



# UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre  
Uckfield, East Sussex, TN22 1AE  
Tel: (01825) 762774  
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 11 December 2023 at 7.00pm**  
**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 meeting of Full Council on 30 October 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 – 6 and 27 November 2023
- (b) Environment and Leisure Committee – 13 November 2023
- (c) General Purposes Committee – 4 December 2023

- 7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES**
- (i) The Uckfield Town Centre Regeneration Joint Committee
  - (ii) Neighbourhood Plan Steering Group
  - (iii) Gatwick Airport Consultation Group
- 8.0 TO RECEIVE REPORTS FROM WORKING GROUPS**
- (i) Civic Centre Working Group
  - (ii) Uckfield Dementia Forum
  - (iii) Uckfield Events Working Group
  - (iv) Infrastructure Working Group
- 9.0 TO RATIFY DOCUMENTATION CONSIDERED BY STANDING COMMITTEES:**
- General Purposes Committee
- (i) Risk Management Policy – Policy No. 29
  - (ii) Recommendations of Personnel Sub Committee (confidential business)
- Environment & Leisure Committee
- None.
- 10.0 TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL**
- 11.0 TO CONSIDER A MOTION FROM COUNCILLOR DONNA FRENCH**
- 12.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR Q2 OF 2023/24**
- 13.0 TO CONSIDER ABORICULTURAL REPORTS FOR A LIME TREE IN SNATTS ROAD CEMETERY**
- 14.0 TO REVIEW HIGHWAY IMPROVEMENTS ASSOCIATED WITH THE DEVELOPMENT AT LAND OFF EASTBOURNE ROAD**
- 15.0 TO APPROVE A BRIEF FOR STREET LIGHTING WORKS WITH EAST SUSSEX HIGHWAYS**
- 16.0 TO CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2024/25 (IF RECEIVED IN TIME FOR MEETING)**
- 17.0 TO CONSIDER THE DRAFT CONTENT FOR THE STRATEGIC PLAN 2024-29**
- 18.0 TO CONSIDER THE DRAFT ANNUAL PLAN 2024/25**
- 19.0 TO CONSIDER THE DRAFT ANNUAL BUDGET FOR 2024/25**
- 20.0 TO CONSIDER THE DRAFT ASSET MANAGEMENT PLAN FOR 2024-29**
- 21.0 TO SIGN AND SEAL ANY LEASE AGREEMENTS OR LICENCES READY FOR EXECUTION**

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

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

**24.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**

**25.0 TOWN CLERK'S ANNOUNCEMENTS**

**26.0 CHAIRMAN'S ANNOUNCEMENTS**

**27.0 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:

27.1 To consider proposals for the Town Centre's CCTV transmission and equipment for 2024/25 onwards

27.2 To consider quotations for works associated with Town Council buildings and the addition of cyber cover to the Town Council's Insurance (commercially sensitive)

27.3 To consider a proposal by the Uckfield Grasshoppers Junior Football Club

**27.4 TO RATIFY DOCUMENTATION CONSIDERED BY STANDING COMMITTEES:**

General Purposes Committee

(ii) recommendations from Personnel Sub Committee



Town Clerk  
5 December 2023

## UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held  
on Monday 30 October 2023 at 7.00pm  
in the Council Chamber, Civic Centre, Uckfield

**PRESENT:**

Cllr. K. Bedwell	Cllr. D. Manvell
Cllr. D. Bennett	Cllr. S. Mayhew
Cllr. D. French (Deputy Mayor)	Cllr. B. Reed
Cllr. V. Frost	Cllr. P. Selby
Cllr. J. Love (Town Mayor)	Cllr. A. Smith
Cllr. M. McClafferty	Cllr. P. Ullmann
Cllr. C. Macve	Cllr. D. Ward
	Cllr. B. Cox

### **IN ATTENDANCE:**

County Councillor Chris Dowling  
One member of the public

Holly Goring Town Clerk  
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. No interests were forthcoming.

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

Councillor Chris Dowling started his update by reading out a statement from East Sussex Highways which related to the recent traffic calming improvements on Lewes Road. The works had been assessed under a number of safety audits and the Stage 3 audit had just been completed. This confirmed that the build out was deemed to be safe and reference was made to speed data.

Temporary signage was due to be placed on the lamp columns along Framfield

Road (black and yellow signage) which reminded drivers of the 30mph speed limit. These temporary signs could be installed for a three-month period, and were due to be installed in response to an enquiry from the Newtown Action Group. The action group were also keen to start a community speedwatch scheme in this area.

Councillor D. French referred to the works on Lewes Road and advised that in the recent weather the road had flooded just the other side of the chicane which had added to the hazards that drivers needed to take into account.

The Town Mayor explained that she had recently liaised with the Town Council's contacts at East Sussex Highways and asked for the drains and gullies to be checked on the High Street to mitigate the risk of surface water in this heavy rain. It was noted that the tree pits were full of sediment and also needed cleaning out.

Members asked for a copy of the full speed data for Lewes Road, which had since been provided and circulated to members.

Councillor D. French also advised that there was a huge dip on Bell Farm Road near to the roundabout (on both sides of the carriageway). This needed to be investigated.

District Council updates commenced with an update from Councillor B. Reed. The application for nine properties on the site of Ridgewood House had been approved by the local planning authority. Councillor Reed had asked the applicant to meet with a local ornithologist specialist.

Councillor Reed advised that new Grampian conditions were being applied to applications affecting water. And the revised National Planning Policy Framework was due to be released soon.

Councillor Reed had visited the Millennium Green, New Road/Lewes Road, Ridgewood Place and the Redrow site whilst in the ward area with senior officers of Wealden District Council. The Millennium Green Trust held regular volunteer sessions.

Councillor D. Manvell explained that Wealden DC were unsuccessful with the first round of grant funding for Wealden based Leisure Centres but there was a larger pot of funding available in the second round. Councillor Manvell referred to the recent nomination of the Leisure Centre as an Asset of Community Value by the Town Council and clarified that a decision was still awaited on this.

Councillor Manvell advised members that Wealden DC's Corporate Plan had recently been adopted and would be circulated to members.

In addition to the other points above, Councillor S. Mayhew had attended a seminar as part of the Health & Wellbeing Board for Wealden District Council which sought to improve relationships between the district authority and the NHS.

**FC.56.10.23** The Councillors were thanked for their input and update, and subsequently **RESOLVED** to reinstate Standing Orders.

#### 4.0 APOLOGIES FOR ABSENCE

It was advised that Councillor B. Cox would be late to the meeting, and apologies were received from County Councillor C. Dowling who was unable to attend due to another commitment.

#### 5.0 MINUTES

5.1 To resolve that the minutes of the meeting of Full Council on 18 September 2023 be taken as read, confirmed as a correct record and signed by the Town Mayor.

**FC.57.10.23** It was **RESOLVED** that the minutes of Full 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 and thanked the Town Clerk for her involvement in the legal paperwork to complete this purchase:  
FC82.01.23 - To consider a response from Buxted PC re: the Dene

#### 6.0 COMMITTEE MINUTES

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

(a) Plans Committee of the 25 September and 16 October 2023

**FC.58.10.23** It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 25 September and 16 October 2023.

(b) Environment & Leisure Committee of the 9 October 2023

**FC.59.10.23** It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committees of the 9 October 2023.

(c) General Purposes Committee of the 23 September 2023

**FC.60.10.23** It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 23 September 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 be held on 6 November to start planning the event for August 2024.

(iii) Uckfield Dementia Forum

A poster advertising the 'Ageing Well – Information Day' on Thursday 7 November was circulated under this item. A large number of organisations would be displaying their activities, services and offering their professional advice, in

addition to three talks on powers of attorney, dementia awareness and financial advice for your later years.

(iv) Infrastructure Working Group

Nothing to report.

**9.0 TO RATIFY DOCUMENTATION CONSIDERED BY STANDING COMMITTEES:**

**General Purposes Committee**

(i) Town Council's list of Direct Debits and Standing Order

Councillor C. Macve felt that an extra level of approval was required for any supplier payments made by Direct Debit. The Town Clerk advised that she would seek the advice of the Internal Auditor when they visited on 7 November 2023. Members noted the list provided.

(ii) Members Audit Policy – No. 63

**FC.61.10.23**

It was **RESOLVED** to accept the recommendations of the General Purposes Committee and adopt the revised Member Audit Policy.

**Environment & Leisure Committee**

None.

**10.0 TO NOTE THE REPORT OF THE EXTERNAL AUDITOR FOR 2022/23**

Members were presented with a copy of the Notice of conclusion of the Annual Governance and Accountability Return for the year ended 31 March 2023 which included the response from the External Auditor. A question was clarified before members thanked all office staff for their hard work and contribution to this, and noted the positive outcome of the external audit, and confirmation of sound governance.

**11.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2023/24 (Q2)**

Members reviewed a report which highlighted progress towards the Town Council's annual plan for 2023/24. There was some discussion regarding the Neighbourhood Plan, and need to keep progressing with this. The Town Clerk has since put time aside in the week before Christmas to update the documentation ready to submit to Wealden DC. Members noted the report.

**12.0 TO CONSIDER A MOTION BY COUNCILLOR P. ULLMANN**

In response to the news that both the branches of Lloyds and Halifax in Uckfield (both form part of the Lloyds Banking Group) would be closing in 2024, members were very concerned. This would leave only Santander and Nationwide left in Uckfield and Nationwide was not a clearing bank, but a building society.

Councillor P. Ullmann had prepared in his motion suggested wording for a letter to Lloyds Banking Group relaying the concerns of the town. There had been talk by LINK that they may seek to set up a banking hub in Uckfield but there had been nothing formally put to the Town Council or Chamber of Commerce about this nor would it solve the social issues created by these closures. Councillor C. Macve added that Barclays Bank had closed some years ago, so these two would be the fourth and fifth banks to close after HSBC and NatWest and when closures had occurred residents had often moved to another bank within the High Street.

Members were concerned with the lack of banking solutions in the town, and understood that the Post Office would be in even more demand. With the closure of the banks, the High Street was seeing fewer ATMs for local residents or businesses to withdraw cash.

Members felt the letter should be clearer – a call to action, that they should reconsider the closure and if the closure was going to go ahead, that the banks provide the town with a facility to retain similar facilities.

It was questioned whether a parallel course of action would pre-empt a response. It was asked if there was a way of requesting access to information such as a Freedom of Information request on footfall in Uckfield branches. Being a private company the Town Clerk didn't believe this was possible but would investigate in what way this information could be obtained. In particular – when the snapshot was taken of statistics to inform these branch closures, what data did they refer to, what was the trend as anecdotally this did not align with the local experience of residents and businesses banking in Uckfield.

#### **FC.62.10.23**

Subject to the above four suggestions, members **RESOLVED** to accept the contents of the motion and for the following letter to be sent to the Lloyds Banking Group.

“Dear Sir,

**RE: Proposed closure of two branches in Uckfield, East Sussex**

We are writing to you to express our disappointment and concern in relation to your recent announcement of the closure of both the Lloyds Bank and Halifax Building Society branches in our town. We note that there was no advance warning to the Town Council, nor are we aware of any attempt to consult with local stakeholders. These closures come in the wake of similar decisions by HSBC, Barclays, and NatWest, leaving Santander as the only physical banking presence on our High Street. We note with concern that these closures have always been accompanied by loss of access to an ATM.

Your decision raises the following, serious, issues for our town and community:

- A) The significant cohort of older and digitally inexperienced people living in Uckfield will in effect be disenfranchised from the banking system. Your announcement made no mention of how long your community banker will remain in place, nor does it propose a definite location;
- B) the offices of both branches will now presumably be vacant, thus threatening to deplete the attractiveness and vibrancy of our town centre;
- C) the decision appears to have been taken on the basis of a point-in-time statistic that is completely meaningless: those clients that do visit both branches clearly need to be serviced in a face to face manner. We would urge you to make further disclosures, indicating the exact statistical trend over the past 36 months. Anecdotal evidence suggests a strong increase in footfall over the past months; Your announcement also made no mention of the possibility of a creation of a banking hub in concert with your competitors, which would go some way to mitigating some of the concerns raised above. We understand that this approach has been used elsewhere.

We would point out that the population of the Town is growing quickly, with new housing developments leading to an influx of people from outside the area. In that light, your decision would seem to be ill-advised from a commercial point of view. We would urge you to reconsider your decision, or at least to support and help execute the establishment of a Banking Hub in our Town.”

**13.0 TO RECEIVE A RESPONSE FROM EAST SUSSEX COUNTY COUNCIL TO A PREVIOUS MOTION SUBMITTED REQUESTING THE INSTALLATION OF A PEDESTRIAN CROSSING**

The Town Clerk clarified that the letter received from East Sussex County Council was written by Council officers and was not from elected members.

It was suggested that an alternative approach be explored. First the Town Council should consider where would be the most appropriate place for a crossing should one be considered a viable option. A member of the Road Safety team should come out and walk the stretch, and the Town Council pay for a feasibility study. This could require speed surveys to be carried out.

The Town Clerk reminded members that East Sussex County Council ran a community match scheme where any works of this nature, if considered viable, may require investment from both the Town Council and County Council. The Town Clerk asked whether members would be supportive of spending these initial funds. Funds were available in Earmarked Reserves under the title of 'Speed reduction initiatives.'

Members discussed the right place for a crossing and had seen students walking from Churchcoombe and crossing at the natural opening onto London Road from North Row. Members recognised that there was a bus stop there and that vehicular movements were increasing.

Councillor D. Manvell wished to propose an amendment to the original motion, which was seconded by Councillor Bennett.

**FC.63.10.23** Members **RESOLVED** to accept the proposed amendment to Councillor Bennett's original motion and set out to:

"maintain this as the ideal site and the path that students were taking to reach school, in order to emphasise the views of the young people.

Uckfield Town Council would be very happy to explore the option of community match funding and fund a feasibility study, as the Town Council felt it was important to concentrate on this area, and not further north of the town. It was also suggested that any data or feedback from the feasibility study and associated speed surveys, should be reflected in any future updates to the Sustrans report."

**14.0 TO PROVIDE INPUT INTO THE DISTRICT WIDE REVIEW OF POLLING DISTRICTS AND POLLING PLACES**

Members reflected on the practicalities of using various halls and buildings as polling stations in Uckfield.

Uckfield Town Council provided the following feedback to the Town Clerk to submit to Wealden District Council:

**Existing venues**

Members discussed the existing venues used in Uckfield for polling stations. Manor Primary School was thought to be ideal and central for that ward area, and had disabled access, but it was recognised that this could be impacting on

education or the normal school day. It was questioned why the Youth Centre wasn't utilised for this purpose (on the Uckfield College site).

Ridgewood Village Hall was ideal for the south of the town. Although it was recognised that the south of Uckfield was due to see a substantial increase in population with a number of developments approved in that area, so it may be that a further venue would be required in the coming years.

The other existing venues – Foresters Hall and Civic Centre worked well, although the Town Clerk noted that it would be beneficial to install wi-fi into Foresters hall, for the benefit of elections staff.

#### **Alternative or additional venues**

The Childrens Centre (or now known as the Family Hub) on the Churchcombe estate (Manor Close) may provide a suitable venue also for members of that ward area.

<https://www.eastsussex.gov.uk/children-families/childcare/familyhubs/local-childrens-centre/uckfield>

The Luxford Centre was considered an ideal town centre location at the top of Luxfords car park

<https://www.luxfordcentre.org/index.html>

These were other options for venues, in addition to the Belmont Centre which the council was aware was sometimes used for by-elections or smaller elections when the Civic Centre couldn't be available.

Members subsequently noted the report and confirmed they were happy for the Clerk to share these views.

#### **15.0 TO REVIEW THE 2024/25 PROPOSAL FROM EAST SUSSEX COUNTY COUNCIL ON THEIR GRASS VERGE CUTTING CONTRACT**

Members were presented with a short report which provided three options for parish/town councils to choose from for the next financial year for grass verge cutting arrangements. East Sussex County Council took a decision back in 2018 to reduce urban grass verge cutting along the public highway to twice a year. This meant the verges would be cut less, if no further contribution was made, the Town Council could pay a contribution to retain five to six cuts per annum or take over the contract entirely for a very small fee. The latter option however would require a great deal of extra work, to plan, obtain machinery, consider staffing levels and take on liability alongside the public highway.

#### **FC.64.10.23**

Members **RESOLVED** to advise East Sussex County Council that Uckfield Town Council would be selecting Option 2 for grass verge cutting in 2024/25:

*“Option 2 – Extra cuts: Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Town Council a total of £5,686 for the year.”*

#### **16.0 TO CONSIDER A PROPOSED STREET NAME FOR A NEW HOUSING DEVELOPMENT OFF LEWES ROAD, UCKFIELD**

Developers of the site known as Siggs Yard, had proposed a new name for the

development of nine properties on this site. The name they had proposed was Wildernesse.

Members were not favourable at all to the suggested name of 'Wildernesse' – for a number of reasons, one being that it was not that easy to spell – something that's set out in the Street Naming policy.

Members preferred a name in-keeping with the previous use of the site, and history of the Ridgewood area, in keeping with the policy criteria: "*Wherever possible, street names should reflect the geography or history of the site or area.*"

They would ideally have liked it to be kept as Siggs Yard, as this was how local residents referred to the site. But, they understood the policy would not support this, in light of it being a family name still in existence in the area.

The site was a wood yard and for that reason a number of members were keen for this to be reflected in the street name either directly or through wood related terms:

The Woodyard

Woodyard Place/Court/Cottages

Fencers

This side of Lewes Road was also more heavily linked to the agricultural history of Ridgewood/Uckfield.

Just a little way down the road, off New Road, Ridgewood had a brickworks, so although this was near to Ridgewood Recreation ground, terms such as the following would also reflect local history:

Fletton

Brickmakers

Or a combination of the two:

Brickwood

Councillor B. Cox joined the meeting at approximately 8.30pm.

Members welcomed the opportunity to comment and were happy for the Clerk to feed the above back to Wealden District Council.

#### **17.0 TO CONSIDER THE DISPLAY OF A LARGE WOODEN PLAQUE IN THE CIVIC CENTRE HONOURING THE MEMORY OF THOSE WHO LOST THEIR LIVES WW1, WW2 AND ALL OTHER ACTIONS**

Members were provided with photos of a large wooden plaque that the Uckfield branch of the Royal British Legion were looking to find a home for.

There were mixed views as to whether the Civic Centre should be the place for the plaque and if somewhere like Holy Cross Church would be more suitable due to the rolls of honour placed there. One councillor did however recognise that perhaps it shouldn't be religiously based.

There were mixed views and concerns regarding the weight of the plaque which would determine its placement.

Members agreed to defer the item until further information had been obtained on which walls would be able to hold the plaque within the Civic Centre.

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

Members noted the report.

## **19.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**

Four deed of grants had been received:

Catherine Johnson

Scott McCarthy

Shirley Ann Skinner

Susan E. Goldsmith and Sally Bland

**FC.65.10.23** It was **RESOLVED** for three councillors to sign the above deeds of grant.

## **20.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**

None received.

## **21.0 TOWN CLERK'S ANNOUNCEMENTS**

The Town Clerk had a few updates on matters for members attention. She reminded members of the following:

- a small French market was coming to the station car park on 11 November;
- the deadline to respond to East Sussex County Council's Priorities Survey was 10 December 2023. Members were encouraged to respond individually;
- Ash dieback works were commencing in Nightingale Woods 6-9 November;
- Redrow Homes had arranged to present to Uckfield Town Council on Monday 13 November at 6.00pm for Redrow Homes for the remainder of the Ridgewood Farm site;
- an update was provided on the current review of Town Centre CCTV contract arrangements;

The Town Clerk then explained that there was a requirement to make a transfer of land – tidying up compartments at the back of Eagle Close, where the land registry deed was not correct to the lay of the land. The Town Clerk requested two members to review the documents in detail and sign these on behalf of the Town Council.

**FC.66.10.23** It was **RESOLVED** for the Town Clerk to circulate the papers regarding the transfer of land at the rear of 12, Eagle Close and for members to approve and nominate two councillors to sign the papers, before the Clerk returned these to the solicitors.

**FC.67.10.23** In response to a proposal by Councillor D. Bennett, members **RESOLVED** to suspend standing orders and extend the meeting for a further 10 minutes to 9.10pm to enable the remaining items on the agenda to be dealt with.

## **22.0 CHAIRMAN'S ANNOUNCEMENTS**

The Town Mayor, Councillor J. Love reminded members of the next budget meeting on 20 November 2023.

The Town Mayor advised that there were three services over Remembrance weekend that members would be welcome to attend, (i) the gathering outside Holy Cross Church at 11am on Saturday 11 November, (ii) the service at Eugene Seghers Memorial in Highlands car park on the morning of Sunday 12 November and (iii) the Remembrance parade and church service on the afternoon of Sunday 12 November, which required members to gather in Luxfords car park

from 2.15pm onwards.

The Town Mayor advised that a decision had been reached for the appeal of the Land at Bird in Eye Farm, and the Town Council had been informed that the appeal had been dismissed by the Inspector.

Councillor J. Love advised that concerns had been raised with regard to the Royal Mail sorting office in Uckfield and the staffing difficulties they were experiencing. Councillor Bennett explained that some households were not receiving post and when they did a large bundle was being delivered once a week or once a fortnight. Members were particularly concerned for staff welfare and for the upcoming Christmas season which would place additional pressure on the service.

**FC.68.10.23** Members **RESOLVED** to support postal workers and write to Royal Mail to ask how they were going to address the current shortfall in staffing levels and support residents and households of Uckfield.

The meeting closed at 9.09pm.

# 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>• <i>Report on the results of the schools' questionnaire and review the recommendations;</i></li> <li>• <i>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;</i></li> <li>• <i>Review and offer a final report on food poverty in March 2023 before the end of the term of this Town Council;</i></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.62.10.23</u></b>	<p><u>12.0 - To consider a motion by Councillor P. Ullmann</u>  Subject to the above four suggestions, members <b>RESOLVED</b> to accept the contents of the motion and for the following letter to be sent to the Lloyds Banking Group.</p>	30.10.23	PU/HG	<p>Letter sent by email on 28.11.23.  An acknowledgement has been received from Lloyds Banking Group and we have been sent a complaints form by the Financial Ombudsman to formalise the process.</p>
<b><u>FC.63.10.23</u></b>	<p><u>13.0 To receive a response from East Sussex County Council to a previous motion submitted requesting the installation of a pedestrian crossing</u>  Members <b>RESOLVED</b> to accept the proposed amendment to Councillor Bennett's original motion and set out to:</p> <p>"maintain this as the ideal site and the path that students were taking to reach school, in order to emphasise the views of the young people.</p> <p>Uckfield Town Council would be very happy to explore the option of community match funding and fund a feasibility study, as the Town Council felt it was important to concentrate on this area, and not further north of the town. It was also suggested that any data or feedback from the feasibility study and associated speed surveys, should reflected in any future updates to the Sustrans report."</p>	30.10.23	HG	<p>The Town Clerk met with a representative of ESCC and the local County Councillor at 8.30am on Fri 1 December 2023 and monitored pedestrian movements across London Road from North Row. Approximately 40 people crossed at this point between 8.30am and 9.00am.  If a crossing was placed between Southview Drive and the North Row junction, we would have to consider the various entrances in that area and bus stop. The bus stop would need to be moved – perhaps further south where the layby and bench is currently located? Pedestrians walking to school/work from the High Street tended to use the</p>

				<p>pedestrian crossing by Hughes Way.  In response to the resolution of Council – the Town Clerk will now make contact with ESCC and request a feasibility study for this section of road, and associated speed surveys.</p>
<b><u>FC.68.10.23</u></b>	<p><u>22.0 Chairman's Announcements</u>  Members <b>RESOLVED</b> to support postal workers and write to Royal Mail to ask how they were going to address the current shortfall in staffing levels and support residents and households of Uckfield</p>	30.10.23	DB/HG	In progress.

