



UCKFIELD TOWN COUNCIL

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

Tel: (01825) 762774 Fax: (01825) 765757
e-mail: townclerk@uckfieldtc.gov.uk
www.uckfieldtc.gov.uk

Town Clerk – Holly Goring

Meeting of the **Environment and Leisure Committee** to be held on
Monday 9th October 2023 at 7.00pm
in the Council Chambers, 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 29 August 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 ending 31 August 2023
- 5.3. To consider applying for funding through the Wealden Community Spaces Grants Programme
- 5.4. To undertake an initial review of the budget areas for 2024-25
- 5.5. To undertake an initial review of fees and charges for sports facilities
- 5.6. To undertake an initial review of fees and charges for allotments
- 5.7. To undertake an initial review of fees and charges for Snatts Road Cemetery

6.0. ADMINISTRATION

- 6.1. To note the draft minutes from the Allotment Conference on 20 September 2023

7.0. ENVIRONMENT

- 7.1. To note the current position of the Town Council's Estates
- 7.2. To consider a suggestion by the Manor Park & Hempstead Fields Residents' Association in relation to the Dene
- 7.3. To consider the installation of a gate to restrict access to the Grounds work area next to Victoria Pavilion
- 7.4. To consider a relaunch of the Drone Code

8.0. LEISURE

- 8.1. To note an update on the Our Parks Initiative – Wealden funding

9.0. REPORTS FROM WORKING GROUPS

(Nothing to report)

10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 10.1. Active Uckfield
- 10.2. All Weather Pitch Operational Group
- 10.3. Conservators of Ashdown Forest
- 10.4. Local Nature Reserve Supporters Group
- 10.5. Luxford Centre Management Committee
- 10.6. Uckfield Railway Line Parishes Committee (attached)
- 10.7. Uckfield Youth Club Board
- 10.8. Wealden Bus Alliance/Weald Link
- 10.9. Uckfield and District Twinning Association (AGM and events only)

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

3 October 2023



Minutes of the meeting of the **Environment and Leisure Committee** held on
Tuesday 29 August 2023 at 7.00pm
Council Chamber, Civic Centre, Uckfield

PRESENT:

Cllr. S. Mayhew (Chair)
Cllr. D. French
Cllr. M. McClafferty

Cllr. K. Bedwell
Cllr. V. Frost
Cllr. D. Ward

IN ATTENDANCE:

Councillor Peter Selby (arrived at 7:03pm)

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. No declarations of interest were provided at this stage in the meeting.

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

None.

3.0. APOLOGIES FOR ABSENCE

Apologies were received in advance of the meeting from Councillor Reed, Councillor Smith and Councillor Bennett due to other commitments.

4.0. MINUTES

4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 10 July 2023

EL.17.08.23 It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on the 10 July 2023 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2. Action list

Members noted the report and approved actions still pending. Members were informed that the upgrade to the existing Diamond Jubilee sign at Victoria Pleasure Park was now completed.

4.3. Project Monitoring List – for information only

Members noted the report and ongoing actions.
(Cllr Val Frost arrived at 7:03pm)

5.0. FINANCE

5.1. To note bills paid

Members noted the report.

- 5.2 To note the Income & Expenditure report for Quarter One (April – June 2023)
Members noted the report – no comments.

6.0. ADMINISTRATION

- 6.1 To note the draft minutes from the Strengthening Local Relations (SLR) meeting held on 14 August 2023

Two councillors raised a concern in relation to East Sussex Highways' involvement with works carried out near Ridgewood Farm, where an island had been positioned outside the entrance into Ridgewood Place.

For cars entering Lewes Road from the roundabout (with a 40-mph approach), they would have to stop at this island for any oncoming traffic, but if cars were to pull out immediately from Ridgewood Place, members felt this could be potentially dangerous and that this island should be positioned further up the road.

With the Ridgewood House development plans, if that entrance was to fall literally opposite, then this could be raised then with East Sussex County Council with regard to overall safety access.

- 6.2 Update on the Allotment Competition 2023
Members noted the report.

- 6.3 To consider the Cycle to Work Scheme for Town Council staff

The Assistant Town Clerk and Responsible Financial Officer had explored the current schemes available further to member approval back in 2021. The Gogeta scheme was considered to be the most competitive on charges, to both the local business and the employee. Members agreed with the principles of this scheme.

The Chairman was familiar with a similar scheme in his workplace which he said was excellent for staff who could not afford this otherwise.

EL.18.08.23 Members **RESOLVED** to agree to pursue a salary sacrifice 'cycle to work scheme' with Gogeta based on the current information provided.

7.0 ENVIRONMENT

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

Members noted the report and raised a query in relation to ash die back and the trees cut down in Nightingale Wood and Boothland Wood, as there were piles of chippings leftover from the trees cut down rotting on the ground. Members asked if there was a proper disposal method and maintenance program to prevent the disease from spreading.

Some of the wood had been chipped at the Victoria depot earlier in the year, but were being stolen which was concerning, so the former Ranger had suggested leaving the rest of the dead wood in the woodland, which was preferable.

Some of the brash wood was being extracted for biomass where possible. Going forward, if it was decided for the wood to become habitat piles, realistically, they could not be chipped.

With follow-up works due to be carried out in September, as this was an amenity woodland and should be protected against fire risk, this would be raised with the Head Groundsman.

- 7.2 To note an update on street lighting repairs
Members noted the report.

- 7.3 To note an update on the Rural Grass Cutting Trial (East Sussex County Council)
One query was discussed in relation to the 'No Mow May' initiative as this was within the same period when East Sussex County Council would be doing some of these rural grass cuts. It was understood that that some of the verges that required cutting were due to safety reasons, but it was unclear if other rural verge cuts would be avoided during the nesting season.

The Chairman advised members to provide any feedback or comments via the link provided in the report.

8.0 LEISURE

- 8.1 To consider Wealden District Council's proposals to extend the Public Space Protection Order for Dog Fouling

Members agreed that although the majority of owners did clear up after their dog waste, a few still did not and unfortunately gave a bad name to those who did.

A comparison of pre and post Public Spaces Protection Order for dog fouling (PSPO) was provided in the report, which measured dog fouling to the Code of Practice on Litter and Refuse standards. The results suggested that dog fouling was down since covid times and the order had a significant positive impact, particularly with the increase in the number of dog owners during the pandemic.

A member asked if there was any evidence to support how this was being monitored, however, it was also suggested that it could be that people are simply not reporting any problems with dog fouling.

One member said that it was a shame that a dog bin had gone in Pudding Cake Lane and that it would be helpful to have one placed near the fence by the twitten which went into Regency Close.

An article about dog fouling would be placed in 'The Voice' in the October edition of Uckfield Matters, under a new heading of 'Councillors' Soapbox'.

- EL.19.08.23** Members noted the report and were happy to support Wealden District Council's proposal to extend the Public Space Protection Order for Dog Fouling.

9.0 REPORTS FROM WORKING GROUPS

Nothing to report.

10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 10.1 Active Uckfield

Nothing to report at this time.

- 10.2 All Weather Pitch Operational Group

Nothing to report at this time.

- 10.3 Conservators of Ashdown Forest

Nothing to report at this time.

- 10.4 West Park LNR and Hempstead Meadows LNR – Supporters Group

Nothing to report at this time.

- 10.5 Luxford Centre Management Committee

Nothing to report at this time.

- 10.6 Uckfield Railway Line Parishes Committee

Members noted the report – with thanks to Councillor Macve.

