



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

on

**Monday 8 September 2025 at 7.00pm
in the 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 25 June 2025 be taken as read, confirmed as a correct record and signed by the Mayor.

5.2 Action list – for information only

5.3 Forward plan – for information only

6.0 COMMITTEE MINUTES

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

- | | |
|---------------------------------------|-----------------------------|
| (a) Plans Committees | 14 July, 4 & 26 August 2025 |
| (b) Environment and Leisure Committee | 7 July & 1 Sept 2025 |
| (c) General Purposes Committee | 21 July 2025 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES (none received).

- 8.0 TO RECEIVE REPORTS FROM WORKING GROUPS**
(i) Civic Centre Working Group
(ii) Events Working Group
(iii) Ageing Well Forum
- 9.0 TO RATIFY DOCUMENTATION FROM STANDING COMMITTEES:**
Environment & Leisure Committee
(i) Tree Policy;
Personnel Sub-Committee
(i) Time in Lieu Policy;
(ii) Training and Development Policy;
- 10.0 TO APPOINT A MEMBER TO FILL THE VACANT SEAT ON PLANS COMMITTEE**
- 11.0 TO APPOINT A MEMBER TO THE OUTSIDE BODY – NEIGHBOURHOOD PLAN STEERING GROUP**
- 12.0 TO CONSIDER A MOTION FROM COUNCILLOR MACVE**
- 13.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES (Q1 2025)**
- 14.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR Q1 OF 2025/26**
- 15.0 TO CONFIRM THE TOWN COUNCIL'S CONTRIBUTION TO DELIVERY OF A FUTURE 3G PITCH AT VICTORIA PLEASURE GROUND**
- 16.0 TO CONFIRM THE APPOINTMENT OF AN INTERNAL AUDITOR FOR THE 2025/26 FINANCIAL YEAR**
- 17.0 TO CONSIDER THE PLACEMENT OF A STORAGE CONTAINER AND TEMPORARY TOILET FACILITY AT HARLANDS PLAYING FIELDS**
- 18.0 TO UNDERSTAND THE TOWN COUNCIL'S VIEW ON THE WOODEN SCULPTURES IN BELL WALK**
- 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
2 September 2025

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held
on Wednesday 25 June 2025 at 7.00pm
in the Council Chamber, Civic Centre, Uckfield

PRESENT: Cllr. S. Mayhew (Deputy Mayor – Chair) Cllr. C. Macve
Cllr. D. Bennett Cllr. D. Manvell
Cllr. V. Frost Cllr. B. Reed
Cllr. J. Love Cllr. D. Ward
Cllr. M. McClafferty

IN ATTENDANCE:

Sarah D'Alessio Assistant Town Clerk & RFO
Holly Goring Town Clerk
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTEREST

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent. None received.

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

None received.

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

Councillor Manvell advised that he had attended a very productive meeting with the Uckfield Rugby Club, to understand their current needs and aspirations for future improvements to the clubhouse and wider site.

Councillor Manvell also referred to the current matter of the former Maidens Head, in the upper section of the High Street, Uckfield.

Councillor Reed, referred to recent meetings that she had attended which included the Conservators of Ashdown Forest Parish Liaison meeting, and a stakeholder group looking at the A22 corridor north of the Boship roundabout.

Councillor Reed referred to the Freight and Rail Strategy consultations and explained that there was reference to the dualling of the A22 in one of the draft documents, which she wasn't aware had been approved. It was likely to be a

typo, and the Town Clerk was investigating. Councillor Reed explained that the Copwood and Blackdown roundabouts were currently at capacity, but there were a number of biodiversity impacts that needed to be considered in any expansion of the existing road network.

She wished to thank the Town Council's Plans Committee on their hard work recently to not only prepare for an appeal for Bird in Eye Farm, but also consider the Owlsbury Farm planning application. Approximately 1300-1400 objections had been received. Councillors French and Reed had put in a combined response.

Councillor Reed also referred to current mowing/maintenance issues at Horsted Green. She had worked with local residents to get these matters raised with Wealden DC, and ensure the management plan was followed.

4.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors K. Bedwell, D. French, P. Selby, A. Smith and P. Ullmann.

5.0 MINUTES

- 5.1 To resolve that the minutes of the Annual Statutory meeting of the Council on 19 May 2025 be taken as read, confirmed as a correct record and signed by the Mayor.

FC.23.06.25 Subject to one typo on page 5, members **RESOLVED** that the minutes of the Annual Statutory meeting of the Council be taken as read, confirmed as a correct record and signed by the Deputy Mayor (Chair).

5.2 Action List

The Town Clerk asked members to review a couple of matters on the action list, to understand if they were still current. This included action list item FC114.05.19 (motion re: parking warden).

Members discussed the subject – the possible future changes with local government re-organisation, the responsibility to residents to understand the town's position, and whether Sussex Police would change their view on wardens. It was still considered a topical issue, and as a result and without the Councillor present who first put forward the motion (Cllr French), it was suggested by the Town Clerk that the item be placed onto the Forward Plan, but removed from the action list.

Members agreed to remove FC.63.10.24 and FC.64.10.24 from the action list before noting the remaining contents.

5.3 Forward plan

Members noted the forward plan.

6.0 COMMITTEE MINUTES

- 6.1 To note the acts and proceedings of the following committee meetings:-
(a) Plans Committee of the 2 June and 23 June 2025

FC.24.06.25 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 2 June and 23 June 2025.

- FC.25.06.25** (b) Environment & Leisure Committee of the 27 May 2025
It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 27 May 2025.
- (c) General Purposes Committee of the 9 June 2025
FC.26.06.25 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 9 June 2025.

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES
(none received)

8.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS

(i) Uckfield – Events Working Group

Members were asked for their support with two upcoming events – Weald on the Field, and marking the anniversary of VJ Day. Even if members could spare an hour on these dates it would be very much appreciated. Members noted the update.

9.0 TO RECEIVE, CONSIDER AND NOTE THE INTERNAL AUDIT REPORT FOR THE YEAR ENDING 31 MARCH 2025

Members were directed to the Annual Internal Audit Report 2024/25 which forms part of the Annual Governance and Accountability Return (AGAR), and the contents of the detailed Internal Audit Report from the Town Council's Internal Auditor.

Members thought it was a brilliant report which reflected admirably on the hard work of the Assistant Town Clerk & RFO, and wider team. After seeking clarification on a couple of the Internal Auditor's recommendations, members received, considered and noted the Annual Internal Audit Report 2024/25 within the AGAR.

10.0 TO RECEIVE, CONSIDER AND APPROVE SECTION 1 – THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31 MARCH 2025

Members reviewed the Annual Governance Statement for the period 2024/25 which formed part of the Annual Governance and Accountability Return (AGAR) on page four of six.

The Assistant Town Clerk referred members to the AGAR report, which had to be sent to the External Auditor to be authorised. Section 1 showed that we had put the necessary processes and controls in place to ensure good governance and finance.

- FC.27.06.25** Members reviewed the contents of Section 1 (Annual Governance Statement 2024/25) and **RESOLVED** to receive, consider and approve the Annual Governance Statement for 2024/25, and authorised for the Chair and the Town Clerk to sign and date this statement on behalf of the Town Council.

11.0 TO RECEIVE, CONSIDER AND APPROVE SECTION 2 – THE TOWN COUNCIL'S DRAFT ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AND FINANCIAL STATEMENTS FOR THE YEAR ENDING 31 MARCH 2025

Members reviewed a summary of the Town Council's accounting statements, as presented on page five of six, in the draft Annual Governance and Accountability

Return ending 31 March 2025, and a set of financial statements prepared by the Town Council's accountants at the end of March 2025.

The Assistant Town Clerk and Responsible Financial Officer presented the report(s) to members.

On behalf of all Town Councillors, the Deputy Mayor (Chair) wished to give a big thank you to the Assistant Town Clerk and RFO for their hard work on this.

FC.28.06.25 Members **RESOLVED** to receive, consider and approve the draft annual governance and accountability return, and financial statements for the year ending 31 March 2025, and authorised for the Deputy Mayor as Chair of the meeting to sign and date this return, on behalf of the Town Council.

12.0 TO RECEIVE AN UPDATE ON UCKFIELD HIGH STREET

The Town Clerk provided members with an update on the investigations of Wealden District Council's Building Control team, and external contractors. The Town Clerk also updated members on the review of traffic flow from recent monitoring at the Church Street/High Street junction. They were awaiting an update on the findings of the recent more detailed investigations and would keep members updated in due course.

Members were aware that the situation was incredibly complex.

One member asked whether traffic leaving Church Street could be given slightly longer time on the sequencing.

A second member asked whether the Uckfield Bonfire & Carnival procession would be impacted. It was advised that they had considered the safety of those within the procession, if the scaffolding and temporary traffic lights were still in situ.