## **Meeting of the Full Council**

**Monday 11 December 2023**

### **Agenda Item 8.0(ii)**

#### **TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD DEMENTIA FORUM**

Uckfield Dementia Forum, working with Home Instead Lewes District and Uckfield, Lydfords Care Home and Sussex Support Services hosted an event on Tuesday 7 November 2023 at the Civic Centre, Uckfield.

The event was called the 'Ageing Well - Information Day' and saw a large range of organisations present information on their activities, support and professional services. We also organised three talks on the subjects of power of attorney, dementia awareness and financial planning in later life.

A total of 24 businesses attended. It was a great way of networking. We made sure to have a range of services from healthcare, to financial, to care and support, to social activities and community groups, attendees could join within the town.

The forum intends to run another event in six months' time and an estate agent has already offered to promote this on their boards. It was a great event and the group felt the profile of the event will build, and enable more information to be shared within the community of the support available.

Forum meetings will continue in the New Year, and involve the planning of future events. The next meeting will take place in Jan/February 2024.

Town Clerk

## **Meeting of the Full Council**

**Monday 11 December 2023**

### **Agenda Item 8.0(iii)**

#### **TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: UCKFIELD EVENTS WORKING GROUP**

The working group met on Monday 6 November 2023.

The 'Weald on the Field' day festival had been booked for Saturday 10 August 2024 from 11.00am until 7.00pm.

The Town Clerk reviewed the expenditure for the event in August 2023, and confirmed that the project formed part of the current blue token grant funding scheme at local branches of Tesco. This would help to contribute to the costs of the event, and boost business sponsorship income.

The working group considered the learning points from the last event in terms of facilities and safety, and the need for support with marshalling on the entrances/exits from the site. Quotes were to be obtained for a number of the facilities.

The event had been a great success, and there were already a number of musicians and bands lined up to perform in August 2024. Working group members were asked to review their online material and set out the line-up, to enable the Town Clerk to confirm the timings for performances. Members were keen to have activities or entertainment in the intervals between acts to provide continuous entertainment between 12noon and 7.00pm.

The working group also considered other events and activities that could be invited to join the event – such as the Bridge Cottage market. Office staff would make contact with the organisers of this.

Town Clerk

# UCKFIELD TOWN COUNCIL



## RISK MANAGEMENT POLICY

Policy Number 29		
Issue No.	Date completed	Details of amendments
1	01.12.14	GP.39.12.14 – Adopted at General Purposes Committee
2	18.01.16	Reviewed at General Purpose Committee GP.50.01.16
3	06.03.17	GP.42.03.17
4	01.03.18	Finance Sub Committee review of draft amendments
5	09.01.19	Finance Sub Committee review of draft amendments
6	18.02.19	Reviewed Finance Sub-Committee recommendation at GP (18.02.19)
7	12.08.19	GP Committee to review updates – approved.
8	13.02.20	Finance Sub-Committee view of draft amendments
9	09.03.20	GP Committee reviewed updates
10	06.01.21	Finance Sub-Committee view of draft amendments
11	25.01.21	GP Committee 25.01.21
12	25.01.22	Finance Sub-Committee review
13	31.01.22	Adoption of revised Risk Management Policy
14	16.01.23	Review by General Purposes Committee GP23.01.23
15	15.05.23	Adoption by Full Council

16	27.11.23	Annual review by General Purposes Committee
17	11.12.23	Ratification and adoption by Full Council

## 1.0 INTRODUCTION

Uckfield Town Council is aware of its responsibility to manage risk to ensure it achieves its objectives to deliver a high quality of public services and to ensure it provides good governance.

The Council has various policies in place to ensure significant risks are controlled, reviewed and monitored. This document forms the Town Council's Risk Management Strategy, it provides an overview of risk management and how it will be monitored.

This policy will be reviewed annually by the Finance Sub-committee.

The tables below detail the controls in place for the main service areas at risk

- Insurances
- Working with others
- Self-managed risk

<b>Insurances</b>			
<b>Risk Identification</b>			
<u>Insurance Cover</u>	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
Protection of physical assets: <ul style="list-style-type: none"> <li>• Buildings, and contents (where applicable)</li> <li>• Business interruption</li> <li>• Stock</li> <li>• Computer Equipment</li> <li>• UTC Building CCTV (on premise)</li> <li>• Town Centre CCTV</li> <li>• Terrorism</li> <li>• Some specified Grounds equipment</li> </ul>	Company: Commercial Combined QBE Ins (Europe) Ltd Policy No:  Y126862QBE0123A Optional Marsh Commercial Claims Assist  Combined Engineering (British Engineering Services Contract No. EIP000843  Flood Excess Insurance (Signal Box) Policy Excess Ltd (Policy No. FE252409  Flood Excess (Bridge Cottage) Policy Excess Ltd (Policy No. FE252410  Period of cover:	Arrangement reviewed annually by the Town Clerk	August to October 2024  Members have requested a full market review in 2024.  The Internal Auditor recommended in Nov 2023 that Cyber risk be incorporated into this policy and a quote be obtained for insurance cover for this risk. A quote has been obtained for consideration by Full Council.



<p>Annual review of risk and adequacy of cover</p> <p>Ensuring robustness in insurance provider</p>			<p>Annual review – to assess contract and action plan.</p> <p>See above – members have requested a full market review of insurance providers in 2024. This is usually carried out by the insurance broker every three years.</p>
<p>Ensuring we comply with new requirements set out in the EU General Data Protection Regulations (GDPR)</p>	<p>A Town Council may appoint an independent Data Protection Officer although this is not compulsory.</p>	<p>GDPR-Info were re-appointed DPO for Uckfield Town Council in May 2019. There is currently no external contractor undertaking this role.</p> <p>GDPR-Info visited premises on 28 June 2018 and carried out full one day audit.</p>	<p>Review to be undertaken in 2023/24.</p>
<p>Ensuring we have adequate network security and firewalls in place</p>	<p>Audit undertaken of current practices, with action plan of areas to focus attention</p>	<p>Redway Networks</p>	<p>Wi-Fi was upgraded in August 2023, which saw an upgrade of the infrastructure within the Civic Centre and Victoria Pavilion.</p>

	<p>Uckfield Town Council Civic Centre Wi-Fi. A feature was added to the public Wi-Fi, which each client has to accept prior to joining the Wi-Fi, giving protection for Uckfield Town Council from misuse.</p> <p>Uckfield Town Council has installed a tailor-made Network fire wall with VPN capabilities to further strengthen network security and only allow traffic that is pre-authorised.</p>	Redway Networks	Further works were undertaken to security in 2022.
--	---	-----------------	--

**Internal audit assurance**

Internal auditor testing includes:

- ✓ Review of internal controls in place and their documentation.
- ✓ Review of management arrangements regarding insurance cover.
- ✓ Testing of specific internal controls and report findings to the General Purposes Committee.

**Working with others**

**Risk Identification**

	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
<ul style="list-style-type: none"> <li>Security of vulnerable buildings, amenities or equipment</li> </ul>	<p>Civic Centre, The Hub, West Park and Victoria pavilions and the garage store alarmed and maintained by outside contractors.</p>	<p>Security Alarms - Innovation                      Period of cover: April 2023 – March 2024</p>	<p>All security alarm companies to be accredited to the Security Systems and Alarms Inspection Board(SSAIB) and or the National Security Inspectorate (NSI). The intruder alarm system was inspected in Nov 2023.</p>
	<p>Civic Centre, The Hub, West Park and Victoria pavilions and Foresters Hall maintained by outside contractors.</p>	<p>Fire Alarms – Sovereign                      All expire September 2024</p>	
		<p>Redway Networks/Focus telephones/</p>	<p>Telephone system was moved from analogue to digital on 16 Jan 2023.</p>
		<p>Brighton CCTV</p>	<p>Victoria Pavilion now connected to enhance CCTV provision. Annual inspection of the cameras has been undertaken – Nov 2023.</p>

	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
<ul style="list-style-type: none"> <li>Provision of services being carried out by others</li> </ul>	<p>Town Centre CCTV</p>	<p>Town Centre CCTV system in place since Nov. 2018– Six cameras. i-witness partnership with Sussex Police</p> <p>New maintenance programme in place for Town CCTV with ChromaVision from May 2023.</p>	<p>The five-year contract is up this financial year. The Town Clerk is currently working with Sussex Police to review this.</p>
<ul style="list-style-type: none"> <li>Banking arrangements, including borrowing</li> </ul>	<p>Civic Centre</p> <p>Banking arrangements reviewed every two years by Finance Sub-committee.</p> <p>Credit card/Worldpay transactions</p>	<p>Civic Centre own CCTV system – Brighton CCTV</p> <p>All supplier payments were moved to BACs in February 2021. Two Councillors authorise supplier payments and payroll.</p> <p>PCI Compliance surveys undertaken as required to confirm no detailed personal financial data held by the Town Council.</p>	<p>Annual review undertaken of the Town Council's borrowing and investments by Finance Sub-Committee, and subsequently reported to GP Committee.</p> <p>Civic Centre completed in Jan 2022, Luxfords Restaurant was undertaken April 2022.</p>

<ul style="list-style-type: none"> <li>Professional services (architects, project managers etc.)</li> </ul>	<p>To use specialist when required.</p>		<p>Review to be undertaken as and when required on a project by project basis and in line with procurement regulations.</p>
<p><b>Internal controls by Internal Auditor</b></p>			
<ul style="list-style-type: none"> <li>Standing Orders</li> <li>Annual review of contracts</li> <li>Clear statements of management responsibility for each service.</li> <li>Adoption and adherence to codes of practice</li> <li>Arrangements to detect and deter fraud and/or corruption</li> <li>Regular bank reconciliation, independently reviewed.</li> </ul>	<p>✓ ✓ ✓ ✓ ✓ ✓</p>		
<p><b>Internal audit assurance</b></p>			
<p>Internal Auditor testing includes:</p> <ul style="list-style-type: none"> <li>✓ Review of internal controls in place and their documentation.</li> <li>✓ Review of management arrangements regarding insurance cover.</li> <li>✓ Testing of specific internal controls and report findings to the General Purposes Committee.</li> </ul>			

**Self-managed risk**

- Regular scrutiny of financial records and proper arrangement for the approval of expenditure;
- Regular budget monitoring statements;
- Minutes properly numbered and paginated with a master copy for safe keeping
- Regular returns to HM Revenue and Customs; contracts of employment for all staff, systems of updating records for any changes in relevant legislation
- Regular returns of VAT, relevant officer training;
- Procedures for dealing with and monitoring grants made;
- Procedure in place for recording and monitoring Members' interests and gift and hospitality received;
- Adoption of codes of conduct for Members and employees;
- Developing systems of performance measurement;
- Documented procedures to deal with enquiries from the public;
- Documented procedure to deal with responses to consultation requests;
- Monitoring arrangements by the Council regarding Quality status;
- Dual member authorisation of BACs payments entered by Assistant Town Clerk for supplier payments commenced February 2021 (members have access to authorisation only and will not be able to enter funds nor issue payments);
- Recognition of changes for new paying-in procedures as a result of the Town Council's bank closing in Uckfield. The paying-in and withdrawal of funds is now processed through the Post Office. A limit is set at £1k per day for paying-in cash to the Post Office. The Town Clerk and Assistant Town Clerk have been issued with debit cards for the Clerk account, and 'change giving' cards to authorise the withdrawal of monies for petty cash purposes only;
- Two members of staff cashing up from restaurant each day, and investigation to commence on Internal Auditor's recommendation on cash collections;

**Covid-19 Pandemic – self managed risk**

- All procedures for staff and members of the public are reviewed frequently in line with covid rates, seasonal considerations, and UK Government guidance.

**Internal audit assurance**

- ✓ Review of internal controls in place and their documentation
- ✓ Review of minutes to ensure legal powers in place recorded and correctly applied
- ✓ Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from, minutes to statements etc. including petty cash transactions
- ✓ Review and testing of arrangements to prevent and detect fraud and corruption
- ✓ Testing of disclosures
- ✓ Testing of specific internal controls and report findings to the General Purposes Committee

## Meeting of the Full Council

Monday 11 December 2023

### Agenda Item 10.0

#### TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL

##### 1.0 **Email sent to the Urgent Consultation Panel on 19 November 2023 by Town Clerk**

We had to call an engineer out earlier this week for the coffee machine in the Restaurant (the barista machine which makes the majority of the coffees – lattes, cappuccinos etc.), as it blew the fuse, and when the electrician investigated it appeared that the heating element had gone. The heating element is in two adjoining parts and the coffee engineer managed to shut off the troublesome part and we were then running on a smaller section of the element, which would mean it would take longer to warm up and basically work harder to work and use more electricity. We were managing for now, but it could go at any time.

The engineer explained that the restaurant's coffee machine was a rare model and 12 years old and it was unlikely that they would be able to source a replacement part. Following their initial visit, they confirmed that they could not replace the part and would need to purchase a new coffee machine.

As members would already be aware, a number of pieces of equipment in the restaurant were coming to the end of their life due to their age. Most of the kitchen equipment had been replaced in the last 2-3 years. In the bar the Town Council hadn't had to replace much, so being realistic it would be necessary to spend some money over the next couple of years in this area on equipment.

At present in the bar area the restaurant had the main barista coffee machine, two filter coffee machines which would also need replacing in the next six months as they were not keeping the filter coffee jugs as hot as they should be, and a hot water kettle/urn.

All three had required call outs this year and replacement parts, and unfortunately the time had come now for the barista coffee machine. For those who had worked in hospitality, they would know that to replace these it would cost a few thousand.

The company who maintain the coffee machine recommended the following:

Expobar G10 2 group compact	£2915.00 +vat	(IN STOCK)
Expobar G10 2 group Full size	£3378.00 +vat	(TO ORDER 5-10 WORKING DAYS)

Either machine would require a water filtration system;

Bestmax XL filter and head	£265.00 +vat	(IN STOCK)
----------------------------	--------------	------------

Price included installation, machine training, one year parts and labour warranty

I asked them a number of questions which they helped with as I was worried whether the compact would be sufficient for our business needs:

*The compact and full size versions had similar output of Coffee shots due to the way Coffee machines work (the water for the Coffee shot is pumped through heat exchangers, not taken directly from the boiler) Both machines would be able to produce steam at the same rate. We have the separate hot water boiler, so we wouldn't necessarily need the full size coffee machine, but questioning whether we need to prepare for increase in trade in the future and not just consider today.*

*Both models have 2 steam arms. At present our current coffee machine has one steam arm, so this is a benefit and could enable two staff to work at the machine at peak times.*

*The compact machine had a smaller boiler so hot water output would be less than the full size. As we already had a separate water boiler this should not cause any issues. Hot water from the water boiler was actually at a more suitable temperature, 96c, than direct from the Coffee machine, 120c, for Americanos or tea.*

They could give £100.00 discount on the G10 compact as they had it in stock. The compact machine did not have an LCD display screen, available only in Black and stainless finish.

They've said if we are in any doubt, go for the full size machine.

I am proposing that we re-allocate a sum of £4,100 from the Civic Centre Booking System earmarked reserve budget (the total amount was £8,000 but we don't now require this amount) to replace the coffee machine, the water filter and head, and perhaps use this opportunity to replace the two filter coffee machines ready for the Christmas lunch rush. Similar filter coffee machines for commercial use have been seen at £200-250 each.

## **2.0 Recommendation:**

Members are asked to:

- (i) authorise for the Town Clerk to re-allocate earmarked reserves to the sum of £4.1k to replace the Restaurant coffee machines from the Civic Centre booking system allocated budget, and;
- (ii) advise the Town Clerk whether to purchase the G10 compact or full size coffee machine and arrange for installation.

## **3.0 Decision of Urgent Consultation Panel**

Members unanimously **RESOLVED** to:

- (i) authorise for the Town Clerk to re-allocate earmarked reserves to the sum of £4.1k to replace the Restaurant coffee machines from the Civic Centre booking system allocated budget, and;
- (ii) authorise for the Town Clerk to purchase the Expobar G10 full size barista coffee machine, and two new filter coffee machines.

## **4.0 Outcome**

Contact was also made with the supplier of the restaurant's coffee, and they were able to supply and install a full size G10 barista coffee machine for slightly less, so a purchase was made and the machine was installed on 4 December 2023. The two coffee filter machines will be purchased in due course.

Town Clerk

## **Meeting of the Full Council**

**Monday 11 December 2023**

### **Agenda Item No. 11.0**

#### **TO CONSIDER A MOTION FROM COUNCILLOR DONNA FRENCH**

##### **1.0 Summary**

1.1 This report sets out a motion submitted by Councillor French in accordance with the Town Council's Standing Orders.

##### **2.0 The motion for consideration**

2.1 Councillor French gave written notice of the following motion which was received on 27 November 2023 and before the required deadline:-

##### **2.2 Nominating local buildings or land as assets of community value**

Further to the successful nomination of Uckfield Leisure Centre, and the awaited outcome of the nomination of the Brickmakers Arms, New Road, and Ridgewood Village Post Office, Lewes Road, Uckfield Town Council RESOLVES to make further nominations of sites in Uckfield town which further the social well-being or interest of the local community, and meet the criteria for an Asset of Community Value.

Further sites for nomination include:

(i) Uckfield Rugby Club and adjoining land

2.3 Councillor French also requests members to consider the following:

- Uckfield Family Hub, Manor Close;
- local public houses;
- local school buildings;

2.4 It should be noted that no contact has been made with the above landowners to advise them of this interest, at this stage.

##### **3.0 Recommendations**

3.1 Members are asked to consider the contents of the above and advise the Clerk accordingly.

Contact Officer: Holly Goring

**Profit and Loss**

**From:** Month 1, April 2023  
**To:** Month 6, September 2023

**Chart of Accounts:**

UTC General

	<u>Period</u>	<u>Year to Date</u>
<b>Sales</b>		
Environment & Leisure	61,231.46	61,231.46
General Purposes	1,170,235.67	1,170,235.67
Luxfords income	108,389.64	108,389.64
	<b>1,339,856.77</b>	<b>1,339,856.77</b>
<b>Purchases</b>		
Environment & Leisure	166,164.03	166,164.03
General Purpose	439,927.79	439,927.79
Luxfords Expenditure	126,715.75	126,715.75
	<b>732,807.57</b>	<b>732,807.57</b>
<b>Gross Profit/(Loss):</b>	<b><u>607,049.20</u></b>	<b><u>607,049.20</u></b>
<b>Net Profit/(Loss):</b>	<b><u>607,049.20</u></b>	<b><u>607,049.20</u></b>

**Profit & Loss**

**GP Sales Breakdown**

<b>Total</b>	1170235.67
<b>Precept</b>	-1051151
<b>CIL</b>	-8371.85
<b>Balance</b>	110712.82

Date: 07/12/2023  
Time: 16:22:08

UCKFIELD TOWN COUNCIL  
Balance Sheet

Page: 1

From: Month 1, April 2023  
To: Month 6, September 2023

Chart of Accounts:

	UTC General		
	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Land & Buildings	(55,614.00)	3,181,029.00	
Vehicles, Plant & Equipment	(23,145.00)	99,855.60	
Non-operational Assets	(9,284.00)	1,177,956.00	
Community Assets	0.00	19,284.00	
	(88,043.00)		4,478,124.60
Current Assets			
Stock	341.46	3,925.33	
Debtors	(8,088.70)	21,507.34	
Deposits and Cash	631,767.19	1,352,313.85	
VAT Liability	0.00	25,690.26	
Bank	0.00	202,482.37	
	624,019.95		1,605,919.15
Current Liabilities			
Creditors - Short term	(4,921.78)	57,159.94	
Taxation	21,033.25	11,979.19	
Wages/Pension Fund	9,239.43	5,907.49	
VAT Liability	6,677.83	0.00	
Bank Account	5,455.66	0.00	
	37,484.39		75,046.62
Current Assets less Current Liabilities:	586,535.56		1,530,872.53
Total Assets less Current Liabilities:	498,492.56		6,008,997.13
Long Term Liabilities			
Loans	(3,600.00)	432,000.00	
	(3,600.00)		432,000.00
Total Assets less Total Liabilities:	502,092.56		5,576,997.13
Capital & Reserves			
Reserves	(87,527.48)	5,308,444.24	
P & L Account	607,049.20	607,049.20	
	519,521.72		5,915,493.44

## **Meeting of the Full Council**

**Monday 11 December 2023**

### **Agenda Item No. 13.0**

#### **TO CONSIDER ABORICULTURAL REPORTS FOR A LIME TREE IN SNATTS ROAD CEMETERY**

##### **1.0 Background**

- 1.1 Between 2020 and 2023, the Town Council employed independent aboricultural surveys of trees on Town Council land to assess their health and if disease was found to be present, seek advice on what action would be required to mitigate the risk to our residents, service users, and adjacent properties or landowners.
- 1.2 The surveys have been carried out in three stages – focusing on high-risk areas first. The first two years of the surveying programme highlighted trees that were diseased and sadly had to be felled or reduced in size to avoid a number of risks. The Town Council also adopted a Woodland Management Plan for the management of the Town Council’s ancient woodlands, with the support of the Forestry Commission. This set out a three year programme of tree works to address ash dieback and reduce the risk of the disease spreading further into the woodlands. Two years of works have been undertaken in Boothland and Nightingale Wood.
- 1.3 The above work has been incredibly informative and the Town Council has appointed external tree surgeons and officers from its own grounds team to undertake works depending on the scale and expertise and equipment required. Our Grounds team have also been assessing the health of our trees whilst working in areas across the town.

##### **2.0 Previous issues in Snatts Road Cemetery**

- 2.1 Some members will be aware of the very sensitive issue relating to a large oak tree in the old part of Snatts Road Cemetery in 2022. The tree showed evidence of decay in the centre of the trunk and a second opinion was obtained using a scanning method of surveying.
- 2.2 The matter was particularly sensitive because there were scattered ashes and interments around the base of the tree, and the initial communication with those affected did take into account the feelings and emotions associated with this beautiful tree. After liaising with the relatives affected and considering the detail of the independent survey reports, it was decided to reduce the tree to a monolith of around 3metres, to ensure the tree could remain but reduce the risk to the adjacent power line, property and cemetery wall. We were also aware if bad weather caused the tree to fall, it could rip the tree out of the ground which would create far more disturbance to the cemetery ground.

##### **3.0 Lime tree**

- 3.1 There is a lime tree located in the old section of the Snatts Road Cemetery on the western side. The lime tree is located adjacent to the Garden of Remembrance.

- 3.2 The Grounds team have been monitoring the tree carefully over the past couple of years, and have undertaken pollarding work to reduce the risk during the winter months and bad weather.



Figure 1: Before and after the pollarding work in Jan 2022

- 3.3 The location of the tree, close to the headstones and the Garden of Remembrance mean that once again, we need to consider how best to proceed.
- 3.4 The Grounds team have raised their concerns with the tree. On inspection in November 2023, they advised that this tree was rapidly becoming a large risk. The bark had numerous bracket fungi and the bark was coming away in the hand.
- 3.5 On hearing this news, the Head Groundsman was tasked with obtaining an Independent Arboricultural inspection. This report has now been received and has been attached in appendix A.

#### **4.0 Proposed next steps**

4.1 The proposed next steps to reduce the risks associated with the disease identified in this Lime Tree are:

- (i) For the Senior Administrative Officer to make contact with the relatives of those who have ashes interments or graves in the vicinity of the base of the tree, to inform them sensitively of the current condition of the tree;
- (ii) seek to address the risks identified, and book in works to reduce the height of the pollarded tree to a monolith shape at a height of approximately 2.5metres at the end of January 2024. This would give time to make contact with relatives but also ensure works are completed before the end of the winter season.

#### **5.0 Recommendations**

5.1 Members are asked to read the attached report and agree to the proposed next steps.

Contact Officer: Holly Goring

## Arboricultural Report

Date: 01/12/2023

Site Address: Snatts Road Cemetery, Uckfield

Survey conducted by: Adam Lowndes-Butler *TechArborA*, *Lantra Professional Tree Inspector*

### **Description:**

Mature Lime (*Tilia*) in state of pollard standing directly adjacent to graveyard footpath, overhanging bench and graves.

