



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

on

**Monday 2 December 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

(this part of the agenda should not be used to report day to day issues such as potholes. These should be reported direct to: <https://live.eastsussexhighways.com/report-problem>)

4.0 APOLOGIES FOR ABSENCE

5.0 MINUTES

5.1 To **RESOLVE** that the minutes of the meeting of Full Council on 21 October 2024 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only

6.0 COMMITTEE MINUTES

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

- (a) Plans Committees – 28 October and 18 November 2024
- (b) Environment and Leisure Committee – 25 November 2024
- (c) General Purposes Committee – 4 November 2024

- 7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES (none received)**
- 8.0 TO RECEIVE REPORTS FROM WORKING GROUPS (none received)**
- 9.0 TO RATIFY DOCUMENTATION CONSIDERED BY STANDING COMMITTEES:**
General Purposes Committee
(i) Member Audit Policy – Policy No. 63
- 10.0 TO CONSIDER A MOTION FROM COUNCILLOR CHRIS MACVE**
- 11.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR Q2 OF 2024/25**
- 12.0 TO CONSIDER THE INITIAL FINDINGS OF THE RESIDENTS' SURVEY**
- 13.0 TO CONSIDER THE SERVICE LEVEL AGREEMENTS FOR:**
(i) Wealden Citizens Advice
(ii) Wealden Volunteering
- 14.0 TO CONSIDER THE DRAFT CONTENT FOR THE STRATEGIC PLAN 2025-29**
- 15.0 TO CONSIDER THE DRAFT ANNUAL PLAN 2025/26**
- 16.0 TO CONSIDER THE DRAFT ANNUAL BUDGET FOR 2025/26**
- 17.0 TO CONSIDER THE DRAFT ASSET MANAGEMENT PLAN FOR 2025/26**
- 18.0 TO CONSIDER A RESPONSE TO THE UK GOVT CONSULTATION ON REMOTE ATTENDANCE AND PROXY VOTING AT MEETINGS**
- 19.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
- 20.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 21.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 22.0 TOWN CLERK'S ANNOUNCEMENTS**
- 23.0 CHAIRMAN'S ANNOUNCEMENTS**



Town Clerk
26 November 2024

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held
on Monday 21 October 2024 at 7.00pm
in the Council Chamber, Civic Centre, Uckfield

PRESENT:

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

IN ATTENDANCE:

County Councillors Chris and Claire Dowling
2 x members of the public
Holly Goring Town Clerk
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTEREST

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent.

Councillor C. Macve declared a personal interest in agenda item 15.0 (*due to reference being made to the Uckfield & District Lions Club*), as he was a member of the Lions.

Councillor K. Bedwell declared a prejudicial interest in agenda items 14.0 (Buildings Insurance Renewal) and 18.0 (King's Award) as a result of being the Chair of Ridgewood Village Hall (a leaseholder of Uckfield Town Council).

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

FC.55.10.24 It was **RESOLVED** to suspend Standing Orders to enable a member of the public to speak.

A resident of West Park wished to further elaborate on his previous comments, regarding the highway verges on Bell Farm Road between the entrance to the Meads Surgery and Copwood roundabout. The resident had previously raised his concerns regarding visibility and this being impaired at the junction of Batchelor Way. He wished to add that bracken was also now encroaching and

the vegetation may need attention.

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

Councillor Chris Dowling referred to a meeting he had had with ward members relating to the concerns of residents living in New Road, with the increase in traffic and visibility at the junction of New Road/Lewes Road.

He was also liaising with East Sussex Highways with regard to streetlights not working in Lewes Road and the entrance to Pipers Field. The Town Clerk asked the County Councillor for the location and lamp column numbers so she could check responsibility.

Deer warning signs had been placed up in New Town in response to the request of the Newtown Action Group, including Bird in Eye Hill, as it was rutting season. Councillor K. Bedwell requested that some be placed up in Mallard Drive, by the pond, which had since been added.

Councillor Claire Dowling advised that she was aware of the large pot hole that had appeared by the Jet garage in London Road, and this was being dealt with.

Highway contractors would be returning to Lashbrooks Road, to undertake further repairs, and address snagging from the previous works. Works were also due to be undertaken in Belmont Road and Grange Road.

All being well, the bus station was due to reopen on Friday 25 October following the refurbishment.

Councillor B. Reed advised that the junction of Snatts Road and London Road had flooded again, following the recent weather. She also advised where sections of the Uckfield By-pass had lowered, and at the roundabouts of Budletts and Batsbridge. Councillor C. Dowling advised that the issue at Snatts Road would still occur but the works undertaken had enabled the water to disappear/drain more quickly.

Councillor B. Cox advised that he had attended an Extraordinary meeting of the Council at Wealden DC, where they signed off three Neighbourhood Plans.

Councillor B. Reed advised that there was no further update on the Ashdown Forest at that time, and referred to ongoing engagement she had had with Knepp.

Councillor D. French had attended the Newtown Action Group meeting, and Extraordinary meeting of Wealden District Council.

FC.56.10.24 It was **RESOLVED** to reinstate Standing Orders.

4.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor D. Manvell due to annual leave.

5.0 MINUTES

5.1 To resolve that the minutes of the meeting of the Full Council on 9

September 2024 be taken as read, confirmed as a correct record and signed by the Mayor.

FC.57.10.24 Members **RESOLVED** that the minutes of the meeting of the Full Council on 9 September 2024 be taken as read, confirmed as a correct record and signed by the Mayor.

5.2 Action List

Due to the number of actions outstanding on the action plan, it had previously been agreed to review each of the actions at this meeting of the council, to consider whether the actions were still relevant.

FC115.04.19 – Parking – it was proposed that this matter be brought back to Full Council on 2 December 2024, so members could fully understand the views of individual councillors. This has been delayed until the New Year, to give time to review the feedback from local residents from the residents' survey.

FC30.09.20 – Affordability report – the report would be updated utilising the latest market analysis, affordability and housing market assessment information from Wealden DC. It would be presented back to UTC before being sent to MHCLG, and to the Deputy Prime Minister.

FC55.10.21 – Changing Place Toilets – members were asked to assist the Town Clerk with the consideration of potential locations.

FC.94.02.22 – Food poverty – this action had now been completed, and could be removed.

FC.68.10.23 – Royal Mail – this action could be removed.

FC.93.01.24 – Lloyds Banking Group – a final letter would be sent to Lloyds Bank and the Financial Ombudsman, advising of their failure to consult.

FC.29.06.24 – Opening times of toilets at Victoria – this would be considered in the budget setting process

Members agreed that unless an item was in the process of being actioned, it would not stay on the list after 12 months. Members subsequently noted the report.

6.0 COMMITTEE MINUTES

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

(a) Plans Committee of the 16 September 2024

FC.58.10.24 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 16 September 2024.

(b) Environment & Leisure Committee of the 14 October 2024

FC.59.10.24 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of 14 October 2024.

(c) General Purposes Committee of the 23 September 2024

FC.60.10.24 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 23 September 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) Ageing Well Forum

Nothing to report at present.

9.0 TO RATIFY DOCUMENTATION CONSIDERED BY STANDING COMMITTEES:

General Purposes Committee

(i) Pension Policy

FC.61.10.24 Members **RESOLVED** to support the approval of the General Purposes Committee and adopt the revised Pension Policy.

10.0 TO NOTE THE REPORT OF THE EXTERNAL AUDITOR

Members were presented with a copy of the Notice of conclusion of the Annual Governance and Accountability Return for the year ended 31 March 2024.

The Town Clerk reported that there was one ‘Except for’ matter reported in Section 3 (page 4) of the Annual Governance and Accountability Return:

The Except for matter related to the exclusion of fixed asset purchases from Box 6. The accountant and the External Auditor had a difference of opinion on where the changes from year to year should have been recorded in the boxes on the form. The External Auditor referred to Section 2 of the Practitioners Guide and advised that the adjustments would have to be recorded at the end of this financial year.

The figures had since been adjusted by the Town Council’s Accountant in preparation for the financial year end of 2024-25. The Town Council’s governance and financial procedures continued to be considered sound, but on this occasion, the figures had been entered into the wrong box of the return.

Members wished to thank the Responsible Financial Officer for their hard work and completion of financial year-end.

11.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL’S ANNUAL PRIORITIES FOR 2024/25 (Q2)

Members reviewed the contents of the report, and wished to thank all staff for their hard work in delivering the priorities of the organisation alongside the day to day workload.

12.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL’S BUDGET AND BALANCE SHEET POSITION FOR Q1 OF 2024/25

This report provided a snapshot of the Town Council’s accounts at the end of quarter one (end of June 2024). Members requested a breakdown of the

overspend of £16,308.67 under General Purposes Committee before reviewing and noting the contents of the report.

13.0 TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL OF 11 OCTOBER 2024

Members were presented with a brief report submitted by the Town Clerk to the Urgent Consultation Panel on 11 October 2024, due to the failure of the Restaurant's commercial microwave oven. Members noted the decision of the Urgent Consultation Panel to re-allocate £1k of earmarked reserves and utilise £1,000 from general reserves to fund a replacement.

14.0 TO REVIEW THE DOCUMENTATION FOR THE TOWN COUNCIL'S BUILDINGS INSURANCE RENEWAL

Deputy Mayor, Councillor Mayhew, chaired this item, due to the Town Mayor's prejudicial interest.

Members were presented with the policies and buildings/machinery schedule for the renewal of the Town Council's buildings insurance. The renewal also included the addition of Cyber Insurance cover, flood risk insurance for Bridge Cottage and the Signal Box, as well as combined engineering inspections for the lifts and lift shaft in the Civic Centre.

The renewal had also included Claims assist (loss adjuster service) which members questioned could be purchased as and when something happened rather than paying upfront for the service. The Town Clerk clarified a couple of points within the report, and the suggestion to obtain regular reinstatement valuations for insurance purposes. The last valuations had been obtained in 2023, so should be carried out in 2025 or 2026.

Councillors Chris and Claire Dowling left the meeting at 7.50pm.

FC.62.10.24 Members **RESOLVED** to approve the package supplied for the renewal of the Town Council's Buildings Insurance, which also incorporated flood risk cover for the Signal Box and Bridge Cottage, combined engineering, cyber cover and claims assist.

15.0 TO CONSIDER A MOTION FROM COUNCILLOR D. FRENCH

Councillor D. French put forward a motion to request the addition of a Public Access Trauma Kit (bleed kit) on the outside of the Civic Centre, and to encourage local public houses in Uckfield to consider installing the kits.

Councillor French had made initial contact with the Uckfield Lions, and they were keen to support the initiative. It was suggested that any added within the town be placed on venues/buildings that already had trained emergency first aiders.

FC.63.10.24 Members **RESOLVED** to approve the purchase and installation of a central locked box housing a public access trauma kit on the exterior of the Civic Centre, with plans to look wider in the town, in due course. Research should be undertaken to establish a joint partnership initiative to deliver this project in association with local emergency services and/or the Freemasons, Rotary Club and Uckfield Lions.

16.0 TO CONSIDER FURTHER EXPANSION OF A MOTION FROM COUNCILLOR B. REED

Members were presented with a report which requested further expansion of an existing motion from Councillor B. Reed.

It was requested that the work undertaken to map key green assets in the Uckfield area with 'Weald to Waves' should be further expanded, to become a partner of the initiative and, to broaden the Town Council representative role of the Conservator of Ashdown Forest, to also include the Weald to Waves initiative.

Councillor Reed explained that she would be happy to trial the broadening of the Town Council representative role for a year to see how it would evolve and develop.

Councillor Reed also offered to assist with the mapping, liaise with the relevant agencies, and identify further funding streams to support work around conservation and ecology within the Town Council's assets.

FC.64.10.24

Members **RESOLVED** to:

- (i) approve the broadening of the Town Council representative role for the Conservators of Ashdown Forest to also include the Weald to Waves initiative (Councillor D. French and Councillor B. Reed), and;
- (ii) approve for Councillor Reed to utilise that role to liaise with the relevant agencies involved in the Weald to Waves initiative, and understand what the partner role entailed in terms of resource and if a financial contribution is required. Councillor Reed was asked to bring back a report with this information.

