0 TO NOTE THE MAYOR'S ENGAGEMENTS**

Members noted the report.

**20.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**

Six deed of grants had been received:

Mr Robert Gardner

Mrs Patricia Ann Walter

Mr David John White and Mavis Emily White

Mr Richard Peirce

Lesley Ann Blackford, Richard Blackford and Philip Blackford

Mr Ian Mitchell and Mrs Carolyn Mitchell

**FC.40.06.23** It was **RESOLVED** for three councillors to sign the above deeds of grant.

**21.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**

None received.

**22.0 TOWN CLERK'S ANNOUNCEMENTS**

The Town Clerk advised that the Countryside Ranger, Mr Matheson, who looked after the Town Council's nature reserves and ancient woodlands was leaving for pastures new (no pun intended) that Friday for a new role at a district authority.

Members wished to thank him for his hard work, and wished him well. The Town Clerk reminded everyone of the Flexibus service, which was a sort of on-demand service which also travelled certain routes each day. There was now an increase in the number of services in the bus routes in and out of Uckfield since the funding was received by East Sussex County Council as part of their bus improvement plan.

Wealden DC was currently working on their Local Plan. By law they had to undertake a Sustainability Appraisal, and ensure they looked at how the plan could contribute to improvements in environmental, social and economic conditions and to mitigate any potential adverse effects. Members were invited to respond to this consultation which would run until 7 August 2023.

### **23.0 CHAIRMAN'S ANNOUNCEMENTS**

The Town Mayor, Councillor J. Love did not have any announcements at this meeting.

### **24.0 CONFIDENTIAL BUSINESS**

#### **FC.41.06.23**

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.

#### **24.1 To review the Town Centre CCTV Contract for renewal in 2024-25**

The Town Clerk provided a presentation to members on the current position.

#### **FC.42.06.23**

It was **RESOLVED** to reinstate standing orders and the meeting closed at 9.06pm.

# UCKFIELD TOWN COUNCIL

## ACTION LIST – FOR INFORMATION ONLY

### FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<p><b><u>FC.105.02.17</u></b></p> <p><b><u>FC.95.01.20</u></b></p>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members <b>RESOLVED</b> to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p> <p><u>18.0 To sign and seal the Town Council’s byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to:</p> <p>(i) authorise the affixing of the common seal to the byelaws for both Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve and signing by two named councilors, and; (ii) authorise the Town Clerk for Uckfield Town Council to carry out the necessary procedures and apply to the Secretary of State for confirmation.</p>	<p>20.02.17</p> <p>20.01.20</p>	<p>HG</p>	<p>The Council will be advertising its intention to apply for confirmation once covid restrictions have eased. The byelaws must then be held for at least one month at the offices for inspection by the public, before any representations are reported back as part of the package of information, to DEFRA.</p>
<p><b><u>FC115.04.19</u></b></p>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u> It was <b>RESOLVED</b> to support the motion put forward, and; “reinvestigate the possibility of part funding a traffic warden; entering into a discussion with Hailsham, Crowborough and Polegate, with a view to joint funding a shared traffic warden, employed via Sussex Police.”</p>	<p>08.04.19</p>	<p>HG</p>	<p>This matter has been raised with the Wealden Inspector of Sussex Police. It is understood that Sussex Police and Wealden DC were due to hold discussions once again. UTC will await the outcome of these.</p>

