



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

on

**Monday 20 October 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 the Council on 8 September 2025 be taken as read, confirmed as a correct record and signed by the Town 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 | 15 September and 6 October 2025 |
| (b) | Environment and Leisure Committee | 13 October 2025 |
| (c) | General Purposes Committee | 22 September 2025 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (ii) Neighbourhood Plan Steering Group

- 8.0 TO RECEIVE REPORTS FROM WORKING GROUPS**
(iii) Ageing Well Forum
- 9.0 TO RATIFY A RECOMMENDATION FROM STANDING COMMITTEES:**
Finance Sub-Committee
(i) Investment Review
- 10.0 NOTE THE REPORT OF THE EXTERNAL AUDITOR FOR 2024/25**
- 11.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2025/26 (Q2)**
- 12.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR Q2 OF 2025/26**
- 13.0 SIX MONTHLY REVIEW OF FIXED ASSET REGISTER**
- 14.0 TO RECEIVE THE TOWN COUNCIL'S CALENDAR OF MEETINGS FOR 2026**
- 15.0 TO CONSIDER A MOTION FROM COUNCILLOR M. McCLAFFERTY**
- 16.0 TO CONSIDER A RESPONSE TO A CONSULTATION ON THE SITE OF HOLY CROSS PRIMARY SCHOOL AND PLAYING FIELDS**
- 17.0 TO CONSIDER CONCERNS RELATING TO ROAD SAFETY ON LEWES ROAD, RIDGEWOOD**
- 18.0 TO UNDERTAKE AN INITIAL REVIEW OF THE TOWN COUNCIL'S SERVICE LEVEL AGREEMENTS:**
(i) Wealden Volunteering
(ii) Wealden Citizens' Advice
- 19.0 TO NOTE NEW POWERS TO REVITALISE HIGH STREETS**
- 20.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
- 21.0 SIGNING OF GRAVE CERTIFICATES/TRANSFERS OF DEEDS OF GRANT**
- 22.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 23.0 TOWN CLERK'S ANNOUNCEMENTS**
- 24.0 CHAIR'S ANNOUNCEMENTS**
- 25.0 CONFIDENTIAL BUSINESS**
To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted: -
- 25.1 To consider the purchase of one additional CCTV Camera



Town Clerk
14 October 2025

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held
on Monday 8 September 2025 at 7.00pm
in the Council Chamber, Civic Centre, Uckfield

PRESENT:

Cllr. K. Bedwell (Town Mayor)	Cllr. M. McClafferty
Cllr. S. Mayhew (Deputy Mayor – Chair)	Cllr. C. Macve
Cllr. K. Butler	Cllr. D. Manvell
Cllr. D. French	Cllr. P. Ullmann
Cllr. V. Frost	Cllr. A. Smith
Cllr. J. Love	Cllr. D. Ward

IN ATTENDANCE:

County Councillor Chris Dowling
District Councillor Kelvin Williams
1 x member of the public
James Hollingdale Estates & Facilities Manager
Sarah D'Alessio Assistant Town Clerk & RFO
Louise Slaughter Hospitality Manager
Holly Goring Town Clerk
Minutes taken by Holly Goring

The Town Mayor wished to welcome newly elected Town Councillor Kathy Butler who had gained a seat on the Town Council for the ward of New Town in the July by-election.

The Town Mayor also asked members to join her in sharing their best wishes with Councillor Peter Selby, who had recently become unwell. Members wished Peter a speedy recovery.

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.

District Councillors D. French and D. Manvell declared an interest in agenda item 12.0, as the car parks mentioned within the motion were owned by Wealden District Council.

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

None received.

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

FC.32.09.25 Members **RESOLVED** to suspend standing orders to enable updates to be shared by County and District Councillors.

Councillor Williams provided members with an update on the different grant funding schemes currently available at Wealden District Council – Community Led Infrastructure (CLIF) and Sport Infrastructure (SIF). Councillor Williams had liaised with the Town Clerk on these schemes and understood the current infrastructure requirements for the town.

In addition to the commitment made by Wealden District Council to the Conservators of Ashdown Forest to mark the 100th Birthday of Winnie the Pooh, and the project 'Wilder Wealden' (*aimed at focusing on nature recovery networks with the Sussex Wildlife Trust*), Councillor Williams also updated members on the review of the leisure contract arrangements, and the need to look at the broader picture around health and wellbeing.

County Councillor Chris Dowling had met with Councillor Butler to update her on community concerns relating to speeding traffic and community safety. He was currently raising questions with the County Council. Temporary 30mph signs had been placed up in Framfield Road. Discussions followed on the congestion experienced that day, as a result of an accident and roadworks on the A22 Uckfield Bypass.

The Town Clerk read out an update on behalf of County Councillor Claire Dowling, which included progress updates on:

- (i) drainage issues on Bell lane outside PP Estates;
- (ii) forthcoming drainage works at Snatts Road on 22-24 September;
- (iii) the new streetlighting column outside Greggs being installed on 13 October;
- (iv) The Structures team were investigating the dip in Bell Farm Road;
- (v) Cllr Dowling would arrange to meet Cllr Reed re: raised highway matters, and;
- (vi) the first set of three dropped kerbs had been installed on Manor Park.

Cllr Macve advised that he had been approached by residents of Pudding Cake Lane, in relation to vehicular safety. The lane should be a 5mph limit and the post and brackets were there, but the sign had disappeared. This was a dead end, and not a through road. Sat navs were sending drivers down the lane, and one of the properties had been hit on numerous occasions by delivery drivers. This needed to be addressed.

Cllr Smith expressed her concern with a current job being advertised by ESCC for work in an East Sussex Refuge. The job advertised was paid at minimum wage, with 4 x 12 hour days, which only offered one 30 minute break during each shift. Councillor Smith was also unable to find the new provider for the service on the Women's Aid National Database of Refuge Services. She was therefore

interested in how the the tender process had been undertaken. Cllr Dowling advised Cllr Smith to email the County Councillors with the full details.

