



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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Meeting of the **Environment and Leisure Committee** to be held on  
**Monday 24 November 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 CHAIRMAN'S DISCRETION

### 3.0. APOLOGIES FOR ABSENCE

### 4.0. MINUTES

- 4.1. Minutes of the meeting of the Environment and Leisure Committee held on 13 October 2025
- 4.2. Action list – for information only
- 4.3. Project monitoring list – for information only
- 4.4. Forward plan – for information only

### 5.0. FINANCE

- 5.1. Bills paid
- 5.2. To note the income & expenditure report ending 30 September 2025
- 5.3. To consider budget priorities and initiatives for 2026-27

### 6.0. ADMINISTRATION

- 6.1. To review the fees and charges for Allotments in 2026-27
- 6.2. To review the fees and charges for Snatts Road Cemetery in 2026-27
- 6.3. To review the fees and charges for the provision of Sports Hire in 2026-27
- 6.4. To review the 2026-27 proposal from East Sussex County Council on their Urban Grass Verge Cutting contract
- 6.5. To request any items for the Strengthening Local Relationships meeting with East Sussex Highways in early January 2026

**7.0. ENVIRONMENT**

- 7.1 To note the current position of the Town Council's Estates
- 7.2 To consider suggestions from Uckfield Rotary Club for their 75<sup>th</sup> Anniversary
- 7.3 To consider a response to the East Sussex Local Nature Recovery Strategy Consultation

**8.0. LEISURE**

None.

**9.0. REPORTS FROM WORKING GROUPS**

(Nothing to report)

**10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

- 10.1 All Weather Pitch Operational Group
- 10.2 Biodiversity links - Ashdown Forest and Weald to Waves
- 10.3 Local Nature Reserve Supporters Group
- 10.4 Luxford Centre Management Committee
- 10.5 Uckfield Railway Line Parishes Committee
- 10.6 Uckfield Youth Club Trust Board
- 10.8 Wealden Food Partnership Advisory Group
- 10.9 Uckfield & District Twinning Association – AGM only

**11.0. CHAIRMANS ANNOUNCEMENTS**

**12.0. 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: -

- 12.1 To consider a report on the Marketing programme
- 12.2 To consider proposals for CCTV improvements



**Town Clerk**

18 November 2025



Minutes of the meeting of the **Environment and Leisure Committee** held on  
Monday 13<sup>th</sup> October 2025 at 7.00pm  
Council Chamber, Civic Centre, Uckfield

**PRESENT:**

Cllr. Angie Smith (Chair)  
Cllr. Karen Bedwell  
Cllr. Michael McClafferty  
Cllr. Spike Mayhew

Cllr. Bernadette Reed  
Cllr. Donna French  
Cllr. Chris Macve

**IN ATTENDANCE:**

Councillor Peter Selby  
Two members of the public  
Tom Woollard – Countryside Ranger

Rachel Newton – Senior Administrative Officer  
Minutes taken by Rachel Newton

**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.

A declaration of personal interest in relation to item 7.3 was made by Councillor C. Macve as he was a representative of the League of Friends for the Bird in Eye hospital, and would leave the room during those discussions.

**2.0. STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE CHAIR'S DISCRETION**

[Councillor C. Macve left the room at 19:05pm]

Members agreed to suspend standing orders to allow a local resident and allotment rep on the Framfield East allotment site, to speak in relation to agenda item 7.3:

*"Myself and another allotment rep have been approached by several tenants over winter over the past couple of years, asking to create a safe and workable access point. This would be installed against the concrete post of image 3 [provided in the report].*

*The car park has twenty-four designated spaces across sixty metres and the distance between the existing access gate for vehicles and pedestrians can be viewed at image 1 [approximately 20 feet].*

*The main access point becomes very water logged and unsafe for walking to allotments. Several tenants including myself have slipped and fallen.*

*The proposed additional access point gate is beyond the last car park space (image 1), giving up to two metres from the kerb line with a knee high fence and four metres in length. The chain link existing boundary fence and post would be reinstalled (image 5).*

*This whole area of somewhat ‘unsightly’ appearance (image 2) would be cleared and removed from site and ongoing maintenance undertaken by allotment holders. Strict grounds would be established between the League of Friends of the hospital, Uckfield Town Council and allotment holders. For example, no parking permitted on the residential estate, locking the access gate as promoted by Uckfield Town Council on other allotment sites, and any other concerns to be noted and agreed.”*

[Councillor C. Macve re-entered the room at 19:08pm]

Members also heard from another local resident in relation to item 8.1, who attended the ‘Our Parks’ sessions:

*“I was initially advised of this [Our Parks initiative] when I started and have been attending for about three years. Wealden District Council receive similar advice of current sessions although there are more who turn up on the day. The feedback from attendees is excellent, who enjoy doing the exercise and building up a community spirit. The physical trainer has been there for some time and is very professional; encouraging what activities can be done safely with muscle, core strength and balance. Attendance is from a wide range of levels and age groups, with some retirees and younger mums, so this has potential to increase even further.”*

The Chair thanked both residents for discussing these matters which would be considered later on under items 7.3 and 8.1, respectively. Members agreed to reinstate standing orders.

### **3.0. APOLOGIES FOR ABSENCE**

An apology was received in advance of the meeting from Councillor D. Bennett who was unable to attend due to personal reasons.

### **4.0. MINUTES**

#### **4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 1 September 2025**

**EL.26.10.25** It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on the 1 September 2025 be taken as read, confirmed as a correct record and signed by the Chair.

#### **4.2. Action list**

Members noted the report and asked the following items to be removed from the action list:

EL28.10.23 – External contractors had completed the installation of a gate to restrict public access to the Grounds work area next to Victoria Pavilion. The yard would be closed for safety purposes, including a press release.

EL35.01.25 – The Fees and Charges Working Group reviewed income and expenditure for Snatts Road Cemetery at their meeting on 30 September, and confirmed that no substantial review was required. The Estates team met on site on 26 September, to discuss any health and safety concerns and future management of the whole area with a report submitted.

It was decided that item EL20.09.25 should remain on the action list whilst staff continued to look into more radical ideas to fix the Ridgewood Village Hall car park in the longer term.

#### **4.3. Project Monitoring List – for information only**

Members noted the report – no further updates.

- 4.4 Forward plan – for information only  
Members noted the report.

**5.0. FINANCE**

- 5.1. To note bills paid

Members noted the report, with no comments made.

- 5.2 To note the income and expenditure report ending 30 June 2025

Members noted the report. The Chair announced that she was pleased again to note that the expenditure was reduced, and sales had risen since the previous update.

**6.0. ADMINISTRATION**

- 6.1 To note the minutes of the Allotment Conference held on 10 September 2025

Members noted the report and thanked the Clerk for preparing this event for the allotment tenants and growing community.

**7.0 ENVIRONMENT**

- 7.1 To note the current position of the Town Council's Estates

Several members had attended the opening of the new play area at Victoria on 10 October, and remarked on how lovely it looked, including the new play equipment at Hempstead Recreation Ground.

The new seesaw at Victoria Play Area needed some minor attention, which was being referred back to the company to look into.

The Ranger managed to salvage an older piece of equipment, a pink elephant, which was thought to undoubtedly hold quite a few fond memories for many local residents over the years. Since this could not be a part of the play area itself for safety reasons, members decided that it should be auctioned off instead, to a charity of choice.

The absence of a chain link fence that used to exist between the football pitch and adjacent land owned by developers, was mentioned as a potential safety concern. The Town Clerk would approach the adjacent developer or landowner to arrange a meeting, to check their proposed next steps on the site as a whole, and to establish boundary lines, and any works currently being undertaken on the boundary.

Members were subsequently happy to note the report.

- 7.2 To receive an update on a management plan for Snatts Road Cemetery

The Town Council had received some positive comments in relation to the south side of the cemetery. This report stemmed from some negative feedback in relation to the north side of the cemetery. The Town Council was determined to move forward in response and to tidy up certain areas to enable the grounds team to mow the lawns more effectively, as they were contracted to do.

Overall, members regarded the cemetery as a lovely space to visit, and the grounds staff were recently praised for their work cutting the grass where they were able to, especially on the south side of the cemetery.

However, this task was becoming increasingly difficult in some areas on the north side of the cemetery, hampered by small memorials and trinkets made of materials that were either not permitted within the cemetery rules and regulations, or outside of the areas allowed.

It was important to remember that this was a sensitive area for loved ones to visit and pay their respects, and that some memorial items were not always placed on graves by those who signed up to the Deed contracts.

Members recognised that this may cause some initial disconcertment. It was therefore vital that any work around this be effectively communicated with the reasons behind the management plan.

Prior notification would need to be given to visitors to the cemetery and where contact couldn't be made with Deed owners, any items left on a plot would need to be carefully removed and stored for collection by the owner. The Grounds staff would be asked to act with upmost care.

Information could be placed on the Town Council website and new signage updated to highlight what was not permitted, ahead of this first move for cemetery improvements. If anyone wished to view a copy of the latest Cemetery Rules and Regulations, copies could be obtained via the Town Council offices.