A large stem (1410mm D-1.8m) but pollarded to 7m. The tree is bifurcated at 1m. Numerous fungal fruiting bodies are present on the stem and as high as 4m (See Images). Species noted as *Ganoderma applanatum/australe* and *Kretzschmaria deusta*.

Large area of dead cambium from South to South East of stem at ground level to 2m. At base I was able to probe to 300mm. On the western side there is soft woody tissue, able to probe to 250mm through the material and to full extent of probe at base.

There is normal epicormic growth (typical of species) on North of tree but very little or none of the South.

*Kretzschmaria deusta* is attributed to a "Ceramic like failure of trees at the butt and at lapsed pollard heads".



### **Work Recommendations:**

- **Reduce height to 2.5m**

Due to the high traffic/dwell area beneath the tree, and the extent of decay from multiple fungal pathogens- it is my recommendation that this tree is reduced in height to mitigate risk of failure from stems above bifurcation point and the tree in its entirety.

**Method Statement:** All tree work should be carried out by appropriately qualified and insured contractors in accordance with the British Standard *BS3998 2010 "Tree Work Recommendations"*.

### **Risk Management of Dead Wood:**

- All deadwood features should be managed in accordance with BS 3998-2010: *Tree work Recommendations*.
- Safety needs should be balanced against wildlife habitat protection.
- Dead branches should be shortened or if necessary, removed if they pose an unacceptable risk to people or property and if other options (e.g., diverting a footpath) are not practicable.
- When deciding whether dead branches or dead trees should be retained and, if so, to what extent they might need to be pruned, a balance should be made between mitigation of risk and the maintenance of wildlife habitats. The unnecessary loss of deadwood habitats should be avoided when specifying pruning or other works, particularly if legally protected species are using the tree. Deadwood is a crucial component of forest ecosystems. Not only does it play an essential role in sustaining biodiversity, but it also delivers important ecosystem services.

## **Meeting of the Full Council**

**Monday 11 December 2023**

### **Agenda Item No. 14.0**

#### **TO REVIEW HIGHWAY IMPROVEMENTS ASSOCIATED WITH THE DEVELOPMENT AT LAND OFF EASTBOURNE ROAD**

##### **1.0 Background**

- 1.1 Outline planning permission was granted for a development of 90 homes at 'Land off Eastbourne Road' in September 2021. The original application for development was made by Gladman. Gladman have since sold the site, and an application for reserved matters has been made in recent months by Barrett David Wilson Homes. A copy of the decision notice set out by the local planning authority (Wealden District Council) is attached in appendix A of this report for reference (WD/2020/0410/MAO).
- 1.2 The reserved matters application for the site by Barrett David Wilson Homes, was considered today (Thursday 7 December 2023) by Wealden District Council's Planning Committee North. WD/2023/0930/MRM.

##### **2.0 Contact from East Sussex Highways**

- 2.1 The Town Clerk received contact from East Sussex Highways on 20 November to advise that detailed design proposals for the above developer led section 278 highways scheme to provide a new junction and widened footway on the south side of Eastbourne Road, Uckfield had been submitted.
- 2.2 The proposed site access would be located at:  
<https://what3words.com/foreheads.practical.relax>
- 2.3 Uckfield Town Council has been invited to comment by 22 December 2023. The details of the scheme are attached in appendices B, C and D.
- 2.4 In the officer report for the reserved matters application, it provides reference to the feedback of East Sussex Highways officers. Their most recent response relates to the wider parking issues adjacent to the junction.

## 1. Statutory Bodies and Residents - Responses

Full details of all consultation responses can be viewed on the Council's web site: <https://planning.wealden.gov.uk/plandisp.aspx?recno=161679&AspxAutoDetectCookieSupport=1>

### ESCC Highways

**Summary: Three responses (received 22 November 2023, 17 July 2023 and 16 May 2023)**

OBJECTION

#### **Third Consultation Response**

Concern remains that the plots 7 and 8 retain the tandem parking spaces. These are 3 and 4 bed houses and are likely to accommodate families, generate multiple car journeys over a day which is likely to encourage independent car use. The position of these plots is close to the junction where the entire development's related traffic would pass. Tandem spaces are not suited here as it is anticipated that carriageway or pavement parking would occur to allow independent usage of vehicles associated with these plots. This has been raised previously but no layout revision has been provided for this prominent problem. The road proposed is only 5.5m and vehicles parking in the carriageway would cause a potential highway hazard and if parked on the footway close to the junction and would cause inconvenient obstruction to pedestrians and wheelchair and pushchair users.

Lack of visitor parking for the first plots in the estate 1-8 is likely to exacerbate this problem and cause off plot parking in the initial section of the estate road.

An option sent by email to the planning case officer to provide 2 further unallocated spaces in layby provision would be acceptable, but the loss of footway on the southern side of the proposed carriageway is not. This is not formally submitted, and the view is that this could resolve this particular objection if the footway can continue around the rear of the spaces.

Figure 1: Extract from officer report (Wealden DC – Planning Committee North)

**For: Planning Committee North  
Date: 7 December 2023**



The highway implementation team who would deal with the s38 agreement for the road adoption proposals have considered that the raised table is not necessary this close to the junction as speeds would be lower from turning movements. The suggestion for double yellow to restrict parking is not an appropriate measure to support this type of arrangement. Parking enforcement is a Police matter as there is not a decriminalised system in place in Wealden. Any double yellow lines are unlikely to be effective in an estate road and as such are not supported.

The adopted highway layout includes traffic calming measures which are not generally required if the design speeds are 20mph. It is noted from the adoption plan that there are ramped sections but not definitive raised tables. It is not clear if this is to address the levels. This can be addressed as part of a s38 agreement but a general comment is that new estate roads should be designed for 20mph without the need for special speed reducing features.

Figure 2: Extract from Officer report (Wealden Planning Committee North)

Tracking drawings have been provided for both and 11.2m and 12m long refuse vehicles. This is acceptable.

Public Rights of way are shown through the LEAP which is a play area usually fenced. If the right of way is to be diverted around the fenced area, this will need to be consulted with the ESCC rights of way team. The public footpaths should be supported with appropriate signage at the northern and southern boundaries of the site which can be secured by condition.

Features such as gated sections to define the farm related access can be secured by condition.

**Summary** – critically the first section of the proposed carriageway is a highway related problem (tandem parking and lack of visitor parking) that could be designed out which could remove highway objection.

Figure 3: Extract from officer report (Wealden DC – Planning Committee North)

### **3.0 Revised proposals**

- 3.1 Although this needs confirming by East Sussex Highways, we have received information which suggests that the developers have responded to the concerns of East Sussex Highways and made changes to the tandem parking and junction proposed off Eastbourne Road. The Town Clerk will confirm this in person at the Full Council meeting, and share any information at this stage.

### **4.0 Recommendations**

- 4.1 Members are to consider the updated and current proposals for highway works for the development of 90 homes on 'Land off Eastbourne Road.'

Contact Officer: Holly Goring

Gladman Developments  
Gladman House  
Alexandria Way  
Congleton Business Park  
Congleton  
CW12 1LB

Council Offices  
Vicarage Lane  
Hailsham  
East Sussex  
BN27 2AX

**DESCRIPTION AND LOCATION OF DEVELOPMENT**

**OUTLINE PLANNING APPLICATION FOR UP TO 90 RESIDENTIAL DWELLINGS (INCLUDING UP TO 35% AFFORDABLE HOUSING), INTRODUCTION OF STRUCTURAL PLANTING AND LANDSCAPING, INFORMAL PUBLIC OPEN SPACE AND CHILDREN'S PLAY AREA, SURFACE WATER FLOOD MITIGATION, VEHICULAR ACCESS POINT FROM EASTBOURNE ROAD AND ASSOCIATED ANCILLARY WORKS.  
LAND OFF EASTBOURNE ROAD, UCKFIELD**

With reference to the proposals set out in the application numbered as above and shown on the plans submitted therewith, Wealden District Council, in pursuance of powers under the Town and Country Planning Act 1990 (as amended), hereby **GRANTS PLANNING PERMISSION** for the said proposals, subject to the conditions stated below imposed for the reasons stated thereunder:-

1. Permission is granted subject to the subsequent approval by the Local Planning Authority of the detailed particulars of the layout, scale and appearance of the buildings to which this permission relates, and the landscaping of the site before any development is commenced, such matters being reserved from the permission. STD1A

REASON: To meet the requirements of The Town and Country Planning (Development Management Procedure) (England) Order 2015.

2. (a) Application for approval of the matters reserved for subsequent approval must be made to the Local Planning Authority no later than the expiration of three years beginning with the date of the grant of this outline permission; and

(b) the development to which this permission relates must be begun no later than the expiration of two years from the final approval of the reserved matters or, in the case of approval on different dates, the final approval of the last such matter to be approved. STD3

REASON: To meet the requirements of Section 92 of the Town and Country Planning Act 1990.

3. Prior to works below ground level an investigation and risk assessment, in addition to any assessment provided with the planning application, must be completed in accordance with a scheme to assess the nature and extent of any contamination on the site, whether or not it originates on the site. The contents of the scheme are subject to the approval in writing of the Local Planning Authority. The investigation and risk assessment must be undertaken by competent persons and a written report of the findings must be produced. The written report is subject to the approval in writing of the Local Planning Authority. The report of the findings must include:

- (i) A survey of the extent, scale and nature of contamination;
- (ii) An assessment of the potential risks to:
  - Human health.
  - Property (existing or proposed) including buildings, crops, livestock, pets, woodland, and service lines and pipes.
  - Adjoining land.
  - Groundwaters and surface waters.
  - Ecological systems.
  - . Archaeological sites and ancient monuments.
- (iii) An appraisal of remedial options and proposal of the preferred option(s).

This must be conducted in accordance with online 'Land Contamination Risk Management' guidance, or, where superseded, the most up-to-date guidance. CL01

REASON: To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other off-site receptors, having regard to SPO2, SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013.

4. Prior to works below ground level a detailed remediation scheme to bring the site to a condition suitable for the intended use by removing unacceptable risks to human health, buildings and other property, and the natural and historical environment must be prepared and is subject to the approval in writing of the Local Planning Authority. The scheme must include all works to be undertaken, proposed remediation objectives and remediation criteria, timetable of works and site management procedures. The scheme must ensure that the site will not qualify as contaminated land under Part 2A of the Environmental Protection Act 1990 or, where superseded, the most up-to-date legislation, in relation to the intended use of the land after remediation. CL02

REASON: To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other off-site receptors, having regard to SPO2, SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013.

5. The approved remediation scheme must be carried out in accordance with its terms prior to the commencement of development other than that required to carry out remediation, unless otherwise agreed in writing by the Local Planning Authority. The Local Planning Authority must be given two weeks' written notification of commencement of the remediation scheme works.

Following completion of measures identified in the approved remediation scheme, a verification report that demonstrates the effectiveness of the remediation carried out must be produced and is subject to the approval in writing of the Local Planning Authority. CL03

REASON: To ensure that risks from land contamination to the future users of the land and neighbouring land are minimised, together with those to controlled waters, property and ecological systems, and to ensure that the development can be carried out safely without unacceptable risks to workers, neighbours and other off-site receptors, having regard to SPO2, SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013.

6. No development shall take place until the applicant has secured the implementation of a programme of archaeological works in accordance with a written scheme of investigation which has been submitted to and approved in writing by the Local Planning Authority.  
AR01

REASON: To enable the recording of any items of historical or archaeological interest, in accordance with the requirements of SPO2, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013.

7. No phase of the development hereby permitted shall be brought into use until the archaeological site investigation and post investigation assessment (including provision for analysis, publication and dissemination of results and archive deposition) for that phase has been completed in accordance with the programme set out in the Written Scheme of Investigation approved under Condition 6 to the written satisfaction of the Local Planning Authority. AR03(M)

REASON: To enable the recording of any items of historical or archaeological interest, in accordance with the requirements of SPO2, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013.

8. The reserved matters submission shall identify the number and location of the 65% market dwellings to be provided on site. The development shall be carried out in strict accordance with the approved scheme.

REASON: To ensure that the development comes forward in a form which ensures that its impacts upon infrastructure have been appropriately mitigated and avoids a development coming forward the impacts of which have not been appropriately mitigated having regard to Spatial Planning Objectives SPO3, SPO4, SPO5, SPO13, SPO15 and Policy WCS14 of the Wealden Core Strategy Local Plan 2013 and Saved Policy EN1 of the adopted Wealden Local Plan 1998.

9. Prior to commencement, a detailed traffic noise assessment shall be undertaken for this development, obtaining noise data from several days of monitoring (a minimum of 48 hrs).

Data obtained from the detailed traffic noise assessment shall be used to aid the design of the site as per ProPG. The data shall also be used for a Ventilation, Acoustics and Overheating assessment, in accordance with the guidance published by the Institute of Acoustics and Association of Noise Consultants (January 2020) or, where superseded, the most up-to-date guidance.

Following the monitoring and Acoustics, Ventilation and Overheating assessment, a detailed scheme for the glazing and ventilation requirements for all the units of the development shall be submitted in writing to the Local Planning Authority for approval. This scheme shall ensure that internal noise conditions as per BS8233:2014 shall be achieved and external noise levels shall comply with WHO Guidelines for Community Noise 1999, or, where superseded, the most up-to-date guidance.

REASON: To protect residential amenity, having regard to SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy EN27 of the adopted Wealden Local Plan 1998.

10. Before preparation of any groundworks or foundations for the development hereby approved, full details for the incorporation of water and energy efficiency measures, the promotion of renewable energy and sustainable construction within the development shall be submitted to and agreed in writing by the Local Planning Authority and the development shall be carried out in accordance with the approved details and thereafter so retained. SS05

REASON: To promote sustainable building design, having regard to SPO9 and SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy EN1 of the adopted Wealden Local Plan 1998.

11. A detailed BS4142:2014 noise assessment for the industrial site adjacent to the development site shall be undertaken. The report shall consider all activities occurring at the industrial site, including deliveries and plant noise (mobile and fixed). It shall outline suitable noise mitigation measures to ensure that internal noise conditions as per BS8233:2014 for all dwellings shall be achieved and external noise levels in amenity spaces shall comply with WHO Guidelines for Community Noise 1999 or, where superseded, the most up-to-date guidance. The noise assessment and mitigation measures report shall be submitted as part of any reserved matters application(s). The approved mitigation measures shall be implemented for each dwelling where required prior to its occupation.

REASON: To protect residential amenity, having regard to SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy EN27 of the adopted Wealden Local Plan 1998.

12. A scheme to mitigate the air quality impact caused by the operational phase of the development shall be submitted to and approved in writing by the Local Planning Authority. The approved scheme shall be implemented prior to the occupation of the associated dwellings

REASON: To protect residential amenity, having regard to SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy EN27 of the adopted Wealden Local Plan 1998.

13. No work below ground level shall be carried out on site for the development hereby approved, until full written details for a Code of Construction Practice has been submitted to and approved in writing by the Local Planning Authority. The Code of Construction Practice shall detail good practice measures for site working to mitigate potential impacts from construction including protection of retained features and surface water bodies on or adjacent to the site, control of run-off, application of design controls for construction equipment and construction vehicles, vehicle routing including directional signage, the anticipated number, frequency and types of vehicles used during construction; the method of access and egress of vehicles during construction; the parking of vehicles by site operatives and visitors; the loading and unloading of plant, materials and waste; wheel washing facilities and other works required to mitigate the impact of construction upon the public highway (including the provision of temporary Traffic Regulation Orders); sheeting of lorries during transportation of construction materials, provision of water sprays during delivery and dumping of sand and gravel, mixing and batching on wet rather than dry aggregate materials, minimum drop heights to be used for continuous and batch drop activities and waste disposal. The approved Code of Construction Practice shall be implemented throughout the period of work on site. C04(M)

REASON: In the interests of and for the safety of persons and vehicles on the site and/or adjoining road and to minimise loss of amenity to adjoining properties and minimise potential for environmental impact having regard to SPO2, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policies EN27 and TR3 of the adopted Wealden Local Plan 1998.

14. During the construction phase, no works shall take place other than within the hours Monday to Friday 08:00 to 1800 hours, Saturday 0800 to 1300 and not at all on Sundays, Public or Bank Holidays.

Construction deliveries shall take place between 08:00 to 18:00 Monday to Friday only but not at any time during the peak school hours of between 08:00 to 09:00 and 14:30 to 15:30 and not at all on Saturdays, Sundays, Public or Bank Holidays.

REASON: To protect residential amenity, having regard to Saved Policy EN27 of the adopted Wealden Local Plan.

15. No work below ground level shall be carried out on site for the development hereby approved until a scheme for the control of noise and dust shall be submitted to and approved in writing by the Local Planning Authority. Throughout the construction period, work shall be carried out in accordance with the approved scheme.

NOTE: All works shall ensure compliance with guidance found in British Standard ' BS5228-1: 2009 +A1:2014- Code of practice for noise and vibration control on construction and open sites or, where superseded, the most up-to-date guidance.

REASON: To protect residential amenity and the environment, having regard to Saved Policy EN27 of the adopted Wealden Local Plan.

16. Before preparation of ground levels of the development approved by this permission a scheme for the provision and implementation of foul drainage works shall be submitted to and approved in writing by the Local Planning Authority. Such works shall be implemented to the reasonable satisfaction of the Local Planning Authority before the associated buildings to which they relate are occupied. Any works required to upgrade the infrastructure sufficiently to provide capacity for the new development shall be undertaken prior to acceptance of the development's foul sewerage. DF02(M)

REASON: To protect water quality and to secure a satisfactory standard of development, having regard to SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy CS2 of the adopted Wealden Local Plan 1998.

17. No development shall commence until details of surface water drainage, which shall follow the principles of sustainable drainage have been submitted to and approved in writing by the Local Planning Authority. The drainage shall be provided in accordance with the approved details before first occupation of the related dwellings within a phase.

The detailed surface water drainage drawings and calculations shall include the following:

1. Surface water discharge rates shall not exceed greenfield runoff rates for all rainfall events, including those with 1 in 100 (+40% for climate change and an allowance for urban creep) annual probability of occurrence. Evidence of this (in the form of hydraulic calculations) shall be submitted with the detailed drainage drawings. The hydraulic calculations shall take into account the connectivity of the different surface water drainage features.

- 2 Details of the outfall and how it connects into the offsite watercourse shall be provided as part of the detailed design including cross sections and invert levels.
- 3 Proof of agreement from the landowner(s) to accept the surface water discharge from the site into their watercourse.
- 4 The condition of the watercourse which will take surface water runoff from the development shall be investigated before discharge of surface water runoff from the development is made. Any required improvements to the condition of the watercourse shall be carried out prior to construction of the outfall.
5. Details of the measures proposed to manage exceedance flows which shall include details of how the existing overland surface water flows have been intercepted and managed. All interception swales shall be located in communally managed land and will not be the responsibility of single householder.

REASON: In order to secure a satisfactory standard of development, having regard to SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy CS2 of the adopted Wealden Local Plan 1998.

18. Prior to occupation of any dwelling in a phase of the development, evidence (including photographs) shall be submitted showing that the associated drainage system for that phase of development has been constructed in accordance with the approved detailed drainage designs.

REASON: In order to secure a satisfactory standard of development, having regard to SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy CS2 of the adopted Wealden Local Plan 1998.

19. A maintenance and management plan for the entire drainage system shall be submitted to the local planning authority before any construction commences on site to ensure the designed system takes into account design standards of those responsible for maintenance.

The management plan shall cover the following:

- a. Who will be responsible for managing all aspects of the surface water drainage system, including piped drains; and
- b. Evidence of how these responsibility arrangements will remain in place throughout the lifetime of the development.

These details shall be submitted to and approved in writing by the Local Planning Authority and shall thereafter remain in place for the lifetime of the development.

REASON: In order to secure a satisfactory standard of development, having regard to SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy CS2 of the adopted Wealden Local Plan 1998.

20. Details of measures to manage flood risk, both on and off the site, during the construction phase shall be submitted to and approved in writing by the Local Planning Authority. The approved details shall be implemented throughout the course of the construction.

REASON: In order to secure a satisfactory standard of development, having regard to SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy CS2 of the adopted Wealden Local Plan 1998.

21. There shall be no discharge of foul or contaminated drainage from the site into either the groundwater or any surface waters, whether direct or via soakaways. Prior to being discharged into any watercourse, surface water sewer or soakaways system, all surface water drainage from parking areas and hardstandings shall be passed through trapped gullies and silt traps to BS 5911:1982 or, where superseded, the most up-to-date British Standard, with an overall capacity compatible with the site being drained and shall be retained thereafter.

REASON: To prevent pollution of the water environment, having regard to SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy CS2 of the adopted Wealden Local Plan 1998.

22. The development shall not commence until technical details of the layout of the new access and footway have been submitted to and approved in writing by the Planning Authority in consultation with the Highway Authority. The development hereby permitted shall not be occupied until the construction of the access has been completed in accordance with the agreed specification.

REASON: In the interests of and for the safety of persons and vehicles using the premises and/or the adjoining road, having regard to SPO2, SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy TR3 of the adopted Wealden Local Plan 1998.

23. The access shall not be used until visibility splays of 2.4m by 106.5m westbound and 65m eastbound (to the roundabout exit) are provided in both directions and retained thereafter. There shall be no obstruction to visibility above a height of 600mm above each carriageway level. HW16

REASON: In order to provide visibility for vehicles entering and leaving the site In the interests of and for the safety of persons and vehicles using the development and the adjoining road having regard to SPO2, SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy TR3 of the adopted Wealden Local Plan 1998.

24. No works below ground level shall take place until detailed plans, including levels, sections and constructional details of the proposed road, surface water drainage, foul sewers, outfall disposal and street lighting have been submitted to and approved in writing by the Local Planning Authority, and such work as approved shall be carried out at the time of the development and thereafter so retained. HW02

REASON: In the interests of and for the safety of persons and vehicles using the premises and/or the adjoining road, having regard to SPO2, SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy TR3 of the adopted Wealden Local Plan 1998.

25. The new estate roads shall be constructed to a standard approved by the Local Planning Authority in consultation with the Highway Authority. All primary and secondary access roads shall be offered for adoption as a maintainable highway to the Highway Authority. All other roads shall be constructed to an adoptable standard.

The approved works shall be phased with the progress of building construction to the approval of the Local Planning Authority. HW05

REASON: In the interests of and for the safety of persons and vehicles using the premises and/or the adjoining road, having regard to SPO2, SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy TR3 of the adopted Wealden Local Plan 1998.

26. No development hereby approved shall commence until details setting out the methodology and timetable for the on-going surveying and monitoring of the condition of Eastbourne Road and the immediate highway network to demonstrate the condition of the roads prior to the commencement of works, during construction works and following completion of the development has been submitted to and approved in writing by the Local Planning Authority in consultation with the Local Highway Authority.

Should the Local Planning Authority consider, in consultation with the Local Highway Authority, that remedial measures are necessary as a result of considering the final monitoring report, they shall give written notice to the developers. Within one month of receiving such written notice from the Local Planning Authority, the developers shall submit a scheme of construction works for the necessary improvements to meet the Local Highways Authority's reasonable requirements and a programme for the implementation of the improvements shall be submitted and approved in writing by the Local Planning Authority. The approved works shall be carried out in accordance with the approved details and programme of works to the satisfaction of the Local Highway Authority.

REASON: In the interests of and for the safety of persons and vehicles using the premises and/or the adjoining road, having regard to SPO2, SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy TR3 of the adopted Wealden Local Plan 1998.

27. All parking spaces shall measure not less than 2.5m by 5m. Where parking spaces are located adjacent to a solid boundary then an additional 50cm shall be provided between the parking space and the boundary. Where garages are proposed these shall have an internal width of not less than 3m by 6m at the narrowest point.