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

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

10.9 Uckfield and District Twinning Association (AGM and events only)
Nothing to report at this time.

11.0 CHAIRMANS ANNOUNCEMENTS

The Chairman announced that 'Weald on the Field' went well and thanked local councillors, especially Cllr Peter Selby for his contribution for his hard work in emptying bin bags and checking the portaloos and general cleanliness of the site. The event was very well attended and the clearing up was carried out efficiently by all. As this was a town council event, more councillors were encouraged to attend in future.

Future editions of The Voice were being spruced up, with a new heading 'Soapbox' to include councillors' views on a variety of topics such as dog fouling, anti-social behaviour concerns and parking on double yellow lines, but a few. This would still include the usual format of information, but councillors would touch upon any subjects or concerns of our local residents.

Our Parks were still running free group exercise classes at Harlands Playing Field every Saturday morning at 10am. Residents who wished to join would simply need to register on their website each week to join in.

12.0 CONFIDENTIAL BUSINESS

EL.20.08.23 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 19.42pm.

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>	<u>To consider revised byelaws for the Town Council's 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>EL72.05.22</u>	<u>To consider illegal tree works to Town Council trees</u> Members noted the report and RESOLVED to: (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; (ii) donate to plants and new trees elsewhere, but if not carried out; (iii) pursue legal action as recommended by Wealden DC.	16.05.22	RN	The Estates & Facilities Manager, Head Groundsman and Town Clerk met with the resident on site following a survey undertaken at the rear of Hart Close by an independent arborist. This was to fully understand the concerns and what action could be taken. No trees were flagged for major concern, but recommended for monitoring. An amicable resolution was reached for two trees to be pollarded under the tree policy due to a split in the branch and close proximity to the property boundary. NFA
<u>EL73.05.22</u>	<u>To consider a number of improvements to direct tourism to Uckfield</u> Members noted the report and RESOLVED to: (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;	16.05.22	RN/ HG	In progress.

	(ii) consider if there was anything additional that should be explored to be discussed at that next meeting, and; (iii) for the E&F Manager to explore those initiatives put forward already with the various responsible agencies, including any leverage through ES Highways for proper signage from developers.			
Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL08.06.22</u>	<u>To consider proposal for a Queen's Platinum Jubilee Sign at Victoria Pleasure Ground</u> 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; (ii) rejuvenating the current Diamond Jubilee sign, and; (iii) the possibility of having smaller signs attached for other tributes and beacon lighting events.	27.06.22	RN	The Town Council's Beacon has been repaired and painted, and Diamond Jubilee sign has been cleaned and the visual refreshed - A new sheet has been cut & vinald with the UTC logo. The idea of adding further shields to commemorate the Queen's Jubilee and the King's Coronation will be explored during 2023/24. NFA
<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	East Sussex Highways changed their contract from Costain to Balfour Beatty. The Estates and Facilities Manager met with ES Highways for an update on current issues and for quotes. A copy of outstanding jobs has only just been received. Awaiting quotations.
<u>EL.09.06.23</u>	<u>7.3 To nominate two members to work with the Estates team, to review the open space grass cutting schedule and future support towards 'no mow May'</u>	05.06.23	RN	Members resolved to appoint Councillors Bennett and Reed to work alongside the Estates team to review the open space grass cutting schedule and plan for the 'no mow May' initiative in 2024. 29/9/23 - One query was raised by members at the E&L meeting on 29 August: re the Rural Grass Cutting Trial. It was understood that some

				<p>of the verges that required cutting were due to safety reasons, but it was unclear if other rural verge cuts would be avoided during the nesting season.</p> <p>The Chairman advised members to provide feedback via the weblink. This question was raised however via the webform on 11/9. Although it stated that responses would not be responded to individually, this may be included in overall feedback from ESCC to the extended trial. NFA</p>
<u>EL.13.07.23</u>	<p><u>6.2 To review Seasonal pitch hire terms and conditions 2023-24</u></p> <p>Members RESOLVED to agree to:</p> <p>(i)a request by AFC Football Club for the football season to start at the beginning of August (instead of mid-August) with a view to monitoring this within the next two years if this should become an issue with grass erosion;</p> <p>(ii)should the times of hire be exceeded, the Council reserved the right to levy a surcharge for the additional period of use, and;</p> <p>(iii)to arrange a working group meeting soon and raise this item on the agenda</p>	10.07.23	RN	<p>Football pitches are being booked and the grass is being monitored by the Grounds team who will monitor and provide feedback.</p>

**UCKFIELD TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE
PROJECT MONITORING FORM 2023-24**

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.	

Projects in 2023/24 Budget – New Initiatives

Project Name	Tree for a tree planting programme		Project Number	74
<u>FC.86.01.23</u>	£2,000	23.01.23	These works usually take place during the winter season. New Ranger to follow up.	

Project Name	New gazebo and trestle table for events		Project Number	75
<u>FC.86.01.23</u>	£300	23.01.23	Recommend that Events Working Group identify suitable items to purchase.	

**UCKFIELD TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE
PROJECT MONITORING FORM 2023-24**

Project Name	Victoria Rainwater Tank Clean and Service			Project Number	77
<u>FC.86.01.23</u>	£7,000	23.01.23	A total of £4,289.85 has been spent on undertaking a thorough clean and service of the tank. A follow up visit will take place in the autumn. Deep cleaned in March, follow up in September. Service booked in for next month.		
Project Name	Wildflower areas			Project Number	78
<u>FC.86.01.23</u>	£250	23.01.23	To be progressed. Seed has been purchased for next season.		
Project Name	Vehicle replacement			Project Number	79
<u>FC.86.01.23</u>	£7,500	23.01.23	These funds will be used towards the cost of leasing a new Grounds vehicle in 2023 onwards. Waiting on final costings.		

Environment Leisure Committee as at 31 Aug 2023

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Actuals at 31 Aug 23	Budget at 31 Aug 23	Sep 23 Budget £	Oct 23 Budget £	Nov 23 Budget £	Dec 23 Budget £	Jan 24 Budget £	Feb 24 Budget £	Mar 24 Budget £	Total 2023/24	Budget 2023/24
Sales																
Contribution to Town Centre Security	0	0	0	0	0	0	0	575	45	0	0	0	0	0	620	620
Weald Hall Events	1,061	860	1,380	2,019	1,739	7,059	10,417	2,571	2,571	2,571	2,571	2,571	2,571	2,571	25,059	25,000
Allotments	6,862	(15)	71	(83)	0	6,835	7,000	0	0	0	0	0	0	2,500	9,335	7,000
Allotment Admin Charge	3,555	45	30	90	0	3,720	2,500	0	0	0	0	0	0	0	3,720	2,500
Allotment Deposits	106	156	104	156	0	522	417	83	83	83	83	83	83	83	1,105	1,000
Playing Fields & Pitches, Sport Income	27	87	164	351	83	712	500	3,500	300	200	8,000	0	0	500	13,212	13,000
Playing Fields & Pitches, Event Income	0	325	124	4,337	0	4,785	5,000	0	0	0	0	0	0	0	4,785	5,000
WDC- WPark Culverts Agreement	0	370	0	0	0	370	400	0	0	0	0	0	0	0	370	400
Cemetery - Interments	776	6,850	5,736	2,152	2,061	17,575	12,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	35,075	30,000
Cemetery - Memorials	1,453	105	1,187	46	509	3,299	2,500	500	500	500	500	500	500	500	6,799	6,000
Cemetery - Sundry income	0	0	0	0	0	0	0	0	0	0	0	0	0	200	200	200
Cemetery Maintenance Charge	100	209	627	439	209	1,583	1,667	333	333	333	333	333	333	333	3,917	4,000
Sale of Ransome Parkway Mower	0	0	0	0	0	0	0	3,500	0	0	0	0	0	0	3,500	0
Env Sundry Income	0	0	0	0	0	0	0	0	0	0	0	0	0	200	200	200
Litter/bus station	0	398	0	0	398	795	663	0	0	331	0	0	331	0	1,458	1,325
Road Safety Week/Eco EXPO	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
Weald on the Field	0	0	0	1,700	796	2,496	0	1,305	0	0	0	0	0	0	3,801	0
Roundabout income	864	0	0	0	0	864	850	0	0	0	0	0	0	0	864	850
Total Sales	14,804	9,388	9,422	11,207	5,794	50,615	44,412	14,868	6,333	6,519	13,988	5,988	6,319	9,488	114,119	97,195