An external contractor was also employed to collect some of the overgrown vegetation to the north west of the cemetery, as part of the tidy up.

Going forward, the Estates team decided that it would be beneficial to ensure at least one member of the grounds team be based on the north side of the cemetery once a week, to carry out various maintenance work, until further notice.

Other ideas included tidying up the memorial wall section and woodland area. Members felt that the idea of a pet cemetery, may invite some objection to sharing cemetery space with loved ones, so this would be need further considered and consulted upon.

**EL.27.10.25** Members **RESOLVED** to agree to this management plan for Snatts Road Cemetery, as detailed above, ensuring any communications were dealt with tactfully and managed with care.

7.3 To consider an additional access point to allotments via an area of land owned by the League of Friends of the hospital  
[Councillor C. Macve left the room at 7:50pm]

Further to hearing from the allotment rep on the Framfield East allotment site, the Chair asked members for their views, with mixed feelings.

The overall concern was offering a piece of land that could be taken away, as well as the costs of a solicitor for an easement and potential for liability on the Town Council under those terms and conditions. For example, if a wheelbarrow were to cause damage to a car.

The proposed site for the additional entrance was only a short distance away from the existing access gate, and there were concerns about cars parking in the layby on the Harlands development and hospital car park spaces, although tenants normally parked early enough for this not to raise any concerns.

An issue was raised about the existing entrance being in a relatively poor state of repair due to water ingress in winter months. This made it unsafe to walk upon. This would need to be addressed separately, as several people had apparently slipped and fallen on the existing pathway.

Members felt that repairs should be made to the existing entrance as this decision could not just be based on the convenience of tenants. Repairs needed to be made to the main gate entrance.

Members were undecided without knowing the costs involved, especially as this would all rely on Town Council funding.

**EL.28.10.25** Members noted the report and **RESOLVED** to agree for staff to look into the costings involved in creating a new entrance onto the Framfield East allotments site.

[Councillor C. Macve returned to the room].

## **8.0 LEISURE**

### **8.1 To receive an update on the Our Parks initiative in 2025**

The Chair thanked the attendee from 'Our Parks' again for providing a short talk on the benefits of these sessions for the community.

Wealden District Council were working in close partnership with 'Our Parks' to expand this model and make sure we could make all of our sessions sustainable, but also to make sure they were given funding options going forward.

This had previously been fully funded by the East Sussex Public Health (ESPH) 'Tackling Inequalities through Physical Activity' fund, although Wealden District Council had reacted quickly since this funding ended in September and took steps to continue to fund this project until the end of December.

In the meantime, Uckfield Town Council would continue to promote and encourage residents to take advantage of these free sessions via our posts on social media, posters and issuing leaflets and hope to see this grow even further.

The Wealden Wellbeing team were keen to see if they could encourage a 'Coach Parker' programme with a free, accredited qualification exercise certificate, enabling local volunteers to deliver outdoor group fitness sessions independently, whilst retaining the support of Our Parks.

*For further information on the 'Coach Parker' programme and the Our Parks model please go to [www.coachparker.org.uk](http://www.coachparker.org.uk) or email [info@ourparks.org.uk](mailto:info@ourparks.org.uk)*

Members noted subsequently noted the report.

### **8.2 To receive an initial update on an application to the Football Foundation for a new 3G Pitch in Uckfield**

Members acknowledged the report and agreed that this was an excellent scheme for the community, as there was already one 3G next to Uckfield College that was oversubscribed.

A few issues were raised regarding some of the financial proposals and liability to the Town Council, which were mainly in relation to step eight of the proposal, regarding costs yet to be confirmed, and fees to be paid by the client.

It would be good to determine a bit more about those expectations, so the Town Clerk would look into that.

Another query raised was about the safeguarding of the hedgerow and whether or not this would require dormouse monitoring.

**EL.29.10.25** Members were happy to note the progress with the application for a new 3G pitch in Uckfield, and;  
(i) to provide the Town Clerk with authority to give permission for the Football Foundation to proceed past Step 4 (Stage 2);

- (ii) with the Town Council taking on liability for any client costs incurred in addition to the projected £30,245 for Step 5 and beyond, seek further information on those costings and queries raised, and;
- (iv) perhaps look to explore charitable funds to help with any additional costs.

- 8.3 To receive an update on the installation of new play area equipment  
Uckfield Town Council were proud to record the achievement of the completion of this large-scale project which was already being utilised by many local school children.

Members noted the report and hoped that this would be enjoyed by many local residents for years to come.

## **9.0 REPORTS FROM WORKING GROUPS**

- 9.1 To receive a progress update from the Fees and Charges Working Group  
Members noted the report. The Working Group were due to meet again before setting out their recommendations at the next meeting.

## **10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

- 10.1 All Weather Pitch Operational Group  
Nothing to report at this time.
- 10.2 Conservators of Ashdown Forest  
A late submission was provided by Councillor Reed regarding the latest Parish Liaison Meeting on 24 September, which provided team updates, forest operations and winter works being carried out. The West Park Local Nature Reserve had also been added to the Weald to Waves pledge, which was good to hear.
- 10.3 Local Nature Reserve Supporters Group  
Nothing to report at this time.
- 10.4 Luxford Centre Management Committee  
Nothing to report at this time.
- 10.5 Uckfield Railway Line Parishes Committee  
Members noted the report with thanks to Councillor C. Macve.
- 10.6 Uckfield Youth Club Board  
Nothing to report at this time.
- 10.7 Wealden Bus Alliance/Weald Link  
Nothing to report at this time.
- 10.8 Wealden Food Partnership Advisory Group  
Nothing to report at this time.

## **11.0 CHAIR'S ANNOUNCEMENTS**

The Chair wished to give thanks to all the team on behalf of a local resident and ornithologist who was grateful for the bench the team put together, at Ridgewood orchard.

[Both local residents who attended to speak earlier left the meeting at 8:17pm]



## 12.0 CONFIDENTIAL BUSINESS

**EL.30.10.25** It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

- 12.1 To consider a report on the Marketing programme  
Members noted the report.

The meeting finished at 8:24pm.

**UCKFIELD TOWN COUNCIL**  
**ACTION LIST - FOR INFORMATION ONLY**  
**Environment and Leisure Committee**

Please note no resolutions can be made from the action list. It is for information only.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.28.09.16</u>	<u>To consider revised byelaws for the Town Council's Local Nature Reserves (LNRs)</u> Members reviewed the amendments to the byelaws which still require Natural England and DEFRA's approval. It was <b>RESOLVED</b> to accept the revised byelaws.	05.09.16	HG	In progress.
<u>EL.26.01.19</u>	It was <b>RESOLVED</b> that the Supporter Groups for both reserves be consulted with a view to shorten the byelaws in accordance with DEFRA's comments and report back to the Environment & Leisure committee.	28.01.19		
<u>EL.73.05.22</u>	<u>To consider a number of improvements to direct tourism to Uckfield</u> Members noted the report and <b>RESOLVED</b> to: (i) introduce the following ideas for improvements to direct tourism to Uckfield at the next infrastructure working group meeting: better parking facilities for motorhomes in town and improved signage, and to; (ii) consider if there was anything additional that should be explored to be discussed at that next meeting, and; (iii) for the E&F Manager to explore those initiatives put forward already with the various responsible agencies, including any leverage through ES Highways for proper signage from developers.	16.05.22	RN/ HG	In progress.
<u>EL.11.07.24</u>	<u>Climate Change working Group Update</u> Members resolved to agree to request staff to instruct the Town Council's solicitors in relation to the potential purchase of land adjacent to the River Uck and abutting the lane leading to the Sussex Horse Rescue site.	08.07.24	HG	In progress
<u>EL.18.09.24</u>	<u>To initially consider the proposed re-routing of the Public Right of Way from Ridgewood Farm into Boothland Wood as part of the development of this site</u> Members noted the report and <b>RESOLVED</b> to initially agree to the proposal from Redrow, to re-route the Public Right of Way from Ridgewood Farm away from Boothland Wood as part of the development of this site but if further consideration of routes needed to be explored.	02.09.24	HG	In progress.