Members also raised queries in relation to this heritage building, within the town's conservation area, the property owner and whether they were receiving support, as well as ensuring businesses adjacent were kept up to date.

Members thanked all involved for the helpful update.

13.0 TO CONSIDER A DRAFT RESPONSE TO THE EAST SUSSEX LOCAL GOVERNMENT REORGANISATION SURVEY

Members reviewed a draft copy of the response that the Town Clerk planned to send by the deadline on Monday 30 July.

Members discussed the future consideration of green and built assets within the district as part of the re-organisation.

One member advised of the alternative proposals for local government re-organisation in East and West Sussex, and potential geographical boundaries that could be considered, in contrast to the proposed alignment with the existing geographical boundary of East Sussex. The purpose of the Local government Reorganisation (LGR) was to encourage full consideration for public service reform, and provide opportunities for new ideas.

FC.29.06.25 Members **RESOLVED** that with the inclusion of any additional response from members by Monday 30 July, the Town Clerk could proceed with the submission of a response on behalf of Uckfield Town Council.

14.0 TO CONSIDER PROVIDING A RESPONSE TO THE DRAFT EAST SUSSEX RAIL STRATEGY 2025-30

After substantial discussion on whether the Town Council should respond, as a result of GBR coming (Great British Railway) and the working group having yet to meet, members **RESOLVED** to review the response of the Wealden Line Campaign and submit a response along similar lines before the deadline.

FC.30.06.25

15.0 TO RECEIVE AN UPDATE ON THE TENDER PROCESS FOR THE UPGRADE OF VICTORIA PLAY AREA, AND REPLACEMENT OF THE ZIP LINE AT HEMPSTEAD

The Town Clerk set out the schedule of work that had been undertaken since March to consult with the public, service users, the adjacent primary school, and work with members and play area companies to identify a suitable contractor to undertake the replacement of the zip-line at Hempstead Recreation Ground, and full upgrade of Victoria Play Area. A final decision would be taken by Environment & Leisure Committee on 7 July 2025 between the top two designs/companies.

Members noted the update provided.

16.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the report.

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

Six deeds of grant were received:

Mr Andy Boyes

Mrs Carol Ann Carn

Richard Brian Bradley

Ms Mary Freeman

Mrs Heidi Comber

Mr Elias Ridley

FC.31.06.25 It was **RESOLVED** for three councillors to sign the above deeds of grant.

18.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

19.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk advised that she was on annual leave from 3rd to 11th July inclusive, so any enquiries should be directed to the main office.

20.0 CHAIR'S ANNOUNCEMENTS

None.

The meeting closed at 8.51pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.105.02.17</u> <u>FC.95.01.20</u>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p> <p><u>18.0 To sign and seal the Town Council's byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to:</p> <p>(i) authorise the affixing of the common seal to the byelaws for both Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve and signing by two named councilors, and;</p> <p>(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>	HG	In progress.
<u>FC.55.10.21</u>	<p>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></p> <p><i>(i) have submitted an expression of interest to central government to draw down funding to the county of East Sussex, and:</i></p> <p><i>(ii) if ESCC have expressed an interest, that Uckfield Town Council lobby for such facilities to be introduced in Uckfield.”</i></p>	25.10.21	HG	UK Govt funding is not available, but officers will prepare necessary financial information to understand what's involved in creating a Changing Place Toilet. Members were asked to consider suitable locations.
<u>FC.63.10.23</u>	<p><u>13.0 To receive a response from East Sussex County Council to a previous motion submitted requesting the installation of a pedestrian crossing</u> Members RESOLVED to accept the proposed amendment to Councillor Bennett's original motion and set out to: “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</p>	30.10.23	HG	In progress.

UCKFIELD TOWN COUNCIL

	feedback from the feasibility study and associated speed surveys, should reflected in any future updates to the Sustrans report.”			
<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	This needs to be reviewed in 2026/27.
<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>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	This will be reviewed in 2026. Other priorities have taken precedence.
<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	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	This will be reviewed in 2026. Other priorities have taken precedence.

UCKFIELD TOWN COUNCIL

<u>Resolution No.</u>	<u>Details</u>	Date Raised	Action By	Date Complete
<u>FC.103.04.25</u>	<p><u>10.0 To consider legal advice on the village green status of Ridgewood Recreation Ground</u></p> <p>With 9 members voting in favour and one member abstaining, it was RESOLVED to agree to: (i) proceed with exploring the re-positioning of the village green status on Ridgewood Recreation Ground and preserve the correct areas of the open space for the future, and; (ii) to seek further information on the proposed changes to the Millennium Green (as a SANG) and consider this within the investigations.</p>	07.04.25	HG	To be progressed.

FULL COUNCIL FORWARD PLAN – 2025/26

STANDING ITEMS FOR FULL COUNCIL AGENDA	REPORT LEAD
Any written reports from District or County Councillors	District/County Councillors
Minutes from the last meeting	Town Clerk
Action List	Town Clerk
Forward Plan	Town Clerk
Reports from outside bodies	Councillor representatives for NPlan and Gatwick
Reports from working groups	Councillor reps
Signing and sealing of lease agreements	Town Clerk/E&F Mgr
Check for any review of service level agreements	Town Clerk
Check for any urgent consultation panel decisions	Town Clerk
Mayor and Deputy Mayor engagements	Administrative Officer
Cemetery deeds of grant (any prepared are usually left in the box for Full Council)	Senior Administrative Officer

FULL COUNCIL FORWARD PLAN – 2025/26

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
September 2025	Q1 Progress Update for 2025/26 Annual Priorities	Town Clerk
	Snapshot of Budget and Balance Sheet position at end of June 2025 (Q1)	Asst Town Clerk
	Appoint a further member to the Neighbourhood Plan Steering Group	Town Clerk
	Confirm the Town Council's contribution to the 3G Football Pitch	Town Clerk
	Confirm the appointment of an Internal Auditor for 2025/26	Asst Town Clerk/TC
	Storage container and temporary toilet facility at Harlands	E&F Manager
	Wooden sculptures on Bell Walk	Town Clerk
	Signing of lease agreements	Town Clerk
	Motion from Cllr Macve	Town Clerk
CONFIDENTIAL		

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
October 2025	To note the report of the External Auditor	Town Clerk
	Q2 Progress Update for 2025/26 Annual Priorities	Town Clerk
	Snapshot of Budget and Balance Sheet position at end of September 2025 (Q2)	Asst Town Clerk
	Six monthly review of Fixed Asset Register	Town Clerk
	To consider costs of establishing a Changing Places toilet	Town Clerk/E&F Mgr
	Calendar of meetings for 2026	Town Clerk
	Initial review of Service Level Agreements	Town Clerk/Asst TC
	Signing of lease agreements	Town Clerk
	To further consider the Greenway Proposals and rail track bed	Town Clerk
	Appoint further member to Plans Committee	Town Clerk
	Motion from Cllr McClafferty	Town Clerk
CONFIDENTIAL		

FULL COUNCIL FORWARD PLAN – 2025/26

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
December 2025	To consider draft content of Strategic Plan 2026-2031	Town Clerk
	To consider draft content of the Annual Plan 2026/27	Town Clerk
	To consider draft content of the Annual Budget 2026/27	Asst Town Clerk
	To consider draft content of the Asset Management Plan 2026-31	Town Clerk
	Calendar of meetings for 2026	Town Clerk
	Member Allowances	Town Clerk
CONFIDENTIAL		

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
January 2026	To adopt the Strategic Plan 2026-2031	Town Clerk
	To adopt the Annual Plan 2026/27	Town Clerk
	To adopt the Annual Budget 2026/27	Asst Town Clerk
	To adopt the Asset Management Plan 2026-31	Town Clerk
	Calendar of meetings for 2026	Town Clerk
	Member Allowances if not already completed.	Town Clerk
	Q3 Progress Update for 2025/26 Annual Priorities	Town Clerk
	Snapshot of Budget and Balance Sheet position at end of December 2025 (Q3)	Asst Town Clerk
CONFIDENTIAL		

To remain on the horizon, subject to changes through LGR and UK Government funding streams/initiatives:

Parking in Uckfield – consideration of a jointly funded traffic warden (only possible when accreditation given);

Affordable housing – keep a close watch on the levels of need for affordable homes in Uckfield

Meeting of the Full Council

Monday 8 September 2025

Agenda Item 8.0(i)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: CIVIC CENTRE WORKING GROUP

The working group has met on three occasions since it re-commenced mid-July 2025.

The terms of reference for the group have been agreed as:

‘To focus on the development of the marketing and day to day operations of the Civic Centre and all it has to offer in terms of room hire, the restaurant and the Civic Centre Events Programme.’

The working group will be engaged in future improvements to the Civic Centre’s branding and communications (i.e. tourist signage, signage at the front of the Civic Centre and marketing opportunities).

