



UCKFIELD TOWN COUNCIL

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

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

on

Monday 15 January 2024 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 11 December 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 – 8 January 2024
- (b) Environment and Leisure Committee – no meeting held
- (c) General Purposes Committee – no meeting held

- 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 CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2024/25**
- 10.0 TO APPROVE THE RE-ALLOCATION OF EARMARKED RESERVES FOR PRIORITY PROJECTS IN 2024 AND 2025**
- 11.0 TO FORMALLY ADOPT THE TOWN COUNCIL'S STRATEGIC PLAN 2024/29**
- 12.0 TO FORMALLY ADOPT THE TOWN COUNCIL'S ANNUAL PLAN 2024/25**
- 13.0 TO FORMALLY SET THE ANNUAL BUDGET (PRECEPT) FOR 2024/25**
- 14.0 TO FORMALLY ADOPT THE ASSET MANAGEMENT PLAN FOR 2024/25**
- 15.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2023/24 (Q3)**
- 16.0 TO CONSIDER THE RESPONSE FROM LLOYDS BANKING GROUP TO THE LETTER SENT BY UCKFIELD TOWN COUNCIL**
- 17.0 TO REVIEW THE CONSULTATION ON EAST SUSSEX COUNTY COUNCIL'S LOCAL TRANSPORT PLAN (2024-2050)**
- 18.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
- 19.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 20.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 21.0 TOWN CLERK'S ANNOUNCEMENTS**
- 22.0 CHAIRMAN'S ANNOUNCEMENTS**

23.0 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:

- 23.1 To consider works associated with plumbing and heating improvements at Foresters Hall and Victoria Pavilion
- 23.2 To consider the recommendations of Finance-Sub Committee
- 23.3 To consider a proposal by the Uckfield Grasshoppers Junior Football Club

A handwritten signature in blue ink, appearing to be 'C. Jones', is written over a faint, light blue rectangular stamp. The signature is fluid and cursive.

Town Clerk
9 January 2024

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held
on Monday 11 December 2023 at 7.00 pm
in the Council Chamber, Civic Centre, Uckfield

PRESENT:

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

IN ATTENDANCE:

One member of the public
County Councillors Claire and Chris Dowling
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.

Councillor C. Macve declared a personal interest in agenda item 27.3.

Councillor D. Manvell declared an interest in agenda item 19.0 (draft budget) as a result of his role on the board for Uckfield Community Fridge CIC if members of full council reached this level of detail.

Councillor J. Love declared a personal interest in agenda item 27.2 on discussions specifically relating to Victoria Pavilion as a result of her work there.

Members subsequently noted the declarations provided.

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

There were no statements from members of the public.

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

FC.69.12.23 It was **RESOLVED** to suspend Standing Orders to enable updates to be provided by County and District Council representatives.

Councillor Claire Dowling provided an update on county matters in her constituency. The programmed works for Southview Drive were still on track for February 2024 half term. Cllr Dowling had met with the Town Clerk and an officer from ESCC to review pedestrian movements at school time on London Road. The Town Clerk had provided an update on this in the action list.

Councillor Dowling had chased two highway matters, (i) the dip in the road reported by Councillor French and (ii) would be following up with the issues reported by Councillor Manvell.

The East Sussex Local Transport Plan was out for consultation until the end of February 2024. Members and residents were invited to respond individually, and the Town Clerk confirmed that the plan would be reported to the January meeting of Full Council, should the council wish to produce a collective response. This could also be referenced in the next edition of the Voice.

It was the ESCC Cabinet meeting the next day, and figures were being reported quarterly on expenditure within Children's Services. The costs for Looked After Children had increased astronomically. This was placing great pressure on this service area's costs with some circumstances costing the service £10-20k per week. The most recent report on this was available on the ESCC website from their Cabinet meeting on 12 December 2023:

<https://democracy.eastsussex.gov.uk/documents/s54710/LAC%20Annual%20Report%2022-23%20Cover%20report.pdf>

Councillor Chris Dowling had received a number of concerns about the state of the road in New Road, with the road showing evidence of early subsidence. He had sent photographs into ES Highways. He had not heard any more on the build outs in Lewes Road which formed part of the traffic calming measures associated with the Ridgewood Farm development. Photographs had also been taken of highway issues in Mallard Drive/Kingfisher Close and would be reported to ES Highways.

Councillor K. Bedwell stressed the need to look at Mallard Drive as a crack had started to appear near to the school and new houses. Councillor C. Macve reiterated his query with regard to the highway works which were due to take place on the Copwood roundabout on the 100th house being occupied/built on the Ridgewood Farm site.

Councillor D. Manvell provided an update on District Council matters. He had been made aware that the Sports Hub due to be developed at Hellingly, had received more funding than they were supposed to be given. He had also learnt that no major CIL funded projects had been delivered by Wealden DC since the introduction of the Community Infrastructure Levy scheme.

Councillor B. Reed referred to the Nature Recovery Strategy and the work of the Ashdown Forest Conservators who had begun work on a joined up recovery

programme, and applied for £750k, perhaps using this links could be better created between there and north Uckfield.

Wealden DC's new Vision could be useful for Uckfield TC in its decision-making and a new report had been issued by Wealden DC officers which would add to planning policy department's evidence base on play and sports facilities.

Councillor Reed also referred to the work of Wealden DC on their Local Plan.

Councillor Manvell referred to the recent change in position of Wealden DC, on the appeal of the Land at Mockbeggars Farm.

FC.70.12.23 Members **RESOLVED** to reinstate Standing Orders.

4.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors D. Bennett, B. Cox, M. McClafferty and S. Mayhew due to work commitments or health related matters.

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.

FC.71.12.23 Members **RESOLVED** 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 Mayor.

5.2 Action List

Members agreed to remove the following actions and noted the report.

6.0 COMMITTEE MINUTES

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

(a) Plans Committee of the 6 and 27 November 2023

FC.72.12.23 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 6 and 27 November 2023.

(b) Environment & Leisure Committee of the 13 November 2023

FC.73.12.23 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 13 November 2023.

(c) General Purposes Committee of the 4 December 2023

FC.74.12.23 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee of the 4 December 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

Members noted the report.

(iii) Uckfield Dementia Forum

Members noted the report.

(iv) Infrastructure Working Group

Nothing to report at present.

**9.0 TO RATIFY DOCUMENTATION CONSIDERED BY STANDING COMMITTEES:
General Purposes Committee**

(i) Risk Management Policy – Policy No. 29

FC.75.12.23 It was **RESOLVED** to ratify the decision of General Purposes Committee on 4 December 2023 and adopt the Town Council's Risk Management Policy.

(ii) Recommendations of Personnel Sub Committee (confidential business)

This matter would be considered under confidential business.

10.0 TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL

A report had been circulated to the Urgent Consultation Panel outside of the meeting cycle to explain that the barista coffee machine in Luxfords Restaurant had failed, and due to the age of the machine, it had not been possible to replace the parts. Quotations had been received for a new full size barista coffee machine, and it would cost in the region of £3,500 with installation and water softener. Two new filter coffee machines were also required as the heating element in these was aged, now. Members had agreed to re-allocate earmarked reserve funding from the Booking System which had been unspent, for the purpose of purchasing the above equipment to the sum of £4,100.

Members noted the decision of the Urgent Consultation Panel.

11.0 TO CONSIDER A MOTION FROM COUNCILLOR DONNA FRENCH

Councillor D. French presented her motion which asked members of Full Council to consider whether any further assets (either land or property) in the town, would be beneficial to nominate as an Asset of Community Value. Of the three nominations put forward in 2023, two were successful – Uckfield Leisure Centre and Ridgewood Village Post Office.

Councillor D. French was keen to consider the Uckfield Rugby Club and adjoining land. The Town Clerk advised that she would confirm the land which comprised the Rugby Club site and liaise with the Chair to see how long they had left on their lease agreement.

Other land suggested included:

Land near to White House Farm

Holy Cross Primary School (unfortunately Church of England land holdings were excluded from this process)

Family Hub, Manor Close (Childrens Centre)

Highlands Inn

FC.76.12.23 After some discussion, members **RESOLVED** to put forward nominations for the Uckfield Rugby Club, the Family Hub (as Childrens Centres were at risk of closure) and the Highlands Inn (as the last remaining pub in the south of Uckfield and their support to community lunches) as Assets of Community Value.

12.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR Q2 OF 2023/24

Members discussed the papers produced from the Town Council's finance system.

Councillor Macve enquired as to why the Town Council's land and buildings showed a depreciation of £55k, and asked why the bank account was considered a liability. The Town Clerk would seek advice from the Town Council's accountant.

Members noted the report.

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

Members were provided with a report which highlighted concerns around the health of a Lime Tree in Snatts Road Cemetery. The Lime Tree had already been pollarded and reduced in height. The Grounds team and an independent aboricultural survey had indicated that the tree was showing evidence of disease, but all parties respected the sensitive location of the tree. It was suggested that the height of the existing monolith of sorts be reduced in height to 2.5 to 3metres. The Town Clerk would contact all deed owners of graves/interments in the catchment area to inform them of the need for works to the tree to reduce the risk of any bad weather creating damage to the tree and ground, and to advise deed owners to move any of their personal belongings during the period of works.

FC.77.12.23 Members RESOLVED:

(i) For the Senior Administrative Officer and Town Clerk to make contact with the relatives of those who had ashes interments or graves in the vicinity of the base of the tree, to inform them sensitively of the current condition of the tree, and;
(ii) to 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.

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

Members had been provided with detailed plans of the highway works proposed in Eastbourne Road in association with the development planned for 'Land at Eastbourne Road.'

Councillor B. Reed advised that during Wealden Planning Committee North, members asked for the applicants to liaise with the Town Council to discuss the impact of the SUDs and capacity. The Town Clerk had also sought clarity from East Sussex Highways to check that the highway drawings were still accurate, as discussions at Wealden DC's Planning Committee had suggested some changes. However it appeared that most of these changes were on the site itself, to parking etc or within the entrance to the site.

Uckfield TC Plans Committee had previously raised the matter of lack of parking. Members felt that this was more of a Plans Committee matter and not one for Full Council, so members subsequently noted the report.

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

The Town Clerk explained that the brief for Street Lighting followed previous discussions and reports with Environment & Leisure Committee which discussed street lighting designs but also the need for the Town Council to evidence their authorisation of the style and type of lighting used to replace existing lighting stock.

FC.78.12.23 Members **RESOLVED** to approve the Street Lighting Brief between East Sussex Highways and Uckfield Town Council, and for the Town Clerk and Town Mayor to sign this document on the Town Council's behalf.

16.0 TO CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH ALLOWANCES FOR 2024/25

Unfortunately the information was not yet available. The decision would therefore be deferred to the next meeting of Full Council on 15 January 2024.

17.0 TO CONSIDER THE DRAFT STRATEGIC PLAN FOR 2024-29

Members thanked office staff for the strategic member workshops which they had found particularly useful.

Councillor C. Macve referred to recent discussions at the All Weather Pitch Meeting with Uckfield College. The EU were due to ban 'rubber crumb' and this could affect the materials used for the matting of astro/3G pitches.

Members subsequently noted the draft Strategic Plan for 2024-29.

18.0 TO CONSIDER THE DRAFT ANNUAL PLAN FOR 2024/25

Members reviewed the draft annual plan and were asked, similar to the Strategic Plan, if they could provide any further feedback to the Town Clerk over the Christmas break.

Reference was made to a really good biodiversity playground in Westfield, Stratford, London. Councillor Smith would love if this could be replicated in Victoria Play area.

Members subsequently noted the draft Annual Plan for 2024/25.

19.0 TO CONSIDER THE DRAFT ANNUAL BUDGET FOR 2024/25

Members reviewed the draft annual budget. Members were disappointed that the tax base had seen minimal increase, when the town had seen quite a substantial increase in new homes.

Queries related to grant funding, the cash balance and staffing costs before members noted the draft budget for 2024/25 and recognised that officers would continue to look at ways to reduce the current percentage increase proposed.

FC.79.12.23 Further to a proposal by Councillor D. Ward, which was seconded by Councillor Manvell, members **RESOLVED** to extend the time of the meeting, to 9.45pm.

20.0 TO CONSIDER THE DRAFT ASSET MANAGEMENT PLAN FOR 2024-29

Members felt this was a good document, and well prepared. Concerns were raised with regard to the condition of Osborn Hall, and the nearing date of the full repairing lease agreement. The Town Clerk was asked to review the details of the lease agreement, and schedule of condition, and seek legal advice.

Councillor Manvell asked if under paragraph 4, we could incorporate *“Manage our assets and property portfolio to ensure we reach carbon neutrality”* and then on the subsequent page around delivery, add *“Aim to decarbonise our buildings and landholdings, and ensure we use them in an environmentally sustainable way.”*

Members subsequently noted the report.

21.0 TO SIGN AND SEAL ANY LEASE AGREEMENTS OF LICENCES READY FOR EXECUTION

None received by the deadline.

22.0 TO NOTE THE MAYOR’S ENGAGEMENTS

Councillor D. Manvell noted a correction that needed to be made to the spelling of MP Mims Davies name within the report.

Members noted the change and contents of the report.

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

Two deed of grants had been received:

Brenda Dorling

Jennifer Madil

FC.80.12.23 It was **RESOLVED** for three councillors to sign the above deeds of grant.

24.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

25.0 TOWN CLERK’S ANNOUNCEMENTS

The Town Clerk advised that Tracy, the Town Council’s Marketing & Communications Assistant was due to retire on 13 December 2023. Tracy had worked for the Town Council for six years and been the first Marketing role within the Town Council team. The Town Clerk explained that Tracy had set the Town Council up well and been very hands on; carrying out a lot of work in-house. She had been an asset to the team, and we all wished her well with her retirement.

26.0 CHAIRMAN’S ANNOUNCEMENTS

The Chair, Councillor J. Love explained that there was a Case Management Conference the next day relating to the appeal on the Land at Mockbeggars Farm. Councillor J. Love would be attending and seeking to understand in light of Wealden DC’s change in position, how the appeal would be handled by the Planning Inspectorate.

27.0 CONFIDENTIAL BUSINESS

FC.81.12.23

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

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

FC.82.12.23 Members **RESOLVED** to:

- (i) note the contents of the powerpoint presentation and update;
- (ii) move to a new contract with ChromaVision and new technology for the Town Centre CCTV system from 1 April 2024;
- (iii) write to BT and end the existing contract from 1 April 2024, and;
- (iv) continue to work in partnership with other Town Councils in Wealden District, and Sussex Police to build further understanding on the information governance arrangements and consider appropriate procedures for the parish and town councils

- 27.2 To consider quotations for works associated with Town Council buildings and the addition of cyber cover to the Town Council's Insurance.

Lengthy discussions took place with regards to the quotations that had been received for plumbing and heating changes to Foresters Hall and Victoria Pavilion.