17.0 TO RECEIVE THE TOWN COUNCIL'S CALENDAR OF MEETINGS FOR 2025
Members noted the calendar of meetings for 2025.

18.0 TO CONSIDER THE NOMINATION PROCESS FOR THE KING'S AWARD FOR VOLUNTARY SERVICE

Councillor S. Mayhew chaired this item, and reminded members that they could identify potential organisations and put forward nominations themselves rather than through the Town Council office. Information was available within the report on how nominations could be put forward.

19.0 TO CONSIDER THE CONTENTS OF A DRAFT RESIDENTS' SURVEY

Members were presented with a draft of a residents' survey, with plans to place this out for consultation in November 2024. It would assist with the Town Council's annual business planning, and future planning for the town.

Members found the survey relatively easy to use, but provided some advice on potential changes to question 16. It was also suggested that on the sports facilities, that reference be made to an athletic track.

One member noted that when completing the survey on a smartphone, the phone needed to be turned on its side to see the full question and tick boxes. They had also added some comments in their practice run on the draft.

A few more suggestions were made by members before they noted the contents of the report, and survey.

FC.65.10.24 Members **RESOLVED** that subject to the slight additions and amendments, that the Residents' Survey be placed out for public consultation in November, to better inform the Town Council's annual business planning.

20.0 TO NOTE THE MAYOR'S ENGAGEMENTS

The Town Mayor advised that both her and the Deputy Mayor had also attended the Uckfield Community Fridge's third anniversary celebration that Saturday.

The Town Mayor talked through her attendance at the business lunch with the Lord Mayor of the City of London that day, and what a wonderful and useful experience it had been.

FC.66.10.24 It was **RESOLVED** to suspend Standing Orders to extend the meeting by 15 minutes, to ensure completion of the Full Council agenda.

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

Three deed of grants had been received:

Janet Baah

Margaret Elaine Ward

Matthew Wyatt

FC.67.10.24 It was **RESOLVED** for three councillors to sign the above deeds of grant.

22.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

23.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk advised members that the Member Register of Interest form, provided by Wealden DC, had changed, and the full address of employment was required for members in work. Some members would therefore need to complete the form(s) once again, to ensure this was completed accurately. They would be circulated in due course.

The Town Clerk also advised of a webinar being run by the Local Government Association on Personal Safety for Councillors.

24.0 CHAIRMAN'S ANNOUNCEMENTS

The Town Mayor, Councillor Bedwell, reminded members of the importance of attendance at the Town Council's committees, and in particular during the budget setting period, as a number of important decisions would need to be undertaken. She fully appreciated how busy everyone was, and their work and personal commitments.

Members of the public left the room at 8.58pm.

25.0 CONFIDENTIAL BUSINESS

FC.68.10.24 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.

25.1 Uckfield Town Council: An Organisational Review

The Town Clerk advised that an Organisational Review had been prepared and would be hand delivered to all Town Councillors by the end of that week.

Members were asked to attend a meeting on Monday 11 November at 6.30pm, where members of Management Team would be present, to talk about their service areas.

The meeting closed at 9.10pm.

**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: (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>In progress.</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 proposed that this matter be brought back to Full Council on 2 December 2024, so members could fully understand the views of individual councillors. This has been delayed until the New Year, to give time to review the feedback from local residents from the residents’ survey.</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>The report would be updated utilising the latest market analysis, affordability and housing market information. It would be presented back to UTC before being sent to MHCLG, and to the Deputy PM.</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 <i>“Uckfield Town Council supports the increase in the provision of Changing Place Toilets across the country, and will approach East Sussex County Council to understand if they:</i> <i>(i) have submitted an expression of interest to central government to draw down funding to the county of East Sussex, and:</i> <i>(ii) if ESCC have expressed an interest, that Uckfield Town Council lobby for such facilities to be introduced in Uckfield.”</i>	25.10.21	HG	Officers will prepare necessary financial information to understand what’s involved in creating a Changing Place Toilet. Members are asked to consider suitable locations.
<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, 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.”	30.10.23	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.93.01.24</u>	<u>16.0 To consider the response from the Lloyds Banking Group to the letter sent by Uckfield Town Council</u> Members RESOLVED to: (i) approve the submission of a formal complaint to the Financial Ombudsman:	15.01.24	HG/PU	A final letter would be sent to Lloyds Bank and the Financial Ombudsman, advising of their failure to consult. NFA.

	(ii) to send a response to the Lloyds Banking Group; (iii) to send a letter to LINK in relation to banking hubs, and; (iv) to send a letter to the MP expressing our concerns of both the loss of face to face banking services, and ATMs.			
<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.105.02.24</u>	<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.	26.02.24	HG	In progress.
<u>FC.115.04.24</u>	<u>10.0 To consider current issues with pavement parking and proposals for undertaking a campaign</u> With unanimous support, members RESOLVED to approve for the Town Clerk and Marketing & Community Engagement Officer to proceed with a communications campaign around poor parking behaviour.	08.04.24	HG/ WH	In progress.
<u>FC21.05.24</u>	<u>24.0 To consider a motion from Councillor B. Reed</u> Members voted to support the motion put forward by Councillor B. Reed and RESOLVE for Uckfield Town Council to sign up to the 'Weald to Waves' initiative and pledge to mapping key environmental assets in the Uckfield area – such as mapping the location of local nature reserves, local wildlife sites, local geological sites and woodland areas.	20.05.24	HG	In progress.
<u>FC.29.06.24</u>	<u>12.0 – To consider a request to review the opening times of the toilet(s) at Victoria Pleasure Ground</u> With six votes in favour, and three members against the proposal (including Cllr Selby), members RESOLVED to address this matter through the Town Council's budget setting process which would begin September 2024, to ensure the correct service provision was in place.	26.06.24	SD/HG /JH	To be considered through the budget setting process.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.44.09.24</u>	<u>11. To consider a motion from Councillor Bernadette Reed</u> With seven votes in favour, two votes against and two members abstaining from voting, it was RESOLVED for the Town Clerk to nominate Luxford Field Car Park as an Asset of Community Value.	09.09.24	HG	To be progressed.
<u>FC.49.09.24</u>	<u>15.0 To consider the relocation of the substation in Shepherds Way</u> Members RESOLVED to request that a meeting be arranged onsite with UKPN, to understand what difficulties they were experiencing with the current location and what would be involved with any movement.	09.09.24	Grnds/ TC	The Head Groundsman, Ranger, Town Clerk, and Chair of Plans Committee met a representative of UKPN onsite, and made the views of the Town Council clear on their concerns, and proposed two alternative options. We await an update from UKPN on their updated proposals.
<u>FC.50.09.24</u>	<u>16.0 To consider setting up a working group to establish a Heritage Plaque Project</u> Members RESOLVED to select Option B, and prepare a localised scheme for Uckfield, with the following members appointed to join a member-led working group (Councillors D. Bennett, D. French, J. Love and B. Reed).	09.09.24	WH	To be progressed.
<u>FC.63.10.24</u>	<u>15.0 To consider a motion from Councillor D. French</u> Members RESOLVED to approve the purchase and installation of a central locked box housing a public access trauma kit on the exterior of the Civic Centre, with plans to look wider in the town, in due course. Research should be undertaken to source funding or partnership working to deliver this project in association with local emergency services as well as the Freemasons, Rotary Club and Uckfield Lions.	21.10.24	HG	To be progressed in the New Year.
<u>FC.64.10.24</u>	<u>16.0 To consider further expansion of a motion from Councillor B. Reed</u> (i) approve the broadening of the Town Council representative role for the Conservators of Ashdown Forest to also include the Weald to Waves initiative, and (Councillor D. French and Councillor B. Reed);	21.10.24	BR	In progress

	(ii) approve for Councillor Reed to utilise that role to liaise with the relevant agencies involved in the Weald to Waves initiative, and understand what the partner role entails in terms of resource and if a financial contribution is required. Councillor Reed was asked to bring back a report with this information.			
<u>FC.65.10.24</u>	19.0 To consider the contents of a draft residents' survey Members RESOLVED that subject to the slight additions and amendments, that the Residents' Survey be placed out for public consultation in November, to better inform the Town Council's annual business planning.	21.10.24	HG	The Residents' Survey went out for public consultation in November. NFA.

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT POLICY

Policy Number 63		
Issue No.	Date completed	Details of amendments
1	24.05.10	GP 24.05.10
2	29.07.13	GP 15.07.13
3	13.04.15	GP 70.04.15 General Review of policy
4	01.06.21	GP07.06.21 – General review in line with move to BACS payments
5	23.10.23	GP26.10.23 – adoption of updates to policy
6	04.11.24	Review of policy by General Purposes Committee

1.0 Introduction

- 1.1. In accordance with its Annual Governance Statement, Uckfield Town Council is required to review its system of internal control. This is generally by the continuing review of existing policies and implementation of new policies, compliance with such policies, procedures, laws and regulations in order to improve governance. The Members' Audit is part of this process.

2.0 Procedures

- 2.1. On a monthly basis one member of the Council will carry out a Members' Audit by completing the form at Appendix A using the following format.
- 2.2. At each Annual Statutory Meeting, the Clerk will provide a schedule of Members who will be required to undertake the Members' Audit for a particular month. Members will be required to make an appropriate appointment with the Responsible Financial Officer accordingly.
- 2.3. Should any Member not be able to make the date set out for them in the schedule, it will be their responsibility to make alternative arrangements with another Member to fulfil their obligations for that month.

3.0 SAGE AUDIT TRAIL (DETAILED)

- 3.1. The purpose of this exercise is to follow the process of completing specific exercises relating to supplier invoices, customer invoices and payroll timesheets. The member will be able to spotcheck and follow a payment or invoice from start to finish, to check that all aspects of the process were followed correctly.

3.2. Supplier Invoices:

The Member will choose random invoices from the suppliers paid files. They will check:

- a) That the invoices have been stamped with the authorisation stamp.
- b) That the correct nominal code has been used and goods receipted by an authorised member of staff.
- c) That a purchase order is attached and corresponds with the invoice.
- d) That the payment method is present on the invoice and a review of the report from Bankline to confirm BACS payment has been made.(BACs payment report). .
- e) That the two Members that authorised payment have also signed the invoice.

3.3. Customer Invoices:

The Member will choose random invoices from the 'customer paid' files from the month that they are auditing.

They will check:

- a) That the invoice details correspond with the customer booking form attached to the invoice.
- b) That the prices charged are in accordance with the current fees and charges.
- c) That the date the invoice was paid is on the invoice.

- d) That a cross-check is made with the customer's method of payment to check that the funds have been received (either bank statement or paying in book if cash/cheque).

3.4. Timesheets:

The Member will choose random timesheets from the file, preferably one from Uckfield Town Council and one from Luxfords Restaurant.

They will check:

- a) That the time sheets add up correctly.
- b) That the pay detail on the payslip for that person corresponds with the time sheet;
- c) That payment was made into their account correctly by checking the payslip amount against the BACs records for payment.

4.0. BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE

4.1. The purpose of this exercise is to monitor movement between accounts and account balances.

4.2. The Member will carry out the following checks:

- a) The bank statements correspond with the bank reconciliation.
- b) The bank statements and reconciliations have been signed by the Responsible Financial Officer.
- c) Any discrepancies (bank errors) are fully detailed.
- d) The nominal codes are correct in SAGE.

4.3 As outlined in the Town Council's Financial Regulations, at least once a quarter and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations for all accounts produced by the RFO. This will be carried out as part of the monthly member audit procedures. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and be noted by the Council.

5.0. PETTY CASH

5.1. The Town Council hold two petty cash floats, one for the Town Council and one for Luxfords restaurant. These are 'topped up' by cash withdrawn from the Clerk's bank account. The only two officers that can withdraw cash from the Clerk's bank account to top up the petty cash floats are the Town Clerk and the Responsible Financial Officer.

5.2 The Member will carry out the following:

- a) Check that the month's reconciliation is correct, signed and dated.
- b) Select random vouchers from the reconciliation and check that they have been entered correctly onto SAGE.
- c) Count the money, at the time of their visit, in both petty cash tins to ensure the balance matches the SAGE balance.
- e) Check that vouchers are authorised by a member of staff and details entered in the petty cash books.
- d) Check that, where applicable, reimbursements of funds are signed for in the petty cash books.

