



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

on

**Monday 8 April 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 26 February 2024 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 To note the minutes of the Annual Town Meeting of the 20 March 2024, and for the Town Council's committees to take forward the issues raised as appropriate.

5.3 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 – 11 March and 2 April 2024
- (b) Environment and Leisure Committee – 4 March 2024
- (c) General Purposes Committee – 18 March 2024

- 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 END OF YEAR PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2023/24 (Q4)**
- 10.0 TO CONSIDER CURRENT ISSUES WITH PAVEMENT PARKING, AND PROPOSALS FOR UNDERTAKING A CAMPAIGN**
- 11.0 TO SIGN AND SEAL ANY LEASE AGREEMENTS OR LICENCES READY FOR EXECUTION**
- 12.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
- 13.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 14.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 15.0 TOWN CLERK'S ANNOUNCEMENTS**
- 16.0 CHAIRMAN'S ANNOUNCEMENTS**
- 17.0 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:
- 17.1 To consider quotations for the installation of new plumbing and heating improvements at Victoria Pavilion
 - 17.2 To consider the data governance proposals for the new Town Centre CCTV contract with Sussex Police
 - 17.3 To note a reminder of works planned in Snatts Road Cemetery



Town Clerk
2 April 2024

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held
on Monday 26 February 2024 at 7.00 pm
in the Council Chamber, Civic Centre, Uckfield

PRESENT:

Cllr. K. Bedwell	Cllr. D. Manvell
Cllr. D. Bennett	Cllr. S. Mayhew
Cllr. B. Cox	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. M. McClafferty	Cllr. D. Ward
Cllr. C. Macve	

IN ATTENDANCE:

Six members of the public
County Councillor Chris Dowling
County Councillor Claire Dowling
Sarah D'Alessio Assistant Town Clerk & RFO
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 S. Mayhew advised that he had a personal interest in agenda item 10.0 as a result of living on the residential estate affected.

Councillor M. McClafferty advised that he also had a personal interest in agenda item 10.0 for the same reason.

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

FC.99.02.24

Members **RESOLVED** to suspend standing orders to enable residents and County Councillors to speak

Two members of the public wished to speak in relation to agenda item 10.0. Both residents lived on the estate affected by the flies.

Resident 1 – a resident of Bridge Farm Road advised that their road was the worst affected with the woods behind. The flies were attracted to the tall trees. It made even simple things like cooking a nightmare, as you couldn't have the window open due to the flies, and if the lights were on in the house, it would attract them further. It was a health concern and disgusting when handling food. The resident wished to know what the longer-term plans were for the flies. Since 2018 it had been really bad.

Resident 2 – this resident had been involved in the campaign group since May 2020. The residents had to wear masks in their gardens when it was bad. The resident had a good relationship with onsite staff, and understood that they undertook counting and monitoring of the flies. The site staff were good and engaged with the residents, but higher up, the response had been poor such as on the TV. Longer term there would be more houses in the vicinity of the waterworks. They understood that there was only one insecticide available to Southern Water because the flies became immune to the products. It was vital that a longer term plan be identified to give quality of life to local residents.

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

Councillor Claire Dowling, spoke of the highway works being undertaken in Downsview Crescent, Southview Drive, and updated members to explain that the first phase was complete in Rocks Park Road. The resurfacing of London Road was due to commence on 11 March, and would be carried out at night.

Councillor Dowling updated members on the council tax increase agreed by East Sussex County Council (a total of 4.99% - 2.99% general precept, and 2.0% Adult Social Care). This was the first time they had ever had to use reserves to balance the budget. They were not looking to make any cuts in 2024-25.

The previously discussed pressure on expenditure around Looked After Children continued, with costs increasing. East Sussex County also had one of the highest proportions of elderly population.

Questions from members referred to the council tax increase, and the roadworks on Rocks Park estate. Councillor Frost advised that the parking issues at school times was becoming more of a problem, with vehicle owners parking on the verges and blocking driveways, as well as parking on corners. Councillor Dowling advised that the condition of the first phase of the roadworks was good, but the matters regarding the poor driver behaviour and parking was a matter for Sussex Police, and vehicles doing this should be reported to Operation Crackdown.

Councillor French asked if any feedback had been received regarding the dip in the road of Bell Lane.

Councillor Chris Dowling referred to matters in the south of the town, also mostly relating to highway safety and highway works. The concerns raised by residents in the new development of Red Clover Road were being looked into.

Works to install new kerb sets in New Town were taking place the following week. Councillor Reed reminded both County Councillors that the Sustrans report needed updating, and wanted to ensure that when this was refreshed, that the

Town Council be given an opportunity to contribute.

Starting the Wealden DC updates, Councillor Mayhew advised that a by-election would be taking place in April, for the election of a new candidate for his seat on Wealden District Council for Uckfield New Town ward.

Councillor Reed advised that there had been quite a bit of activity, and concern raised with regards to an oak tree on the site of Horsted Pond Farm. The Tree Officer at Wealden DC thought that the recent activity near the tree may have related to a bat survey but would investigate further.

Councillor Manvell advised that the Uckfield public consultation event for Wealden DC's Draft Local Plan was due to take place at the Civic Centre on 13 April 2024. Wealden DC had adopted a budget which would see a 2.99% increase in council tax. He also advised that the Uckfield Volunteer Centre had been given £7k through a grant funding programme led by Wealden DC. It was thought that the Local Plan would be out for consultation between 15 March and 10 May 2024.

Councillor Cox had attended a number of meetings and was happy to help with any enquiries.

FC.100.02.24 Members **RESOLVED** to reinstate standing orders.

4.0 APOLOGIES FOR ABSENCE

None recorded.

5.0 MINUTES

5.1 To resolve that the minutes of the meeting of Full Council on 15 January 2024 be taken as read, confirmed as a correct record and signed by the Town Mayor.

FC.101.02.24 It was **RESOLVED** that the minutes of the meeting of Full Council on 15 January 2024 be taken as read, confirmed as a correct record and signed by the Mayor.

5.2 Action List

Members wished to remove FC62.10.23 – the letter to Lloyds Banking Group and noted the contents of the action list.

6.0 COMMITTEE MINUTES

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

(a) Plans Committee of the 29 January and 19 February 2024

FC.102.02.24 It was **RESOLVED** to note the acts and proceedings of the Plans Committee on 29 January and 19 February 2024.

(b) Environment & Leisure Committee of the 22 January 2024

It was **RESOLVED** to note the acts and proceedings of the Plans Committee on 22 January 2024.

(c) General Purposes Committee of the 5 February 2024

It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee on 5 February 2024.

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

Nothing to report at present.

(iii) Uckfield Dementia Forum

Nothing to report at present.

(iv) Infrastructure Working Group

Nothing to report at present.

9.0 TO RATIFY DOCUMENTATION CONSIDERED BY STANDING COMMITTEES:

General Purposes Committee

(i) Annual Investment Strategy – No. 45

FC.103.02.24

After seeking clarification on a couple of matters, members **RESOLVED** to:

(i) adopt the Annual Investment Strategy – No. 45 with the proposed revisions incorporated;

(ii) confirmed that they were happy for officers to proceed with the recommendations of the General Purposes Committee for the proposed movement of £400k into the 95 day account, and £100k into a 35 day account to generate more interest, whilst the Assistant Town Clerk & RFO explored other banking options, and;

(iii) confirmed that they were happy for officers to create the bank feed between the Town Council's banking services and finance system.

10.0 TO CONSIDER A MOTION FROM COUNCILLOR JACKIE LOVE

Councillor J. Love prepared a motion for members to consider, which asked that the Town Council write to the CEO of Southern Water. The letter would be on behalf of the Town Council and the local residents affected by the flies from the water treatment works. The letter would ask for a way forward.

Members were concerned that this issue was all year round, and not just during certain seasons or weather. If the flies were in a restaurant it would be closed, and members were also concerned about the contamination risk, both to householders and the River Uck.

Councillor French wished for something to be included in the letter in relation to the impact this was having on residents' mental health and anxiety.

Councillor Bennett thought that the letter should give more pressure on the last question which asked when Southern Water would be providing hoods on the settling tanks. A specific answer was needed to this question.

It was also noted that the flies were reaching a large distance, as far as the south of the town in Ridgewood, and sometimes as far as North West towards Newick.

Councillor Manvell thought that the evidence and issues being experienced should be shared with a representative of the Southern Water Stakeholder Group

at Wealden DC (Rachel Milward). The Town Clerk and Town Mayor were also in liaison with a representative of the Environmental Health team at Wealden DC in regards to the matter.

The netting system hadn't worked and members noted that the fly traps in the trees in the access road were very dilapidated. This needed to be flagged up in the letter to the CEO.

Councillor D. Bennett proposed that subject to the additions put forward by members, and inclusion of Councillor Reed's suggestion to request that the CEO come and visit, that the following resolution be put forward. Councillor B. Cox seconded the proposal.

FC.104.02.24 With unanimous support, members **RESOLVED** to approve that the Town Mayor and Town Clerk liaise to prepare and send a letter to the CEO of Southern Water, which reflected the concerns of members and local residents of the flies from the water treatment works.

At 7.54pm Councillors D. Bennett, P. Selby and P.Ullmann left the room briefly. Councillor D. Bennett returned at 7.56pm, P. Ullmann and P. Selby at 7.58pm.

11.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR Q3 OF 2023/24

Members were provided with a report from the Town Council's finance system which provided a snapshot of the headline budget figures for all three committee areas and the balance sheet position at 31 December 2023. Members noted the contents of the reports.

12.0 TO NOTE THE TOWN COUNCIL'S LIST OF STANDING ORDERS AND DIRECT DEBIT PAYMENTS

Members were provided with a brief update of the changes to the Town Council's list of standing orders and direct debit payments.

Councillor Macve asked once more for these to be incorporated in the audit process when two members visited the office to undertake the fortnightly BACS supplier payment runs. The Town Clerk advised that this hadn't been forgotten but would be introduced from April onwards. Members noted the report.

13.0 TO RECEIVE A SHORT BRIEFING ON THE TOWN COUNCIL'S MEDIA & COMMUNICATIONS POLICY

Members were presented with a copy of the Media & Communications Policy and the Town Clerk gave a short speech on her expectations of how media and communications should be handled by staff and councillors representing the Town Council.

The Town Clerk advised that the local authorities usually held training on media and communications but other priorities had taken precedent such as planning inquiries and Wealden DC's Local Plan.