The working group will also research and identify suitable improvements to our facilities or services to improve our offer to our customers. This process can assist with informing our budget setting for 2026/27.

The group have been busy looking at marketing opportunities with:

- Uckfield Chamber of Commerce, as well as Hailsham and Crowborough commerces;
- wider business community and mailshots;
- updating the Celebration of Life artwork and flyers;
- sharing other methods of communication – advertising opportunities known by group members;
- utilising the space within the Civic Centre foyer and restaurant more effectively for advertising;

Event opportunities

- reaching a younger audience (Halloween activities, youth disco, inflatables, roller discos);
- comedy nights;
- band nights;

There are a number of actions from these meetings which have been tasked to both councillors and staff. The next meeting is due to take place on 25 September 2025.

Hospitality Manager

Meeting of the Full Council

Monday 8 September 2025

Agenda Item 8.0(ii)

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

With the summer events season nearly complete for this year, this report reflects on the year's events organised by the working group.

VE Day – 5 May 2025

On Bank Holiday Monday 5 May the Civic Centre hosted an event to mark the 80th anniversary of VE Day. Live performances were given by Uckfield Theatre Guild, Jimmy Lin, Rosie Ann Page and Uckfield Concert Brass. The Royal British Legion's poppy appeal were present, along with a number of stalls in the Ashdown Room displaying and selling antique artefacts, crafts and vintage clothing. This was supported with the opening of the Luxfords bar, the sale of tea and cake and face painting. The hall was beautifully decorated and veterans and members of the Uckfield branch of the Royal British Legion joined us in marking this important anniversary.

The only learning point from this event was using free tickets on Eventbrite to manage numbers. Some ticketholders did not show, which then meant we were uncertain if we could release seats to others. We also received a telling off by the public for not hosting a beacon lighting, despite struggling to resource this due to the serious personal commitments of staff and members.

Weald on the Field – 9 August 2025

Our busiest and best yet. The event was a great success. It received very positive feedback from the public and stallholders. We are very grateful to Food Rocks who we work closely with to organise the event, the stallholders, local business sponsors, suppliers and the public who joined us in a fantastic day to enjoy live music in the sunshine.

The working group are meeting on 8 September to debrief, but the main learning point is to review the layout of the field for 2026, to safely accommodate this greater number of stalls and public.

We raised £683.81 in donations towards next year's event.

VJ Day – 15 August 2025

The beacon lighting arranged to mark the anniversary of VJ Day (and end of WWII in Japan) was a smaller affair but an incredibly poignant moment of reflection for all those in attendance.

We were joined by members of the Uckfield branch of the Royal British Legion, and speeches and prayers were read by the Town Crier, Town Mayor, Father David Ashton, and Deputy Lieutenant Kathy Sambrook DL OBE after a performance from Rosie's Retro Rhythms. Those in attendance undertook a two-minute silence in the darkness before the Last Post was played and the beacon lit. The speeches were shared live on Facebook, along with the lighting of the beacon itself, to ensure those who couldn't make the occasion, could share the moment at home.

What was particularly moving, was those who attended whose relatives were in the Far East. The Town Mayor read a poem written by one of the relatives to remember their father who fought in Burma.

Next up, is the organisation of the Remembrance Parade and services in November 2025, but for now, the focus will be redirected to a very busy four months ahead at the Civic Centre with events on every weekend.

Town Clerk

Community Wellbeing Event

Free refreshments & cake,
interactive information stalls,
live music, games. Aimed at
supporting wellbeing and a
healthy lifestyle, for all.



It's all about you!

**Thursday 18th September 2025,
Drop in between 10:00 am–1:30 pm
Uckfield Civic Centre, TN22 1AL**

For more info call: 01825 760176 or
Email: victoriapavilion@gmail.com
www.civiccentreuckfield.com/events/community-wellbeing-event/



SUSSEX SUPPORT SERVICE

PROMOTING CHOICE, INDEPENDENCE & WELL-BEING



Ridgewood Village Hall

Working For The Community



ORGANISED BY UCKFIELD AGEING WELL FORUM

UCKFIELD TOWN COUNCIL



TREE POLICY

Policy Number 48		
Issue No.	Date completed	Details of amendments
01	24.11.08	EL61.11.08
02	24.11.14	EL48.11.14
03	31.10.19	
04	18.11.19	EL.34.11.19
05	08.02.21	Environment & Leisure Committee 8 th February 2021 Additions of sections 8.0 and 9.0
06	07.07.25	Environment & Leisure Committee 7 July 2025 Additions of sections 5.5 to 5.8

1.0 Introduction

- 1.1 Trees and woodlands have many landscape and wildlife benefits and even dead trees have a high wildlife value.
- 1.2. The Town Council owns significant areas of land within the Town and is responsible for the management of the trees and shrubs in those areas.
- 1.3 The Town Council appreciates the importance of encouraging the planting of native species, but accepts that in certain locations the planting of non-native and ornamental trees could be appropriate. However, wherever possible priority will be given to planting native trees on land owned or land which is donated to the Town Council.

2.0 Tree Preservation Orders

- 2.1. Wealden District Council has a duty, under the Town and Country Planning Act 1990, when dealing with development proposals, to retain trees and woodland to enhance their contribution to the landscape character of the District. This duty involves the administration of Tree Preservation Orders (TPO) and other forms of tree and hedge protection.
- 2.2. The District Council actively monitors sites and where a contravention of a TPO occurs formal enforcement action may be considered necessary. Anyone who cuts down, uproots, or wilfully destroys a tree or hedge or tops, lops or wilfully damages a tree or hedge in a way that is likely to destroy it is guilty of an offence. Anyone found guilty of this offence is liable upon conviction, to a fine of up to £20,000.
- 2.3. Many of Uckfield Town Council's trees are covered by Tree Preservation Orders and permission must be sought from the District Council before any works can take place.

3.0 Aims

- 3.1 The Council feels it is important that trees, whether protected by TPOs or not, are not felled or lopped unnecessarily on the basis of perceived threats and simple inconvenience.
- 3.2 Uckfield Town Council's policy regarding trees in its ownership is to retain trees and woodlands wherever possible.

4.0 Care of Trees

- 4.1 The Council does, however, have a duty of care to ensure that trees remain safe and will carry out appropriate works if a tree is dangerous.
- 4.2 The Council will carry out a survey of trees in its ownership over a cycle of five years.
- 4.3 Should residents adjacent to woodland feel that tree work is required, they should in the first instance write to the Town Council detailing the problem, e.g. overhanging branches etc. The Council will assess each request individually and respond accordingly, but at all times will have regard to this policy.

- 4.4 Should a resident wish to obtain a professional assessment of the trees from an experienced and qualified tree surgeon or Arboriculturist, the Council would consider such an assessment and may reassess the request.

5.0 Common Law

- 5.1 Under Common Law anyone can prune branches that overhang their boundary, only to the boundary, providing they return the debris to the tree's owner. However, unnecessary pruning can damage a healthy tree and reducing the height can be highly disfiguring and result in decay of structural parts of the tree.

- 5.2 Anyone wishing to exercise this Common Law right should ensure that all works comply with BS 3998: 2010 Tree work recommendations. A copy of which can be obtained from the British Standards Institution, 389, Chiswick High Road, London W4 4AL by Tel: 0208 996 7000 or downloaded from their website

<http://shop.bsigroup.com/ProductDetail/?pid=000000000030089960>

- 5.3 Before carrying out work to any trees, it is up to the individual to check whether or not any Tree Preservation Order or other statutory protection exists. This information can be obtained from Wealden District Council, Vicarage Lane, Hailsham. East Sussex, BN27 2AX. Tel: 01323 443322. Additional information about TPOs can be found at www.wealden.gov.uk

- 5.4 Anyone wishing to prune a tree, under this law, should advise the Council in writing prior to any work being undertaken.

- 5.5 Any requests in relation to trees owned by Uckfield Town Council that are not deemed a safety issue as recommended by external and internal professional tree inspectors – will be addressed on a case by case basis and those recommendations will be approved by the Countryside Ranger or Head Groundsman. Any tree works would need to be carried out to British Standards by an approved contractor, a list can be obtained from Uckfield Town Council.

- 5.6 In the case of a non-safety related request to carry out works to a tree owned by Uckfield Town Council and following a pre-approved recommendation, those costs will be fully incurred by the resident. This includes an admin charge of £75, where a variation on a TPO (tree protection order) is required and £50 where this is not required.

- 5.7 Approved tree works on Town Council land will be arranged through the resident making this request, although no works can begin without permission given in writing.

- 5.8 Any costs payable to the Town Council must be paid in advance of any approved tree works.