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.30.09.20</u>	<p><u>12.0 To review a report by Councillor A. Smith on the need for affordable homes in Uckfield</u>            After a detailed discussion, it was <b>RESOLVED</b> to request that the Town Clerk write to the Housing Minister Rt Hon Robert Jenrick with a copy of this report and advise Wealden DC's planning department of these discussions along with neighbouring parish councils.</p>	14.09.20	HG	The data is being updated ready for compiling into a letter to the new Minister for Housing.
<u>FC.55.10.21</u>	<p>Members <b>RESOLVED</b> to approve the motion put forward by Councillor D. French and for staff to make contact with the County Council: <i>"Uckfield Town Council supports the increase in the provision of Changing Place Toilets across the country, and will approach East Sussex County Council to understand if they:</i>  <i>(i) have submitted an expression of interest to central government to draw down funding to the county of East Sussex, and:</i>  <i>(ii) if ESCC have expressed an interest, that Uckfield Town Council lobby for such facilities to be introduced in Uckfield."</i></p>	25.10.21	HG	Having understood the requirements from the recent funding round we now have time to prepare for the next funding round and have the necessary evidence and associated costs available.
<u>FC.94.02.22</u>	<p><u>11.0 To consider a further motion by Councillor B. Cox, relating to food poverty</u>            Members unanimously <b>RESOLVED</b> to approve the motion put forward by Councillor B. Cox to:</p> <p><i>What the council still needs to do</i></p> <ul style="list-style-type: none"> <li>• Report on the results of the schools' questionnaire and review the recommendations;</li> <li>• Be open to any new ways to offer 'out of term' food for young people and where needed, push the higher tiers of local government to back schemes;</li> <li>• Review and offer a final report on food poverty in March 2023 before the end of the term of this Town Council;</li> </ul> <p><i>Summary.</i>  <i>Food poverty in Uckfield is an issue that is growing still. However, Uckfield Town Council have done a number of things to help ease the issue. The next year will see some very challenging times and it is important that the Council keep up the work in highlighting and where possible, easing food poverty. A review is needed in 2023 and a final report offered to the Town Council. The attached report within appendix A contains statistics for Uckfield in terms of earnings and age by ward should be offered to our local authorities (District and County) to highlight some local needs.</i></p>	28.02.22	All	In progress.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<b><u>FC.82.01.23</u></b>	<u>9.0 To consider a response from Buxted Parish Council regarding the purchase of the Dene, Uckfield</u> Members <b>RESOLVED</b> to support the inclusion of an overage clause in the purchase of the land, the Dene, Brown's Lane, Uckfield but requested that the Town Clerk return to Buxted Parish Council to request whether they could contribute towards the legal fees.	23.01.23	HG	The transfer documents will be tabled under Town Clerk's announcements at the meeting of Full Council on 18 September 2023.
<b><u>FC27.05.23</u></b>	<u>24.0 To consider a motion from Councillor D. Manvell</u> (iv) Submit a nomination to Wealden District Council for Uckfield Leisure Centre to be listed as an Asset of Community Value; It was also agreed to keep the MP Nusrat Ghani in the loop with the Town Council's response to the consultation and associated correspondence.	15.05.23	HG	Completed. <b>NFA.</b>
<b><u>FC.37.06.23</u></b>	14.0 To consider a motion from Councillor Bennett Members supported the motion and <b>RESOLVED</b> for this to be sent to the Road Safety Team at East Sussex County Council and for local County Councillor, Claire Dowling to be included in this correspondence.	28.06.23	HG	This has now been sent to the Road Safety Team. <b>NFA.</b>

## Meeting of Full Council

Monday 18 September 2023

### Agenda item 9.0

#### **TO NOTE PROGRESS TOWARDS THE TOWN COUNCIL'S ANNUAL PRIORITIES AT THE END OF Q1 (APRIL TO JUNE 2023)**

##### **1.0 Summary**

- 1.1 This report provides a quarterly update on the Town Council's priorities for 2023/24 and the progress that had been made by the end of each quarter. This report provides a summary of progress to the end of June (end of quarter one).
- 1.2 The priorities identified for delivery in 2023/24 consist of initiatives which are often additional to the day to day responsibilities of the Town Council, but demonstrate by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.3 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year. With this paper, the Town Clerk provides an update to members to explain the progress being made to deliver these priorities.
- 1.4 It is critical to note that the Town Council still continues to experience staffing issues relating to staff vacancies following retirement of long serving members of staff, long term sickness and recent cases of covid.

##### **2.0 End of Quarter One 2023/24: Progress Update**

- 2.1 Of the 12 priorities, three are complete, six are making good progress and on schedule, and three have seen some progress. This is a good start to the new financial year. A big thank you to a fantastic Town Council team for their hard work.





##### **3.0 Recommendations**

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




Appendices: Appendix A: Year end 2023/24 Progress Report




Contact Officer: Holly Goring

##### **Key:**




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




## APPENDIX A: End of Q1 - 2023/24 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
<b>COMMUNITY GRANTS</b> We will award up to £54,566 of community grant funding to local groups and charitable organisations for the period 2023/24 (£27,566 to community groups, and £27,000 through service level agreements)		All first instalment payments or full payments for the smaller amounts were made in May/June 2023. Second instalments will be issued in October 2023.	General Purposes Committee	Assistant Town Clerk & RFO
<b>PUBLIC EVENTS AND ANNIVERSARIES IN THE TOWN</b> We will work alongside the local business community and local community groups to deliver two free public events within the town; King's Coronation and Weald on the Field		With heavy downpours forecast for the King's Coronation, we moved the event inside at short notice to the Weald Hall of the Civic Centre. It was a great atmosphere and the event saw in the region of 30 guests from Arques-la-Bataille join a packed hall of local residents for a picnic and street food, entertained by live music and dance performances. It was such a lovely event.  The Weald on the Field event was a great success on Saturday 12 August 2023, and was very well attended from early on. The range of street food and drink stands, and live music performances were very well received.	Full Council	Town Clerk
<b>TECHNOLOGICAL IMPROVEMENTS</b> We will look to upgrade our server and office IT to ensure our software and infrastructure remains secure. We will upgrade our Wi-Fi within the Civic Centre and seek to undertake further improvements to meet hirer needs.		The server upgrade was undertaken on 30 June 2023.  The computers that required upgrading were upgraded towards the end of August 2023.  The Wi-Fi infrastructure was upgraded in August 2023.	General Purposes Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
<p><b>ELECTIONS</b> We will support elected councillors with their role in the community and provide them with opportunities to engage with residents and learn about the Town Council's day to day work, and projects.</p>		<p>New Councillors have been attending 'New Councillor training' with East Sussex Association of Local Councils.</p> <p>A strategic planning workshop is booked in for 3 October 2023, to enable councillors to better understand the council's budget areas and expenditure.</p> <p>Further work will be undertaken with councillors over the next six months to develop their joint understanding of the town council's business planning, and through this, the day to day work of the council.</p>	Full Council	Town Clerk
<p><b>POLICY REVIEW</b> We will be undertaking a full review of the Town Council's policies in respect of personnel (staffing matters), GDPR and respect in the workplace.</p>		<p>The Internal Audit end of year review provided some recommendations of how to improve our policy framework, which will be followed up on. We have also booked a light-touch organisational review with an external organisation for November 2023, which will seek to highlight areas to focus on and support us with the review of these policies.</p>	General Purposes	Town Clerk/ Assistant Town Clerk
<p><b>UPGRADING GROUNDS EQUIPMENT AND FACILITIES</b> We will upgrade equipment to ensure the Grounds team have safe functioning apparatus to undertake open space grass cutting and maintenance for sports and leisure. Work will also be carried out to clean and refurbish the rainwater harvester.</p>		<p>Contractors have visited site to carry out a thorough clean and service to the rainwater harvester.</p> <p>The new Major Contoura rotary mower attachment has been used for this grass cutting season and new purchases and sales have been undertaken of grounds equipment to provide a better suite of equipment for their needs.</p>	Environment and Leisure Committee	Estates & Facilities Manager