REASON: To ensure an adequate and satisfactory standard of parking provision, having regard to SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policies EN27 and TR16 of the adopted Wealden Local Plan 1998.

28. Before preparation of any groundworks and foundations of the development hereby approved, a detailed scheme of hard and soft landscaping and a programme for its implementation including the provision for the reinforcement of existing vegetated boundaries with native tree and shrub planting to provide screening between the development and the site boundaries, equipped children's play space, and amenity space shall be submitted to and approved in writing by the Local Planning Authority. The works shall be carried out in accordance with the approved details and shall be retained thereafter for those purposes only.

These details shall include full plans and specifications of proposed boundary treatments, proposed finished levels and contours, hard surface finishes, details of any retaining walls, steps, railings, walls, gates or other supporting structures, car parking layouts, other vehicle and pedestrian access and circulation areas, minor artefacts and structures (e.g. street furniture, refuse and other storage units). The information shall also include indications of all existing trees and hedgerows on the land, including those to be retained, together with measures for their protection which shall comply in full with British Standard 5837:2012, "Trees in Relation to Construction" in the course of the development or, where superseded, the most up-to-date British Standard. Soft landscape details shall include planting plans, written specifications, schedules of plants - noting species (which should be indigenous), planting sizes and proposed density.

All planting, seeding and/or turfing comprised in the approved details of landscaping shall be carried out in the first planting and seeding seasons following the occupation of the associated building(s) or the completion of the development, whichever is the sooner, and any trees, shrubs, hedges or plants which within a period of five years from the completion of the development die, are removed, or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation. All hard landscaping comprised in the approved details of landscaping shall be carried out before the first occupation of the associated building(s), or the completion of the development whichever is the sooner.

REASON: To protect visual amenity and the character of the area and to ensure a satisfactory environment having regard to SPO2, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policies EN14 and EN27 of the Wealden Local Plan 1998.

29. A landscape management plan, including long term design objectives, management responsibilities and maintenance schedules for all landscape areas, other than small privately owned, domestic gardens or areas to be adopted by the Local Highway Authority, shall be submitted to and approved in writing by the Local Planning Authority prior to the first occupation of any of the dwellings hereby permitted and the landscape management shall be carried out in accordance with the approved plan over the lifetime of the development. LA09(M)

REASON: To protect visual amenity and the character of the area and to ensure a satisfactory environment having regard to SPO2, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policies EN14 and EN27 of the Wealden Local Plan 1998.

30. Before preparation of ground levels for development approved a wildlife management plan in accordance with the recommendations contained in the Ecological Appraisal shall be submitted to and approved in writing by the Local Planning Authority, to include as appropriate detailed proposals for the protection of bats, birds, reptiles, great crested newts, dormice and badgers, and measures for the mitigation of any harm to them likely to be caused by the development. The works and other measures forming part of that plan shall be carried out in accordance with it. NC08

REASON: To identify and ensure the survival and protection of important species and those protected by legislation that could be adversely affected by the development, having regard to SPO1, SPO2, WCS12 and WCS14 to the Wealden Core Strategy Local Plan 2013.

31. Prior to preparation of ground levels for the construction of the development hereby approved, a scheme for the enhancement of the site for biodiversity purposes, in accordance with the recommendations contained in the approved Ecological Appraisal, to include timescales for implementation and future management, shall be submitted to and approved in writing by the Local Planning Authority. The approved scheme of enhancements shall be implemented in accordance with the approved details and thereafter so retained.

REASON: To identify and ensure the survival and protection of important species and those protected by legislation that could be adversely affected by the development, having regard to SPO1, SPO2, WCS12 and WCS14 to the Wealden Core Strategy Local Plan 2013.

32. No floodlighting, security lighting or other external means of illumination of the site shall be provided, installed or operated in the development, except in accordance with a detailed scheme which shall provide for lighting that is low level, hooded and directional, and has been submitted to and approved in writing by the Local Planning Authority. The scheme shall be implemented in accordance with the approved details and retained thereafter. EL02

REASON: To preserve the rural and residential amenities of the locality having regard to SPO2, SPO12, SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policy EN29 of the adopted Wealden Local Plan 1998.

33. Before development commences a full Arboricultural Method Statement shall be submitted to and approved in writing by the Local Planning Authority which shall include numbering and detailing trees, confirming root protection areas, routing of service trenches, overhead services and carriageway positions and any details of no dig techniques along with associated use of geotextiles and an indication of the methodology for necessary ground treatments to deal with compacted areas of soil. The works shall be implemented in accordance with the approved details. TP05(M)

REASON: To preserve trees and hedges on the site in the interests of visual amenity and the character of the area, having regard to SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policies EN12 and EN14 of the adopted Wealden Local Plan 1998.

34. No trees and/or hedgerows on the site, unless dead or dangerous, shall be felled, reduced, pruned or destroyed without the consent in writing of the Local Planning Authority. Furthermore, the following work shall not be carried out within the approved protection zone of any tree or hedgerow, except with the consent of the Local Planning Authority:-
- (i) Levels shall not be raised or lowered in relation to the existing ground level within the approved protection zone of the tree or hedgerow.
  - (ii) No roots shall be cut, trenches dug or soil removed within the approved protection zone of the tree or hedgerow.
  - (iii) No buildings, roads or other engineering operations shall be constructed or carried out within the approved protection zone of the tree or hedgerow.
  - (iv) No fires shall be lit within the approved protection zone or in a position where the flames could extend to within 5 metres of the foliage, branches or trunk of the tree or hedgerow as per the requirements of BS5837:2012 Trees in relation to design, demolition & construction - Recommendations or, where superseded, the most up-to-date British Standard.
  - (v) No vehicles shall be driven over the area within the approved protection zone of the tree or hedgerow.
  - (vi) No materials or equipment shall be stored within the approved protection zone of the tree or hedgerow as per the requirements of British Standard 5837:2009 'Trees in Relation to Construction' or, where superseded, the most up-to-date British Standard TP02

REASON: To preserve trees and hedges on the site in the interests of visual amenity and the character of the area, having regard to SPO13 and WCS14 to the Wealden Core Strategy Local Plan 2013, Saved Policies EN12 and EN14 of the adopted Wealden Local Plan 1998.

35. This planning decision relates solely to the information contained within the application form, the following plan(s) and (where appropriate) documents:

Ref.	Date Stamped.	STN4
Proposed Yellow Box Markings for Bell Lane and High Street Junction Dwg 08	8 March 2021	
Enzygo Letter Response to ESCC Objection Letter	19 October 2020	
Transport Assessment Addendum	5 October 2020	
Indicative Attenuation Basin Locations Dwg P01	19 August 2020	
Transport Assessment	28 May 2020	
Proposed Site Access Dwg 19-T016 05 Rev A	28 May 2020	
Proposed Site Access - Swept Path Analysis Dwg 19-T016 06	28 May 2020	
New Road Junction Amendments - Swept Path Analysis Dwg 07	28 May 2020	
NPPF: Flood Risk Assessment	24 February 2020	
Development Framework Dwg 5979-L-102	24 February 2020	
Report to Inform a Habitats Regulations Assessment (including Appropriate Assessment)	24 February 2020	
Noise Assessment Report	24 February 2020	
Landscape and Visual Appearance	24 February 2020	
Ground Conditions Desk Study Final Report	24 February 2020	
Site Location Plan Dwg 5979-L-101-A	24 February 2020	
Heritage Statement	24 February 2020	
Ecological Appraisal	24 February 2020	
Air Quality Screening Report	24 February 2020	
Interim Travel Plan	24 February 2020	
Socio-Economic Sustainability Statement	24 February 2020	
Statement of Community Involvement	24 February 2020	
Arboricultural Assessment	24 February 2020	
Foul Drainage Analysis	24 February 2020	
Utilities Statement	24 February 2020	
Planning and Affordable Housing Statement	24 February 2020	

REASON: For the avoidance of doubt.

The Local Planning Authority's reasons for its decision to grant planning permission are set out in the officer's report which can be viewed on the Council's website at [www.planning.wealden.gov.uk](http://www.planning.wealden.gov.uk)

NOTE: Should alterations or amendments be required to the approved plans, it will be necessary to apply either under Section 96A of the Town and Country Planning Act 1990 for non-material alterations or Section 73 of the Act for minor material alterations. An application must be made using the standard application forms and you should consult with us, to establish the correct type of application to be made.

NOTE 1: This permission is subject to an agreement under Section 106 of the Town and Country Planning Act 1990. STN1

NOTE 2: The developer is required to contact the Council as Street Naming & Numbering Authority, in writing, enclosing a site layout plan and the commencement of work on site, to agree a scheme of house/street naming and numbering, and for the allocation of postcodes. Please contact the NLPG Officer, IT Department, at the above address. STN8

NOTE 3: The applicant is advised that it is an offence under section 161 of the Highway Act 1980 to deposit anything on a highway the consequence of which a user of the highway is injured or endangered. It is strongly recommended that during any form of earthworks and/or excavations that are carried out as part of the development, suitable vehicle wheel washing equipment should be provided and used within the site, to prevent contamination and damage to the adjacent roads. STN13

NOTE 4: The applicant is reminded that under the Wildlife and Countryside Act 1981 (Section 1) it is an offence to take, damage or destroy the nest of any wild bird while that nest is in use or being built. Planning consent for a development does not provide a defence against prosecution under this Act. Trees and scrub are likely to contain nesting birds between 1 March and 31 July. Trees and scrub are present on the application site and should be assumed to contain nesting birds between the above dates unless survey has shown it is absolutely certain that nesting birds are not present. NCN1

NOTE 5: A formal application for connection to the public sewerage system is required in order to serve this development. For further advice, please contact:

Southern Water  
Sparrowgrove House  
Sparrowgrove  
Otterbourne  
Hampshire  
SO21 2SW  
Tel 03303030119  
[www.southernwater.co.uk](http://www.southernwater.co.uk)

NOTE 6: The applicant is advised of the need to consult East Sussex Fire Service regarding the provision and location of fire hydrants within the development.

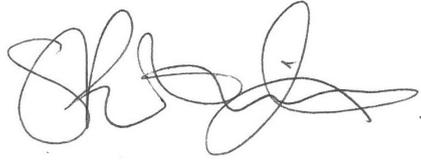
NOTE 7: The existing public right(s) of way across the site must remain undisturbed and unobstructed unless or until legally stopped up or diverted prior to the commencement of any of the development hereby permitted. The alignment of any public right of way should be protected throughout the course of development by being clearly demarcated, signed, surfaced or fenced as may be necessary. STN10

NOTE 8: It would seem that a temporary footpath diversion or closure under section 14 of the Road Traffic Regulation Act 1984 will be required for safety reasons whilst the work is carried out and the applicant should be advised to contact the highway authority (ESCC) to this effect.

NOTE: Your attention is drawn to the requirements of the Building Act 1984 for the deposit of Plans under the Building Regulations and associated legislation.  
ACCESS FOR FIRE BRIGADE: Your attention is hereby drawn to the provisions of Section 35 of the East Sussex Act 1981.

DISCHARGE OF CONDITIONS: It is advised that under The Town and Country Planning Act 1990, the Council has up to 8 weeks from the date of an application to discharge any condition(s) and advise the applicant of the Council's decision. This information should be submitted using the '[Approval of Details Reserved by Condition' Form](#) which can be downloaded from the Council's website. Please note there is also a fee payable for this type of application.

**IMPORTANT: See Notes overleaf**  
**DATE OF ISSUE: 21 September 2021**

A handwritten signature in black ink, appearing to read 'Stacey Robins', with a stylized, cursive script.

**Stacey Robins**  
**Head of Planning & Environmental Services**

Application No. WD/2020/0410/MAO

## NOTES

### Appeals to the Secretary of State

- If the Applicant is aggrieved by the decision of the Local Planning Authority (LPA) to refuse permission for the proposed development or to grant it subject to conditions, then an appeal may be lodged with The Planning Inspectorate (PINS) under Section 78 of the Town and Country Planning Act 1990.
- Appeals must be made on a form which is obtainable from:  
The Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN  
Tel. No. 0303 444 5000  
[www.gov.uk/appeal-planning-inspectorate](http://www.gov.uk/appeal-planning-inspectorate)

### Appeal Timescales

- Householder planning application or minor commercial application:

**12 weeks** from the date on the decision notice

However, if an enforcement notice has been served for the same or very similar development the time limit is:

- **28 days** from the date of the LPA decision if the enforcement notice was served before the decision was made yet not longer than 2 years before the application was made.
- **28 days** from the date the enforcement notice was served if served on or after the date the decision was made (unless this extends the appeal period beyond 12 weeks).

NB – if the LPA have failed to determine the householder planning application, or for an appeal against the grant of permission subject to conditions, please follow the time limits under “Planning application” below.

- Planning application:

**6 months** from the date on the decision notice, or

**6 months** from the expiry of the period which the LPA had to determine the application.

However, if an enforcement notice has been served for the same or very similar development within the previous 2 years, the time limit is:

- **28 days** from the date of the LPA decision if the enforcement notice was served before the decision was made yet not longer than 2 years before the application was made.
- **28 days** from the date the enforcement notice was served if served on or after the date the decision was made (unless this extends the appeal period beyond 6 months).

NB – the LPA determination period is usually 8 weeks (13 weeks for major developments and 28 days for non-material amendment applications). If a longer period has been agreed with the LPA, the time limit runs from that date.

### Further information

- The Planning Inspectorate has discretionary power to allow a longer period for the giving of a notice of appeal but will not normally be prepared to exercise this power unless there are special circumstances which excuse the delay in giving notice to appeal.
- The Planning Inspectorate is not required to entertain an appeal if it appears that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.
- The Planning Inspectorate does not in practice refuse to entertain appeals solely because the decision of the local planning authority was based on a direction issued by the Secretary of State.

### Purchase Notices

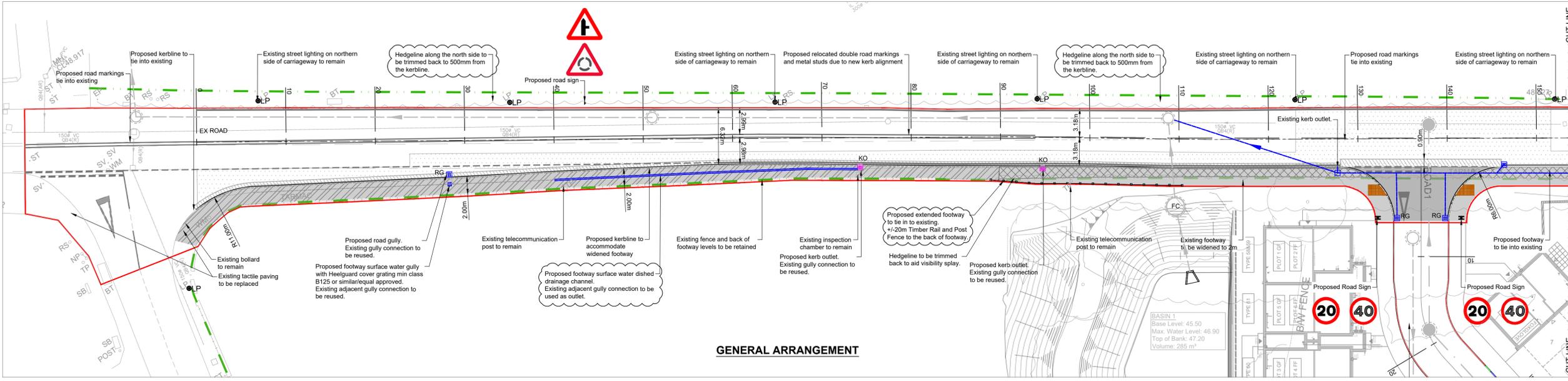
- If either the LPA or Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that the land has become incapable of reasonably beneficial use in its existing state nor rendered capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.
- In these circumstances the owner may serve a purchase notice on the District Council. This notice will require the Council to purchase their interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.

**GENERAL NOTES**

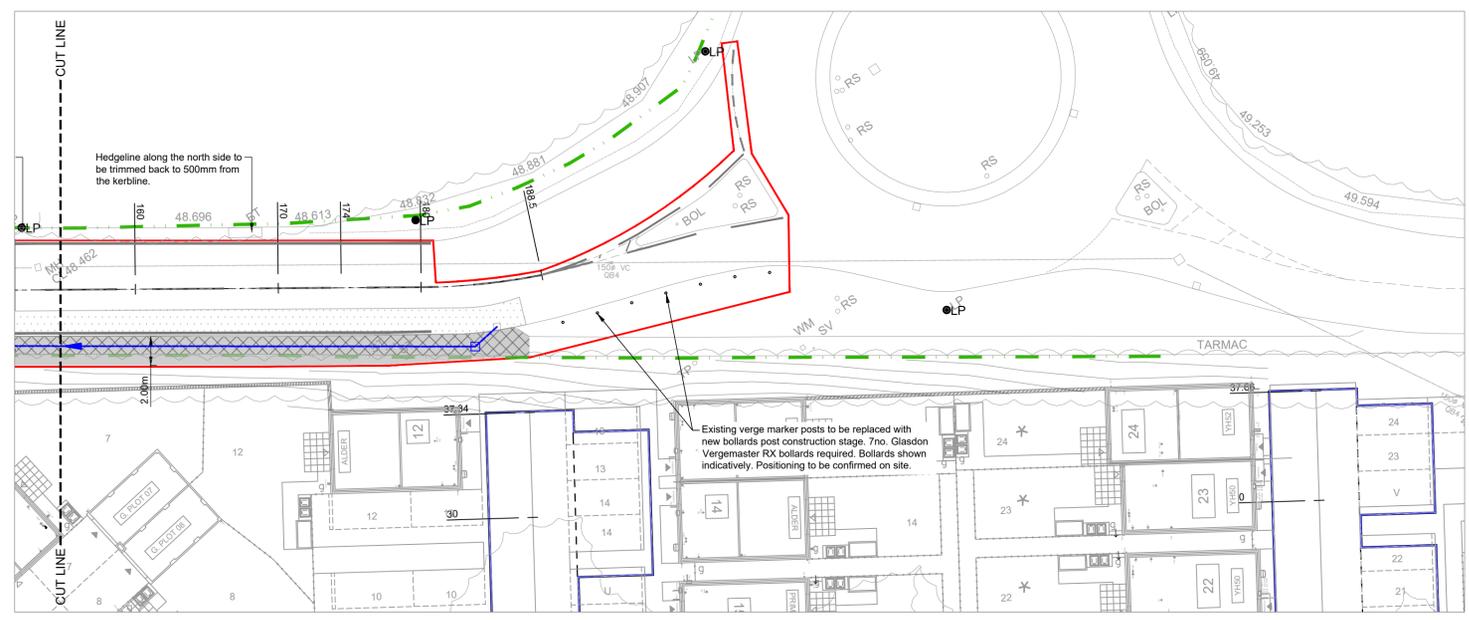
1. This drawing is to be read in conjunction with all relevant architects, engineers and specialist drawings and specifications.
2. Do not scale from this drawing in either paper or digital form. Use written dimensions only.

**LEGEND**

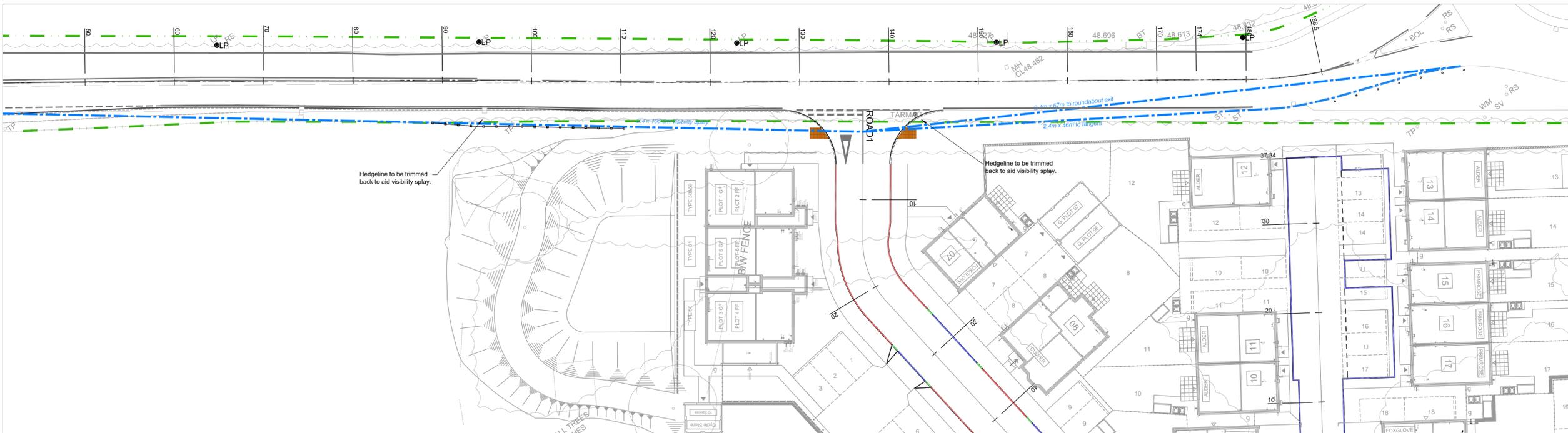
- HIGHWAY BOUNDARY
- EXTENT OF S278 HIGHWAY WORKS
- PROPOSED KERBLINE
- PROPOSED ASPHALT CARRIAGEWAY CONSTRUCTION
- EXISTING ASPHALT CARRIAGEWAY RESURFACING
- PROPOSED ASPHALT FOOTWAY CONSTRUCTION
- PROPOSED ASPHALT FOOTWAY RESURFACING AND REGULATING
- PROPOSED CARRIAGEWAY TIE IN CONSTRUCTION
- PROPOSED TACTILE PAVING
- PROPOSED ROAD SIGN
- PROPOSED TIMBER POST AND RAIL FENCE
- VISIBILITY SPLAY FOR ROAD SPEED 40mph
- PROPOSED ROAD GULLY WITH LEAD
- PROPOSED KERB OUTLET
- PROPOSED FOOTWAY DISHED DRAINAGE CHANNEL
- PROPOSED FOOTWAY GULLY
- 225Ø 1:168 PROPOSED SURFACE WATER PIPE (S104)
- 225Ø 1:168 PROPOSED SURFACE WATER PIPE (S278)
- PROPOSED SURFACE WATER CATCHPIT (S278)
- PROPOSED SURFACE WATER MANHOLE (S104)
- PROPOSED FLOW CONTROL MANHOLE (S104)
- 150Ø 1:150 PROPOSED FOUL WATER PIPE (S104)
- PROPOSED FOUL WATER MANHOLE (S104)
- PROPOSED HEADWALL (S104)
- LP EXISTING STREET LIGHTING TO BE RETAINED