Resolution no.	Details	Date Raised	Action By	Date Complete
<u>EL41.03.25</u>	<p><u>To consider the consecration of a section of land at Snatts Road Cemetery to be named the new Y section</u></p> <p>Members resolved to note the report before requesting, that officers:</p> <p>(i) look into those points raised at the meeting before deciding on the consecration of the new Y-section, and bring these points to the next meeting;</p> <p>(ii) seek advice from the Town Clerk in relation to writing a letter to the Head of Planning with a request for additional cemetery land in line with the amount of housing opportunities coming our way.</p>	03.03.25	RN	In progress.
<u>EL20.09.25</u>	<p><u>To receive a progress update on water ingress into Ridgewood Village Hall</u></p> <p>Members <b>RESOLVED</b> to agree to:</p> <p>(i) proceed with Quotation 2 from Contractor A to minimise the impact and ensure the safety of our leaseholders, and;</p> <p>(ii) enable leeway of an additional expense of fifteen percent just in case this goes slightly over budget, and;</p> <p>(ii) investigate the suggestions with the company that were raised at the meeting by experienced councillors in this field, and;</p> <p>(ii) continue to look into more radical ideas to fix the car park in the longer term.</p>	20.09.25	JH	<p>The works have been completed and the Estates team will monitor, whilst exploring options for the remainder of the car park works.</p> <p>The Estates and Facilities Manager confirmed that the next stage of works would be advertised on the UK Government procurement portal - 'Find a Tender.'</p> <p><b>Sections (i) to (iii) have been completed.</b></p>
<u>EL21.09.25</u>	<p><u>Update on the Uckfield Station Car Park and electric charging</u></p> <p>Members wished to arrange a separate meeting this year with APCOA to explore some questions being raised that needed further clarification:</p> <ul style="list-style-type: none"> <li>• Would residents have to pay to park in an electric bay, as there was a sign stating an automatic pay to park as you entered?</li> <li>• Would residents be penalised for using an electric parking bay as a normal parking spot?</li> <li>• What were the current rates and subsidising rates?</li> <li>• Was there any security for parking overnight?</li> <li>• Would there be enough spaces to park?</li> </ul>	21.09.25		Meeting with APCOA to be arranged in the New Year.

Resolution no.	Details	Date Raised	Action By	Date Complete
<u>EL27.10.25</u>	<p><u>To receive an update on a management plan for Snatts Road Cemetery</u></p> <p>Following concerns raised from the Grounds team in relation to grass cutting and health and safety members resolved to agree to the proposed management plan to remove any items not permitted on graves. This task would involve contacting deed owners where possible, and asking Deed holders to remove any items or they will be stored for collection.</p> <p>Members appreciated that this would need to be handled with care and our reasons for doing this would need to be clearly communicated. The team were in the process of creating new signs and cards to put on graves and wording to be placed on social media if needed.</p>	27.10.25	RN	Will commence in January 2026.

**UCKFIELD TOWN COUNCIL  
ENVIRONMENT & LEISURE COMMITTEE  
PROJECT MONITORING FORM 2025-26**

**Projects in 2022/23 Budget – New Initiatives**

Project Name	Speed reduction initiative (already have £3,199.64 in earmarked reserves)		Project Number	69
<b><u>FC.82.01.22</u></b>	Plus £2,000 placed into budget in 2022/23	17.01.22	Will be utilised when further research has been undertaken into the various roadside initiatives available.	

**Projects in 2025/26 Budget – New Initiatives**

Project Name	Permanent welfare facilities for Harlands Playing Fields		Project Number	89
<b><u>FC.90.01.25</u></b>	£12,000	08.04.25	Temporary toilet provision is currently being installed. A more permanent solution will be explored in 2026.	

Project Name	Conservation and wildlife monitoring (longer-term project)		Project Number	91
<b><u>FC.90.01.25</u></b>	£8,000	08.04.25	Wildlife appraisals have been commissioned and have commenced, alongside a dormouse survey of Boothland Wood. The bat survey has been quoted and will be put into next years budget, which will be approximately £3.8k. Update to be provided at the next meeting.	

## ENVIRONMENT & LEISURE COMMITTEE FORWARD PLAN – 2025/26

STANDING ITEMS FOR GENERAL PURPOSES AGENDA	REPORT LEAD
Minutes from the last meeting	Senior Admin
Action list	Mgt Team
Project list	Mgt Team
Bills paid	Senior Admin
Income and expenditure reports	TClerk / Asst TC
Estates Update	E&F Manager
Reports from working groups	Councillor representatives
Reports from outside bodies	Councillor representatives
Marketing report (confidential business)	Marketing & Comms Assistant

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	
<b>24 NOVEMBER 2025</b>	To consider budget priorities and initiatives for 2026/27 - tbc	Estates Mgr
	To review Fees and Charges for Allotments in 2026/27	SA Officer
	To review Fees and Charges for Snatts Road Cemetery in 2026/7	SA Officer
	To review Fees and Charges for the provision of Sports Hire in 2026/7	SA Officer/Town Cl
	ESCC Grass verge cutting recommendation for Full Council	SA Officer/Town Cl
	To request any items for the next SLR meeting in January 2026	SA Officer
	Rotary 75 <sup>th</sup> Anniversary suggestions	Town Clerk
	Draft response to LNRS consultation for consideration	TC/Estates Mgr
CONFIDENTIAL	Marketing Report	M&CE Officer
	Proposals for CCTV improvements	Town Clerk

## ENVIRONMENT & LEISURE COMMITTEE FORWARD PLAN – 2025/26

DATE OF MEETING			DESCRIPTION OF AGENDA ITEM/REPORT
19 JANUARY 2026			Update from Allotment Working Group
			Cemetery Rules and Regulations revised – no artificial grass
			To consider options for replacing the Flatbed vehicle
			Streetlighting update
			Proposals for refurbishment of Victoria Workshop
			Update on wildlife appraisals
CONFIDENTIAL			Marketing report
			M&CE Officer