6.0. IRREGULARITIES

In cases of suspected serious breaches of the Council's Financial Regulations, Standing Orders and Policies, the matter will be referred to the Urgent Consultation Panel immediately.

7.0. REVIEW

This Policy will be reviewed annually to ensure it fully covers the Council's Governance requirements.

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH:

Checklist:

Documents will be chosen at random by Members carrying out the Audit.

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

Supplier Invoices	<input type="checkbox"/>
Customer Invoices	<input type="checkbox"/>
Timesheets	<input type="checkbox"/>

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

Check bank reconciliation to SAGE print outs, bank statement and nominal codes.

Clerks Account	<input type="checkbox"/>
Current/General Account	<input type="checkbox"/>
Business Reserve	<input type="checkbox"/>
35 day account	<input type="checkbox"/>
95 day account	<input type="checkbox"/>

BANK RECONCILIATION QUARTERLY VERIFICATION

Clerks Account	<input type="checkbox"/>
Current/General Account	<input type="checkbox"/>
Business Reserve	<input type="checkbox"/>
35 day account	<input type="checkbox"/>
95 day account	<input type="checkbox"/>

PETTY CASH

Check cash balance and vouchers

Town Council Petty Cash	<input type="checkbox"/>
Luxfords Petty Cash	<input type="checkbox"/>

Signed

Print Name

Dated

Members comments:-

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed stamped, signed, correct nominal code	Confirmed signed by two Cllrs	BACs payment no.

Customer Invoices Checked

Customer Name	Invoice No.	Are hire charges correct?	Payment date on invoice	Bank Statement Date/Pg No.

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS payment record

Bank Reconciliation Checked

Bank Account	Bank statement date/ Pg. no.	RFO has signed both records	Amount reconciled and if not reasons noted	Nominal Code
Clerks Account				
General Account				
Business Reserve				
35 day account				
95 day account				

Quarterly bank reconciliation verification

Bank Account	Bank statement Date/ Pg. no.	RFO has signed both records	Member has signed both records	Notes
Clerks Account				
General Account				
Business Reserve				
35 day account				
95 day account				

Petty Cash Checked

Account Name	Is reconciliation correct?	Selected Voucher name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council			
Luxfords			

Meeting of the Full Council

Monday 2 December 2024

Agenda Item No. 10.0

TO CONSIDER A MOTION FROM COUNCILLOR CHRIS MACVE

1.0 Summary

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

2.0 The motion for consideration

- 2.1 Councillor Macve gave written notice of the following motion which was received on 30 October 2024 and before the required deadline:-

2.2 Promoting social interaction and community activities

"I have been thinking for a while about proposing a motion for UTC to consider providing an event to promote and advertise all the clubs, societies, groups and facilities that are available within our town. The idea being to improve the social, inclusivity and community life for our residents and the local environment.

I understand that there have been a number of observations and comments recently from residents from some areas of the new developments regarding a feeling of exclusion from the town of Uckfield. I expect that this also applies to newer residents who have moved into the existing established areas and this will only grow as all the new plans come forward and the town boundaries expand.

If the Town Council sponsored a showcase event in the Civic Centre where all of the clubs and societies could promote themselves it would show "newcomers" what a huge variety of facilities the town has to offer. It would also be an opportunity for those clubs to encourage new members to join them as I know many of them need to bolster their numbers"

3.0 Recommendations

- 3.1 Members are asked to consider the motion and advise the Clerk accordingly.

Contact Officer: Holly Goring

Date: 28/11/2024
Time: 12:08:13

UCKFIELD TOWN COUNCIL
Balance Sheet

Page: 1

From: Month 1, April 2024
To: Month 6, September 2024

Chart of Accounts:

UTC General

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Land & Buildings	(99,613.00)	3,081,416.00	
Vehicles, Plant & Equipment	(10,544.66)	89,310.94	
Non-operational Assets	(9,284.00)	1,168,672.00	
Community Assets	0.00	19,284.00	
	(119,441.66)		4,358,682.94
Current Assets			
Stock	341.49	4,266.82	
Debtors	4,409.17	38,654.54	
Deposits and Cash	443,387.22	1,141,197.61	
VAT Liability	20,957.90	48,928.61	
Bank	0.00	201,209.12	
	469,095.78		1,434,256.70
Current Liabilities			
Creditors - Short term	4,091.12	53,521.23	
Taxation	(14,481.84)	(542.55)	
Wages/Pension Fund	(3,224.49)	4,631.07	
Bank Account	3,738.50	0.00	
	(9,876.71)		57,609.75
Current Assets less Current Liabilities:	478,972.49		1,376,646.95
Total Assets less Current Liabilities:	359,530.83		5,735,329.89
Long Term Liabilities			
Loans	(9,600.00)	412,800.00	
	(9,600.00)		412,800.00
Total Assets less Total Liabilities:	369,130.83		5,322,529.89
Capital & Reserves			
Reserves	(114,629.14)	5,166,978.57	
P & L Account	508,781.97	508,781.97	
Previous Year Adj		(91.50)	
	394,152.83		5,675,669.04

From: Month 1, April 2024
To: Month 6, September 2024

Chart of Accounts:	UTC General	
	<u>Period</u>	<u>Year to Date</u>
Sales		
Environment & Leisure	65,072.68	65,072.68
General Purposes	1,243,906.74	1,243,906.74
Luxfords income	102,940.86	102,940.86
	1,411,920.28	1,411,920.28
Purchases		
Environment & Leisure	228,311.86	228,311.86
General Purpose	540,279.65	540,279.65
Luxfords Expenditure	134,546.80	134,546.80
	903,138.31	903,138.31
Gross Profit/(Loss):	<u>508,781.97</u>	<u>508,781.97</u>
Net Profit/(Loss):	<u>508,781.97</u>	<u>508,781.97</u>

Profit & Loss

GP Sales Breakdown

Total	1,243,906.74
Precept	1,127,348.00
CIL	3,421.96
Balance	113,136.78

Meeting of Full Council

Monday 2 December 2024

Agenda Item 13.0

TO INITIALLY CONSIDER THE SERVICE LEVEL AGREEMENTS FOR:

- (i) WEALDEN CITIZEN'S ADVICE, AND;**
- (ii) WEALDEN VOLUNTEERING**

1.0 Background

- 1.1 It was agreed in December 2022, to renew the service level agreements for Wealden Volunteering and Wealden Citizen's Advice for a term of two years, as a result of the 2023 election etc. At that time, members agreed to:

15.0 TO CONSIDER THE ARRANGEMENTS FOR SERVICE LEVEL AGREEMENTS WITH UCKFIELD VOLUNTEER CENTRE AND WEALDEN CITIZEN'S ADVICE FOR 2023/24

A report was presented which explained that the service level agreements put in place with Uckfield Volunteer Centre and Wealden Citizen's Advice for 2022-23 were in need of review in time for the budget setting process.

Both service level agreements for 2022-23 had been signed and services delivered, with Uckfield Volunteer Centre receiving £8,000 for services, and Wealden Citizen's Advice, £19,000.

Members referred back to the recommendation of General Purposes Committee in October 2021, which suggested that a two year agreement now be formed due to the elections and possible changes in the council. Members supported this suggestion, as it would give the council time to review these agreements in more detail before the next renewal period.

FC.72.12.22 Members **RESOLVED** to renew the service level agreements with Uckfield Volunteer Centre and Wealden Citizen's Advice for a period of two years, with the financial contribution remaining the same for both organisations as the current amount - £8,000 for Uckfield Volunteer Centre and £19,000 for Wealden Citizen's Advice.

- 1.2 Both service level agreements were signed and the services delivered. The Town Clerk updated members of General Purposes Committee in November 2024 on the organisations and how they've met the terms of the service level agreements during the period of the agreement.

2.0 Recap on the legislation and funding streams used to issue grant funding through Uckfield Town Council's annual Community Grant programme

- 2.1 The Town Council provides grant funding to a number of agencies and voluntary organisations each year as part of its community grant programme.

Section 142 of the Local Government Act 1972

- 2.2 Section 142 of the Local Government Act 1972 enables local authorities to:
"assist voluntary organisations to provide for individuals—
(a) *information and advice concerning those individuals' rights and obligations; and*
(b) *assistance, either by the making or receiving of communications or by providing representation to or before any person or body, in asserting those rights or fulfilling those obligations.*

- 2.3 Grant funding is provided to Wealden Citizen's Advice under this legislation to assist Uckfield residents with information and advice.

General Power of Competence

- 2.4 The general pot of community grant funding which is available to successful applicants (local community groups, charitable and voluntary organisations) is provided under the General Power of Competence (previously Power of Wellbeing).
- 2.5 The General Power of Competence (which arose through the Localism Act 2011) gives eligible Councils, "*the power to do anything that individuals generally may do*" as long as they do not break other laws. It is intended to be a power of first, not last, resort like the powers under Section 137. A Council that is eligible to use the General Power of Competence can no longer use Section 137 as a power for taking action for the benefit of the area or its community except Section 137 (3) which remains in place and which permits the Council to contribute to UK charities, public sector funds and public appeals.

Service Level Agreement

- 2.6 The funding issued to the Wealden Volunteering each year is provided in association with a service level agreement, which is linked to the work they undertake to review organisations in receipt of the Town Council's grant funding.

3.0 Funding set aside within the budget for grant funding

- 3.1 The following table sets out the amounts that Uckfield Town Council has allocated in the annual budget setting process for community grant funding to community, charitable and voluntary organisations in the past 8 years:

Financial Year	Funding pot	Funds allocated
2017/18	Section 142	£19,500
	General Power	£22,450
	UVC SLA	£8,000
2018/19	Section 142	£19,500
	General Power	£25,000
	UVC SLA	£8,000
2019/20	Section 142	£19,500
	General Power	£25,000
	UVC SLA	£8,000
2020/21	Section 142	£19,500
	General Power	£27,500
	UVC SLA	£8,000
2021/22	Section 142	£19,500
	General Power	£27,500
	UVC SLA	£8,000
2022/23	Section 142	£19,000
	General Power	£27,500
	WV SLA	£8,000
2023/24 and 2024/25	Section 142	£19,000
	General Power	£27,500 in 2023/24 £25,000 in 2024/25
	WV SLA	£8,000

4.0 Wealden Citizen's Advice

- 4.1 Wealden Citizen's Advice has three offices – based in Hailsham, Uckfield and Crowborough. Until autumn 2020, the Uckfield branch was based in the Hub, a building owned by Uckfield Town Council.
- 4.2 The organisation has since moved into the premises of the Uckfield Library, which is the property of East Sussex County Council.
- 4.3 It has been confirmed previously that the funding obtained from Uckfield Town Council to support Wealden Citizen's Advice, is utilised to cover their premise overheads – such as rent, rates, utility bills etc.
- 4.4 Hailsham and Crowborough Town Councils provide funding in the same remit, which covers the costs of Wealden Citizen's Advice rent, and utility costs to provide support in running the service.
- 4.5 The CEO of Wealden Citizens' Advice has been invited to present to members prior to the Full Council meeting on 2 December 2024, to help inform members' consideration of the renewal of the service level agreement.

5.0 Wealden Volunteering

- 5.1 Wealden Volunteering visited the Civic Centre on 25 September 2024 and presented to members. An email was sent to members on 2 October 2024, setting out the key points of the discussion.

6.0 Recommendations:

- 6.1 Members are asked to consider the review of these service level agreements as we commence the budget setting process for 2025/26 onwards.

Contact Officer: Holly Goring

Appendices: Appendix A: Current SLA for Wealden Citizen's Advice
Appendix B: Current SLA for Wealden Volunteering



SERVICE LEVEL AGREEMENT

Uckfield Town Council and Wealden Citizens Advice, Uckfield Branch

Period of agreement

This is a 24-month agreement that will start on 1 April 2023 and finish on 31 March 2025, with an opportunity to then review the agreement moving forward.