Greater preference was given to the renewable energy options, but some members were unable to vote as they wished to obtain more information on these technologies. The Town Clerk was asked to arrange for a presentation prior to the next Full Council meeting on renewable technologies.

Discussions on amendments to the insurance cover, were deferred to the next meeting, due to time.

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

This item would be deferred to the next meeting, due to time.

- 27.4 TO RATIFY DOCUMENTATION CONSIDERED BY STANDING COMMITTEES:

(ii) General Purposes Committee
recommendations from Personnel Sub-Committee

This item would be deferred to a future meeting, due to time.

The meeting closed at 9.39pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.105.02.17</u>	14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.	20.02.17	HG	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.
<u>FC.95.01.20</u>	18.0 To sign and seal the Town Council's byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve Members RESOLVED to: (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.	20.01.20		
<u>FC115.04.19</u>	9.0 To consider a motion submitted by Councillor Donna French It was RESOLVED 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.”	08.04.19	HG	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.

<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></p> <p>After a detailed discussion, it was RESOLVED 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 RESOLVED 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></p> <p><i>(i) have submitted an expression of interest to central government to draw down funding to the county of East Sussex, and:</i></p> <p><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></p> <p>Members unanimously RESOLVED 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"> • Report on the results of the schools' questionnaire and review the recommendations; • 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; • Review and offer a final report on food poverty in March 2023 before the end of the term of this Town Council; <p><i>Summary.</i></p> <p><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>
<u>FC.62.10.23</u>	<p><u>12.0 - To consider a motion by Councillor P. Ullmann</u> 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.</p>	30.10.23	PU/HG	Letter in response received from Lloyds Banking Group on 28.12.23. A report is being presented to Full Council on 15.01.24.
<u>FC.63.10.23</u>	<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 RESOLVED 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.</p> <p>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 pedestrian crossing by Hughes Way.</p> <p>In response to the</p>

				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.
<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.68.10.23</u>	<u>22.0 Chairman's Announcements</u> 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	30.10.23	DB/HG	In progress.
<u>FC.76.12.23</u>	<u>11.0 To consider a motion from Councillor D. French</u> After some discussion, members RESOLVED to put forward nominations for the Uckfield Rugby Club, the Family Hub (as Childrens Centres were at risk of closure) and the Highlands Inn (as the last remaining pub in the south of Uckfield and their support to community lunches) as Assets of Community Value.	11.12.23	HG	In progress.
<u>FC.77.12.23</u>	<u>13.0 To consider aboricultural reports for a Lime Tree in Snatts Road Cemetery</u> (i) For the Senior Administrative Officer and Town Clerk to make contact with the relatives of those who had ashes interments or graves in the vicinity of the base of the tree, to inform them sensitively of the current condition of the tree, and; (ii) to 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.	11.12.23	HG/RN	In progress.

Meeting of the Full Council

Monday 15 January 2024

Agenda Item 7.0 (ii)

TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES: GATWICK AIRPORT CONSULTATION PANEL

I attended a meeting on Wednesday 6th December at the Hilton Hotel Gatwick Airport concerning specifically Airspace and Noise issues. An initial overview of the use of Gatwick Airport and Traffic Management clearly showed that general utilisation of all facilities, Airbourne, Ground Complex and public transport was continuing to increase having almost reached pre-Covid levels. This is of course sustainable news for the Airport and helps with ensuring job security.

In broad terms in 2019 (year before Covid) there were some 245,000 aircraft movements, in 2020 it was down to under 50,000 (mainly due to "Lockdown rules"). The airports nationally were not alone as perhaps 90% of UK Industry and Commerce were affected. Most of us will no doubt recall with some satisfaction how quiet the sky was for some months.

Two years on, how quickly things change and once again we have the aircraft above in our particular location dancing and weaving their route to the runway at Gatwick. A landing plane is not as noisy as one taking off so we are not bothered with excessive noise pollution in this part of Sussex. Other areas however are not so lucky and some delegates made their frustrations known at the seminar. I got into conversation with one from a Surrey Parish Council. She (like myself a new Cllr) explained that their location is not far off one of the "take off " routes and residents suffer considerable sound interference. They also have the misfortune of being close to a staking area for the flight path into Heathrow.

The talks and debates were very interesting as well as enlightening, some delegates were not too happy with the so-called improvements to reduce noise. As part of further efforts to reduce noise, pilot's instructions were under review. The overall view was however that the situation around aircraft noise was improving but further work was required by ground staff and aircrew to attain a better level.

There was no mention or comment about any major expansion of airport facilities. No updating on any detail about additional runways or terminals. One final factor which caused some unrest at the meeting was the "abolition" of what was known as the "Independent Commission on Civil Aviation and Noise," there was a general view that this should be reconvened.

An interesting afternoon in good venue with ample refreshments. Only downside being the £19.40 car park charge for 3 hours (which was refunded by the organisers). Parts of the debate were above my technical level but certainly a learning curve in progress.

Cllr Peter Selby

Meeting of the Full Council

Monday 15 January 2024

Agenda Item 9.0

TO CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2024/25

1.0 Background

- 1.1 This report sets out the recommendations from the Parish Remuneration Panel for Wealden District. As Members will be aware the Panel make recommendations on allowances for Wealden District Council and all of the Town and Parish councils in the Wealden District. All councils are required to take their recommendations into account when setting their allowances. The Panel was established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area.

2.0 Recommendations for 2024/25 allowances

- 2.1 The Independent Remuneration Panel met on 12 December 2023. Their final report is attached for members' consideration in appendix A. A copy of the report is also displayed in the Town Council's noticeboard at the Civic Centre, as required. A copy of the Local Authorities (Members' Allowances) (England) Regulations 2003 is available in the office should members wish to read the legislation.
- 2.2 The recommended increase for Level (3) Councils in 2024/25 would be a 4.6% increase on that recommended for 2023/24 and equates to the following allowance per annum before tax:
- **Basic Allowance £1,492** (members currently receiving £1,348.20)
 - **Chairman's allowance £2,060** (Chair/Mayor currently receiving £1,861.65)
- 2.3 Please note that members have previously resolved to freeze allowances, and then make gradual increases rather than the recommended sums, since 2021.

3.0 Travelling and Subsistence Allowances

- 3.1 Under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances undertaken or incurred in connection with the performance of any duty within one of more of the categories set out in that regulation. These payments and categories are set out in the Parish Remuneration Panel report in paragraphs 15-19 and it was agreed to fix the travelling allowances in line with HM Revenue & Customs 'Approved Mileage Allowance payment' rates.

4.0 Who is it payable to

- 4.1 Members are asked by the IRP panel to consider whether the basic allowance should be payable only to the Chairman of any such authority or to all of its members, whether it should be payable to both the Chairman and the other members of such authority, and whether the allowance payable to the Chairman

should be set at a levels higher than that payable to the other members, and if so, the higher amount payable.

5.0 Initial response from Town Clerk's correspondence

5.1 Due to the need for the Town Council to adopt its budget at Full Council on 15 January, the Town Clerk was keen to understand the majority view of Councillors prior to the meeting, so the Assistant Town Clerk & RFO could look at the calculations in advance.

5.2 Members were asked the following:

A decision will be taken at Full Council on Monday 15 January 2024 on member allowances for Uckfield Town Council, but as this will be the same night that we have to adopt our annual budget for 2024/25, having a steer beforehand on the views of members will be incredibly helpful for preparing the budget papers.

The proposal of the Independent Remuneration Panel from their meeting on 12 December was that basic and Chair allowances should increase by 4.6%, to an annual sum of £1,492 (basic allowance) and £2,060 (Chair's allowance). Don't forget the percentage increase recommended by the panel will be from their recommended starting position in 2023/24 of £1,426 (basic allowance) and £1,969 (Chair's allowance). However Uckfield Town Council froze member allowances in both 2021/22 and 2022/23. In December 2022, after much discussion and vote, members resolved to increase the annual basic allowance to £1,348.20 (a 5% increase) and to £1,861.65 for the Chair's allowance (a 5% increase) for 2023/24.

There are therefore three potential options before we consider any further alternatives:

OPTION	DESCRIPTION	BASIC ALLOWANCE	CHAIRMAN'S ALLOWANCE
A	Freeze member allowances at the current rate	£1,348.20	£1,861.65
B	Increase the current rate of allowances by a further 5%	£1,415.61	£1,954.73
C	Increase member allowances to the rate recommended by the Independent Remuneration Panel	£1,492.00 (10.67%)	£2,060.00 (10.65%)

5.3 Fourteen responses were received out of 15 Town Councillors by the deadline of 7 January 2024. The responses received were as follows:

Option A	Option B	Option C	Option D
4 in favour	8 in favour	1 in favour	1 x alternative suggestion – Year 1 new Councillors don't receive allowance whilst learning the ropes. They receive from year 2 onwards.

6.0 Recommendation

6.1. Members are asked to consider the attached report of the Independent Remuneration Panel, and instruct the Clerk accordingly.

Appendices: Appendix A: Final report of the Independent Remuneration Panel
Contact Officer: Holly Goring

Report of the Wealden Parish Independent Remuneration Panel on Town and Parish Councillor Allowances for 2024/25

Introduction

1. This is the 23rd Annual Report of the Parish Independent Allowances and Remuneration Panel to make recommendations regarding the amount of payments that may be made to Councillors. The Panel is established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area (full list of Town and Parish Councils to which the report applies is attached at Appendix A).

Summary

2. The Panel recommends:

- a) That allowances should be paid in accordance with three bands, Levels 1 to 3 as defined in Appendix A;
- b) That there be an increase in allowances in line with that recommended for District Councillors, with Basic and Chairman's Allowances rounded to the nearest pound. These allowances for 2024/25 to be as set out below.

2024/25	LEVEL 1	LEVEL 2	LEVEL 3
<i>Basic Allowance</i>	£188	£468	£1,492
<i>Chairman's Allowance</i>	£326	£734	£2,060

- c) That the policy to fix Travelling Allowances in line with HM Revenue & Customs 'Approved Mileage Allowance Payment' (AMAP) rates be re-affirmed;
- d) Subsistence Allowance to be the same as those indicated for District Councillors. These allowances for 2024/25 are set out in the table below.

Breakfast	£7.50	When away from home on approved Council business before 8 a.m.
Lunch	£9.80	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£17.30	When away from home on approved Council business after 7 p.m.
Overnight absence	£98.30	When outside London
London and specified Conferences	£110	

All claims must be accompanied by a valid receipt and payment is subject to Councillors signing to say they have actually and necessarily incurred the amount being claimed.

- e) That the recommendations set out above are all proposed for implementation at the commencement of the financial year 2024/25. However, Town and Parish Councils can choose the extent to which they wish to implement these allowances; and
- f) The Panel notes with regret that it is still not possible under the current legislation to recommend a Carers' Allowance for Parish/ Town Councillors, but would wish for all Parish and Town Councils to consider adopting a basic

allowance to enable Parish/Town Councillors to use this to cover care costs where need to attend meetings.

Membership of Panel and Meetings

3. The Panel consists of three members – Mr Edward Stone (Chairman), Mr Stephen Hallam and Mr Clive Mills.
4. The Panel met on 12 December 2023 via the medium of MS Teams. The Panel subsequently dealt with the preparation of this report through discussion and advice from officers via email to finalise this report.

Panel Remit

5. The Panel produces a report in relation to the members of the town and parish councils for which the Wealden District Council is the responsible authority and in respect of which it is established, making recommendations, in accordance with the provisions of regulation 29 of the 2003 Regulations, as to:
 - a) the amount of parish basic allowance payable to members of such town and parish councils;
 - b) the amount of travelling and subsistence allowance payable to members of such town and parish councils;
 - c) whether parish basic allowance should be payable only to the Mayor or Chairman of any such town and parish council or to all of its members;
 - d) whether, if parish basic allowance should be payable to both the Mayor or Chairman and the other members of any such town and parish council, the allowance payable to the Mayor or Chairman should be set at a level higher than that payable to the other members, and, if so, the higher amount so payable; and
 - e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.

Parish Basic and Chairman's Allowances

6. As in previous years, the Panel has examined available data in order to assist in determination of a recommendation on parish/town council basic allowance and whether it should be payable to both the Mayor or Chairman and the other elected members of a town or parish council.
7. The Panel has considered last year's report to Town and Parish Councils recommending allowances for 2023/24.
8. The Clerk to the Panel had invited all Town and Parish Councillors, via the clerks, to provide any comments on the allowance scheme. No responses had been received.
9. The Panel emphasised that it is keen to see all Parish and Town Councils adopt a scheme of some sort, even if it is normal practice not to claim. This is to ensure that no potential candidate should be put off standing due to the costs of working as a local councillor, and to ensure that Parish and Town Councillors could choose to claim an allowance should they need to do so.
10. Following discussion, the Panel **recommends** that the increase in allowances is in line with that recommended for District Councillors at 4.6%, in line with inflation, rounded to the nearest pound (£). This is in line with the Panel's recommendations for Wealden District Council.
11. Regulation 29(2) of the 2003 Regulations requires that recommendations be expressed not only in cash terms but also as a percentage of the amount recommended by the Independent Remuneration Panel as the Basic Allowance for Wealden District Councillors. The Panel is recommending that the allowance is increased for District Councillors to £5070 per annum for the financial year 2024/25. Based on that figure, the percentages have been incorporated into the attached Appendix A.

Chairman's Allowance

12. As indicated in previous reports, individual Town and Parish Councils are free to decide whether an allowance should be payable only to the Mayor or Chairman and/or to all of its members. The Chairman's Allowance, as recommended by this report, is intended to be paid as a substitute for the Basic Allowance rather than in addition to it, but this is at the discretion of each Town and Parish Council.
13. Town and Parish Councils are reminded that the Chairman's Allowance (again detailed in the attached Appendix A) is an allowance personal to the Parish/Town Councillor elected Mayor or Chairman. It is entirely separate to the allowance under the Local Government Act 1972, Sections 15(5), which is payable as the Parish/Town Council thinks fit to reasonably meet the expenses of the office of Mayor or Chairman.
14. The Panel **recommends** an increase to all Chairman's Allowances of 4.6%, on the same basis as increases to Parish/Town Council Basic Allowances, as detailed in Appendix A attached.

Travelling Allowance

15. The Panel wanted to clarify that under Regulation 26 of the 2003 Regulations, Town and Parish Councils may pay travelling and subsistence allowances, including an allowance in respect of travel by bicycle or by any other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within one or more of the categories set out in that Regulation. This also includes provision for encouraging car sharing.
16. Councillors can receive up to a tax-free approved amount when using their own vehicles in carrying out their duties. These payments are known as Approved Mileage Allowance Payments (AMAP), and as from 6 April 2011 the following rules apply:
 - Car or Van – 45p per mile for the first 10,000 miles and 25p per mile thereafter;
 - Motor Cycle – 24p per mile (all miles);
 - Cycle – 20p per mile (all miles); and
 - A 5 pence per mile per passenger supplement for up to four passengers.
17. The Panel observed that there was no mention of claims for other travel costs within the Allowance Scheme, such as public transport and taxis. It was suggested that this category be included and reimbursed in full, subject to the Council's approval.