**GENERAL ARRANGEMENT**



**GENERAL ARRANGEMENT**



**VISIBILITY SPLAYS**

**NOT FOR CONSTRUCTION**



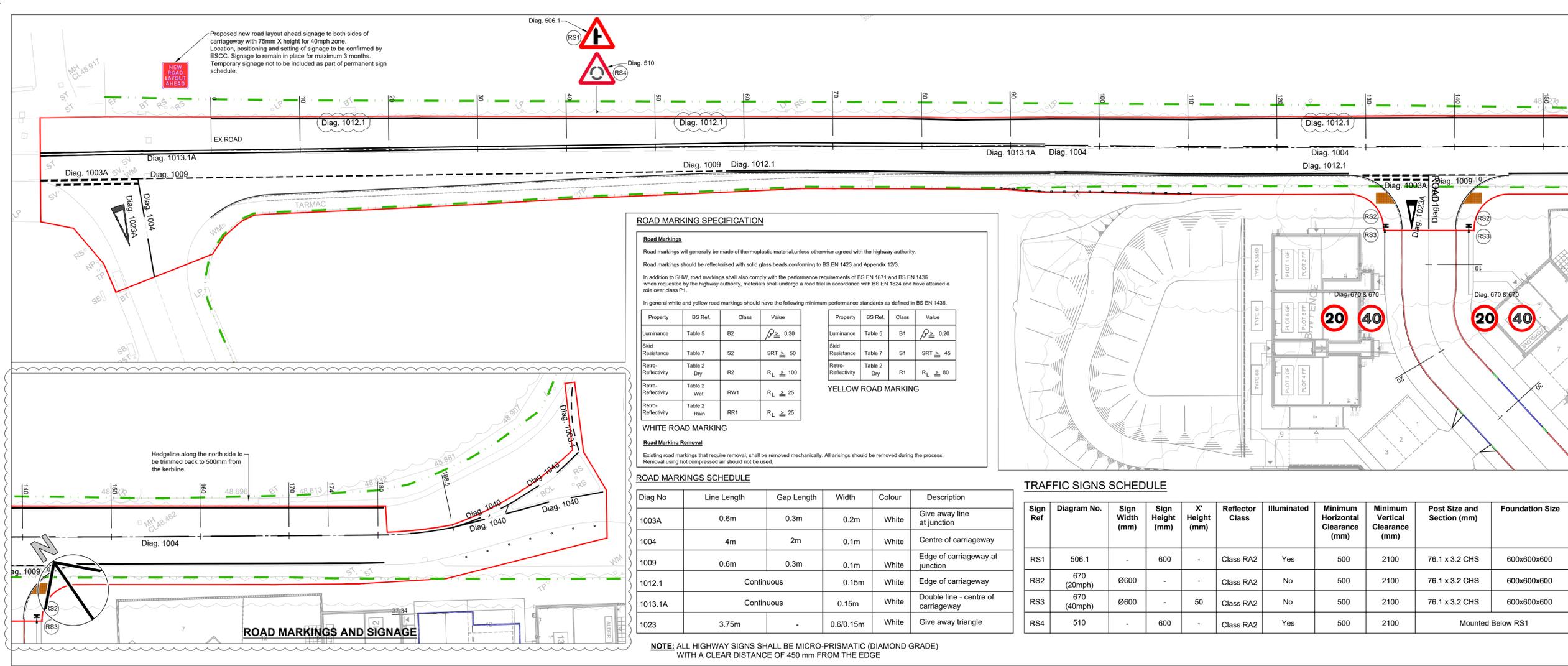
Rev	Date	Description	Drawn	Check
D	17.10.23	REVISED FOLLOWING ESCC COMMENTS	NKR	JW
C	06.10.23	REVISED FOLLOWING ESCC/RS2 COMMENTS	NKR	JW
B	03.10.23	REVISED FOLLOWING ESCC/RS2 COMMENTS	NKR	JW
A	04.09.23	REVISED TO ESCC COMMENTS DATED 10.08.23	MS	JW



**conisbee** Consulting Structural Engineers  
Consulting Civil Engineers  
London • Cambridge • Norwich  
1-5 Offord St London N1 1DH  
Telephone 020 7700 6666  
www.conisbee.co.uk

Drawing Status <b>PRELIMINARY</b>	
Project <b>EASTBOURNE ROAD UCKFIELD</b>	Date JUL 2023 Scale 1:500@A1 Drawn MS Engineer MS
Title <b>S278 HIGHWAY WORKS GA AND VISIBILITY SPLAYS</b>	Project No <b>221128</b>
Drawing No <b>CIV-1-4300</b>	Revision <b>D</b>

Sheet Name  
CIV-1-4300\_Road and Sewers\_DAR\_S278 GA & Visibility Splays



### ROAD MARKING SPECIFICATION

**Road Markings**  
Road markings will generally be made of thermoplastic material, unless otherwise agreed with the highway authority. Road markings should be reflectorised with solid glass beads, conforming to BS EN 1423 and Appendix 12/3.

In addition to SHW, road markings shall also comply with the performance requirements of BS EN 1871 and BS EN 1436, when requested by the highway authority, materials shall undergo a road trial in accordance with BS EN 1824 and have attained a role over class P1.

In general white and yellow road markings should have the following minimum performance standards as defined in BS EN 1436.

Property	BS Ref.	Class	Value
Luminance	Table 5	B2	$\rho \geq 0.30$
Skid Resistance	Table 7	S2	$SRT \geq 50$
Retro-Reflectivity	Table 2	Dry	$R_L \geq 100$
Retro-Reflectivity	Table 2	Wet	$R_L \geq 25$
Retro-Reflectivity	Table 2	Rain	$R_L \geq 25$

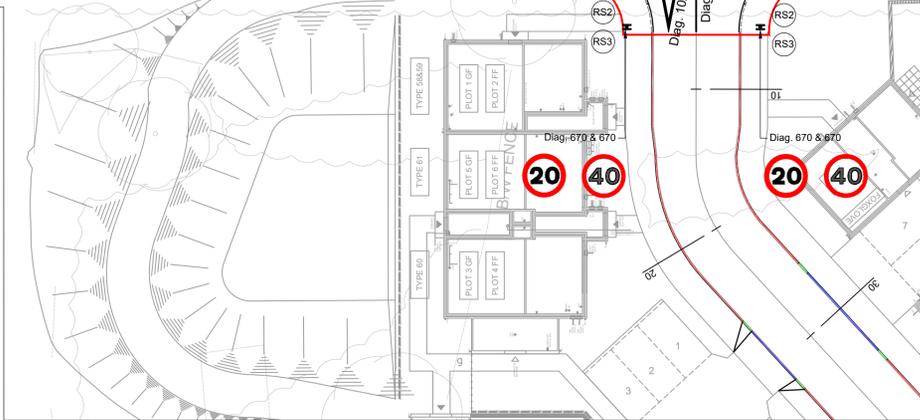
Property	BS Ref.	Class	Value
Luminance	Table 5	B1	$\rho \geq 0.20$
Skid Resistance	Table 7	S1	$SRT \geq 45$
Retro-Reflectivity	Table 2	Dry	$R_L \geq 80$

**YELLOW ROAD MARKING**

**WHITE ROAD MARKING**  
**Road Marking Removal**  
Existing road markings that require removal, shall be removed mechanically. All arisings should be removed during the process. Removal using hot compressed air should not be used.

### ROAD MARKINGS SCHEDULE

Diag No	Line Length	Gap Length	Width	Colour	Description
1003A	0.6m	0.3m	0.2m	White	Give away line at junction
1004	4m	2m	0.1m	White	Centre of carriageway
1009	0.6m	0.3m	0.1m	White	Edge of carriageway at junction
1012.1		Continuous	0.15m	White	Edge of carriageway
1013.1A		Continuous	0.15m	White	Double line - centre of carriageway
1023	3.75m	-	0.6/0.15m	White	Give away triangle



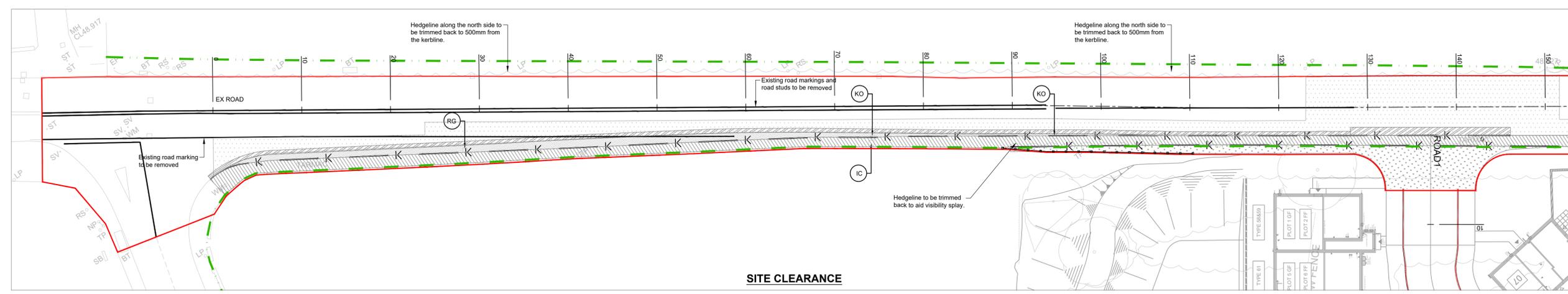
### TRAFFIC SIGNS SCHEDULE

Sign Ref	Diagram No.	Sign Width (mm)	Sign Height (mm)	X' Height (mm)	Reflector Class	Illuminated	Minimum Horizontal Clearance (mm)	Minimum Vertical Clearance (mm)	Post Size and Section (mm)	Foundation Size
RS1	506.1	-	600	-	Class RA2	Yes	500	2100	76.1 x 3.2 CHS	600x600x600
RS2	670 (20mph)	Ø600	-	-	Class RA2	No	500	2100	76.1 x 3.2 CHS	600x600x600
RS3	670 (40mph)	Ø600	-	50	Class RA2	No	500	2100	76.1 x 3.2 CHS	600x600x600
RS4	510	-	600	-	Class RA2	Yes	500	2100	Mounted Below RS1	

**NOTE: ALL HIGHWAY SIGNS SHALL BE MICRO-PRISMATIC (DIAMOND GRADE) WITH A CLEAR DISTANCE OF 450 mm FROM THE EDGE**

- ### GENERAL NOTES
- THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT ARCHITECTS, ENGINEERS AND SPECIALIST DRAWINGS AND SPECIFICATIONS.
  - DO NOT SCALE FROM THIS DRAWING IN EITHER PAPER OR DIGITAL FORM. USE WRITTEN DIMENSIONS ONLY.
- ### LEGEND
- HIGHWAY BOUNDARY
  - EXTENT OF S278 HIGHWAY WORKS
  - PROPOSED KERBLINE
  - PROPOSED ROAD SIGN. FOR DETAIL REFER TO DRAWING 221128-CON-XX-00-DR-C-3105 DETAIL 13.

- ### SITE CLEARANCE
- EXISTING CARRIAGEWAY TO BE BROKEN OUT AND DISPOSED OF TO CONTRACTORS TIP. VOIDS ARE TO BE FILLED WITH TYPE 1 MATERIAL.
  - EXISTING FOOTWAY TO BE BROKEN OUT AND DISPOSED OF TO CONTRACTORS TIP. VOIDS ARE TO BE FILLED WITH TYPE 1 MATERIAL.
  - EXISTING VEGETATION TO BE REMOVED. VOIDS ARE TO BE FILLED WITH TYPE 1 MATERIAL.
  - EXISTING CARRIAGEWAY TO BE PLANNED FOR RESURFACING AND REGULATING.
  - EXISTING KERBS AND ASSOCIATED FOOTINGS UNDER TO BE REMOVED AND DISPOSED OF TO CONTRACTORS TIP. VOIDS ARE TO BE FILLED WITH ACCEPTABLE TYPE 1 MATERIAL.
  - EXISTING GULLY GRATE AND BRICKWORK TO BE BROKEN OUT AND DISPOSED OF TO CONTRACTORS TIP ALONG WITH SILT AND DEBRIS. GULLY POT TO BE REUSED WITH STANDARD ROAD CONSTRUCTION. REFER TO DRAINAGE LAYOUT FOR DETAILS.
  - EXISTING KERB OUTLET TO BE BROKEN OUT AND DISPOSED OF TO CONTRACTORS TIP ALONG WITH SILT AND DEBRIS. OUTLET POT TO BE REUSED WITH STANDARD ROAD CONSTRUCTION. REFER TO DRAINAGE LAYOUT FOR DETAILS.
  - EXISTING INSPECTION CHAMBER TO BE RAISED/LOWERED TO MATCH PROPOSED LEVELS.



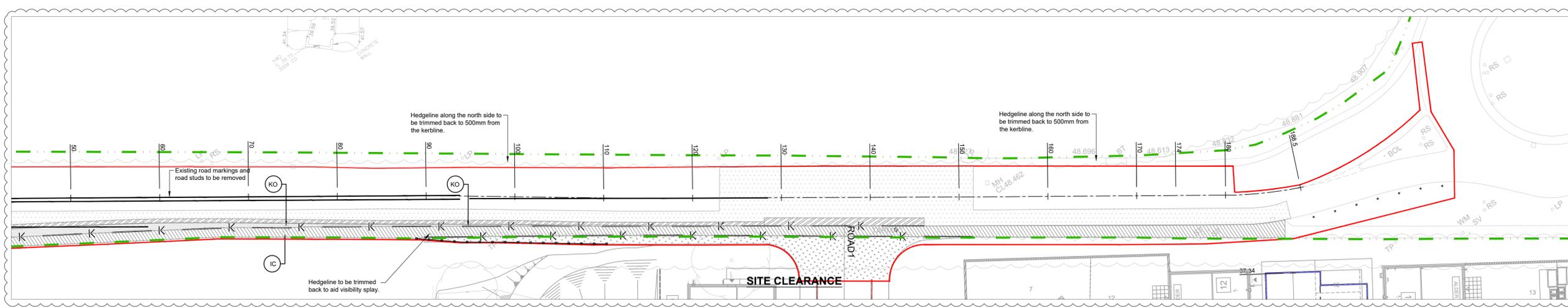
0 5 10 15  
Meters

**NOT FOR CONSTRUCTION**

C 17.10.23 REVISED FOLLOWING ESCC COMMENTS NKR JW  
B 03.10.23 REVISED FOLLOWING ESCC/RSA2 COMMENTS NKR JW  
A 04.09.23 REVISED TO ESCC COMMENTS DATED 10.08.23 MS JW

Rev Date Description Draw Check

**DAVID WILSON HOMES**  
WHERE QUALITY LIVES



**conisbee** Consulting Structural Engineers  
Consulting Civil Engineers

London • Cambridge • Norwich  
1-5 Offord St London N1 1DH  
Telephone 020 7700 6666  
www.conisbee.co.uk

Drawing Status  
**PRELIMINARY**

Project  
**EASTBOURNE ROAD  
UCKFIELD**

Date JUL 2023  
Scale 1:250@A1  
Drawn MS  
Engineer MS

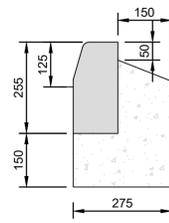
Title  
**S278 HIGHWAY WORKS  
ROAD MARKINGS AND SITE CLEARANCE**

Project No  
**221128**

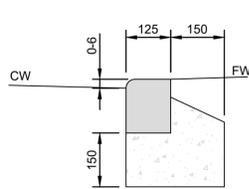
Drawing No  
**CIV-1-4302**

Revision  
**C**

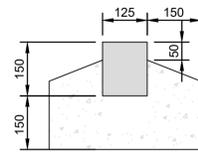
Sheet Name  
CIV-1-4302\_Roads and Sewers\_DAR\_S278 Road Markings & Site Clearance



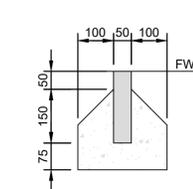
255mm x 125mm HYDRAULICALLY PRESSED PCC HALF BATTER KERB TO CLAUSE 1101 SHW TYPE HB2 MORTAR BEDDING TO BS 7533-6, CONCRETE BED & BACKING TO BE ST1 CONCRETE MIX, 125mm UPSTAND



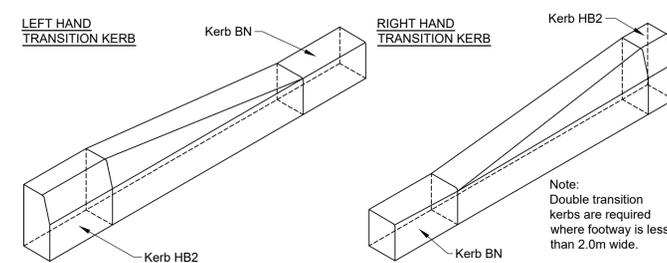
125x150MM BULLNOSED P.C.C TYPE BN, MORTAR BEDDING TO BS. 7533-6, CONCRETE BED & BACKING TO BE ST1 CONCRETE MIX, 0-6mm UPSTAND AT PEDESTRIAN CROSSING, 25mm AT VEHICLE CROSSING



150mm x 125mm BN KERB LAID UPSIDE DOWN, CONCRETE BED & BACKING TO BE ST1 CONCRETE MIX, LAID FLUSH



50X200MM PCC EDGE TYPE EF, CONCRETE BED & BACKING TO BE ST1 CONCRETE MIX, LAID FLUSH.



5 TRANSITION KERB DETAIL (TK) Scale: NTS

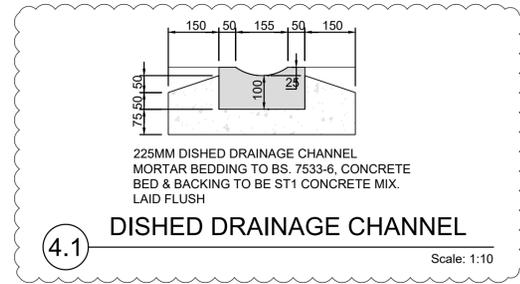
Note: Double transition kerbs are required where footway is less than 2.0m wide.

1 HB2 KERB DETAIL (HB2) Scale: 1:10

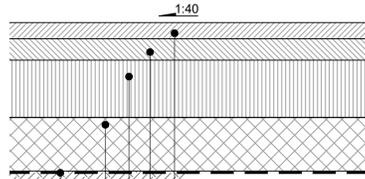
2 BULLNOSED KERB DETAIL (DK) Scale: 1:10

3 FLAT TOP KERB DETAIL (CH) Scale: 1:10

4 FOOTWAY EDGING DETAIL (EF) Scale: 1:10



4.1 DISHED DRAINAGE CHANNEL Scale: 1:10

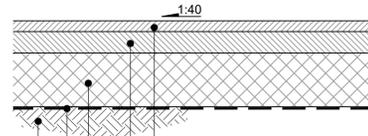


SURFACE COURSE: 45mm THICK HOT ROLLED ASPHALT 30/14 SURF40/60 WITH 14/20 MM PRE COAT CHIPS TO EN 13108-1.  
BINDER COURSE: 60mm THICK (0-20MM NOMINAL SIZE) DENSE BITUMEN MACADAM BINDER COURSE OR 60% (0-20MM) HOT ROLLED ASPHALT BINDER COURSE TO BS13108-1  
BASE COURSE: 160mm THICK DENSE BITUMEN MACADAM (0-32mm)

SUB-BASE: Minimum 250mm THICK TYPE 1 GRANULAR SUB BASE BASED ON CBR VALUE (OR AS PER ESCC SUB BASE THICKNESS CHART) QUARRIED GRANULAR AGGREGATE REQUIRED.

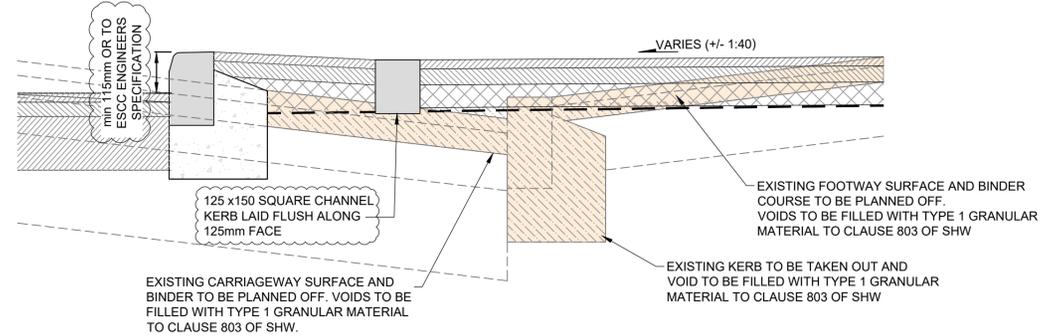
1 NO LAYER OF TERRAM 1000 GEOTEXTILE, WITH 100mm OVERLAPS, TUCKED BACK INTO EDGING / KERB HAUNCH. ANY SOFT SPOTS TO BE REMOVED AND REPLACED WITH FILL MATERIAL.

SUBGRADE: TO BE PREPARED IN ACCORDANCE WITH CLAUSE 616 OF THE SHW, RECYCLED MATERIAL PERMITTED AND TO BE APPROVED BY THE HIGHWAYS AUTHORITY ENGINEER.

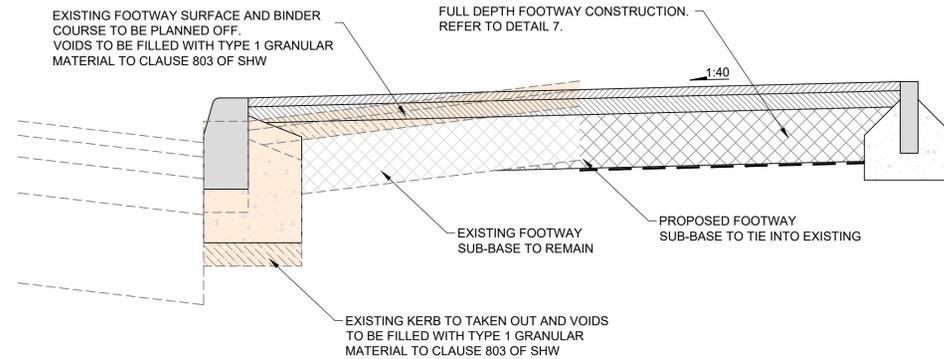


20mm THICK (0-6mm) DENSE BITUMEN MACADAM SURFACE COURSE OR GRAVEL HOT ROLLED ASPHALT  
60mm THICK (20mm NOMINAL SIZE) DENSE BITUMEN MACADAM BINDER COURSE  
150mm THICK TYPE 1 GRANULAR SUB BASE RECYCLED PERMITTED AS APPROVED BY THE ENGINEER  
1 NO LAYER OF TERRAM 1000 GEOTEXTILE, WITH 100mm OVERLAPS, TUCKED BACK INTO EDGING / KERB HAUNCH.  
SUBGRADE: TO BE PREPARED IN ACCORDANCE WITH CLAUSE 616 OF THE SHW.

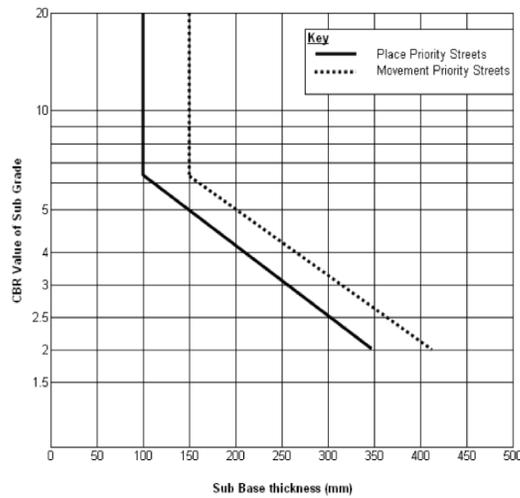
7 ASPHALT FOOTWAY FULL DEPTH CONSTRUCTION Scale: 1:10



8 ASPHALT FOOTWAY RESURFACING AND REGULATING DETAIL Scale: 1:10



9 ASPHALT FOOTWAY FULL DEPTH CONSTRUCTION TIE IN TO EXISTING Scale: 1:10

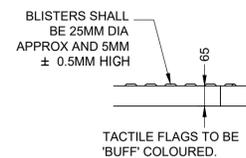


Note

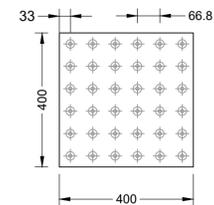
For CBR values less than 2, use the sub base thickness value for a CBR of 2 and supplement with geotextile membrane.

NOTE: CAPPING AND SUB BASE THICKNESS (IN ACCORDANCE WITH IAN 73-06).

CBR ON FORMATION TO BE DETERMINED BY PLATE TESTING ON SITE. RESULTS TO BE PASSED ON TO THE ENGINEER TO ESTABLISH FINAL CONSTRUCTION SYSTEM.



TACTILE CROSSING BLISTER PAVING SLAB DETAIL (N.T.S.)