Aim

The aim of Wealden Citizens Advice is to provide free impartial advice to people for the problems they face and to improve the policies and practices that affect people's lives. The service is independent of other agencies and all information is handled confidentially. The service values diversity and promotes equality; challenging discrimination wherever seen. The service is available to everyone, with a particular focus in this service level agreement for the provision of support to residents in Uckfield and the surrounding villages.

Key performance indicators

Opening hours

A service will be offered face to face, over the phone, and by email during the following opening times, subject to resources.

Uckfield Town Council will be informed if there are any proposed changes in opening times necessitated by a reduction of available funds.

It should be noted that the pandemic previously had an impact on services, in terms of opening times and the method in which service users could access the service. Information on opening times will therefore be provided to members on a seasonal basis over the next 12 months, to reflect the changes likely to be recommended through UK Government guidance.

Day	Face to face	Telephone	Email
Monday	9.30 to 3	9.30 to 3	9.30 to 3
Tuesday	9.30 to 3	9.30 to 3	9.30 to 3
Wednesday	9.30 to 3	9.30 to 3	9.30 to 3
Thursday	9.30 to 3	9.30 to 3	9.30 to 3
Friday	-	9.30 to 3	9.30 to 3

WCA will also be subject to Citizens Advice quality assurance processes in relation to both advice to clients and effective management and governance.

Reporting

A bi-annual written report will be provided to Uckfield Town Council on the key performance indicators and following information:

- (i) Total number of clients (and specifically residents) helped by advisers by the Uckfield branch;
- (ii) Number of issues dealt with by the advisers in the Uckfield branch;
- (iii) Breakdown of the top five types of issues dealt with by the advisers in the Uckfield branch and Wealden District (%);
- (iv) The amount of money obtained for clients as a result of successful grant and benefit applications;
- (v) Details of any social policy campaigns in which the Uckfield branch have participated;
- (vi) Number of social policy evidence forms submitted by volunteers at the Uckfield branch to the Wealden Research and Campaign task force
- (vii) Details of any projects or new services available for residents in Uckfield and the surrounding villages;
- (viii) Breakdown of team available in terms of numbers of advisers, staff and trustees;

Information sharing

In addition to a bi-annual report from the Wealden Citizens Advice, a representative of Uckfield Town Council will be appointed at the Annual Statutory meeting of Uckfield Town Council to attend WCA board meetings and provide updates to General Purposes Committee as a representative of this outside body.

It is also recommended that once a year, a representative of Wealden Citizens Advice attends a meeting of Uckfield Town Council to give a verbal report and answer any questions from members with regard to the service level agreement and service provision.

Financial contributions

The provider (Wealden Citizens Advice) will receive a sum of £19,000 in 2023-24 and 2024-25, in line with this agreement.

Payment will be made in two instalments of £9,500. The first instalment will be issued in May of each year, and the second instalment issued in October.

Signed




On behalf of the Uckfield Town Council

Full Name




Date

Signed



Full Name Jennifer Jadia

On behalf of the Wealden Citizens Advice

Date 7th September 2023



SERVICE LEVEL AGREEMENT BETWEEN UCKFIELD TOWN COUNCIL AND THE UCKFIELD VOLUNTEER CENTRE

GENERAL

This is a non-legally binding agreement between Uckfield Town Council and the Uckfield Volunteer Centre.

It must be understood by both parties that failure to provide the services detailed below could jeopardise the likelihood of renewal of the service level agreement.

The agreement shall run for a 24-month period between 1 April 2023 and 31 March 2025.

The Town Council shall look favourable on a renewal if the terms of the agreement are met satisfactorily. However, the Town Council cannot commit to a renewal as it is accepted that renewal of the agreement is a decision for the elected Members and Members will change over the course of time. The Town Council, may, however, introduce a policy that supports the partnership in general terms.

Service Level Agreement requirements

Council Grants

The Uckfield Volunteer Centre will undertake:

- An annual monitoring exercise with ALL grant awardees that were successful of being in receipt of grant funding through Uckfield Town Council's annual community grants programme. This exercise will provide an opportunity to evaluate their use of the community grant funding and ensure that the grant money given to community and voluntary organisations has been well accounted for. A written report will be provided to the Town Council at the end of each financial year;

Uckfield Town Council will:

- Require that all organisations receiving grants make a commitment to co-operate with the Uckfield Volunteer Centre during their annual monitoring exercise and support their work;

Consultation

This clause makes the following assumptions:

- Voluntary organisations provide services to a wide cross-section of the local community;
- Volunteer groups may support disadvantaged groups who either may not be reached by the normal consultative process, or are more likely to benefit from the proposal for which the consultation is being carried out;

The Uckfield Volunteer Centre will:

Assist the Town Council with consultation; providing a network to disseminate all Town Council consultations to member groups and feedback responses. This should include the following provision to the Town Council:

- Use of the Uckfield Volunteer Centre window on the High Street for Town Council information up to four times a year (4 x 1 week);
- Sharing information through social media channels and newsletters as requested by the Town Council up to four times a year;
- A 'slot' at the Networking lunch up to three times per year;
- A representative of the Uckfield Town Council will be appointed to attend Uckfield Volunteer Centre Trustee meetings, as a representative of an outside body;
- Suitable acknowledgement of the Uckfield Town Council's support shall be displayed at the Centre and added to publications.

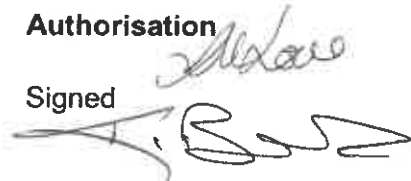
Financial contribution

Uckfield Town Council will provide a sum of £8,000 for the period 2023-24 and again in 2024-25, in line with this agreement.

Payment will be made in one instalment of £8,000 and issued in May 2023 and May 2024.

Authorisation

Signed



Full Name

CLLR
JACKIE LOVE
CLLR. KAREN BOWEN

On behalf of the Uckfield Town Council

Date

07/08/2023

Signed



Full Name

Judith Austin

On behalf of the Uckfield Volunteer Centre

Date

31/7/2023

Meeting of the Full Council

Monday 2 December 2024

Agenda item 14.0

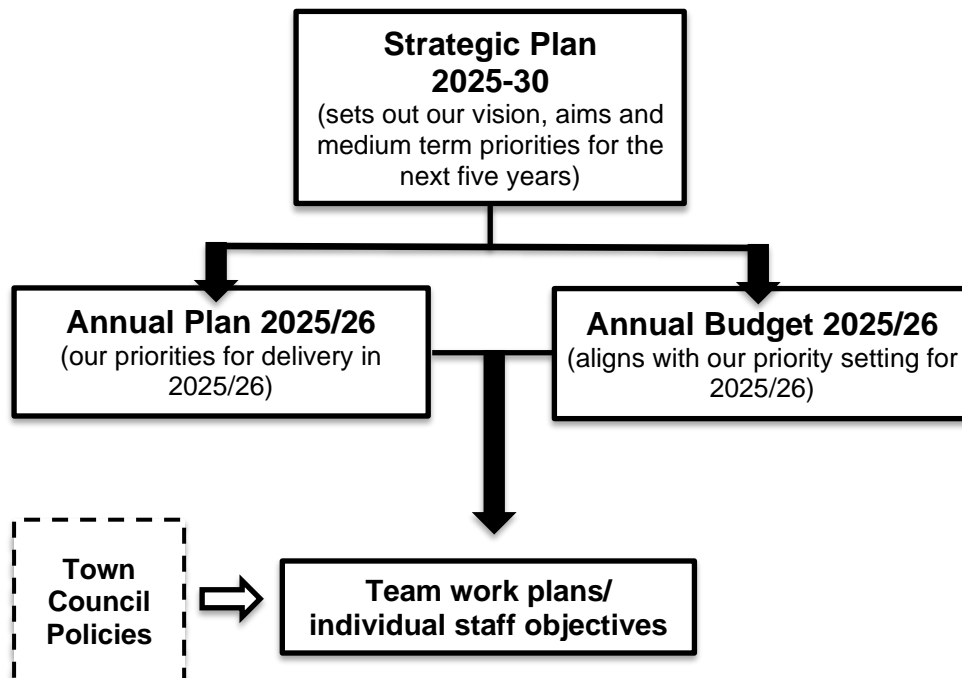
TO CONSIDER THE DRAFT CONTENT FOR THE STRATEGIC PLAN 2025-30

1.0 Summary

- 1.1 The Town Council is required to refresh its priorities on an annual basis as part of the budget setting process.
- 1.2 The Town Council's business planning consists of a strategic plan which sets out the priorities of the Town Council over the next five years and an annual plan which lists the priorities of the Town Council specifically for the forthcoming financial year (2025/26). We don't want these documents to sit in a drawer, they need to be realistic and reflect the work of the Council during that period.
- 1.3 This paper presents the draft content for the Strategic Plan which has been informed by a recent Organisational Review, and awareness of key buildings or grounds that need improvement or upgrading.

2.0 Background

- 2.1 The Strategic Plan for 2025-30 sets out the vision, aims and medium-term priorities of the Town Council over the next five years and, forms the overarching strategy of the Town Council.



- 2.2 The Town Clerk has carried out an Organisational Review and presented a detailed report to members in order to explain and improve understanding of current priorities, staffing levels and the latest position and valuations of the Town Council's assets. This was followed by an informal meeting on 11 November 2024.

This has informed many of the conversations leading to the priorities and budget for 2025/26.

- 2.3 The Town Council also ran a Residents' Survey in November. The deadline for residents to feed back to us through the survey falls around the date of this Full Council meeting. Initial findings will be reported to members at Full Council, before a full analysis is presented later in December. The comments and feedback within the survey have and will be incredibly useful, to ensure we remain on track with what our residents want to see from their Town Council and the town's facilities.

3.0 Next steps

- 3.1 Once members have considered the draft content for the refreshed Strategic Plan at Full Council, the draft business planning documents will be placed on the Town Council website and residents will be invited to provide feedback on these documents. This consultation process will run until midnight on Wednesday 8 January 2025.
- 3.2 The feedback received will form part of the report back to Full Council on 13 January 2025.
- 3.3 In the meantime the Marketing & Community Engagement Officer will be refreshing the look of the Strategic Plan and Annual Plan, ready for presentation to Full Council in January.

4.0 Recommendation

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

Contact Officer: Holly Goring

Appendices: Appendix A: Draft content for Strategic Plan 2025-30

Our Strategic Priorities - Conservation

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

Environmental and regulatory services

By 2030, we will have:

- Maintained a good standard of grounds maintenance within the town to ensure Uckfield remains an attractive place to live;
- Maintained good quality floral displays within the town centre, to ensure Uckfield town centre remains an attractive place to live, work and visit;
- Purchased suitable machinery and equipment to improve arrangements for managing the cutting of the Town Council's open spaces in-house;
- Improved the facilities and surfacing at the Town Council's play areas with plans to upgrade at least two play areas (Victoria Pleasure Ground and West Park);
- Undertaken two-yearly full football pitch renovations for the Town Council's football pitches;
- Delivered short term plans to improve the Town Council's sport pitches, and identified medium and long term plan, with potential funding (cricket and football);
- Explore and agree a plan to deliver improvements to the Town's skate park;
- Designated areas of Town Council land, for the growth of wild flowers;
- Introduced a number of initiatives to increase the use of our open spaces, and encourage greater physical activity (distance markers, fun games and activities which encourage movement);
- Worked with our partner agencies to increase opportunities for residents of all ages to take part in activities which improve their health and wellbeing;
- Continued working with Sussex Local Nature Partnership as part of their Green Spaces Project to understand the ecological benefits of green spaces as well as the social and health/wellbeing benefits, in order to develop a longer term vision and set of objectives for these sites – particular focus will have been given to Hempstead Meadows Local Nature Reserve and Snatts Road Cemetery;
- Commissioned ecological appraisals and specific/specialised wildlife surveys to fully understand the species within our woodlands and nature reserves;
- Adopted an action plan for delivery against our carbon audit, in order to reduce our carbon emissions, and ensured a periodic review of the audit is undertaken;
- Introduced changes and new initiatives in line with the Town Council's Climate Change Policy and action plan to reduce the Town Council's carbon emissions through reviews of our contracts, buildings, energy sources and management of nature and waste disposal;
- Host events such as the Eco EXPO to better inform residents of the various alternative technologies and services available to do their bit to tackle climate change;
- Recorded and mapped the findings of frequent tree surveying programmes to ensure safety from ash dieback, and other diseases.
- Continued to deliver important tree planting schemes so that for every tree that has been removed, another tree has been planted. We will have also identified suitable

sites where additional trees can be planted on Town Council land to restock from felling or coppicing, or to create new community orchards;