6.0 Tree Wardens

- 6.1 Tree Wardens are volunteers who are appointed by the Town Council who gather information about their local trees and get involved in local tree

matters. They report any concerns regarding dangerous or diseased trees and any unauthorised works on trees under Preservation Orders. Anyone interested in becoming a volunteer can contact the Town Council for further information. Periodic training can also be arranged for volunteers.

7.0 Tree for a Tree Scheme

- 7.1 Uckfield Town Council has initiated a scheme whereby if a tree is removed due to being dead, dying or decaying, a new tree will be sought and planted on a suitable location, whether it be in the same location, or a more appropriate location across the town, on Uckfield town Council Land.

8.0 Understanding of British arboriculture

- 8.1 Trees in Britain have come under a great deal of stress over the past decades, with numerous pests and diseases affecting many species and some with landscape changing implications.

8.2 Priority of native trees

Britain has a relatively small native tree palate due to the inundation of the channel preceding the succession of forests in post glacial Europe. Moreover, several native tree species are under intense disease pressure, including elm, ash, oak, juniper and alder further reducing options for re-stocking. Whilst it is accepted that re-stocking with exotic trees would be undesirable in Uckfield's woodlands more consideration could be given to non-natives in Uckfield's open spaces.

Britain has a highly suitable climate for the cultivation of conifers, walnuts, maples, and non-native variations of oaks and ash should all be considered. Trees should be selected for their suitability for the Wealden landscape, their resilience and their addition of structural, genetic and landscape diversity.

It should also be recognised that sweet chestnut, elm, sycamore, Scots pine, horse chestnut and many other trees which greatly improve our landscape are considered by some experts non-native to this region.

Priority should be given to native trees in nature reserves and woodlands and consideration given to suitable non-natives on open spaces such as our parks and common lands.

8.3 A more active surveying regimen.

The tree policy is reviewed every five years although trees are checked and monitored on a continual basis.

A tree may be infected and decline due to failure within a five-year cycle and may also develop a mechanical failure within this time frame and also may become dangerous to arborists.

Forestry England are advising Landowners that many climbers are refusing to climb ash trees in advanced stages of decline which has the potential to make removal operations difficult and costly.

Our Countryside Ranger has highlighted that a tiered system should be considered whereby high use areas are surveyed more routinely with less surveying in less used areas. Species that are presently under stress would be ash as a good example and should be monitored more closely.

9.0 Planting

- 9.1 Tree planting is a hot topic amongst arborists and conservationists at present. Government initiatives are welcomed but with reservation.
- 9.2 Any tree planting must factor in aftercare of planted trees for at least five years and mulching, watering, pruning must all be accounted for in planting plans. Tree planting failure rates are recorded as being higher than 50%.
- 9.3 Though the exact mechanism is not presently understood it has been observed that trees that have naturally regenerated are far more resilient than planted trees.
- 9.4 Summary of factors that will be taken in to consideration to include:
 - where suitable, natural regeneration of woodland should be allowed to occur;
 - factor in both time and budget for after care of planted trees as part of planting costs;
 - ensure good biosecurity and purchase stock from reputable sources with preference given to stock grown in the UK.

UCKFIELD TOWN COUNCIL



TIME OFF IN LIEU POLICY (TOIL)

Policy Number 68		
Issue No.	Date completed	Details of amendments
1	03.08.10	Draft - Personnel Sub-committee
2	20.06.16	Amendments to rules on accruing and taking TOIL
3.	09.06.25	GP - Review of policy
4.	28.07.25	Review by Personnel Sub-Committee at request of GP Committee
5.	08.09.25	Full Council ratification

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1.0. INTRODUCTION

This document does not form part of the contract of employment and may be changed from time to time in line with current best practice, statutory requirements, and to ensure that the Council's needs are met. Employees will be advised of any changes as far in advance as possible of the change being made, unless the change is required by statute.

Employees, on occasions, are required to work outside what are considered 'core' hours of work or beyond their contracted hours in order to meet the needs of the service. This may be due to evening meetings, weekend work, call outs or there may be an occasional unplanned yet urgent need to extend the working day. Without this goodwill and adaptability it would be impossible to provide a responsive service or cope with work demands.

However, the Council also recognises its duty to protect the health and safety of its staff by ensuring that they do not work excessive hours. One way that they can be recompensed is by taking Time Off in Lieu (TOIL) for any extra time that they do have to work. This policy sets out both a definition of the TOIL scheme and some guidelines for its implementation.

2.0. WHAT IS TOIL?

Time Off in Lieu is time off which you are allowed to take instead of claiming overtime pay, for hours worked beyond your normal working day, normally evenings and weekends. There is no provision for overtime to be paid under TOIL.

Overtime Pay is defined as the additional pay claimed as a result of additional hours worked to contracted hours, which is planned. Unless an employee has a contractual entitlement to overtime, or it has previously been authorised by the appropriate line manager, a claim for overtime will not be met.

Please remember all staff are entitled to at least a 20 minute break if they work for six hours or more.

In addition, if a staff member has an unexpected commitment in their personal life, time off can be agreed at short notice and made up at a later date, subject to approval by their line manager.

3.0. GENERAL PRINCIPLES

- Time off in lieu cannot be taken in advance of having been worked and cannot be taken without the advanced approval of your line manager.
- TOIL is an exceptional rather than a routine occurrence. It may relate to:
Exceeding Standard Work Hours: When an employee works beyond their contracted hours, they may opt to accumulate time in lieu instead of receiving overtime pay. For example, staying late to complete a project could translate into an extra day off in the future.
- **Partial-Day Absences:** If an employee extends their workday to cover for the time taken for personal appointments, they could be entitled to recuperate that time on another day.
- **Working on Weekends or Holidays:** In cases where employees work on weekends or public holidays, a day in lieu may be granted. Instead of immediate financial compensation, they receive an equivalent day off.

- **Special Events or Launches:** During periods of intense activity, such as product launches or events, staff members often put in additional hours. These efforts can be repaid with time in lieu to rest or tend to personal matters later.
- **Staffing Shortages:** Should there be a temporary shortage of staff, those who cover additional duties or shifts may accumulate time in lieu for use when staffing levels return to normal.
- It is to ensure that when staff attend meetings, functions or call outs that extend beyond normal working hours, this time can be taken back. It also allows staff to respond to crises in their personal lives.
- TOIL should not result in changes to normal working arrangements, for example every Friday afternoon becoming a 'TOIL' afternoon, or working through lunch times and leaving work early each day.
- The scheme must be utilised in the best interests of effective service provision. This requires co-operation between staff and managers to ensure adequate cover is provided as necessary.
- The success of the scheme is based on trust. Any member of staff who is found to have abused the TOIL scheme may have it withdrawn and be subject to disciplinary action up to and including dismissal.

4.0. RULES ON ACCRUING AND TAKING TOIL

- Staff must agree with their line manager in advance any time to be worked outside of normal working hours. If advance agreement is not practical for any reason, staff must contact their line manager as soon as possible after the event.
- Staff must obtain their line manager's approval before taking any TOIL, in the same way that annual leave is approved.
- Staff will be responsible for completing their own TOIL recording sheet. A period of 30 minutes is the minimum that can be claimed for any one period of time in lieu accrued and the reason for any additional hours should be clearly stated. Any period of time accrued after these 30 minutes should be recorded in blocks of fifteen minutes. Additional hours should be recorded on a Time off in Lieu Form (see appendix 1).
- This will be kept by the employee, signed and passed to the line manager for agreement at each credit/debit. The recording sheet should be readily available for line managers to see at any time.
- ~~N.B. Where additional TOIL hours are accrued during the last week of the month, staff have up to two weeks within the following month to take this time.~~
- ~~Staff can carry over a maximum of 10 hours of TOIL into the following month.~~
- TOIL hours must be taken by adjusting start and finish times within your core contracted hours.
- The accounting period will be each calendar month, and recommended that accrued time be taken within six months. Line managers will be expected to monitor lieu time accrued by their direct reports in 121 meetings, to ensure levels of lieu time are manageable and time is being taken;-
- Existing procedures will remain for all other authorised absences, such as annual leave, sickness, compassionate leave etc.
- On termination of employment, all TOIL must be at a zero balance. Employees will not be paid in lieu of accrued TOIL which has not been taken by the final date of employment. Any such accrued TOIL will be lost.

Commented [HG1]: On average senior staff may carry around 20 hours of lieu. Personnel Sub Committee after a detailed discussion felt based on the variety in the roles and busy periods in the year, placing a cap would not be possible. Managers need to monitor lieu time closely with their direct reports.

Commented [HG2]: In 2025, provided that employees take their accrued leave within 6 months, there is generally no statutory limit on how much time in lieu can be accrued. However, it is prudent to establish an internal policy to manage accruals, as excessive accumulation may lead to operational challenges.

- Time off must be equal to time actually worked..
- Part-time employees who may be attending meetings or training, as agreed by their line manager, on days/hours not usually worked may use the TOIL form to record additional hours worked. Any additional time worked or taken back should also be recorded on the TOIL Record Form and on a timesheet.