The policy hadn't been updated for some years and would be looked at in the coming months. The key bit that members should refer to was Section 4 – Contact with the Media.

The Town Clerk clarified that she wished to be advised if members had been approached by the media. She was not able to closely follow the movements of 15 Town Councillors all the time, but what she could do and would continue to do was manage the reputation of the Town Council.

In her eight years, the Clerk had experienced some really difficult times with some incredibly sensitive matters. By managing communication in relation to those issues closely, she was able to keep everyone safe, and protected; having considered ALL of those affected or involved.

The procedures were there for this reason. If the Clerk or Marketing Officer knew that a Councillor or staff member had spoken to the press – whether it be local or national, they were ready and prepared to manage any follow up communications. And if something was particularly sensitive, it also helped to streamline comms.

When the Clerk started in 2016, the Town Councillors were free to do as they wish whereas with her background of working in district authorities, it was important that the Town Council followed suit, and all press enquiries were channeled through the Town Council office.

The second point related to social media – back in 2016 two former Councillors experienced a very difficult time on social media. The Town Clerk wanted to remind members that social media was a very complex world - some days it was great, some days it wasn't. The Town Council couldn't always correct inaccuracies, but it was important that any messaging remained positive and both staff and members thought twice before posting comments or posts.

The Town Clerk reiterated that:

- (i) the Town Council office should be kept in the loop on media approaches and liaison, and;
 - (ii) members needed to take care with social media to avoid being at the wrong end of trolls/personal attacks. In their frontline roles, they needed to think twice on what they proposed to write, and to take care.
- Members noted the update from the Clerk.

14.0 TO CONSIDER THE ISSUES BEING EXPERIENCED WITH PARKING AT VICTORIA PLEASURE GROUND

The Town Clerk provided an update to members on the issues experienced with parking at Victoria Pleasure Ground. Complaints had been received from local residents who were unable to park to walk their dog, or use the local facilities and the business located at the ground had also experienced difficulties.

It was proposed to:

- (i) place letters on the windscreens of vehicles politely reminding those who parked there that the car parking spaces were for users of the pleasure ground;
- (ii) to deliver letters to the businesses on the hill of New Town to advise the same - the spaces were not intended for long-term parking;
- (iii) monitor vehicle registration plates, to understand whether the same vehicles were parking there each day Monday to Friday, and for how long;

It was considered important to update the signage for the Pleasure Ground to

stress that parking was for users of Victoria Pleasure Ground only. A number of options were also considered such as setting time limits, which have been further explored since by office staff.

FC.105.02.24 Members **RESOLVED** to give permission for officers to proceed with the above three proposals for monitoring vehicles parking at Victoria Pleasure Ground, and to also replace signage which emphasised the purpose of the car parking area.

15.0 NOTE THE MAYOR'S ENGAGEMENTS

Members noted the update.

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

One deed of grant had been received:

Sylvie Helene Ngangonda Garnett

FC.106.02.24 It was **RESOLVED** for three councillors to sign the above deed of grant.

17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received in time for the meeting.

18.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk advised members that they had received information from the family, to advise that former Clerk Mrs Joan Stocker had passed away. A memorial service was being arranged at Holy Cross Church on 15 March 2024 and a Celebration of Life at the Civic Centre would follow. Once further details were available, the office would share these with councillors.

19.0 CHAIRMAN'S ANNOUNCEMENTS

The Chair, Councillor J. Love wished to congratulate Mark Pearson, the new Chief Executive Officer of Ashdown Forest Conservators on being appointed to the position.

Councillor Love also wished to thank the residents who attended the planning hearing with the Planning Inspectorate and appellants for Land at Mockbeggars Farm. She wanted to acknowledge all of their hard work.

Councillor D. Ward further added a big thank you to Councillors K. Bedwell, J. Love, B. Reed and the Town Clerk for all their hard work with the recent Planning Inquiries and hearings.

20.0 CONFIDENTIAL BUSINESS

FC.107.02.24 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.

20.1 To confirm the final quotations for the plumbing and heating improvements at Foresters Hall

FC.108.02.24 With nine votes in favour, three members voting against, and two abstaining, it was **RESOLVED** to proceed with the revised quotation for the installation of a renewable energy system for heating the rear of Foresters Hall.

The meeting closed at 8.52pm.

UCKFIELD TOWN COUNCIL



Minutes of the **Annual Town Meeting**
held in the Weald Hall, Civic Centre, Uckfield
Wednesday 20 March 2024 at 7.00pm

PRESENT	Cllr. J. Love	Town Mayor
	Cllr. D. French	Deputy Mayor
	Cllr. K. Bedwell	Chair of the Plans Committee
	Cllr. S. Mayhew	Chair of the Environment and Leisure Committee
	Cllr. C. Macve	Vice-Chair of the General Purposes Committee

In attendance:-

Councillors D. Bennett, B. Cox, M. McClafferty, V. Frost, A. Smith, B. Reed and P. Selby.

27 members of the public

Holly Goring – Town Clerk

Sarah D'Alessio – Assistant Town Clerk & RFO

Rachel Newton – Senior Administrative Officer

Will Hugall – Marketing and Community Engagement Officer

Minutes taken by Rachel Newton.

1. Welcome and introductions by the Town Mayor

Town Mayor and Chair of Full Council, Councillor J. Love introduced herself and welcomed everyone to the meeting. This was the Town Mayor's third year in the role of Chair and she had enjoyed every moment. When it came to her Mayoral engagements, her first priority was the town of Uckfield.

Chairs of the three standing committees, Councillor K. Bedwell - Chair of Plans Committee, Councillor S. Mayhew - Chair of Environment & Leisure Committee, Councillor D. French, Deputy Mayor and member of the Environment & Leisure Committee and Councillor C. Macve, Vice-Chair of General Purposes Committee were all introduced to the attendees, as was the Town Clerk, Holly Goring and Senior Administrative Officer, Rachel Newton.

2. Apologies for absence

Apologies had been received from Councillor D. Ward, Chair of General Purposes Committee. Vice-Chair, Councillor C. Macve was able to present in her absence. Apologies were also received from both County Councillors Chris and Claire Dowling for this evening and the PCSO, Sue Choppin. The Town Clerk advised that if there were any issues raised in relation to community safety, these would be referred back to Sussex Police the following day.

3. Minutes of the Annual Town Meeting of the 15 March 2023

Minutes of the Annual Town Meeting held on the 15 March 2023 previously circulated, were approved following a proposal by Councillor S. Mayhew and Councillor K. Bedwell seconding the proposal.

4. Matters arising from the minutes

There were no matters arising from the minutes of the meeting.

5. Presentation of the Town Council's Annual Report 2023-24

Councillor J. Love (Town Mayor): Chair of Full Council

The Town Mayor, Councillor J. Love thanked everyone for their attendance and explained that as always, this meeting was a platform for our local residents to discuss issues that were important to them and also to neighbouring communities.

A moment was taken to remember a dear friend, Mr RA Blackford, who would always attend the Town Council's annual meetings to ensure that we were kept on our toes and looked after Uckfield. As a former Councillor, life-long resident and businessman within the town, he always had something to say and had the ability to talk about past and present in the town and would be truly missed.

Councillor Love applauded all of the Councillors and Officers who had worked hard to ensure all of the council's statutory duties had been fulfilled in the past year, and the council's forward planning took the town into the future.

The Town Council had published their business planning documents, which included the Strategic Plan, Annual Plan, Annual budget and Property Asset Management plans and these could be found on the Town Council's website. On behalf of everyone involved, this was by far the hardest budget setting process they had ever had to discuss as it posed many difficult questions and decisions on the council's plans for the next year.

Last May, five new councillors were welcomed onto Uckfield Town Council which was fantastic. Councillors thanked those that had stood before and for their active roles and enthusiasm to undertake new initiatives. It was hoped that others would step forward in the future to ensure Uckfield remained an incredible town. Being a Town Councillor was a rewarding position and there were many different aspects enabling people to follow particular subject areas of interest.

So much had happened in the last year within the business and voluntary sectors coming together to provide a variety of events and enabling residents to enjoy so much together.

One of the largest voluntary groups in Uckfield, Brighter Uckfield, were celebrated in recent weeks and awarded the Kings Award for Voluntary Services. Uckfield Town Council had the incredible honour of hosting this ceremony with His Majesty's Lord Lieutenant of East Sussex, Mr Andrew Blackman present, alongside the Vice Lord-Lieutenant and his deputy Lieutenants to present the Crystal award to Brighter Uckfield.

Last year, it was reported that Uckfield Town Council would be taking ownership of the open space, known as the Dene, on Manor Park to ensure that it stayed an important green space in our community and when the white stuff fell from the skies, a place that children and adults could come together with their sledges for fun. This past year, the Town Council had been successful with registering Ridgewood Village Post Office and Uckfield Leisure Centre as Assets of Community Value within Uckfield. Going forward, the Town Council were keen to nominate the Highlands Inn, Family Hub on the Churchcombe estate, the Uckfield Rugby Club and the Oaks, AFC Uckfield site. If there were any other sites that local residents felt were important and could be considered, members of the public were asked to let the Town Council know:

<https://www.wealden.gov.uk/partnerships-and-localism/town-and-parish-councils-ordnance-survey-mapping/community-right-to-bid-assets-of-community-value/>

On the subject of assets, concerns were raised about the reduction in High Street Banking Services. Town Councillors knew how important this was to residents. Through motions brought to Full Council, members were taking action through various means to raise these concerns. Motions had also been considered from Town Councillors on matters relating to the Uckfield Leisure Centre and the installation of a pedestrian crossing on London Road.

Work with Sussex Police continued. Work was still underway to monitor the issues raised on social media and ensure, where possible, that information be passed to Sussex Police alongside the reports made by residents. Uckfield Town Council staff had been working with the Police to review the maintenance contract and infrastructure for the town centre's CCTV system, with an upgrade due to be undertaken in March/April 2024. This change would not affect the cameras themselves and what could be seen, it ensured that the technology remained up to date, and footage remained clear, effective and accessible to the Police.

Councillor Love hoped that this report, alongside updates from her colleagues would give local residents an insight into how hard the Town Council worked for their beloved town and its residents. Also that by standing with our residents, voices were being heard and action was being taken, and everyone was thanked for their hard work, dedication and commitment to ensure Uckfield worked for everyone.