Boxes highlighted are to be funded or part funded by earmarked reserves/new initiative spending

	Apr 23 Actuals £	May 23 Actuals £	Jun 23 Actuals £	Jul 23 Actuals £	Aug 23 Actuals £	Actuals at 31 Aug 23	Budget at 31 Aug 23	Sep 23 Budget £	Oct 23 Budget £	Nov 23 Budget £	Dec 23 Budget £	Jan 24 Budget £	Feb 24 Budget £	Mar 24 Budget £	Total 2023/24	Budget 2023/24
Purchases																
Protective - Outdoor staff	80	92	48	237	0	458	271	54	54	54	54	54	54	54	837	650
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	5,031	0	0	0	0	5,031	7,292	1,389	1,389	1,389	1,389	1,389	1,389	1,389	14,753	17,500
Allotments	4	1,642	15	156	1,111	2,927	3,000	0	0	0	0	0	0	500	3,427	3,500
Playing fields and pitches	276	1,086	749	1,303	1,005	4,419	9,908	1,982	1,982	1,982	1,982	1,982	1,982	1,982	18,291	23,780
Playing fields electricity	33	1,029	69	69	82	1,282	220	0	0	0	0	0	0	0	1,282	220
Play Areas	0	0	80	686	1,497	2,263	2,000	0	0	0	500	0	0	500	3,263	3,000
Cemetery, grave digging	320	640	1,346	320	640	3,266	2,000	333	333	333	333	333	333	333	5,599	5,000
Cemetery, rates & water	1,116	115	115	(1,695)	115	(234)	917	183	183	183	183	183	183	183	1,049	2,200
Cemetery, litter	234	293	249	219	249	1,244	1,250	250	250	250	250	250	250	250	2,994	3,000
Cemetery, maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	200	200	200
General equipment repairs	659	136	1,211	1,561	2,271	5,838	2,500	0	0	0	0	0	0	0	5,838	2,500
New Equipment	0	0	747	0	327	1,073	1,250	1,250	0	0	1,250	0	0	1,250	4,823	5,000
Ground Maintenance General	2,341	580	232	734	450	4,338	2,000	0	0	0	0	0	0	0	4,338	2,000
LNRS & Sites of Interest (Ranger)	2,377	2,189	2,177	0	0	6,742	12,946	2,589	2,589	2,589	2,589	2,589	2,589	3,614	25,892	31,071
LNRS & Sites of Interest (Working budget)	176	9	0	0	0	184	1,250	250	250	250	250	250	250	250	1,934	3,000
Transit	97	69	0	323	67	556	500	222	222	222	222	222	222	222	2,111	2,000
Ford Ranger	546	0	184	0	0	730	833	167	167	167	167	167	167	167	1,896	2,000
Tractor maintenance & running costs	202	2,176	2,912	0	164	5,455	1,500	0	0	0	0	0	0	0	5,455	1,500
Movana Vehicle	536	0	0	0	0	536	833	167	167	167	167	167	167	167	1,702	2,000
Grass cutting mower	0	0	0	0	0	0	0	167	167	167	167	167	167	167	1,167	1,500
Fencing	45	193	0	10	0	248	417	83	83	83	83	83	83	83	831	1,000
Trees	120	650	0	167	3,002	3,939	5,000	1,000	1,000	1,000	1,000	1,000	1,000	3,000	12,939	12,000
Litter bins	0	0	0	786	140	926	800	0	0	0	0	0	0	0	926	800
Litter collection, open spaces	948	980	1,135	1,295	1,006	5,364	3,792	758	758	758	758	758	758	758	10,672	9,100
Horticulture	37	0	0	0	0	37	125	25	25	25	25	25	25	25	212	300
Roundabout expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
Weald Hall Events	1,000	0	0	0	0	1,000	2,000	2,000	0	0	10,000	0	0	1,000	14,000	15,000
Corp dev- signage outside areas	0	0	537	0	196	733	500	0	0	0	0	0	0	0	733	500
Groundsmen - salaries	6,339	7,274	9,382	9,894	10,306	43,194	50,159	10,032	10,032	10,032	10,032	10,032	10,032	10,032	113,417	120,382
Groundsmen - National insurance	561	587	772	842	899	3,661	4,082	816	816	816	816	816	816	816	9,375	9,796
Groundsmen - Pension	1,505	1,676	2,056	1,453	2,072	8,761	9,229	1,846	1,846	1,846	1,846	1,846	1,846	1,846	21,682	22,150
Town Security/CCTV	1,482	55	976	60	55	2,628	2,000	0	200	0	0	0	0	0	2,828	2,200
Floral displays	0	1,343	507	507	657	3,013	3,000	500	0	0	0	0	0	0	3,513	3,500
Repair and replace street furniture	0	0	0	0	0	0	625	125	125	200	200	200	200	200	1,250	1,500
Cleaning materials	0	0	0	0	0	0	0	0	0	0	0	0	0	50	50	50
Performing rights	157	671	0	0	0	828	400	0	0	0	0	0	0	0	828	400
Event Advertising Marketing	190	80	130	80	530	1,010	1,458	292	292	292	292	292	292	767	3,527	3,500

Meeting of the Environment & Leisure Committee

Monday 9 October 2023

Agenda Item 5.3

TO CONSIDER APPLYING FOR FUNDING THROUGH THE WEALDEN COMMUNITY SPACES GRANTS PROGRAMME

1.0 General Funds

- 1.1 Wealden District Council is launching a new, capital only, Community Spaces Programme to support and enable partners to improve local rural green spaces within the district.
- 1.2 The council is inviting organisations such as Not for Profit Organisations and Town and Parish Councils to apply for grants between £1,000 and £5,000 for projects that will help benefit the residents of the Wealden district and improve/ enhance community green spaces. A total funding pot of £34,530 is available.
- 1.3 This new funding programme has been made available through the Government Rural England Prosperity Fund. The England-wide initiative is a new £110million, two-year capital fund from the Department for Environmental, Food and Rural Affairs, complementary to the UK Shared Prosperity Fund - run by the Department of Levelling Up Housing and Communities. It will enable the Council to support projects in rural areas of the district.
- 1.4 The programme is a capital only fund, which means applicants must spend the grants on assets such as infrastructure/equipment or improving spaces or incorporating features into wider public spaces where the benefits last more than 12 months.
- 1.5 The grants programme launched on Friday 29th September and the closing date for applications falls on Friday 27th October. It is hoped that a further round of funding will be made available in 2024 to the amount of £103,590 and this will focus on the delivery of supporting community infrastructure, resilience, and the environment.
- 1.6 For further details about the grant scheme, visit:
<https://www.wealden.gov.uk/information-for-businesses/economic-development-and-growth/rural-england-prosperity-fund/>.