Councillor Bedwell, wished to thank East Sussex Highways and Wealden District Council on their work to reduce the scale of the scaffolding structure around the Old Maidens Head building, which had meant the High Street could reopen to two-way traffic.

Councillor Manvell wished to thank Councillors for coming along to the official opening of Coronation Place. A close sense of community was being created in this new development. Wealden DC's debt had been splashed across the press recently, amongst coverage on local government reorganisation (LGR). Cllr Manvell clarified that this figure was the mortgage(s) for the council's own housing stock, and the general fund which covered planning and waste collections. Wealden DC had sound finances, and it was not considered debt, but funding tied up in assets.

Councillor French attended a very successful Afternoon Tea party held at Selby Meadow, and felt most updates had already been provided.

FC.33.09.25 Members **RESOLVED** to reinstate standing orders.

4.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors D. Bennett, B. Reed, P. Selby, and County Councillor C. Dowling. Reasons given related to mainly sickness.

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 Town Mayor.

FC.34.09.25 Members **RESOLVED** that the minutes of the meeting of Full Council be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action List

Members noted the update.

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 14 July and 4 & 26 August 2025

FC.35.09.25 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 14 July and 4 & 26 August 2025.

FC.36.09.25 (b) Environment & Leisure Committee of the 7 July and 1 September 2025

It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 7 July and 1 September 2025.

(c) General Purposes Committee of the 21 July 2025

FC.37.09.25 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 21 July 2025.

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

8.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS

(i) Civic Centre Working Group

Members noted the report.

(ii) Uckfield – Events Working Group

Councillor Manvell wished to give thanks to those involved in arranging the beacon lighting for VJ Day, after the feedback received in relation to VE Day. He recognised the work that had gone into arranging this. Members subsequently noted the report.

(iii) Ageing Well Forum

Members noted the upcoming event.

9.0 TO RATIFY DOCUMENTATION FROM STANDING COMMITTEES:

Environment & Leisure Committee

(i) Tree Policy

Members sought clarity on what the administrative fee covered, and it was suggested that this be added to the Town Council's Fees & Charges register in order to keep track, and review.

FC.38.09.25 It was **RESOLVED** to adopt the revised Tree Policy.

General Purposes Committee

(ii) Time in Lieu Policy

(iii) Training and Development Policy

FC.39.09.25 It was **RESOLVED** to adopt both the revised Time in Lieu Policy, and Training and Development Policy.

10.0 TO APPOINT A MEMBER TO FILL THE VACANT SEAT ON PLANS COMMITTEE

Due to the Town Councillor interested in this role, being absent from the meeting, the item was deferred.

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

FC.40.09.25 Members **RESOLVED** to appoint Councillor D. French as a representative to the Outside Body – Neighbourhood Plan Steering Group.

12.0 TO CONSIDER A MOTION FROM COUNCILLOR MACVE

Councillor Macve submitted a motion, which asked members to explore the option of Uckfield Town Council taking over responsibility for the off-street car parks (Luxfords and Regency Close). At present he felt that the District Council were benefiting from these important community assets and there was a risk with local government reorganisation that charges could be brought in, in future years. The Uckfield Chamber of Commerce had fought on three occasions in the past to stop charges being introduced. Free car parking was of huge benefit to the town's economy – and in particular for customers and employees.

Members discussed the need to investigate further, and wished to understand a

few more details at this early stage.

- FC.41.09.25** With 10 votes in favour, members **RESOLVED** to task the Town Clerk with:
(i) investigating the cost to Wealden DC of maintaining the car parks (annual upkeep), and,
(ii) subject to the outcome of the nomination for Luxford Car Park, to be registered as an Asset of Community Value, put forward a nomination for the Regency Close Car Park(s).

13.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES (Q1 2025/26)

Members were pleased to see the excellent progress that had been made towards the year's annual priorities. A number were already near completion. Members thanked staff and noted the contents of the report.

14.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR Q1 OF 2025/26

Members reviewed the balance sheet position for quarter one (30 June 2025). The Town Clerk and Assistant Town Clerk & RFO explained the figures and proposed next steps for budget setting for 2026/27. Members were asked to consider whether they wished to undertake another residents' survey, and if they approved the setting up of an 'All Member' workshop around budget and priority setting in early November.

- FC.42.09.25** Members **RESOLVED** that:
(i) the feedback be utilised from last year's residents' survey during the budget setting process, and;
(ii) an 'all member workshop' be arranged for early November to assist with the review of the Town Council's strategic plan and associated budget setting.

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

Members were advised of the application that had been submitted to the Football Foundation for the design, supply and installation of a 3G Pitch at Victoria Pleasure Ground. It was anticipated that the application, if successful, would take up to two years to complete. The full project would cost in the region of £1million, to £1.1million. Plus any additional works required to improve associated facilities. If successful, the Football Foundation would be able to fund in the region of 67%-77% of the project. Wealden DC were looking to take a report to Cabinet this autumn to contribute up to £350k -£450k and it was therefore prudent that the Town Council confirmed their commitment of up to £150k. This level of funding would then see the delivery of the full project plus contingency, unforeseen circumstances and inflationary increases, as well as associated infrastructure improvements at Victoria to support the project.

- FC.43.09.25** With unanimous support, members **RESOLVED** to support the contribution of up to £150,000 from earmarked reserves (community infrastructure levy funding), towards the installation of a new 3G Pitch at Victoria Pleasure Ground.

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

Members were presented with a letter of engagement from the Town Council's

Internal Auditor and asked whether based on the experience and details provided, they would support the renewal of the existing contract, for a further year.