Priority	Status	Notes	Lead Committee	Lead Officer
<b>WOODLAND MANAGEMENT PLAN</b> We continue our work to deliver our 10-year woodland management plan to ensure ongoing maintenance and tackle diseased trees affected by ash dieback.		Works have been booked in for the autumn months to address ash dieback in both Boothland Wood and Nightingale Wood.	Environment & Leisure Committee	Estates & Facilities Manager
<b>GRASS VERGE CUTTING</b> We will continue to contribute to the costs of East Sussex County Council's grass verge cutting contract to retain a good standard of service and ensure visibility is maintained on pavements and highways.		Payment has been made to East Sussex County Council for 2023/24 to maintain existing service standards and frequency of cuts to the town's grass verges. <i>(Urban verges used to receive 5-6 cuts per annum but East Sussex County Council can now only afford to fund two. Rural verges receive two cuts per annum).</i>	Environment and Leisure Committee	Town Clerk
<b>TOWN COUNCIL'S BUILDINGS</b> We will focus our attention on the Civic Centre, Foresters Hall, Victoria Pavilion and West Park Pavilion and ensure we are compliant with the latest safety regulations. We will upgrade flooring, redecorate the Weald Hall and explore initiatives for upgrading older heating and plumbing systems.		<p>Great work and progress is being made to improve our facilities and ensure they not only look up to standard for our hirers but also meet compliance regulations.</p> <p>The Ashdown Room has been redecorated and a new floor laid.</p> <p>The redecoration of the Weald Hall is booked in week beg 23 October 2023. The kitchen floor of Luxfords Restaurant will also be replaced that week, along with a full redecoration and fitting of a new oven.</p> <p>A unused doorway has been blocked up to reduce water ingress in Foresters Hall. PAT testing has been carried out in all buildings. Fire door improvements have been undertaken in the Civic Centre. Emergency lighting has been upgraded in all buildings.</p> <p>Further works are being programmed in, in accordance with our Building Maintenance Programme and quotes are being obtained for heating and plumbing systems in both the Foresters Hall and Victoria Pavilion.</p>	General Purposes Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
<b>INFRASTRUCTURE PLANNING</b> We will work with local partner agencies, residents and local businesses to understand the infrastructure requirements for Uckfield, in regards to sport, leisure and recreation and community facilities and the future impact on the Town Council's provision of allotment and cemetery space.		Much of the focus has been placed on responding to major planning applications, and preparing presentations to appeals scheduled in by the Planning Inspector, in these first few months of 2023/24.  Work will be picked up on this as we move through the year.	Full Council	Town Clerk
<b>NEIGHBOURHOOD PLAN</b> We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan ready for submission to the local Planning authority.		As above.	Full Council	Town Clerk
<b>CLIMATE CHANGE</b> We will host an educational activity with primary schools, consider alternative fuel supplies in our wider building portfolio, consider adding insulation within our buildings, review the equipment we purchase, and manage our land for nature, with a continued focus on conservation and tree planting.		This work has had to be placed on hold due to other priorities but continues to be considered in our decision-making.	Environment and Leisure Committee	Town Clerk

## **Meeting of Full Council**

**Monday 18 September 2023**

### **Agenda item 10.0**

#### **TO REVIEW MEMBERSHIP OF THE TOWN COUNCIL'S COMMITTEES**

##### **1.0 Background**

- 1.1 Members were appointed to the Town Council's standing and sub-committees at the Annual Statutory meeting of the Council on Monday 15 May 2023.
- 1.2 With five new Councillors joining the Town Council this May, and four of our fifteen councillors also being elected as District Councillors we were unable to fill all of the seats on the Town Council's committees. This is understandable due to workload pressures and in the case of new councillors, having time to understand a bit more about the committees and the remits of these committees.
- 1.3 This agenda item provides an opportunity for Town Councillors to consider their current choices and to raise with the Town Clerk, any changes they may wish to make, to either:
  - fill vacant positions on either General Purposes Committee or Plans Committee, and/or;
  - move from one committee to another.
- 1.4 We would not usually provide an opportunity to review appointments mid-year, but due to the circumstances that this year's elections introduced, we were aware that a period of settling in, would be necessary.