2.0 Ideas

- 2.1 The Estates and Facilities Manager has recommended the following items that we need funding for:

Boothland Wood
Replace sleeper bridges (£420)
Replace the steps to a manageable stepping height (Possibly hand rails to discourage detours) – quote tbc
West Park Nature Reserve
Sleeper walkway (£780)
Hempstead Meadows Local Nature Reserve
Sleeper bridge (£300)
Bridge Farm Wood
Lower steps need replacing – quote tbc
General Tasks
Interpretation boards (£4,812 all areas i.e. nature reserves etc)

Victoria Pleasure Ground

New cricket nets required for new cricket season in 2024 – quote obtained for practice Cricket area - £1,975 + VAT. This includes new nets for both bays, cable for perimeter, turn buckles for tension, cable grips to secure, snap hooks and labour. Nb. the ground was re-laid and levelled in February 2023 to which the club contributed. The nets are currently ripped. They have been removed for the winter season. Annual maintenance is required of the practice area.

- 2.2 It is noted in on the webpage under 'Eligible Criteria' that planning permission (if applicable) should be already approved for the works prior to applying to the grants scheme to enable delivery and spend by Friday 1 March 2024.

3.0 Recommendations

- 3.1 Members are asked to consider:

- (i) if they wish to make an application for grant funding through this programme, and;
- (ii) if so, to determine which project to apply for.

Contact Officers: Rachel Newton

Meeting of the Environment & Leisure Committee

Monday 9 October 2023

Agenda Item 5.3

TO START CONSIDERING NEW INITIATIVES FOR THE DRAFT BUDGET 2024/25

1.0 Summary

- 1.1 The draft budgets are presented to Full Council in early December for the following financial year, prior to a final decision being taken on the precept and detailed budget papers by mid-January 2024.
- 1.2 The second workshop of two, is being arranged with members to look at the council's budget areas during the budget setting process. The first workshop sought to set the scene and look at the duties and powers of a parish/town council and understand what key items and projects cost to deliver.
- 1.3 This budget setting process will enable us to consider our income and expenditure for the next financial year.

2.0 New initiatives

- 2.1. Some potential initiatives and projects to be considered within the budget either as an initiative for 2024-25 (short-term) or for future consideration with monies being put aside medium to long term (2025-2027).

ITEM	SHORT/MED/LONG TERM	ESTIMATED COST
E&L Committee (Grounds, CCTV, Leisure, Events)		
Funding for D-Day 80 th Anniversary on 6 June 2024 Beacon Lighting Ceremony	Short	£2k
New Grounds equipment: Tractor	Short	£34k incl. trade in of all tractor
Ash Dieback and further tree works for winter 2024/25	Short – Winter Year 3 programme	£25k
Football Dug Out – improvements for health and safety purposes	Short to Medium	£2.5k
Continue saving towards upgrade of <ul style="list-style-type: none">Victoria Play AreaHempstead zip lineWest Park Play Area	Short/Medium Short/Medium Medium/Long	
Increase of pitch renovation expenditure for football and cricket in line with audit outcomes.	Medium	Around 10K in house

3.0 Recommendation

- 3.1. Members are asked to:
- (i) consider the above list provided by officers, and provide feedback on whether members support these suggestions, and;
- (ii) advise the Clerk of any additional items they would like to explore and understand in terms of associated costs.

Contact Officer: Holly Goring

Meeting of the Environment & Leisure Committee

Monday 9 October 2023

Agenda Item 5.5

TO REVIEW THE FEES AND CHARGES FOR OUR SPORTS FACILITIES IN 2024/25

1.0 Summary

- 1.1 Each year as part of the budget setting process, the Town Council is required to review its fees and charges. This includes the fees and charges the hire of recreation grounds such as Luxford Field for events, and sport pitches/pavilions - cricket, football and stoolball.
- 1.2 In the past four years the Committee has agreed to increase the fees for sports facilities by 1.5% and sequentially 10% last year in light of the rising cost of living expenses and additional costs to maintain pitches, which has been increasing year on year.

2.0 Comparisons

- 2.1 In the past, details of other local council fees and charges have been obtained to try and establish a comparison. However, this has proved difficult as in some towns and villages, clubs maintain their own football or cricket wicket.

3.0 Current Fees and Charges

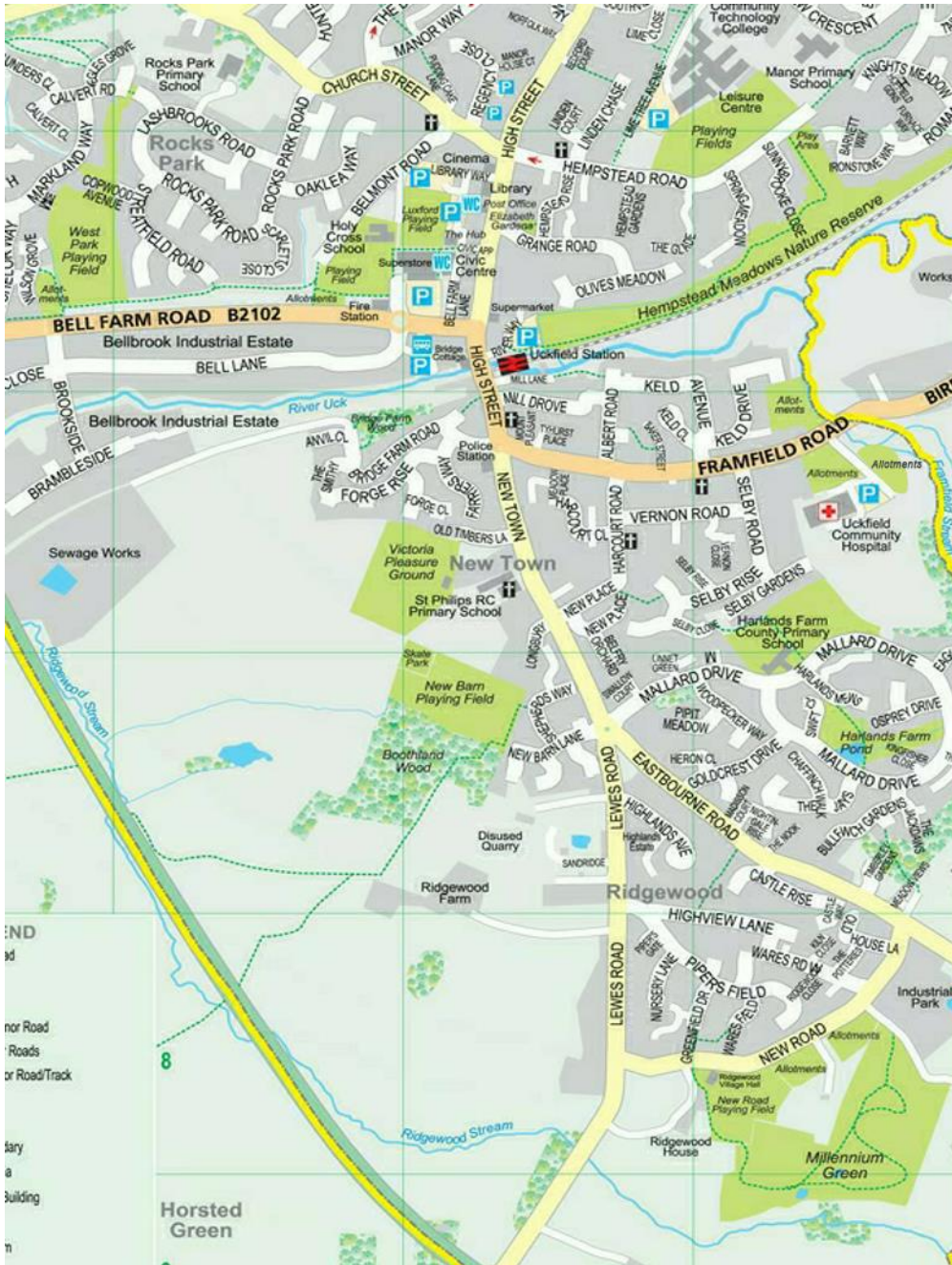
- 3.1 A copy of our current rates for our sports facilities is attached at Appendix A.