FC.44.09.25

Members **RESOLVED** to:

- (i) confirm their satisfaction 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) was independent from the Town Council and had no links to staff or elected members;
- (iii) confirm that the Internal Auditor (April Skies Ltd) was competent and had the relevant level of professional indemnity to undertake Internal Auditing Services for Uckfield Town Council, and;
- (iv) conclude that the Town Council confirmed the appointment of the Internal Auditor (April Skies Ltd) for the year ending 31 March 2026;

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

Harlands Recreation Ground was used for football practice and fixtures, but at present, due to the absence of both welfare and storage facilities, the site was limited, and only boys football could be played there by the Uckfield Grasshoppers Junior Football Club. The Estates & Facilities Manager prepared a report which set out an interim plan for storage and welfare facilities whilst a more permanent and longer-term solution was found. Members sought clarity on the security of these facilities and whether planning permission was required. Members were advised that it would come under permitted development, as the fencing and units would be under 6ft, and the toilet was removable.

Cllr Butler felt it was important to offer disabled toilet provision for the site, and members felt that the storage container should be painted green, and blended in with the trees to reduce the risk of it being an eyesore to neighbouring properties.

FC.45.09.25

Eight out of 12 members voted in favour and **RESOLVED** to:

- (i) agree to the Uckfield Grasshoppers Junior Football Club siting a storage container to the south eastern corner nestled behind the trees at Harlands Recreation Ground, and;
- (ii) agree to the temporary placement of toilet provision during the 2025-26 football season (September to May) whilst a longer term solution was sought.

18.0 TO UNDERSTAND THE TOWN COUNCIL'S VIEW ON THE WOODEN SCULPTURES IN BELL WALK

Members were advised that the owners of Bell Walk had approached the Town Clerk to understand the council's view on the wooden sculptures as they were currently in a state of disrepair, and thought we may have responsibility for their maintenance.

Members noted that there were three in total, and the one by the pedestrian crossing was more or less destroyed. These wooden sculptures were not of historical value but represented elements of Uckfield's history. There were mixed views around the table as to whether they should be refurbished or removed due to their current condition. A suggestion was made that the one in worst condition by the pedestrian crossing should be removed and the mounting be used as a location to display art.

A vote was taken on how best to move forward, which resulted in a tie between:
(4 votes in favour of the lady wooden sculpture being removed)
(4 votes in favour of all three being removed)
(3 votes in favour of two being removed).

The Town Clerk would therefore investigate further options with the landowner and propose potential alternatives.

19.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the report.

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

Three deeds of grant were received:
Emma Victoria Gearing
Amanda Markwick and Jayne Belinda West
Christopher Cook

FC.46.09.25 It was **RESOLVED** for three councillors to sign the above deeds of grant.

21.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

FC.47.09.25 Members **RESOLVED** to extend the meeting until 9.10pm to enable the remaining business on the agenda to be addressed.

22.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk referred to a previous decision taken by Environment & Leisure Committee in 2023/24 to construct a path around the western side of the Grounds yard at Victoria Pleasure Ground to improve safety for those using the sports grounds and walking their dogs. The grounds yard frequently had large vehicles moving and equipment in use, and this area needed to be restricted from public access.

Quotes obtained back in 2023/24 were in the region of £3k if external contractors were used. This project still needed completing, and new quotations had been gathered. The Town Clerk clarified that although funding had not been allocated within the 2025/26 revenue budget, funding was available for this work within earmarked reserves (either open spaces or sports/recreational improvements).

FC.48.09.25 Members **RESOLVED** to give authority to staff to proceed with commissioning a contractor to complete the work to create a new path, and utilise earmarked reserves.

23.0 CHAIR'S ANNOUNCEMENTS

The Town Mayor, Cllr Bedwell wished to give her thanks to all involved in organising and helping at both the Weald on the Field event and VJ Day Beacon Lighting.

She also wished to give her thanks to the Uckfield Bonfire & Carnival Society who delivered a fantastic Carnival night, which saw large numbers attending, and with the support of Sussex Police, held in a safe and fun environment.

That day, Cllr Bedwell had visited the Air Ambulance Charity Kent Surrey and Sussex with Cllr Butler. They were used on average 9 times a day, and needed £21million per annum to run. Her family had unfortunately had to use the service twice. On 16 October 2025, there was a national campaign called 'Restart a Heart.' There were in the region of 30,000 out of hospital cardiac arrests, with only 1 in 10 surviving. This national project would seek to get young children up to elderly learning CPR and how to use defibrillator.

The meeting closed at 9.03pm.

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>	<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. <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.	20.02.17 20.01.20	HG	In progress.
<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	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>	<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	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.

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<u>Resolution No.</u>	<u>Details</u>	Date Raised	Action By	Date Complete
<u>FC.103.04.25</u>	<u>10.0 To consider legal advice on the village green status of Ridgewood Recreation Ground</u> 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.	07.04.25	HG	To be progressed.
<u>FC.41.09.25</u>	<u>12.0 To consider a motion from Councillor Macve</u> With 10 votes in favour, members RESOLVED to task the Town Clerk with: (i) investigate the cost to Wealden DC of maintaining the car parks (annual upkeep), and, (ii) subject to the outcome of the nomination for Luxford Car Park, to be registered as an Asset of Community Value, put forward a nomination for the Regency Close Car Park(s).	08.09.25	HG	In progress.
<u>FC.45.09.25</u>	<u>17.0 Consider the placement of storage and temporary toilet facility at Harlands Playing Fields</u> Eight out of 12 members voted in favour and RESOLVED to: (i) agree to the Uckfield Grasshoppers Junior Football Club siting a storage container to the southern eastern corner nestled behind the trees at Harlands Recreation Ground, and; (ii) agree to the temporary placement of toilet provision during the 2025-26 football season (September to May) whilst a longer term solution was sought.	08.09.25	JH	In progress.