- Liased with landowners adjacent to the River Uck to investigate the purchase of land from the end of the footpath in Knights Meadow to Hempstead Lane by the mill, rugby field and Buxted Park and create the first section of a River Walk;
- Led by example, to deliver a project with Brighter Uckfield and Uckfield Chamber of Commerce to encourage Uckfield's businesses and organisations to reduce their use of single-use plastic and undertake a review around recycling and re-use;
- Continued to provide burial authority services with responsibility for the maintenance of the Cemetery at Snatts Road and Holy Cross churchyard;
- Consecrated a new area of land within Snatts Road Cemetery, and explored the expansion or creation of new cemetery provision;
- Identified space for new allotment plots to meet demand from growth in population;
- Continued to work with East Sussex County Council to gradually review street lighting and replace with new columns and LED lighting where necessary;

Planning and development services

By 2030, we will have:

- Worked closely with the planning authority, Wealden District Council, to understand the latest legislative updates and guidance;
- Fed into Wealden District Council's Local Plan development process; responding to consultations and raising issues relating to Uckfield;
- Supported the development of a Neighbourhood Plan and finalised the plan for adoption and utilised alongside the Wealden Local Plan by developers;
- As a member of Uckfield Town Centre Regeneration Committee, we will have worked with our partners (*Wealden District Council and East Sussex County Council*) to explore options for regeneration within the centre of the town, and possibility of expanding the retail and business offer;
- Promoted the need for affordable and key-worker housing within Uckfield, to support those in housing need and first time buyers;
- Considered the infrastructure requirements for the town in terms of sport, leisure, recreation and community facilities through engagement with key stakeholders, local residents and businesses including future demand on Town Council services such as allotment and cemetery provision;
- Held developers to account to ensure the conditions of planning permissions are met, and adjacent boundaries and wildlife are sensitively looked after;
- Worked with Wealden District Council to ensure the Town Council is fully engaged in other regulatory matters such as licensing;
- Developed an annual process by which the Town Council reviews its assets and strategic asset management plan, which considers each of the Town Council's buildings to improve the efficiency and use of these properties;
- Delivered an annual programme of maintenance and decoration to all of the Town Council's built assets through schemes of major and minor works;
- Reviewed the condition of car parks adjacent to Town Council owned buildings and agreed a programme of repairs or resurfacing, with a particular focus given

to drainage and repair at Hempstead Recreation Ground, Ridgewood Village Hall car parks and the staff Civic Centre parking area;

- Worked with the Chamber of Commerce to engage with High Street landlords (commercial and residential) to promote and secure improvements to street frontages;
- Protected the green space between Uckfield town and surrounding villages;
- Worked towards the 30 by 30“ United Nations target to designate 30 percent of land and ocean areas as protected areas by 2030 to aid nature recovery.

Highways and Transport services

By 2030, we will have:

- Identified potential areas within the town which required improvements to pedestrian safety and worked with the relevant agencies to lobby for enhancements; including investigating the possibility of repairing the footpaths on Manor Park to remove the risk of trips and falls;
- Lobbied for improved bus services which support the community, enabling residents on the periphery of town to access the High Street and business park, and for residents in local villages to access Uckfield as their key service centre;
- Worked with our partner agencies to identify highway issues within the access corridors into the town centre and utilised S106 developer contributions or Community Infrastructure Levy to improve the infrastructure and address matters relating to traffic congestion, traffic calming and road safety;
- Worked with the relevant partner agencies to address the danger of speeding vehicles and the possibility of extending the 20mph town centre speed limit;
- Introduced speed reduction initiatives including community speedwatch and behaviour change campaigns, and explored the introduction of installing permanent speed indicator devices;
- Worked with partner agencies to identify and implement solutions for introducing controls within the town centre;
- Remain engaged in discussions to actively promote the electrification of the railway line, and the potential reopening of a line between Uckfield to Lewes railway line providing a direct route into Brighton;
- Worked with partner agencies and landowners to explore the possibility of improving footway links between Ridgewood Farm, the SANGs and the nature reserves, and explored the possibility of creating a riverside walk;
- Created up to date street maps of the town, which highlight our open spaces and footways including the alleyways and twittens;
- Continued to work with East Sussex County Council to gradually review street lighting and replace older lights with new columns and LED lighting where necessary;
- Worked with Uckfield Chamber of Commerce and local businesses to review festive lighting for the town centre in preparation for Christmas 2025 and beyond;

Our Strategic Priorities - Community

Cultural and related services

By 2030, we will have:

- Supported local community and voluntary organisations and sought to assist them with their positive work within the town;
- Worked alongside the local business community and community groups to deliver a free public event within the town – Weald on the Field;
- Assist and support the organisation of the annual Remembrance Parade and Services;
- Established a list of special and important dates or individuals within the town's history and commemorated these on heritage plaques;
- Investigated the viability of providing additional public convenience facilities within the town centre and seeking to obtain a changing spaces facility through applications for associated grant funding;
- Supported the town with the promotion of its tourism offer, through liaison with Uckfield Heritage and Wealden District Council's Economic Development team;
- Continued to maintain, improve and protect all of our natural areas to accommodate the demands of future growth of the town;
- Explored the creation of an outside performance space on Town Council-owned land, for use by the town as part of the annual events calendar;
- Supported the partnership work and continuation of the Uckfield Youth Club;
- Worked with partner agencies, to identify future options for providing more community space within the town to meet the needs of local community groups and organisations;
- Worked with partner agencies to understand more about our disadvantaged communities and explored ways to engage with these households;
- Lobbied for a banking presence, and supported the creation of a banking hub, to provide a face to face facility for local residents.

Luxfords and Civic Centre

By 2030, we will have:

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

Our Strategic Priorities – Continuous improvement

Process and procedures

By 2030, we will have:

- Improved communication with residents, businesses and visitors to the town through enhancements to the Town Council website and social media accounts;
- Improved the condition and display of existing noticeboards, and undertaken a review of their location to ensure they are clear and visible;
- Installed new parish and community noticeboards for residents living in new developments and areas of the town;
- Improved accessibility to committee meetings by installing an additional hearing loop in the Council Chamber;
- Increased promotion of the town's key facilities;
- Encouraged applications from local traders and organisations in the Town Council's procurement procedures for contractual work within the town;
- Provided training and briefings for the Town Councillors and staff, to support them in their learning and development;
- Undertaken a thorough review of our key policies in particular personnel and GDPR based policies to ensure they remain up to date with the latest guidance and best practice;
- Reduced our use of paper within the Town Council office, by reviewing our working practices and procedures with regard to file retention, purchase orders and invoicing and record management;
- Further reviewed our financial processes, and streamlined in line with Internal Auditor guidance
- Placed more focus on searching and applying for suitable grant funding to fund key projects for the benefit of local residents;
- Set up Councillor surgeries to enable residents to have more frequent face to face contact with their elected members;
- Engage with residents in a variety of means to understand their requirements and desires for the town, to better inform our annual business planning, neighbourhood planning and infrastructure planning.



DRAFT - Uckfield Town Council's Annual Priorities 2025/26

CONSERVATION

ROBUST APPROACH TO ARBORICULTURE

We will address the remainder of ash dieback, and continue to record and map the results of our rolling tree surveying programme to ensure the safety of the public. We will re-plant trees and restock areas of our woodlands, alongside new community orchards where trees have been removed and disease has had an impact.

PROTECTING OUR NATURAL HABITATS

We will commission ecological appraisals and wildlife monitoring of our ancient woodlands and local nature reserves, and seek to separate areas from the public to preserve the flora and fauna and protect key species.

EDUCATION AND CONSIDERATION OF CLIMATE CHANGE

We will host an Eco EXPO to promote alternative technologies to local residents, and continue to consider alternatives in our purchases and management of Town Council land, with a continued focus on conservation and tree planting.

UPGRADING OUR ASSETS

We will seek professional expertise to explore and deliver options for key buildings in the Town Council's portfolio – Osborn Hall/Signal Box. We will continue to improve the condition, safety and decoration of buildings we manage day to day – Civic Centre, Foresters Hall and Victoria Pavilion.

UPGRADING OUR SPORTS PITCHES

We will arrange for and fund:

- the replacement of the artificial cricket wicket;
- undertake full pitch renovations of our football pitches between May and July;
- the installation of maneuverable goal posts for the football pitches at New Barn and Harlands;
- welfare facilities at Harlands Recreation Ground.

In addition we will also apply for grant funding to undertake more substantial improvements to the grounds and facilities, and explore options for a future upgrade of the Skate Park.

COMMUNITY

COMMUNITY GRANTS

We will award up to £xx,xxx of community grant funding to local groups and charitable organisations for the period 2025/26.

UPGRADING PLAY AREA FACILITIES

We will see delivery of the upgrade to Victoria Play Area, and make mid-term upgrades to equipment at Hempstead Recreation Ground. Funding will also be put aside for future improvements to West Park.

PUBLIC EVENTS AND ANNIVERSARIES IN THE TOWN

We will organise and deliver one free public event – Weald on the Field, and support the organisation of the Remembrance Parade and Services.

FESTIVE LIGHTS

Work with the Uckfield Chamber of Commerce and local businesses to review the festive lighting for the town centre, in preparation for Christmas 2025.

CONTINUOUS IMPROVEMENT

PROFESSIONAL EXPERTISE

We will utilise the assistance of professional expertise to project manage major projects and review the Town Council's policies and procedures.

FORWARD PLANNING

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

	Proposed Income	Proposed Expenditure	Proposed Income	Proposed Expenditure
	2024/25	2024/25	2025/26	2025/26
General Purposes				
Revenue	242,180	888,248	268,727	910,778
New Initiatives etc.		123,945		90,090
Earmarked Reserve Projects		10,500		12,500
Sub Totals		1,022,693		1,013,368
Environment and Leisure				
Revenue	115,304	379,496	125,339	414,360
New Initiatives etc.		10,786		78,000
Earmarked Reserve Projects		43,000		56,000
Sub Totals		433,282		548,360
Luxfords Restaurant				
Revenue	230,600	258,957	248,600	280,537
Earmarked Reserve Projects		500		0
New Initiatives		0		0
Sub Totals		259,457		280,537
Gross Income/Expenditure	588,084	1,715,432	642,666	1,842,265
		1,127,348		1,199,599
Net Budget Requirement		1,127,348		1,199,599
Tax Base	5933.4		5933.4	
Band 'D' Council Tax		£190.00		£202.18

6.41% increase
12.18 increase

Proposed Income	Proposed Expenditure
2025/26	2025/26
268,727	930,523
	90,090
	12,500
	1,033,113
125,339	482,439
	78,000
	56,000
	616,439
248,600	309,100
	0
	0
	309,100
642,666	1,958,652
	1,315,986
	1,315,986
5933.4	
	£221.79