4.0 Recommendation

- 4.1 Members are asked to provide their initial views on the setting of fees and charges for sports facilities in 2024/25.

Appendices: Appendix A: Current fees and charges for sports facilities

Contact Officer: Rachel Newton



Uckfield Town Council

HIRE CHARGES 2023/24 for SPORTS FACILITIES

Uckfield Town Council
Council Offices, Civic Centre, Uckfield TN22 1AE
Tel: 01825 762774 www.uckfieldtc.gov.uk

Uckfield Town Council
Council Offices, Civic Centre, Uckfield TN22 1AE
Tel: 01825 762774 www.uckfieldtc.gov.uk

Terms and Conditions which apply to these facilities will be issued to all hirers

EVENTS PITCH HIRE

- The casual hire charge for locally based organisations is **£67.65** per day (i.e. Luxford Field, West Park & Ridgewood);
- Other commercial organisations will be considered upon application to the Town Council offices;
- Subject to the event taking place, a returnable deposit may be required of **£919.60**;
- Power (electricity) can be made available for which you will be charged at the current unit price by Uckfield Town Council;
- Off-pitch hire – further information available upon request



SPORTS FACILITIES FOR HIRE

Hire per hour + VAT		2023-24 Non-commercial	2023-24 Commercial
Pavilions	Victoria	£7.61	£10.69
Ground charges including pavilion facilities per season		2023-24 Senior (per team)	2023-24 Junior (per team)
Football	Victoria	£999.90	£432.30
	New Barn Farm	£849.20	£432.30
	West Park	£849.20	£432.30
	Harlands	£545.60	£282.70
	Mini Soccer	N/A	£294.80
Cricket	Victoria (grass wicket)	£1,415.70	£720.50
	Victoria (artificial wicket)	£849.20	£432.30
	One off game	£70.79	£21.63
Per team	2023-24		
Stoolball	Victoria and West Park	£247.50	
	Harlands	£198.00	
	Tournament	£83.60	



HIRE CHARGES 2023/24 for ALLOTMENTS

Terms and Conditions which apply to these facilities will be issued to all hirers

ALLOTMENTS

The annual cost of an allotment plot from 1 April 2023 is **£2.32** per 15m² plus an additional water charge and admin charge of **£15**.

A refundable deposit of **£52.00** is chargeable on all allotments.

There are five allotment sites:

- Bell Lane;
- Bird in Eye;
- Framfield Road East;
- Framfield Road West;
- Ridgewood;
- West Park.



Meeting of the Environment & Leisure Committee

Monday 9 October 2023

Agenda Item 5.7

TO REVIEW THE FEES AND CHARGES FOR SNATTS ROAD CEMETERY FOR 2024/25

1.0 Summary

1.1 Every year as part of the budget setting process, the Town Council is required to review its fees and charges. In addition to the fees and charges for our room hire and sports facilities, the Town Council is also required to review the fees and charges for burial and ashes interments, along with memorial fees set for Snatts Road Cemetery.

2.0 Update

2.1 Members are therefore required to review the fees and charges for 2024/25. In the past four years the Environment & Leisure Committee agreed to increase all fees by 1.5% for the Cemetery. The Senior Administrative Officer undertook a detailed review of the Town Council's charges in comparison with similar size cemeteries and those in the local area. On reviewing this information in autumn/winter 2022/23, members felt that the rates were satisfactory and therefore kept the usual proposed level of increase.

A copy of the current rates are attached at Appendix A for reference.

3.0 Recommendations

3.1 Members are asked to provide their initial views on the fees and charges for Snatts Road Cemetery for 2024/25.

Contact Officer: Rachel Newton

Rules and Regulations

The Snatts Road Cemetery Regulation, a copy of which can be obtained from the Town Council offices, must be adhered to at all times.



Uckfield Town Council

Council Offices, Civic Centre, Uckfield TN22 1AE
Tel: 01825 762774
www.uckfieldtc.gov.uk



Uckfield Town Council

Snatts Road Cemetery Fees

As at **1 April 2023**
Snatts Road Cemetery Fees
as fixed by Uckfield Town Council



Please note: All Exclusive Rights, interment and memorial fees in sections 1-5 are **DOUBLED** for non-parishioners (*non-parishioners are those that have lived outside the parish for six months or more*)

BURIALS

1. **INTERMENT FEE** (including excavation)
 - a. New grave any depth £692.75
 - b. Re-open existing grave £567.00
 - c. Charges for babies and children on application
2. **EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVE**
Deed for the Exclusive Right of Burial for a period of 75 years
 - a. Adult over 18 years of age £801.50
 - b. Child between 1 and 18 years of age £265.15
 - c. Babies under 1 year (parishioners only) Nil
(see below)

The Town Council does not charge for a baby plot for those under 1 year old and will retain the Exclusive Right of Burial unless the plot is purchased at a cost of £252.55. In line with The Social Fund (Children's Funeral Fund for England), burial authorities can claim back the fees incurred for the above exclusive right of burial for a child between 1 and 18 years of age.

ASHES

3. **THE GARDEN OF REMEMBRANCE**
 - a. Deed for the Exclusive Right of Burial of Ashes for a period of 75 years £380.65
 - b. Interment of cremated remains £139.65
4. **CLOISTERED GARDEN OF REMEMBRANCE**
The Exclusive Right of Burial of Ashes is not required in this section
 - a. Scattering of cremated remains £139.65

5 MEMORIALS

For the right to erect or place a memorial on a grave the Exclusive Right of Burial must be purchased. The Town Council must approve all memorials and inscriptions including those for babies under 1 year old where the council holds the Exclusive Right of Burial.

Headstones only are permitted on the lawn section plot numbers X1-X296

All memorial sizes must be in accordance with the Cemetery Regulations.

- a. Headstone £169.50 + VAT
- b. Kerb sets including headstone £373.00 + VAT
- c. Kerb sets or book £202.55 + VAT
- d. Tablet – Garden of Remembrance £169.50 + VAT
- e. Plaque – Cloistered Remembrance Wall (single size) – 25 year licence £169.50 + VAT
- f. Plaque – Cloistered Remembrance Wall (double size) – 25 year licence £221.70 + VAT
- g. Additional inscription £58.65 + VAT
- h. Vase memorial only £70.35 + VAT
- i. Rose tree £94.35 + VAT

6 OTHER CHARGES

- a. Cemetery maintenance charge £104.50 + VAT
Applicable for all burial and ashes interments
- b. Fee for search of burial records £11.00 + VAT
- c. Transfer of Deed of Exclusive Rights of Burial £46.10 + VAT



MINUTES OF THE ALLOTMENT CONFERENCE

Wednesday 20 September 2023 at 7.00pm in the Weald Hall, Civic Centre.

In attendance: Councillor. K. Bedwell
Councillor. S. Mayhew
Councillor. A. Smith

31 members of the public
Councillor. D. French
Councillor. P. Selby
Rachel Newton, Senior Administrative Officer
(Minutes taken by Rachel Newton)

1.0 WELCOME AND INTRODUCTIONS

Prior to the commencement of the conference, Cllr S. Mayhew advised allotment holders that we had been informed recently by Cllr D. French, the Deputy Mayor, that a former allotment tenant, Ivor Wickens, had sadly passed away. A moment was held by fellow allotment holders in his memory and a message given to all who knew him that they would be welcome to attend the service, which was due to take place at the Wealden Crematorium, Horam on Monday 25 September 2023 at 2.00pm.