Subsistence Allowance

18. The Panel **recommends** that the current level of subsistence rates to be the same as those indicated for District Councillors. These allowances for 2024/25 are set out in the table below:

Breakfast	£7.50	When away from home on approved Council business before 8 a.m.
Lunch	£9.80	When away from home on approved Council business between 12 noon and 2 p.m.
Evening Meal	£17.30	When away from home on approved Council business after 7 p.m.
Overnight absence	£98.30	When outside London
London and specified Conferences	£110	

19. It was confirmed that payment should still be subject to Parish/ Town Councillors certifying that they had actually and necessarily incurred the amount being claimed. The Panel commented that subsistence allowance was a 'top up' on the amount it would cost a councillor to eat at home.

Co-opted Members

20. As set out above, under the relevant legislation co-opted members of Town and Parish Councils are not eligible to be paid Parish/Town Council Basic Allowances nor Chairman's Allowances, but may claim Travelling and Subsistence Allowances. It is not in the Panel's remit to make any recommendations that this change.

Communication of Allowances

21. On receipt of this Report, Town and Parish Councils must advertise receipt of the report in line with Regulation 30 (2003 Regulations).
22. In setting the levels of allowances, Town and Parish Councils must show they have regard to the IRP's recommendations, but it is entirely up to each Town and Parish Council what scheme of allowances is adopted. The Panel has expressed its preference that an allowance scheme is adopted by all Councils, even if not claimed by individual Councillors. When adopting a scheme, Parish and Town Councils must under the Regulations publish its scheme by public notice.

Edward Stone
Chairman

Dated: 12 December 2023

	LEVEL1	LEVEL2	LEVEL3	
Basic Allowance	£188	£468	£1,805	
Chairman's Allowance	£ 326	£734	£ 2,060	
PARISH	No. of Cllrs	Maximum Basic Allowance	Maximum Chairman's Allowance	% of Recommended District Basic Allowance
<u>Level 1</u>				
Alciston	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Little Horsted	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Selmeston	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>
Cuckmere Valley	7	£188	£326	3.71%
Berwick	7	£188	£326	3.71%
Wartling	7	£188	£326	3.71%
Long Man	7	£188	£326	3.71%
Hooe	7	£188	£326	3.71%
Arlington	7	£188	£326	3.71%
Laughton	7	£188	£326	3.71%
Isfield	7	£188	£326	3.71%
Chiddingly	9	£188	£326	3.71%
Hellingly	15	£188	£326	3.71%
Hadlow Down	7	£188	£326	3.71%
Fletching	9	£188	£326	3.71%
Warbleton	11	£188	£326	3.71%
Frant	11	£188	£326	3.71%
Alfriston	7	£188	£326	3.71%
East Hoathly/Halland	9	£188	£326	3.71%
Chalvington/Ripe	7	£188	£326	3.71%
Horam	11	£188	£326	3.71%
East Dean/Friston	9	£188	£326	3.71%
Framfield	11	£188	£326	3.71%
Hartfield	13	£188	£326	3.71%
Ninfield	9	£188	£326	3.71%
Danehill	9	£188	£326	3.71%
Buxted	15	£188	£326	3.71%
Withyham	13	£188	£326	3.71%
Herstmonceux	11	£188	£326	3.71%
Mayfield/ Five Ashes	15	£188	£326	3.71%
Maresfield	14	£188	£326	3.71%
Rotherfield	13	£188	£326	3.71%
Westham	13	£188	£326	3.71%
Pevensay	13	£188	£326	3.71%
Wadhurst	15	£188	£326	3.71%

<u>Level 2</u>				
Forest Row	15	£468	£734	9.23%
Willingdon/Jevington	19	£468	£734	9.23%
Polegate	15	£468	£734	9.23%
Heathfield/Waldron	21	£468	£734	9.23%
<u>Level 3</u>				
Hailsham	24	£1,492	£2,060	29.42%
Uckfield	15	£1,492	£2,060	29.42%
Crowborough	16	£1,492	£2,060	29.42%

Meeting of the Full Council

Monday 15 January 2024

Agenda item 10.0

TO APPROVE THE RE-ALLOCATION OF EARMARKED RESERVES FOR PRIORITY PROJECTS IN 2024 AND 2025

1.0 Summary

- 1.1 Members will be aware that Uckfield Town Council has had to address a number of unforeseen matters in the past few months with regards to grounds equipment, diseased trees and infrastructure repairs in addition to unforeseen works within our buildings.
- 1.2 Officers have prepared a detailed budget for 2024-25 which members will be asked to approve and adopt in agenda item 13.0. This budget was prepared with the knowledge that some of the Town Council's earmarked reserves would need to be utilised in the short and medium term over the next 18 months, to address some of these matters without placing more onto the taxpayer, and resulting in a further increase to the budget.
- 1.3 Works that have not been factored within the revenue budget for 2024-25 either due to action being required now or due to the extent of the costs, are as follows. Sufficient funds are available within earmarked reserves. It is advised that this report be looked at in accordance with the full earmarked reserves spreadsheet available in appendix A.

Existing earmarked reserve	Reduction/ Re-allocation/ Transfer amount	Reduction/ Transfer reason	Earmarked reserve total when transferred
Consultants – Town Centre	Re-allocate £25,000	Transfer to Ash Dieback Earmarked reserve for 2024/25 winter programme of works	£50,300
Saving for future reconfiguration of buildings	Reduce by £15,000	Use to cover costs of the ventilation system required by Building Control to reconfigure caretaker area and create new office area	£0.00

General reserves	Reduction/ Re-allocation/ Transfer amount	Reduction/ Transfer reason	Existing earmarked reserve total when transferred
Lloyds Bank Treasurers Account (holds approx. £21,067.15)	£20,250	For use to purchase new Ride on Mulcher 4WD and New Tractor for Grounds staff. Existing equipment at end of life. Propose to pay for both over two year payment plan. This would fund year one.	£817.15

2.0 Recommendation

2.1 Members are asked to:

- (i) approve the proposed re-allocations/reductions within the Town Council's existing earmarked reserves, and;
- (ii) propose to withdraw the funds from the Lloyds Treasurers account and bring into the general reserves fund, and allocate the funding to an earmarked reserve for New Grounds Machinery with the above purchases being made in April 2024.

Contact Officer: Sarah D'Alessio/Holly Goring

Appendices: Appendix A: Earmarked reserves at 3 January 2024

Nominal Code Heading	Nominal	Year end total	Carry forwards				
	Code	As at 31 Mar 2023	agreed at GP April 23 from 2022/23	Amount to add from 2023/24 budget /long term savings	Amount to reduce - Expenditure during yr	Current total as of 03.01.24	Notes
Fencing (now incl. hedgerow) Prev called Allotment fencing	3199	126.00	0.00	0.00	0.00	126.00	
Boothland Wood	3165	500.00	0.00	0.00	0.00	500.00	
Building Maintenance Fund	3201	259372.00	0.00	79300.00	88301.18	250370.82	Costs include 2023/24 BM programme and Hub/Source site
CCTV Replacement Programme	3136	0.00	0.00	0.00	0.00	0.00	Keep for future savings
Cemetery Enhancement (Wall)	3173	8300.00	0.00	0.00	0.00	8300.00	
Chapels Maintenance Programme	3134	0.00	0.00	0.00	0.00	0.00	Remove?
Civic Centre booking system		8000.00	0.00	0.00	4365.20	3634.80	Agreed to re-allocate £4,100 from this earmarked reserve for new coffee machines. And spent £265.20 on booking system to date,
Community Infrastructure Levy	3222	26950.31	0.00	8371.88	0.00	35322.19	Need to check if the 31 March 2023 figure includes April income.
Consultants - Town Centre	3159	75300.00	0.00	0.00	0.00	75300.00	
Data Protection	3228	1625.00	0.00	0.00	0.00	1625.00	
Dementia Training	3215	697.17	0.00	0.00	0.00	697.17	
Elections	3169	27350.87	0.00	0.00	0.00	27350.87	No costs as a result of uncontested election and district elections
HMLNR Donation	3121	665.00	500.00	0.00	0.00	1165.00	
Joint Committee Master Plan Work	3202	50000.00	0.00	0.00	0.00	50000.00	Do not touch unless decision taken by the Uckfield Joint Regeneration Committee
Litter Bins/Policy	3178	1708.00	1500.00	0.00	0.00	3208.00	
Old Timber Lane Maintenance	3111	16750.00	0.00	0.00	0.00	16750.00	
Play area enhancements	3185	11525.00	0.00	0.00	0.00	11525.00	Keep for Victoria and Hempstead improvements
Professional Fees	3131	3497.00	0.00	0.00	0.00	3497.00	
Public Conveniences	3176	30000.00	0.00	0.00	0.00	30000.00	
Playing Fields & Pitches	3229	5259.00	0.00	0.00	5001.00	258.00	Reduce by £5,001 for the purchase of the Dene in Oct 23
Renewal/Upgrading Notice Boards	3210	1138.00	2000.00	0.00	0.00	3138.00	Perhaps use for nature reserves?
Re-surface Osborn Hall Car Park	3221	3658.00	0.00	0.00	0.00	3658.00	
Ridgewood Car Park Re-surface (RVH Improvements)	3172	27885.00	0.00	0.00	0.00	27885.00	
Ridgewood Recreation Ground levelling	3189	2493.00	0.00	0.00	0.00	2493.00	
Seats, Signage for Tennis Courts	3207	595.00	0.00	0.00	0.00	595.00	
Section 106 Agreements	3135	17909.37	0.00	0.00	0.00	17909.37	Could be utilised for Victoria Play Area Upgrade.
Signal Box Ext/Internal Maintenance	3192	5221.53	0.00	0.00	0.00	5221.53	Going to be used early 2024/25
Skatepark Peripheral Area	3117	2542.00	0.00	0.00	0.00	2542.00	
Speed Reduction	3220	3199.64	2000.00	0.00	0.00	5199.64	Utilise funds for SID device and ped crossing feasibility
Street Furniture Donation	3122	1200.00	0.00	0.00	0.00	1200.00	
Street Furniture Repair/Replace	3193	436.32	0.00	0.00	0.00	436.32	
Street Light Timers/column inspections	3174	1856.00	0.00	0.00	0.00	1856.00	
Street Light replacement SOX lanterns	3224	10500.00	0.00	0.00	0.00	10500.00	
Training	3143	724.00	0.00	0.00	0.00	724.00	
Tree (works) (General areas)	3118	4701.00	0.00	0.00	0.00	4701.00	
Tree planting		718.38	0.00	0.00	0.00	718.38	Plus new initiative funding of £2k
Twinning Hospitality	3230	133.33	0.00	0.00	0.00	133.33	
Upgrading of IT Systems & Equipment	3142	0.00	0.00	0.00	0.00	0.00	Although currently no budget, keep this in for future underspend c/f
Vehicle Replacement	3141	15000.00	0.00	5000.00	0.00	20000.00	
Weald Hall Floor	3177	60500.00	0.00	0.00	0.00	60500.00	
Weald Hall Replacement Backdrops		1740.50	0.00	0.00	0.00	1740.50	
Weald on the Field	3219	0.00	0.00	0.00	0.00	0.00	
White Rails Improvements	3125	1200.00	0.00	0.00	0.00	1200.00	
West Park Pavilion Scheme	3227	45000.00	0.00	0.00	0.00	45000.00	
Climate Change Projects Initiatives		5700.00	0.00	0.00	0.00	5700.00	Could be merged with Green Projects
ESCC Verge Cutting Contribution		9.00	0.00	0.00	0.00	9.00	Left over from previous year payment.
Covid Memorial Bench		300.00	0.00	0.00	0.00	300.00	

General Power of Competence		250.00	13166.53	0.00	13416.53	0.00	Utilise all funds of £13,416.53 for 2023/24 grants
Green Projects		18000.00	0.00	0.00	0.00	18000.00	Green projects including vehicles
262 Saturday Bus Service		3.08	0.00	0.00	0.00	3.08	
Ash Dieback		6140.58	25000.00	0.00	21916.87	9223.71	See code 5285 (ash tree pollard, removal of 2 ash trees, survey of ash tree, felling ash tree, nightingale and boothland works)
Streetlighting repairs		15677.86	20000.00	0.00	5030.86	30647.00	
Upgrading Victoria Pleasure Ground facilities		10000.00	0.00	40000.00	0.00	50000.00	To be used for Victoria Play Area upgrade
Future land expansion - Snatts Rd & HMLNR		2000.00	0.00	0.00	0.00	2000.00	
Foresters New Front Doors		500.00	0.00	500.00	0.00	1000.00	
Luxfords New Dishwasher		500.00	0.00	0.00	0.00	500.00	
Civic Centre Lift Upgrade		5000.00	0.00	10000.00	0.00	15000.00	
New Major Contoura Mower		0.00	0.00	0.00	0.00	0.00	Remove?
Climate Change Carbon emission projects		10000.00	0.00	10000.00	0.00	20000.00	
Ridgewood Watercourse Maintenance (culvert)		5000.00	0.00	0.00	0.00	5000.00	Paid to UTC from Gladmans developers.
Air con units for Civic Centre		0.00	0.00	2000.00	0.00	2000.00	New long term saving/earmarked reserve
Improve internal decoration of Vpavilion		0.00	0.00	5000.00	0.00	5000.00	New long term saving/earmarked reserve
Security upgrade for Civic Centre		0.00	0.00	1000.00	0.00	1000.00	New long term saving/earmarked reserve
Geophysical survey of Cemetery for future space planning		0.00	0.00	4000.00	0.00	4000.00	New long term saving/earmarked reserve
Coffee machines in Luxfords bar		0.00	0.00	4100.00	3171.00	929.00	New barista coffee machine purchased.
		815,057	64,167	169,272	141,203	907,292.71	
				1,048,495.35			
					1,048,495.35		

Breakdown of Building Maintenance Fund							
Earmarked reserve of which:	3201	259,372.00	0.00	76,000.00	88,301.18	247,070.82	
* Civic Centre communal carpet		1,500.00	0.00	500.00	0.00	2,000.00	
* Five yearly EICRS		8,400.00	0.00	2,800.00	0.00	11,200.00	
* Saving for future reconfiguration of buildings		15,000.00	0.00	0.00	0.00	15,000.00	