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
October 2025	To note the report of the External Auditor	Asst 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
	Calendar of meetings for 2026	Town Clerk
	Initial review of Service Level Agreements	Asst TC/Town Clerk
	Response to consultation on Holy Cross Primary school and playing fields	Town Clerk
	New powers to revitalise High Streets	Town Clerk
	Concerns regarding safety of Lewes Road, Ridgewood	Town Clerk
	Motion from Cllr McClafferty	Town Clerk
CONFIDENTIAL		

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
	Member Allowances	Town Clerk
	To consider costs of establishing a Changing Places toilet	Town Clerk/Mgt
	Signing of lease agreements	Town Clerk/F&C Mgr
	Appoint further member to Plans Committee	Town Clerk
	To further consider the Greenway Proposals and rail track bed	Town Clerk
CONFIDENTIAL		

FULL COUNCIL FORWARD PLAN – 2025/26

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
	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
	Adoption of reviewed Risk Management Policy	Mgt Team
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

FULL COUNCIL FORWARD PLAN – 2025/26

Registered Assets of Community Value in Uckfield

Site/Location	Date current registration expires	Nomination made by
The Dene, Manor Park	15 July 2026	Residents' Association. Now in ownership of Town Council
Land at Selby Road (Selby Meadows)	16 September 2026	Town Council. In ownership of Town Council. Licenced to Newtown Action Group to cultivate until December 2030.
Uckfield Leisure Centre	20 November 2028	Town Council
Ridgewood Post Office & Stores	7 December 2028	Town Council
Uckfield Family Hub	9 September 2030	Town Council
Uckfield Rugby Club	9 September 2030	Town Council
Highlands Inn	28 September 2030	Town Council

Unsuccessful nominations for Assets of Community Value in Uckfield

Site/Location	Date of removal from list of unsuccessful nominations	Nomination made by
Brickmakers Arms	14 December 2028	Town Council
Luxfords Car Park	Rejected.	Town Council

Awaiting outcome of recent nomination

Site/Location	Date should hear by	Nomination made by
Holy Cross Primary School & Playing Fields	25 November 2025	Town Council

Meeting of the Full Council

Monday 20 October 2025

Agenda Item 8.0(iii)

TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS: AGEING WELL FORUM

The Ageing Well Forum hosted a successful 'Community Wellbeing event' on Thursday 18 September 2025 in the Weald Hall of the Civic Centre.

18 organisations attended, promoting health and wellbeing-based services, community activities and care or community support they provided to residents in the local area.

The event was aimed at all ages, and sought to invite members of the public into one place to learn more about what was available to support physical and mental wellbeing. Those attending were entertained with demonstrations from Happiness in Motion, Jimmy Lin (Funky Fiddler) and the U3A Ukelele group.

The next Ageing Well Forum is due to take place on Thursday 6 November 2025 at 10.00am.

Town Clerk

Meeting of Full Council

Monday 20 October 2025

Agenda Item No. 9.0(i)

INVESTMENT REVIEW

1.0. Background

- 1.1. The Assistant Town Clerk & RFO presented a report to Finance Sub-Committee on 14 October 2025. This report advised that the Town Council currently holds a fixed term rate with Lloyds Bank which matures on the 22 October 2025 for a sum of £339,382.76 including interest. On maturity this amount will automatically transfer into the Town Council's business account with Lloyds. The rate of this account is currently 4.37%
- 1.2. The current fixed term rates were as follows on Tuesday 14 October 2025:

Lloyds Bank 12month fixed rate	2.24%
NatWest 12month fixed rate	3.21%
HSBC 12month fixed rate	3.00%
- 1.3. Please note, that these rates may have slightly changed again by the date of the Full Council meeting.

2.0. Recommendation

- 2.1. Members of Finance Sub-Committee recommended, at the point at which the fixed term rate matured, that the funds within the Lloyds 15 month fixed term deposit account and remaining funds within the Treasurer's account be transferred to the NatWest 12 month fixed rate.

Contact Officer

Sarah D'Alessio

UCKFIELD TOWN COUNCIL



Notice of conclusion of audit

**Annual Governance & Accountability Return for the year ended
31 March 2025**

Section 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Uckfield Town Council** for the year ended 31 March 2025 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Uckfield Town Council** on application to:

Holly Goring
Town Clerk
Uckfield Town Council
Council Offices
Civic Centre
Uckfield
TN22 1AE

Between the hours of 9am to 4pm Mondays to Fridays
(excluding public holidays), when any local government elector
may make copies of the Annual Return.

3. Copies will be provided to any person on payment of £1.00 for each copy of the Annual Governance & Accountability Return.

Announcement made by: Holly Goring, Town Clerk

Date of announcement: 15 September 2025

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Uckfield Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	✓	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

25/06/2025

and recorded as minute reference:

FC, 27.06.25

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.uckfieldtc.gov.uk

Section 2 – Accounting Statements 2024/25 for

Uckfield Town Council

	2024/25	2023/24	
1. Balances brought forward	1,291,130	1,249,896	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,051,151	1,127,348	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	569,719	778,244	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	795,577	873,444	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	39,553	38,727	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	826,974	1,036,851	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,249,896	1,206,466	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,230,875	1,109,041	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	6,591,178	6,692,709	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	441,600	422,400	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only			
11a. Disclosure note re Trust funds (Including charitable)			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (Including charitable)			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]

Date

18/06/2025

I confirm that these Accounting Statements were approved by this authority on this date:

25/06/2025

as recorded in minute reference:

FC.28.06.25

Signed by Chair of the meeting where the Accounting Statements were approved

[Signature]

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Uckfield Town Council– ES0100**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

13/09/2025

Meeting of the Full Council

Monday 20 October 2025

Agenda item 11.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES (Q2 2025)

1.0 Summary

- 1.1 This report provides a review at the end of quarter two on the Town Council's priorities for 2025/26 (end of September 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 Q2 2025/26: Progress Update

- 2.1 Two of the 11 priorities are now complete and the other nine, are all near completion or have made good progress and are on schedule. 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: Q2 2025/26 Progress Report
Contact Officer: Holly Goring

Key:

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

APPENDIX A: Q2 - 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 by external contractors. We anticipate the last of the Ash Dieback works being undertaken in Boothland Wood this winter (2025/26).	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 1sqm. 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 21 March 2026 due to the large number of events already scheduled for the autumn of 2025. Contact has been made with interested companies and we'll follow up in the New Year. Electric charging points have been 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. Professional expertise is being sought for support with the commencement of major projects and members have agreed to extend the current lease agreement for Osborn Hall for a further two years, whilst considerations are explored.	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. A report was presented to Full Council in relation to temporary welfare and storage facilities at Harlands on 8 September 2025. Quotations have been obtained to assist with drainage issues at the Skate Park, and funding opportunities will be explored for improvements to our grounds maintenance and sports facilities.	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.		Both the first and second instalments have been paid to those awarded community grant funding in 2025/26. Instalments have also been paid towards the service level agreements for Wealden Citizen's Advice and Wealden Volunteering.	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. Works were completed in September 2025, and the play area equipment received their ROSPA safety check. The play area was officially opened on 10 October 2025.	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.	●	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. 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.	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.	●	We delivered an event on Bank Holiday Monday 5 May to mark the 80 th anniversary of VE Day, at the Civic Centre. We hosted the most successful Weald on the Field day festival on Saturday 9 August 2025, yet. We hosted a moving beacon lighting remembrance service on Friday 15 August 2025, to mark the 80 th anniversary of VJ Day at Victoria Pleasure Ground. The rolling road closure order has been accepted for the remembrance parade in November 2025, and arrangements will shortly be confirmed for these services.	Full Council /Environment & Leisure Committee	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
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.		Initial conversations have been held with external consultants and contractors to explore the use of their professional expertise with: - 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
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.		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. Discussions and prioritisation of the infrastructure requirements for the town, have continued, in-house with elected members, partner agencies and developers. Work is underway on the draft Neighbourhood Plan and a steering group meeting booked for 20 October 2025.	Full Council	Town Clerk

Date: 14/10/2025
Time: 12:47:44

UCKFIELD TOWN COUNCIL
Balance Sheet

Page: 1

From: Month 1, April 2025
To: Month 6, September 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	(21,111.79)	183,944.00	
Deposits and Cash	805,560.16	1,713,215.31	
VAT Liability	3,520.37	16,884.21	
Bank	1,621.36	203,007.68	
		789,590.10	2,120,677.28
Current Liabilities			
Creditors - Short term	9,406.11	64,266.71	
Taxation	(441.97)	(441.97)	
Wages/Pension Fund	(65,182.11)	(59,661.96)	
		(56,217.97)	4,162.78
Current Assets less Current Liabilities:		845,808.07	2,116,514.50
Total Assets less Current Liabilities:		845,808.07	6,494,093.99
Long Term Liabilities			
Loans	(9,600.00)	393,600.00	
Lease	0.00	82,611.98	
		(9,600.00)	476,211.98
Total Assets less Total Liabilities:		855,408.07	6,017,882.01
Capital & Reserves			
Reserves	50.00	5,161,694.55	
P & L Account	864,911.15	864,911.15	
Previous Year Adj		829.39	
		864,961.15	6,027,435.09

Date: 14/10/2025
Time: 12:47:03

UCKFIELD TOWN COUNCIL
Profit and Loss

From: Month 1, April 2025
To: Month 6, September 2025

Chart of Accounts:

	Quarter 2 (End of Sept 2025)	
Sales		
Environment & Leisure	61,530.50	
General Purposes	1,587,077.93	
Luxfords income	118,067.94	
		1,766,676.37
Purchases		
Environment & Leisure	299,028.98	
General Purpose	455,562.35	
Luxfords Expenditure	147,173.89	
		901,765.22
Gross Profit/(Loss):		864,911.15
Net Profit/(Loss):		864,911.15

Profit & Loss

GP Sales Breakdown

Total	1,587,077.93
Precept	(1,321,884.00)
CIL	(153385.09)
Balance	111,808.84

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

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
OS49	West Park Pavilion	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. 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.	Building	Freehold	0.02ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS50	The Source	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. 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.	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
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	

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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. The lease agreements are due for renewal.	Building	Freehold, leased out	

Cemetery

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS34	Snatts Road Cemetery and Chapel	Cemetery (new section) purchased in 1942.	Cemetery	Freehold	1.33ha

OS35	Snatts Road Cemetery and Chapel	Cemetery and Chapel (Consecration of chapel removed by Lord Bishop of Chichester in 1999). One chapel and part of second chapel leased to commercial tenant – due to be reviewed early 2025.). Part of second chapel utilised by Uckfield Town Council.	Cemetery	Freehold	1.19ha
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Land

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS1	Land to the north of Hart Close	Open land adjacent to road, transferred to Town Council by developer. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.22ha
OS2	Hempstead Fields	Open land adjacent to recreation ground, transferred to Town Council by developer in 1991. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment.	Land	Freehold	1.69ha
OS6	Hunters Way	Open land with footpaths and tree planting, transferred to Town Council by developer in 1973. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.36ha

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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
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
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
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