Date of policy: ~~July 2025~~September 2025

Approving committee: Full Council

Date of meeting: To be ratified by Full Council on 8 September 2025

Policy version reference: v3

Supersedes: TOIL Policy (revised 2016)

Policy effective from: September 2025

Date for next review: September 2026

Appendix 1
UCKFIELD TOWN COUNCIL
Time off in Lieu (TOIL) Record

Name.....

Month.....

Job Title.....

Date	No. of additional hours worked or to be worked and approved	Total	Reason	Approved by Line Manager	TOIL Taken		Running Total
		Hours			Date	Hours	

End of month brought forward/ outstanding:

.....

UCKFIELD TOWN COUNCIL



TRAINING & DEVELOPMENT POLICY

Policy Number 40		
Issue No.	Date completed	Details of amendments
1	2007	GP 15 th January 2007
2	09.06.25	GP Committee review
3	28.07.25	Consideration by Personnel Sub-Committee at request of GP Committee
4	08.09.25	Ratification by Full Council

1.0 INTRODUCTION

- 1.1 The Town Council recognises that staff are its key resource. The purpose of investment in staff development and training is to ensure that staff can develop, both personally and professionally, so that we have a highly skilled, highly motivated and professional team, able to perform consistently to the highest standards. The Town Council is committed to the support and promotion of staff development and training for this purpose.
- 1.2 This policy applies to all staff whether full or part time, temporary or fixed term.

2.0 IDENTIFYING, MEETING AND EVALUATING TRAINING AND DEVELOPMENT NEEDS

- 2.1 Training and development needs will be identified from a variety of sources:
- Induction and probationary periods;
 - One-to-ones;
 - Appraisal reviews;
 - Workforce planning;
 - Team meetings;
 - Annual plan;
 - Change processes;
 - External coaching and mentoring;
 - Apprenticeship schemes;
- 2.2 In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:
- Attendance at conferences, seminars and short courses;
 - Online training;
 - External coaching and mentoring;
 - Shared in-house learning resources (books, journals, DVDs etc.);
 - In house training;
 - Work shadowing;
 - Time for self-directed research and learning;
- 2.3 A number of factors will be taken into account when assessing a request from an employee. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

3.0 CATEGORISING TRAINING AND PERSONAL DEVELOPMENT

3.1 The three categories are as follows:

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications can be added to the job description. They should also be stated in the contract for new starters, along with whom is responsible for the costs of the training/qualifications. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

Generic training such as:

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Food hygiene
- Data Protection

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

Job specific such as:

- Certificate in Local Council Administration (CiLCA)
- Cemetery Legal Compliance
- Microsoft Word/Excel/Powerpoint
- Sage Finance
- Use of Grounds machinery
- NEBOSH

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

4.0 GUIDANCE FOR SUPPORT

- 4.1 Since 2020 it is recommended that any new contracts specify training provided by the employer. It should also note if there is a requirement to gain a qualification within a stipulated amount of time, or where it is required that a qualification is maintained. If it is possible that the employment will be ended, if the qualification is not gained in the stipulated time, then the contract should state this.
- 4.2 Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half/day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the individual council and this must be agreed between the council and the employee.
- 4.3 An agreement should be put in place between Uckfield Town Council and the employee for any qualifications of substantial cost. The employee will be required to sign this agreement to determine the process for the full or partial repayment and reclamation of fees if they leave the organisation shortly after completing the training or qualification.
- 4.4 The council reserves the right to reclaim financial support where the employee;
- Leaves the council during the duration of the course, or up-to 1 year following completion of the course;
 - Fails to complete the training;
 - Fails to attend training without good reason;
- 4.5 Study leave

Where an individual requires study leave to undertake mandatory training, they will be able to take leave within normal working hours.

We would expect the line manager and Assistant Town Clerk & RFO to identify the appropriate balance of study leave and working hours for study leave, and assess this balance on whether the qualification is mandatory, desirable for their role, or optional.

Time off for study leave must be approved in advance. To make a request

the individual is asked to write to the Assistant Town Clerk & RFO, setting out the details of the course of study, how it relates to their work, and the time being requested.

Study leave will not be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Assistant Town Clerk will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: September 2025

Approving committee: Ratification by Full Council

Date of committee meeting: September 2025

Policy version reference: v2

Policy effective from: September 2025

Date for next review: September 2026

— policy ends here —

N.B

1 Green Book terms

If the council adopts Green Book terms and conditions of employment which Uckfield Town Council does - staff attending or undertaking required training are entitled to payment of normal earnings; all prescribed fees and other relevant expenses arising. Employees are also entitled to paid leave for the purpose of sitting for required examinations.

When attending training courses outside contracted daily hours, part-time employees should be paid on the same basis as fulltime employees.

2. “Being a good employer – a guide for parish and town councillors”.

The “Being a good employer guide” provides comprehensive advice and guidance around training and development, including what a policy might contain; identifying training needs, as well as information and guidance on appraisal.

Meeting of the Full Council

Monday 8 September 2025

Agenda item 11.0

TO APPOINT A FURTHER MEMBER TO THE OUTSIDE BODY – NEIGHBOURHOOD PLAN STEERING GROUP

1.0 Summary

- 1.1 Members will be aware that each year at the Annual Statutory meeting of Full Council, members are appointed to the standing committees for the year ahead and the list of Outside Bodies who work closely with the Town Council in the Uckfield area.
- 1.2 The most recent meeting took place on 19 May 2025. Four seats were available for representatives on the Neighbourhood Plan Steering Group. This comprises a mix of elected members and co-opted residents. Three places were filled, but one remain vacant.
- 1.3 A Town Councillor has since come forward, expressing an interest in the fourth place available for this outside body. This Councillor is Councillor Donna French.
- 1.4 Members are asked if there is any further interest from members around the table, before taking a vote on the appointment of Councillor French to this group.

2.0 Recommendations

- 2.1 Appoint a further member to fill the fourth seat on the Neighbourhood Plan Steering Group.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 8 September 2025

Agenda Item No. 12.0

TO CONSIDER A MOTION FROM COUNCILLOR C. 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 5 August 2025 and before the required deadline:-

- 2.2 *"I would like to propose that Uckfield Town Council investigate the possibility of acquiring ownership of the Luxford and Regency Close car parks from Wealden District Council before these are transferred into a new authority in order that we can regulate and control any car parking regulation in the future.*

These facilities are a huge asset to both the social and economic well-being of the town and its community and will bring immense benefit to Uckfield as it continues to grow in the future."

- 2.3 There are two points to consider alongside this motion:
- (i) we have already been informed that it is very unlikely that any income generating assets will be transferred within the LGR process (local government reorganisation) and the set-up of a unitary authority. The UK Government have requested that the authorities fund the reorganisation, so any income streams utilised by the authorities in addition to precepts will be needed, and;
 - (ii) Town Councils in Wealden DC have suggested that we explore the current market valuation of the land of Wealden DC owned car parks. This would be the recommended first step.

3.0 Recommendations

- 3.1 Members are asked to consider the motion and the two further points raised by the Town Clerk, which will influence how the Town Council responds.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 8 September 2025

Agenda item 13.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES (Q1 2025)

1.0 Summary

- 1.1 This report provides a review at the end of quarter one on the Town Council's priorities for 2025/26 (end of June 2025).
- 1.2 The priorities identified for delivery in 2025/26 consisted of initiatives which are often additional to the day to day responsibilities of the Town Council, but demonstrate that by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.3 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year. With this paper, the Town Clerk provides an update to members to explain the progress being made to deliver these priorities.

2.0 Q1 2025/26: Progress Update





- 2.1 All 11 priorities have made good progress and are on schedule for completion. Town Council officers have worked extremely hard to get these projects underway, and the hard works shows with the achievements already accomplished at this early stage of the year.