Environment and Leisure Committee at 30 September 2025

	Apr 25 Actuals £	May 25 Actuals £	Jun 25 Actuals £	Jul 25 Actuals £	Aug 25 Actuals £	Sept 25 Actuals £	Actuals at 30 Sep 25 £	Budget at 30 Sep 25 £	Oct 25 Budget £	Nov 25 Budget £	Dec 25 Budget £	Jan 26 Budget £	Feb 26 Budget £	Mar 26 Budget £	Totals 2025/26	Budget 2025/26
<b>Sales</b>																
Contribution to Town Centre Security (4040)	0	0	0	0	491	0	491	610	0	0	0	0	0	0	491	610
Weald Hall Events (4050)	1,833	1,082	2,175	1,662	1,243	2,405	10,400	12,500	2,083	2,083	2,083	2,083	2,083	2,083	22,900	25,000
Allotments (4100)	5,894	357	162	102	43	105	6,663	7,000	0	0	1,000	0	0	1,000	8,663	9,000
Allotment Admin Charge (4102)	3,345	255	150	45	30	69	3,894	3,000	0	0	0	0	0	0	3,894	3,000
Allotment Deposits (4101)	366	104	380	52	52	104	1,058	1,000	167	167	167	167	167	167	2,058	2,000
Playing Fields & Pitches, Sport Income (4110)	0	117	325	176	336	136	1,090	500	4,500	0	10,000	0	0	5,000	20,590	20,000
Playing Fields & Pitches, Event Income (4120)	2,795	(560)	155	10	4,874	449	7,722	7,250	0	0	0	0	0	0	7,722	7,250
WDC- WPark Culverts Agreement (4123)	0	0	400	0	0	0	400	500	0	0	0	0	0	0	400	500
Vehicle and equipment disposal (4124)	0	0	700	0	0	0	700	0	0	0	0	0	0	0	700	0
ESCC Minibus parking income (4140)	0	0	0	0	400	0	400	400	400	400	400	400	400	400	2,800	0
Cemetery - Interments (4180)	620	5,310	2,885	5,260	0	862	14,937	18,500	3,083	3,083	3,083	3,083	3,083	3,083	33,437	37,000
Cemetery - Memorials (4181)	424	530	1,408	880	0	235	3,477	3,500	583	583	583	583	583	583	6,977	7,000
Cemetery - Sundry income (4182)	147	50	150	200	50	0	597	100	0	0	50	0	0	50	697	200
Cemetery Maintenance Charge (4183)	330	440	220	770	0	220	1,980	2,200	367	367	367	367	367	367	4,180	4,400
Memorial bench income	0	0	0	933	0	0	933	1,500	0	0	750	0	0	750	2,433	3,000
Farmers Market Income (4270)	90	75	45	0	0	0	210	360	60	60	60	60	60	60	570	720
Env Sundry Income (4275)	46	0	0	0	9	0	55	100	0	0	50	0	0	50	155	200
Litter/bus station (4295)	0	398	0	0	398	0	795	795	0	398	0	0	398	0	1,590	1,590
Eco EXPO (4370)	0	0	0	0	0	0	0	0	0	0	0	0	0	450	450	450
Weald on the Field (4387)	0	0	1,900	0	3,696	0	5,596	5,500	0	0	0	0	0	0	5,596	5,500
Roundabout income (4350)	0	0	864	0	0	0	864	864	0	0	0	0	0	0	864	864
Tree work contributions	0	0	0	0	375	0	375	0	0	0	0	0	0	0	375	0
<b>Total Sales</b>	<b>15,889</b>	<b>8,157</b>	<b>11,919</b>	<b>10,090</b>	<b>11,997</b>	<b>4,584</b>	<b>62,637</b>	<b>66,179</b>	<b>11,243</b>	<b>7,141</b>	<b>18,593</b>	<b>6,743</b>	<b>7,141</b>	<b>14,043</b>	<b>127,542</b>	<b>128,284</b>
<b>Grant funding</b>	<b>0</b>	<b>0</b>	<b>773</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>773</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Purchases</b>																
Playing fields and pitches (5120)	2,185	2,080	1,496	4,808	1,708	1,583	13,860	8,750	1,458	1,458	1,458	1,458	1,458	1,458	22,610	17,500
Playing fields electricity (5122)	0	384	110	0	17	574	1,085	1,500	0	0	500	0	0	500	2,085	2,500
Play Area maintenance (5176)	0	52	271	458	169	0	950	4,000	0	0	2,000	0	0	2,000	4,950	8,000
Ground Maintenance General (5204)	351	1,025	1,813	422	366	698	4,675	3,750	625	625	625	625	625	625	8,425	7,500
General equipment repairs and hire (5201)	160	105	170	203	140	415	1,192	3,500	583	583	583	583	583	583	4,692	7,000
New Equipment and hire (5202)	0	854	1,101	37	330	1,905	4,227	3,250	0	0	1,625	0	0	1,625	7,477	6,500
Movana Vehicle (5279)	327	153	209	188	170	489	1,535	750	0	0	375	0	0	375	2,285	1,500
Tractor maintenance & running costs (5275)	92	224	285	477	65	0	1,144	1,075	179	179	179	179	179	179	2,219	2,150
Vehicle running costs	0	0	0	0	512	0	512	1,250	0	0	667	0	0	667	1,846	2,500
Vehicle PCP arrangements	940	940	940	1,410	1,410	1,410	7,050	4,230	1,090	0	0	0	0	0	8,140	7,500
Rainwater Harvester Maintenance (5283)	168	0	1,122	0	0	0	1,290	1,200	0	1,200	0	0	0	0	2,490	2,400
Grass cutting mower (5276)	75	722	0	0	15	0	812	750	0	0	375	0	0	375	1,562	1,500
Allotments (5100)	101	764	96	1,506	212	123	2,801	1,750	0	0	875	0	0	875	4,551	3,500
LNRS & Sites of Interest (Working budget) (5231)	85	74	1,350	20	28	703	2,260	2,000	0	0	1,000	0	0	1,000	4,260	4,000
Litter bins (5295)	0	0	0	0	0	0	0	500	0	0	0	0	0	500	500	1,000
Litter collection, open spaces (5296)	783	881	914	1,077	1,273	1,277	6,205	5,500	917	917	917	917	917	917	11,706	11,000
Repair and replace street furniture (5375)	0	0	0	0	0	0	0	1,250	0	0	0	0	0	1,250	1,250	2,500
Signage outside areas (5330)	0	0	456	109	0	0	565	500	0	0	250	0	0	250	1,065	1,000
Protective - Outdoor staff (5058)	367	33	0	1,768	60	0	2,227	2,000	0	0	0	0	0	0	2,227	2,000
Fencing (5280)	55	190	110	194	0	0	549	1,500	0	0	750	0	0	750	2,049	3,000
Horticulture (5299)	0	0	0	0	0	0	0	150	0	0	0	0	0	150	150	300
Trees (5285)	900	900	900	1,650	1,050	2,745	8,145	5,500	917	917	917	917	917	917	13,645	11,000
HMLNR & WPLNR (5033)	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500	500
Weald Hall Events (5300)	1,085	1,000	1,808	5,411	0	1,774	11,077	11,250	0	0	0	0	0	3,750	14,827	15,000
Performing rights (5301)	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	2,000
Event Advertising Marketing (5302)	1,010	158	420	285	510	775	3,158	1,910	182	182	182	182	182	182	4,249	3,000
Weald on the Field (5078)	0	600	300	3,727	7,665	0	12,292	11,500	0	0	0	0	0	0	12,292	11,500
Town Security/CCTV (5370)	1,899	178	89	84	88	387	2,725	2,400	100	100	100	100	100	100	3,325	2,900
Floral displays (5373)	0	2,837	0	(215)	564	564	3,750	3,250	0	0	0	0	0	0	3,750	3,750
Tesco roundabout Floral display	0	779	0	0	0	0	779	750	0	0	0	0	0	0	779	750
Cemetery, grave digging (5181)	0	960	320	1,280	320	0	2,880	3,000	500	500	500	500	500	500	5,880	6,000
Cemetery, rates & water (5180)	143	115	115	134	115	379	1,002	900	150	150	150	150	0	0	1,602	1,500
Cemetery, litter (5182)	278	222	222	278	222	296	1,519	1,500	250	250	250	250	250	250	3,019	3,000
Cemetery, maintenance (5186)	0	0	12	0	1,088	0	1,100	200	0	0	0	0	0	0	1,100	200
Memorial benches	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Street lights, supply & maintenance (5080)	0	0	0	0	0	0	0	0	0	0	0	0	0	12,000	12,000	12,000
Street light repairs (5081)	1,441	4,738	0	3,163	0	0	9,343	7,500	0	0	3,750	0	0	3,750	16,843	15,000
Bus shelters (5086)	0	886	0	0	0	0	886	500	0	500	0	0	0	0	1,386	1,000
Repairs to Holy Cross Churchyard (5051)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Groundsmen - salaries (5360)	13,497	12,518	12,382	13,333	15,495	13,929	81,153	97,641	16,244	16,244	16,244	16,244	16,244	16,244	178,614	194,922
Groundsmen - National insurance (5361)	1,649	1,483	1,482	1,625	1,949	1,714	9,902	13,968	2,328	2,328	2,328	2,328	2,328	2,328	23,869	27,935
Groundsmen - Pension (5362)	2,801	2,788	2,801	2,801	3,310	2,891	17,393	22,737	3,789	3,789	3,789	3,789	3,789	3,789	40,129	45,473
LNRS & Sites of Interest (Ranger) (5230)	2,818	2,818	2,818	2,818	3,624	2,910	17,807	15,655	2,609	2,609	2,609	2,609	2,609	2,609	33,462	31,310
<b>Total Purchases</b>	<b>33,211</b>	<b>41,463</b>	<b>34,112</b>	<b>49,049</b>	<b>42,474</b>	<b>37,541</b>	<b>237,850</b>	<b>249,315</b>	<b>31,921</b>	<b>32,531</b>	<b>42,998</b>	<b>30,831</b>	<b>30,681</b>	<b>61,998</b>	<b>468,809</b>	<b>483,590</b>



## Environment and Leisure Committee at 30 September 2025

[illegible]

## Meeting of the Environment & Leisure Committee

Monday 24 November 2025

### Agenda Item 5.3

#### TO CONSIDER NEW INITIATIVES FOR THE DRAFT BUDGET 2026/27

##### **1.0 Summary**

- 1.1 The draft budget papers are presented to Full Council in early December for the following financial year, prior to a final decision being taken on the precept and detailed budget papers by mid-January 2026.
- 1.2 This budget setting process will enable us to consider our income and expenditure for the next financial year.

##### **2.0. New initiatives**

- 2.1. Some potential initiatives and projects to be considered within the budget either as an initiative for 2026-27 (short-term) or for future consideration with monies being put aside medium to long term (2027-2029).

ITEM	SHORT/MED/LONG TERM	ESTIMATED COST
<b>E&amp;L Committee (Grounds, CCTV, Leisure, Events)</b>		
Cemetery signage	Short	£1.5k
Completion Ridgewood Village Hall car park	Short	£20k (£30k already in ER)
Bracken Roller	Short	1k
Consultancy for ecology/wildlife surveys	Short	£12k
Fencing Boothland Woods	Short	10k
Continue saving towards upgrade of <ul style="list-style-type: none"><li>West Park Play Area</li></ul>	Short/Medium	£200k (£20k in ER)
Continued saving for 5 year playground plan	Short/Medium	£100k
Robot Line Marker 1 year contract initially	Short/Medium	£6k
Programme for Himalayan Balsam	Short/Medium	£5k
Electric Vehicle – replace flat bed	Medium	£35k over 3-4yr plan (starting 2026)
Increase of pitch renovation expenditure for football and cricket in line with audit outcomes.	Medium	£20k (10K in house in 2023 & Grasshoppers have completed Football Dugouts)

##### **3.0. Recommendation**

- 3.1. This is the final opportunity for members to:
- (i) consider the above list provided by officers, and provide feedback on whether members support setting aside funds for these suggestions and;
  - (ii) advise the Clerk of any additional items they would like to explore and understand in terms of associated costs.

Contact Officer: Tom Woollard

## **Meeting of the Environment & Leisure Committee**

**Monday 24 November 2025**

### **Agenda Item 6.1**

#### **TO REVIEW THE FEES AND CHARGES FOR OUR ALLOTMENTS IN 2026/27**

##### **1.0 Summary**

- 1.1 Each year, as part of the budget setting process, the Town Council is required to review its fees and charges. In addition to the cemetery, our room hire and sports facilities, the Town Council is also required to review the fees and charges for allotments.
- 1.2 The Fees and Charges Working Group initially met on 30 September 2025 and again on 18 November 2025, and reflected on the current costs and inflation for allotments in 2026/27.

##### **2.0 Comparisons**

- 2.1 In the past, details of other local council fees and charges have been obtained to try and establish a comparison. However, as with the provision of sports facilities this has proved difficult as other towns and parishes charge differently – dependent on ownership, management, standard and condition of the sites.
- 2.2 In October 2024, members agreed to increase the fees and charges for allotments in 2025-26 by 2% and the admin fee remained at £15 per plot.
- 2.3 The costs have been more or less equal this year and show that we are still on target, although members were concerned that increases in materials, fuel and staffing, could see the gap widen.