16.73%
31.79

Working Draft
GP Budget 2025/2026

Committee	Nominal Code	Cost Centre	2024/2025 Final Budget	2025/2026 Draft Budget	Additional Staffing Costs	2026-2027 Projected Budget	2027-2028 Projected Budget	2028-2029 Projected Budget	Notes
GP									
	5609	C/C Wood Pellets	10,000	10,000					
	5610	C/C Rates	35,500	37,250					
	5611	C/C Electricity	9,000	11,000					
	5612	C/C gas	4,500	4,500					
	5613	C/C water	2,800	3,000					
	5617	C/C Refuse collection	1,350	1,350					
	5620	C/C Regular Maintenance Contracts	18,000	16,000					
	5660	C/C Repairs & Renewals	25,000	25,000					
	5610 - 5676	Civic Centre	106,150	108,100	108,100				
	5744	The Source rates	1,000	2,250					
	5743	The Source	0	0					
	5743 - 5747	The Source	1,000	2,250	2,250				
	5760	F/H rates	3,100	2,800					
	5761	F/H electricity	2,500	2,800					
	5762	F/H gas	1,200	0					No gas supply at Foresters Hall now.
	5763	F/H water	250	325					
	5765	F/H regular maintenance	2,500	2,500					
	5766	F/H repairs	3,000	2,500					
	5760 - 5769	Foresters Hall	12,550	10,925	10,925				
	5720	Victoria Pavilion rates	4,500	4,500					
	5721	V/P electricity	5,000	7,000					
	5722	V/P gas	4,000	3,000					
	5723	V/P water	1,500	1,650					
	5725	V/P regular maintenance	3,500	3,500					
	5726	V/P repairs	3,500	3,500					
	5719 - 5729	Victoria Pavilion	22,000	23,150	23,150				
		Ridgewood Village Hall	0	0					
	5711	W/P Pavilion electricity	0	0					
	5713	W/P Pavilion water	0	0					
	5715	W/P Pavilion regular maintenance	0	0					
	5716	W/P Pavilion repairs	0	0					
	5709 - 5718	West Park Pavilion	0	0					
		TOTAL	0	0	0				
		Income							
	4610	Weald Hall	-35,000	-37,500					
	4615	Weald Hall - Commercial	-3,000	-4,000					
	4620	Council Chambers	-10,500	-10,700					
	4625	Council Chambers - Commercial	-2,800	-3,000					
	4630	Ashdown Room	-10,200	-10,500					
	4635	Ashdown Room - Commercial	-3,800	-4,000					
	4640	Green Room	-14,000	-14,500					
	4650	Oakleaf Room	-17,000	-17,000					
	4660	Mayors Parlour	-13,500	0					
	4670	Equipment hire	-1,400	-3,500					
	4671	Martlets Room	-6,500	-18,500					
	4675	TC Office	-7,200	-7,200					
		Nightingale Room	0	-5,000					
	4673	Community Toilet scheme	-1,130	-1,220					
	4610 - 4700	* Civic Centre	-126,030	-136,620	-136,620				
	4690	*Quickborn Suite	-9,000	-9,000	-9,000				
	4796	Hub Site	0	0					

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GP Budget 2025/2026

	4797	Hub site (Community Fridge recharge of services)	-300	-500					
	4798	Source re-charge of services	-2,000	-2,000					
		Source rent	-3,000	-3,000					
	4796 - 4798	* The Hub	-5,300	-5,500	-5,500				
	4760	F/H regular users	-15,000	-15,750					
	4761	F/H ocassional users	-100	-100					
	4762	F/H commercial	-1,500	-1,575					
	4760 - 4763	* Foresters Hall	-16,600	-17,425	-17,425				
	4719	V.P Sussex Support Service Rent	-10,500	-11,000					
	4720	Victoria Pavilion	-250	-1,000					
	4721	V/P repayment of electricity	-2,000	-3,000					
	4726	Victoria Garages (Cricket)	-200	-350					
	4723	V/P repayment of gas	-1,600	-1,750					
	4720 - 4723	* Victoria Pavilion	-14,550	-17,100	-17,100				
	4781	* Ridgewood Village Hall	-1,350	-1,350					
	4710	* West Park Pavilion	-6,600	-7,000					
	4677	* FiT Payments - Civic Centre	-5,000	-5,000					
		* RHI Payments - Civic Centre	-11,000	-11,000					
		TOTAL	-23,950	-24,350	-24,350				
		Net Expenditure							
		Planning and Development Services							
		Economic Development							
	5530/5532	Festive Lights							
	5530	Festive Lights	15,000	15,000					
	5532	Festive lights electricity	500	500					
		TOTAL	15,500	15,500	15,500				
		Income							
	4530	* Festive Lights	-2,000	-2,500					
		Net Expenditure	13,500	13,000	13,000				
		CENTRAL SERVICES							
		Corporate and Democratic Core							
		Corporate Management							
		Administration and Hospitality							
	5410	Admin - general	2,500	2,600					
	5412	Admin - telephones	5,250	5,500					
	5413	Admin - photocopier	2,500	2,750					
	5415	Postage	160	180					
	5416	Stationery	1,900	1,900					
	5410- 5417	* Administration	12,310	12,930	12,930				
	5435	* Hospitality	100	100					
	5455	Health and Safety	3,500	3,500					
	5425	* Recruitment	500	500					
	5425	* General	250	250					
		Accountant, Audit and Internal Audit Fees	0	0					
	5475	* Accountant Fees	5,100	5,100					
	5495	* External Audit Fees	2,250	2,250					
	5494	* Internal Audit Fees	2,500	2,250					
	5497	Professional Fees	11,000	11,000					
	5793	Subscriptions	4,600	5,750					
	5794	Training	6,000	6,000					
	5430	Office Equipment	11,000	15,000					
	5460	Insurances	43,500	49,000					
	5577	Newsletter	5,100	5,100					
	5490	Protective Clothing	300	300					
	7903. 2300	Loan Costs	39,800	38,750					
	5580 - 5590	Bank and Credit Charges	0	0					

Working Draft
GP Budget 2025/2026

	5581	Bank charges	960	1,250				
		TOTAL	136,460	146,100	146,100			
		Income						
	4403/4410	* Training/Administration	-400	-400				
	4579 - 4583	* Bank Interest		-10,000				
	4579	Special Int, Bearing Interest (Now Business Reserve)	-13,000	-10,000				
	4583	Interest Misc (Fixed rate bond)	-7,000	-14,072				
		TOTAL	-20,400	-34,472	-34,472			
		Net Expenditure						
		Democratic Representation and Management						
	5543	Members Allowances	16,987	16,987				5% increase x 12 Cllrs
	5544	Members Expenses	110	110				5% increase
	5465	Mayors Allowance	1,987	1,987				5% increase
	5470	Elections	0	0				
		TOTAL	19,084	19,084	19,084			
		Income	0					
		Net Expenditure						
		Grants and Partnerships						
	5480	Grants Section 142 - Wealden Citizens Advice SLA	19,000	19,000				
	5485	Grants - General Power of Competence	25,000	24,000				
	5487	Wealden Volunteering SLA	8,000	9,000				
		TOTAL	52,000	52,000	52,000			
		Income	0					
		Net Expenditure						
		Other Buildings and Services to the Public						
	5730-5732	Cemetery Buildings East & West	0	0				
	5730	Cemetary Buildings rates	950	950				
	5732	Cemetary Buildings repairs/contracts	750	750				
		Signal Box, Osborn Hall, Foresters Hall Chapel	0	0				
	5735	Signal Box Repairs/contracts	2,500	2,500				
		* Osborn Hall	0	0				
	5750	All buildings cleaning materials	2,500	2,750				
	5770	* Foresters Hall Chapel	0	0				
	5772-5774	2a Vernon Road	1,000	1,000				
	5790	Bridge Cottage	0	0				
		TOTAL	7,700	7,950	7,950			
		Income						
	4730	* Cemetery Building East	-5,500	-6,000				Opportunity to review rental value when re-letting
	4775-4776	* Signal Box + Insurance recharge	-6,000	-3,000				
		Signal Box, Osborn Hall, Foresters Hall Chapel						
	4780	* Osborn Hall	-1,050	-1,050				TBC - awaiting insurance premium breakdown
		* Foresters Hall Chapel	-1,150	-1,150				
	4771	* 2a Vernon Road	-7,800	-9,060				
	4783	* Bridge Cottage + Insurance recharge	-2,850	-4,000				TBC - awaiting insurance premium breakdown
		TOTAL	-24,350	-24,260	-24,260			
		Net Expenditure	-16,650	-16,310	-16,310			
		SALARIES						
	5680 - 5682, 5795	Caretakers/Other Buildings						
	5680	Caretakers - salaries	106,403	96,759	96,759			Updated
	5686	Casual Caretakers	1,500	10,000	10,000			
	5681	Caretakers - National Insurance	6,648	6,658	6,658			
		Caretakers - Pension	21,387	19,448	19,448			

Working Draft
GP Budget 2025/2026

	5540 - 5542	Administration	0	0					
	5540	Office staff - salaries	280,594	285,936	300,551				24/25 Included Finance Assist. Havent included this yet
	5541	Office staff - National Insurance	30,563	36,515	38,708				Updated
	5542	Office staff - pension	56,400	57,473	60,411				
		TOTAL	503,494	512,789	532,534				
		Total Revenue Expenditure	888,248	910,778	930,523				
		Total Income	-242,180	-268,727	-268,727				
			646,068	642,051	661,796				
		Saving for Long Term Earmarked Projects							
		Elections	1,500	1,500					Saving for future elections
		W Hall Floor	0	0					
		Civic Centre communal carpet - 10 year project	500	500					Saving
		5 yearly EICR's for all outlets	2,500	2,500					Saving
		Future reconfiguration or renovations to existing buildings	0	0					
		Civic centre lift upgrade	5,000	2,000					Saving
		Climate change carbon emissions reduction projects e.g. solar panels	0	0					
		Air Con units for Civic Centre in preparation for warmer months	0	0					
		Improve internal decoration of Victoria Pavilion	0	0					
		Insurance Reinstatement Valuation	0	5,000					
		Security upgrade Civic Centre	1,000	1,000					
			10,500	12,500	12,500				
		Total New Initiatives 2024/25							
		Building Maintenance	93,605	55,000					Detail of which to be agreed. Further fire safety works, 2A Vernon Rd, VPav and CC.
		Upgrade of Mayoral chain	0	750					
		Professional expertise for major projects and policy reviews	0	30,000					
		New parish noticeboards for new developments	0	2,000					
		New tables and table trolleys for Weald Hall, Ashdown Rm and Green Rm	10,000	0					
		Server upgrade and small office computer upgrade	4,500	0					
		WPA NHS Top-Up	2,340	2,340					To be moved into the revenue budget
		Signal Box	10,000	0					Additional funds for Signal Box refurbishment may be required.
		Market Asset Valuation	3,500	0					
			123,945	90,090	90,090				
			1,022,693	1,013,368	1,033,113				

Total	2024/25	2025/26	2025/26
Total Revenue Expenditure	888,248	910,778	930,523
Total Long Term Earmarked Reserve Projects	10,500	12,500	12,500
Total New Initiatives	123,945	90,090	90,090
Total Budget Expenditure	1,022,693	1,013,368	1,033,113
Total Income	-242,180	-268,727	-268,727
Net Expenditure	780,513	744,641	764,386