New initiative expenditure for 2023/24

General Purposes

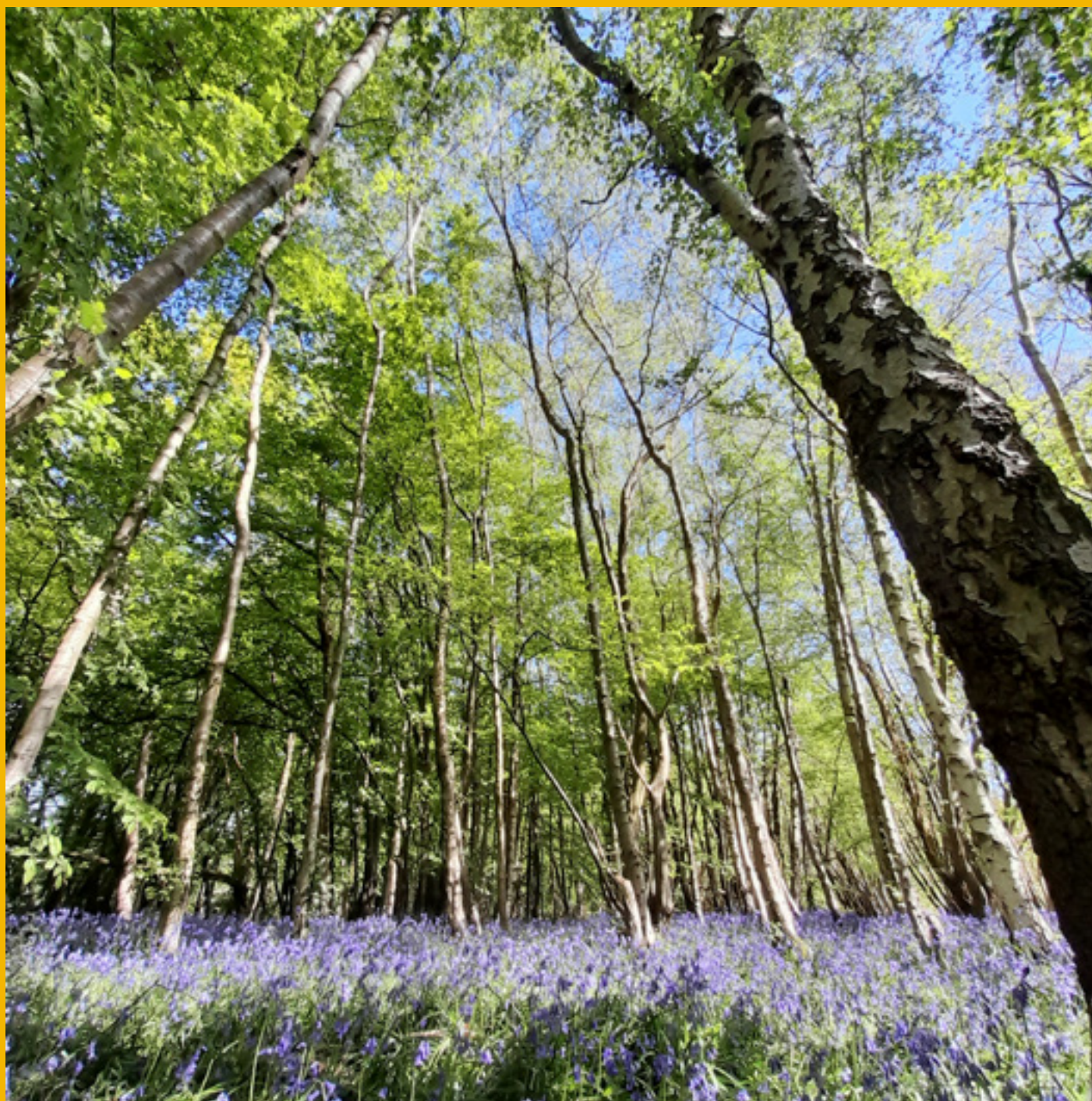
Server upgrade and office computers	8803.50	10000.00	
262 Bus Service	1167.23	3900.00	
WPA NHS Top Up	1622.30	2000.00	
Civic Centre Wi-Fi Upgrade	2500.00	2500.00	(total project was £5417.00 - use some of remaining server upgrade funds £2917)
Insurance rebuild valuations	7240.00	8250.00	
	21333.03	26650.00	plus £76000 Building Maintenance Fund above

Environment & Leisure Committee

ESCC Grass verge cutting contribution	4442.03	4442.00	
Tree for a tree planting programme	0.00	2000.00	
New gazebo and trestle tables for events	0.00	300.00	
Kings Coronation	1969.10	2000.00	
Victoria Rainwater tank clean and service	5320.91	7000.00	
Wildflower areas	0.00	250.00	
Vehicle replacement	0.00	7500.00	
	11732.04	23492.00	

Luxfords

New cooker	3039.99	3500.00	
	3039.99	3500.00	



Our Strategic Plan 2024-2029



Uckfield Town Council

Introduction 3

Facts and figures 4-5

Turning challenges into opportunities 6

Our Vision, Mission and Priorities 7

What is important to Uckfield? 8-9

- Our Strategic Priorities
- Community

- Conservation

- Continuous Improvement
- 10-11
- 12-15
- 16

Delivering our objectives 17-18

Organisational chart 18

Uckfield Town Council

Our five-year strategic plan sets out the direction for Uckfield Town Council between 2024 and 2029. It helps us to understand where we are today, where we want to be in the future and the steps we will take to get there.

The plan sets out a number of objectives that we wish to achieve within this period. It takes on board the current situation within which we are working, in particular the challenges and opportunities for Uckfield. It also reflects on the feedback we have from both our residents and partners about what matters to them.

The financial situation for local councils remains challenging. Like many homes and businesses, we have been affected by the increasing utility costs, rising material costs and stock costs associated with the cost of living crisis. The Town Council is committed to doing the very best for the town, its residents, local businesses and visitors in this situation. We will work in partnership with the right agencies and community groups to do this, ensuring that Uckfield remains a beautiful place to live.



Uckfield Town Mayor, Cllr Jackie Love

Our Councillors

Cllr Karen Bedwell (Ridgewood Ward)	Cllr Duncan Bennett (New Town Ward)	Cllr Ben Cox (New Town Ward)	Cllr Donna French (Deputy Mayor) (East Ward)	Cllr Val Frost (West Ward)
Cllr Jackie Love (Town Mayor) (North Ward)	Cllr Chris Macve (East Ward)	Cllr Daniel Manvell (North Ward)	Cllr Michael McClafferty (East Ward)	Cllr Spike Mayhew (New Town Ward)
Cllr Bernadette Reed (Ridgewood Ward)	Cllr Peter Selby (Ridgewood Ward)	Cllr Angie Smith (North Ward)	Cllr Peter Ullmann (New Town Ward)	Cllr Diane Ward (West Ward)

Facts and figures

Uckfield is one of five market towns in the Wealden District, and the third most populous. Our facilities serve residents of the town as well as those of neighbouring villages.

The town’s semi-rural setting attracts new residents and visitors, with close access to the Ashdown Forest being a big draw while the beautiful green spaces and woodlands located within the town provide plenty of opportunities for leisure and recreation.

In order to better understand our town, we keep track of local statistics. With more data becoming available from the 2021 census all the time, these updates are helping to provide an up-to-date profile of our population. Some key examples are below.

15,041 residents

(2021 census, Office for National Statistics)



Living in 6,456 households

(2021 census, ONS)



More women live here than men

(Women 52.2% of town population while men 47.8% - compared to the national average of 51% and 49%)

(2021 census, ONS)



2,474 residents are disabled under the Equalities Act

(16.4% of town population)

(2021 census, ONS)



Good level of education

(83.9% of adult population have qualifications, 2.1% above than the UK average)

(2021 census, ONS)



63% of adults are economically active

(7,785 of 12,354 adults in the town)

(2021 census, ONS)



High rate of house ownership

(73.8% of houses are owned or in shared ownership, above the UK average of 62.5%)

(2021 census, ONS)



Most households have at least one vehicle

(86.9% of households own one or more car/ van)

(2021 census, ONS)



83.8% of the population have ‘good’ or ‘very good’ health

(Selected from options of ‘very good’; ‘good’; ‘fair’; ‘bad’; and ‘very bad’)

(2021 census, ONS)



Average rate of working from home

(2,292 - or 15.2% - of 7,519 economically active adults work most days from home, compared to 16% nationally)

(2021 census, ONS for local figures and 2023 Opinions and Lifestyle Survey, ONS for national figures)

Turning challenges into opportunities

Challenges	Opportunities
Limited infrastructure to support future development With an increase in the population and plans for further development in the town, it is important for key agencies to consider where improvements are required in terms of infrastructure – education, health, transport, car park provision, sewerage capacity, water supply, broadband coverage and mitigation of flood risk.	Proposals for growth Applications have been submitted for a number of developments on the periphery of Uckfield. These are being made without an adopted Wealden Local Plan and infrastructure, but will increase options for housing with hopes of an increased affordable housing stock which will support first-time buyers and young families, and offer developer contributions to infrastructure
Financial crisis The council, like many businesses, has been affected by increasing utility, fuel, material and supply costs in recent years.	Range of facilities Uckfield has a substantial range of facilities which help to grow the local economy. With an independent cinema, leisure centre, high-performing schools, a diverse selection of shops and free parking, the town centre has many big draws for residents and visitors.
Retaining our highly educated workforce Uckfield has high levels of educational attainment, but strong transport links to Brighton, London and East Croydon mean much of the town's working age population are attracted to work out of the town.	Central location within South East Uckfield can appeal to the entire South East population as it is at the heart of the Wealden District, between London and the south coast. The town's proximity to Gatwick Airport and Newhaven Ferry Port also provides job opportunities and ease of travel.
Flood risk The River Uck runs through the middle of the town and high rains consistently place the town at risk of fluvial flooding. Mitigating measures are in place, but the town is susceptible to surface water run-off in heavy bouts of rain as a result of the undulating landscape.	Our green spaces Uckfield is fortunate to have two nature reserves, several green spaces and five allotment sites. We can increase the awareness of environmental issues amongst town residents by encouraging greater use of these spaces and by continuing to maintain them to a high standard.
Addressing traffic congestion The road network through Uckfield and the surrounding A22 bypass are heavily used by traffic. Although works in the High Street have improved accessibility for pedestrians and vehicles, there are still a number of pinch points on the corridors to the town which could benefit from improvements and works being undertaken to address capacity.	Improvements to transport links The train station platform has been extended, carriages increased and a new station car park created in recent years, which supports an increase in rail users. The bus station area is also being upgraded. The Council would support any future opportunities to electrify the rail line, and longer term plans to re-establish a rail line between Lewes and Uckfield and build a new rail link between Uckfield and Brighton via Falmer.
Limited financial resources The Town Council, along with other tiers of local government (District and County Councils), are being placed under increasing financial pressure. Despite this, the Council still needs to deliver the services for which it has responsibility and consider taking on services devolved from other tiers of local government under financial restraint. This may require the Town Council to be innovative and/or make difficult decisions.	Partnership working As with all local authorities, the Town Council is in a strong position to work closely with its partner agencies to retain good quality services for residents. Partnership working can provide good value for money and increase opportunities. Asset management The Town Council has responsibility for a number of assets that could assist in generating higher revenues in the future. The Town Council will routinely monitor its Asset Management Plan and consider opportunities for the future.

Our Vision, Mission and Priorities

Our Vision

Preserving heritage, providing for the future.

Our Mission

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

Our Corporate Priorities		
Community	Conservation	Continuous Improvement
<ul style="list-style-type: none">Culture and communityCivic Centre and Luxfords Restaurant	<ul style="list-style-type: none">Environment and wellbeingPreparing for growth and infrastructureAccessibility and community safety	<ul style="list-style-type: none">Reviewing our processes and procedures

From ideas discussed in a councillor workshop, we assembled word clouds of the most commonly mentioned topics, featuring everything from local sites to key services and the emotions that are connected to our area.

What is important to Uckfield now?



Obvious examples include 'Ashdown' and 'Forest', 'National' and 'Trust', and 'Sheffield' and 'Park'.

- 'Community events';
- 'Community spirit';
- 'Our 'we wunt be druv spirit'';
- 'Town Crier and Town Mayor';
- 'Ridgewood Village Hall and car park';
- 'Proximity to countryside and coast';
- 'Easy access to Brighton, Eastbourne and Tunbridge Wells';
- 'High Street';
- 'Dementia care';
- 'Accessible transport';
- 'South Downs National Park'

Some of these ideas focused on the environment, others on culture, and many on the practical elements of what the town should provide.

What is important to Uckfield in the future?



Some phrases worth reflecting upon include:

- 'Green spaces';
- 'Better infrastructure provision';
- 'Keeping the community spirit as we grow';
- 'Strong volunteer base';
- 'Town Square';
- 'Still have local banks';
- 'Better range of retail and shops';
- 'Safe place to live';
- 'New sports facilities';
- 'Better hospitality and entertainment';
- 'Conserve ecology, from Lake Wood to Views Wood';
- 'Rare habitats and species protected';
- 'Support for retention and improvement of South Downs National Park and Ashdown Forest'

Our Strategic Priorities - Community

In addition to agreeing a set of specific priorities each year, the Town Council has set out a number of medium-term aspirations for the town. This begins with our Community priorities.

Cultural activities and support in the community

By 2029 we will have:

- Supported local community and voluntary organisations and sought to assist them with their positive work within the town, whilst encouraging residents to volunteer;
- Worked alongside the local business community and community groups to deliver two free public events within the town in 2024 - D-Day Anniversary Beacon lighting and Weald on the Field;
- Established a list of special and important dates or individuals within the town's history and commemorated these on heritage plaques;
- Investigated the viability of providing additional public convenience facilities within the town centre and seeking to obtain a changing spaces facility through applications for associated grant funding;
- Supported the town with the promotion of its tourism offer, through liaison with the Uckfield & District Preservation Society and Wealden District Council's Economic Development team;
- Continued to maintain, improve and protect all of our natural areas to accommodate the demands of future growth of the town;
- Explored whether there are opportunities for adding to or improving the existing skatepark facilities, and the drainage in the vicinity of the skate park;
- Explored the creation of an outside performance space on Town Council-owned land, for use by the town as part of the annual events calendar;
- Supported the partnership work and continuation of Uckfield Youth Club;
- Explored issues around food poverty, particularly youth food poverty in Uckfield, and worked with the relevant authorities and local organisations to try and tackle these issues locally;
- Worked with partner agencies to identify future options for providing more community space within the town, meeting the needs of local community groups and organisations;
- Worked with partner agencies to understand more about our disadvantaged communities and explored ways to engage with these households;
- Lobbied for a banking presence, either by retaining existing banking services or supporting the creation of a banking hub to provide a face-to-face facility for local residents.



Our Strategic Priorities - Community

Extending our Community priorities, Uckfield Town Council recognises that the sites we own - the Civic Centre and Luxfords Restaurant - must grow and develop too.