##### **3.0 Proposal – 12 months notice**

- 3.1 A proposal was made to set an agreement in place to confirm an increase to the fees and charges on an annual basis, to include an increase at the rate of CPI at plus 1%, as the point of invoicing.
- 3.2 The Consumer Price Index (CPI) has been recorded as 3.8% (as of October 2025).
- 3.3 Therefore, it is likely to be around a 5% increase and budget setting will need to account for this. In order to give a period of 12 months notice, this charge would commence in April 2027/28, including an admin increase to £16 per plot. The admin fee would remain as a percentage towards the costs of running the allotments and be calculated by dividing those costs against the number of tenancies.

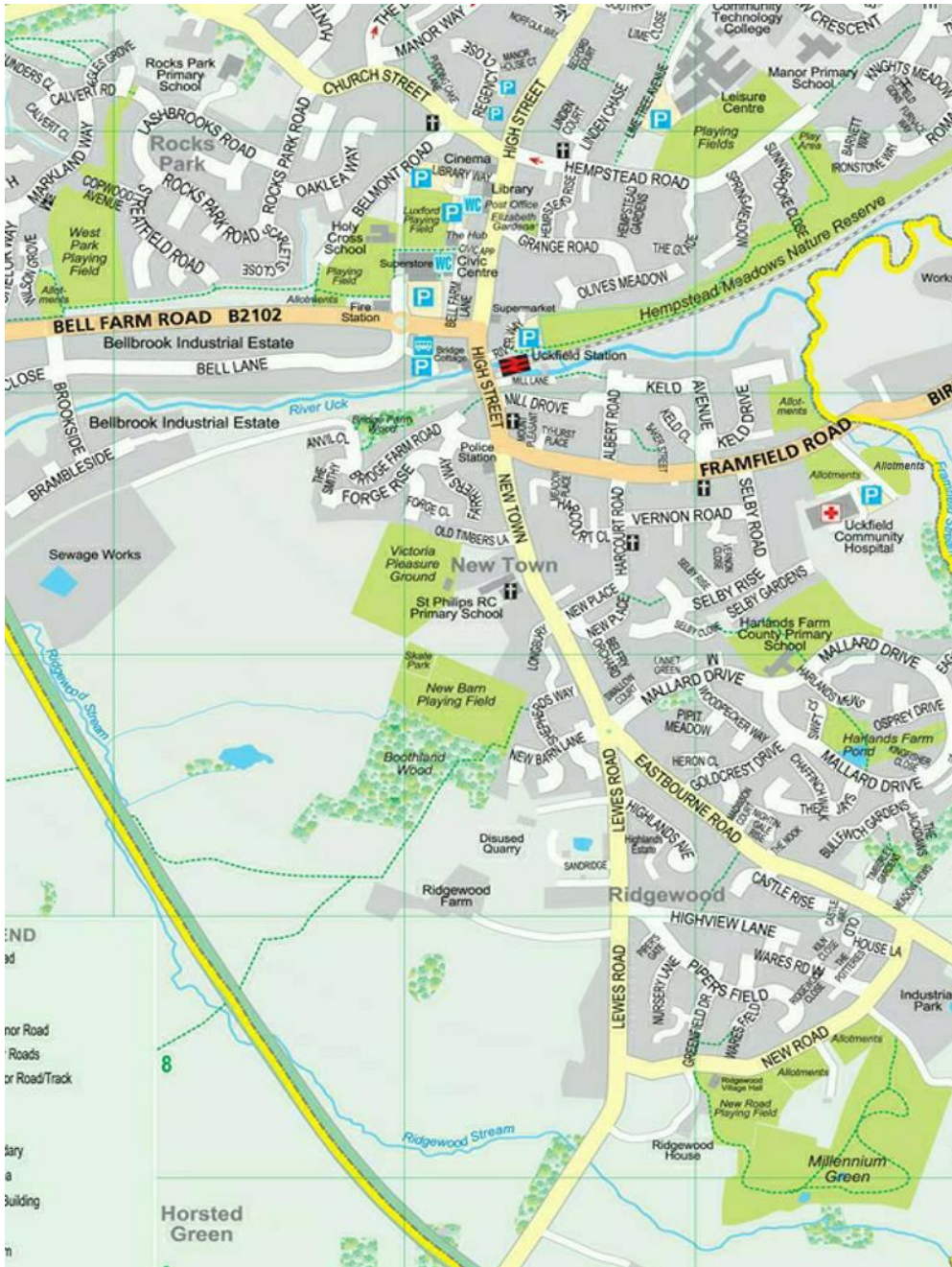
##### **4.0 Current Fees and Charges**

- 4.1 A copy of our current rates for our allotments is attached at Appendix A.
- 4.2 The current cost of an allotment plot from 1st April 2025 to 31 March 2026 is £2.41 per 15 square metres, plus an additional water charge and £15 admin fee per plot. The deposit for 2025/2026 remains at £52.00.

## **5.0 Recommendation**

- 5.1 Members are asked to consider a proposed increase to the Allotment fees and charges for April 2027/28, of the rate of CPI at that point in time plus 1% and an admin fee of £16.

Appendices:	Appendix A: Current fees and charges for allotments
Contact Officer:	Rachel Newton



## HIRE CHARGES 2025/26 for ALLOTMENTS

Terms and Conditions which apply to these facilities will be issued to all hirers

### ALLOTMENTS

The annual cost of an allotment plot from 1 April 2025 is **£2.45** per 15m<sup>2</sup> plus an additional water charge. A refundable deposit of **£52.00** is chargeable on all allotments.

There are five allotment sites:

- Bell Lane;
- Bird in Eye;
- Framfield Road East;
- Framfield Road West;
- Ridgewood;
- West Park.



## **Meeting of the Environment & Leisure Committee**

**Monday 24 November 2025**

### **Agenda Item 6.2**

#### **TO REVIEW THE FEES AND CHARGES FOR SNATTS ROAD CEMETERY FOR 2026/27**

##### **1.0 Summary**

- 1.1 Each year, as part of the budget setting process, the Town Council is required to review its fees and charges. In addition to allotments, our room hire and sports facilities, the Town Council is also required to review the fees and charges for burial and ashes interments, along with memorial fees set for Snatts Road Cemetery.
- 1.2 The Fees and Charges Working Group initially met on 30 September 2025 and again on 18 November 2025 and reflected on the requirements for the cemetery.

##### **2.0 Comparisons**

- 2.1 In the past four years the Environment & Leisure Committee agreed to increase the Cemetery fees and charges by 1.5%, and 2.0% respectively in 2024 – rounding up the figures to the nearest £5.
- 2.2 In 2024, members also suggested that the Town Council continued with the same percentage increase unless the service was experiencing hardship.
- 2.3 Again this year, the Town Council's rates were higher for some elements of the charging schedule, but lower in other areas, so tended to balance out when compared.

##### **3.0 Planning ahead**

- 3.1 The current the Fees and Charges Working Group discussed some of the changing dynamics with staffing, maintenance enquiries and ideas for improvements and proposed to defer a review of the cemetery logistics until the following year.
- 3.2 A proposal was also made to set a similar agreement in place to the allotments going forward, to include an increase each year in line with the rate of CPI plus 1% for April 2026. This would assist with covering any increases in materials, fuel and staffing.
- 3.3 The Consumer Price Index (CPI) is currently recorded as 3.8% (as of October 2025).

##### **4.0 Current Fees and Charges**

- 4.1 A copy of the current rates for Snatts Road Cemetery is attached at Appendix B for reference (red strikes for 26-27).

## **5.0 Recommendations**

- 5.1 Members are being asked to consider an increase to the fees and charges for April 2026 – March 2027, to be based on the rate of CPI at year end (March 2026) plus 1%. Figures would be rounded to the nearest £5.

Contact Officer: Rachel Newton



## Rules and Regulations

The Snatts Road Cemetery Regulations, a copy of which can be obtained from the Town Council offices, must be adhered to at all times.



Uckfield Town Council

Council Offices, Civic Centre, Uckfield TN22 1AE  
Tel: 01825 762774  
[www.uckfieldtc.gov.uk](http://www.uckfieldtc.gov.uk)



Uckfield Town Council

## Snatts Road Cemetery Fees

As at **1 April 2025**  
Snatts Road Cemetery Fees  
as fixed by Uckfield Town Council





Please note: All Exclusive Rights, interment and memorial fees in sections 1-5 are **DOUBLED** for non-parishioners (*non-parishioners are those that have lived outside the parish for six months or more*)

## BURIALS

### 1. INTERMENT FEE (including excavation)

- |   |                                |
|---|--------------------------------|
| a. New grave any depth                            | <del>£720.00</del> <u>£755</u> |
| b. Re-open existing grave                         | <del>£585.00</del> <u>£615</u> |
| c. Charges for babies and children on application |                                |

### 2. EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVE

Deed for the Exclusive Right of Burial for a period of 75 years

- |  |                                |
|--|--------------------------------|
| a. Adult over 18 years of age              | <del>£830.00</del> <u>£870</u> |
| b. Child between 1 and 18 years of age     | <del>£275.00</del> <u>£290</u> |
| c. Babies under 1 year (parishioners only) | Nil<br>(see below)             |

The Town Council does not charge for a baby plot for those under 1 year old and will retain the Exclusive Right of Burial unless the plot is purchased at a cost of £252.55. In line with The Social Fund (Children's Funeral Fund for England), burial authorities can claim back the fees incurred for the above exclusive right of burial for a child between 1 and 18 years of age.