Councillor C. Macve: Vice-Chair of General Purposes Committee

The Chair, Councillor D. Ward had provided an update within the annual report. Councillor Macve explained that the external audit for the period ending 31 March 2023 had been successful and that the auditor had written that the Town Council had successfully maintained a robust system of financial control, which was accolade indeed with thanks going to the Assistant Town Clerk and Responsible Financial Officer and all the staff for achieving that level of approval.

The Hospitality Manager had hosted a massively varied number of events over the year at the Civic Centre, and there were also a number of strong upcoming events for the forthcoming year. It was hoped that residents would support the Civic Centre with this.

Maintenance works continued to Town Council owned buildings. The demolition of the Hub and refurbishment of the Source and wider site was carried out with a huge amount of effort by the Estates and Facilities Manager and his team, in time for the Nativity Scene to be hosted by the churches of Uckfield at the Late night shopping event. Since then, there had been a succession of minor works to complete on that site.

Councillor K. Bedwell – Chair of Plans Committee

Councillor Bedwell advised that she had been Chair of Uckfield Town Council Plans Committee for three years, so would have to step down from this role in May. She was very proud of the committee and to be part of the council, and their hard work to represent the town and residents on Uckfield based planning applications and appeals.

The Town Council was a statutory consultee on all Uckfield-based planning applications and was therefore given the opportunity by Wealden District Council, who was the local planning authority, to provide a response on all planning

applications within the Uckfield parish boundary. This enabled the Town Council to represent the views of local residents and share local knowledge pertinent to the site, surrounding areas and impact to green and grey infrastructure.

As consultees, the Town Council's role was to ensure that National Planning Policy Framework NPPF and Wealden District Council's adopted planning policies from the most recent Local Plan are adhered to. The Town Council does not have the power to pass or fail planning applications but able to challenge, raise questions for consideration and support or object to planning applications that we considered did not meet the planning criteria. The Town Council had tried to build good communication with colleagues at Wealden District Council and as the planning authority, expected them to consider the council's response to any application, big or small, when examining the contents of a planning application.

Once again, 2023/24 had been a very challenging year for the Plans Committee. Many hours had been spent by members of the Plans Committee reading accompanying documents to large and small-scale planning applications. This year, for the first time in the history the Plans Committee also prepared for and attended two public Planning Inquiries for Land at Bird in Eye Farm and Land at Downlands Farm; supporting Wealden District Council in their refusal of these applications. This created an enormous amount of work and placed a great deal of responsibility on members, to ensure that the concerns of both residents and the Town Council were heard. The Town Council was delighted when both speculative applications were dismissed by The Planning Inspector and members felt they had played a vital role in the decision-making process, especially for highlighting key features and characteristics of landscape and heritage in the area.

The Town Council's Plans Committee had also challenged Wealden District Council and stood alongside residents at the Planning Hearing for Land at Mockbeggars Farm, facing an eminent KC, in order to highlight the very real concerns of residents about highway safety, flooding, impact on the High Weald geodiversity surrounding the site and the green infrastructure at Downlands Farm. They were currently waiting on the outcome and decision of the Inspector.

Growth for the town was inevitable and needed if the town were to continue to thrive. However, it was important that the right houses were built in the right places to avoid over-development. It was also important to find the balance of protecting the countryside which was essential in the current climate change emergency and stop new developments becoming isolated from the town. Councillor K. Bedwell explained that the Town Council was at the grassroots of local government and would continue to challenge large-scale developments to ensure that they brought the necessary infrastructure to the town as well. Plans Committee members would continue to respond to the UK Government and county and district council consultations to feedback the views of residents who would be living with these decisions, as the UK Government planned for 'levelling up' and increased housing provision.

The Town Council were just starting to digest the Local Plan that was out for public consultation. A public exhibition was due to take place on 13 April at the Civic Centre. This would provide residents with the opportunity to have a look and provide their feedback to Wealden District Council directly.

It had been an honour Chair the Town Council's Plans Committee and Council K. Bedwell hoped to continue to support the committee as it maintained this vital role in the community.

Councillor S. Mayhew – Chair of the Environment and Leisure Committee

Councillor Mayhew expressed his heartfelt thanks to all of the members of this committee, including Councillor A. Smith, the Vice-Chair, for their hard work and support over the last three years.

Many of the local events were a huge success and Councillor Mayhew hoped that these events would continue to thrive.

The Weald on the Field event last year, which yet again was attended by many of the town's residents, made the event probably the best one yet. This year, the event would be taking place on Saturday 10 August 2024 which should prove to be another success.

The Town Council had seen an amazing turn out for the King's Coronation event that took place on 6th May 2023. This was originally planned to be an outdoor event but as usual weather forced us to take the event indoors. This did not dampen everyone's spirits. Even a party from the twin town of Arques La Bataille joined in the fun. There were a variety of entertainers which included Uckfield Concert Brass, Debs Dancers, Uckfield Soul Survivors, Rosie Ann Page and Holy Cross Youth Choir making it a really memorable Day.

The Grounds staff had been incredibly busy keeping the town's open spaces and allotments in good condition and for completing the second year of works from the three-year woodland management plan to address the ash dieback in the ancient woodlands of both Boothland and Nightingale Woods. The restocking of new trees had started that month. The allotment working group had been working closely with allotment holders through the creation of site representatives. Regular inspections had been undertaken on all our sites with Rachel, joined on occasion by the allotment association, allotment reps and other town councillors. It was lovely chatting to some of the tenants. The allotment conference was again attended well, with prizes being received by the allotment competition winners. The competition was run in association with Staverton's Nursery and we were very grateful for their support with this initiative.

A great purchase for us this year was the purchase of the land known as The Dene from Buxted Parish Council, which our grounds staff had been maintaining since last March.

Further to the Town Council's successful funding bid to Fields in Trust, funding was now being received from Wealden District Council to enable the Our Parks initiative to run at Harlands Playing Field. This scheme now provided free fitness classes on a Saturday morning on Harlands Play Field. A second midweek session initially saw some teething issues but these were now up and running again as well.

To commemorate the 80th Anniversary of the D-Day landings, the Town Council's beacon would be lit and entertainment provided on the evening of Thursday 6 June 2024 at Victoria Pleasure Ground, which would also provide an opportunity to show off the newly refurbished Queen's Diamond jubilee sign.

6. **Topics and questions raised by residents in advance**

Q. What are Uckfield Town Council's three main priorities for the coming financial year and what steps are being planned to try and achieve them?

- A. *The Town Clerk explained that from an officer point of view first and foremost and in line with the Town Council's annual plan for year ahead, the first and top three priorities for this financial year would be to upgrade Victoria Play area, finish drafting the Uckfield Neighbourhood Plan and mapping of infrastructure requirements, as well as undertaking important compliance and maintenance works being undertaken in response to current EICR outcomes and fire risk assessments.*

Initial quotations were being sought for the play area, to ensure we had the right amount of funds available to undertake the project in 2024/25, before a more formal process of tendering would move underway. The process would also include engagement with the local primary school and the public. The funding of the play area would include past contributions from a Section 106 agreement and funding from the Town Council which had been saved over the past couple of years.

With the release of the draft Wealden Local Plan, the Town Clerk could now review the work of the Neighbourhood Plan Steering Group and ensure that the Draft Uckfield Neighbourhood Plan aligned with the Vision and objectives of the Wealden Local Plan, that the evidence base was up to date, and it reflected the recently released census data. The initial draft would then be provided to Wealden DC for screening before they followed the formal routes of consultation. The idea being that the process would hopefully align with the adoption of their local plan.

The Town Clerk explained the importance of the Neighbourhood Plan, both in terms of providing local insight for planning officers at the local planning authority, but also that by having an adopted neighbourhood plan, a higher percentage of developer contributions could be directed to the local area. In Uckfield, it would not be possible to allocate sites but it would be possible to influence the design and characteristics of those developments.

In terms of maintenance, although a number of compliance improvements to keep up with regulations had been undertaken during 2023, more remedial works would be required in 2024, in response to electrical installation condition reports and fire risk assessments. A structural survey had also been undertaken of the Signal Box to plan the next steps of refurbishing for this heritage building and bring it back into use.

- Q. Could the Council please give consideration to providing suitable lighting along Civic Approach between the High Street and the Civic Centre. Whilst attending a couple of meetings in the evening at the Civic Centre in the last couple of months, there appeared to be no lighting at all on this section and it can be quite unsettling for pedestrians who are of a nervous or vulnerable disposition going to and from either the Civic Centre or Luxfords Car Park along unlit sections of road.**

- A. *The Town Clerk agreed and advised that the Town Council had recently employed an electrical company to replace all of the lighting between the Civic Centre and Tesco, which had now lightened up the area substantially. There had been some confusion over the years as to who owned the lights because of how the land fell between both sites. However, the Town Council considered this a priority for residents' safety, particularly from Tesco up to Luxford field and up to the car park. They had also just obtained a for installing pillar lighting at the bottom of Luxford*

Field - although not cheap it might be possible to obtain grant funding towards this, particularly as there was some anti-social behaviour in this area.

Q. I believe there are a number of CCTV cameras located in and around the town centre. Are the council able to advise as to who owns the system and do Uckfield Town Council make any financial contribution towards the running and upkeep of the system? Do the Council have any thoughts on whether the current cameras are suitably located or should additional ones be installed to cover certain areas which are not currently covered but have in the past been subject of anti-social behaviour or damage to council property?

A. The Town Clerk explained that the Town Centre CCTV consisted of six cameras. Although we could not divulge the exact locations, there were three in the High Street, two near to the industrial estate and one in the heart of the town. One of the cameras was funded by the Uckfield Chamber of Commerce and they continued to contribute to the costs of the camera in terms of maintenance, line rental and electricity supply.

The Town Council upgraded the Town Centre CCTV system in 2018 and joined the Sussex Police i-witness partnership. This meant that with a fibre connection to the Headquarters in Lewes, the Police could pick up footage live should they require it in an incident, or have easy access to handle crimes. The cameras in the High Street could pick up footage to a fair distance and had been used by the Police in past incidents to locate vehicles and individuals.

The infrastructure itself was owned by the Town Council, although Sussex Police were currently responsible for handling the footage. It was important to note that Uckfield Town Council did not have any access to this and that the cameras were only as good as the direction it was looking towards.

The systems across Sussex were undergoing a new upgrade and this included the Town Centre CCTV system within Uckfield. A third of the costs for funding the upgrade were secured by the Sussex Police and Crime Commissioner through the Home Officer Safer Streets 5 programme, and it was estimated that the new system would save an average of fifty percent in annual maintenance costs.