Civic Centre and Luxfords Restaurant

By 2029 we will have:

- Made improvements to the decoration and flooring within the main corridors and meeting rooms;
- Undertaken improvements to the venue's performance facilities (sound, lighting and staging);
- Replaced the tables and table racks within the Civic Centre to ensure easier manoeuvrability for room set-ups;
- Updated room facilities in line with the latest technologies, providing the facilities to enable hybrid meetings to be hosted within the Weald Hall and Council Chamber;
- Introduced a number of initiatives and increased takeaway options for customers in Luxfords Restaurant;
- Built a good online and social media presence for both the Civic Centre and Luxfords Restaurant;
- Installed further solar panels on the roof of the Civic Centre in line with the Town Council's Climate Change Action Plan.
- Introduced temporary air conditioning units within the Civic Centre building for the summer months;
- Reconfigured the caretaker area within the Civic Centre to provide more secure storage and office capacity;
- Implemented the introduction of an online booking facility on the Civic Centre website for the purchase of event tickets;
- Developed and implemented a communications and marketing plan for the Civic Centre, in addition to an annual calendar of events;



Our Strategic Priorities - Conservation

Our medium-term aspirations for the town feature a strong focus on Conservation, which we recognise is an increasingly important issue to our area.

Environmental and regulatory services

By 2029 we will have:

- Maintained a good standard of grounds maintenance to ensure Uckfield remains an attractive place to live;
- Maintained good quality floral displays within the town centre to ensure Uckfield's town centre remains an attractive place to live, work and visit;
- Financially contributed to East Sussex County Council's grass verge cutting contract in 2024/25, retaining a good standard of service and ensuring visibility is maintained on pavements and highways;
- Purchased suitable equipment and continued to improve arrangements for managing the cutting of grass on the Town Council's open spaces in-house;
- Made arrangements to lease suitable vehicles for the Grounds Maintenance staff, and explored the purchase of alternative vehicles for woodland and nature reserve work;
- Improved the facilities and surfacing at the Town Council's play areas, and upgraded at least one further playground (Victoria Pleasure Ground in 2024/25 and improvements to Oakwood Drive Play Area, and Hempstead Recreation Ground before consideration of West Park);
- activity (distance markers, games and activities which encourage movement, etc.);
- Worked with partner agencies to increase opportunities for residents of all ages to take part in activities which improve their health and wellbeing;
- Liaised with landowners adjacent to the River Uck to investigate the purchase of land from the end of the footpath in Knights Meadow to Hempstead Lane by the mill to allow the existing footpath to be extended to the mill, rugby field and Buxted Park and create the first section of a River Walk;



- Put together short, medium and long-term plans to improve the Town Council's sport pitches (cricket and football);
- Designated areas of Town Council land for the growth of wildflowers;
- Introduced initiatives to increase the use of our open spaces and encourage greater physical
- Continued working with Sussex Local Nature Partnership as part of their Green Spaces Project to understand the ecological benefits of green spaces, as well as the social, health and wellbeing benefits, in order to develop a longer-term vision and set of objectives for these sites – particular focus will have been given to Hempstead Meadows Local Nature Reserve and Snatts Road Cemetery;
- Adopted an action plan for delivery of our carbon audit, in order to reduce our carbon emissions, and ensured a periodic review of the audit is undertaken;
- Introduced changes and new initiatives in line with the Town Council's Climate Change Policy and action plan to reduce the Town Council's carbon emissions through reviews of our contracts, buildings, energy sources and management of nature and waste disposal;

Our Strategic Priorities - Conservation

Further environmental and regulatory services priorities are listed here, including our targets for the Snatts Road Cemetery site.

Environmental and regulatory services - continued

By 2029 we will have:

- Implemented the Town Council's Woodland Management Plan to ensure the ongoing delivery of maintenance works, and ensured the safety of nearby residential properties and woodland users from ash dieback;
- Continued the 'Tree for a Tree' replanting scheme, in which every tree that has been removed in maintenance works is replaced by a new sapling, and identified suitable sites where additional trees can be planted on Town Council land;
- Delivered a project with Brighter Uckfield and Uckfield Chamber of Commerce to encourage Uckfield's businesses and organisations to reduce their use of single-use plastic, and undertaken a review around recycling and reusing suitable materials;
- Continued to provide burial authority services with responsibility for the maintenance of the Snatts Road Cemetery and Holy Cross churchyard;
- Considered and introduced proposals (if required) to expand cemetery provision at Snatts Road Cemetery, with an investigation into the provision of a woodland memorial area;
- Lobbied developers and explored options on existing land to increase allotment site provision in line with demand over the next five years;
- Placed greater focus on wildlife monitoring in both our ancient woodlands and local nature reserves, and separated areas from the public to preserve the flora and fauna and protect key species;
- Implemented key steps to improve the biodiversity of Harlands Pond.



Our Strategic Priorities - Conservation

Conservation issues that we are focusing on also include planning and development services, where we work with several partners and authorities to protect and develop local sites.

Planning and development services

By 2029 we will have:

- Worked closely with the planning authority, Wealden District Council, to understand the latest legislative updates and guidance;
- Fed into Wealden District Council's Local Plan development process, responding to consultations and raising issues relating to Uckfield;
- Supported the development of a Neighbourhood Plan and worked with Action in Rural Sussex and the Local Planning Authority to enable this plan to be adopted and utilised alongside the Wealden Local Plan by developers;
- As a member of Uckfield Town Centre Regeneration Committee, worked with our partners (Wealden District Council and East Sussex County Council) to explore options for regeneration within the town centre and the possibility of expanding the retail and business offer, including exploring options which benefit the community on the former Holy Cross Primary School site;
- Promoted the need for affordable and key worker housing within Uckfield (to purchase and rent), to support those in need of housing and first-time buyers;
- Considered the infrastructure requirements for the town in terms of sport, leisure, recreation and community facilities through engagement with key stakeholders, local residents and businesses, including considering future demand on Town Council services such as allotment and cemetery provision;



- Worked with local education establishments to understand their requirements for the future to support a growing population;

- Worked with Wealden District Council to ensure the Town Council is fully engaged in other regulatory matters, such as licensing;
- Developed an annual process by which the Town Council reviews its assets and strategic asset management plan, and which considers each of the Town Council's buildings to improve the efficiency and use of these properties;
- Delivered a ten-year programme of maintenance and decoration to all of the Town Council community buildings through schemes of major and minor works;
- Reviewed the condition of car parks adjacent to Town Council owned buildings and agreed a programme of repairs or resurfacing, with a particular focus given to drainage and repair at Hempstead Recreation Ground and Ridgewood Village Hall car parks;



- Worked with the Chamber of Commerce to engage with High Street landlords (commercial and residential) to promote and secure improvements to street frontages, and consider the encouragement of pop-up shops in vacant premises.

Our Strategic Priorities - Conservation

Our Conservation targets also include a focus on our local transport links, recognising the importance of moving around our town and local area.

Highways and transport services

By 2029 we will have:

- Identified potential areas within the town which required improvements to pedestrian safety, and worked with the relevant agencies to lobby for enhancements;
- Worked with our partner agencies to feed into improvements to the bus station area to improve accessibility, signage and facilities such as real time bus information and public convenience(s);
- Lobbied for improved bus services which support the community, enabling residents on the periphery of the town to access the High Street and business park, and for residents in local villages to access Uckfield as their key service centre;
- Worked with our partner agencies to identify highway issues within the access corridors to the town centre and utilised Section 106 (of the Town & Country Planning Act 1990) developer contributions or the Community Infrastructure Levy to improve infrastructure and address matters relating to traffic congestion, traffic calming and road safety;
- Worked with the relevant partner agencies to address the danger of speeding vehicles and the possibility of extending the 20mph town centre speed limit;



- Introduced speed reduction initiatives including community speedwatch and behaviour change campaigns, and explored the introduction of mobile/permanent speed indicator devices;
- Worked with partner agencies to identify and

- implement solutions for introducing parking controls within the town centre;
- Remained engaged in discussions to actively promote the electrification of the railway line, and the potential reopening of a line between Uckfield to Lewes providing a direct route into Brighton;
- Worked with partner agencies to explore whether electric car charging points can be introduced in Uckfield;
- Organised an annual day with partner agencies to educate young people about topical issues such as climate change;



- Worked with partner agencies and landowners to explore the possibility of improving footway links between Ridgewood Farm, the Suitable Alternative Natural Greenspaces (SANGs) and the nature reserves, and explored the possibility of creating a riverside walk;
- Created up-to-date street maps of the town, which highlight our open spaces and footways including the alleyways and twittens;
- Continued to work with East Sussex County Council to gradually review street lighting and replace older lights with new columns and LED lighting where necessary;
- Worked with Uckfield Chamber of Commerce and local businesses to review festive lighting for the town centre in preparation for Christmas 2024 and beyond.

Our Strategic Priorities - Continuous Improvement

Finally, our strategic priorities also include Continuous Improvement. These targets require us to think about how we can improve our processes and procedures as a Town Council.

Processes and procedures

By 2029 we will have:

- Improved communication with residents, businesses and visitors to the town through enhancements to the Town Council website and social media accounts;
- Improved the condition and display of existing noticeboards, and undertaken a review of their location to ensure they are clear and visible;
- Improved accessibility to committee meetings by installing an additional hearing loop in the Council Chamber;
- Increased promotion of the town's key facilities;
- Encouraged applications from local traders and organisations in the Town Council's procurement procedures for contractual work within the town;



- Provided training and briefings for the Town Councillors and staff to support them in their learning and development;
- Undertaken a thorough review of our key policies, in particular our personnel and GDPR-based policies to ensure they remain up-to-date with the latest guidance and best practice;
- Reduced our use of paper in the Town Council office by reviewing our working practices and procedures in file retention, purchase orders, invoicing, and record management;
- Commissioned an organisational review to ensure we are resilient and prepared for growth within the town;

- Further reviewed our existing financial processes - including digitalising our purchase order and invoicing;
- Placed more focus on searching and applying for suitable grant funding to fund key projects for the benefits of local residents;
- Set up councillor surgeries to enable residents to have more frequent face-to-face contact with their elected members.



Delivering our Objectives

Overview of the Town Council

The Town Council has 15 Town Councillors, who are elected every four years. The last set of Town Council elections took place in May 2023. The next set of local elections will therefore take place in May 2027.

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

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

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

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

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

Normally, formal committee meetings are held in the Council Chamber or Weald Hall of the Civic Centre Uckfield. Residents are welcome to attend these public meetings and make statements in relation to items on the agenda of that committee, subject to the Chairman's discretion.

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

Financial information

General finances

Town Councillors are required to start the process of budget setting within the autumn for the following financial year.

This provides time to review our income and expenditure, the priorities of the Town Council, the priorities within the Town and the costs associated.

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

The precept for 2023/24 was agreed by the Town Council on 23 January 2023 at a figure of £1,051,151.

Capital expenditure

The Council adopts a balanced approach to its capital expenditure in respect of the procurement of new assets and the

maintenance of its existing assets.

The first priority should however focus on developing and maintaining existing assets for the benefit of the community. Additional income may also be generated, where appropriate, through renting or leasing of these assets.

Reserves

The Council adopts a risk-based approach to its level of reserves which is reviewed annually or more frequently if necessary.

Currently, the minimum level of general reserves will be set at approximately three months' gross operating costs. Reserves will only be held above the minimum level for specific, earmarked purposes.

Delivering our objectives

Organisational structure

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

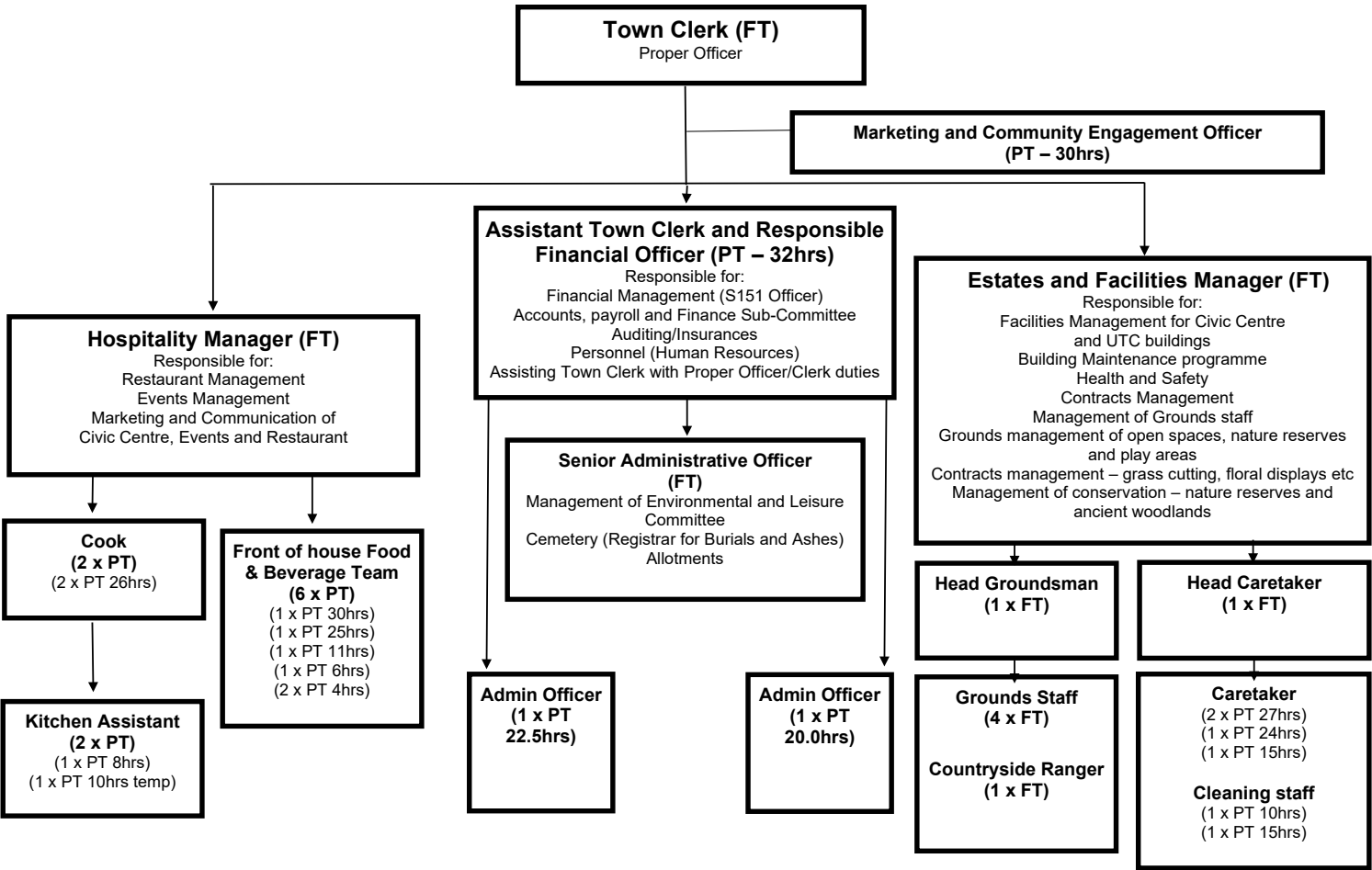
The Town Clerk is supported by a team of 30 members of staff who are responsible for maintaining the town’s grounds and open spaces, buildings, facilities, and providing services to our customers within Luxfords Restaurant and the Civic Centre.