3.0 Recommendations




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




Appendices: Appendix A: Q1 2025/26 Progress Report
Contact Officer: Holly Goring





Key:


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

APPENDIX A: Q1 - 2025/26 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
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.		UTC are currently funding a tree surgeon on a monthly retainer to assist with a frequent and detailed tree surveying programme of trees on the Town Council's land, and recording the results of these surveys on new software (OTISS) which sits alongside the Town Council's mapping system Pear technology. This has identified further works which have been completed by staff internally and external contractors.	Environment & Leisure Committee	Estates & Facilities Manager
PROTECTING OUR NATURAL HABITS 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.		Preliminary ecological appraisals commenced for the following areas- Boothland Wood, WPLNR and HMLNR. Alongside this, a dormouse survey is being carried out in Boothland Wood due to the amount of development occurring on the surrounding land. The Newt Conservation Partnership carried out some studies by Harlands Balancing Pond (near the Nightingales) and West Park Local Nature Reserve on Monday 7 and Tuesday 8 April. This involved digging test pit holes of approximately one metre square. Investigations are still ongoing.	Environment & Leisure Committee	Estates & Facilities Manager
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.		An Eco EXPO has been scheduled for later in the year due to a number of other events being organised. Contact is currently being made with companies who may be interested in attending. Electric charging points were installed at Victoria Pleasure Ground and the Source Car Park to assist with charging the three new Grounds vehicles, with the last of the three arriving in April 2025. Conservation and tree planting remains a priority for the organisation. The Tree Policy has been reviewed, and funding obtained to enable planting in 2024/25, which was completed Spring 2025.	Environment & Leisure Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
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.		Further fire door replacements have been scheduled for the main Town Council buildings, along with remedial works to the fire dampers within the Civic Centre. Further works have also been completed to the water tanks and air conditioning units within the Civic Centre, to ensure these remain safe and efficient. Foresters Hall has continued with redecoration. The Estates & Facilities Manager is currently liaising with the commercial enterprise who have expressed an interest in refurbishing the Signal Box.	General Purposes Committee	Estates & Facilities Manager
UPGRADING OUR SPORTS PITCHES We will arrange for and fund: - the replacement of the artificial cricket wicket; - 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 Playing Fields. 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.		The artificial cricket wicket was replaced in April 2025. Full pitch renovations were undertaken between the months of May and July. The very wet winter season, followed by a very dry summer season, has not assisted those works. Additional fracturing and seaweed fertiliser was applied in July to further assist the ground. New manoeuvrable goal posts have been purchased for Harlands and Victoria. Ideas were being explored for welfare facilities (temporary and permanent) at Harlands Playing Fields. Quotations will also be obtained to improve the skate park, and additional works around Victoria Pavilion.	Environment & Leisure Committee	Estates & Facilities Manager
COMMUNITY GRANTS We will award up to £22,000 of community grant funding to local groups and charitable organisations for the period 2025/26, alongside the provision of £23,000 to Wealden Citizen's Advice and £9,000 to Wealden Volunteering through service level agreements.		The first instalments have been paid to those awarded community grant funding in May 2025. The first instalments of the service level agreements for Wealden Citizen's Advice and Wealden Volunteering were also paid in May 2025.	General Purposes Committee	Assistant Town Clerk & RFO

Priority	Status	Notes	Lead Committee	Lead Officer
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 play area.		Following a detailed consultation and procurement exercise, between the months of March and June, a decision was taken at the July meeting of Environment & Leisure Committee on which play area company to appoint to complete the upgrade of Victoria Play Area, and the replacement of the zip line at Hempstead Recreation Ground.	Environment & Leisure Committee	Estates & Facilities Manager
PUBLIC REALM Work with the Uckfield Chamber of Commerce and local businesses to review the contract for festive lighting for the town centre in preparation for Christmas 2025, and work with local contractors to provide a beautiful floral display in our town centre.		<p>The Estates & Facilities Manager has worked hard to identify a new and suitable contractor to bring more light to Uckfield High Street. This has been a detailed process and also required the involvement of contractors, including East Sussex Highways to undertake improvement works to the existing lamp columns and infrastructure to support this year's festive lights.</p> <p>An external contractor was commissioned to bring the town centre floral displays to the Tesco roundabout in addition to the usual location. It has provided a lovely bright colourful setting in this area of the town.</p>	General Purposes Committee	Estates & Facilities Manager
PUBLIC EVENTS AND ANNIVERSARIES IN THE TOWN We will organise and deliver the annual day festival Weald on the Field, an event to mark VE Day and support the preparations for the annual Remembrance Parade and Services.		<p>We delivered an event on Bank Holiday Monday 5 May to mark the 80th anniversary of VE Day, at the Civic Centre.</p> <p>We hosted the most successful Weald on the Field day festival on Saturday 9 August 2025, yet.</p> <p>We hosted a moving beacon lighting remembrance service on Friday 15 August 2025, to mark the 80th anniversary of VJ Day at Victoria Pleasure Ground.</p> <p>The rolling road closure order has been accepted for the remembrance parade in November 2025, and arrangements will shortly be confirmed for these services.</p>	Full Council /Environment & Leisure Committee	Town Clerk
PROFESSIONAL EXPERTISE We will utilise the assistance of professional expertise to project manage major projects and assist with the review of specialist policies and procedures.		<p>Initial conversations have been held with external consultants and contractors to explore the use of their professional expertise with:</p> <ul style="list-style-type: none"> - GDPR requirements; - incident response and Martyn's Law; - Reviewing HR policies; - the project management of major projects; 	General Purposes Committee	Assistant TC & RFO/ Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
FORWARD PLANNING We will work with local partner agencies, residents and local businesses to understand the infrastructure requirements for Uckfield. We will also consider the future impact of growth on the Town Council's provision of allotment and cemetery space. This information will also be utilised to inform the finalisation of an Uckfield Neighbourhood Plan and our position in the midst of devolution at the higher level of local government.		<p>Meetings have been held with other Town Councils within Wealden DC, and updates been received from the Chief Executive of Wealden District Council to understand the latest developments on Local Government Reorganisation.</p> <p>Discussions and prioritisation of the infrastructure requirements for the town, have continued, in-house with elected members, partner agencies and developers.</p> <p>Work is underway on the draft Neighbourhood Plan.</p>	Full Council	Town Clerk

Date: 05/09/2025
Time: 08:44:51

UCKFIELD TOWN COUNCIL
Balance Sheet

Page: 1

From: Month 1, April 2025
To: Month 3, June 2025

Chart of Accounts:

UTC General [PARTIAL]

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Land & Buildings	0.00	3,017,008.00	
Vehicles, Plant & Equipment	0.00	181,899.49	
Non-operational Assets	0.00	1,159,388.00	
Community Assets	0.00	19,284.00	
		0.00	4,377,579.49
Current Assets			
Stock	0.00	3,626.08	
Debtors	(16,599.74)	188,456.05	
Deposits and Cash	454,773.29	1,362,428.44	
VAT Liability	18,752.70	32,116.54	
Bank	249.05	201,635.37	
		457,175.30	1,788,262.48
Current Liabilities			
Creditors - Short term	32,252.82	87,113.42	
Taxation	(523.14)	(523.14)	
Wages/Pension Fund	(196.57)	5,323.58	
		31,533.11	91,913.86
Current Assets less Current Liabilities:		425,642.19	1,696,348.62
Total Assets less Current Liabilities:		425,642.19	6,073,928.11
Long Term Liabilities			
Loans	0.00	403,200.00	
Lease	0.00	82,611.98	
		0.00	485,811.98
Total Assets less Total Liabilities:		425,642.19	5,588,116.13
Capital & Reserves			
Reserves	0.00	5,161,644.55	
P & L Account	425,642.19	425,642.19	
Previous Year Adj		829.39	
		425,642.19	5,588,116.13

UCKFIELD TOWN COUNCIL

Date: 05/09/2025

Time: 08:42:59

Profit and Loss

From: Month 1, April 2025
To: Month 3, June 2025

Q1 (End of
Jun 2025)

Sales (Income)

Environment & Leisure	37,188.19	
General Purposes	870,004.76	
Luxfords	57,492.71	
		964,685.66

Purchases (Expenditure)

Environment & Leisure	167,306.59	
General Purpose	292,770.09	
Luxfords	78,966.79	
		539,043.47

Gross Profit/(Loss): 425,642.19

Net Profit/(Loss): 425,642.19

GP Income Breakdown

Total	870,004.76
Precept	-660,942.00
CIL	-153,385.09
Balance	55,677.67

Annual Budget for 2025/26

	Proposed Income	Proposed Expenditure
	2025/26	2025/26
General Purposes		
Revenue	281,136	959,857
New Initiatives etc.		98,750
Earmarked Reserve Projects		12,500
Sub Totals		1,071,107
Environment and Leisure		
Revenue	128,284	483,589
New Initiatives etc.		81,420
Earmarked Reserve Projects		56,000
Sub Totals		621,009
Luxfords Restaurant		
Revenue	255,600	294,788
Earmarked Reserve Projects		0
New Initiatives		0
Sub Totals		294,788
Gross Income/Expenditure	665,020	1,986,904

Meeting of the Full Council

Monday 8 September 2025

Agenda Item 15.0

TO CONFIRM THE TOWN COUNCIL'S CONTRIBUTION TO DELIVERY OF A FUTURE 3G PITCH AT VICTORIA PLEASURE GROUND

1.0 Background

- 1.1 The Town Council has been working with Wealden District Council to look at ways it can further improve sports facilities within the town.
- 1.2 The existing 3G pitch based on the site of Uckfield College and bookable through Uckfield Leisure Centre, is already oversubscribed by local football clubs. We know there is demand for a second site as we often receive last minute requests from clubs and training groups who can't gain access to the existing facility.
- 1.3 At present, Uckfield Town Council owns four sites which are suitable for training, three of which can hold matches and only one meets the requirements of Sussex FA league standards. All of these are grass pitches which struggle through the winter months due to the ground conditions and soil composition. This last winter where the weather was so bad, use of the pitches had to be pretty much abandoned from December to February. That's three months lost from the season. The Town Council also has to restrict training and friendlies during the summer months (approx. 8 weeks between May and July at the end of the season) to allow for pitch renovations which adds pressure to the bookings at the 3G pitch, for pre-season training.
- 1.4 This is without considering the addition of a new primary school on the site of Ridgewood Farm, and growth in the size of Uckfield from approved and soon to be approved major planning applications across the town. Clubs such as Uckfield Grasshoppers Junior Football Club are already seeing substantial growth and increase in female/male interest, and AFC based at the Oaks, also want to expand, but also have difficulties on their grass pitch at the Oaks, off Eastbourne Road.
- 1.5 A new 3G pitch for Uckfield would assist with not only meeting the needs of the existing football clubs and the needs of their players, but would also provide a safe space for a number of other court based sports seven days a week from morning until early evening (8-9pm at night).