The cameras would be upgraded to support digital functionality. With updated technology, the cameras would continue to be accessed by Sussex Police to support lawful purposes, and address crime and disorder.

The Town Clerk believed that the existing cameras were well located, and the new technology would be further improved. She had seen an example of the new infrastructure at Gatwick Manor Royal, and residents could zoom in with very good detail for a long distance.

There was scope to further increase the current system on the roads out of the town centre and near to our open spaces, but it was important that the current upgrade be undertaken, and associated information governance be addressed first.

In addition, the Town Clerk explained that the Town Council had cameras on the Civic Centre building and Victoria Pavilion.

Councillor Love wished to add that the relationship with Sussex Police had worked well. Councillor Mayhew agreed and expressed that a group had visited the headquarters to have a look at what the footage provided and it was amazing to see.

7. Questions from the floor

Questions followed from some of the information provided by the Town Clerk.

One resident asked if he was right to assume that it was only Sussex Police who had access to the data. The Town Clerk explained that at present yes, only Sussex Police could access the data. As part of the review of the current system, there might be an opportunity for the Town Council to view the footage as a joint data controller but this was currently being explored. The Town Council had no reason to access the footage, and wished for the purpose of the cameras to remain as an important tool in law and enforcement.

Discussions centred around the lack of parking enforcement with a local resident raising their particular concerns about parking on pavements. The Town Clerk explained the current situation between Wealden District Council and Sussex Police and that this did not fall under the remit of the Town Council.

The Town Council tried to assist with this as much as they could, and explained that some years ago when the Police & Crime Commissioner was promoting the appointment of community wardens, the Town Council asked Sussex Police if the Community Wardens could be given a higher level of accreditation to be able to issue parking related penalty notices, but unfortunately this power was never given. As the Town Council already had a Grounds team, who were able to address broken equipment, and issues on Town Council land, it was not felt that appointing a Community Warden would be beneficial, as they had such limited powers.

The Town Clerk explained that behind the scenes, new Wealden District Council Councillors had been asked if the matter of civil parking enforcement could be explored once again to re-consider the options and associated costs. The new District Inspector of Wealden Police had also been asked to explore the current views of Sussex Police.

The Town Council were aware of the areas which saw most issues and were also aware of the vehicles on the High Street who were blocking the short stay parking bays and parking on the pavement. Town Council staff often placed notices on vehicles when they were seen to obstruct junctions, dropped kerbs or park on double yellow lines.

Councillor Love advised that at the moment the only measure to combat this issue, in addition to the walkabouts of Town Council staff was for residents to contact Operation Crackdown and to provide them with the details of the vehicle and report the offence <http://www.operationcrackdown.org/>

A resident also asked if the issues around pavement parking could be raised by the Uckfield Chamber of Commerce to their members. Parking on pavements by pedestrian crossings, loading bays and on yellow lines only made it more difficult for access to businesses on the High Street.

Councillor Smith also mentioned the environmental reasons behind trying to discourage people from parking outside shops and Councillor Reed re-iterated the importance for people to be considerate towards those with mobility scoots and prams.

In light of the resurfacing of the roads at Downsview Crescent and Southview Drive at Manor Park, a resident asked if it was the intention for double yellow lines to be

reinstated there, since to his knowledge it had cost £25k for the double yellow lines to be installed on the corners of the bends of Mill Drove in recent years and he felt that this was too much money, especially since there would be no enforcement. The Town Clerk explained that if an existing road had line markings and it was being resurfaced, the line markings would normally be replaced. Line markings would also feature within traffic regulation orders for new developments. But in the case of any new requests, such as that which the Town Council had been involved in on the junction of Snatts Road and London Road, or Regency Close, East Sussex Highways would not support the introduction of new double yellow lines for exactly this reason.

One resident asked for any aspirations that the Town Council might not have been able to pursue due to budget constraints. The Assistant Town Clerk mentioned that we had to be a little more restricted in what we were able to provide as costs had risen but we had still been able to plan for a lot in 2024-25. The Town Clerk agreed stating that it had meant that the purchase of new grounds equipment was possible, but some of the larger pieces would be paid for, over two years rather than one. Town Council staff were also aware that they needed to place more focus on exploring grant funding opportunities.

Councillor Bennett explained that it was a good sign that the council had been realistic and could achieve most of the things that we had set out to do.

Councillor Cox explained that the council needed to be financially prudent and Councillors Mayhew and Bedwell had done a lot of work to try to balance the fees and charges for allotments and sports facilities.

Councillor Macve referred to the vehicles that needed replacing, and said that we had had to keep the old vehicles running as example of one of the items we needed put on hold.

One resident asked if the CCTV system would be cheaper than they were originally and if the standard would suffer as a result. The Town Clerk explained that as we did not have the fibre connection or paying the current company for line rental, this would save around £1k a year. Also, the checks and maintenance would now be more robust compared to the last contractor.

The resident then referred to a number of vehicles jumping red lights which was considered to be a problem by a few attendees. This was becoming increasingly evident in locations such as the Bell Lane junction and Church Street junction. Councillors advised that this matter would be raised with Sussex Police. Councillor Mayhew also mentioned that the Town Council had a monthly section in Uckfield Matters so this issue could be highlighted in the Town Council's Voice pages.

Councillor Bedwell explained that one of the reasons we had the draft Local Plan for Uckfield was because there were going to be huge changes in Uckfield with new housing developments around the town. There were currently 15,000 people in the town so it was about changing people's mindsets and try to persuade friends and family to do the right thing.

One resident thanked the Town Clerk and her team for all of their hard work for the town which was recognised by the residents. The Mayor also thanked the local residents and councillors for attending the meeting.

The meeting closed at 8:36pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<p><u>FC.105.02.17</u></p> <p><u>FC.95.01.20</u></p>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p> <p><u>18.0 To sign and seal the Town Council’s byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to:</p> <p>(i) authorise the affixing of the common seal to the byelaws for both Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve and signing by two named councilors, and; (ii) authorise the Town Clerk for Uckfield Town Council to carry out the necessary procedures and apply to the Secretary of State for confirmation.</p>	<p>20.02.17</p> <p>20.01.20</p>	<p>HG</p>	<p>The Council will be advertising its intention to apply for confirmation once covid restrictions have eased. The byelaws must then be held for at least one month at the offices for inspection by the public, before any representations are reported back as part of the package of information, to DEFRA.</p>
<p><u>FC115.04.19</u></p>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u> 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.”</p>	<p>08.04.19</p>	<p>HG</p>	<p>It was hoped that Wealden District Council and Sussex Police would re-investigate the options available in the next 12-24months.</p>
<p><u>FC.30.09.20</u></p>	<p><u>12.0 To review a report by Councillor A. Smith on the need for affordable homes in Uckfield</u> After a detailed discussion, it was 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>	<p>14.09.20</p>	<p>HG</p>	<p>In progress.</p>

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.55.10.21</u>	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) have submitted an expression of interest to central government to draw down funding to the county of East Sussex, and: (ii) if ESCC have expressed an interest, that Uckfield Town Council lobby for such facilities to be introduced in Uckfield.”</i>	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>	<u>11.0 To consider a further motion by Councillor B. Cox, relating to food poverty</u> Members unanimously RESOLVED to approve the motion put forward by Councillor B. Cox to: <i>What the council still needs to do</i> <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; <i>Summary.</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.	28.02.22	All	In progress.
<u>FC.63.10.23</u>	<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: “maintain this as the ideal site and the path that students were taking to reach school, in order to emphasise the views of the young people. Uckfield Town Council would be very happy to explore the option of community match funding and fund a feasibility study, as the Town Council felt it was important to concentrate on this area,	30.10.23	HG	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. In response to the resolution of Council – the Town Clerk will now

	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.”			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>	Date Raised	Action By	Date Complete
<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.
<u>FC.98.01.24</u>	<u>23.2 To consider the recommendations of the Finance Sub-Committee</u> Members RESOLVED to approve the addition of Cyber Cover to the Town Council’s Buildings Insurance policy.	15.01.24	HG	Application in progress.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.93.01.24</u>	<p><u>16.0 To consider the response from the Lloyds Banking Group to the letter sent by Uckfield Town Council</u> Members RESOLVED to:</p> <p>(i) approve the submission of a formal complaint to the Financial Ombudsman;</p> <p>(ii) to send a response to the Lloyds Banking Group;</p> <p>(iii) to send a letter to LINK in relation to banking hubs, and;</p> <p>(iv) to send a letter to the MP expressing our concerns of both the loss of face to face banking services, and ATMs.</p>	15.01.24	HG/PU	In progress.
<u>FC.104.02.24</u>	<p><u>10.0 To consider a motion with Councillor Jackie Love</u> With unanimous support, members RESOLVED to approve that the Town Mayor and Town Clerk liaise to prepare and send a letter to the CEO of Southern Water, which reflected the concerns of members and local residents of the flies from the water treatment works.</p>	26.02.24	HG	Letter sent to Southern Water CEO on 25 March 2024. NFA.
<u>FC.105.02.24</u>	<p><u>14.0 To consider the issues being experienced with parking at Victoria Pleasure Ground</u> Members RESOLVED to give permission for officers to proceed with the above three proposals for monitoring vehicles parking at Victoria Pleasure Ground, and to also replace signage which emphasised the purpose of the car parking area.</p>	26.02.24	HG	New signage has been put in place and monitoring has commenced.

Meeting of the Full Council

Monday 8 April 2024

Agenda Item 7.0 (iii)

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

On Wednesday 6th March the Community Engagement Team at Gatwick Airport held a “Discover Gatwick” event for representatives from local town and parish councillors.

The session commenced with a presentation covering three main areas of their operations. Firstly, with a business overview they gave details of how the airport operates and its goals and achievements. Gatwick is primarily a “point to point” airport, not a hub. In 2023 it handled 40.9 million passengers, 88 percent of business pre-covid.

There were £245k aircraft movements by 47 airlines to 220 destinations by a mix of low costs leisure, regional and long-haul carriers. There was £160 million capital investment in 2023; the main projects being the rebuilding of the railway station in conjunction with Network Rail, the North Terminal refurbishment, pier 6 extension, rapid exit taxiway and electric charge forecourt. The north runway is currently subject to a planning application. There are plans for a further replacement of gas installations, provision of all electric vehicles on site and site power generation.