Uckfield Town Council
FIXED ASSETS SCHEDULE
For the year ended 31/03/2025

		Brought forward		Carried forward	
		Cost + Revaluation		Cost + Revaluation	
	Date	31/03/2024	Addits/Disps	31/03/2025	
			£	£	
OPERATIONAL ASSETS					
Land and Buildings					
Civic Centre, Bell Farm Lane		2,167,690.00	-	2,167,690.00	
Victoria Pavilion, Old Timbers Lane		428,600.00	-	428,600.00	
West Park Pavilion, Markland Way, West Park		188,600.00	-	188,600.00	
Cemetery Buildings (East & West workshops, Snatts Road)		66,340.00	-	66,340.00	
Victoria Park Sports Field (Pleasure Ground)		88,000.00	-	88,000.00	
Luxford Sports Field, off High Street		43,000.00	-	43,000.00	
West Park Sports Field, off Markland Way		90,000.00	-	90,000.00	
West Park Sports Field (25% disposal in 2008)	2008	-	-	-	
Hempstead Lane Sports Field		42,000.00	-	42,000.00	
Land at New Road, Ridgewood		75,000.00	-	75,000.00	
Ridgewood Pavillion, New Road		34,900.00	-	34,900.00	
Harlands Farm Sports Field, Harlands Farm, Mallard Drive		64,000.00	-	64,000.00	
Land at New Barn Farm Recreation Ground, New Barn Lane		115,000.00	-	115,000.00	
The Hub, Civic Approach	2008	173,500.00	-	173,500.00	
Unknown amounts re 2003 revaluation contras cost/dep'n		-	-	-	
Cemetery Improvements - new garden & wall of remembrance	2012	71,923.00	-	71,923.00	
Storage facilities Victoria	2013	111,347.00	-	111,347.00	
Victoria ramp wall and rails	2013	13,368.00	-	13,368.00	
Storage facilities/Mezzanine Victoria (20 years SL)	2015	3,809.00	-	3,809.00	
Victoria Tennis Court Project (10 years SL)	2015	81,065.00	-	81,065.00	
Bird-in-Eye Allotment parking (10 years SL)	2015	8,435.00	-	8,435.00	
Victoria Tennis Court Project (10 years SL)	2016	14,165.00	-	14,165.00	
C/C Refurbishment of toilets (10years SL)	2016	18,754.79	-	18,754.79	
Land known as the Dene (purchased amenity land from Buxted	2024	5,001.00	-	5,001.00	
		3,904,497.79	-	3,904,497.79	
Vehicles, Plant, Furniture & Equipment					
<u>Building Contents:</u>					
Civic Centre		20,000.00	-	20,000.00	
Victoria Pavilion		13,800.00	-	13,800.00	
Lighting upgrade Civic Centre - 25% (4 years) SL	2012	17,196.00	-	17,196.00	
PV Panel installation C/C - 25% (4 years) SL	2012	30,562.00	-	30,562.00	
Civic Centre toilet refurbishment - 6.67% (15 years) SL	2013	42,681.00	-	42,681.00	
Civic Centre boiler replacement - 6.67% (15 years) SL	2013	131,041.00	-	131,041.00	
Civic Centre boiler replacement - 6.67% (15 years) SL	2014	11,669.00	-	11,669.00	
Civic Centre chairs/tables Council Chambers (10 years) SL	2014	8,628.00	-	8,628.00	
Civic Centre computer equipment (3 years) SL	2015	5,330.00	-	5,330.00	
Civic Centre audio visual equipment (5 years)	2015	10,710.00	-	10,710.00	
Civic Centre Acoustic cutaining installation (5 years)	2017	20,630.07	-	20,630.07	
new radio microphones for the Weald Hall	2017	2,669.00	-	2,669.00	
New unvented electric water heaters	2017	1,890.00	-	1,890.00	
New screen for foyer	2017	667.50	-	667.50	
Mini Bowser Washer	2017	1,500.00	-	1,500.00	
New ceiling o/s green room	2018	1,925.00	-	1,925.00	
		-	-	-	
<u>Vehicles:</u>		-	-	-	
Tractor - Ford		4,814.00	-	4,814.00	
Tata Truck GX53 RHZ (on HP)	2004	7,734.00	-	7,734.00	
Fiat Truck		6,108.00	-	6,108.00	
Grass roller	2006	6,405.00	-	6,405.00	
Tractor & Flail mower - GX07 JYO	2008	20,552.00	(20,552.00)	-	
Chipper	2012	-	-	-	
Movano Vehicle	2016	17,221.00	-	17,221.00	
Ford	2017	7,895.00	(7,895.00)	-	
New Holland Tractor - GU24 JMV	2025	-	46,492.00	46,492.00	
Toyota Proace City Electric Icon Van - AO74 UDT	2025	-	21,560.42	21,560.42	
Toyota Proace City Electric Icon Van - AO74 UCN	2025	-	24,320.22	24,320.22	
		-	-	-	
<u>Play Equipment:</u>		-	-	-	
Luxford Field		-	-	-	
Oakwood		936.00	-	936.00	
Hempstead		3,930.00	-	3,930.00	
Victoria		12,381.00	-	12,381.00	
Ridgewood		-	-	-	
Old Hospital Site		7,333.00	-	7,333.00	