2.0 Proposed location

- 2.1 In assessing the various sites owned by Uckfield Town Council, and considering the advantages and disadvantages of each site, the site put forward for a 3G pitch is Victoria Football Pitch. Although a currently working grass pitch, it has close proximity to Victoria Pavilion, with adequate changing space, parking facilities, sits within our sports hub area within the town, and also in close proximity to one existing primary school, and to one new one being built on the Ridgewood Farm site. New Barn football pitch would have been too close to the ancient woodland and likely to have been refused by planning for this reason. Harlands is not a suitable site, in terms of parking and access, and West Park is currently used by the Grasshoppers for junior football only, and has three pitches marked out.

2.2 The site of Victoria Football Pitch meets the size requirements for a 3G pitch.



3.0 Application for a new 3G

3.1 Further to a site meeting with the Football Foundation, Sussex FA, Wealden District Council and Uckfield Town Council staff, we were advised that it would be prudent to submit an application for funding and assistance with the purchase, supply, and installation of a new 3G pitch. The exact specification is as follows:

The project is to design and construct a new floodlit community 91m x 55m (97m x 61m) site footprint) 3G Football Turf Pitch (FTP) as per the Employers Requirements, with associated features including;

- 4.50m high ball stop fencing and entrance gates to the pitch perimeter
- Two new goal recess areas as per the new FF pitch layout and 3m wide spectator area to decrease the overall footprint to 97m x 61m (+ 3m spectator area).
- 1.20m high pitch barriers with entrance gates internally to segregate the artificial grass field of play and perimeter area from adjoining hard-standing areas
- Microplastic retention measures
- Hard-standing areas complete with porous asphalt surfacing for spectators, portable goals storage and access as well as vehicular maintenance and emergency access
- LED floodlight system as per FA guide to Floodlights
- Sports equipment and site furniture
- Reinstatement
- Maintenance equipment and store located within AGP fenced enclosure

3.2 Funding is set aside each year and retained by the Football Foundation/associate body, to save towards the replacement and refurbishment of the flooring of the 3G pitch.

3.3 The anticipated costs of the above is approximately £1million, plus a further £100k for any additional works required to the adjacent access points or pavilion, as well as contingency.

3.4 An application has been made to the Football Foundation to start the process. We understand from very early discussions that the Football Foundation may be able to fund up to or in the region of 67% to 77% of the total funding required.

3.5 On the basis that we are anticipating a contribution of grant funding from the Football

Foundation of up to £700-£750k, and Uckfield Town Council being able to fund up to a total of £150k, we have approached Wealden District Council to see if they can support the project with CIL contributions, with a contribution of up to £300k.

- 3.6 We have been advised by Wealden District Council that this expression of interest will be formally considered and a decision obtained this autumn, but that it meets their current priorities/criteria.
- 3.7 We have been informed by the Football Foundation that the project could take in the region of 18-24 months to deliver.
- 3.8 The benefit of the new 3G being owned outright by the Town Council, is that any fees and charges issued for use of the pitch will be a new income stream to the Town Council.

4.0 Recommendations

- 4.1 Further to discussions earlier in the year whereby members suggested a sum of £100k, this report seeks to confirm and formalise the Town Council's financial contribution to the project. Based on the additional works that we may consider necessary alongside the bid, to improve access, parking or facilities within the pavilion, it is recommended by the Town Clerk, that the Town Council commits to a sum of up to £150,000 from earmarked reserves towards this important project for the community.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 8 September 2025

Agenda Item 16.0

TO CONFIRM THE APPOINTMENT OF AN INTERNAL AUDITOR FOR THE 2025/26 FINANCIAL YEAR

1.0 Background

- 1.1 The Town Council is required to appoint an Internal Auditor to review its financial and governance arrangements and ensure the procedures, policies and practices followed by staff and elected members, are sound.
- 1.2 An internal audit reviews the following, and for Uckfield Town Council involves three visits (two interim audits usually November and March, followed by the year end audit in June). In these onsite audits, the following is covered:

A	Appropriate books of account have been kept properly throughout the year
B	The Council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.
C	The Council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these
D	The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.
G	Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.
H	Asset and investments registers were complete and accurate and properly maintained.
I	Periodic and year-end bank account reconciliations were properly carried out.
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.
K	Exemption from limited assurance review (smaller councils only)
L	Transparency Code (smaller councils' compliance)
M	Inspection - Council met responsibilities to allow public inspection of the accounts
N	Publication requirements AGAR
O	Trust funds (including charitable) The council met its responsibilities as a trustee.

- 1.3 The Town Council appointed the Internal Auditor – April Skies Ltd to complete this service for the year ending 31 March 2024 and 31 March 2025, and has been impressed with the level of detail and thorough approach to these reviews. The Town Council has made a number of improvements as a result of recommendations identified through this process, to enhance current practices.

2.0 Confirming the appointment of an Internal Auditor for the year ending 31 March 2026

- 2.1 Based on the experience of the Internal Auditor services used during the past two financial years, Town Council officers would like to confirm the appointment of the same company for this current financial year (2025/26).

- 2.2 An engagement letter from the Internal Auditor has been attached as a background paper for members, and available to the public on request.
- 2.3 Officers feel that the service provided meets the necessary requirements for the size of Uckfield Town Council, and associated level of accounting. This Internal Auditor confirms their independence from the Town Council. They have also demonstrated their competence through their services during the past two years.

3.0 Recommendations

3.1 Members are asked to:

- (i) confirm they were satisfied with the service provided by the current Internal Auditor for the year ending 31 March 2025;
- (ii) confirm that the Internal Auditor (April Skies Ltd) is independent from the Town Council and has no links to staff or elected members;
- (iii) confirm that the Internal Auditor (April Skies Ltd) is competent and has the relevant level of professional indemnity to undertake Internal Auditing Services for Uckfield Town Council, and;
- (iv) conclude that we are pleased to confirm the appointment of the Internal Auditor (April Skies Ltd) for the year ending 31 March 2026;

Contact Officer: Sarah D'Alessio

Meeting of the Full Council Committee

Monday 8 September 2025

Agenda Item 17.0

TO CONSIDER THE PLACEMENT OF A STORAGE CONTAINER AND TEMPORARY TOILET FACILITY AT HARLANDS PLAYING FIELDS

1.0 Background

- 1.1 Members were informed through the budget setting process, that the local football clubs were struggling to find suitable sites to arrange fixtures and football training for girls football, as they needed to have adequate access to welfare facilities. At present, there are no facilities at all (storage, changing space or toilet provision) at Harlands Playing fields, let alone meet FA regs. This site is currently used for football and has one adult and one junior pitch marked out. As a result a sum of £12k was placed into the budget setting process towards this project, although we understood a permanent facility would likely cost more, if connecting to mains utilities etc.
- 1.2 Girls football is becoming more popular, especially with the success of the England national team, and the local clubs particularly the Uckfield Grasshoppers Junior Football Club are seeing greater interest, and keen to develop players.

2.0 Consideration for Full Council

- 2.1 Having met with Chair of Uckfield Grasshoppers Junior Football Club and looked at the site in detail, it is proposed that the Grasshoppers are granted permission to install a shipping container for storage and Uckfield Town Council provide a temporary toilet facility for this seasons fixture (September through to May 2026), to start this process and enable the basic requirements to be met, whilst we explore a longer term solution.