There then followed a presentation on local communities, in particular focusing on sustainability, biodiversity and ensuring net zero by a target date of 2030. The airport invest in community funds operated by The Gatwick Foundation, Gatwick Community Trust and Vinci Foundation with a goal of £5 million by 2030.

The airport operates STEM – science, technology, enterprise and mathematics – to inspire the next generation from a new centre within the site. They have an extensive programme of work experience placements and apprenticeships under the banner of “Aspire to Raise Aspirations”.

Lastly, the local Economy delivery covered employment within the airport and the gross added value to the surrounding area in providing around 35,000 jobs and up to £2 billion to the area. There is estimated to be about £4 billion support to local businesses and jobs for local people and enabling them to up upskill and provide further inward investment. Also, amongst other projects there are plans for local partnership tourism promotions, economic summit, further local procurement and a technology and innovation centre.

Following the presentations, we were then given a brief update on airspace and noise management together with details on the noise tracking systems and monitoring, and the advent of new quieter aircraft.

On completion we were taken on a guided tour ride “airside” to areas not open to the public.

Overall, a most interesting and informative day.

Cllr Chris Macve

Meeting of the Full Council

Monday 8 April 2024

Agenda Item 8.0(ii)

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

Work has been underway over the past few weeks to look at reviewing and rebranding the Uckfield Dementia Forum. The forum was originally set up following former Councillor Spark's attendance at the Wealden Dementia Action Alliance celebration in 2016. The Town Council was keen to increase awareness of dementia within the town, and wished to explore Uckfield becoming a dementia-friendly town. Uckfield Town Council became a member of the Alliance, and met with local organisations such as Sussex Support Services, Know Dementia and Home Instead to look at the work that a forum could take forward.

Over the past seven to eight years, the forum has:

- hosted dementia awareness sessions for local councillors, the Civic Centre, local businesses, local community groups;
- undertaken business audits;
- hosted dementia champion training;
- presented to Uckfield Chamber of Commerce;
- hosted activities for National Dementia Action Week;
- hosted opportunities for information sharing through forum meetings and workshops;
- organised the Care Expo and recent Ageing Well Forum;
- produced for two festive seasons the festive dementia activity packs which residents collected for their friends and relatives, and were handed to residents in the dementia ward of Uckfield Hospital;
- ran the Sunflower lanyard scheme within the town and local area;

We are working to broaden the focus of the Uckfield Dementia Forum to become the 'Ageing Well Forum'. This would work to support the World Health Organisation's approach to develop age friendly communities, and the Centre for Ageing Better's work to deliver this within the UK.

An age-friendly community is a place that enables people to age well and live a good later life. It's somewhere that people can stay living in their homes, participate in the activities they value, and contribute to their communities, for as long as possible.

The benefits of rebranding and broadening the remit to create an Ageing Well forum are:

- it would bring a mix of community organisations and services to the table;
- recognise that people often have more than one condition;
- the need to look at the wider needs of the community for those aged 55 and over, and consider physical issues such as isolation – need for befriending programmes etc, and how people physically move around the town;
- we can host talks on key issues such as falls prevention, fraud prevention, fire safety etc;
- by using positive terminology with the term 'ageing well' it would seek to reach more people. For example if people are like my parents - they don't seem to think certain things apply to them

We held a workshop on 26 March 2024 which saw representatives from around 20 organisations attend, to work through and map current activities and services who support an age friendly community, and then the second exercise looked at the eight domains of an age friendly community, and what practically could be looked into for Uckfield around:

- outdoor spaces and buildings;
- transport;
- housing;
- social participation (leisure/culture);

- respect and inclusion;
- civic participation, volunteering and employment;
- communication and information (digital skills etc);
- community support and health services;

At present, former Town Councillor, P. Sparks chairs the forum meetings. Following the workshop, a smaller group of interested representatives will come together to plan the next stages of the Ageing Well Forum. We will seek to appoint a new Town Council representative at the Annual Statutory meeting of the Council in May, and as the forum progresses, formally appoint a new Chair and Vice-Chair and Secretary at an AGM meeting.

Town Clerk

Meeting of the Full Council

Monday 8 April 2024

Agenda item 9.0

END OF YEAR PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2023/24

1.0 Summary

- 1.1 This report provides a review at the end of the financial year on the Town Council's priorities for 2023/24 (end of March 2024).
- 1.2 The priorities identified for delivery in 2023/24 consisted of initiatives which were often additional to the day to day responsibilities of the Town Council, but demonstrated that 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 Year 2023/24: Progress Update





- 2.1 Of the 12 priorities, eight are complete, one is making good progress and on schedule, and three have recently seen progress but were delayed during the past financial year. This is exceptional work, and highlights what can be achieved by working together across staffing teams, councillors, contractors and partner agencies.

3.0 Recommendations

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




Appendices: Appendix A: End of Year 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 Year - 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 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.	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 attended '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. Work began more recently with Councillors to review the contents of the Draft Local Plan – a workshop style meeting took place on 25 March 2024 and all Councillors will be expected to contribute to the process. A further workshop is taking place on 18 April 2024, whereby all Councillors are invited, to look specifically at infrastructure requirements within the town. These workshops assist with increasing knowledge and building working relations between councillors.</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, with a number of actions already completed.</p> <p>A light-touch organisational review was undertaken by an external company on 13 and 14 March 2024. We are currently awaiting the report, but found this a useful exercise to review our service provision, staffing and identify further efficiencies and improvements.</p> <p>Work to our GDPR and HR policies will follow from these audits.</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> <p>Further purchases to assist the Grounds team and Ranger with their day to day work, were identified within the budget setting process. The part exchange of the tractor has been arranged and a new tractor due to be paid over two years, is due to arrive mid April 2024.</p>	Environment and Leisure Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
<p>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.</p>		<p>Works were undertaken in Boothland Wood and Nightingale Woods, between 6th and 8th November 2023 to address ash dieback.</p> <p>New trees were planted in March 2024, in line with the restocking requirements and Town Council's tree policy.</p> <p>Improvements have commenced to the steps/footways in the woodlands and nature reserves using sleepers, and match grant funding from Wealden DC.</p>	<p>Environment & Leisure Committee</p>	<p>Estates & Facilities Manager</p>
<p>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.</p>		<p>The payment was 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></p>	<p>Environment and Leisure Committee</p>	<p>Town Clerk</p>
<p>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.</p>		<p>Great work and progress was made to improve our facilities and ensure they not only look up to standard for our hirers but also met compliance standards.</p> <p>The Ashdown Room was redecorated and a new floor laid.</p> <p>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. This was evidence of team work amongst our staff and contractors to meet the tight deadline, with a performance in the Weald Hall on the evening of 27 October.</p> <p>The Hub site was demolished and staff from the Estates & Facilities service areas worked hard with external contractors to ensure the Source and wider site was safe, clean, refurbished and met fire and electrical regulations before being used as the Nativity scene by the local Churches for Late Night Shopping. The staff and contractors worked long hours to make this happen, and once again fantastic evidence of team work, to make it happen for the leaseholders and public.</p>	<p>General Purposes Committee</p>	<p>Estates & Facilities Manager</p>

		<p>A unused doorway was 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 currently being completed along with remedial works in all buildings. Works are booked in to replace the plumbing and heating within the rear of Foresters Hall, with a heat source system in April 2024. Quotations have been received and are due to be presented to Full Council on 8 April 2024 for the full replacement of plumbing and heating in the Victoria Pavilion.</p>		
Priority	Status	Notes	Lead Committee	Lead Officer
<p>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.</p>		<p>Much of the focus has been placed on responding to major planning applications, and preparing statements of case and presentations to appeals scheduled in by the Planning Inspector during 2023-24. These exercises are incredibly resource-intensive.</p> <p>A workshop is planned with all members on 18 April 2024.</p>	Full Council	Town Clerk
<p>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.</p>		<p>Much of the focus has been placed on responding to major planning applications, and preparing statements of case and presentations to appeals scheduled in by the Planning Inspector during 2023-24. These exercises are incredibly resource-intensive.</p> <p>Now that Wealden DC's Draft Local Plan has been placed out for public consultation, we can ensure that the Vision, objectives and evidence base aligns within the draft Uckfield Neighbourhood Plan aligns with that of the Wealden Local Plan, before sending to the Planning Policy team for screening.</p>	Full Council	Town Clerk

<p>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.</p>		<p>This work has had to be placed on hold due to other priorities but continues to be considered in our decision-making. A meeting of the Climate Change Steering Group is taking place in April 2024.</p>	<p>Environment and Leisure Committee</p>	<p>Town Clerk</p>
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Meeting of the Full Council

Monday 8 April 2024

Agenda Item 10.0

TO CONSIDER CURRENT ISSUES WITH PAVEMENT PARKING, AND PROPOSALS FOR UNDERTAKING A CAMPAIGN

1.0 Background

- 1.1 The Town Clerk has received a number of communications from the following sources with regards to driver behaviour and poor parking, such as parking on pavements, on double yellow lines or causing obstructions.
- 1.2 At present, parking enforcement rests with Sussex Police but they do not have the manpower to be monitoring this issue on a regular occasion. The Town Council does not have any powers and the District Council could bring those powers into play, but this would be at cost and require the introduction of charging for on-street, possibly off-street parking and the introduction of resident parking permits etc in towns and villages within the district.
- 1.3 The Town Council is hopeful that another comprehensive review is undertaken to consider the options for the district, and its hoped this could happen in the next 12-24 months.
- 1.4 In the meantime, complaints continue to be received.
- 1.5 This report focuses on the recent communications from the Manor Park & Hempstead Fields Residents' Association, Councillor V. Frost from her correspondence with Rocks Park School, and the feedback received from the Annual Town meeting on 20 March 2024. Although the Town Council has no jurisdiction for parking, it can assist with the communication of key messages.

2.0 Correspondence with Rocks Park Primary School

- 2.1 Councillor V. Frost met with the Head of Rocks Park Primary School on 5 March 2024, to discuss parking concerns in the vicinity of the school due to the complaints received from local residents.
- 2.2 Councillor V. Frost raised the concerns of local residents with the Headteacher. The Head was aware of the issues, and sympathetic towards the experiences of local residents. Despite advising parents to be more thoughtful about their parking habits, with requests to park with care, using notices and requests direct to allow access to local residents' vehicles, it was not an easy task. The welfare of the children arriving and leaving the school also needed to be factored into considerations by the school.
- 2.3 The parking issues had been exacerbated further by the recent highway works.
- 2.4 The Head had tried various ways to placate both the local residents, and parents. They discussed several different solutions, including the most interesting being trialled in Medway in North Kent, whereby 'no go zones' were currently being closed off for the times affected. This would then allow for resident parking only. Parents would have to leave their cars and walk the short distance to a designated parking area, or they would be issued with a fine. A similar project was just being introduced in Brighton.