##### **2.0 Recommendation**

- 2.1 Members should advise the Town Clerk accordingly.

Appendices:                      Appendix A: Current Committee Membership for 2023/24  
Contact Officer:                Holly Goring

# UCKFIELD TOWN COUNCIL



## COMMITTEE MEMBERSHIP 2023-24

<b>GENERAL PURPOSES COMMITTEE (9)</b> (Reports to Full Council)			<b>ENVIRONMENT AND LEISURE COMMITTEE (9)</b> (Reports to Full Council)		
1.	Cllr. Diane Ward	Chair	1.	Cllr. Spike Mayhew	Chair
2.	Cllr. Chris Macve	Vice-Chair	2.	Cllr. Angie Smith	Vice-Chair
3.	Cllr. Jackie Love		3.	Cllr. Karen Bedwell	
4.	Cllr. Dan Manvell				
5.	Cllr. Peter Selby				
6.	Cllr. Angie Smith				
7.	Vacant seat				
8.	Vacant seat		4.	Cllr. Duncan Bennett	
9.	Cllr. Ben Cox	Substitute	5.	Cllr. Donna French	
			6.	Cllr. Val Frost	
			7.	Cllr. Michael McClafferty	
			8.	Cllr. Bernadette Reed	
			9.	Cllr. Diane Ward	
<b>PLANS COMMITTEE (7)</b> (Reports to Full Council)			<b>FINANCE SUB-COMMITTEE (5)</b> (Reports to General Purposes Committee)		
1.	Cllr. Karen Bedwell	Chair	1.	Cllr. Ben Cox	Chair
2.	Cllr. Chris Macve	Vice-Chair	2.	Cllr. Spike Mayhew	Vice-Chair
3.	Cllr. Duncan Bennett		3.	Cllr. Dan Manvell	
4.	Cllr. Jackie Love				
5.	Cllr. Spike Mayhew				
6.	Cllr. Peter Ullman				
7.	Vacant seat				
			4.	Cllr. Peter Ullmann	
			5.	Cllr. Diane Ward	
<b>PERSONNEL SUB-COMMITTEE (5)</b> (Reports to General Purposes Committee)			<b>THE VOICE EDITORIAL PANEL (3)</b> (Reports to General Purposes Committee)		
1.	Cllr. Angie Smith	Chair	1.	Cllr. Karen Bedwell	No Chair.
2.	Cllr. Karen Bedwell	Vice-Chair	2.	Cllr. Chris Macve	
3.	Cllr. Donna French		3.	Cllr. Spike Mayhew	
4.	Cllr. Michael McClafferty				
5.	Cllr. Diane Ward		4.	Cllr. Peter Selby	

## **Meeting of Full Council**

**Monday 18 September 2023**

### **Agenda item 12.0**

#### **TO CONSIDER AN OPPORTUNITY TO REGISTER AN INTEREST IN THE RURAL ENGLAND PROSPERITY FUND**

##### **1.0 Background**

- 1.1 The Rural England Prosperity Fund (REPF) was developed by DEFRA to address the needs of rural communities. It is a two-year capital programme from April 2023 to March 2025. Wealden District Council were successful with obtaining funding through the REPF, and projects being delivered include a rural business grants scheme, a community green spaces, active travel and infrastructure grants scheme, EV charging support and a rural visitor trail.
- 1.2 Wealden District Council have contacted all parishes with regards to the EV charging project. Some of the above funding will be allocated over a two-year period to provide match funding and will support the wider roll-out of EV charging points within Council owned car parks across the district.
- 1.3 Wealden District Council have been working with Connected Kerb to deliver the scheme within their own car parks. They have advised that the remainder of the funding will be available to support EV charging roll out across the district for town and parish councils. The amount of funding available will be determined by the level of interest received, with a maximum of £50k available in total. In order to maximise delivery they are looking for town and parish councils who have identified match funding to take the project forward.
- 1.4 The timescales of the project are tight, so those interested need to be in a position to move quickly and to have the EV charging installed and paid for by early March 2025.
- 1.5 Wealden DC are offering guidance and support through the Council's contractor – Connected Kerb or there is a list of operators via a 'commercial authorised chargepoint model list' on the GOV.UK website.
- 1.6 If a parish/town council is interested they need to provide the following information by 22 September 2023:
  - size of car park and how many bays you would ideally like to dedicate to electric vehicle charging;
  - the ownership of the car park;
  - how the parish/town council will match fund;
  - what types of chargers would the council be thinking about – 7kw or 50kw?
- 1.7 Wealden DC are installing EV charging in the following car parks:

##### **Current Car Park Locations of EV charging points being installed:**

Lower Road, Forest Road  
Croft Road Crowborough  
The Willows, Alfriston

North Road, Pevensey  
Luxford Field, Uckfield  
Mill Road, Heathfield  
Vicarage Lane, Hailsham  
Sea Road, Pevensey Bay (passive infrastructure until the car park is resurfaced)

**Being planned for:**

Horsefields, East Dean  
South Road, Hailsham  
TBC, Wadhurst

- 1.8 The parishes of Hellingly, Hartfield and Isfield have already expressed an interest.
- 1.9 Members should note that there are often a number of associated costs with the installation of EV charging points, so consideration of this project should be explored in detail.

**2.0 Recommendation**

- 2.1 Members should consider the opportunity and advise the Town Clerk of their thoughts.

Contact Officer: Holly Goring

## **Meeting of the Full Council**

**Monday 18 September 2023**

### **Agenda Item 13.0**

#### **TO REVIEW IN MORE DETAIL THE ESTABLISHMENT OF A LONG SERVICE AWARD FOR ELECTED MEMBERS IN RECOGNITION OF THEIR SERVICE**

##### **1.0. Summary**

- 1.1 Town Councillors considered at the meeting of full Council on 28 June, the introduction of a process to recognise elected members who have served on the Town Council for a long period.
- 1.2 In the case of staff, if you worked for an organisation for a period of five years or more, you would receive a greater number of days of annual leave. For Town Councillors there is currently no recognition for long service.
- 1.3 There are a number of initiatives around the country at parish, town, district and county level but the decision whether to take on such a scheme is discretionary, and varies from council to council.
- 1.4 With the recent departure of Councillors H. Firth and P. Sparks who had both served on the council for a number of years, and Councillor D. Bennett who is currently serving as an elected member of the Town Council and also a long serving councillor, it seemed worth consideration:  
Councillor P. Sparks was a County Councillor in 2009, but became a Town Councillor in 2014 (serving nine years – two terms and one year extra).  
Councillor H. Firth had served since 2007 (approx. 16 years – four terms).  
Councillor D. Bennett has served since the early 2000s, but I believe took a couple of short breaks so has served three full consecutive terms and part of a fourth and fifth).
- 1.5 If a long-service award was established for councillors, a consistent approach would need to be applied both to the term considered long-service and the recognition and award presented.

##### **2.0 Update**

- 2.1 No suggestions were put forward from Town Councillors between the last meeting of full Council on 28 June and this report.
- 2.2 Contact has been made with Wealden District Council and East Sussex County Council. Wealden District Council do not have a long service recognition scheme for councillors. Nor do Tunbridge Wells Borough Council (a previous employer of the Town Clerk). We will update full Council with the feedback received from East Sussex County Council and other districts/town councils in the local area.
- 2.3 It would therefore be prudent to consider whether a 'long-service award' should be introduced, whilst ensuring that if a scheme is introduced, that it is

cost neutral or at least minimal in cost, and whether either of the following options should be considered. The options are, to

- (i) not introduce a long-service award. Members receive allowances for their work in the community;
- (ii) introduce a 'long-service award' of three (12 years or more) or four terms (16 years or more) or more;
- (iii) introduce more formally a Community Service Award for those who have dedicated their time to the community (not just elected members but the community as a whole);

**3.0. Recommendation**

3.1 Members are asked to consider the update and advise the Clerk of how they wish to proceed.

Contact Officer: Holly Goring



## **Meeting of the Full Council**

**Monday 18 September 2023**

### **Agenda Item 15.0**

#### **TO NOTE THE MAYOR'S ENGAGEMENTS**

##### **1.0 Summary**

- 1.1 The report sets out the engagements of the Town Mayor and Deputy Mayor between 28 June and 18 September 2023.
- 1.2 Please note that the Mayor, Councillor J. Love and Deputy Mayor, Councillor D. French were re-elected on 15 May 2023 for their third consecutive year.

#### **TO NOTE THE MAYOR'S ENGAGEMENTS**

- 13.07.23 Guest at Medi Tech Presentation Evening, Civic Centre, Uckfield.
- 22.07.23 Support and assist Uckfield Foodbank, Tesco Stores, Uckfield.
- 12.08.23 Official Opening of Weald on the Field, Luxford Field, Uckfield.
- 02.09.23 Judging of Children's Procession, Uckfield Carnival, Uckfield.

#### **TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS**

No engagements to note.

Uckfield Town Council  
Ms Holly Goring, Town Clerk  
Council Offices  
Civic Centre  
Uckfield  
East Sussex  
TN22 1AE

YOUR REF  
OUR REF 25217.035/ASM/TW  
REPLY TO Butler House  
T 01372750103  
E Asma.Shamim@wellerslawgroup.com  
DX Great Bookham 117527  
DATE 12th September 2023

Dear Holly

### Re: Transfer of Land on the North Side of Browns Lane, Buxted

Further to our correspondence in relation to the transfer of Land on the North Side of Browns Lane, Buxted I report on the draft documents as follows:-

#### Transfer

Buxted Parish Council ("BPC") will transfer the Land on the North Side of Browns Lane, Buxted (the "Property") to Uckfield Town Council ("the Town Council") for £5,001.00.