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

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

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

The following organisational chart presents the staff structure as of December 2023:



**Uckfield Town Council Office,
The Civic Centre, Uckfield, TN22 1AE**



Uckfield Town Council's Annual Priorities 2024/25

COMMUNITY

COMMUNITY GRANTS

We will award up to £52,000 of community grant funding to local groups and charitable organisations for the period 2024/25 (£25,000 to community groups, and £27,000 through service level agreements).

UPGRADING PLAY AREA FACILITIES

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.

PUBLIC EVENTS AND ANNIVERSARIES IN THE TOWN

We will work alongside the local business community and local community groups to deliver two free public events within the town; D Day Anniversary Beacon lighting and Weald on the Field.

FESTIVE LIGHTS

Work with the Uckfield Chamber of Commerce and local businesses to review the festive lighting for the town centre, in preparation for Christmas 2024.

CONSERVATION

PROTECTING NATURAL HABITATS

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.

WOODLAND MANAGEMENT PLAN

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.

GRASS VERGE CUTTING

We will continue to contribute to the costs of East Sussex County Council's grass verge cutting contract to retain a good standard of service, and ensure visibility is maintained on pavements and highways.

IMPROVEMENTS TO TOWN COUNCIL BUILDINGS

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.

INFRASTRUCTURE PLANNING

We will work with local partner agencies, residents and local businesses to understand the infrastructure requirements for Uckfield, in regards to sport, leisure, recreation and community facilities and future impact on the Town Council's provision of allotment and cemetery space.

NEIGHBOURHOOD PLAN

We will prepare a draft Uckfield Neighbourhood Plan ready for submission to the local planning authority.

CLIMATE CHANGE

We will host an educational activity with primary schools, consider alternative fuel supplies in our wider building portfolio, explore additional insulation within our buildings, review the equipment we purchase, and manage our land for nature, with a continued focus on conservation and tree planting.

CONTINUOUS IMPROVEMENT

POLICY REVIEW

We will commission an organisational review to ensure we are resilient and prepare for a growing town population.

	Proposed Income	Proposed Expenditure	Proposed Income	Proposed Expenditure
	2023/24	2023/24	2024/25	2024/25
General Purposes				
Revenue	200,140	778,665	242,180	888,248
New Initiatives etc.		102,650		123,945
Earmarked Reserve Projects		31,300		10,500
Sub Totals		912,615		1,022,693
Environment and Leisure				
Revenue	97,195	330,499	115,304	379,496
New Initiatives etc.		23,492		10,786
Earmarked Reserve Projects		49,500		43,000
Sub Totals		403,491		433,282
Luxfords Restaurant				
Revenue	192,500	221,380	230,600	258,957
Earmarked Reserve Projects		0		500
New Initiatives		3,500		0
Sub Totals		224,880		259,457
Gross Income/Expenditure	489,835	1,540,986	588,084	1,715,432
		1,051,151		1,127,348
Net Budget Requirement		1,051,151		1,127,348
Tax Base	5868.6		5933.4	
Band 'D' Council Tax		£179.11		£190.00

6.08% increase

10.89 increase

Final draft
GP Budget 2024/2025 (11.01.24)

Committee	Nominal Code		2023/2024 Budget		2024/2025 Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES				
		Cultural and Related Services				
		Recreation and Sport - Community Centres				
	5609	C/C Wood Pellets	10,000		10,000	
	5610	C/C rates	39,500		35,500	
	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		1,350	
	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	103,700	0	106,150	
	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	2,500	0	1,000	
	5760	F/H rates	3,000		3,100	
	5761	F/H electricity	2,500		2,500	
	5762	F/H gas	1,800		1,200	
	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	12,600	0	12,550	
	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	22,250	0	22,000	
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	
		TOTAL	1,300	0	0	
		Income				
	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		-10,200	
	4635	Ashdown Room - Commercial	-3,500		-3,800	
	4640	Green Room	-12,000		-14,000	

Final draft
GP Budget 2024/2025 (11.01.24)

	4650	Oakleaf Room	-10,500		-17,000	
	4660	Mayors Parlour	-13,000		-13,500	
	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	-103,130	0	-126,030	
	4690	*Quickborn Suite	-8,500		-9,000	
	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		-3,000	
GP	4796 - 4798	* The Hub	-5,050	0	-5,300	
	4760	F/H regular users	-15,850		-15,000	
	4761	F/H ocassional users	-100		-100	
	4762	F/H commercial	-50		-1,500	
GP	4760 - 4763	* Foresters Hall	-16,000	0	-16,600	
	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	-14,550	0	-14,550	
GP	4781	* Ridgewood Village Hall	-900		-1,350	£120 rent plus insurance £1231.50
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	
		TOTAL	-23,500	0	-23,950	
		Net Expenditure				
		Planning and Development Services				
		Economic Development				
GP	5530/5532	Festive Lights				
	5530	Festive Lights	15,000		15,000	
	5532	Festive lights electricity	500		500	
		TOTAL	15,500	0	15,500	
		Income				
GP	4530	* Festive Lights	-2,200		-2,000	
		Net Expenditure	13,300	0	13,500	
		CENTRAL SERVICES				
		Corporate and Democratic Core				
		Corporate Management				
		Administration and Hospitality				
	5410	Admin - general	2,000		2,500	
	5412	Admin - telephones	5,250		5,250	
	5413	Admin - photocopier	2,000		2,500	
	5415	Postage	225		160	
	5416	Stationery	1,800		1,900	
GP	5410- 5417	* Administration	11,275	0	12,310	

Final draft
GP Budget 2024/2025 (11.01.24)

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		11,000	
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	
GP	5580 - 5590	Bank and Credit Charges	0		0	
	5581	Bank charges	960		960	
		TOTAL	127,110	0	136,460	
		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	
		TOTAL	-3,600	0	-20,400	
		Net Expenditure				
		Democratic Representation and Management				
GP	5543	Members Allowances	20,223		16,987	5% increase x 12 Cllrs
GP	5544	Members Expenses	105		110	5% increase
GP	5465	Mayors Allowance	1,862		1,987	5% increase
GP	5470	Elections	0		0	
		TOTAL	22,190	0	19,084	
		Income	0			
		Net Expenditure				
		Grants and Partnerships				
GP	5480	Grants Section 142	19,000		19,000	
GP	5485	Grants - Power of Well Being	14,400		25,000	Reduce from £27,500 to £25,000?
GP	5487	Volunteer Bureau Service Level Agreement	8,000		8,000	
		TOTAL	41,400	0	52,000	
		Income	0			
		Net Expenditure				
		Other Buildings and Services to the Public				
GP	5730-5732	Cemetery Buildings East & West	0	0	0	
	5730	Cemetary Buildings rates	1,850		950	
	5732	Cemetary Buildings repairs/contracts	750		750	

Final draft
GP Budget 2024/2025 (11.01.24)

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		2,500	
	5770	* Foresters Hall Chapel	0	0	0	
GP	5772-5774	2a Vernon Road	500		1,000	
GP	5790	Bridge Cottage	0	0	0	
		TOTAL	6,800	0	7,700	
		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		-1,050	
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		-2,850	
		TOTAL	-23,610	0	-24,350	
		Net Expenditure	-16,810		-16,650	
		SALARIES				
GP	5680 - 5682, 5795	Caretakers/Other Buildings				
	5680	Caretakers - salaries	91,399		106,403	
	5686	Casual Caretakers	250		1,500	
	5681	Caretakers - National Insurance	4,629		6,648	
		Caretakers - Pension	16,818		21,387	
	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		280,594	
	5541	Office staff - National Insurance	20,454		30,563	
	5542	Office staff - pension	42,403		56,400	
		TOTAL	412,040	0	503,494	
		Total Revenue Expenditure	778,665		888,248	
		Total Income	-200,140		-242,180	
			578,525	0	646,068	
		Saving for Long Term Earmarked Projects				
		Elections	0		1,500	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	

Final draft
GP Budget 2024/2025 (11.01.24)

		Security upgrade Civic Centre	1,000		1,000	
			31,300	0	10,500	
		Total New Initiatives 2024/25				
		Building Maintenance	76,000		93,605	£15k removed for CT ventilation - to come out of Earmarked Reserves
		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		4,500	Last upgrade of office computers - 4 x laptops and caretaker station
		262 Bus Service	3,900		0	
		WPA NHS Top-Up	2,000		2,340	To be 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.
		Market Valuation report for Asset Management Plan for all buildings	0		3,500	We need to carry this out in April 2024 as last carried out on 31 March 2019. In 2019 it cost £5500. I believe this is to be nearer £7-8k now. Awaiting quotes. Professional fees ER can be used to top up remaining amount.
		Insurance rebuild valuations	8,250		0	
			102,650		123,945	
			912,615		1,022,693	

Total	2023/24	2023/24
Total Revenue Expenditure	778,665	888,248
Total Long Term Earmarked Reserve Projects	31,300	10,500
Total New Initiatives	102,650	123,945
Total Budget Expenditure	912,615	1,022,693
Total Income	-200,140	-242,180
Net Expenditure	712,475	780,513

Final draft
Environment and Leisure Budget 2024/2025 (11.01.24)

Committee	Nominal Code		2023/2024 Budget		2024/2025 Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES				
		Cultural and Related Services				
		Recreation and Sport - Leisure and Recreation Grounds				
E & L	5120	Playing Fields and Pitches	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		2,350	
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	
		TOTAL	45,500		53,050	
		Income				
E & L	4110	* Sport Income	-13,000		-16,000	
E & L	4120	* Event Income	-5,000		-6,500	Check does this include the recharge income for electricity
		TOTAL	-18,000		-22,500	
		Net Expenditure	27,500		30,550	
		Public Open Spaces, Planting and Allotments				
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 GROUND 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	
		TOTAL	32,900		36,800	
		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	
		TOTAL	-11,100		-12,600	
		Net Expenditure	21,800		24,200	
		Culture and Heritage				
E & L	5394	Twinning Hospitality	100		0	Utilise funding from reserves if required.
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	

Final draft
Environment and Leisure Budget 2024/2025 (11.01.24)

	5078	Weald on the Field and Revival	4,000		10,000	The event costs in region of £9-10k to arrange. We can source income of around £5k, so £5k required from TC
		TOTAL	23,000		30,000	
E & L	4050	Civic Centre Events	-25,000		-25,000	
	4387	Weald on the Field	0		-5,000	
		Net Expenditure	-2,000		0	

Committee	Nominal Code		2023/2024 Budget			
		Planning and Development Services				
		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.
		TOTAL	5,700		6,250	
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	-1470		-1314	
		Net Expenditure	4,230		4,936	
		Environmental and Regulatory Services				
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	
		TOTAL	10,400		9,700	
		Income				
E & L	4180	* Cemetery - Interments	-30,000		-36,000	Based on 2023-24
	4181	* Cemetery - Memorials	-6,000		-6,800	
	4182	* Cemetery - Sundry Income	-200		-200	
	4183	* Cemetery - Maintenance Charge	-4,000		-4,200	
		TOTAL	-40,200		-47,200	
		Net Expenditure	-29,800		-37,500	
		HIGHWAYS AND TRANSPORT SERVICES				
		Highways and Transportation				
		Street Lights - Supply, Maintenance and Repairs				
E & L	5080	* Supply & Maintenance	11,000		11,000	
E & L	5081	* Repairs	17,500		15,000	
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	
		TOTAL	29,600		26,500	
		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
		TOTAL	-1,425		-1,690	
		Net Expenditure	28,175		24,810	
		Other Buildings and Services to the Public				
E & L	5294	Graffiti Removal	0		0	
		TOTAL	0		0	

Final draft
Environment and Leisure Budget 2024/2025 (11.01.24)

E & L	5360	Salaries Groundsmen	120,382		137,626	
	5361	Groundsmen - NI	9,796		12,716	
	5362	Groundsmen - Pension	22,150		33,734	
	5230	Salary Ranger	31,071		33,120	
		TOTAL	183,399		217,196	
		TOTAL REVENUE EXPENDITURE	330,499		379,496	
		TOTAL INCOME	-97,195		-115,304	
		TOTAL	233,304		264,192	

Committee	Nominal Code		2023/2024 Budget			
		Long Term Earmarked Reserve Projects				
		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		0	Try and do with grant funding instead.
		Pitch improvement works - cricket or football	0		5,000	
		Replacing gates and fencing at West Park	0		0	£1,500 needed. Could be funded from earmarked reserves HMLNR donation - £1165
		Ash dieback works - Year 3 (winter 24/25) of woodland mgt plan	0		0	Re-allocate £25k from earmarked reserves Consultants Town Centre.
		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	
		Total Long Term Earmarked Projects	49,500		43,000	
		TOTAL				
		New initiatives for 2024/25				
		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

Final draft
Luxfords Budget 2024/2025 (11.01.24)

Committee	Nominal Code		2023/2024 Budget		2024/2025 Budget	Notes
		OTHER SERVICES				
GP		Luxfords				
	5810	* Food Purchases	40,000		52,000	
	5820	* Bar Purchases Non Alcoholic	2,600		2,900	
	5825	* Bar Purchases Alcoholic	7,000		8,100	
	5840	*Consumables	900		2,000	
	5842	*Cleaning	1,000		1,000	
	5845	* Maintenance & Repairs	2,000		2,000	
	5850	Equipment	2,000		1,500	
	5855	Luxfords equipment hire	400		900	It's usually about £400-£500 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		7,200	Over estimated increase in 2023-24
	5862	Electricity	9,000		9,000	
	5863	Gas	3,500		3,200	
	5864	Water	1,500		1,600	
	5866	* Litter Collection	1,600		1,800	
	5867	* Stock Taker	820		850	
	5940	Luxfords salaries	107,673		121,915	
	5941	Luxfords National Insurance	5,403		8,232	
	5942	Luxfords Pension	18,834		22,610	
	5945	Luxfords Casual wages	6,000		9,000	With a busy calendar of events and staffing changes, we are using more casuals
		*Management costs	0		0	
		TOTAL	221,380		258,957	
GP		Income				
	4810	* Restaurant Food Sales	-130,000		-158,000	
	4820	* Restaurant Bar Sales	-9,250		-10,500	
	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		-24,000	
	4940	*Hire of Equipment (Urn Hire)	-1,250		-1,600	
	4840	*Hire of Luxfords	-1,000		-1,000	
	4950	*Sundry Income	-500		-500	
		TOTAL	-192,500		-230,600	
		Net Expenditure	28,880		28,357	
		Long Term Earmarked Projects				
		New dishwasher	0		500	
		Total	0		500	
		New initiatives 2023-24				
		New cooker	3,500		0	
		Total Budget Expenditure	221,380		258,957	
		Income	-192,500		-230,600	
		Net Expenditure	28,880		28,357	