Cllr. Mayhew introduced himself (Chair of Environment and Leisure committee and councillor for New Town) as well as other members of the Allotment Working Group and staff at the top table, including Cllr. K. Bedwell (Uckfield Ridgewood), Cllr. A. Smith (Uckfield North) and the Senior Administrative Officer before moving onto the presentation of the allotment winners.

2.0 ALLOTMENT COMPETITION WINNERS 2023

Stavertons Nursery had judged the allotment plots that were entered this year and also read through the accompanying statements from the Children's entrees which provided a great insight into their workmanship.

The judging criteria for Best Kept allotment included condition of plot, good workmanship, quality of crops, flowers, fruits and veg and plants, water conservation, encouragement of wildlife, use of recycled materials and condition of paths, garden buildings.

The judging criteria for Ecological Award included reuse, reduce and recycle, efforts to conserve water, encouraging insects and wildlife to the plot and ecological statement.

For the Childrens Award, this category was open to children under 16 years of age and for children to decide what they wanted to grow.

The winners were read out under each of the following categories:

Best Kept Winners:

Bird in Eye – Katie Hobday
Framfield Road West – Chris Scraba
Bell Lane – Phil Castell
Ridgewood – Annette Butler & Mr Peter Gillett

Ecological Award:

Ridgewood – Christina Gardner

Children's Award:

Framfield Road East – Isabelle Tobys (who is growing a purple teepee bean year by year from her own seeds)

Each winner above received a Winners' Certificate and gift voucher worth £25.

The Overall Winner:

Framfield Road West – Chris Scraba

The 'Allotment Shield' was presented to this years' winner (with engraving of his name included) along with the Winners' Certificate.

Winner of the Scarecrow Competition:

West Park - Mr Gerald Bailey

The winner of the Scarecrow Competition received a basket of goodies from Uckfield Town Council.

**3.0 INSPIRATIONAL WORDS FROM GEOFF KNIGHT (ALLOTMENT TENANT)
ON THE HEALTH BENEFITS OF HAVING AN ALLOTMENT**

Allotment holder, Geoff Knight, provided an inspirational short talk last year about the rewards and health benefits of time spent on an allotment and he wished to share a few words to help inspire people:

"One of the joys of having an allotment is the social benefit, that comes with 'being' part of a community, who share the same values, and often vegetables, when they don't go to the Community Fridge ... I must include a plug for this wonderful service on offer, with my thanks to all involved.

We also enjoy learning from each other's successes and failures, which is a good life lesson, along with everyone helping out with watering when holidays come. Also, when it comes to the cost of living crisis, it should be more about caring and sharing for those in need."

4.0 UPDATE FROM THE TOWN COUNCIL'S ALLOTMENT WORKING GROUP

Councillor K. Bedwell presented the attached slides [see item 6.1(App A) – Allotment Conference Powerpoint slides].

It was recognised, especially during the pandemic, how important a little bit of green space was and that it was important for the allotments to be working well and appropriately.

After much consultation and feedback, the new pricing structure commenced on 1 April 2023. Two tenants were unsure as to why tenants with two plots adjacent to one another still had to pay two admin charges.

Cllr K. Bedwell explained that the admin fee was separate to the fees and charges for the rent and water and was introduced as a percentage towards the costs of running the allotments, for staffing and resources to ensure the allotments were being managed properly. The admin charge was calculated by dividing those costs against the number of plots rented out.

Cllr. K. Bedwell also explained the process for any future changes being made to the structure of the allotment fees and charges, which would require a further twelve-months' notice period and agreement sought by the Environment and Leisure committee and councillors at a Full Council meeting.

The allotment fees and charges would be reviewed again by the working group in 2024.

The next allotment working group meeting was going to be held on 6 November 2023 at the Civic Centre, to bring together the councillors, allotment reps and members of the Allotment Association. This would also provide a platform for any updates and questions coming in from the allotment sites.

5.0 ALLOTMENT CHECKS

The allotment checks were being carried out at the end of May, July and September. During those inspections, Uckfield Town Council would be sending out letters to allotment tenants in the following order if there were concerns that allotments were not being attended to:

1. Initial warning letter for lack of maintenance (4 weeks' notice to improve) which clearly identifies what rule has been breached and action plan required.
2. Final Warning letter (2 weeks' notice) which is the General Rule Breach Procedure provided by the National Allotment Society (NAS).
3. Notice to quit (Allotment Tenancy Agreement is terminated) with reasons provided. If there is any rubbish left on the plot, there may be a charge for its disposal.

If there was a genuine reason as to why an allotment was not being looked after, allotment tenants were advised to contact Rachel at the Civic Centre so that she was aware of this.

Cllr. A. Smith announced three new plots created on the Bird in Eye, Ridgewood and West Park sites. Also, as Uckfield Town Council was a consultee in terms of planning and development, councillors were also talking to developers about carving out new allotment land and were trying hard to advocate for more green spaces.

6.0 QUESTIONS ALREADY SUBMITTED PRIOR TO THE CONFERENCE

Q. Is there specific criteria and a set schedule that is followed, for mowing the grass on the major pathways on the allotments? The verges along the fences seem to get overlooked, more often than not and the main areas get very long at times.

A. Cllr Mayhew said that they would ask the Head Groundsman to identify if the grass areas mentioned around Framfield West 'top gate' to the allotments needed attention. Staffing levels were impacted in 2022-23. Although now fully staffed the Town Council had just recruited a new Countryside Ranger who looked after the nature reserves and ancient woodlands so it was a time for supporting staff with training and development and building their knowledge and experience.

Reps and tenants were asked to let Rachel know if there were any ongoing issues.

One tenant wished to say a word in favour of the Ground staff member who strimmed the grass back properly to the ranch fencing on the Framfield allotments. This was seconded by the rep on Framfield East site rep. Cllr K. Bedwell said thank you to them and that the working group would pass this message on to the Head Groundsman, as it wasn't an easy job.

Q. We are very concerned about the waiting list for allotments. We don't think there are enough allotments to supply all the new houses being built in the town. Builders should supply allotment land on their estates, the town should not be expected to supply them. One solution would be to have a cut off number like Doctors' surgeries and the list could be opened for applications when numbers drop. The town council could purchase more land but the money could come from developers. We do feel that some vulnerable allotment holders are being put under a lot of pressure to end their tenancies. As we all know, gardening is good for our mental health and wellbeing. Thank you.

A. Cllr Bedwell announced that nobody was under pressure to give up their allotments and that a lot of support was being offered to those who wanted to use their allotments but had health issues. An action plan had been created for some tenants although the council also needed to address those allotments not being cultivated. Uckfield Town Council were also looking to developers to provide more allotments, cemetery and recreational space for the town through planning requests, although ultimately councillors were also only too aware of push back on their requests.

Q. Why did the Council believe it fair to charge some people more than others when the land available to them is broadly the same and previously they had paid a similar amount?

A. This question had already been answered, although Cllr Bedwell wished to add that realistically, the council could not start again and make all the plots the same size, so plots were all different sizes. The admin fee was a charge per tenancy for each plot and was separate to the rent and water charge.

7.0 Q&A FROM THE FLOOR

Attendees were welcomed to ask questions from the floor. Councillor Bedwell facilitated the Q&A session with the Senior Administrative Officer providing a roving microphone to assist with sound levels.

Q. Notwithstanding some of the challenges you've got with capacity, have you done any projections on how long it will take to get a plot if you are number 52 in the queue.