2.5 It was thought that funding could be made available through the county councils to support schools with initiatives but it was not certain whether this was possible with East Sussex County Council. Councillor V. Frost would be keen to identify if this was something that East Sussex County Council or Sussex Police could support the local schools in Uckfield, with,

3.0 Correspondence with Manor Park & Hempstead Fields Residents' Assoc

3.1 The Town Clerk has also received correspondence with the above residents' association with regards to pavement parking.

3.2 The Secretary for the Residents' Association advised that they had recently met with representatives of Sussex Police to discuss the problem that pavement parking could cause when vehicles were parked across the pavement and they did not leave sufficient space to allow mobility scooter users or people with pushchairs etc to get past. Photos were shared of examples.

3.3 Whilst they were sympathetic to our concerns they were advised that they had to prioritise incidents accordingly and where an incident met the Police's THRIVE protocol. THRIVE was an acronym for conducting a Threat, Harm, Risk, Investigation, Vulnerability and Engagement risk assessment

<https://www.sussex.police.uk/SysSiteAssets/foi-media/sussex/policies/call-grades-and-deployment-policy-785.pdf>

3.4 The Residents' Association were aware from this, that it was unlikely that vehicles parked in service roads would fall under this criteria. They were keen to understand if the Town Council would support a Town-wide campaign which would aim to:

- (i) raise awareness of the problems that pavement parking can cause;
- (ii) encourage drivers to avoid parking on pavements;
- (iii) where pavement parking is unavoidable then to ask drivers to always leave sufficient space on the pavement to allow a mobility scooter etc to pass

4.0 Feedback at the Annual Town Meeting

4.1 Much of the discussions and questions at the Annual Town meeting on 20 March 2024 focused on residents' concerns around pavement parking, obstructions at junctions, and parking on double yellow lines. Although the conversations were healthy and two-way as we advised residents of the situation in detail, it did pose the question, as to whether we could do something to remind road users, of pedestrians and the importance of both providing access for them and access for emergency vehicles and waste collection vehicles.

5.0 Recommendations

5.1 Members are asked to confirm if they are happy for the Marketing & Community Engagement Officer and Town Clerk to develop a plan of scheduled communications around pavement parking and poor driver behaviour.

If Councillors knew of specific hotspots and issues, they would be advised to inform Town Council staff.

Contact Officer: Holly Goring

DATED

2024

UCKFIELD TOWN COUNCIL

and

JOSEPH COOPE

LEASE

relating to

**The Quickborn Suite, Civic Centre, Bell Farm Lane,
Uckfield, TH22 1AE**

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BETWEEN the Party whose name and address is specified in Part 1 of the First Schedule ("**the Landlord**") of the first part the Party whose name and address is specified in Part 2 of the First Schedule ("**the Tenant**") of the second part and the Party whose name and address is specified in Part 3 of the First Schedule ("**the Surety**") of the third part

1. DEFINITIONS

1.1. In this Lease the following terms shall have the meanings specified in this Clause:

1.1.1. "**the Landlord**" shall where the context so admits include his her or their successors in title;

1.1.2. "**the Tenant**" shall where the context so admits include his her or their successors in title and where the Tenant comprises more than one person or body covenants by the Tenant shall be joint and several;

1.1.3. where "**the Surety**" comprises more than one person or body covenants by the Surety shall be joint and several;

1.1.4. "**the Demised Premises**" means the Property described in Part 4 of the First Schedule and more fully described in the Fourth Schedule;

1.1.5. "**the Building**" means the Building of which the Demised Premises form part specified in Part 5 of the First Schedule;

1.1.6. "**the Term**" means the term of years specified in Part 7 of the First Schedule;

1.1.7. the expressions "**The Town and Country Planning Act 1990**" "**The Factories Act 1961**" and "**Environmental Protection Act 1990**" and "**The Offices Shops and Railway Premises Act 1963**" shall be deemed to include respectively any Act or Acts for the time being in force amending or replacing the same and any orders regulations or directions for the time being issued under or

by virtue of the same or any Act or Acts thereby consolidated or any Act or Acts for the time being in force amending or replacing the same.

2. THE DEMISE

The Landlord hereby demises to the Tenant **ALL THAT** the Demised Premises **TOGETHER** with the rights described in the Second Schedule **EXCEPTING AND RESERVING** unto the Landlord and all others thereto entitled as described in the Third Schedule hereto **TO HOLD** the same to the Tenant for the Term from the date specified in part 7 of the First Schedule **YIELDING AND PAYING** the yearly rent specified in Part 8 of the First Schedule clear of all deductions to be paid by equal monthly instalments in advance on the first day of each month the first of such instalments to be paid on the signing hereof for the period to the quarter day next.

3. THE PERMITTED USER

It is hereby agreed and declared between the parties hereto that the Landlord makes no representation and gives no warranty as to the permitted user of the Demised Premises under the Town and Country Planning Act 1990.

4. TENANTS COVENANTS

The Tenant hereby covenants with the Landlord as follows:

4.1. Rent

- 4.1.1. To pay the reserved rents on the days and in manner aforesaid and if required by the Landlord by Bankers Order.
- 4.1.2. Not to exercise or seek to exercise any right or claim to withhold rent or any right or claim to legal or equitable set-off.
- 4.1.3. To pay interest on demand at the rate of 4% above the Base Lending Rate of Lloyds Bank Plc, both before and after judgment, as from the date that the same becomes due and payable, on any rent or other sums and amounts payable to the Landlord under the provisions of this Lease which the Tenant fails to pay within seven

days of the date upon which the rent or other sum becomes due and payable.

4.2. **Outgoings and VAT**

To pay on demand and to indemnify the Landlord against:

- 4.2.1. all rates taxes assessments charges impositions and outgoings which are now or during the Term shall be charged assessed or imposed upon the Demised Premises or upon the owner or occupier of them (excluding any payable by the Landlord occasioned by receipt of the rents or by any disposition or dealing with or ownership of any interest reversionary to the interest created by this Lease) and if the Landlord shall suffer any loss of rating relief which may be applicable to empty premises after the end of the Term by reason of such relief being allowed to the Tenant in respect of any period before the end of the Term to make good such loss to the Landlord;
- 4.2.2. VAT (or any tax of a similar nature that may be substituted for it or levied in addition to it) chargeable in respect of any payment made by the Tenant under any of the terms of or in connection with this Lease or in respect of any payment made by the Landlord where the Tenant agrees in this Lease to reimburse the Landlord for such payment;
- 4.2.3. an amount equal to all monies which the Landlord is unable to recover from its insurers as a result of:
 - 4.2.3.1. any act default or omission of the Tenant; or
 - 4.2.3.2. the imposition by the insurer of an obligation to bear part of an insured loss (commonly called an excess) and all other amounts deducted by such insurer pursuant to the terms of the Policy;
- 4.2.4. if any rates taxes assessments charges impositions and outgoings costs or expenses specified are charged imposed upon or in

respect of any building of which the Demised Premises form part the Tenant's obligation hereunder shall be to pay a reasonable proportion thereof such proportion in default of agreement between the Landlord and the Tenant to be determined by the Landlord's Surveyor acting as an expert.

4.3. Repair Cleansing and Decoration

- 4.3.1. From time to time and at all times well and substantially to repair and clean the Demised Premises and to keep the interior of the Demised Premises and the sewers drains pipes wires chimneys and sanitary and water apparatus thereof in good clean and substantial repair and condition.
- 4.3.2. As often as may in the reasonable opinion of the Surveyor to the Landlord be necessary in order to maintain a high standard of decorative finish and attractiveness and to preserve the Demised Premises and in the last year of the Term (howsoever determined) to redecorate the interior of the Demised Premises in a good and workmanlike manner and with appropriate materials of good quality to the reasonable satisfaction of the Surveyor to the Landlord any change in the colours and patterns of such decoration to be approved by the Landlord such approval not to be unreasonably withheld or delayed.
- 4.3.3. At the Tenant's own expense to execute all works and provide and maintain all arrangements upon or in respect of the Demised Premises or the use to which the Demised Premises are being put that are required in order to comply with the requirements of any statute (already or in the future to be passed) or any government department local authority other public or competent authority or court of competent jurisdiction regardless of whether such requirements are imposed on the Landlord the Tenant or the Occupier of the Demised Premises.

4.4. Waste and alterations

- 4.4.1. Not to do in or near the Demised Premises any act or thing by reason of which the Landlord may under any statute incur have imposed upon him or become liable to pay any penalty damages compensation costs charges or expenses.
- 4.4.2. Not without the previous consent in writing of the Landlord to make or suffer to be made any alterations or additions to the Demised Premises or to cut maim or injure or suffer to be cut maimed or injured any of the walls or timbers thereof.
- 4.4.3. Not at any time during the Term without the consent in writing of the Landlord first had and obtained (and on which the Landlord may impose such conditions as they think fit) to carry out or permit or suffer to be carried on or out in on over or under the Demised Premises or any part thereof any improvement or addition or any building engineering or mining or other operations or works or matter or make or permit or suffer to be made any material change in the use of the Demised Premises or any part thereof.
- 4.4.4. Not without the Landlord's consent in writing first had and obtained to display any sign or advertisement on the Demised Premises or any part thereof or otherwise affect alter or modify the external appearance of the Demised Premises.

4.5. Access of Landlord and notice to repair

- 4.5.1. To permit the Landlord and its duly authorised agent with or without workmen and others at reasonable times to enter upon the Demised Premises and examine the condition thereof and thereupon the Landlord may serve upon the Tenant a notice in writing specifying any repairs necessary to be done and for which the Tenant is liable as hereinbefore provided and require the Tenant forthwith to execute the same and if the Tenant shall not within thirty days after service of such notice proceed diligently with the execution of such repairs then to permit the Landlord to

enter upon the Demised Premises and execute such repairs and thereupon the cost shall be a debt due from the Tenant to the Landlord together with all expenses incurred by the Landlord in connection therewith.