Working Draft
Environment and Leisure Budget 2025/2026

Committee	Nominal Code	Cost Centre	2024/2025 Final Budget	2025/2026 Budget		2026/2027 Projected Budget	2027/2028 Projected Budget	2028/2029 Projected Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES							
		Cultural and Related Services							
		Recreation and Sport - Leisure and Recreation Grounds							
E & L	5120	Playing Fields and Pitches	19,000	17,500					
E & L	5122	Playing Fields and Pitches - Electricity	2,350	2,500					
E & L	5176	Play Equipment Repairs/Maintenance	4,000	8,000					
E & L	5203	Grounds Maintenance - Contract	0	0					
E & L	5204	Grounds Maintenance - General	5,000	7,500					
E & L	5201	General Equipment Repairs and Hire	7,000	7,000					Need to allow for equipment and machinery to be regularly serviced now its being used more.
E & L	5202	New Equipment	5,000	6,500					
	5205	Hire of Equipment	0	0					Delete this row please.
E & L		Vehicle Running Costs							
E & L	5269	* Transit	2,000	0					
E & L	5279	* Movano	2,000	1,500					
E & L	5275	*Tractor	2,000	2,150					
E & L	5271	Ford Ranger	2,000	0					This will be replaced by the new Toyota Hilux Ranger vehicle in Spring 2025.
		Vehicle running costs (x3 new vehicles - possible tyres, fuel for Ranger etc)	0	2,500					
		Vehicle PCP Arrangements	0	7,500					Remaining funds needed for 2025-26 after use of earmarked reserves for 3 x vehicles.
	5283	Rainwater Harvester Maintenance	1,200	2,400					Two tank cleans/services per annum.
		Grass Cutting Mower maintenance	1,500	1,500					
		TOTAL	53,050	66,550	66,550				
		Income							
E & L	4110	* Sport Income	-16,000	-20,000					
E & L	4120	* Event Income	-6,500	-7,250					
		TOTAL	-22,500	-27,250	-27,250				
		Net Expenditure	30,550	39,300	39,300				
		Public Open Spaces, Planting and Allotments							
E & L	5100	Allotments	3,500	3,500					
E & L	5231	Hempstead Meadows and West Park LNRs + sites of conservation interest	3,000	4,000					
E & L	5295	Litter Bins	1,000	1,000					
	5296	Litter Collection, Open Spaces	12,000	11,000					Would like to review whole waste contract for Uckfield TC including Civic Centre and Cemetery.
E&L	5375	Repair & replacement of street furniture	1,500	2,500					
E & L	5330	Corporate Signage	1,000	1,000					
E & L	5058	Protective Clothing	1,000	2,000					
E & L	5280	Fencing	1,000	3,000					
E & L	5299	Horticulture - Bedding	300	300					
E & L	5285	Tree Surveying and general works	12,000	11,000					This covers the cost of the tree surgeon retainer and surveying. Substantial works to be funded from specific new initiative funding and earmarked reserves.
E & L	5377	Cleaning Materials GROUND S	0	0					Delete this row please.
	5033	HMLNR & WPLNR	500	500					
		TOTAL	36,800	39,800	39,800				
		Income							
E & L	4100	* Allotments	-11,000	-11,500					Based on 2023-24 income levels and anticipated slight increase.
	4101	*Allotment Deposits	-1,000	-2,000					
	4275	* Environment Sundry Income	-200	-200					
E & L	4123	West Park Culvert Maintenance Agreement with WDC	-400	-500					
		TOTAL	-12,600	-14,200	-14,200				
		Net Expenditure	24,200	25,600	25,600				
		Culture and Heritage							
E & L	5394	Twinning Hospitality	0	0					Utilise funding from reserves if required.
E & L	5300	Civic Centre Events	15,000	15,000					
	5301	Performing Rights Society	2,000	2,000					These costs have gone up as a result of our venue being used for more events.
	5302	Event Advertising /Marketing	3,000	3,000					
	5078	Weald on the Field and Revival	10,000	11,000					The event costs in region of £10k to arrange. We can source income of around £5k, so £5k required from TC
		TOTAL	30,000	31,000	31,000				
E & L	4050	Civic Centre Events	-25,000	-25,000	-25,000				
	4387	Weald on the Field	-5,000	-5,500	-5,500				
		Net Expenditure	0	500	500				

Working Draft
Environment and Leisure Budget 2025/2026

[illegible]

Working Draft
Environment and Leisure Budget 2025/2026

[illegible]

Working Draft
Environment and Leisure Budget 2025/2026

Total Long Term Earmarked Reserve Projects	43,000	56,000	56,000
Total New Initiatives	10,786	78,000	78,000
Total Budget Expenditure	433,282	548,360	616,439
Total Income	-115,304	-125,339	-125,339
Net Expenditure	317,978	423,021	491,100

Committee	Nominal Code	Cost Centre	2024-25 Final Budget	2025-26 Draft Budget	Additional Staffing Costs	2026-27 Projected Budget	2027-28 Projected Budget	2028-29 Projected Budget	Notes
Luxfords	Expenditure								
	5810	Food Purchases	52,000	58,000					
	5820/5825	Bar Purchases	11,000	11,000					
	5840	Consumables	2,000	2,200					
	5842	Cleaning	1,000	1,000					
	5845	Maintenance & Repairs	2,000	2,000					
	5850	Equipment	1,500	2,000					
	5855	Equipment Hire	900	1,200					
	5890	Uniform	150	250					
	5980	CC Charges	3,000	1,750					
	5861/5864	Utilities	21,000	22,200					
	5866	Waste Collection	1,800	2,000					
	5867	Professional Fees	850	1,200					
	5940/5945	Salaries	161,757	175,737	204,300				Includes 12k Casual
			258,957	280,537	309,100				
	Income								
	4810	Food Sales	158,000	168,000					
	4820	Bar Sales	10,500	12,500					
	4910	Function Food Sales	35,000	37,500					
	4920	Function Bar Sales	24,000	27,500					
	4940	Equipment Hire	1,600	1,600					
	4840	Luxfords Hire	1,000	1,000					
	4950	Sundry Income	500	500					
			230,600	248,600	248,600				
			28,357	31,937	60,500				



UCKFIELD TOWN COUNCIL

DRAFT

Property Asset Management Plan

2025- 29

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1.0 Purpose of the Asset Management Plan

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

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

2.0 Function of the Asset Management Plan

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

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

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

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

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

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

3.0 The Town Council's Asset Portfolio

The Portfolio comprises 66 land and property assets. These assets comprise buildings, land, recreation grounds and playing fields, woodland, cemeteries, allotments, playgrounds and a signal box. In addition, the Town Council holds a number of wayleaves, licences and leases and street furniture.

Asset Type	Number of Assets
Allotment	7
Building	13
Cemetery	2
Land	17
Nature Reserve	3
Path	1
Playground	8
Pond	2
Recreation Ground	7
Woodland	6
Total	66

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

A full market valuation of the Town Council's assets was undertaken (dated 31 March 2024) (in terms of market valuation). This exercise is typically undertaken every five years and will next be carried out in April 2029. The values given are made for capital accounting purposes in accordance with the Royal Institution of Chartered Surveyors Valuation Standards and with the International Public Sector Accounting Standards.

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

Operational (specialised) –purpose built properties used by the Town Council

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

Non-Operational – usually held for investment purposes

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

Please note that the most recent market valuation continued to classify Bridge Cottage as a heritage asset. This changed in the March 2019 asset valuation, as at that time, it was categorised as a non-operational asset held for investment purposes.

Properties were valued on one of the following:

- **Cost** – the amount of cash or cash equivalents paid to acquire, construct or renovate the property (for Heritage assets only).
- **Depreciated Replacement Cost (DRC)** which is defined by the RICS as:
‘the current cost of replacing an asset with its modern equivalent asset less deductions for physical deterioration and all relevant forms of obsolescence and optimisation.’
- **Fair Value** which is defined by the RICS as:
‘the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date’
- **Market Value** which is defined by the RICS as:
“the estimated amount for which an asset or liability should exchange on the valuation date between a willing buyer and a willing seller in an arm’s length transaction after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.”

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

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

In March 2024, the asset portfolio was valued at £5,314,050 with an annual rental income of approx. £46-£48k dependent on vacant properties being occupied and commercial rents obtained (*which includes all income from lease/licence agreement rental payments and wayleaves only at December 2024*) and an annual maintenance budget which has recently been in the region of £70-80K per annum

Since then, with the impact of the pandemic and changes in the usage of buildings and/or underuse, we have been reviewing the most prudent way forward. 2023 and 2024 saw the Town Council undertake more substantial works around compliance. We are currently reviewing the condition of vacant properties or properties soon to be vacant, and seeing where we can increase income from underutilised facilities.

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

In 2014, a Building Maintenance Programme was commissioned which is now moving into its eleventh year. The plan originally set out a ten year programme of works needed on the building assets where the Town Council based on a stock condition survey. It was acknowledged that a lot of the works were external, and further substantial works were required to ensure the buildings were safe, compliant, user friendly and efficient. A new stock condition survey was carried out in 2019, which identified future works to be carried out over the next five years. It is recommended that this be planned for 2025 to review the

external structure and maintenance of the buildings. The Town Council has upgraded the plumbing and heating systems in Foresters Hall, Foresters Chapel and Victoria Pavilion during 2024.

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

Up to date rebuild valuations were undertaken of all Town Council buildings in 2019, 2020 and 2023 to inform the Town Council's building insurance policy. It is recommended that a review be undertaken in either 2025 or 2026.

4.0 Asset Management Strategy 2025-29

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

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

5.0 Asset Management Strategy Delivery 2025-29

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

- ☐ Review and confirm the Maintenance Strategy for the next 5 years;
- ☐ Deliver any remaining actions from fire risk assessments and EICR inspections;
- ☐ Commence the review of the leases, licences and land titles;
- ☐ Deliver initiatives outlined within the Town Council's Strategic and Annual Plans:
 - finalise the upgrading of our facilities to ensure compliance (fire safety and electricity) in the Civic Centre, Foresters Hall, and Victoria Pavilion);
 - refurbish the Signal Box and bring up to standard to be able to re-let;
 - improve the Cemetery Chapels to prepare for re-let;
 - consider the future of Osborn Hall, and explore options for a new community facility
- ☐ Aim to decarbonise our buildings and landholdings, and ensure we use them in an environmentally sustainable way
- ☐ Explore options for creating further recreational facilities;
- ☐ Manage consultants and contractors to deliver the asset management objectives;
- ☐ Report six monthly on the delivery of the asset management plan objectives.

6.0 Process for Adoption and Operation

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

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

7.0 Appendices:

Appendix 1: Consultation and protocols

Appendix 2: External Influences

Appendix 3: Asset Register

Appendix 1 - Consultation and Protocols

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

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

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

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

Appendix 2 – External Influences

Legislation

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

Best Practice

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

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

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

Property Market

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

Appendix 3 - Asset Register

Allotment

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

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

Building

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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS49	West Park Pavilion	<p>Pavilion building adjacent to West Park recreation ground. The building was transferred from the developer in 1987 with restrictive covenants in place. Previously reviewed for redevelopment.</p> <p>The Pavilion has now been leased to a local sports club on a full repairing lease. This commenced May 2023 and will run for five years.</p>	Building	Freehold	0.02ha
OS50	The Source	<p>The Hub was demolished in September 2023, due to concerns regarding health and safety. The building was a post-war prefabricated building and had reached the end of its life.</p> <p>The northern side of building (the Source) was retained and has undergone improvements and seen its own services and intruder and fire alarm systems installed. This will enable the building to be leased until the future of the site is agreed and a new community facility or building is developed for the benefit for the community. The current lease agreement will run for two years from April 2024.</p>	Building	Freehold	0.03ha
OS51	Civic Centre	Building housing Town Council Offices, meeting rooms, function rooms and restaurant. Opened in 1991 by the Mayor.	Building	Freehold	0.12ha
OS55	Bridge Cottage	Historic building purchased from ESCC in 1984. Leased to Uckfield and District Preservation Society (25 year full repairing lease from December 2015).	Building	Freehold, leased out	0.01ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS55a	Bridge Cottage - Shop Adjacent	Building adjacent to Bridge Cottage and associated land. Purchased in 2010. Forms part of above lease arrangements with Uckfield and District Preservation Society.	Building	Freehold, leased out	
OS56	Signal Box	Former Signal Box building, purchased from British Railways Board in 1993. The property is currently vacant and requires refurbishment before re-letting in 2025.	Building	Freehold, leased out	
OS57	Osborn Hall	Community hall leased out to Guide Association on a full repairing lease. (20 year term from Jan 2006) Exploring options for future of the hall.	Building	Freehold, leased out	0.02ha
OS63	Large storage unit - Victoria Pleasure Ground	Building used to store grounds equipment and vehicles. Completed in 2012.	Building	Freehold	
OS64	Double garage storage - Victoria Pleasure Ground	Set of double garages. One leased to Anderida Cricket Club and one is leased to Uckfield Performance Ensemble on full repairing leases. Currently due for renewal.	Building	Freehold, leased out	

Cemetery

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS34	Snatts Road Cemetery and Chapel	Cemetery (new section) purchased in 1942.	Cemetery	Freehold	1.33ha
OS35	Snatts Road Cemetery and Chapel	<p>Cemetery and Chapel</p> <p>(Consecration of chapel removed by Lord Bishop of Chichester in 1999). One chapel and part of second chapel leased to commercial tenant – due to be reviewed early 2025.). Part of second chapel utilised by Uckfield Town Council.</p>	Cemetery	Freehold	1.19ha