#### Overage Provisions

The Transfer contains the following provisions:

If Planning Permission is granted for the land on the North Side of Browns Lane at any time during the Overage Period (25 years starting on the date of the Transfer) then an Additional Payment being 25% of the difference between the value of the land without the planning permission (Base Value) and the value of the land with planning permission (Enhanced Value) shall become immediately due to BPC.

#### The Town Councils Obligations

1. The Town Council shall pay the Additional Payment on the later of:
  - (a) 30 days after Planning Permission is granted; or
  - (b) 30 days after the amount of the Additional Payment is agreed or determined.
2. The Town Council shall pay BPC interest at the Default Rate being 4% per annum above the base rate from time to time of Natwest Bank Plc on any Additional Payment that is not paid on the due date.



**BUTLER HOUSE** Guildford Rd, Great Bookham, Surrey KT23 4HB  
**GREAT BOOKHAM** 22a High St, Great Bookham, Surrey KT23 4AG  
**LONDON OFFICE** 65 Leadenhall Street, London EC3A 2AD  
**REGISTERED OFFICE** Tenison House, Tweedy Rd, Bromley, Kent BR1 3NF  
**SEVENOAKS OFFICE** 50-52 London Road Sevenoaks, Kent TN13 1AS  
**CHISLEHURST OFFICE** 1A Bromley Lane, Chislehurst, Kent, BR7 6LH

T + 44 (0)1483 284567  
T + 44 (0)1372 750100  
T + 44 (0)20 7481 2422  
T + 44 (0)20 8464 4242  
T + 44 (0)1732 457575  
T + 44 (0)20 8295 1989

F + 44 (0)1483 284817  
F + 44 (0)1372 750451  
F + 44 (0)20 7488 0562  
F + 44 (0)20 8464 6033  
F + 44 (0)1732 458646  
F + 44 (0)20 8295 1660

Wellers Hedleys is a trading name of Wellers Law Group LLP, a limited liability partnership registered in England and Wales, registered number OC350170, authorised and regulated by the Solicitors Regulation Authority, registered number 525515. A list of LLP members can be requested from our Bromley Office. The Group is associated with Law firms in the USA, Middle and Far East.

3. The Town Council will not make any Disposal of the Property at any time during the Overage Period without ensuring the persons the Land is being transferred to agrees with BPC to comply with the overage provisions.

### **BPC Obligations**

1. BPC will provide written consent for registration of a Permitted Disposal the Town Council makes. A Permitted Disposal is the grant of easements or rights, transfer, lease or dedication of any part of the Property to a local or other public authority which acquires an interest in the Property in order to provide water, gas, electricity, communication services or foul or surface water disposal facilities to or from the Property and any mortgage or charge secured against the Property.

### **Amount of Additional Payment**

- If the agreement is reached in relation to the Additional Payment within 30 days after the granting of Planning Permission then BPC and the Town Council will sign and date a memorandum recording the amount of the Additional Payment.
- If the Additional Amount is not agreed within 30 days after the granting of Planning Permission either party may refer the matter to an Independent Surveyor.
- The Independent Surveyor will be appointed jointly by BPC and the Town Council.

BPC is not entitled to transfer the benefit of the Overage provisions to a third party..

Please read through this report and supporting document carefully.

Should you have any queries please do not hesitate to contact me.

Yours sincerely

*Asma Shamim*

**Asma Shamim**  
**Solicitor**

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

Leave blank if not yet registered.

Insert address including postcode (if any) or other description of the property, for example 'land adjoining 2 Acacia Avenue'.

Give full name(s).

Complete as appropriate where the transferor is a company.

Give full name(s).

Complete as appropriate where the transferee is a company. Also, for an overseas company, unless an arrangement with Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003.

Each transferee may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address.

	1 Title number(s) of the property: <b>SX414343</b>
2	Property: <b>Land on the North Side of Browns Lane, Buxted</b>
3	Date:
4	Transferor: <b>BUXTED PARISH COUNCIL</b> <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:  <u>For overseas companies</u> (a) Territory of incorporation:   (b) Registered number in England and Wales including any prefix:
5	Transferee for entry in the register: <b>UCKFIELD TOWN COUNCIL</b> <u>For UK incorporated companies/LLPs</u> Registered number of company or limited liability partnership including any prefix:  <u>For overseas companies</u> (a) Territory of incorporation:   (b) Registered number in England and Wales including any prefix:
6	Transferee's intended address(es) for service for entry in the register: <b>The Civic Centre, Uckfield East Sussex TN21 1AE</b>
7	The Transferor transfers the Property to the Transferee

Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 11.

Place 'X' in any box that applies.

Add any modifications.