## ASHES

### 3. THE GARDEN OF REMEMBRANCE

- |   |                                |
|---|--------------------------------|
| a. Deed for the Exclusive Right of Burial of Ashes for a period of 75 years | <del>£395.00</del> <u>£415</u> |
| b. Interment of cremated remains  | <del>£145.00</del> <u>£150</u> |

### 4. CLOISTERED GARDEN OF REMEMBRANCE

The Exclusive Right of Burial of Ashes is not required in this section

- |                                   |                                |
|-----------------------------------|--------------------------------|
| a. Scattering of cremated remains | <del>£145.00</del> <u>£150</u> |
|-----------------------------------|--------------------------------|

## 5 MEMORIALS

For the right to erect or place a memorial on a grave the Exclusive Right of Burial must be purchased. The Town Council must approve all memorials and inscriptions including those for babies under 1 year old where the council holds the Exclusive Right of Burial.

Headstones only are permitted on the lawn section plot numbers X1-X296

All memorial sizes must be in accordance with the Cemetery Regulations.

- |   |                                |
|---|--------------------------------|
| a. Headstone  | <del>£175.00</del> <u>£185</u> |
| b. Kerb sets including headstone  | <del>£385.00</del> <u>£405</u> |
| c. Kerb sets or book  | <del>£210.00</del> <u>£220</u> |
| d. Tablet – Garden of Remembrance                                       | <del>£175.00</del> <u>£185</u> |
| e. Plaque – Cloistered Remembrance Wall (single size) – 25 year licence | <del>£175.00</del> <u>£185</u> |
| f. Plaque – Cloistered Remembrance Wall (double size) – 25 year licence | <del>£230.00</del> <u>£240</u> |
| g. Additional inscription   | <del>£60.00</del> <u>£65</u>   |
| h. Vase memorial only   | <del>£75.00</del> <u>£80</u>   |
| i. Rose tree  | <del>£100.00</del> <u>£105</u> |

## 6 OTHER CHARGES

- |  |                                |
|--|--------------------------------|
| a. Cemetery maintenance charge<br>Applicable for all burial and ashes interments | <del>£110.00</del> <u>£115</u> |
| b. Fee for search of burial records  | <del>£15.00</del> <u>£15</u>   |
| c. Transfer of Deed of Exclusive Rights of Burial                                | <del>£50.00</del> <u>£55</u>   |

## **Meeting of the Environment & Leisure Committee**

**Monday 24 November 2025**

### **Agenda Item 6.3**

#### **TO REVIEW THE FEES AND CHARGES FOR THE PROVISION OF SPORTS HIRE IN 2026/27**

##### **1.0 Summary**

- 1.1 Each year, it is a requirement for the Town Council to review its fees and charges as part of the budget setting process. Over the past two to three years, substantial reviews have commenced on the Town Council's income streams.
- 1.2 This has included allotments, the cemetery, sports pitches and room hire. It is important to undertake frequent reviews of existing charges, but also to delve deeper into areas which haven't been considered in detail for some time, such as sports and hospitality.
- 1.3 The Fees and Charges Working Group first met on 30 September 2025, and again on 18 November 2025 and looked at allotments, cemetery provision and sports hire.

##### **2.0 Background**

- 2.1 In 2024, members set out a four-year plan for football pitch hire, in order to reach more adequate charges to reflect the costs of maintaining the pitches. This included a proposed 25% increase for football seasonal hire year on year, ending in April 2028.
- 2.2 When setting fees and charges for 2025/26, members agreed to a 4% increase for cricket seasonal hire, and the hire of community space or off pitch hire for 2025/26.
- 2.3 Members were clear that there were still areas which needed to be reviewed in more detail, as there had not been sufficient time to explore everything, whilst additional information was being gathered to inform this review, including:
  - (i) looking at pitch usage and maintenance costs for adult and junior cricket for next season;
  - (ii) sports facility improvements required on all sites, including welfare facilities at Harlands;
  - (iii) establishing a more substantial licence agreement for West Park Recreation Ground if the club wished to receive exclusive use of the site.

##### **3.0 Looking ahead**

- 3.1 The Town Council were trying to achieve financial stability when reviewing current costs and planning for the future, as a not-for-profit income stream.
- 3.2 The working group looked at current costs versus income received for all sports pitches and compared this with the current fees and charges plan (outlined at item 2.1) to see whether this would potentially meet our needs in the longer term. It was evident that we could not offer pitch hire under the current rate of inflation and that we also needed to set out the terms of business for pitch hire going forward in order to make it easier to manage and break even with costs.

- 3.3 The fees and charges needed to be presented to Environment & Leisure Committee on 24 November 2025, to assist with setting the budget for 2026/27 and adoption by Full Council on 12 January 2026.
- 3.4 The fees and charges also needed to be set in time for the Cricket season commencing in April 2026, and the new football season in August 2026.
- 3.5 A copy of our current rates for Sport Hire is attached at Appendix C for reference (red strikes for 2026-27).

#### **4.0 Cricket**

- 4.1 Anderida Cricket Club provided feedback on their preferences for increasing charges over the next five years, and suggested the creation of a five-year licence agreement to enable the club to plan ahead effectively for any increases. They suggested a 2.5% increase per annum, but unfortunately this wouldn't meet the increases the Town Council was seeing in machinery maintenance costs, materials and staffing year on year.
- 4.2 The working group considered the impact of the use of the adult grass wicket by junior fixtures and sought to understand the detail of expenditure now and in the future. At present, there was a 30% difference between the income received and the cost of maintaining the cricket facilities each year (i.e. income accounted for 70% of the costs).
- 4.3 It was suggested that the cricket club be given time over the next year to identify ways of attracting additional funding, to alleviate any future cost implications and hire.

#### **5.0 Football – costs and licence proposal**

- 5.1 During a detailed review of income and expenditure on the Town Council's sports pitches in 2024, it was apparent that there was a large gap between the costs incurred in maintaining these pitches and the income received, with approximately 25-30% of the costs being met for all pitches. For West Park alone, income covered approximately 55-60% of the costs for running this site. This was the reason for the proposed four-year programme of 25% increases to try to reduce this gap.
- 5.2 Members considered options for a licence agreement for the exclusive use of West Park football pitches. At present, Uckfield Grasshoppers Junior Football Club rent the Pavilion on a full repairing lease, and are then charged seasonal hire charges for the use of the ground, but in effect they have full use and exclusivity of the recreation ground for the full season. The Town Council receive requests for pitch hire across all of the sites from other sports clubs so an arrangement for exclusivity would need to be supported with a licence agreement. The annual rental fee for the licence could be paid in quarterly instalments.
- 5.3 At present football clubs can obtain seasonal hire for all of the football pitches – West Park, Victoria, New Barn and Harlands. At present the Uckfield Grasshoppers Junior Football Club currently used all the pitches but used West Park and Victoria for the full season. The club had invested a few thousand pounds this year in upgrading the dug outs at Victoria football pitch, but as this was the Town Council's prime football pitch which met specific league requirements with the Sussex FA, and formed part of the town's main sport and recreation area, it was felt, that this would

then reduce access to the facility to one off hires for businesses and events within the spring/summer months as well as opportunities for other clubs. At present Ridgewood Football Club hired Victoria football pitch on Saturday afternoons.

- 5.4 It was also considered useful to see how other local councils operated, with questions being asked on how they prevented pitch overuse, maintenance of pitches during bad weather, and reducing revenue loss.

For example, Crowborough Town Council offered an annual hire agreement for a pitch or pitches by a club. They pay a set hire fee for the whole season which is similar to Uckfield TC, but the clubs didn't receive any reduction for bad weather. They would however issue a refund for one-off hire that was called off. The clubs were not allowed to sublet. But the main observation with Crowborough TC was that they were more strict on the usage of the pitches. So clubs would play on a pitch once per week, until the condition of the ground conditions improved for that club.

- 5.5 The full repairing lease for West Park Pavilion between the Uckfield Grasshoppers and Uckfield Town Council commenced on 1 May 2023, for a term of five years with a mid-term break clause.

## **6.0 Proposals for 2026/27:**

- For Cricket seasonal hire:  
rate of CPI at year end plus 1%;
- For the hire of community space or off pitch hire:  
rate of CPI at year end plus 1%;
- For Football seasonal hire - the stepped percentage increase as set out last year (25%);
- To offer a licence agreement to Uckfield Grasshoppers Junior Football Club for the exclusive use of West Park pitches initially for one season (August 2026 to May 2027), with scope to extend for two thereafter;

## **7.0 Recommendation**

- 7.1 Members are asked to consider the proposals for fees and charges in 2026/27.