		Cost + Revaluation		Cost + Revaluation
	Date	31/03/2024	Addits/Disps	31/03/2025
		£	£	£
Rocks Park Play Area		23,086.00	-	23,086.00
Computers		-	-	-
Skate Park	2010	91,092.00	-	91,092.00
New swing at Oakwood Drive	2012	6,980.00	-	6,980.00
Play area Hempstead Lane (15 years) SL	2014	105,289.00	-	105,289.00
Multi-use Games Area New Barn area Victoria Pleasure Ground	2014	55,267.00	-	55,267.00
Victoria Artificial Wicket (7 years) SL	2015	5,360.00	-	5,360.00
Sound system - Weald Hall (5 years)	2016	14,575.00	-	14,575.00
Audio visual equipment - Weald Hall (5 years)	2016	13,223.00	-	13,223.00
Stage lighting W/H	2017	9,951.97	-	9,951.97
Play areas rolling programmes	2017	135,000.00	-	135,000.00
Safety surface victoria	2018	7,465.00	-	7,465.00
Hughes way play area	2018	50,350.00	-	50,350.00
Upgrade to computer system - office	2018	5,798.00	-	5,798.00
Upgrade to server	2018	1,426.30	-	1,426.30
Cold room chiller	2018	7,820.69	-	7,820.69
21" Rotary Mower (Sept 23) (Nominal code - 5202)	2024	1,072.00	-	1,072.00
RM4RTP Mulch Mower (Sept 23) (Nominal code - 5202)	2024	1,158.34	-	1,158.34
Upgrade to server (July 23) (Nominal code 5430)	2024	2,526.00	-	2,526.00
Upgrade to Wi-Fi (Aug 23) (Nominal code 5430)	2024	5,417.00	-	5,417.00
Upgrade to 7 x computers (Aug 23 and Mar 24) (Nom code 543)	2024	4,500.00	-	4,500.00
Grillo Brush Cutter 10 AWD 27	2025	-	11,855.58	11,855.58
Grillo Mower FD900	2025	-	23,000.00	23,000.00
Grillo CL75 Pedestrian Mower - £2,748.33 plus VAT	2025	-	2,748.33	2,748.33
		-	-	-
		-	-	-
		-	-	-
<u>Street Furniture</u>		-	-	-
Unknown amounts pre 2003 cost/dep'n		400,316.00	-	400,316.00
Part exchanged tractor re new tractor & flail purchase	2008	(13,500.00)	-	(13,500.00)
Total		1,350,380.87	101,529.55	1,451,910.42
NON-OPERATIONAL ASSETS				
<u>Land and Buildings:</u>				
Forester's Hall, Harcourt Road		546,200.00	-	546,200.00
Baptist Chapel, adj Foresters Hall		59,730.00	-	59,730.00
2A Vernon Road		139,100.00	-	139,100.00
Bridge Cottage	2005	80,000.00	-	80,000.00
Signal Box, High Street		47,495.00	-	47,495.00
Guide Hut, Hempstead Lane		70,000.00	-	70,000.00
Shop adjoining Bridge Cottage	2010	85,000.00	-	85,000.00
Bridge Cottage major refurbishment contribution	2015	280,000.00	-	280,000.00
		-	-	-
<u>Building Contents:</u>		-	-	-
Foresters Hall		9,490.00	-	9,490.00
Total		1,317,015.00	-	1,317,015.00
COMMUNITY ASSETS				
Hempstead Meadows LNR/Millennium Walk		1,700.00	-	1,700.00
Hempstead Meadows LNR/Millennium Walk	2001	17,561.00	-	17,561.00
Hempstead Meadows LNR/Millennium Walk	2002	23.00	-	23.00
Total		19,284.00	-	19,284.00
SUMMARY				
<u>Operational Assets</u>				
Land & Buildings		3,904,497.79	-	3,904,497.79
Vehicles, Plant, Furniture & Equipment		1,350,380.87	101,529.55	1,451,910.42
<u>Non-operational Assets</u>		1,317,015.00	-	1,317,015.00
<u>Community Assets</u>		19,284.00	-	19,284.00
TOTAL		6,591,177.66	101,529.55	6,692,707.21
		6,591,177.66	101,529.55	6,692,707.21

UCKFIELD TOWN COUNCIL

DRAFT CALENDAR OF MEETINGS 2026

Jan-26 5 Plans 12 Full Council (Budget) 19 Environment & Leisure 26 Plans	Jul-26 6 Environment & Leisure 13 Plans 20 General Purposes
Feb-26 9 General Purposes 16 Plans 25 Finance Sub-Committee (Wed)	Aug-26 3 Plans 24 Plans
Mar-26 2 Environment & Leisure 9 Plans 16 Full Council 23 General Purposes 30 Plans	Sep-26 1 Environment & Leisure (Tues) 7 Full Council 9 Allotment Conference (Wed) 14 Plans 21 General Purposes
Apr-26 13 Environment & Leisure 15 Annual Town Meeting (Wed) 20 Plans	Oct-26 5 Plans 12 Environment & Leisure 19 Full Council 26 Plans
May-26 5 General Purposes (Tues) 11 Plans 18 Full Council (Annual Stat) 26 Environment & Leisure (Tues)	Nov-26 9 All Member Workshop (Priority) 16 Plans 23 General Purposes 30 Environment & Leisure
Jun-26 1 Plans 8 General Purposes 22 Plans 24 Full Council (Audit - Wed)	Dec-26 7 Plans 14 Full Council (Draft Budget)

Meeting of the Full Council

Monday 20 September 2025

Agenda Item No. 15.0

TO CONSIDER A MOTION FROM COUNCILLOR M. McCLAFFERTY

1.0 Summary

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

2.0 The motion for consideration

- 2.1 Councillor McClafferty gave written notice of the following motion which was received on 1 September 2025 and before the required deadline:-
- 2.2 *"Councillors, I would like to propose that we rectify an unfairness I see in the allowances system in our Council. We have a system where co-opted members are not permitted to receive the allowance that elected members do. I understand the logic behind it from history but it is all too likely that in the future co-option is going to become more common and we need people to step into the role and to participate as much as they can.*

This request to participate would be stronger with an allowance behind it. The allowance, as you all know, is not a salary; it is to make participation in our democracy easier and to barr a member based on how some members arrived on the council - considering how, in the all-out election in May 2023, seats were uncontested. I hope you'll agree is somewhat bizarre.

I propose we request Town Council staff to explore options within legislation and through the budget setting process to introduce allowances for co-opted members.

Assuming a positive response from Councillors the result could be one of two options:

- 1. Co-opted members receive allowance starting from the next financial year (my preferred outcome).*
- 2. Co-opted members receive allowance from next election cycle (i.e. grandfather in the change)."*

3.0 Recommendations

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

Contact Officer: Holly Goring



SERVICE LEVEL AGREEMENT BETWEEN UCKFIELD TOWN COUNCIL AND WEALDEN VOLUNTEERING

GENERAL

This is a non-legally binding agreement between Uckfield Town Council and Wealden Volunteering.

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 12-month period between 1 April 2025 and 31 March 2026.