Where the transferee is more than one person, place 'X' in the appropriate box.

Complete as necessary.

Insert here any required or permitted statement, certificate or application and any agreed covenants, declarations and so on.

<b>8</b>	<b>Consideration</b>  <input checked="" type="checkbox"/> The Transferor has received from the Transferee for the property the following sum (in words and figures): <b>Five Thousand and One Pound (£5,001.00)</b>  <input type="checkbox"/> The transfer is not for money or anything that has a monetary value  <input type="checkbox"/> Insert other receipt as appropriate:
<b>9</b>	<b>The Transferor transfers with</b>  <input checked="" type="checkbox"/> full title guarantee  <input type="checkbox"/> limited title guarantee
<b>10</b>	<b>Declaration of trust. The Transferee is more than one person and</b>  <input type="checkbox"/> they are to hold the property on trust for themselves as joint tenants  <input type="checkbox"/> they are to hold the property on trust for themselves as tenants in common in equal shares  <input type="checkbox"/> they are to hold the property on trust
<b>11</b>	<b>Additional provisions</b>  <b>11.1 The parties agree</b> that the provisions of the Schedule shall apply.  <p style="text-align: center;"><b><u>SCHEDULE</u></b></p> <b>1. <u>Definitions and interpretation</u></b>  In this Schedule the following expressions shall have the following meanings:  <b>Additional Payment:</b> 25%, of the difference between the Enhanced Value and the Base Value.  <b>Base Value:</b> the Market Value of the Development Land immediately prior to the grant of Planning Permission with no expectation of the grant of Planning Permission.  <b>Buyer:</b> the Transferee and their successors in title  <b>Deed of Covenant:</b> a deed of covenant with the Seller containing covenants in the same terms as those given by the

Buyer in this Schedule with such minor modifications as the Seller may agree.

**Default Rate:** 4% per annum above the base rate from time to time of Natwest Bank Plc.

**Development:** development of the whole or any part or parts of the Property, with or without other land, for any development within the meaning of section 55 of the Town and Country Planning Act 1990.

**Development Land:** such part or parts of the Property in respect of which Planning Permission is granted during the Overage Period.

**Disposal:** (other than a Permitted Disposal) a disposition within the meaning of section 205 of the Law of Property Act 1925 of the whole or any part or parts of the Property

**Enhanced Value:** the Market Value of the Development Land as at the date of, and with the benefit of, the relevant Planning Permission, assuming that the Development Land has the benefit of any easements, wayleaves, sight-line covenants and other agreements necessary to provide access, visibility splays or services to or from the Development Land.

**Implementation:** when a Material Operation, authorised by a planning permission, is carried out.

**Independent Surveyor:** a Fellow of the Royal Institution of Chartered Surveyors with at least 10 years' experience in valuing properties similar to the Development Land, for uses similar to the Development, and whose usual place of practice is within a fifteen mile radius of the Development Land.

**Interest Rate:** The base rate from time to time of Lloyds Banking Group Plc

**Market Value:** the estimated amount for which the Development Land should exchange between a willing buyer and a willing seller in an arm's-length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion, on the basis that:

- (a) it is assessed in accordance with paragraph 4 of VPS 4 of the RICS Valuation – Global Standards (November 2021);
- (b) the provisions of this Schedule are disregarded;
- (c) the Development Land has vacant possession;
- (d) the Development Land is assumed to be free from all encumbrances; and
- (e) any damage to or destruction of the Development Land occurring after the date of this transfer is assumed to have been fully reinstated.

**Material Operation:** means any operation as defined in section 56(4) of the Town and Country Planning Act 1990 but not including such operations as archaeological investigation, demolition, site clearance, site preparation, diversion and laying of services and the erection of fences and hoardings.

**Overage Period:** Twenty five (25) years starting on the date of this transfer.

**Permitted Disposal:** means the grant of easements or rights, transfer, lease or dedication of any part of the Property to a local or other public authority which acquires an interest in the Property in order to provide water, gas, electricity, communication services or foul or surface water disposal facilities to or from the Property and any mortgage or charge secured against the property.

**Planning Permission:** the Implementation of an outline planning permission or the grant of a detailed planning permission for Development pursuant to a Planning Application and granted during the Overage Period including a planning permission issued pursuant to an application under section 73 of the Town and Country Planning Act 1990.

**Price:** 25% of the Enhanced Value

**Property:** Land on the North side of Browns Lane Buxted as registered under Land Registry title number SX141343.

**Seller:** the Transferor and its successors in title

**Working Day:** any day from Monday to Friday (inclusive) which is not Christmas Day, Good Friday or a statutory Bank Holiday.

- 1.2 A person includes a corporate or unincorporated body.
- 1.3 Unless otherwise specified, a reference to a particular law is a reference to it as it is in force for the time being, taking account of any amendment, extension, application or re-enactment and includes any subordinate legislation for the time being in force made under it.
- 1.4 Except where a contrary intention appears, a reference to a clause is a reference to a clause of this Schedule.
- 1.5 Clause headings do not affect the interpretation of this Schedule.