A. The Senior Administrative Officer explained that it depended on individual preferences, which could include requests for a specific location, plot size or plot number. If a plot was refused it would then be offered to the next person on the waiting list. Just to note that additional plots could now be offered to those tenants with a plot already, although priority would be given to those without a plot first.

Since better checks and assistance was in place from councillors on the working group and the allotment reps, the waiting list had reduced considerably and there was also an increase in the number of newcomers, who were enjoying their allotments and some were making remarkable progress and good use of the green space.

Q. In terms of capacity, are you able to divide plots further to accommodate others?

A. Yes, if larger plots are not being used effectively, they can be divided to ease up the space for current tenants and create more plots for others on the waiting list. Also, tenants may be offered to swap for an easier plot or site, if they prefer.

Q. Is the grass cutting on pathways around allotments up to the allotment holders now? The council used to cut around the edges and hedges.

A. Yes, the allotment holders are required to keep the grass cut themselves in between plots. This has always been stated in the allotment rules and regulations. The Ground staff used to help out, but some tenants had complained about the grass cuttings and others if the grass edges weren't being cut, so they will cut the main pathways but not between allotments.

Q. From previous questions, on the waiting list, are those wanting a second plot given priority over someone who wants a first plot?

A. No, priority will be given to those people on the waiting list who didn't have a plot first.

Q. Is it on the council's radar that there are people who have paid their rent for a plot have moved out of the area.

A. Yes, there were some tenants who had moved outside the parish. However, although plot offers were only made to those who lived within the parish, if someone moved and wished to keep their plot, as long as they were cultivating the plot and maintaining it well, the same criteria would apply during the allotment inspections.

8.0 LOOKING AHEAD TO 2024 – ALLOTMENT COMPETITION & CONFERENCE

Cllr Bedwell thanked everyone for their time and for joining us this evening.

Looking into 2024, the Town Council was keen to create better communications between the Allotment working group, reps and Allotment Association.

Tenants were encouraged to get to know their site reps and to join the Allotment Association as the hut list prices were excellent.

If anyone had any feedback on the allotment competition, they were also asked to get in touch with the Town Council office before they started planning for next year.

The meeting closed at 8:05pm

Appendices: Appendix A (copy of the PowerPoint presentation)

Meeting of the Environment & Leisure Committee

Monday 9 October 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

Town Councillors and staff are aware the play area needs upgrading. Money has been set aside in 2023/24. It is therefore hoped that with further funding obtained for 2024/25, and community infrastructure levy/developer contributions, the play area will be able to be upgraded in 2024/25.

Due to vandalism a new skate park sign and two new litter bins have been installed. A stone pillar that was vandalised has also been made safe.

The Town Council's Beacon has been repaired and painted, and the Diamond Jubilee sign has been cleaned and the visual refreshed.

A quote has been obtained for the replacement of the nets on the practice cricket area - £1,975 plus VAT.

The Grounds team attended the Sussex Association pitch renovation workshop at Glynde & Beddingham Cricket Club on 22 August 2023.

Discussions have started with companies to get designs and an idea of costings for the play area.

Hempstead Lane Play Area and Hempstead Meadows LNR

The zip line is showing signs of wood rot. The Grounds team will continue to monitor but the Estates & Facilities Manager is investigating the cost of a steel replacement which would have a longer lifespan.

The tunnel sleeper bridge has been refurbished with plastic sleepers to ensure greater safety, and minimise wood splinters, as well as increase longevity. We are aiming to look at options to replace this within the Victoria play area upgrade costings.

Rocks Park Play Area

A tree limb snapped off in winds has been removed by tree Surgeon. Repairs to the playground surface to be carried out.

Snatts Road Cemetery

Fencing along the cloistered wall walkway has been replaced with knee rail fencing due to the fencing becoming insecure.

West Park Recreation ground and WPLNR

A large tree came down which fell partly over the fence of a residential property at Egles Grove, and impacted more substantially the boundary of Buckswood Grange. The tree has been removed, and repairs to fencing been undertaken to the residential property. Fencing to be replaced between the reserve and Buckswood Grange in due course.

A tree has been pollarded in the recreation ground due to concerns raised following a storm at the end of July 2023.

WPNR tree survey carried out on the boundary of the residential area. The new Ranger will organise follow up works.

Ridgewood Recreation Ground

Nothing further to add at present.

Elizabeth Gardens

Nothing new to report.

Luxford field and play area.

Fixing on climbing bridge repaired. Vandalised fencing repaired.

Woodlands

Works to address ash dieback have been completed in Boothland Wood this winter and works will commence in Nightingale Wood on 6 November 2023.

Equipment & Vehicles

We are starting to explore options for the replacement of one of the Ground vehicles through a lease agreement. Further details will be presented to members once we have the information available.

An official offer was made and accepted for the purchase of the Ransomes mower. Three push mowers (including a mulching mower) have been purchased with the money which are more usable for the grounds team. Money remains left over for further equipment.

Street Furniture & Lighting

The Estates and Facilities Manager met with East Sussex Highways for an update on current issues. Awaiting copy of outstanding jobs.

Other

The annual playground ROSPA inspections are booked in for October 2023. The Grounds team have completed Red or Amber risks highlighted from last year's report.

A broken seesaw at Oakwood Drive play area has been made safe by the Grounds team and a replacement is on order.

Hughes Way Play area - fallen tree removed by grounds team.

2.0 Recommendations

2.1 Members are asked to note the report.

Contact Officers: James Hollingdale

Meeting of the Environment & Leisure Committee

Monday 9 October 2023

Agenda Item 7.2

TO CONSIDER A SUGGESTION BY MANOR PARK & HEMPSTEAD FIELDS RESIDENTS' ASSOCIATION IN RELATION TO THE DENE

1.0 Background

- 1.1 On 18 September 2023, members of full Council executed the land transfer documentation to finalise the transfer of the land known as the Dene, off Brown's Lane, Uckfield from Buxted Parish Council to Uckfield Town Council.
- 1.2 A sum of £5,001 was paid for the transfer of the land, plus £1,000 in legal fees on Monday 2 October 2023.
- 1.3 Although we have yet to receive a copy of the land registry title deed and plan to confirm Uckfield Town Council's ownership, the payment ensured the completion of the transaction, and we are now the official owners of this land.
- 1.4 The Dene is an important green space on the Manor Park estate in Uckfield. Not only does it provide an important vista out towards the Buxted Park estate. The Dene is a key feature within the garden design estate of Manor Park, and used for sledging in the winter months by the local community.

2.0 Enquiry received

- 2.1 This week, the Town Clerk received correspondence from the Manor Park & Hempstead Fields Residents' Association (not knowing that the transfer had just that minute gone through), which asked whether there was an opportunity to consider the planting of trees on the Dene.
- 2.2 They considered whether it would be "*beneficial to plant a line of four or five or more carbon catching trees, such as Horse Chestnuts, beside the path that runs from the tunnel towards Nevill Road.*"
- 2.3 The open space nature of the land is in keeping with the open space garden design of the residential estate of Manor Park. Members must consider the mowing requirements on the land to which we have received positive feedback this cutting season, having taken it on from the start, and the use of the Dene during snow for sledging. My initial thoughts would be that the location of any tree planting would need to be considered carefully, and so as not to cause further problems in the future with regards to safety. Contact will be made with the Head Groundsman and Ranger prior to the meeting of Environment & Leisure Committee.

3.0 Recommendation

- 3.1 Members are asked to provide their initial views on the above subject.