4.5.2. To permit the Landlord and its agents with workmen and appliances at all reasonable times to enter upon the Demised Premises:

4.5.2.1. to execute works repairs or alterations on any adjoining premises now or hereafter belonging to the Landlord or on part of any building of which the Demised Premises form part or to the services thereof (all damage thereby occasioned to the Tenant being made good by the Landlord);

4.5.2.2. to construct alter maintain repair fix anything or additional thing serving any adjoining premises and running through the Demised Premises;

4.5.2.3. in exercise of a right or to comply with any obligation of repair maintenance or renewal under this Lease;

4.5.2.4. in connection with the development of any adjoining or neighbouring land or premises.

4.6. **Alienation**

4.6.1. Not to assign underlet or part with possession or grant to third parties any rights to occupy part only of the Demised Premises.

4.6.2. Not at any time to assign underlet or part with possession or grant to third parties any rights to occupy the whole of the Demised Premises without the previous consent in writing of the Landlord **PROVIDED** that in the case of an assignment such consent not to be unreasonably withheld provided that it has been agreed between the Landlord and the Tenant under the authority given in sub-section (1A) of the Landlord and Tenant Act 1927 (as

amended by the Landlord and Tenant (Covenants) Act 1995) that the Landlord may refuse such consent (whether reasonably or not) if the Tenant does not comply with all of the following conditions in respect of that assignment:

4.6.2.1. before assignment the Tenant will enter into a deed in any form reasonably required by the Landlord to create an authorised guarantee agreement under the terms of Section 16 of the Landlord and Tenant (Covenants) Act 1995 guaranteeing directly with the Landlord as principal debtor the performance by the assignee of all the covenants on the part of the Tenant contained in the Lease during the time that the assignee is tenant of this Lease and to pay to the Landlord all losses, costs and expenses arising out of or incidental to any failure by such assignee to comply with its obligations as Tenant under this Lease and (if any event or default occurs rendering this Lease liable to forfeiture whether or not the Landlord forfeits) at its own expense to accept and execute a counterpart of a new lease of the Demised Premises for the residue of the Term then outstanding at the same rents and upon the same terms as this lease; and

4.6.2.2. before assignment the Tenant will procure that such sureties as the Landlord requires covenant by deed directly with the Landlord as principal debtors in such form as the Landlord requires to pay to the Landlord all losses, costs and expenses arising out of or incidental to any failure by such assignee to comply with its obligations to the Landlord from time to time and (if any event or default occurs rendering this lease liable to forfeiture whether or not the Landlord forfeits) at their own expenses to accept and execute a counterpart of a new lease of the Demised Premises for the residue of

the Term then outstanding at the rents and on the same terms as this Lease;

4.6.2.3. upon making an application for any written consent which is required under this Lease and as a condition precedent to the validity of any such application to disclose to the Landlord such information as the Landlord may reasonably require;

4.6.2.4. within fourteen days after the date of any assignment of this Lease or any devolution of the Term by Will intestacy assent or operation of law to produce or cause to be produced (without any demand upon any person) to the Solicitor to the Landlord for registration a certified copy of the original Deed document or instrument effecting such assignment or devolution as aforesaid and to pay to the said Solicitor a reasonable fee (being not less than Forty pounds) together with Value Added Tax at the rate then currently in force in respect of each Deed document or instrument for the registration.

4.7. Landlords Costs

4.7.1. To pay all costs charges and expenses (including Solicitor's costs Bailiff's fees and Surveyor's fees) incurred by the Landlord on a full indemnity basis of and incidental to or in contemplation of:

4.7.1.1. the recovery or attempted recovery of arrears of rent or other payments due from the Tenant to the Landlord under the terms of this Lease;

4.7.1.2. the preparation and service of a notice under Section 146 of the Law of Property Act 1925 whether or not the notice is actually served or notwithstanding that forfeiture is avoided otherwise than by relief granted by the Court the enforcement of the Tenant's covenants herein contained the preparation and service of any

Schedule of Dilapidations prepared on behalf of the Landlord on the Tenant and the Landlord's Surveyor's charges for compiling the same and supervising the work detailed therein.

4.7.2. To pay on demand the Landlord's legal expenses Managing Agents and Surveyor's fees (including disbursements) on all licences and duplicate copies thereof resulting from all applications by the Tenant for any consent or approval of the Landlord or its Managing Agents or Surveyors required by these presents including charges fees and disbursements actually incurred in cases where consent is refused or the application is withdrawn or not proceeded with by either the Landlord or the Tenant for any reason whatsoever.

4.8. **User**

4.8.1. Not at any time to use or permit or suffer to be used the Demised Premises for any immoral or illegal purpose or for the sale of any beer wine or spirits or for any sale by auction nor to do or permit or suffer to be done in the Demised Premises any act or thing which may be or grow to the annoyance or disturbance of the Landlord or its tenants or the neighbourhood or which may render any increased or extra premium payable for the insurance of the Demised Premises or which may make void or voidable any policy for such insurance or result in the insurers declining to renew any such policy.

4.8.2. To carry on in the Demised Premises the use specified in Part 9 of the First Schedule and not without the prior written consent of the Landlord (such consent not to be unreasonably withheld) to use the Demised Premises or allow the same to be used for any other purpose.

4.9. **Statutory Notices**

- 4.9.1. Within seven days of the receipt of any order or notice by any Government Department Local or Public Authority to produce the same to the Landlord and without delay to take all reasonable steps to comply with such notice so far as it relates to the Demised Premises or to join with the Landlord in making such representations in respect of such notice as the Landlord shall deem expedient.
- 4.9.2. Without prejudice to the generality of the above to comply in all respects with the provisions of any statutes and any other obligations imposed by law or by any bye-laws applicable to the Demised Premises or in regard to carrying on the trade or business for the time being carried on at the Demised Premises.

4.10. **The Planning Acts and Environmental Law**

- 4.10.1. Not to do or omit or to permit or suffer to be done or omitted any act matter or thing in on or respecting the Demised Premises which shall contravene the provisions of The Town and Country Planning Act 1990 or the Environmental Protection Act 1990 **AND** at all times hereafter to indemnify and keep indemnified the Landlord against all actions proceedings costs expenses claims and demands in respect of any such act matter or thing contravening the said provisions of the said Act as aforesaid.
- 4.10.2. Not to serve any purchase notice under the Town and Country Planning Act 1990 requiring any Local Authority to purchase the Tenant's interest in the Term without first offering to surrender the Lease to the Landlord without compensation and if the Tenant shall receive any compensation with respect to his interest hereunder because of any restriction placed upon the user of the Demised Premises under or by virtue of The Town and Country Planning Act 1990 then forthwith to make provision for the Landlord to receive such compensation.

4.10.3. To pay and satisfy any charge that may hereafter be imposed under the Town and Country Planning Act 1990 or the Environmental Protection Act 1990 upon the Landlord or the Tenant in respect of the Demised Premises.

4.11. Reletting

To permit the Landlord during the three months immediately preceding the determination of the Term to affix and retain without interference on any part of the Demised Premises a notice for reletting the same and during the said three months to permit persons with written authority from the Landlord or its agent at reasonable times in the day to view the Demised Premises.

4.12. Yielding Up

To yield up the Demised Premises with the fixtures and additions thereto (other than such trade or other tenant's fixtures as shall belong to the Tenant) at the determination of the Lease hereby granted in a good and substantial state of repair and condition in accordance with the covenants hereinbefore contained.

4.13. Insurance

To insure and keep insured the interior of the Demised Premises and the Landlord's fixtures and fittings against damage or destruction in the full replacement value thereof at least in the joint names of the Landlord and the Tenant in an insurance office to be approved by the Landlord and to pay all premiums necessary for the above purposes within seven days after the same shall become due and payable.

4.14. Indemnities

4.14.1. To comply with any covenants and conditions affecting the Landlord's title so far as they affect the Demised Premises and to indemnify the Landlord in respect of any claim arising out of any breach thereof.

4.14.2. To be responsible for and to keep the Landlord fully indemnified against all damage damages losses costs expenses actions demands proceedings claims and liabilities made against or suffered or incurred by the Landlord arising directly or indirectly out of:

4.14.2.1. any act omission or negligence of the Tenant or any persons at the Demised Premises expressly or impliedly with the Tenant's authority and under the Tenant's control;

4.14.2.2. any breach or non-observance by the Tenant of the covenants conditions or other provisions of this Lease or any of the matters to which this demise is subject;

4.14.2.3. any defect in the Demised Premises or any part thereof.

4.14.3. To give notice to the Landlord of any defect in the Demised Premises which might give rise to an obligation on the Landlord to do or refrain from doing any act or thing in order to comply with the provisions of this Lease or the duty of care imposed on the Landlord pursuant to the Defective Premises Act 1972 or otherwise and at all times to display and maintain all notices which the Landlord may from time to time reasonably require to be displayed at the Demised Premises.

4.15. Regulations

To comply with all reasonable regulations made by the Landlord from time to time for the management of the Building.

5. THE LANDLORDS COVENANTS

The Landlord hereby covenants with the Tenant as follows:

5.1. Quiet Enjoyment

The Tenant paying the rent hereby reserved and observing and performing the several covenants on his part hereinbefore contained shall peaceably

hold and enjoy the Demised Premises during the Term without any interruption by the Landlord or by any person rightfully claiming under or in trust for him.

5.2. Insurance

Unless the insurance of the Building shall have been vitiated or payment of the insurance policy monies refused or the Insurers shall have declined to renew any such policy by or through the act or default of the Tenant the Landlord will keep the Building insured against loss or damage by fire lightning explosion aircraft (other than hostile aircraft) and other aerial devices or articles dropped therefrom earthquake riot and civil commotion and malicious damage storm or tempest bursting or overflowing of water tanks apparatus or pipes flood impact by road vehicles subsidence landslip settlement and heave Architects Surveyors and other professional fees demolition and site clearance and related costs incurred in shoring up and land or building damage to or breakage of plate glass Property Owners Liability and public and third party liabilities and insurance against personal injury and damage to property under the Defective Premises Act 1972 and any other similar statute for the time being in force and such other risks of insurance as may from time to time be reasonably required by the Landlord.

5.3. Landlords Repairing Obligation

5.3.1. That the Landlord will maintain and keep in good and substantial repair and condition:

5.3.1.1. the main structure of the Building including the foundations all exterior and load bearing walls and the roofs thereof with all gutters and rain water pipes all such gas and water pipes drains and electric cables and wires in under and upon the Building as are enjoyed or used by the Tenant in common with the Landlord and the owners or lessees of other parts of the Building the main paths entrances passages landings and staircases giving access to the Demised Premises and all areas used by the Tenant in common with the

Landlord owners or lessees of other parts of the Building.