10 TYPICAL TACTILE PAVING DETAIL N.T.S.

1. GENERAL NOTES:

- THIS DRAWINGS IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT CONISBEE CIVIL ENGINEERING DRAWINGS.
- ALL DIMENSIONS ARE IN MILLIMETRES (MM) UNLESS STATED OTHERWISE.
- THE SHW ACRONYM REFERS TO THE MANUAL OF CONTRACT DOCUMENTS FOR HIGHWAYS WORKS - VOLUME 1 SPECIFICATION FOR HIGHWAYS WORKS.
- PAVEMENT DESIGNS HAVE BEEN BASED ON ASSUMED CBR VALUES TAKEN FROM SITE INVESTIGATION DATA OR STANDARD SOIL TYPE TABLES. IN-SITU CBR TESTS ARE TO BE CARRIED OUT ON SITE TO BS 1377-4 AND ANY DISCREPANCIES FROM DESIGN VALUES ARE TO BE REPORTED TO THE ENGINEER.
- ANY SOFT SPOTS IN THE FORMATION ARE TO BE REPORTED TO THE ENGINEER PRIOR TO COMMENCEMENT OF ANY PAVEMENT WORKS. ALL SOFT SPOTS SHALL BE REMOVED AND REPLACED WITH A FILL MATERIAL TO THE DESIGN ENGINEER'S SPECIFICATION.
- HEALTH AND SAFETY: THE WORKS SHALL BE CARRIED OUT BY SPECIALIST COMPETENT AND EXPERIENCED CONTRACTORS WHO ARE MEMBERS OF A RECOGNISED NATIONAL ORGANISATION OPERATIVES SHALL HAVE RECEIVED FULL AND APPROPRIATE TRAINING FOR THE OPERATIONS THEY ARE TO UNDERTAKE. ALL WORK SHALL BE CARRIED OUT IN ACCORDANCE WITH ALL PERTINENT HEALTH AND SAFETY REGULATIONS.

2. KERBS

- KERB UNITS ARE TO BE COMPLIANT TO BS EN 1340:2010
- ALL KERB UNITS ARE TO BE LAID IN ACCORDANCE WITH THE REQUIREMENTS OF BS 7533-6:1999
- KERB FOUNDATION MOVEMENT JOINTS ARE TO BE FORMED USING A COMPRESSIBLE JOINT FILLER BOARD IN ACCORDANCE WITH SHW 1015

3. ASPHALT SURFACING

- ALL BITUMINOUS MIXTURES FOR AC DESIGNATED MATERIALS SHALL BE IN ACCORDANCE WITH BS EN 13108-1
- ALL BITUMINOUS MIXTURES FOR HRA DESIGNATED MATERIALS SHALL BE IN ACCORDANCE WITH BS EN 13108-4
- ALL BITUMINOUS MIXTURES FOR SMA DESIGNATED MATERIALS SHALL BE IN ACCORDANCE WITH BS EN 13108-5
- AGGREGATE FOR BITUMINOUS MIXTURES SHALL BE IN ACCORDANCE WITH BS EN 13043
- PAVING GRADE BITUMEN SHALL COMPLY WITH BS EN 12591
- ALL BITUMINOUS MIXTURES SHALL BE PLACED AND COMPACTED IN ACCORDANCE WITH CLAUSE 903 OF THE SHW.

4. SUB-BASE MATERIAL

- SUB-BASE MATERIAL SHALL BE TO BS EN 13285 AND TABLE 8/1 OF THE SHW.
- SUB-BASE MATERIAL SHALL BE LAID IN ACCORDANCE WITH CLAUSE 802 AND 803 OF THE SHW.

5. CAPPING MATERIAL

- CAPPING MATERIAL SHALL COMPLY WITH BS 1377 AND TABLE 6/1 OF THE SHW.
- CAPPING MATERIAL SHALL BE COMPACTED IN ACCORDANCE WITH TABLE 6/4 OF THE SHW.
- ALL HIGHWAY WORKS TO BE UNDERTAKEN IN CONJUNCTION WITH EAST SUSSEX COUNTY COUNCIL CONSTRUCTION SPECIFICATIONS.

NOT FOR CONSTRUCTION

Rev	Date	Description	Drawn	Check
C	17.10.23	REVISED FOLLOWING ESCC COMMENTS	NKR	JW
B	03.10.23	REVISED FOLLOWING ESCC/RS42 COMMENTS	NKR	JW
A	04.09.23	REVISED TO ESCC COMMENTS DATED 10.08.23	MS	JW



conisbee Consulting Structural Engineers Consulting Civil Engineers

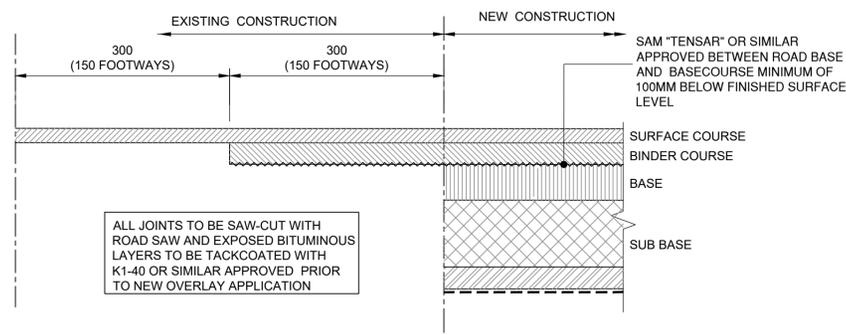
London • Cambridge • Norwich  
1-5 Offord St London N1 1DH  
Telephone 020 7700 6666  
www.conisbee.co.uk

Drawing Status  
PRELIMINARY

Project	Date	JUL 2023
EASTBOURNE ROAD UCKFIELD	Scale	1:250@A1
	Drawn	MS
	Engineer	MS
Title	Project No	221128
S278 HIGHWAY WORKS CONSTRUCTION DETAILS - SHEET 1	Revision	C

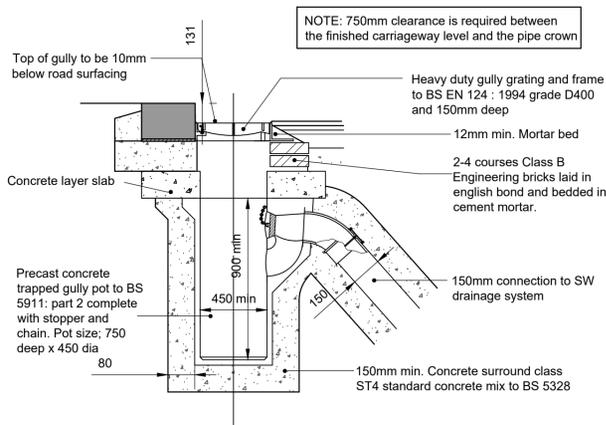
Drawing No  
CIV-1-4304

Sheet Name  
CIV-1-4304\_Roads and Sewers\_DAR\_S278 Construction Details, Sheet 1



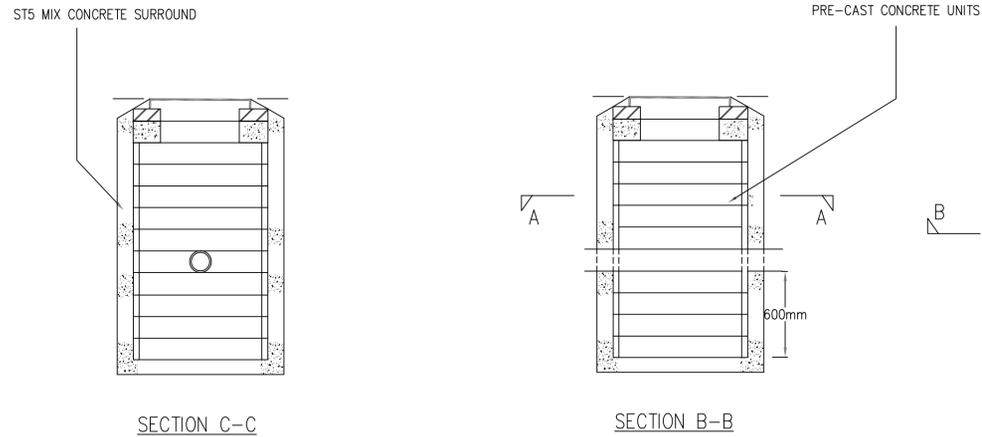
**11 INTERFACE DETAIL BETWEEN EXISTING CONSTRUCTION & NEW HIGHWAY/FOOTWAY WORKS**

Scale: 1:10



**12 ROAD GULLY**

Scale: 1:10



**13 TYPICAL ROAD SIGN DETAIL**

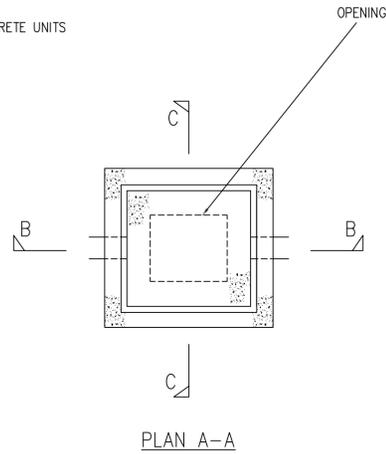
NTS

**NOTES**

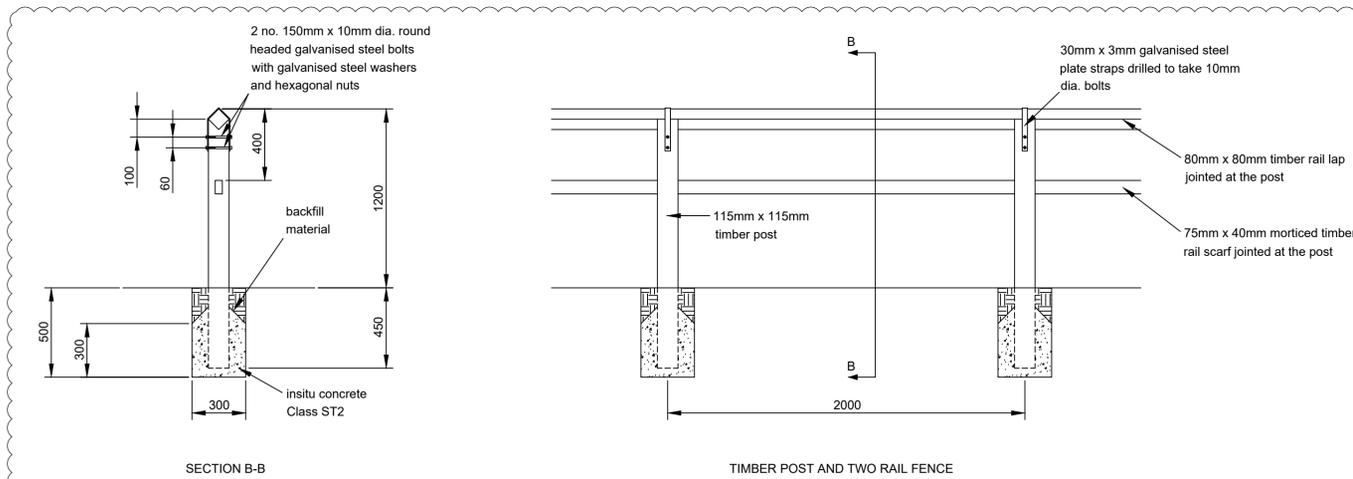
- CATCHPIT AS MANHOLE BUT WITH BENCHING OMITTED AND INVERT 600mm BELOW PIPE INVERT.
- CONCRETE BASE, ST5 MIX CONCRETE MINIMUM THICKNESS 150mm.
- COVER SLABS 870 x 720 x 102mm THICK 600 x 450 OPENING.
- COVER AND FRAME EN124:1994 CLASS C250, D400 'N' OR D400 'H' AS ORDERED. (WITH MAX TWO COURSES BRICK) SECTIONS 750 x 600 x 150mm. 60mm THICK.
- COVER LEVEL TO BE FLUSH WITH SURROUNDING SURFACE.

**14 TYPE RM53 HIGHWAY CATCHPIT DETAIL**

Scale: NTS



**QUICKBUILD CATCHPIT**



**SECTION B-B**

**TIMBER POST AND TWO RAIL FENCE**

**NOTES**

- Fencing shall comply with S.H.W. Series 300 and BS 1722-7: 2006. Any deviations to be agreed with ESCC.
- Excavations for post footings shall have vertical sides, unless specified otherwise by ESCC.
- Backfill shall be Class 1, 2A, 2B or 2C material in accordance with S.H.W. Table 6/1 overlaid with topsoil as specified.
- Timber shall comply with S.H.W. Clause 304.
- Prick posts shall be driven.
- Rails for timber post and four rail fences shall be nailed (two no. nails per joint) to the post face facing away from the carriageway. Nails shall be galvanised.
- A post and three rail 1.2m high timber fence may be used in lieu of a non-road restraint system metal post and rail fence, to protect structural assets.

**16 1.2m HIGH TIMBER RAIL AND POST FENCE DETAIL**

Scale: 1:20

**1. GENERAL NOTES:**

- THIS DRAWINGS IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT CONISBEE CIVIL ENGINEERING DRAWINGS.
  - ALL DIMENSIONS ARE IN MILLIMETRES (MM) UNLESS STATED OTHERWISE.
  - THE SHW ACRONYM REFERS TO THE MANUAL OF CONTRACT DOCUMENTS FOR HIGHWAYS WORKS - VOLUME 1 SPECIFICATION FOR HIGHWAYS WORKS.
  - PAVEMENT DESIGNS HAVE BEEN BASED ON ASSUMED CBR VALUES TAKEN FROM SITE INVESTIGATION DATA OR STANDARD SOIL TYPE TABLES. IN-SITU CBR TESTS ARE TO BE CARRIED OUT ON SITE TO BS 1377-4 AND ANY DISCREPANCIES FROM DESIGN VALUES ARE TO BE REPORTED TO THE ENGINEER.
  - ANY SOFT SPOTS IN THE FORMATION ARE TO BE REPORTED TO THE ENGINEER PRIOR TO COMMENCEMENT OF ANY PAVEMENT WORKS. ALL SOFT SPOTS SHALL BE REMOVED AND REPLACED WITH A FILL MATERIAL TO THE DESIGN ENGINEER'S SPECIFICATION.
  - HEALTH AND SAFETY: THE WORKS SHALL BE CARRIED OUT BY SPECIALIST COMPETENT AND EXPERIENCED CONTRACTORS WHO ARE MEMBERS OF A RECOGNISED NATIONAL ORGANISATION OPERATIVES SHALL HAVE RECEIVED FULL AND APPROPRIATE TRAINING FOR THE OPERATIONS THEY ARE TO UNDERTAKE. ALL WORK SHALL BE CARRIED OUT IN ACCORDANCE WITH ALL PERTINENT HEALTH AND SAFETY REGULATIONS.
- 2. KERBS**
- KERB UNITS ARE TO BE COMPLIANT TO BS EN 1340:2010
  - ALL KERB UNITS ARE TO BE LAID IN ACCORDANCE WITH THE REQUIREMENTS OF BS 7533-6:1999
  - KERB FOUNDATION MOVEMENT JOINTS ARE TO BE FORMED USING A COMPRESSIBLE JOINT FILLER BOARD IN ACCORDANCE WITH SHW 1015
- 3. ASPHALT SURFACING**
- ALL BITUMINOUS MIXTURES FOR AC DESIGNATED MATERIALS SHALL BE IN ACCORDANCE WITH BS EN 13108-1
  - ALL BITUMINOUS MIXTURES FOR HRA DESIGNATED MATERIALS SHALL BE IN ACCORDANCE WITH BS EN 13108-4
  - ALL BITUMINOUS MIXTURES FOR SMA DESIGNATED MATERIALS SHALL BE IN ACCORDANCE WITH BS EN 13108-5
  - AGGREGATE FOR BITUMINOUS MIXTURES SHALL BE IN ACCORDANCE WITH BS EN 13043
  - PAVING GRADE BITUMEN SHALL COMPLY WITH BS EN 12591
  - ALL BITUMINOUS MIXTURES SHALL BE PLACED AND COMPACTED IN ACCORDANCE WITH CLAUSE 903 OF THE SHW.
- 4. SUB-BASE MATERIAL**
- SUB-BASE MATERIAL SHALL BE TO BS EN 13285 AND TABLE 8/1 OF THE SHW.
  - SUB-BASE MATERIAL SHALL BE LAID IN ACCORDANCE WITH CLAUSE 802 AND 803 OF THE SHW.
- 5. CAPPING MATERIAL**
- CAPPING MATERIAL SHALL COMPLY WITH BS 1377 AND TABLE 6/1 OF THE SHW.
  - CAPPING MATERIAL SHALL BE COMPACTED IN ACCORDANCE WITH TABLE 6/4 OF THE SHW.
- 7. ALL HIGHWAY WORKS TO BE UNDERTAKEN IN CONJUNCTION WITH EAST SUSSEX COUNTY COUNCIL CONSTRUCTION SPECIFICATIONS.**

**NOT FOR CONSTRUCTION**

Rev	Date	Description	Drawn	Check
B	17.10.23	1.2m HIGH POST AND RAIL FENCE DETAIL ADDED	NKR	JW
A	14.08.23	REVISED TO ESCC COMMENTS DATED 10.08.23	MS	JW



**conisbee** Consulting Structural Engineers  
Consulting Civil Engineers

London • Cambridge • Norwich  
1-5 Offord St London N1 1DH  
Telephone 020 7700 6666  
www.conisbee.co.uk

Drawing Status  
**TENDER**

Project  
**EASTBOURNE ROAD  
UCKFIELD**

Title  
**S278 HIGHWAY WORKS  
CONSTRUCTION DETAILS - SHEET 2**

Drawing No  
**CIV-1-4305**

Sheet Name  
CIV-1-4305\_Roads and Sewers\_DAR\_S278 Construction Details, Sheet 2

Date JUL 2023  
Scale N/A @ A1  
Drawn MS  
Engineer MS  
Project No **221128**  
Revision **B**

## **Meeting of the Full Council**

**Monday 11 December 2023**

### **Agenda Item 15.0**

#### **TO APPROVE A BRIEF FOR STREET LIGHTING WORKS WITH EAST SUSSEX HIGHWAYS**

##### **1.0 Background**

1.1 East Sussex Highways currently maintain the Town Council's street lighting, and their own lighting stock on the main thoroughfares through the town (public highways and adopted footways). The contractors have been placing more emphasis on the need to mitigate risk in the past couple of years, and with the recent change in contractor from Costain to Balfour Beatty in May 2023, this continues to be a matter for our attention.

##### **2.0 Acceptance of risk**

2.1 A report was presented to Environment & Leisure Committee on 22 March 2021, which requested the Town Council to accept the below statement prior to authorising works:

*"Please note that the lantern specification in this quote will provide the optimum solution but does not guarantee conformity to current standards at this section of highway, to ensure compliance a lighting design would need to be undertaken."*

2.2 Awareness has risen about the importance of lighting. For example should an accident occur either vehicular or involving a pedestrian. If it were found to be due to poor lighting, both East Sussex Highways and Uckfield Town Council as the owner of the asset could be found liable. This has increased the need for full lighting designs to be undertaken. Understandably though, the cost of full lighting designs can be expensive, and the Town Council alone owns in the region of 190 streetlights. In addition to the rest of the stock owned by East Sussex Highways.

2.3 Whilst work around this is developing, the Town Council needs to work with East Sussex Highways to plan ahead and set out key areas or streets where full upgrades can be undertaken, which are informed by a full lighting design. At present, maintenance works are reactive and there is a backlog.

##### **3.0 Importance of the attached Works brief**

3.1 The attached works brief has been created for use between East Sussex Highways and the local authorities.

3.2 It is necessary for the Town Council to adopt this works brief, which will enable the highway contractors to proceed with our permission and carry out the necessary works and right lighting for the area.

3.3 It is suggested that we review this works brief with the streetlighting team at East Sussex Highways on an annual basis.

##### **4.0 Recommendations**

4.1 Members are asked to adopt the attached brief, and request that the Town Mayor and Town Clerk sign on behalf of Uckfield Town Council.

Contact Officer: James Hollingdale/Holly Goring

**Works Brief – for UCKFIELD TOWN COUNCIL**  
**Works in replacing failed street lighting equipment under the agreement**  
**with ESCC highways contractor Balfour Beatty (BB).**

**Scope**

This works brief sets out the Instruction by **UCKFIELD TOWN COUNCIL** to allow Balfour Beatty to quote for replacing failed Highway lighting equipment on behalf of the **TOWN COUNCIL** who are client / designer under the “The Construction (Design and Management) Regulations 2015.”

**Instructions and Guidance**

- Balfour Beatty East Sussex Highways recommendation is that a lighting design is undertaken for all replacement works within the Highway boundaries to ensure the lighting levels comply with the current British Standards.
- Where **UCKFIELD TOWN COUNCIL**, consider it not appropriate to undertake a lighting design, **THE TOWN COUNCIL** accepts the potential risks and liabilities associated with installing lighting equipment without undertaking a design prior to installation. Balfour Beatty East Sussex Highways reserve the right to refuse works instructed that they consider would have an adverse high risk to members of public.

• **UCKFIELD TOWN COUNCIL'S** lighting minimum specifications: -

1. All new lighting columns located on the carriageway to be a minimum of six metres in height and 5 metres on footways unless otherwise instructed by the local council officer;
2. Equipment style, material, and the finish to be confirmed by **UCKFIELD TOWN COUNCIL** (at present this consists of the standard lanterns and galvanised columns);
3. The lighting source to be upgraded to LED with the latest in control technology;
4. The levels of illumination and spread of light to be not worse than existing lighting equipment;
5. ....  
.....  
.....
6. ....  
.....  
.....

**Commented [U1]:** They have a standard min height for lighting columns of 6m unless close to residential property or overhead power lines, in which case a 5m hinge column would be installed.

**Commented [U2]:** They use standard lanterns and galvanised columns. This would be adapted if certain lamp columns were of heritage design (for example in Wadhurst). Uckfield uses standard lanterns and galvanised columns.

**Commented [U3]:** The installation of LED lighting, also provides opportunities to future proof our upgraded lamp columns. Smart Cities – use streetlights as a platform to connect to other things – such as traffic monitoring or monitoring water levels etc. Costs would be very high at present, but as technology advances, this could be beneficial to the town. Having a lantern ready to talk to this technology is very beneficial.

At present East Sussex Highways have a variety of lantern levels which they select from – from P5 lanterns to P1 lanterns. P5 lanterns would be on quiet residential roads. P1 lanterns would be busy thoroughfares such as a High Street.

**Commented [U4]:** Points 5 and 6 enable the local authority to set specific requirements – tailoring to what the area or town would like. For example smaller residential roads may be interested in part night, and main thoroughfares full cell on A roads. You have to consider a street as one, it is not considered safe to alternate lighting on and off.

Balfour Beatty East Sussex Highways can submit options that would meet the above minimum specifications, and for **UCKFIELD TOWN COUNCIL** to review and agree the options provided.