Appendices:           Appendix C: Current fees and charges for Sports Hire  
*(provides an indication subject to the rate of CPI in March 2026)*

Contact Officer:       Rachel Newton



## FEES AND CHARGES FOR THE HIRE OF OUR SPORTS PITCHES FOR 2026-27

<u>+25%</u>	<b>Hire charges for football including pavilion facilities per season per team (40 weeks Aug - May)</b>		<b>Senior <u>2024-25</u><u>2026-27</u></b>	<b>Junior <u>2024-25</u><u>2026-27</u></b>
	<b>Football</b>	Victoria	<del>£1,562.35</del> <u>£1953</u>	<del>£675.48</del> <u>£844.35</u>
		New Barn Farm	<del>£1326.88</del> <u>£1659</u>	<del>£675.48</del> <u>£844.35</u>
		West Park	<del>£1,326.88</del> <u>£1659</u>	<del>£675.48</del> <u>£844.35</u>
		Harlands	<del>£852.50</del> <u>£1066</u>	<del>£441.84</del> <u>£552.30</u>
		Mini Soccer	N/A	<del>£460.62</del> <u>£575.78</u>
<u>+5%</u>				
	<b>Hire charges for cricket including pavilion facilities per season per team (20 weeks Apr – Sept)</b>		<b>Senior <u>2026-27</u><u>24-25</u></b>	<b>Junior <u>2024-25</u><u>2026-27</u> (Only 10 wks at present)</b>
	<b>Cricket</b>	Victoria (grass wicket)	<del>£1531.25</del> <u>£1607.81</u>	<del>N/A</del> <u>£818.27</u>
		Victoria (artificial wicket)	<del>£918.60</del> <u>£964.53</u>	<del>£467.60</del> <u>£490.98</u>
		One off game	<del>£76.57</del> <u>£80.39</u>	<del>£46.76</del> <u>£49.10</u>
<u>+5%</u>	<b>Hire charges for Stoolball per season per team</b>		<b>Adult</b>	<b>Junior</b>
	<b>Stoolball</b>	Victoria and West Park	<del>£267.75</del> <u>£281.14</u>	N/A
		Harlands	<del>£214.25</del> <u>£224.97</u>	N/A
		Tournament	<del>£90.45</del> <u>£94.97</u>	N/A
	<b>Hire charges for Croquet per</b>			
	<b>Croquet</b>	One off game	<del>£12.82</del> <u>£13.46</u>	

### One-off hire

The casual hire charge for locally based organisations to arrange one-off hire of our recreation grounds (such as Luxford Field, West Park, or Ridgewood Recreation Ground) is £76.10 per day.

If you have a commercial enquiry for a longer term booking, please contact [admin@uckfieldtc.gov.uk](mailto:admin@uckfieldtc.gov.uk) or 01825 762774. Subject to a larger, and longer booking, a returnable deposit may be required of ~~£956.40~~£1004.22.

Please advise us if you require the use of electricity. We have a powerbox at bottom of Luxford Field, and this can be recharged (at the current unit price).

## Meeting of the Environment & Leisure Committee

Monday 24 November 2025

### Agenda item 6.4

#### **TO REVIEW THE 2026/27 PROPOSAL FROM EAST SUSSEX COUNTY COUNCIL ON THEIR URBAN GRASS VERGE CUTTING CONTRACT**

##### **1.0 Summary**

- 1.1 The Town Council first received contact from East Sussex County Council in February 2018, to advise that reductions would start to be made to the highway grass verge cutting contract. There are two types of grass verges – urban and rural. The majority of Uckfield is classified as urban, except for the outlying lanes and roads such as Snatts Road, the southern end of Lewes Road, part of New Road and Eastbourne Road etc.

##### **2.0 2026/27 proposals for Urban Grass Verge Cuts**

- 2.1 East Sussex County Council (ESCC) have been in contact to set out the options for the next financial year 2026/27.
- 2.2 ESCC is continuing to offer the same options as last year and would be grateful if we could let them know which of the following options our Council would like to choose for the 2026/27 season:

##### **Options**

**Option 1 - Standard:** *Two cuts over the course of a year to be carried out by ESCC at no cost to the Parish/Town Council. Urban grass will be managed for safety purposes only.*

**Option 2 – Extra cuts:** *Parish/Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Parish Council a total of £9.609.32 for the year (£6,944.42 last year).*

**Option 3 – Self delivery:** *Parish/Town Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting within the Town/Parish's urban area. ESCC would pay the Parish Council the sum of £4,804.66 (£3,472.21 last year) to cover the 2 cuts they would have been providing in other options.*

*It should be noted that any contractor employed must be suitably competent and qualified to work safely on the highway, evidence of which must be supplied to ESCC. We also request an agreement to be signed between ESCC and the Town Council if you opt to self-deliver. Further details are available in the attached document.*

##### **Cost changes**

*As you are aware we have been gradually increasing the cost of the grass cutting and will continue to do so over the next 3 years to reflect the increased cost of the grass cutting service to the County Council. The below table states the cost increase over the next 3 years. The top line of the table states how much it costs ESCC to undertake the works, the middle line is what we will be charging local authorities per SQM and the bottom line is what we will be charging the Town/Parish council per cut*

for the next 3 years. Please note this is worst-case scenario where inflation runs at 5%.

Please note these figures are based on the forecast SQM area for your Town/Parish for 2026/27. These figures are subject to change once the maps have been finalised at the beginning of each year.

	2026-27	2027-28	2028-29
	£	£	£
Cost to ESCC (forecast assuming 5% inflation)	0.066	0.069	0.073
Charge-out rate (30% increase per annum initially to catch up with actual cost)	0.053	0.069	0.073
Per cut-Uckfield Town Council	£2,402.33	£3,127.56	£3,308.87

### Grass Cutting maps

You can now access the current [grass cutting maps online here](#). Please note these maps are subject to change until all updates from this year have been finalised in January.

Members are being asked to indicate which option our Council would like to choose by **28 November 2025**. Please be aware that if ESCC have not heard back by this date, they will default to Option 1 – two standard cuts.

- 2.3 Please note that the Organisational Review report prepared by the Town Clerk this time last year had begun to highlight the pressures on grounds staff to maintain the Town Council's asset portfolio. The Town Council would also not currently meet the requirements in terms of being a suitably qualified highways contractor. If the Town Council did take on the work, it would therefore have to contract this out, which would be at a much higher cost than the £4,804.66 contribution provided by East Sussex Highways/East Sussex County Council.

As raised in previous years, if there were any issues raised, ESCC would still be responsible for this, and if an additional cut was required this could be subcontracted out with the money saved, and would still be more cost effective in the long run.

### 3.0 Recommendation

- 3.1 Members are asked to take on board the above information. Members should advise the Clerk of their decision in regards to the ESCC urban grass verge cutting for 2026/27.

**Appendices**                      Appendix D: Guidance for self-delivery

**Contact Officer:** Rachel Newton

## Agreement and Evidence Documents

We request all who decide to self-deliver the Urban Grass Cut to sign an agreement.

The agreement outlines both East Sussex County Councils responsibilities and your own.

You will be asked to sign two copies and send the physical copies back to us. We then Seal both and send one copy back to you for your records.

**The Agreement must be signed and sent back to us before the contractor commences work on the highway.**

## Notes on employing a contractor

As noted below, we also request certain documentation to be provided from your contractor. We request this every year as certain documents should be updated each year, such as Risk Assessments and Methods Statements.

When employing a contractor to carry out verge cutting on the highway you must satisfy yourselves of their competence.

Any individual carrying out works on the highway (including grass verges) must comply with all relevant legislation including, but not limited to, the [Highways Act, 1980](#) and the [New Roads and Streetworks Act \(NRSWA\), 1991](#).

They must also be trained and competent as required by the [Safety at Streetworks and Roadworks Code of Practice, 2013](#). This includes training in traffic management as well as the use of machinery.

Further information on [Street Works qualifications](#).

In addition they must be able to provide copies of:

- Staff training and qualifications in traffic management including signing and guarding
- Staff training and qualifications in the safe use of machinery
- A formal contract with your Council
- Insurance certificates including a minimum of £10 million public liability insurance
- A health and safety policy
- Risk assessments for carrying out verge cutting on the highway
- Method Statements for carrying out verge cutting on the highway

Copies of evidence **must** be sent to [contracts.managementgroup@eastsussex.gov.uk](mailto:contracts.managementgroup@eastsussex.gov.uk) **before** the contractor commences work on the highway.