Final draft
Luxfords Budget 2024/2025 (11.01.24)

<u>TOTAL 2023/24</u>				
Total Revenue Expenditure	221,380		258,957	
New Initiatives	0		0	
Total Long Term Earmarked Reserve Projects	0		500	
Total Budget Expenditure	221,380		259,457	
Total Income	-192,500		-230,600	
Net Expenditure	28,880		28,857	

	Proposed Income	Proposed Expenditure	Proposed Income	Proposed Expenditure
	2023/24	2023/24	2024/25	2024/25
General Purposes				
Revenue	200,140	778,665	242,180	888,249
New Initiatives etc.		102,650		133,945
Earmarked Reserve Projects		31,300		10,500
Sub Totals		912,615		1,032,694
Environment and Leisure				
Revenue	97,195	330,499	115,304	379,496
New Initiatives etc.		23,492		10,786
Earmarked Reserve Projects		49,500		43,000
Sub Totals		403,491		433,282
Luxfords Restaurant				
Revenue	192,500	221,380	230,600	258,957
Earmarked Reserve Projects		0		500
New Initiatives		3,500		0
Sub Totals		224,880		259,457
Gross Income/Expenditure	489,835	1,540,986	588,084	1,725,433
		1,051,151		1,137,349
Net Budget Requirement		1,051,151		1,137,349
Tax Base	5868.6		5933.4	
Band 'D' Council Tax		£179.11		£191.69

7.02% increase

12.57 increase

Final draft
GP Budget 2024/2025 (11.01.24)

Committee	Nominal Code		2023/2024 Budget		2024/2025 Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES				
		Cultural and Related Services				
		Recreation and Sport - Community Centres				
	5609	C/C Wood Pellets	10,000		10,000	
	5610	C/C rates	39,500		35,500	
	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		1,350	
	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	103,700	0	106,150	
	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	2,500	0	1,000	
	5760	F/H rates	3,000		3,100	
	5761	F/H electricity	2,500		2,500	
	5762	F/H gas	1,800		1,200	
	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	12,600	0	12,550	
	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	22,250	0	22,000	
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	
		TOTAL	1,300	0	0	
		Income				
	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		-10,200	
	4635	Ashdown Room - Commercial	-3,500		-3,800	
	4640	Green Room	-12,000		-14,000	

Final draft
GP Budget 2024/2025 (11.01.24)

	4650	Oakleaf Room	-10,500		-17,000	
	4660	Mayors Parlour	-13,000		-13,500	
	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	-103,130	0	-126,030	
	4690	*Quickborn Suite	-8,500		-9,000	
	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		-3,000	
GP	4796 - 4798	* The Hub	-5,050	0	-5,300	
	4760	F/H regular users	-15,850		-15,000	
	4761	F/H ocassional users	-100		-100	
	4762	F/H commercial	-50		-1,500	
GP	4760 - 4763	* Foresters Hall	-16,000	0	-16,600	
	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	-14,550	0	-14,550	
GP	4781	* Ridgewood Village Hall	-900		-1,350	£120 rent plus insurance £1231.50
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	
		TOTAL	-23,500	0	-23,950	
		Net Expenditure				
		Planning and Development Services				
		Economic Development				
GP	5530/5532	Festive Lights				
	5530	Festive Lights	15,000		15,000	
	5532	Festive lights electricity	500		500	
		TOTAL	15,500	0	15,500	
		Income				
GP	4530	* Festive Lights	-2,200		-2,000	
		Net Expenditure	13,300	0	13,500	
		CENTRAL SERVICES				
		Corporate and Democratic Core				
		Corporate Management				
		Administration and Hospitality				
	5410	Admin - general	2,000		2,500	
	5412	Admin - telephones	5,250		5,250	
	5413	Admin - photocopier	2,000		2,500	
	5415	Postage	225		160	
	5416	Stationery	1,800		1,900	
GP	5410- 5417	* Administration	11,275	0	12,310	

Final draft
GP Budget 2024/2025 (11.01.24)

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		11,000	
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	
GP	5580 - 5590	Bank and Credit Charges	0		0	
	5581	Bank charges	960		960	
		TOTAL	127,110	0	136,460	
		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	
		TOTAL	-3,600	0	-20,400	
		Net Expenditure				
		Democratic Representation and Management				
GP	5543	Members Allowances	20,223		16,987	5% increase x 12 Cllrs
GP	5544	Members Expenses	105		110	5% increase
GP	5465	Mayors Allowance	1,862		1,987	5% increase
GP	5470	Elections	0		0	
		TOTAL	22,190	0	19,084	
		Income	0			
		Net Expenditure				
		Grants and Partnerships				
GP	5480	Grants Section 142	19,000		19,000	
GP	5485	Grants - Power of Well Being	14,400		25,000	Reduce from £27,500 to £25,000?
GP	5487	Volunteer Bureau Service Level Agreement	8,000		8,000	
		TOTAL	41,400	0	52,000	
		Income	0			
		Net Expenditure				
		Other Buildings and Services to the Public				
GP	5730-5732	Cemetery Buildings East & West	0	0	0	
	5730	Cemetary Buildings rates	1,850		950	
	5732	Cemetary Buildings repairs/contracts	750		750	

Final draft
GP Budget 2024/2025 (11.01.24)

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		2,500	
	5770	* Foresters Hall Chapel	0	0	0	
GP	5772-5774	2a Vernon Road	500		1,000	
GP	5790	Bridge Cottage	0	0	0	
		TOTAL	6,800	0	7,700	
		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		-1,050	
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		-2,850	
		TOTAL	-23,610	0	-24,350	
		Net Expenditure	-16,810		-16,650	
		SALARIES				
GP	5680 - 5682, 5795	Caretakers/Other Buildings				
	5680	Caretakers - salaries	91,399		106,403	
	5686	Casual Caretakers	250		1,500	
	5681	Caretakers - National Insurance	4,629		6,648	
		Caretakers - Pension	16,818		21,387	
	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		280,594	
	5541	Office staff - National Insurance	20,454		30,563	
	5542	Office staff - pension	42,403		56,400	
		TOTAL	412,040	0	503,495	
		Total Revenue Expenditure	778,665		888,249	
		Total Income	-200,140		-242,180	
			578,525	0	646,069	
		Saving for Long Term Earmarked Projects				
		Elections	0		1,500	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	

Final draft
GP Budget 2024/2025 (11.01.24)

		Security upgrade Civic Centre	1,000		1,000	
			31,300	0	10,500	
		Total New Initiatives 2024/25				
		Building Maintenance	76,000		103,605	£5k removed for CT ventilation - to come out of Earmarked Reserves
		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		4,500	Last upgrade of office computers - 4 x laptops and caretaker station
		262 Bus Service	3,900		0	
		WPA NHS Top-Up	2,000		2,340	To be 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.
		Market Valuation report for Asset Management Plan for all buildings	0		3,500	We need to carry this out in April 2024 as last carried out on 31 March 2019. In 2019 it cost £5500. I believe this is to be nearer £7-8k now. Awaiting quotes. Professional fees ER can be used to top up remaining amount.
		Insurance rebuild valuations	8,250		0	
			102,650		133,945	
			912,615		1,032,694	

Total	2023/24	2023/24
Total Revenue Expenditure	778,665	888,249
Total Long Term Earmarked Reserve Projects	31,300	10,500
Total New Initiatives	102,650	133,945
Total Budget Expenditure	912,615	1,032,694
Total Income	-200,140	-242,180
Net Expenditure	712,475	790,514

Final draft
Environment and Leisure Budget 2024/2025 (11.01.24)

Committee	Nominal Code		2023/2024 Budget		2024/2025 Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES				
		Cultural and Related Services				
		Recreation and Sport - Leisure and Recreation Grounds				
E & L	5120	Playing Fields and Pitches	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		2,350	
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	
		TOTAL	45,500		53,050	
		Income				
E & L	4110	* Sport Income	-13,000		-16,000	
E & L	4120	* Event Income	-5,000		-6,500	Check does this include the recharge income for electricity
		TOTAL	-18,000		-22,500	
		Net Expenditure	27,500		30,550	
		Public Open Spaces, Planting and Allotments				
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 GROUND 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	
		TOTAL	32,900		36,800	
		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	
		TOTAL	-11,100		-12,600	
		Net Expenditure	21,800		24,200	
		Culture and Heritage				
E & L	5394	Twinning Hospitality	100		0	Utilise funding from reserves if required.
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	

Final draft
Environment and Leisure Budget 2024/2025 (11.01.24)

	5078	Weald on the Field and Revival	4,000		10,000	The event costs in region of £9-10k to arrange. We can source income of around £5k, so £5k required from TC
		TOTAL	23,000		30,000	
E & L	4050	Civic Centre Events	-25,000		-25,000	
	4387	Weald on the Field	0		-5,000	
		Net Expenditure	-2,000		0	

Committee	Nominal Code		2023/2024 Budget			
		Planning and Development Services				
		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.
		TOTAL	5,700		6,250	
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	-1470		-1314	
		Net Expenditure	4,230		4,936	
		Environmental and Regulatory Services				
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	
		TOTAL	10,400		9,700	
		Income				
E & L	4180	* Cemetery - Interments	-30,000		-36,000	Based on 2023-24
	4181	* Cemetery - Memorials	-6,000		-6,800	
	4182	* Cemetery - Sundry Income	-200		-200	
	4183	* Cemetery - Maintenance Charge	-4,000		-4,200	
		TOTAL	-40,200		-47,200	
		Net Expenditure	-29,800		-37,500	
		HIGHWAYS AND TRANSPORT SERVICES				
		Highways and Transportation				
		Street Lights - Supply, Maintenance and Repairs				
E & L	5080	* Supply & Maintenance	11,000		11,000	
E & L	5081	* Repairs	17,500		15,000	
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	
		TOTAL	29,600		26,500	
		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
		TOTAL	-1,425		-1,690	
		Net Expenditure	28,175		24,810	
		Other Buildings and Services to the Public				
E & L	5294	Graffiti Removal	0		0	
		TOTAL	0		0	

Final draft
Environment and Leisure Budget 2024/2025 (11.01.24)

E & L	5360	Salaries Groundsmen	120,382		137,626	
	5361	Groundsmen - NI	9,796		12,716	
	5362	Groundsmen - Pension	22,150		33,734	
	5230	Salary Ranger	31,071		33,120	
		TOTAL	183,399		217,196	
		TOTAL REVENUE EXPENDITURE	330,499		379,496	
		TOTAL INCOME	-97,195		-115,304	
		TOTAL	233,304		264,192	

Committee	Nominal Code		2023/2024 Budget			
		Long Term Earmarked Reserve Projects				
		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		0	Try and do with grant funding instead.
		Pitch improvement works - cricket or football	0		5,000	
		Replacing gates and fencing at West Park	0		0	£1,500 needed. Could be funded from earmarked reserves HMLNR donation - £1165
		Ash dieback works - Year 3 (winter 24/25) of woodland mgt plan	0		0	Re-allocate £25k from earmarked reserves Consultants Town Centre.
		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	
		Total Long Term Earmarked Projects	49,500		43,000	
		TOTAL				
		New initiatives for 2024/25				
		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

Final draft

Total Revenue Expenditure	330,499	-	379,496
Total Long Term Earmarked Reserve Projects	49,500	0	43,000
Total New Initiatives	23,492	0	10,786
Total Budget Expenditure	403,491	0	433,282
Total Income	-97,195	0	-115,304
Net Expenditure	306,296	0	317,978

Final draft
Luxfords Budget 2024/2025 (11.01.24)

Committee	Nominal Code		2023/2024 Budget		2024/2025 Budget	Notes
		OTHER SERVICES				
GP		Luxfords				
	5810	* Food Purchases	40,000		52,000	
	5820	* Bar Purchases Non Alcoholic	2,600		2,900	
	5825	* Bar Purchases Alcoholic	7,000		8,100	
	5840	*Consumables	900		2,000	
	5842	*Cleaning	1,000		1,000	
	5845	* Maintenance & Repairs	2,000		2,000	
	5850	Equipment	2,000		1,500	
	5855	Luxfords equipment hire	400		900	It's usually about £400-£500 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		7,200	Over estimated increase in 2023-24
	5862	Electricity	9,000		9,000	
	5863	Gas	3,500		3,200	
	5864	Water	1,500		1,600	
	5866	* Litter Collection	1,600		1,800	
	5867	* Stock Taker	820		850	
	5940	Luxfords salaries	107,673		121,915	
	5941	Luxfords National Insurance	5,403		8,232	
	5942	Luxfords Pension	18,834		22,610	
	5945	Luxfords Casual wages	6,000		9,000	With a busy calendar of events and staffing changes, we are using more casuals
		*Management costs	0		0	
		TOTAL	221,380		258,957	
GP		Income				
	4810	* Restaurant Food Sales	-130,000		-158,000	
	4820	* Restaurant Bar Sales	-9,250		-10,500	
	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		-24,000	
	4940	*Hire of Equipment (Urn Hire)	-1,250		-1,600	
	4840	*Hire of Luxfords	-1,000		-1,000	
	4950	*Sundry Income	-500		-500	
		TOTAL	-192,500		-230,600	
		Net Expenditure	28,880		28,357	
		Long Term Earmarked Projects				
		New dishwasher	0		500	
		Total	0		500	
		New initiatives 2023-24				
		New cooker	3,500		0	
		Total Budget Expenditure	221,380		258,957	
		Income	-192,500		-230,600	
		Net Expenditure	28,880		28,357	

Final draft

Luxfords Budget 2024/2025 (11.01.24)

TOTAL 2023/24				
Total Revenue Expenditure	221,380		258,957	
New Initiatives	0		0	
Total Long Term Earmarked Reserve Projects	0		500	
Total Budget Expenditure	221,380		259,457	
Total Income	-192,500		-230,600	
Net Expenditure	28,880		28,857	



UCKFIELD TOWN COUNCIL

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 66 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	17
Nature Reserve	3
Path	1
Playground	8
Pond	2
Recreation Ground	7
Woodland	6
Total	66

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

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

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

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

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

Non-Operational – usually held for investment

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

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

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

In March 2019, the asset portfolio was valued at £5,823,050 with an annual rental income of £55,271 (*which includes all income from lease/licence agreement rental payments and wayleaves only at December 2019*) and an annual maintenance budget which has recently been in the region of £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 tenth 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 2025 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;
- ☐ Manage our assets and property portfolio to ensure we reach carbon neutrality;
- ☐ 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;
- ☐ Aim to decarbonise our buildings and landholdings, and ensure we use them in an environmentally sustainable way
- ☐ 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	The Source	<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
OS51	Civic Centre	Building housing Town Council Offices, meeting rooms, function rooms and restaurant. Opened in 1991 by the Mayor.	Building	Freehold	0.12ha

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

Cemetery

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

Land

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS1	Land to the north of Hart Close	Open land adjacent to road, transferred to Town Council by developer. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.22ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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. 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.	Land	Freehold	0.05ha
OS9	Land at Harlands Farm	Open land and woods, transferred to Town Council by developer in 1989. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time. This land is currently in dispute and Solicitors instructed, as the land was sold at auction on 6 December 2022, despite Uckfield Town Council having documentation to confirm transfer of maintenance to the Town Council by landowner Federated Homes in the mid-19990s.	Land	Freehold	0.30ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS23	Swallow Court	Open land, transferred to Town Council by developer in 1995. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable. This land is currently in dispute and Solicitors instructed, as the land was sold at auction on 6 December 2022, despite Uckfield Town Council having documentation to confirm transfer of maintenance to the Town Council by landowner Federated Homes in the mid-1990s.	Land	Freehold	0.03ha
OS31	Bellbrook Open Space	Open land, transferred from developer in 1995 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. Considered unsuitable as currently a de facto Nature Reserve.	Land	Freehold	1.46ha
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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. We are awaiting the documentation from Land Registry. 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. Pieces of equipment will be gradually upgraded during 2024 and 2025.	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. Due to be upgraded in 2024.	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 15 January 2024

Agenda item 15.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2023/24 (Q3: OCT – DEC)

1.0 Summary

- 1.1 This report provides a quarterly update on the Town Council's priorities for 2023/24 and the progress made by the end of each quarter. This report provides a summary of progress to the end of December (end of quarter three).
- 1.2 The priorities identified for delivery in 2023/24 consist of initiatives which are often additional to the day to day responsibilities of the Town Council, but demonstrate by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.3 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year. With this paper, the Town Clerk provides an update to members to explain the progress being made to deliver these priorities.