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

Wealden Volunteering 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;
- Provide services to the community of Uckfield to match individuals and groups with volunteering opportunities, to provide hearing aid maintenance services, and general support with IT or administrative tasks such as photocopying and laminating, and assistance with digital access;
- Work with the Uckfield Chamber of Commerce and Town Mayor to deliver the 'People need People' campaign and increase engagement between businesses and the voluntary sector;

Uckfield Town Council will:

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

Reporting

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

- (i) Total number of clients (and specifically residents) helped by Wealden Volunteering in Uckfield, in comparison with other parishes;
- (ii) Number of successful volunteer matches;
- (iii) Detail of any projects or new services available for residents in Uckfield and the surrounding villages;
- (iv) Update on the team available in terms of numbers of advisers, staff and trustees;

Information sharing

In addition to a bi-annual report, a representative of Uckfield Town Council will be appointed at the Annual Statutory meeting of Uckfield Town Council to attend WV 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 Volunteering 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.

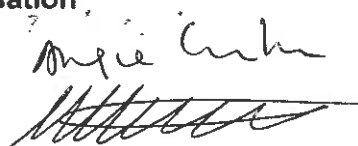
Financial contribution

Uckfield Town Council will provide a sum of £9,000 for the period 2025/26, in line with this agreement.

Payment will be made in quarterly instalments (May 2025, August 2025, October 2025, and February 2026).

Authorisation

Signed



Full Name

CLL Angie Smith

CLL MICHAEL McCLAFFERTY

On behalf of Uckfield Town Council

Date 03/03/2025

Signed



Full Name

Judith Austin

On behalf of Wealden Volunteering

Date 25.2.25



SERVICE LEVEL AGREEMENT

Uckfield Town Council and Wealden Citizens Advice, Uckfield Branch

Period of agreement

This is a 12-month agreement that will start on 1 April 2025 and finish on 31 March 2026, with an opportunity to then review the agreement moving forward.

Aims

Wealden Citizens Advice provide free impartial advice to residents of Wealden District, and for this agreement more specifically the residents of Uckfield and the surrounding villages.

The service is:

- (i) committed to empowering individuals by equipping them with the knowledge, tools, and skills to manage and overcome challenges;
- (ii) accessible for all, and provides advice and support to vulnerable groups, through multiple channels, including in-person and telephone support;
- (iii) independent of other agencies and all information is handled confidentially;
- (iv) committed to helping clients avoid the escalation of financial, legal and personal difficulties, which demonstrates the preventative work of the service, alongside the reactive;
- (v) pivotal in actively raising awareness of key social issues and advocates for fairer outcomes. Their use of data and client experiences assists with influencing UK Government policy and campaigns for improvements at both local and national levels.

Key performance indicators

Opening hours

A service is offered face to face or over the phone.

At present the first point of contact is via their freephone number. Wherever possible, the service aims to provide advice and support during the initial call. If further assistance is required, an appointment will be arranged.

Advice and support can be provided either face to face or by telephone; but face to face appointments are reserved for high priority cases or need across the three offices.

Day	Face to face	Telephone
Monday to Thursday	9.30 to 3	9.30 to 3
Friday	-	9.30 to 3

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

Reporting

A bi-annual written report will be provided to Uckfield Town Council at the end of each six month period (i.e. April, for October to March, and October, for April to September). This will include the following information:

- (i) Total number of clients helped by advisers by the Uckfield branch, and in comparison with Hailsham and Crowborough;
- (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 the team available in terms of numbers of advisers, staff and trustees;

Information sharing

In addition to a bi-annual report, 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 service provider (Wealden Citizens Advice) will receive a sum of £23,000 in 2025/26 in line with this agreement.

Payment will be made in two instalments of £11,500. The first instalment will be issued in May of each year, and the second instalment issued in October.

Signed  Full Name  DIANE WARD |  P. SEABY

On behalf of the Uckfield Town Council
Date

Signed 

Full Name: Jennifer Jadia

On behalf of the Wealden Citizens Advice
Date 24th February 2025

Meeting of the Full Council

Monday 20 October 2025

Agenda Item 20.0

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 8 September and 20 October 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

- 11.09.25 Attend the Golden Garden Party. St Peter & St James Hospice, Wivelsfield.
- 13.09.25 Attend 'ABBA Chique'. Civic Centre, Uckfield.
- 26.09.25 Speak at Ashdown Radio Awards Evening. East Sussex National, Uckfield.
- 27.09.25 Attend Macmillan Coffee Morning. The Oaks AFC, Eastbourne Road, Uckfield.
- 27.09.25 Attend 'Pokemon' Event. Civic Centre, Uckfield.
- 29.09.25 Chairman of East Sussex Civic Reception. Charleston, West Firle, Lewes. BN8 6LL.
- 30.09.25 Attend Girlguiding Presentation. Osborn Hall, Uckfield.
- 05.10.25 Attend Confirmation Service. Holy Cross Church, Uckfield.
- 10.10.25 Official Opening of renovated Victoria Pleasure Ground Play Area, Uckfield.
- 12.10.25 Attend Mass at the invitation of Governors of St Philips Catholic Primary School. Uckfield.
- 15.10.25 Combined visit with Chairman of ESCC Cllr. R Galley. Uckfield Organisations.
- 17.10.25 Official Opening and Ribbon Cutting for branch of Premier Travel. High Street, Uckfield.
- 18.10.25 Guest at the Model Railway Exhibition, Civic Centre, Uckfield.
- 19.10.25 Guest at The Mayor of East Grinstead's Civic Service. St Swithun's Church, St Swithun's Close, East Grinstead. RH19 3BB.

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

- 11.09.25 Attend the Golden Garden Party. St Peter & St James Hospice, Wivelsfield.
- 13.09.25 Attend 'ABBA Chique'. Civic Centre, Uckfield.
- 10.10.25 Official Opening of renovated Victoria Pleasure Ground Play Area, Uckfield.
- 12.10.25 Attend Mass at the invitation of Governors of St Philips Catholic Primary School. Uckfield.
- 17.10.25 Official Opening and Ribbon Cutting for branch of Premier Travel. High Street, Uckfield.
- 18.10.25 Guest at the Model Railway Exhibition, Civic Centre, Uckfield.