5.3.2. That (subject as aforesaid) the Landlord will so often as reasonably required decorate the exterior of the Building and the entrances passages landings and staircases used in common as aforesaid in the manner in which the same are at the time of this demise decorated or as near thereto as circumstances permit.

6. PROVISOS

It is hereby agreed and declared as follows:

6.1. If the yearly rent hereby reserved payable by the Tenant to the Landlord under the provisions of this Lease or if any other monies due to the Landlord shall at any time or times remain unpaid for fourteen days after becoming due and payable (whether such rents or monies due shall have been formally or legally demanded or not) or if any of the covenants or agreements on the part of the Tenant or any of the stipulations or conditions herein contained and on the Tenant's part to be performed and observed shall not be performed and observed as required hereunder or if the Tenant (if more than one person any one of them) being a company is the subject of a petition for its winding up or enters into liquidation whether voluntarily (except for reconstruction or amalgamation or a solvent company) or compulsory or has a provisional liquidator or a receiver (including an administration receiver) appointed or is the subject of an administration order or a petition for one or more of a voluntary arrangement or a proposal for one under Part I Insolvency Act 1986 or is unable to pay its debts within the meaning of Section 123 Insolvency Act 1986 or is otherwise insolvent or having been registered with unlimited liability it acquires limited liability or the Tenant (if more than one person any one of them being an individual) is the subject of a bankruptcy petition or bankruptcy order or of any application or order or appointment under Section 253 or Section 273 or Section 286 Insolvency Act 1986 or otherwise becomes bankrupt or insolvent or the Tenant enters into or makes any proposal to enter into any arrangements or composition for the benefit of his creditors then and in every such case it shall be lawful for the

Landlord at any time thereafter to re-enter upon the Demised Premises or any part thereof in the name of the whole and thereupon this demise and the Term and everything herein contained shall immediately cease and determine but without prejudice to any right of action or remedy of the Landlord in respect of rent or other monies due or any antecedent breach or non-performance or non-observance of any of the covenants or agreements on the part of the Tenant or the stipulations or conditions herein contained.

- 6.2. In case the Demised Premises or any part thereof shall at any time during the Term be destroyed or so damaged by any of the insured risks as provided in Clause 5.2 so as to be unfit for occupation and use and the policy or policies effected by the Landlord shall not have been vitiated or payment of the policy monies refused in whole or in part in consequence of some act or default of the Tenant the rent hereby reserved or a fair proportion thereof according to the nature and extent of the damage sustained shall be suspended until the Demised Premises shall be again rendered fit for occupation and use.
- 6.3. The Tenant shall not be entitled to any right of light or air or otherwise which would in any way interfere with the use by the Landlord or any other person deriving title under it of its adjoining or adjacent land or building or for any other purpose and in particular (but without prejudice to the generality of the foregoing) the Tenant shall not be entitled to the benefit of any quasi-easement right or privilege now or formerly used or enjoyed by the Landlord over any adjoining or neighbouring property owned by him.
- 6.4. All walls separating the Demised Premises from other property of the Landlord shall be deemed to be party walls and repairable accordingly.

7. DETERMINATION

- 7.1. If the Landlord wishes to determine this lease at any time on or after the expiration of the third year of the Term and gives not less than six months notice of such wish then on the expiry of the notice the Term shall cease and determine immediately, but without prejudice to any rights or remedies that may have accrued.

- 7.2. If the Tenant wishes to determine this lease at the expiry of two years and six months from the commencement of the Term and gives not less than three months notice of such wish then on the expiry of the notice the Term shall cease and determine immediately, but without prejudice to any rights or remedies that may have accrued.

8. SURETY

- 8.1. The Surety in consideration of the demise hereinbefore contained having been made at his request hereby covenants with the Landlord that the Tenant shall pay the rents hereby reserved on the days and in the manner aforesaid and shall duly perform and observe all the covenants hereinbefore on the Tenant's part contained and that in case of default in such payment of rent or performance or observance of any of the covenants as aforesaid during the currency of the Term and also thereafter during such period as the Tenant remains in occupation of the Demised Premises the Surety will pay and make good to the Landlord on demand all loss damage costs and expenses thereby arising or incurred by the Landlord.
- 8.2. Any neglect or forbearance of the Landlord in endeavouring to obtain payment or to enforce performance or observance of the several stipulations herein on the Tenant's part contained and any time which may be given by the Landlord to the Tenant shall not release or exonerate or in any way affect the liability of the Surety under this covenant.
- 8.3. In event of this Lease being disclaimed by the Tenant or on behalf of the Tenant under any statutory or other power the Surety will take from the Landlord (but only if so required by the Landlord by written notice to the Surety within three months after such disclaimer) a grant of another Lease of the Demised Premises for the residue of the Term unexpired at the date of such disclaimer at the same several rents hereinbefore reserved and subject to the like covenants and provisos as are herein contained and at the expense of the Surety the Surety on the execution of such further Lease to execute and deliver to the Landlord a Counterpart thereof.

9. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

A person who is not a party to this deed is not intended to have any right under the Contracts (Rights of Third Parties) Act 1999 to enforce any provision of this Lease.

10. STATUS OF LEASE

It is declared that this lease is a new lease within the meaning of the Landlord and Tenant (Covenant) Act 1995.

11. EXCLUSION OF THE LANDLORD AND TENANT ACT 1954

11.1. The Landlord and the Tenant agree that the provisions of Sections 24 to 28 (inclusive) of the Landlord and Tenant Act 1954 shall not apply to this tenancy.

11.2. The Tenant confirms that before the date of this lease.

11.2.1. the Landlord served on the Tenant a notice in a form complying with Schedule 1 of the Regulatory Reform (Business Tenancies) (England and Wales) Order 2003 (the Regulations) in relation to the tenancy created by this lease; and

11.2.2. the Tenant made a Declaration in reply notice in a form complying with Schedule 2 of the Regulations in relation to the tenancy created by this Lease

IN WITNESS of which the parties have executed this Deed the day and year first before written.

**THE FIRST SCHEDULE
PART 1 - The Landlord**

UCKFIELD TOWN COUNCIL of Civic Centre, Uckfield, East Sussex TN22 1AE

PART 2 - The Tenant

JOSEPH COOPE of 6 Framfield Way, Eastbourne, East Sussex, BN21 2RA

PART 3 - The Surety

None

PART 4 - The Demised Premises

The Quickborn Suite, Civic Centre, Bell Farm Lane, Uckfield TN22 1AE

PART 5 - The Building

Uckfield Civic Centre, Bell Farm Lane, Uckfield, as the same is registered at the Land Registry with Title Absolute under Title Number ESX 166510

PART 6 - The Term of Years

FIVE YEARS

PART 7 - Commencement Date

The date of this Lease

PART 8 - Rent

NINE THOUSAND HUNDRED POUNDS (£9,000)

PART 9 - User

Osteopath Clinic

THE SECOND SCHEDULE (Rights Granted)

1. Full right and liberty for the Tenant and all persons authorised by him (in common with all other persons entitled to the like right) at all times and for all purposes in connection with the permitted user of the Demised Premises to go pass and repass over and along the paths and entrances in the Building leading to the Demised Premises.
2. The right to subjacent and lateral support and to shelter and protection from the other parts of the Building and from the site and roof thereof.
3. The free and uninterrupted passage of running water and soil gas and electricity from and to the Demised Premises through the sewers drains and watercourses cables pipes and wires which are now or may at any time during the Term be in under or passing through the Building or any part thereof.
4. The right for the Tenant with servants workmen and others at all reasonable times upon giving three days notice in writing (or in the case of emergency without notice) to enter into and upon other parts of the Building for the purpose of:
 - 4.1. repairing cleansing maintaining or renewing any such sewers drains and watercourses cables pipes and wires; or
 - 4.2. repairing and maintaining and carrying out permitted alterations or other building works to the Demised Premises or any part of the Building giving subjacent or lateral support shelter or protection to the Demised Premises in either case causing as little disturbance as possible and making good any damage caused.

**THE THIRD SCHEDULE
(Rights Reserved)**

1. The free passage and running of water soil gas and electricity and other services by and through the sewers pipes wires and drains now in under or upon the Demised Premises.
2. All the rights of entry upon the Demised Premises referred to in Clause 4.5 of this Lease.

**THE FOURTH SCHEDULE
(The Demised Premises)**

The premises specified in Part 4 of the First Schedule including:

1. The paint paper and other decorative finishes applied to the interior of the external walls of the Building but not any other part of the external walls.
2. The floor finishes so that the lower limit of the Demised Premises includes such finishes but does not extend to anything below them.
3. The ceiling finishes so that the upper limit of the Demised Premises includes such finishes but does not extend to anything above them.
4. The entirety of any non-loadbearing walls wholly within the Demised Premises.
5. The inner half severed medially of the internal non-loadbearing walls dividing the Demised Premises from other parts of the Building.
6. The doors and windows and the door and window frames.
7. All additions and improvements to the Demised Premises.
8. All the Landlord's fixtures and fittings and fixtures of every kind which shall from time to time be in or upon the Demised Premises whether originally affixed or fastened to or upon the Demised Premises or otherwise except any such fixture installed by the Tenant that can be removed from the Demised Premises without defacing the same.
9. Any pipes wholly in or on the Demised Premises that exclusively serve the Demised Premises.

Signed and Delivered as a Deed by)
The Landlord acting by two)
Councillors in the presence of the Clerk)

Councillor

Councillor

Clerk

Counterpart/

Executed as a Deed by the Tenant)
in the presence of:)

Witness Signature:

Address:

Meeting of the Full Council

Monday 8 April 2024

Agenda Item 12.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

- 1.1 This report sets out the engagements of the Town Mayor and Deputy Mayor between 26 February and 8 April 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

- 02.03.24 Thanksgiving service for Holy Cross School. Holy Cross Church, Uckfield.
- 03.03.24 55th Uckfield Lions Charter Lunch. Welshurst Golf Club, Horam.
- 14.03.24 Thank you event for Royal British Legion Poppy Appeal Organisers. Civic Centre, Uckfield.

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

- 02.03.24 Thanksgiving service for Holy Cross School. Holy Cross Church. Uckfield
- 14.03.24 Thank you event for Royal British Legion Poppy Appeal Organisers. Civic Centre, Uckfield