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## Meeting of the Full Council

Monday 11 December 2023

### Agenda item 17.0

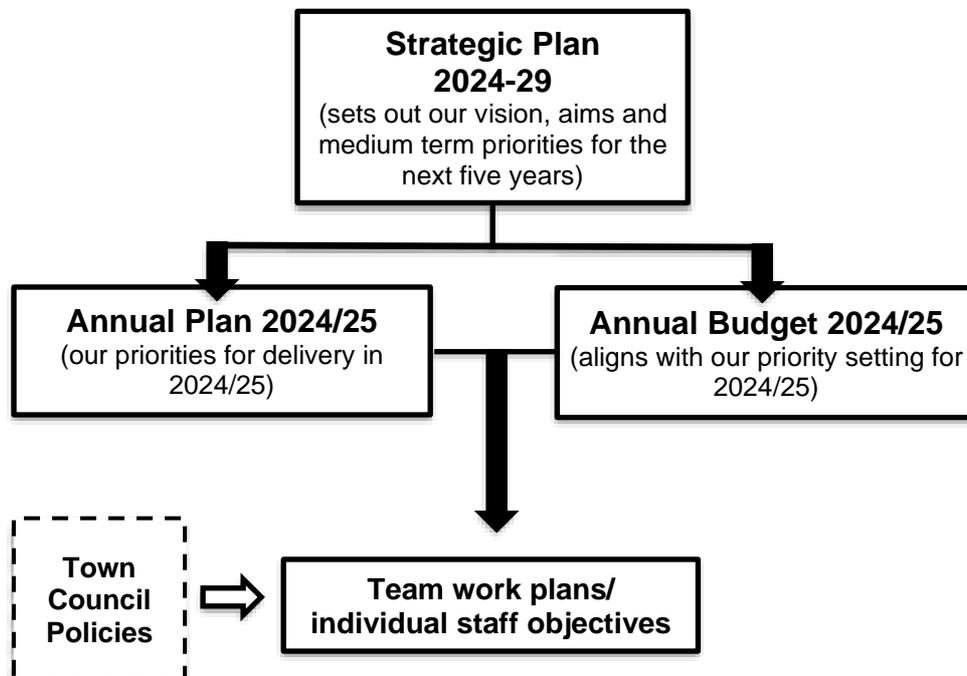
#### **TO CONSIDER THE DRAFT CONTENT FOR THE STRATEGIC PLAN 2024-29**

##### **1.0 Summary**

- 1.1 The Town Council is required to refresh its priorities on an annual basis as part of the budget setting process.
- 1.2 The Town Council's business planning consists of a strategic plan which sets out the priorities of the Town Council over the next five years and an annual plan which lists the priorities of the Town Council specifically for the forthcoming financial year (2024/25). We don't want these documents to sit in a drawer, they need to be realistic and reflect the work of the Council during that period.
- 1.3 This paper presents the draft content for the Strategic Plan which was informed by two business planning workshops with Town Councillors. One workshop took place on 3 October 2023 and one took place on 20 November 2023.

##### **2.0 Background**

- 2.1 The Strategic Plan for 2024-29 sets out the vision, aims and medium-term priorities of the Town Council over the next five years and, forms the overarching strategy of the Town Council.



- 2.2 The Town Clerk facilitated two workshops with Town Councillors, to look at how the budget is set, ideas for income generation, key exercises such as writing a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) for the Town Council and town of Uckfield, and identifying what the town values, and what the

Town Council values. This enabled members to take some time out from week to week decision-making to look at the bigger picture and consider where the council should focus its attention.

### **3.0 Next steps**

3.1 Once members have considered the draft content for the refreshed Strategic Plan at Full Council, the draft business planning documents will be placed on the Town Council website and residents will be invited to provide feedback on these documents. This consultation process will run until midnight on Monday 8 January 2024.

3.2 The feedback received will form part of the report back to Full Council on 15 January 2023.

3.3 In the meantime the Marketing & Community Engagement Officer will be refreshing the look of the Strategic Plan and Annual Plan, ready for presentation to Full Council in January.

### **4.0 Recommendation**

4.1 Members are asked to:

- (i) consider the draft contents of the Town Council's Strategic Plan for the next five years, and;
- (ii) approve the content for publication on the Town Council's website and to invite feedback from residents and partner organisations.

**Contact Officer:** Holly Goring

**Appendices:** Appendix A: Draft content for Strategic Plan 2024-29



# DRAFT Annual Plan 2024/25 PRIORITIES

PEOPLE	
<p><b>COMMUNITY GRANTS</b> We will award up to £xx,xxx of community grant funding to local groups and charitable organisations for the period 2024/25 (£xx,xxx to community groups, and £27,000 through service level agreements).</p>	<p><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; D Day Anniversary Beacon lighting and Weald on the Field.</p>
PLACE	
<p><b>PROTECTING NATURAL HABITATS</b> We will place greater focus on wildlife monitoring in both our ancient woodlands and local nature reserves, and separate areas from the public to preserve the flora and fauna and protect key species.</p>	<p><b>FESTIVE LIGHTS</b> Work with the Uckfield Chamber of Commerce and local businesses to review the festive lighting for the town centre, in preparation for Christmas 2024.</p>
<p><b>UPGRADING PLAY AREA FACILITIES</b> We will undertake a full upgrade of Victoria Play Area, and seek to replace pieces of equipment that have reached end of life in Hempstead Recreation Ground and Oakwood Drive play area.</p>	<p><b>IMPROVEMENTS TO TOWN COUNCIL BUILDINGS</b> We will continue to improve the standard of our buildings and ensure efficient use of utilities and the health and safety of our service users, staff and leaseholders. This will include LED lighting and compliance works, and new tables and table racks for the Civic Centre. Works will also commence to the Signal Box, to enable this to be returned to use.</p>
<p><b>WOODLAND MANAGEMENT PLAN</b> We will undertake the third year of works within our Woodland Management Plan, to address ash dieback. We will re-plant trees and restock areas of our woodlands where trees have been removed and disease has had an impact.</p>	<p><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, recreation and community facilities and future impact on the Town Council's provision of allotment and cemetery space.</p>
<p><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.</p>	<p><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.</p>
<p><b>CLIMATE CHANGE</b> We will host an educational activity with primary schools, consider alternative fuel supplies in our wider building portfolio, explore additional insulation within our buildings, review the equipment we purchase, and manage our land for nature, with a continued focus on conservation and tree planting.</p>	
PROVISION	
<p><b>POLICY REVIEW</b> We will be undertaking an organisational review to ensure we continuously improve, ensure resilience and prepare for a growing town population.</p>	

	Proposed Income	Proposed Expenditure	Proposed Income	Proposed Expenditure
	2023/24	2023/24	2024/25	2024/25
<b>General Purposes</b>				
Revenue	200,140	778,665	240,030	900,532
New Initiatives etc.		102,650		140,945
Earmarked Reserve Projects		31,300		11,500
Sub Totals		<b>912,615</b>		<b>1,052,977</b>
<b>Environment and Leisure</b>				
Revenue	97,195	330,499	108,204	387,947
New Initiatives etc.		23,492		32,399
Earmarked Reserve Projects		49,500		77,000
Sub Totals		<b>403,491</b>		<b>497,346</b>
<b>Luxfords Restaurant</b>				
Revenue	192,500	221,380	230,400	256,538
Earmarked Reserve Projects		0		500
New Initiatives		3,500		0
Sub Totals		<b>224,880</b>		<b>257,038</b>
<b>Gross Income/Expenditure</b>	489,835	1,540,986	578,634	1,807,361
		<b>1,051,151</b>		<b>1,228,727</b>
<b>Net Budget Requirement</b>		1,051,151		1,228,727
<b>Tax Base</b>	5868.6		5868.6	
<b>Band 'D' Council Tax</b>		<b>£179.11</b>		<b>£209.37</b>

16.89% increase  
30.26 increase

**Working draft**  
**GP Budget 2024/2025 (07.12.23)**

Committee	Nominal Code		2023/2024 Budget		2024/2025 Budget	Notes
		<b>CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES</b>				
		<b>Cultural and Related Services</b>				
		Recreation and Sport - Community Centres				
	5609	C/C Wood Pellets	10,000		10,000	
	5610	C/C rates	39,500		35,000	
	5611	C/C electricity	9,000		9,000	
	5612	C/C gas	4,500		4,500	
	5613	C/C water	3,200		2,800	
	5617	C/C Refuse collection	1,500		1,500	
	5620	C/C regular maintenance contracts	11,000		18,000	
	5660	C/C repairs and renewals	25,000		25,000	
GP	5610 - 5676	Civic Centre	<b>103,700</b>	<b>0</b>	<b>105,800</b>	
	5743	The Hub	2,500		0	Do not use moving forward
		The Source rates	0		1,000	To be checked with Valuation Office.
		The Source	0		0	
	5744	The Hub rates	0		0	
GP	5743 - 5747	The Hub	<b>2,500</b>	<b>0</b>	<b>1,000</b>	
	5760	F/H rates	3,000		3,100	
	5761	F/H electricity	2,500		2,500	
	5762	F/H gas	1,800		1,500	
	5763	F/H water	300		250	
	5765	F/H regular maintenance	2,000		2,500	
	5766	F/H repairs	3,000		3,000	
GP	5760 - 5769	Foresters Hall	<b>12,600</b>	<b>0</b>	<b>12,850</b>	
	5720	Victoria Pavilion rates	4,000		4,500	
	5721	V/P electricity	5,000		5,000	
	5722	V/P gas	5,000		4,000	
	5723	V/P water	1,250		1,500	
	5725	V/P regular maintenance	3,500		3,500	
	5726	V/P repairs	3,500		3,500	
GP	5719 - 5729	Victoria Pavilion	<b>22,250</b>	<b>0</b>	<b>22,000</b>	
GP		Ridgewood Village Hall	0		0	
	5711	W/P Pavilion electricity	1,000		0	In theory all utility contracts should be moved to them to manage direct by april 2024
	5713	W/P Pavilion water	300		0	
	5715	W/P Pavilion regular maintenance	0		0	
	5716	W/P Pavilion repairs	0		0	
GP	5709 - 5718	West Park Pavilion	0		0	
		<b>TOTAL</b>	<b>1,300</b>	<b>0</b>	<b>0</b>	
		<b>Income</b>				
	4610	Weald Hall	-32,000		-35,000	
	4615	Weald Hall - Commercial	-3,000		-3,000	
	4620	Council Chambers	-10,000		-10,500	
	4625	Council Chambers - Commercial	-800		-2,800	
	4630	Ashdown Room	-9,000		-10,000	
	4635	Ashdown Room - Commercial	-3,500		-3,800	
	4640	Green Room	-12,000		-14,000	

**Working draft**  
**GP Budget 2024/2025 (07.12.23)**

	4650	Oakleaf Room	-10,500		-16,500	
	4660	Mayors Parlour	-13,000		-13,000	
	4670	Equipment hire	-1,000		-1,400	
	4671	Martlets Room	-7,200		-6,500	
	4675	TC Office	0		-7,200	New code
	4673	Community Toilet scheme	-1,130		-1,130	
GP	4610 - 4700	* Civic Centre	<b>-103,130</b>	<b>0</b>	<b>-124,830</b>	
	4690	*Quickborn Suite	<b>-8,500</b>		<b>-9,000</b>	
	4796	Hub Site	0		0	
	4797	Hub site (Community Fridge recharge of services)	-250		-300	Needs to increase to reflect elec charges.
	4798	Source re-charge of services	-2,000		-2,000	
		Source rent	-2,800		-2,800	
GP	4796 - 4798	* The Hub	<b>-5,050</b>	<b>0</b>	<b>-5,100</b>	
	4760	F/H regular users	-15,850		-15,000	
	4761	F/H occasional users	-100		-100	
	4762	F/H commercial	-50		-1,500	
GP	4760 - 4763	* Foresters Hall	<b>-16,000</b>	<b>0</b>	<b>-16,600</b>	
	4719	V.P Sussex Support Service Rent	-10,500		-10,500	
	4720	Victoria Pavilion	-250		-250	
	4721	V/P repayment of electricity	-2,000		-2,000	
	4726	Victoria Garages (Cricket, Ensemble)	-200		-200	
	4723	V/P repayment of gas	-1,600		-1,600	
GP	4720 - 4723	* Victoria Pavilion	<b>-14,550</b>	<b>0</b>	<b>-14,550</b>	
GP	4781	* Ridgewood Village Hall	-900		-1,000	
GP	4710	* West Park Pavilion	-6,600		-6,600	
GP	4677	* FiT Payments - Civic Centre	-6,000		-5,000	
		* RHI Payments - Civic Centre	-10,000		-11,000	
		<b>TOTAL</b>	<b>-23,500</b>	<b>0</b>	<b>-23,600</b>	
		<b>Net Expenditure</b>				
		<b>Planning and Development Services</b>				
		Economic Development				
GP	5530/5532	Festive Lights				
	5530	Festive Lights	15,000		15,000	
	5532	Festive lights electricity	500		500	
		<b>TOTAL</b>	<b>15,500</b>	<b>0</b>	<b>15,500</b>	
		Income				
GP	4530	* Festive Lights	-2,200		-2,000	
		<b>Net Expenditure</b>	<b>13,300</b>	<b>0</b>	<b>13,500</b>	
		<b>CENTRAL SERVICES</b>				
		<b>Corporate and Democratic Core</b>				
		Corporate Management				
		Administration and Hospitality				
	5410	Admin - general	2,000		2,500	
	5412	Admin - telephones	5,250		6,000	
	5413	Admin - photocopier	2,000		2,500	
	5415	Postage	225		160	
	5416	Stationery	1,800		1,950	
GP	5410- 5417	* Administration	<b>11,275</b>	<b>0</b>	<b>13,110</b>	

**Working draft**  
**GP Budget 2024/2025 (07.12.23)**

GP	5435	* Hospitality	100		100	
GP	5455	Health and Safety	3,500		3,500	
GP	5425	* Recruitment	400		500	
GP	5425	* General	250		250	
		Accountant, Audit and Internal Audit Fees	0		0	
GP	5475	* Accountant Fees	5,000		5,100	
GP	5495	* External Audit Fees	2,750		2,250	
GP	5494	* Internal Audit Fees	2,500		2,500	
GP	5497	Professional Fees	9,500		11,000	
GP	5793	Subscriptions	4,500		4,600	
GP	5794	Training	6,000		6,000	
GP	5430	Office Equipment	9,500		10,000	
GP	5460	Insurances	37,000		43,500	
GP	5577	Newsletter	5,100		5,100	
GP	5490	Protective Clothing	250		300	
GP	7903. 2300	Loan Costs	39,800		39,800	To be double checked
GP	5580 - 5590	Bank and Credit Charges	0		0	
	5581	Bank charges	960		960	
		<b>TOTAL</b>	<b>127,110</b>	<b>0</b>	<b>135,460</b>	
		Income				
GP	4403/4410	* Training/Administration	-100		-400	
	4414	Luxfords - re-allocation administration charges	0		0	No longer use this code
GP	4579 - 4583	* Bank Interest				
	4579	Special Int, Bearing Interest ( Now Business Reserve)	-2,500		-13,000	
	4583	Interest Misc (Fixed rate bond)	-1,000		-7,000	
		<b>TOTAL</b>	<b>-3,600</b>	<b>0</b>	<b>-20,400</b>	
		<b>Net Expenditure</b>				
		Democratic Representation and Management				
GP	5543	Members Allowances	20,223		20,223	To be agreed by members
GP	5544	Members Expenses	105		105	To be agreed by members
GP	5465	Mayors Allowance	1,862		1,862	To be agreed by members
GP	5470	Elections	0		0	
		<b>TOTAL</b>	<b>22,190</b>	<b>0</b>	<b>22,190</b>	
		Income	0			
		<b>Net Expenditure</b>				
		Grants and Partnerships				
GP	5480	Grants Section 142	19,000		19,000	
GP	5485	Grants - Power of Well Being	14,400		27,500	
GP	5487	Volunteer Bureau Service Level Agreement	8,000		8,000	
		<b>TOTAL</b>	<b>41,400</b>	<b>0</b>	<b>54,500</b>	
		Income	0			
		<b>Net Expenditure</b>				
		Other Buildings and Services to the Public				
GP	5730-5732	Cemetery Buildings East & West	0	0	0	
	5730	Cemetary Buildings rates	1,850		950	
	5732	Cemetary Buildings repairs/contracts	750		750	

**Working draft**  
**GP Budget 2024/2025 (07.12.23)**

GP		Signal Box, Osborn Hall, Foresters Hall Chapel	0		0	
	5735	Signal Box Repairs/contracts	1,500		2,500	
		* Osborn Hall	0	0	0	
	5750	All buildings cleaning materials	2,200		2,300	
	5770	* Foresters Hall Chapel	0	0	0	
GP	5772-5774	2a Vernon Road	500		1,000	
GP	5790	Bridge Cottage	0	0	0	
		<b>TOTAL</b>	<b>6,800</b>	<b>0</b>	<b>7,500</b>	
		Income				
GP	4730	* Cemetery Building East	-5,500		-5,500	
GP	4775-4776	* Signal Box + Insurance recharge	-6,000		-6,000	
		Signal Box, Osborn Hall, Foresters Hall Chapel				
GP	4780	* Osborn Hall	-1,000		-1,000	
GP		* Foresters Hall Chapel	-1,150		-1,150	
GP	4771	* 2a Vernon Road	-7,800		-7,800	
GP	4783	* Bridge Cottage + Insurance recharge	-2,160		-2,500	
		<b>TOTAL</b>	<b>-23,610</b>	<b>0</b>	<b>-23,950</b>	
		<b>Net Expenditure</b>	<b>-16,810</b>		<b>-16,450</b>	
		<b>SALARIES</b>				
GP	5680 - 5682, 5795	Caretakers/Other Buildings				
	5680	Caretakers - salaries	91,399		110,525	
	5686	Casual Caretakers	250		1,500	
	5681	Caretakers - National Insurance	4,629		9,074	
		Caretakers - Pension	16,818		22,215	
	5795	Other building - salaries	5,637		0	Don't use - cleaning staff incorporated in caretaker expenditure
GP	5540 - 5542	Administration	0		0	
	5540	Office staff - salaries	230,450		279,061	
	5541	Office staff - National Insurance	20,454		32,156	
	5542	Office staff - pension	42,403		56,091	
		<b>TOTAL</b>	<b>412,040</b>	<b>0</b>	<b>510,622</b>	
		<b>Total Revenue Expenditure</b>	<b>778,665</b>		<b>900,532</b>	
		<b>Total Income</b>	<b>-200,140</b>		<b>-240,030</b>	
			<b>578,525</b>	<b>0</b>	<b>660,502</b>	
		<b>Saving for Long Term Earmarked Projects</b>				
		Elections	0		2,500	Saving for future elections
		W Hall Floor	0		0	
		Civic Centre communal carpet - 10 year project	500		500	Saving
		5 yearly EICR's for all outlets	2,800		2,500	Saving
		Future reconfiguration or renovations to existing buildings	0		0	
		Civic centre lift upgrade	10,000		5,000	Saving
		Climate change carbon emissions reduction projects e.g. solar panels	10,000		0	
		Air Con units for Civic Centre in preparation for warmer months	2,000		0	
		Improve internal decoration of Victoria Pavilion	5,000		0	

**Working draft**  
**GP Budget 2024/2025 (07.12.23)**

	Security upgrade Civic Centre	1,000		1,000	
		<b>31,300</b>	<b>0</b>	<b>11,500</b>	
	<b>Total New Initiatives 2024/25</b>				
	Building Maintenance	76,000		118,605	As per report to GP Committee in Oct 2023
	New tables and table trolleys for Weald Hall, Ashdown Rm and Green Rm	0		10,000	
	Victoria Pavilion additional CCTV	0		0	
	Civic Centre gutter clearance and bird netting	0		0	
	Civic Centre signage	0		0	
	Server upgrade and small office computer upgrade	10,000		0	
	262 Bus Service	3,900		0	
	WPA NHS Top-Up	2,000		2,340	Now moved into the revenue budget.
	Civic Centre Wifi Upgrade	2,500		0	
	Signal Box	0		10,000	Additional funds for Signal Box refurbishment may be required.
	Insurance rebuild valuations	8,250		0	
		<b>102,650</b>		<b>140,945</b>	
		<b>912,615</b>		<b>1,052,977</b>	

<u>Total</u>	<u>2023/24</u>	<u>2023/24</u>
<b>Total Revenue Expenditure</b>	778,665	900,532
<b>Total Long Term Earmarked Reserve Projects</b>	31,300	11,500
<b>Total New Initiatives</b>	102,650	140,945
<b>Total Budget Expenditure</b>	912,615	1,052,977
Total Income	-200,140	-240,030
<b>Net Expenditure</b>	<b>712,475</b>	<b>812,947</b>

**Working draft**  
**Environment and Leisure Budget 2024/2025 (07.12.23)**

Committee	Nominal Code		2023/2024 Budget		2024/2025 Budget	Notes
		<b>CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES</b>				
		<b>Cultural and Related Services</b>				
		Recreation and Sport - Leisure and Recreation Grounds				
E & L	5120	Playing Fields and Pitches	23,780		19,000	Plan to do full renovations in May- June 2025. The price of fertilizer has risen greatly. So could cost £30-40k. May need to replace railings around Victoria, so need to factor this into budget for 2024-25.
E & L	5122	Playing Fields and Pitches - Electricity	220		2,500	
E & L	5176	Play Equipment Repairs/Maintenance	3,000		4,000	
E & L	5203	Grounds Maintenance - Contract	0		0	
E & L	5204	Grounds Maintenance - General	2,000		5,000	
E & L	5201	General Equipment Repairs and Hire	2,500		7,000	Need to allow for equipment and machinery to be regularly serviced now its being used more.
E & L	5202	New Equipment	5,000		5,000	
	5205	Hire of Equipment	0		0	
E & L		Vehicle Running Costs				
E & L	5269	* Transit	2,000		2,000	
E & L	5279	* Movano	2,000		2,000	
E & L	5275	*Tractor	1,500		2,000	
E & L	5271	* Ford Ranger	2,000		2,000	Plan to run this vehicle until end of its life. But would benefit from purchasing one new vehicle in 2024 and one in 2025 on pcp/lease plan to ensure rolling review of vehicle stock.
	5283	Rainwater harvester maintenance	0		1,200	Plus an annual tank clean at the end of the summer would be prudent.
		*Grass cutting mower	1,500		1,500	
		<b>TOTAL</b>	<b>45,500</b>		<b>53,200</b>	
		Income				
E & L	4110	* Sport Income	-13,000		-14,500	
E & L	4120	* Event Income	-5,000		-6,200	Check does this include the recharge income for electricity
		<b>TOTAL</b>	<b>-18,000</b>		<b>-20,700</b>	
		<b>Net Expenditure</b>	<b>27,500</b>		<b>32,500</b>	
		<b>Public Open Spaces, Planting and Allotments</b>				
E & L	5100	Allotments	3,500		3,500	
E & L	5231	Hempstead Meadows and West Park LNRs + sites of conservation interest	3,000		3,000	
E & L	5295	Litter Bins	800		1,000	Grounds team would welcome double bins in Luxfords to better manage scale of rubbish. Need to obtain price
	5296	Litter Collection, Open Spaces	9,100		12,000	This is working out about £1k a month now.
E&L	5375	Repair & replacement of street furniture	1,500		1,500	
E & L	5330	Corporate Signage	500		1,000	
E & L	5058	Protective Clothing	650		1,000	
E & L	5280	Fencing	1,000		1,000	
E & L	5299	Horticulture - Bedding	300		300	
E & L	5285	Tree Works	12,000		12,000	
E & L	5377	Cleaning Materials <b>GROUND</b> S	50		0	Hard to distinguish what we're buying for CC and other buildings so might as well stop using.
	5033	HMLNR & WPLNR	500		500	
		<b>TOTAL</b>	<b>32,900</b>		<b>36,800</b>	
		Income				
E & L	4100	* Allotments	-9,500		-11,000	Based on 2023-24 income levels and anticipated slight increase.
	4101	*Allotment Deposits	-1,000		-1,000	
	4275	* Environment Sundry Income	-200		-200	
E & L	4123	West Park Culvert Maintenance Agreement with WDC	-400		-400	
		<b>TOTAL</b>	<b>-11,100</b>		<b>-12,600</b>	
		<b>Net Expenditure</b>	<b>21,800</b>		<b>24,200</b>	
		Culture and Heritage				
E & L	5394	Twinning Hospitality	100		0	Carry forward from 2023-24
E & L	5300	Civic Centre Events	15,000		15,000	Based on 2023-24 expenditure etc.
	5301	Performing Rights Society	400		2,000	These costs have gone up as a result of our venue being used for more events.
	5302	Event Advertising /Marketing	3,500		3,000	