## 2. **ADDITIONAL PAYMENT**

2.1 If Planning Permission is granted at any time during the Overage Period, an Additional Payment shall immediately become due from the Buyer to the Seller.

2.2 The Buyer covenants that it shall pay the Additional Payment to the Seller on the later of:

- (a) the date 30 Working Days after the date of grant of the Planning Permission; or
- (b) the date 30 Working Days after the amount of the Additional Payment is agreed or determined in accordance with the terms of this Schedule.

2.3 The Buyer covenants with the Seller that it shall pay interest at the Default Rate to the Seller on any Additional Payment that is not paid on its due date. Such interest shall be payable for the period from the due date to the date of actual payment and shall not affect any other remedy the Seller may have.

2.4 The benefit of the Buyer's covenants in relation to the Additional Payments are assignable by the Seller.

### **3. AMOUNT OF ADDITIONAL PAYMENT**

3.1 If agreement is reached on the amount of the Additional Payment within 30 Working Days after the date of grant of Planning Permission, the Buyer and the Seller shall immediately sign and date a memorandum recording the amount of the Additional Payment and the date of the memorandum shall be the date of agreement for the purposes of clause 2.2(b).

3.2 If the Buyer and the Seller fail to agree on the amount of the Additional Payment within 30 Working Days after the date of grant of Planning Permission, either party may refer the matter to an Independent Surveyor.

3.3 The Independent Surveyor shall be appointed jointly by the parties, but in default of agreement within 10 Working Days after the date of grant of Planning Permission, either party may apply to the President of the Royal Institution of Chartered Surveyors requesting the appointment of an Independent Surveyor.

3.4 If the appointed Independent Surveyor dies or becomes unwilling or incapable of acting, or does not deliver the decision within the time required by clause 3.5 then either the Seller or the Buyer may apply to the President of the Royal Institution of Chartered Surveyors to discharge the appointed Independent Surveyor and to appoint a replacement.

3.5 The Independent Surveyor shall act as an expert and shall give a written copy of the decision on the amount of the Additional Payment to both the Buyer and the Seller within 20 Working Days after the date of the Independent Surveyor's appointment.

3.6 The Buyer and the Seller shall each be entitled to make submissions to the Independent Surveyor and shall provide (or procure that others provide) the Independent Surveyor with the assistance and documents that the Independent Surveyor reasonably requires to reach a decision.

3.7 The Independent Surveyor's written decision shall be final and binding in the absence of manifest error or fraud.

3.8 The Buyer and the Seller agree to pay the Independent Surveyor's costs in the proportions determined by the Independent Surveyor within 10 Working Days after a demand for payment. If they are not so paid, the party against whom the costs were not awarded shall be



entitled to pay the Independent Surveyor the sums due and recover the amount from the other party on demand.

3.9 In default of agreement pursuant to clause 3.1, the Additional Payment shall be the amount determined by the Independent Surveyor and the date of issue of the Independent Surveyor's written decision shall be taken as the date of determination for the purposes of clause 2.2(b).

#### **4. DISPOSALS AND RESTRICTION**

4.1 The Buyer covenants with the Seller not to make any Disposal at any time during the Overage Period without first procuring that the person to whom the Disposal is being made has executed a Deed of Covenant in favour of the Seller.

4.2 The Buyer consents to the entry of the following restriction against the Buyer's title to the Property at HM Land Registry following the registration of this transfer and shall provide the Seller with all necessary assistance and/or documentation to permit entry of the restriction:

"No disposition of the registered estate by the proprietor of the registered estate is to be registered without a written consent signed by an authorised officer of Buxted Parish Council of The Old Orchard, Ringles Cross, Uckfield TN22 1HF or their conveyancer"

#### **5. SELLERS OBLIGATIONS**

The Seller covenants with the Buyer that the Seller, its successors in title or assignees shall:

- (a) provide written consent for registration of a Permitted Disposal at the Land Registry within 10 Working Days from receipt of a written request from the Buyer;
- (b) provide written consent for the registration of a Disposal at the Land Registry within 10 Working Days from receipt of a Deed of Covenant properly executed by the person to whom the Disposal is being made provided that there are then no outstanding sums due from the Buyer under the terms of this Schedule; and
- (c) apply for the withdrawal of the restriction entered against the title to the Property within 10 Working Days after the end of the Overage Period upon request to do so by the Buyer.

#### **6. RIGHTS OF THIRD PARTIES**

A person who is not a party to this Schedule shall not have any rights under or in connection with it by virtue of the Contracts (Rights of Third Parties) Act 1999.

#### **7. ASSIGNMENT**

For the avoidance of doubt the Seller shall not be entitled to assign the benefit of the provisions in this Schedule

The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

## 12 Execution

Executed as a deed by  
**BUXTED PARISH COUNCIL**  
by two Councillors

in the presence of:

.....  
The Clerk

The Common Seal of  
**UCKFIELD TOWN**  
**COUNCIL** was affixed in the  
presence of:

Authorised Signatory

### WARNING

If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.