Example of the proposed shipping container:

- Size 6.06L x 2.44W x 2.59 H
- Finished in dark green to blend in to surrounding
- Located just at the bottom of the hill to be hidden (see red cross on **Picture 1**)
- Surrounded by planted trees/saplings
- Supported by blocks on the floor as only a temporary structure
- No cost to Uckfield Town Council

Picture 1



Toilet

- Located either next to the shipping container or the main gates. This will be agreed with the service provider before delivery (**Picture 2 & Picture 3**)
- Will be sited on a hard standing slabbed area
- Enclosed by a metal fencing and locked gate to protect it from miss use and vandalism
- The cost to Uckfield Town Council in total is **£1,658** for the season:
 - £18 delivery
 - £18 collection
 - £28 per week (34 weeks in total) including a weekly pump out
 - £670 to create hard standing and fence in.

Picture 2

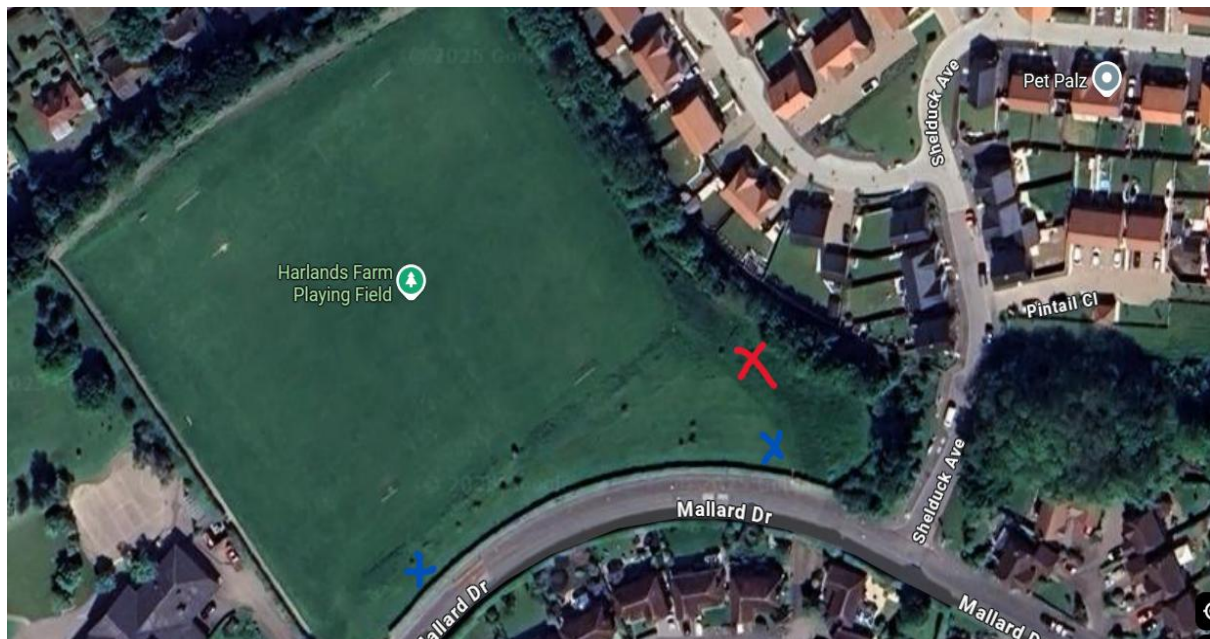


Picture 3

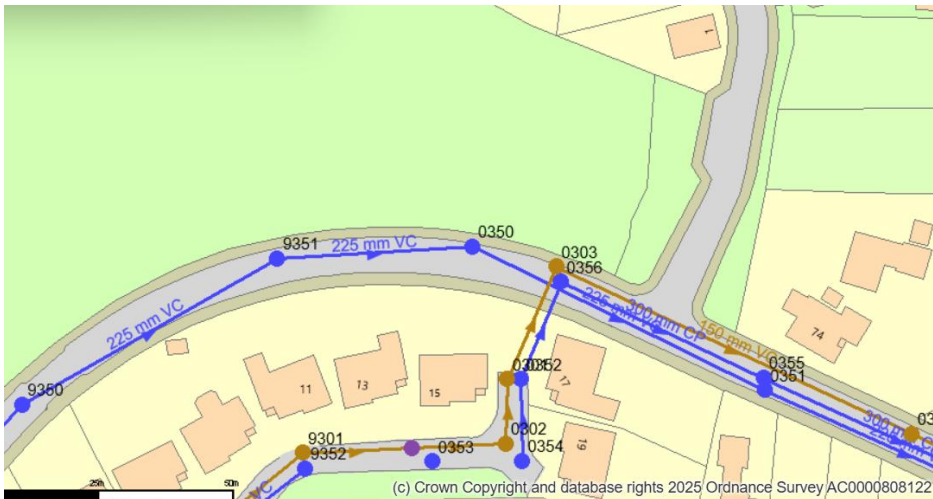


3.0 Proposal

3.1 Please see below Aerial view showing more clearly the possible toilet locations in blue and possible shipping container location in red.



3.2 Once in place a feasibility study can be carried out, to explore a longer term solution. Either a permanent toilet structure or pavilion. Designs can be draw up, costings can be sourced, planning permission applied for and utilities brought to site from the roadway located the far end of the field.



4.0 Recommendations

- 4.1 (i) agree to the Uckfield Grasshoppers Junior Football Club siting a storage container to the southern eastern corner nestled behind the trees, and;
(ii) agree to the temporary placement of toilet provision during the 2025-26 football season (September to May) whilst a longer term solution is sought. Members are asked to indicate their preference as to the toilet location.
- 4.2 To confirm from the above report, the cost to the Town Council for the temporary toilet provision would be up to £1,700 and can be funded out of the £12k set aside to work on this project.

Contact Officer: James Hollingdale

Meeting of the Full Council

Monday 8 September 2025

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 25 June and 8 September 2025.
- 1.2 Please note that Councillor K. Bedwell was elected as Mayor and Councillor S. Mayhew elected as Deputy Mayor on 19 May 2025.

TO NOTE THE MAYOR'S ENGAGEMENTS

- 02.07.25 Interview with Ashdown Radio. Bird in Eye Farm, Uckfield. TN22 5HA.
- 02.07.25 Combined meeting with the Chamber of Commerce. Westminster, London.
- 05.07.25 Attend Official Opening of new Scout Centre. Buxted. TN22 4LE.
- 09.07.25 Attend Official Opening of The Garden of the Future. Sheffield Park and Gardens, Uckfield. TN22 3QX.
- 12.07.25 Guest at Peacehaven Summer Fair. Centenary Park, Peacehaven. BN10 8RH.
- 12.07.25 Attend Civic Garden Reception. Chyngton Road, Seaford. BN25 4HP.
- 12.07.25 Proms on the Pitch. Uckfield Rugby Club, Uckfield. TN22 1LX.
- 16.07.25 Meeting with Town Clerk and Cllr. Kathryn Butler. Civic Centre, Uckfield.
- 16.07.25 Sussex Mayors Association Luncheon. Tottington Manor, Henfield. BN5 9LJ.
- 16.07.25 Meeting with Wealden District Council and East Sussex Highways. Civic Centre, Uckfield. TN22 1AE.
- 16.07.25 Visit to Narcanon Centre. Maynards Green, Heathfield. TN21 0DJ.
- 18.07.25 Attend Official Opening of Coronation Place. Uckfield. TN22 1FP.
- 19.07.25 Attend Selby Meadow Event. Selby Meadow, Uckfield. TN22 5EF.
- 31.07.25 Carry out a 'reading' at the funeral of John Jones. Civic Centre, Uckfield.
- 09.08.25 Weald on the Field. Luxford Field, Uckfield. TN22 1BP.
- 15.08.25 Attend Chamber of Commerce Breakfast Meeting. Ridgewood Village Hall, Ridgewood.
- 15.08.25 Reading for VJ Day Commemoration. Victoria Pleasure Ground, Uckfield.
- 16.08.25 Attend and give thanks at VJ Day Commemoration. Luxford Centre, Uckfield.
- 06.09.25 Attend Luxford Centre 'Open Day'. Library Way, Uckfield. TN22 1AR.
- 06.09.25 Uckfield Carnival. Judging of children's procession and attendance throughout the day. Uckfield.
- 08.09.25 Attend Event for Air Ambulance Week. Kent Surrey Sussex (KSS), Redhill Base. RH1 5JY.

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

- 11.07.25 Attend Opening of annual Summer Art Exhibition 'Wonderment'. Victoria Pavilion, Uckfield. TN22 5DJ.
- 16.07.25 Sussex Mayors Association Luncheon. Tottington Manor, Henfield. BN5 9LJ.
- 16.07.25 Meeting with Wealden District Council and East Sussex Highways. Civic Centre, Uckfield. TN22 1AE.
- 16.07.25 Visit to Narcanon. Maynards Green, Heathfield. TN21 0DJ.

24.07.25 Attend Summer Evening of Croquet. Horsted Place, Uckfield.
09.08.25 Weald on the Field. Luxford Field, Uckfield. TN22 1BP.