Appendices: Appendix A: Land known as the Dene

Contact Officer: Rachel Newton

APPENDIX A



Meeting of the Environment & Leisure Committee

Monday 9 October 2023

Agenda Item 7.4

To consider the re-launch of the Drone Code

1.0. Background

- 1.1. In October 2018, the Town Council adopted the Drone Code for all Town Council land, in a bid to ensure anyone flying a drone adhered to the Civil Aviation Authority's guidance.
- 1.2. Traditionally unmanned aircraft were only used by model aircraft enthusiasts for recreational purposes. However, they are increasingly being used for professional applications such as surveillance and data gathering. Unlike manned aircraft or model aircraft used for recreational purposes there are no established operating guidelines for drones so operators may not be aware of the potential dangers or indeed the responsibility they have towards not endangering the public.
- 1.3. Much larger aircraft are now being developed and these aircraft are required by National and European law to be designed and manufactured to an approved standard, and very often require a great deal more space in which to operate. In 2010 the Civil Aviation Authority (CAA) introduced new regulations that required operators of small unmanned aircraft used for aerial work purposes and those equipped for data acquisition and/or surveillance to obtain permission from the CAA before commencing a flight within a congested area or in a proximity to people or property.

2.0 Drone Code

- 2.1. The above regulations will apply to a limited amount of drone users and it is the casual user that should be made aware of how and where to operate their drone safely.
- 2.2. We recently received an enquiry relating to the flying of drones over Victoria Pleasure Ground. In 2018, we promoted reference to the CAA's Drone Code, which was a short summary setting out clear considerations when flying in a public area.
- 2.3. The Drone Code has since been expanded further by the CAA, and is now a 43 page document setting out the requirements of the use of drones and model aircraft: https://register-drones.caa.co.uk/drone-code/the_drone_code.pdf
- 2.4. The recent enquiry reminded the Town Council office, that limited information had been circulated on this subject since the launch of the Drone Code back in 2018. It is therefore suggested that an article be placed in the Voice (monthly section in Uckfield Matters magazine), information be placed on the latest news page of the website and a reminder shared on social media.

3.0. Recommendations

- 3.1. Members are asked to note the report and agree to the re-launch of the CAA Drone Code

Contact Officer: Holly Goring

Meeting of the Environment & Leisure Committee

Monday 9 October 2023

Agenda Item 8.1

TO NOTE AN UPDATE ON OUR PARKS INITIATIVE

1.0 Overview

- 1.1 The funding from Fields in Trust for the Our Parks programme that is currently being run on Saturday mornings in Harlands Playing Fields is due to end on 4 November 2023. There is potential to continue with funding support from the Wealden District Council Wellbeing Programme which aims to tackle health inequalities.
- 1.2 Our Parks started in Uckfield on 12th November 2022 and provides weekly, free-of-charge outdoor physical activity sessions. The start-up funding was made available through the London Marathon Charitable Trust and Fields in Trust Active Spaces Programme, which provided a grant of £5k to Uckfield Town Council to deliver this exciting initiative. The grant offer was also made on the condition that Harlands Playing Fields were protected through Fields in Trust's 'Deed of Dedication'.
- 1.3 We would be really keen to continue the programme and able to consider options and whether to continue to fund "Our Parks" after the first 12 months, if the Town Council still requires their help to manage and run the scheme.

2.0 Further funding

- 2.1 The Town Clerk and Senior Administrative Officer have been in contact with the Economic Development and Wellbeing Team at Wealden District Council, to look at continuing the programme with Our Parks and the team at Wealden in the future.
- 2.2 The Wellbeing Project Officer has confirmed that although this has been taking a little longer than first expected, unfortunately due to the procurement process that they need to go through in order to appoint Our Parks, they are close to securing funding provided by East Sussex Public Health and they aim to appoint Our Parks and start delivering the programme in other areas by the week commencing 2 October 2023.
- 2.3 Once they have successfully appointed Our Parks to deliver the programme, they will then be able to make further plans with Uckfield Town Council (October/November) regarding the continuation of sessions, which will include current Saturday morning sessions and another session during the week. An online exercise Couch to Fitness programme will also be available to all residents.

3.0 Additional sessions – Saturday plus a weekday

- 3.1 As advised in paragraph 2.3, the funding will enable the current programme in Uckfield to be expanded, and see two sessions each week, including one weekday session. The Senior Administrative Officer has been asked to identify a day and time that we would like to run an additional session.
- 3.2 The sessions normally start at 10am in the weekdays. Our current trainer may be providing another session in Heathfield in the near future so it may be a bit tricky for them, in terms of availability. However, they had already said they will continue to run the Saturday sessions, so Our Parks might need to find an additional trainer for a weekday session.

4.0 Recommendations

- 4.1 The Wellbeing Officer will be in touch to update us on the progress that has been made. Members are asked to note the report.

Contact Officer: Rachel Newton

Meeting of the Environment & Leisure Committee

Monday 9 October 2023

Agenda Item 10.3

REPORT OF OUTSIDE BODIES: CONSERVATORS OF ASHDOWN FOREST

1.0 Summary report

- 1.1 I have been busy taking part in three Sussex Nature Partnership training events to increase knowledge about Biodiversity Net Gain.

I attended an historic Ashdown Forest event recently and another Ashdown Forest meeting to raise support and awareness of the importance of conservation.

I also completed a Ward walk with Chris Bending at Wealden Planning and Environment Services, including visits to Ridgewood Village Hall, Millennium Green, Horsted Green Park and South Brockwells Farm. I pointed out the location of the allotments in New Town and the green areas and equipment next to Ridgewood Village Hall.

We also looked at the Ridgewood Village Hall timetable for regular users and how successful it was and I have made initial enquiries to find out if there would be any assistance and funding made available for conservation purposes in the future.

Councillor Bernadette Reed

2.0 Recommendation

- 2.1 Members are asked to note the report.

Meeting of the Environment & Leisure Committee

Monday 9 October 2023

Agenda Item 10.5

LUXFORD CENTRE MANAGEMENT COMMITTEE MEETING UPDATE

1.0 Summary report

1.1 A meeting of the Executive Committee was held on Friday 22nd September.

Reports were given on the administration and running of the club which are all generally proceeding well with a steady membership and rental income.

There was extensive discussion on the fire risk assessment report which had been commissioned following the visit by the Fire Brigade Officer. The report highlighted items which needed attention, some of which had already been actioned. The main outstanding matter was the proposed installation of a fire alarm system. This would be very expensive.

The Treasurer reported he was awaiting the results from his applications for grant aid for the storage extension.

It was decided to go ahead with the installation of the interlocker to the gas cooker supply rather than convert to an electric cooker.

The next meeting will be held on 24th November 2023.

Councillor Chris Macve

2.0 Recommendation

2.1 Members are asked to note the report.

Meeting of the Environment and Leisure Committee

Monday 9 October 2023

Agenda Item 10.6

REPORTS FROM OUTSIDE BODIES: UCKFIELD RAILWAY LINE PARISHES COMMITTEE

1.0 Summary report

1.1 At the meeting held on 13th September, the Chairman reported that he had received responses from both Tunbridge Wells and Lewes councils and that they were both positive about retaining the track bed for future reinstatement and avoiding any development or restriction. Lewes District Council also reiterated their support for BHL2.

We understand that the retention of the track bed and line reinstatement is to be included in the new Wealden local plan.

Uckfield Town Council had sent in their response to the consultation on the ticket office closure.

At present, the rail service had been generally satisfactory when not disrupted by industrial action.

Confirmation had been received that the TFL Travel Card System will be discontinued in January 2024 in a cost saving exercise.

The TFSE Rail Schematic Plan is still going through the process but is all very much in the future.

The next meeting will be held on 8th November 2023 at 2:30pm.

Councillor C. Macve

2.0 Recommendation

2.1 Members are asked to note the report.

Contact Officer: Rachel Newton