2.0 End of Quarter three 2023/24: Progress Update





- 2.1 Of the 12 priorities, six are complete, three are making good progress and on schedule, and three have seen some progress but been delayed. This report highlights the hard work of staff and councillors. A big thank you to you all.

3.0 Recommendations

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




Appendices: Appendix A: Q3 2023/24 Progress Report
Contact Officer: Holly Goring




Key:




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

APPENDIX A: End of Q3 - 2023/24 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
COMMUNITY GRANTS We will award up to £54,566 of community grant funding to local groups and charitable organisations for the period 2023/24 (£27,566 to community groups, and £27,000 through service level agreements)	✓	All payments have now been made (first instalments in May and second instalments in October 2023).	General Purposes Committee	Assistant Town Clerk & RFO
PUBLIC EVENTS AND ANNIVERSARIES IN THE TOWN We will work alongside the local business community and local community groups to deliver two free public events within the town; King's Coronation and Weald on the Field	✓	With heavy downpours forecast for the King's Coronation, we moved the event inside at short notice to the Weald Hall of the Civic Centre. It was a great atmosphere and the event saw in the region of 30 guests from Arques-la-Bataille join a packed hall of local residents for a picnic and street food, entertained by live music and dance performances. It was such a lovely event. The Weald on the Field event was a great success on Saturday 12 August 2023, and was very well attended from early on. The range of street food and drink stands, and live music performances were very well received.	Full Council	Town Clerk
TECHNOLOGICAL IMPROVEMENTS We will look to upgrade our server and office IT to ensure our software and infrastructure remains secure. We will upgrade our Wi-Fi within the Civic Centre and seek to undertake further improvements to meet hirer needs.	✓	The server upgrade was undertaken on 30 June 2023. The computers that required upgrading were upgraded towards the end of August 2023. The Wi-Fi infrastructure was upgraded in August 2023. We have experienced severe internet disruption since the week before Christmas. After replacing the router, which we believe was destroyed in a power cut the previous weekend, we also found an issue on the broadband line. This has since been replaced with a new fibre connection performing at much higher speeds, and a new router. Fingers crossed this will secure things for us moving forward.	General Purposes Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
ELECTIONS We will support elected councillors with their role in the community and provide them with opportunities to engage with residents and learn about the Town Council's day to day work, and projects.		<p>New Councillors have been attending 'New Councillor training' with East Sussex Association of Local Councils.</p> <p>A strategic planning workshop was booked in on 3 October 2023, to enable councillors to better understand the council's budget areas and expenditure, and a second workshop took place on 20 November 2024 to look at aspects of the Strategic Plan.</p> <p>Further work will be undertaken with councillors over the next few months to focus on infrastructure.</p>	Full Council	Town Clerk
POLICY REVIEW We will be undertaking a full review of the Town Council's policies in respect of personnel (staffing matters), GDPR and respect in the workplace.		<p>The Internal Audit end of year review provided some recommendations of how to improve our policy framework, which will be followed up on. We have also booked a light-touch organisational review with an external organisation for March 2024, which will seek to highlight areas to focus on and support us with the review of these policies.</p>	General Purposes	Town Clerk/ Assistant Town Clerk
UPGRADING GROUNDS EQUIPMENT AND FACILITIES We will upgrade equipment to ensure the Grounds team have safe functioning apparatus to undertake open space grass cutting and maintenance for sports and leisure. Work will also be carried out to clean and refurbish the rainwater harvester.		<p>Contractors have visited site to carry out a thorough deep clean and full service to the rainwater harvester. They have recently returned to undertake their annual check.</p> <p>The new Major Contoura rotary mower attachment has been used for this grass cutting season and new purchases and sales have been undertaken of grounds equipment to provide a better suite of equipment for their needs.</p> <p>With the funds received from the sale of the Ransomes Mower, a new small mulching mower has been purchased and a small rotary mower.</p>	Environment and Leisure Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
WOODLAND MANAGEMENT PLAN We continue our work to deliver our 10-year woodland management plan to ensure ongoing maintenance and tackle diseased trees affected by ash dieback.		Works were undertaken in Boothland Wood and Nightingale Woods, between 6 th and 8 th November 2023 to address ash dieback. New trees are due to be planted in March/April 2024. Improvements are due to be undertaken to steps/footways in January and February using sleepers, and works in-house with the support of grant funding from Wealden DC and Uckfield TC.	Environment & Leisure Committee	Estates & Facilities Manager
GRASS VERGE CUTTING We will continue to contribute to the costs of East Sussex County Council's grass verge cutting contract to retain a good standard of service and ensure visibility is maintained on pavements and highways.		Payment has been made to East Sussex County Council for 2023/24 to maintain existing service standards and frequency of cuts to the town's grass verges. <i>(Urban verges used to receive 5-6 cuts per annum but East Sussex County Council can now only afford to fund two. Rural verges receive two cuts per annum).</i>	Environment and Leisure Committee	Town Clerk
TOWN COUNCIL'S BUILDINGS We will focus our attention on the Civic Centre, Foresters Hall, Victoria Pavilion and West Park Pavilion and ensure we are compliant with the latest safety regulations. We will upgrade flooring, redecorate the Weald Hall and explore initiatives for upgrading older heating and plumbing systems.		Great work and progress has been made to improve our facilities and ensure they not only look up to standard for our hirers but also meet compliance regulations. The Ashdown Room has been redecorated and a new floor laid. Despite very tight timescales between Monday 23 October and Friday 27 October, the Weald Hall was redecorated. The kitchen floor of Luxfords Restaurant was replaced, a new cooker installed and the walls redecorated. A unused doorway has been blocked up to reduce water ingress in Foresters Hall. PAT testing has been carried out in all buildings. Fire door improvements have been undertaken in the Civic Centre. Emergency lighting has been upgraded in all buildings. Repairs have been undertaken to flooring in Foresters Hall and 2A Vernon Road. EICRs are commencing as we speak.	General Purposes Committee	Estates & Facilities Manager

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

Meeting of the Full Council

Monday 15 January 2024

Agenda Item No. 16.0

TO CONSIDER THE RESPONSE FROM LLOYDS BANKING GROUP TO THE LETTER SENT BY UCKFIELD TOWN COUNCIL

1.0 Background

- 1.1 As members will be aware, a motion was presented to Full Council on 30 October 2023, with concerns about the proposed closure of two further banks in Uckfield – Lloyds and Halifax.
- 1.2 A letter was sent to the CEO of Lloyds Banking Group on 28 November 2023, which has been attached in appendix A.
- 1.3 A response was received on 28 December 2023, and has been included within appendix B of this report.

2.0 Next steps

- 2.1 In light of the weak response, which does not provide some of the information requested, members are asked if they would support the following next steps:
 - (i) approve the submission of a formal complaint to the Financial Ombudsman;
 - (ii) to send a potential response to the Lloyds Banking Group, and;
 - (iii) to send a letter to LINK in relation to banking hubs, and
 - (iv) to send a letter to the MP of our concerns of both the loss of face to face banking services, and ATMs.

3.0 Recommendations

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

Contact Officer: Holly Goring



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
Uckfield, East Sussex, TN22 1AE
Tel: (01825) 762774
e-mail: townclerk@uckfieldtc.gov.uk
Town Clerk – Holly Goring

Mr Charlie Nunn
Executive Director and Group Executive
Lloyds Banking Group
25 Gresham Street
London
EC2V 7HN

28 November 2023

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.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'Holly Goring', with a long horizontal flourish extending to the right.

Holly Goring
Town Clerk

cc. Financial Ombudsman Service
cc. Uckfield branch of Lloyds Bank
cc. Uckfield branch of Halifax Building Society

APPENDIX B - Sent by email – received on 28 December 2023.

Dear Holly

Proposed closure of two branches in Uckfield, East Sussex

Thank you for your letter of 28 November, addressed to Mr Charlie Nunn, Group Chief Executive. I have been asked to respond.

We regret the disappointment you and other members of the local community have been caused, by the announcement of the closure of our Halifax and Lloyds branches in Uckfield.

The decision to close any branch is never made lightly and before any decision we carry out a thorough review, which considers more than 100 different metrics. This includes the alternative services available, access to cash, public transport facilities and the different customers we have locally, including their age and particularly whether they might be vulnerable.

We are unable to undertake consultation before making decisions like these, however we engage with the local community once a decision has been announced, to ensure customers are aware of their options. We communicate our decision once it is reached to the Financial Conduct Authority (FCA) and work with them before informing our colleagues, customers, and politicians such as yourself, in the line with the FCA's guidance. While we do not consult over closure decisions, we welcome feedback from MPs, councillors and members of the community.

The majority of our customers are also using Internet and Telephone Banking or banking services in the Post Office. However, we recognise some customers rely on our branches and may require extra support. Following our branch closure announcements, we have been talking to customers, especially those considered more vulnerable or who are reliant on using these branches, to discuss and support them with alternative ways they can bank with us.

Our colleagues know local customers and will take the time to understand their personal circumstances and how they bank with us. Where appropriate, they will put individually tailored arrangements in place. This can include accompanying a customer on a visit to a local Post Office, to be introduced to the team there and the available services. It could also include explaining online or Telephone Banking, where this is an interest.

We appreciate your concern about those who may be digitally inexperienced. We provide free in-depth training via our We Are Digital telephone helpline to anyone who wants assistance getting online. We have also invested heavily in Telephone Banking and have introduced voice biometrics which have made it easier for our vulnerable customers to complete transactions from home. We have 'your voice is your password' technology, which means there is no need to remember passwords/identification numbers to pass security.

We also have expert support teams for those affected by serious illnesses, domestic abuse, bereavements or who want to set up Power of Attorney. Where we identify a

customer need, we will share a specialist dedicated branch closure helpline number with them to use before and after the branches close.

With regard to a Banking Hub, before any branch closure is announced, LINK, the UK's Cash Access and ATM network, considers the potential effects of a bank branch closure in a community, and will identify where new shared facilities such as ATMs, cashback, improved Post Offices or Banking Hubs are needed. A Banking Hub was not recommended at this time, however anyone from a community can request for LINK to undertake a review of access to cash in their community. Information about how to do this can be found on the LINK [website](#).

Thank you again for taking the time to write. Please let us know if you have any further queries.

Yours sincerely

Simeon M. Brown

Simeon Morrison Brown | Manager | Group Executive Complaints

Lloyds Banking Group, BX1 1LT

Meeting of the Full Council

Monday 15 January 2024

Agenda Item 17.0

TO REVIEW THE CONSULTATION ON EAST SUSSEX COUNTY COUNCIL'S LOCAL TRANSPORT PLAN (2024-2050)

1.0 Background

- 1.1 The East Sussex Local Transport Plan is a statutory document and sets out the transport policy and strategy framework for the county. As a key partner, they are keen to hear the views parish and town councils:
- 1.2 The draft East Sussex Local Transport Plan 2024 – 2050, sets out how they will plan and provide transport for residents, businesses and visitors in East Sussex now and for future generations, to help connect them with the places they need to go on a daily basis.
- 1.3 The strategy focuses on:
 - enabling safer and more accessible journeys;
 - developing healthy places to enable people to live well;
 - decarbonising transport to help us to achieve net zero targets by 2050 at the latest;
 - maintaining and strengthen our transport networks so that they are resilient;
 - supporting a more equitable, inclusive, and sustainable economy within our coastal towns, market towns and villages in more rural areas;
- 1.4 The plan is separated out into two documents:
 - (i) The Local Transport Plan Strategy – this communicates the priorities for the county – objectives, policies and plans;
 - (ii) Implementation Plan – what they intend to deliver with their partners in terms of schemes

2.0 Consultation response

- 2.1 The consultation survey is set up to be responded to as an individual and on behalf of a group. We would welcome Town Councillors to respond to the online survey as a resident, but also consider if they wish to prepare a collective Town Council response which provides feedback on the documents themselves.
- 2.2 The draft Local Transport Plan can be viewed here:
[Local Transport Plan 4 | East Sussex County Council](#)
- 2.3 The draft Implementation Plan can be viewed here:
[Implementation Plan | East Sussex County Council](#)
- 2.4 To respond to the survey, please visit:
[Local Transport Plan 4 \(2024-2050\) - East Sussex - Citizen Space](#)

3.0 Recommendations

- 3.1 Members are asked to review the above consultation documents and advise the Town Clerk, of how they wish to proceed.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 15 January 2024

Agenda Item 18.0

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 11 December 2023 and 15 January 2024.
- 1.2 Please note that the Mayor, Councillor J. Love and Deputy Mayor, Councillor D. French were re-elected on 15 May 2023 for their third consecutive year.

TO NOTE THE MAYOR'S ENGAGEMENTS

- 13.01.24 Official opening of 'The Studio'. Phoenix Health Hub, High Street, Uckfield.

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

None recorded.