## **Meeting of the Environment and Leisure Committee**

**Monday 24 November 2025**

### **Agenda Item 6.5**

#### **TO REQUEST ANY ITEMS FOR THE STRENGTHENING LOCAL RELATIONSHIPS MEETING WITH EAST SUSSEX HIGHWAYS ON 15 JANUARY 2026**

##### **1.0 Summary**

- 1.1 Members are asked to provide any items they may wish to raise for the next Strengthening Local Relations meeting to be held on 15 January 2026.
- 1.2 This meeting is a partnership meeting between Uckfield Town Council and East Sussex Highways and takes place every six months. This enables us to raise ongoing issues that need to be brought to attention.
- 1.3 The agenda will be circulated two weeks prior to the meeting by ES Highways Customer Service Management so that all attendees, including the Highway Steward, are aware and can provide any feedback or updates at the meeting.
- 1.4 All agenda items will need to be submitted by the 2<sup>nd</sup> January to ensure that ES Highways have time to investigate all items.

##### **2.0 Recommendation**

- 2.1 Members are asked to provide any items for consideration for the Strengthening Local Relationships meeting with ESCC before Christmas.

Contact Officer: Rachel Newton

## **Meeting of the Environment & Leisure Committee**

**Monday 24 November 2025**

### **Agenda Item 7.1**

#### **TO NOTE THE CURRENT POSITION WITH THE TOWN COUNCIL'S ESTATES**

##### **1.0 Summary**

1.1 This report sets out the current position with the Council's Estates.

##### Victoria Pleasure Ground and skatepark

There was a maintenance repair on the one of the newly installed pieces of playground equipment, the WeHopper. The aftercare service was excellent as the contractors were onsite within a couple of days.

##### Hempstead Lane Play Area and Hempstead Meadows LNR

Himalayan balsam control will commence again in the Spring in the nature reserve, with a new method of control in the hope of preventing this from re-establishing in the reachable areas.

A new soakaway has been installed within Hempstead Recreation Ground to protect the building assets.

##### West Park/Rocks Park Play Area

The play area equipment is coming to the end of its life. This will therefore be the next play area to upgrade. The double swing has been booked in for repairs in December.

The multi-play toddler piece which was vandalised has been repaired.

##### West Park Recreation Ground and West Park LNR

100m of stock fencing has been replaced over winter along the Rocks Road section of West Park Local Nature Reserve, to include a new kissing gate.

##### Snatts Road Cemetery

New signage is currently being designed to reiterate rules and regulations.

##### Elizabeth Gardens

Nothing to report.

##### Hughes Way play area

The entrance pathway slabs were vandalised and on the maintenance list to be replaced.

##### Luxford field and play area

The annual play inspections have been carried out and a remedial list is being looked at. The systems that were discussed with Kompan are in place.

##### Woodlands

The remaining ash trees are to be removed over the next few weeks which will complete the Ash Dieback programme for this area.

Preliminary ecological appraisals are continuing for the following areas: Boothland Wood, West Park Local Nature Reserve and Hempstead Meadows Local Nature Reserve. Alongside this, a dormouse survey is being carried out in Boothland Wood due to the amount of development occurring on the surrounding land. Currently, it is

showing negative result for hazel dormice, however a positive result has been recorded for adjacent land on the boundary.

Static Bat monitors have been placed in Boothland Wood to monitor the species that are using the woods. These have been placed on the southern boundary and will be analysed this month.

#### Equipment & Vehicles

The procurement process is underway for a replacement flatbed type vehicle for 2026-2027 to aid in litter collection, as well as green waste removal and material collection. This will include caged sides and a tipping back. Electric alternatives are being considered.

#### Street Furniture & Lighting

Infrastructure works for the Christmas lights display are now complete. The Christmas lights will be turned week commencing 24 November 2025.

#### Harlands Pond

A second round of Siltex will be applied over winter.

#### Selby Meadows

Nothing to report.

## **2.0 Recommendations**

2.1 Members are asked to note the report.

Contact Officers: Thomas Woollard/Rachel Newton

## **Meeting of the Environment and Leisure Committee**

**Monday 24 November 2025**

### **Agenda Item 10.5**

#### **REPORTS FROM OUTSIDE BODIES: UCKFIELD RAILWAY LINE PARISHES COMMITTEE UPDATE**

##### **1.0 Summary report**

The November meeting commenced with the retiring Chairman requesting nominations for the position of Chairman. Cllr. Chris Grose from Crowborough Town Council offered to take on the position and was then duly elected.

The outgoing Chairman, Ian Smith was warmly thanked for all his years of service and the members look forward to his continuation as a serving member.

The members discussed at length the current service levels which it was felt were generally satisfactory apart from this current week which had been subject to adverse weather, trespassers on the line and infrastructure problems. There continued to be incidents with the number of school children between Edenbridge and the school at Oxted on joining the trains and blocking the doorways. They will write to the school about this matter.

Despite a number of requests there was still no news about the departure of a three-car unit from our Southern service to East Midlands Railway and their concerns on how this would impact the timetable. They would continue to chase this matter.

On a positive note, there had been fewer turn arounds at Crowborough recently but it was felt this would always be a weak area as the Uckfield train has to fit in with the Thameslink timings into London Bridge.

Finally, Cllr Dr. B Smith Maresfield P.C. reported that the German Intercity services only managed a 48 percent punctuality! (due to their privatisation).

Also attached is a copy of a letter from Crowborough Town Council to Southern Railway (Appendix A), in support of the railway line parishes committee views on current services and matters affecting the railway line. This letter included a request for a representative from their organisation to attend future Uckfield Railway Line Parishes Committee meetings.

Members are asked if they approve the purpose of this letter and for the Town Clerk to prepare a similar draft letter to Southern Railway, on behalf of the Uckfield Town Council.

Councillor C. Macve

##### **2.0 Recommendation**

2.1 Members are asked to note the report and provide comments.

Contact Officer: Rachel Newton



Council Offices • Pine Grove • Crowborough • East Sussex TN6 1DH  
Telephone 01892 652907 • VAT No: 210 4938 90

17<sup>th</sup> October 2025

**To:**  
Customer Relations / Stakeholder Engagement Team  
Southern Railway

**Dear Sir/Madam,**

**Re: Representation at Uckfield Railway Line Parishes Committee Meetings and Passenger Communication**

At a recent meeting, the Town Council **RESOLVED** to write to Southern Railway to request that a representative from your organisation attend future **Uckfield Railway Line Parishes Committee** meetings and to ensure passengers are kept fully informed when operational issues occur on the line.

Town Councillor Christopher Grose was elected as the Council's representative on the Uckfield Railway Line Parishes Committee.

At the last meeting, **no representative from Southern Railway attended or submitted apologies**. The presence of a member of the Southern Railway team at these meetings is essential for meaningful dialogue and for local concerns to be heard directly by the operator.

The Town Council is urging Southern Railway team representatives to routinely attend, as their presence is critical to addressing key operational issues.

The Council's concerns are grounded in **real passenger experiences**, including the recent closure of the rail line between **Uckfield and Crowborough in August 2025**. The line was closed from Thursday afternoon and remained closed until Friday lunchtime, with uncertainty over when it would reopen. Passengers were left without clear information, and there were insufficient staff to advise or direct passengers to alternative transport such as replacement buses. While most passengers travel north, some rely on the line to travel south, and this extended closure caused significant disruption. Incidents like this highlight the urgent need for improved communication and operational planning.

Beyond specific disruptions, the Council's focus is on the **practical issues affecting passengers day-to-day**:

- **Reliability** - services must run on time and disruptions managed effectively.
- **Frequency of service** - current infrequent services amplify the impact of any disruption.
- **Rolling stock and capacity** - peak services are often standing-room only between Hurst Green and London Bridge.
- **Information during disruption** - passengers need timely and accurate updates to make alternative travel arrangements.

The potential loss of another unit to East Midlands Railway is of particular concern, as it would further exacerbate overcrowding during peak periods.

While statistics suggest the line is not inherently unreliable, the combination of **infrequent services and high passenger demand** means disruptions have a disproportionately severe effect. Improving both reliability and frequency is essential to build passenger confidence and attract more users.

The Council also considers it important that the local Member of Parliament, Nus Ghani, is kept informed, alongside other relevant stakeholders, to ensure local issues are recognised at higher levels, hence we have copied this letter to the relevant persons.

The Town Council therefore requests that Southern Railway:

1. Appoint a representative to attend future Uckfield Railway Line Parishes Committee meetings.
2. Provide clear, timely, and consistent communication to passengers during operational disruptions.
3. Engage constructively with the Council and local communities to address the practical challenges outlined above, including service reliability, frequency, capacity, and disruption management.

The Town Council values Southern Railway's role in our community and hopes that you will respond positively to these requests, confirming your commitment to supporting both local dialogue and improved service for passengers.

We look forward to your reply and to working together to enhance the passenger experience on the Uckfield line.

Yours faithfully,

**Julie Miller**  
**Town Clerk**  
**On behalf of Crowborough Town Council**

Town Clerk: [clerk@crowboroughtowncouncil.gov.uk](mailto:clerk@crowboroughtowncouncil.gov.uk)  
 Customer Services: [info@crowboroughtowncouncil.gov.uk](mailto:info@crowboroughtowncouncil.gov.uk)  
 Website: [www.crowboroughtowncouncil.gov.uk](http://www.crowboroughtowncouncil.gov.uk)

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