**Working draft**  
**Environment and Leisure Budget 2024/2025 (07.12.23)**

	5078	Weald on the Field and Revival	4,000		5,000	The event costs in region of £9-10k to arrange. We can source income of around £5k, so £5k required from TC
		<b>TOTAL</b>	<b>23,000</b>		<b>25,000</b>	
E & L	4050	Civic Centre Events	-25,000		-25,000	
	4387	Weald on the Field	0		-4,800	
		<b>Net Expenditure</b>	<b>-2,000</b>		<b>-4,800</b>	

Committee	Nominal Code		2023/2024 Budget			
		<b>Planning and Development Services</b>				
		Economic Development				
E & L	5370	Town Security CCTV	2,200		2,650	This is based on the quotation received via Sussex Police and contractor
E & L	5373	Floral Displays Town Centre Baskets & Troughs	3,500		3,600	This is based on the quote from Europlants for 2024-25.
		<b>TOTAL</b>	<b>5,700</b>		<b>6,250</b>	
E & L	4350	Income - Roundabout	-850		-864	Based on 2023-24 income. Plan to plant evergreen cascading plants.
E&L	4390	CCTV - Chamber & Heathfield PC Contribution	-620		-450	Based on one sixth of costs in 2024-25
		Total	<b>-1470</b>		<b>-1314</b>	
		<b>Net Expenditure</b>	<b>4,230</b>		<b>4,936</b>	
		<b>Environmental and Regulatory Services</b>				
E & L		Cemetery Services				
	5181	* Grave Digging	5,000		5,000	
	5180	* Rates/Water	2,200		1,500	Over anticipated in 2023-24
	5182	*Litter	3,000		3,000	
	5186	* Maintenance	200		200	
		<b>TOTAL</b>	<b>10,400</b>		<b>9,700</b>	
		Income				
E & L	4180	* Cemetery - Interments	-30,000		-36,000	Based on 2023-24
	4181	* Cemetery - Memorials	-6,000		-6,500	
	4182	* Cemetery - Sundry Income	-200		-200	
	4183	* Cemetery - Maintenance Charge	-4,000		-4,200	
		TOTAL	<b>-40,200</b>		<b>-46,900</b>	
		<b>Net Expenditure</b>	<b>-29,800</b>		<b>-37,200</b>	
		<b>HIGHWAYS AND TRANSPORT SERVICES</b>				
		Highways and Transportation				
		Street Lights - Supply, Maintenance and Repairs				
E & L	5080	* Supply & Maintenance	11,000		11,000	
E & L	5081	* Repairs	17,500		17,500	
E & L	5082	* New Lights	0		0	
E & L	5372	Town Council Climate Change Working Group	1,000		0	Carry forward funds from 2023-24
E & L	5086	Bus Shelters	0		500	
	5053	New Bus Shelter	0		0	
E&L	5350	Roundabout Expenditure	100		0	
		<b>TOTAL</b>	<b>29,600</b>		<b>29,000</b>	
		Income				
E & L	4370	* Road Safety Week (to be renamed to Climate Change Working Group)	-100		-100	
E & L	4295/4240	* Delegated Functions	-1,325		-1,590	Based on income received in 2023-24
		<b>TOTAL</b>	<b>-1,425</b>		<b>-1,690</b>	
		<b>Net Expenditure</b>	<b>28,175</b>		<b>27,310</b>	
		Other Buildings and Services to the Public				
E & L	5294	Graffiti Removal	0		0	
		<b>TOTAL</b>	<b>0</b>		<b>0</b>	

**Working draft**  
**Environment and Leisure Budget 2024/2025 (07.12.23)**

E & L	5360	Salaries Groundsmen	120,382	148,804
	5361	Groundsmen - NI	9,796	16,122
	5362	Groundsmen - Pension	22,150	29,910
	5230	Salary Ranger	31,071	33,161
		<b>TOTAL</b>	<b>183,399</b>	<b>227,997</b>
		<b>TOTAL REVENUE EXPENDITURE</b>	<b>330,499</b>	<b>387,947</b>
		<b>TOTAL INCOME</b>	<b>-97,195</b>	<b>-108,204</b>
		<b>TOTAL</b>	<b>233,304</b>	<b>279,743</b>

Committee	Nominal Code	2023/2024 Budget		
	<b>Long Term Earmarked Reserve Projects</b>			
	Old Timbers Lane	0	0	
	Vehicle Replacement	5,000	0	
	Street Light replacement SOX lanterns	0	0	
	Streetlighting repairs	0	0	
	Upgrade Victoria Pleasure Ground facilities	40,000	20,000	We have 11,525 in play area enhancements ER, 17,909 in Service Level Agreement ER and £40k from 2023. Awaiting figure for replacement piece at Hempstead. Can do at same time.
	Saving for future puppy park	0	0	
	Potential to introduce small number of recycling bins	0	0	
	Saving for drainage improvements to Skatepark at Victoria	0	0	
	Future land expansion HMLNR & Snatts Road Cemetery	0	0	
	Grasscutting - Ride on Mower	0	0	
	Foresters - New Front Doors	500	0	
	Football Dug Out improvements/moveable goal posts	0	2,500	
	Pitch renovation additional works	0	10,000	
	Replacing gates and fencing at West Park	0	1,500	
	Ash dieback works - Year 3 (winter 24/25) of woodland mgt plan	0	25,000	
	Hedgecutters - 2 x long reach	0	2,000	1 x long reach cost £1360, hand held cost £500. Ideally need 2 x long reach and 1 x handheld
	DR Mower (hand mower) - use frequently	0	3,500	Current DR Mower is costing a lot in repairs last two years. New replacement is £7k
	Izeke mower	0	12,500	Total cost is £25,000 but company likely to do payment plan over two years. Interest rates on agricultural dealers, very good at present.
	Geophysical survey of the cemetery for future space planning	4,000	0	
	<b>Total Long Term Earmarked Projects</b>	<b>49,500</b>	<b>77,000</b>	
	<b>TOTAL</b>			
	<b>New initiatives for 2024/25</b>			
	Victoria & Ridgewood signage	0	0	
	ESCC Grass Verge cutting contribution	4,442	5,686	Based on quotation agreed by members from ES Highways for 2024-25
	Grasscutting - Ride on Mower/Chipper	0	0	
	Replacement grounds tools & equipment	0	0	
	Speed reduction initiatives	0	0	
	Platinum Jubilee Celebrations	0	0	
	Purchase of more animal friendly bins	0	0	
	Tree for a tree planting programme	2,000	1,000	Carry forward unspent funds from 2023-24. We have a stock notice for the works completed in Boothland.
	New gazebo and trestle tables for events	300	0	
	King's Coronation	2,000	0	
	Victoria Rainwater tank clean and service	7,000	0	Annual servicing now incorporated in revenue
	Wildflower areas	250	0	Carry forward unspent funds from 2023-24

**Working draft**  
**Environment and Leisure Budget 2024/2025 (07.12.23)**

	Vehicle replacement	7,500		0	Carry forward unspent funds from 2023-24
	D Day Anniversary activities	0		2,000	
	Roofed compound area for Grounds storage	0		500	
	Battery blower for use when grass cutting with tractor	0		200	
	Ranger equipment	0		650	Chainsaw replacement for Ranger only.
	Ranger equipment	0		663	Chainsaw mill set up, to enable team to mill own timber - sustainable and saves £ in long term
	Harlands Pond management plan works	0		950	Includes siltex treatment and nesting tubes for mallards. Works can be completed in-house
	New Ride on Mulcher Four Wheel Drive	0		5,250	Total cost £10.5k. Split over 2yrs. Assists with bracken and bramble control.
	Wildlife surveying	0		500	1 x20 mammal tubes for surveying at £178 and good quality wildlife cameras £109 each
	New tractor (payment plan for 22 months) £15k per annum (incl. part exchange of current)	0		15,000	This is year 1 of a 22 month payment plan.
		<b>23,492</b>		<b>32,399</b>	
	<b><u>TOTAL</u></b>				
		<b>2023/24</b>		<b>2024/25</b>	
	<b>Total Revenue Expenditure</b>	330,499	-	387,947	
	<b>Total Long Term Earmarked Reserve Projects</b>	49,500	0	77,000	
	<b>Total New Initiatives</b>	23,492	0	32,399	
	<b>Total Budget Expenditure</b>	<b>403,491</b>	<b>0</b>	<b>497,346</b>	
	Total Income	-97,195	0	-108,204	
	<b>Net Expenditure</b>	<b>306,296</b>	<b>0</b>	<b>389,142</b>	

**Working draft**  
**Luxfords Budget 2024/2025 (07.12.23)**

Committee	Nominal Code		2023/2024 Budget		2024/2025 Budget	Notes
		<b>OTHER SERVICES</b>				
GP		Luxfords				
	5810	* Food Purchases	40,000		50,000	
	5820	* Bar Purchases Non Alcoholic	2,600		2,600	
	5825	* Bar Purchases Alcoholic	7,000		8,500	
	5840	*Consumables	900		2,000	
	5842	*Cleaning	1,000		900	
	5845	* Maintenance & Repairs	2,000		2,000	
	5850	Equipment	2,000		1,750	
	5855	Luxfords equipment hire	400		800	It's usually about 400 per event, so in case we have another wedding or large event...
	5870	Stationery	0		0	
	5865	Luxford Telephone	0		0	
	5880	Luxfords General Advertising	400		0	Most advertising is done through the same means as the event advertising. This could be a saving.
	5890	* Uniforms & Protective Clothing	150		150	
	5980	* Credit Charges	2,600		3,000	We will be reviewing our credit card machine supplier in 2024/25 but best to budget as if not.
	5861	* Rates	8,000		7,750	Over estimated increase this year.
	5862	Electricity	9,000		9,000	
	5863	Gas	3,500		3,500	
	5864	Water	1,500		1,500	
	5866	* Litter Collection	1,600		1,750	
	5867	* Stock Taker	820		850	
	5940	Luxfords salaries	107,673		118,632	
	5941	Luxfords National Insurance	5,403		9,456	
	5942	Luxfords Pension	18,834		23,400	
	5945	Luxfords Casual wages	6,000		9,000	With a busy calendar of events and staffing issues, we are using more casuals
		*Management costs	0		0	
		<b>TOTAL</b>	<b>221,380</b>		<b>256,538</b>	
GP		Income				
	4810	* Restaurant Food Sales	-130,000		-160,000	
	4820	* Restaurant Bar Sales	-9,250		-10,000	
	4825	* Takeaway	-2,000		0	The takeaway income is not recorded separately on the till, so encompassed in food sales
	4910	* Function Food Sales	-28,000		-35,000	
	4920	* Function Bar Sales	-20,500		-22,500	
	4940	*Hire of Equipment (Urn Hire)	-1,250		-1,400	
	4840	*Hire of Luxfords	-1,000		-1,000	
	4950	*Sundry Income	-500		-500	
		<b>TOTAL</b>	<b>-192,500</b>		<b>-230,400</b>	
		<b>Net Expenditure</b>	<b>28,880</b>		<b>26,138</b>	
		<b>Long Term Earmarked Projects</b>				
		New dishwasher	0		500	
		<b>Total</b>	<b>0</b>		<b>500</b>	
		<b>New initiatives 2023-24</b>				
		New cooker	3,500		0	
		<b>Total Budget Expenditure</b>	<b>221,380</b>		<b>256,538</b>	
		<b>Income</b>	<b>-192,500</b>		<b>-230,400</b>	
		<b>Net Expenditure</b>	<b>28,880</b>		<b>26,138</b>	

Working draft  
Luxfords Budget 2024/2025 (07.12.23)

---

<u>TOTAL 2023/24</u>				
Total Revenue Expenditure	221,380		256,538	
New Initiatives	0		0	
Total Long Term Earmarked Reserve Projects	0		0	
Total Budget Expenditure	<b>221,380</b>		<b>256,538</b>	
Total Income	-192,500		-230,400	
Net Expenditure	<b>28,880</b>		<b>26,138</b>	



# **UCKFIELD TOWN COUNCIL**

**DRAFT**

## **Property Asset Management Plan**

**2024- 29**

## Contents

1.0	Purpose of the Asset Management Plan	Page 3
2.0	Function of the Asset Management Plan	Page 3
3.0	The Town Council's Asset Portfolio	Page 4
4.0	Asset Management Strategy 2024-29	Page 6
5.0	Asset Management Strategy Delivery 2024/25	Page 7
6.0	Process for Adoption and Operation	Page 8
	Appendix 1 - Consultation and Protocols	Page 9
	Appendix 2 – External Influences	Page 10
	Appendix 3 - Asset Register	Page 11

## **1.0 Purpose of the Asset Management Plan**

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

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

## **2.0 Function of the Asset Management Plan**

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

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

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

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

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

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

### 3.0 The Town Council's Asset Portfolio

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

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

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

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

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

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

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

Non-Operational – usually held for investment

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

Please note that the most recent market valuation classified Bridge Cottage as a heritage asset. This is a change from the March 2014 asset valuation, as at that time, it was categorised as a non-operational asset held for investment purposes.

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

In March 2019, the asset portfolio was valued at £5,823,050 with an annual rental income of £55,271 (*which includes all income from lease/licence agreement rental payments and wayleaves only at December 2019*) and an annual maintenance budget which has recently been in the region of £70-80K per annum.

Since then, with the impact of the pandemic and changes in the usage of buildings and/or underuse, we have been reviewing the most prudent way forward. We are likely to see some change in 2024, to increase our duties in terms of compliance for our buildings, the renting of those buildings/spaces which are currently underutilised and any anticipated changes in leasehold/tenancy arrangements.

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

In 2014, a Building Maintenance Programme was commissioned which is now moving into its ninth year. The plan details the work needed on the building assets where the Town Council has a maintenance responsibility and provides an estimate of the cost of the work. A new stock condition survey was carried out in 2019, which identified future works to be carried out over the next five years. It is recommended that this be planned for 2024 to review the external structure and maintenance of the buildings. The focus in the next two years, is with internal compliance.

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

Up to date rebuild valuations were undertaken of all Town Council buildings in 2019, 2020 and 2023 to inform the Town Council's building insurance policy.

#### **4.0 Asset Management Strategy 2024-29**

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

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

## 5.0 Asset Management Strategy Delivery 2024-29

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

- Review and confirm the Maintenance Strategy for the next 5 years;
- Consider options for delivering the backlog of maintenance;
- Deliver an annual planned maintenance programme;
- Develop a programme and commence the review of the leases, licences and land titles;
- Deliver initiatives outlined within the Town Council's Strategic and Annual Plans:
  - continue to upgrade our facilities to ensure compliance (fire safety, electrics, water etc) in the Civic Centre, Foresters Hall, and Victoria Pavilion);
  - replace plumbing and heating systems in Foresters Hall and Victoria Pavilion;
  - refurbish the Signal Box and bring up to standard to be able to re-let;
- Explore options for creating further recreational facilities;
- Land holdings will be reviewed to reflect the Town Council's people and financial objectives;
- Manage consultants and contractors to deliver the asset management objectives;
- Report six monthly on the delivery of the asset management plan objectives.

## **6.0 Process for Adoption and Operation**

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

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

## **7.0 Appendices:**

Appendix 1: Consultation and protocols

Appendix 2: External Influences

Appendix 3: Asset Register

## **Appendix 1 - Consultation and Protocols**

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

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

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

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

## **Appendix 2 – External Influences**

### **Legislation**

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

### **Best Practice**

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

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

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

### **Property Market**

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

## Appendix 3 - Asset Register

### Allotment

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

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

## Building

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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS49	West Park Pavilion	<p>Pavilion building adjacent to West Park recreation ground. The building was transferred from the developer in 1987 with restrictive covenants in place. Previously reviewed for redevelopment.</p> <p>The Pavilion has now been leased to a local sports club on a full repairing lease. This commenced May 2023 and will run for five years.</p>	Building	Freehold	0.02ha
OS50	<p>The Hub The Source</p>	<p><del>Building purchased from ESCC in 2007.</del></p> <p><del>Citizens Advice Bureau moved to Uckfield Library in 2020. The Hub itself is in a poor condition and work is currently underway to tender for its removal, to ensure the safety of the public.</del></p> <p>The Hub was demolished in September 2023, due to concerns regarding health and safety. The building was a post-war prefabricated building and had reached the end of its life.</p> <p>The northern side of building (the Source) was retained and has undergone improvements and seen its own services and intruder and fire alarm systems installed. This will enable the building to be leased until the future of the site is agreed and a new community facility or building is developed for the benefit for the community. The current lease agreement will run for two years from Dec 2023/Jan 2024.</p>	Building	Freehold	0.03ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS51	Civic Centre	Building housing Town Council Offices, meeting rooms, function rooms and restaurant. Opened in 1991 by the Mayor.	Building	Freehold	0.12ha
OS55	Bridge Cottage	Historic building purchased from ESCC in 1984. Leased to Uckfield and District Preservation Society (25 year full repairing lease from December 2015).	Building	Freehold, leased out	0.01ha
OS55a	Bridge Cottage - Shop Adjacent	Building adjacent to Bridge Cottage and associated land. Purchased in 2010. Forms part of above lease arrangements with Uckfield and District Preservation Society.	Building	Freehold, leased out	
OS56	Signal Box	Former Signal Box building, purchased from British Railways Board in 1993. The property is currently vacant and requires refurbishment before re-letting <del>in 2023</del> in 2024.	Building	Freehold, leased out	
OS57	Osborn Hall	Community hall leased out to Guide Association on a full repairing lease. (20 year term from Jan 2006 – review to be undertaken every five years).	Building	Freehold, leased out	0.02ha
OS63	Large storage unit - Victoria Pleasure Ground	Building used to store grounds equipment and vehicles. Completed in 2012.	Building	Freehold	

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS64	Double garage storage - Victoria Pleasure Ground	Set of double garages. One leased to Anderida Cricket Club and one is leased to Uckfield Performance Ensemble on full repairing leases. Currently due for renewal.	Building	Freehold, leased out	

### Cemetery

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

## Land

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS1	Land to the north of Hart Close	Open land adjacent to road, transferred to Town Council by developer. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.22ha
OS2	Hempstead Fields	Open land adjacent to recreation ground, transferred to Town Council by developer in 1991. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	1.69ha
OS6	Hunters Way	Open land with footpaths and tree planting, transferred to Town Council by developer in 1973. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.36ha
OS7	Linnet Green	Open land adjacent to road, acquired by Town Council in 1995. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time. <b>This land is currently in dispute and Solicitors instructed, as the land was sold at auction on 6 December 2022, despite Uckfield Town Council having documentation to confirm transfer.</b>	Land	Freehold	0.05ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS9	Land at Harlands Farm	Open land and woods, transferred to Town Council by developer in 1989. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time. <b>This land is currently in dispute and Solicitors instructed, as the land was sold at auction on 6 December 2022, despite Uckfield Town Council having documentation to confirm transfer of maintenance to the Town Council by landowner Federated Homes in the mid-19990s.</b>	Land	Freehold	0.30ha
OS10	New Barn Farm	Open land, transferred to Town Council by developer in 1990. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed it was not appropriate at that time.	Land	Freehold	3.24ha
OS11	Oaklea Way	Open land adjacent to road, previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.11ha
OS18	Rocks Park Bank	Open land adjacent to road junction. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.07ha
OS19	Rocks Park Flats	Open land with footpaths and tree planting, transferred to Town Council by developer in 1990. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.28ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS21	Land at Selby Road (Selby Meadows)	Open land under 10 year licence from December 2020 for community use with New Town Action Group. Also registered as an Asset of Community Value by Uckfield Town Council.	Land	Freehold, licenced out	0.13ha
OS22	Shepherds Gate	Open land, transferred to Town Council by developer in 1995. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.16ha
OS23	Swallow Court	Open land, transferred to Town Council by developer in 1995. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable. <b>This land is currently in dispute and Solicitors instructed, as the land was sold at auction on 6 December 2022, despite Uckfield Town Council having documentation to confirm transfer of maintenance to the Town Council by landowner Federated Homes in the mid-1990s.</b>	Land	Freehold	0.03ha
OS31	Bellbrook Open Space	Open land, transferred from developer in 1995 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. Considered unsuitable as currently a de facto Nature Reserve.	Land	Freehold	1.46ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS33	Browns Lane Rockery and Path	Open land, transferred from developer in 1991 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.08ha
OS37	Elizabeth Gardens	Open land with footpath. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.14ha
OS52	Land and woods at Harlands Farm	Land and woods, transferred to Town Council by developer in 1989, adjacent to Harlands Farm. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.03ha
TBC	Land on the north side of Brown's Lane (known as the Dene)	Uckfield Town Council completed its purchase of this land on 2 October 2023. The land is for recreational purpose, only.	Land	Freehold	TBC

## Nature Reserve

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

### Path

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

### Play area

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS5	Hughes Way	Playground with play equipment, transferred to Town Council by developer in 1998. New play equipment installed in Feb 2018.	Playground	Freehold	0.09ha
OS12	Oakwood Drive	Playground with play equipment, transferred from developer in 1987. <b>Pieces of equipment will be gradually upgraded during 2024 and 2025.</b>	Playground	Freehold	0.09ha
OS15	Ridgewood Play Area	Playground with play equipment, declared Town Council land 1978. New play equipment & MUGA installed in Oct 2016.	Playground	Freehold	0.03ha
OS17	Rocks/West Park Play Area	Playground with play equipment.	Playground	Freehold	0.33ha
OS36	Downland Copse	Playground with basketball court, transferred from developer in 1993.	Playground	Freehold	0.15ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS44	Luxford Field Play Area	Playground with play equipment, transferred to Town Council from ESCC in 1983. Play area shape redesigned and full play area upgraded with accessibility in Sept 2020.	Playground	Freehold	0.13ha
OS46	Hempstead Play Area	Playground with play equipment, acquired by Town Council in 1932. New play equipment installed in August 2013.	Playground	Freehold	0.02ha
OS47	Victoria Play Area	Play area, part of Victoria Pleasure Ground, leased from Richard James Streatfield in 1897 for 999 years. New surfacing added in 2017. <b>Due to be upgraded in 2024.</b>	Playground	Leasehold	0.09ha

### Pond

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

## Recreation Ground

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

## Woodland

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

## **Meeting of the Full Council**

### **Monday 11 December 2023**

#### **Agenda Item 22.0**

#### **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 30 October and 11 December 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**

- |          |  |
|----------|--|
| 11.11.23 | Armistice Day. War Memorial, Holy Cross Church, Uckfield at 11.00hrs.                          |
| 12.11.23 | Remembrance Sunday Service and Parade. Holy Cross Church, Uckfield. 15.00hrs.                  |
| 12.11.23 | Service at Eugene Seghers Memorial. Uckfield.  |
| 16.11.23 | Attend Uckfield Hospital League of Friends AGM. Civic Centre, Uckfield.                        |
| 18.11.23 | Attend opening of St Peter and St James Hospice Shop. High Street, Uckfield.                   |
| 22.11.23 | Judging of 'Mini Roar', Uckfield Lions. The Belmont Centre, Uckfield.                          |
| 24.11.23 | Ashdown Radio Community Awards Ceremony. East Sussex National, Uckfield.                       |
| 01.12.23 | Late Night Shopping accompanying MP Mins Davies. Uckfield.                                     |
| 10.12.23 | Sussex Association of Bonfire & Carnival Societies Carol Service. Holy Cross Church, Uckfield. |

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

- |          |  |
|----------|--|
| 11.11.23 | Armistice Day. War Memorial, Holy Cross Church, Uckfield at 11.00hrs.                          |
| 12.11.23 | Remembrance Sunday Service and Parade. Holy Cross Church, Uckfield. 15.00hrs.                  |
| 12.11.23 | Service at Eugene Seghers Memorial. Uckfield.  |
| 24.11.23 | Ashdown Radio Community Awards Ceremony. East Sussex National, Uckfield.                       |
| 10.12.23 | Sussex Association of Bonfire & Carnival Societies Carol Service. Holy Cross Church, Uckfield. |