Land

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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS2	Hempstead Fields	Open land adjacent to recreation ground, transferred to Town Council by developer in 1991. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	1.69ha
OS6	Hunters Way	Open land with footpaths and tree planting, transferred to Town Council by developer in 1973. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.36ha
OS7	Linnet Green	Open land adjacent to road, acquired by Town Council in 1995. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time. This land is currently in dispute and Solicitors instructed, as the land was sold at auction on 6 December 2022, despite Uckfield Town Council having documentation to confirm transfer.	Land	Freehold	0.05ha
OS9	Land at Harlands Farm	Open land and woods, transferred to Town Council by developer in 1989. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time. This land is currently in dispute and Solicitors instructed, as the land was sold at auction on 6 December 2022, despite Uckfield Town Council having documentation to confirm transfer of maintenance to the Town Council by landowner Federated Homes in the mid-19990s.	Land	Freehold	0.30ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS10	New Barn Farm	Open land, transferred to Town Council by developer in 1990. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was agreed it was not appropriate at that time.	Land	Freehold	3.24ha
OS11	Oaklea Way	Open land adjacent to road, previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.11ha
OS18	Rocks Park Bank	Open land adjacent to road junction. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.07ha
OS19	Rocks Park Flats	Open land with footpaths and tree planting, transferred to Town Council by developer in 1990. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.28ha
OS21	Land at Selby Road (Selby Meadows)	Open land under 10 year licence from December 2020 for community use with New Town Action Group. Also registered as an Asset of Community Value by Uckfield Town Council.	Land	Freehold, licenced out	0.13ha
OS22	Shepherds Gate	Open land, transferred to Town Council by developer in 1995. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.16ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS23	Swallow Court	Open land, transferred to Town Council by developer in 1995. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable. This land is currently in dispute and Solicitors instructed, as the land was sold at auction on 6 December 2022, despite Uckfield Town Council having documentation to confirm transfer of maintenance to the Town Council by landowner Federated Homes in the mid-1990s.	Land	Freehold	0.03ha
OS31	Bellbrook Open Space	Open land, transferred from developer in 1995 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. Considered unsuitable as currently a de facto Nature Reserve.	Land	Freehold	1.46ha
OS33	Browns Lane Rockery and Path	Open land, transferred from developer in 1991 with restrictive covenants. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.08ha
OS37	Elizabeth Gardens	Open land with footpath. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable.	Land	Freehold	0.14ha
OS52	Land and woods at Harlands Farm	Land and woods, transferred to Town Council by developer in 1989, adjacent to Harlands Farm. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	0.03ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
TBC	Land on the north side of Brown's Lane (known as the Dene)	Uckfield Town Council completed its purchase of this land on 2 October 2023. Land Registry title received summer 2024. The land is for recreational purpose, only.	Land	Freehold	TBC

Nature Reserve

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

Path

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

Play area

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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS44	Luxford Field Play Area	Playground with play equipment, transferred to Town Council from ESCC in 1983. Play area shape redesigned and full play area upgraded with accessibility in Sept 2020.	Playground	Freehold	0.13ha
OS46	Hempstead Play Area	Playground with play equipment, acquired by Town Council in 1932. New play equipment installed in August 2013.	Playground	Freehold	0.02ha
OS47	Victoria Play Area	Play area, part of Victoria Pleasure Ground, leased from Richard James Streatfield in 1897 for 999 years. New surfacing added in 2017. Due to be upgraded in 2025.	Playground	Leasehold	0.09ha

Pond

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

Recreation Ground

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

Woodland

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

Meeting of the Full Council

Monday 2 December 2024

Agenda Item No. 18.0

TO CONSIDER A RESPONSE TO THE UK GOVT CONSULTATION ON REMOTE ATTENDANCE AT MEETINGS AND PROXY VOTING AT MEETINGS

1.0 Summary

- 1.1 The Ministry of Housing, Communities and Local Government have issued a consultation with local authorities to seek their views on introducing remote attendance and proxy voting in local authority meetings in England and Wales.
- 1.2 The deadline for responses is Thursday 19 December 2024.
- 1.3 As outlined in the introduction to the consultation, the attendance of elected members at local authority meetings is a core part of the democratic process at the local level and is integral to members carrying out their functions effectively. In addition to the value of members coming together to debate and discuss the issues which impact the lives of the people they represent; it is also important that local residents have the opportunity to engage directly with the people they have elected to take key decisions on their behalf.
- 1.4 At the same time, the government recognises that there are circumstances in which it may not always be possible for members to attend council meetings in person. It is with this in mind that the government intends to amend the law to introduce provisions for remote attendance at local authority meetings.
- 1.5 The intent is that this increased flexibility will strike the balance between the principle that significant in-person engagement remains vitally important, and a recognition that there will sometimes be a need to accommodate members' requirements to attend council meetings remotely. We hope it will encourage a wider diversity of people willing and able to stand and actively participate in local democracy by creating improved conditions where meetings are accessible and inclusive.
- 1.6 In addition, they are seeking views on the possible introduction of proxy voting for those occasions when an elected member, due to personal circumstances, may be unable to attend even remotely, for example during maternity, paternity or adoption leave.
- 1.7 In line with the government's commitment to working with local government to establish partnerships built on mutual respect, genuine collaboration, and meaningful engagement, this short consultation aims to seek our views on the detail and practical implications of this proposition to inform our ongoing policy development.
- 1.8 The questions are attached in appendix A for consideration by members and the consultation can be accessed online at [Enabling remote attendance and proxy voting at local authority meetings - Ministry of Housing, Communities and Local Government - Citizen Space](#)

2.0 Recommendation

- 2.1 Members are asked to consider whether to respond as an organisation, or whether members need to respond individually by the deadline of 19 December 2024.

Contact Officer: Holly Goring

Question 2

Do you agree with the broad principle of granting local authorities powers to allow remote attendance at formal meetings?

Yes/No

If you answered No to the above question please go directly to question 4.

Question 3

If you answered Yes to the above question, do you think that there should be specific limitations on remote attendance?

Please tick all the options below that correspond with your view and use the free text box for any other comments.

- a) Any formal meeting allowing remote attendance should have at least two thirds of members in physical attendance.
- b) Members should only be able to attend council meetings remotely in exceptional circumstances, such as those who are medically or physically unable to attend, or for reasons of local or national emergencies.
- c) There should be no limitations placed upon councils with regard to setting arrangements for remote attendance of council meetings, up to and including full remote attendance.
- d) [Free text box]

Question 4

If you are an elected member can you anticipate that you personally may seek to attend some of your council meetings remotely?

- yes
- no
- I am not an elected member

Question 4b

If you answered Yes, could you indicate below which of the following options best describes your likely pattern of attending meetings remotely

- very occasionally
- from time to time
- regularly but not always
- all the time

Question 5

If you are responding to this consultation on behalf of a council as a whole, what proportion of the council's current elected members are likely to seek to attend council meetings remotely over the course of a year?

- less than 10%
- more than 10% but less than 50%
- more than 50% but less than 90%
- most of them 90% to 100%

Question 6

The government recognises that there may be cases in which it is necessary for councils to hold meetings fully remotely. Do you think there should be limitations placed on the number of fully remote meetings councils should be able to hold?

a) Councils should be able to allow full remote attendance at up to half of council meetings within a twelve-month calendar period.

b) Councils should only have the flexibility to change a meeting from in-person to online, or vice versa, due to unforeseen and exceptional circumstances.

c) Councils should not have the flexibility to conduct fully remote meetings to ensure there is always an in-person presence.

d) [Free text box]

Question 7

Do you think there are there any necessary procedural measures that would help to ensure a remote or hybrid attendance policy is workable and efficient?

Please tick all the options that correspond with your view and use the free text box for any other comments.

a) Councils should be required to publish a list of attendees joining the meeting remotely and give notice if a meeting is being held with full remote attendance.

b) Councils should be required to ensure that standard constitutional arrangements are followed for hybrid and fully remote meetings.

c) Councils should be required to make arrangements to ensure restricted items (where a council decision is taken in private to protect confidentiality) are managed appropriately and to require remotely attending members to join from a private location.

d) Other [Free text box]

Question 8

Do you think legislative change to allow councillors to attend local authority meetings remotely should or should not be considered for the following reasons?

Tick all the statements below that apply to your point of view.

Should be considered because

It is a positive modernising measure.

It would likely increase the diversity of people willing and able to stand for election in their local area, making councils more representative of the communities they serve.

Councils would be more resilient in the event of local or national emergencies which prevent in-person attendance.

Should not be considered because

Councillors should be physically present at all formal meetings.

It could lead to a significant number of councillors habitually attending remotely and ultimately reduce the effectiveness of councils.

It would be more difficult for councillors to build personal working relationships with colleagues, and engage with members of the public in attendance at meetings.

Question 9

In your view, would allowing councillors to attend formal local authority meetings remotely according to their needs particularly benefit or disadvantage individuals with protected characteristics, for example those with disabilities or caring responsibilities?

Please tick an option below:

- it would benefit members
- it would disadvantage members
- neither

Please use the text box below to make any further comment on this question.

[Free text box]

Proxy voting

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

Question 10

In addition to provisions allowing for remote attendance, do you consider that it would be helpful to introduce proxy voting?

- yes
- no
- unsure

Question 11

If yes, for which of the following reasons which may prohibit a member's participation in council meetings do you consider it would be appropriate?

Please select all that apply:

- physical or medical conditions
- caring responsibilities
- parental leave or other responsibilities
- other [Free text box]

Question 12

Are there circumstances in which you feel proxy voting would not be appropriate?

[Free text box]

Question 13

If you think proxy voting is appropriate, are there any limitations you think should be placed upon it?

[Free text box]

Meeting of the Full Council

Monday 2 December 2024

Agenda Item 19.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

- 1.1 The report sets out the engagements of the Town Mayor and Deputy Mayor between 21 October and 2 December 2024.
- 1.2 Please note that Councillor K. Bedwell was elected as Mayor and Councillor S. Mayhew elected as Deputy Mayor on 20 May 2024.

TO NOTE THE MAYOR'S ENGAGEMENTS

- 19.10.24 Brief visit to celebrate 3rd Birthday of Uckfield Community Fridge. Luxford Field, Uckfield.
- 19.10.24 Attended 3rd Birthday of Lydfords Care Home, East Hoathly.
- 21.10.24 Lunch with Simmons Gainsford and Lord Mayor of the City of London. The National Gallery, London.
- 24.10.24 To present 40th Celebration Award. Scarecrow Bio Acoustic Systems Ltd. Civic Centre, Uckfield.
- 31.10.24 Guest at Millennium Players production of 'Alice in Wonderland'. Memorial Hall, Nutley.
- 06.11.24 Presentation 'A Taste of East Grinstead, Uckfield and Villages' with MP Mims Davies. House of Commons, Parliament, London.
- 07.11.24 Meeting with Uckfield Chamber of Commerce re business requirements as Uckfield continues to develop. Civic Centre, Uckfield.
- 10.11.24 Remembrance Sunday – Eugene Seghers Memorial Ceremony. Ridgewood, Uckfield.
- 10.11.24 Remembrance Sunday parade, service and took salute. Holy Cross Church, Uckfield.
- 11.11.24 Attended Armistice Day Service and firing of maroons. Holy Cross Church, Uckfield.
- 18.11.24 Guest – VIP Taster Menu Day. Lydfords Care Home, East Hoathly.
- 20.11.24 Presented prizes at Uckfield Lions 'Mini Roar'. Belmont Centre, Uckfield.
- 23.11.24 Attended East Sussex Prayer Breakfast. The Floral Hall, Winter Garden, Eastbourne.

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

- 19.10.24 Brief visit to celebrate 3rd Birthday of Uckfield Community Fridge. Luxford Field, Uckfield.
- 07.11.24 Meeting with Uckfield Chamber of Commerce re business requirements as Uckfield continues to develop. Civic Centre, Uckfield.
- 10.11.24 Remembrance Sunday – Eugene Seghers Memorial Ceremony. Ridgewood, Uckfield.
- 10.11.24 Remembrance Sunday parade, service and took salute. Holy Cross Church, Uckfield.