



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

on

**Monday 1 December 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 20 October 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 | 27 October and 17 November 2025 |
| (b) | Environment and Leisure Committee | 24 November 2025 |
| (c) | General Purposes Committee | 3 November 2025 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (ii) Neighbourhood Plan Steering Group

- 8.0 TO RECEIVE REPORTS FROM WORKING GROUP (none received)
- 9.0 TO RATIFY A RECOMMENDATION FROM STANDING COMMITTEES:
General Purposes Committee
(i) Complaints Policy
- 10.0 TO APPOINT A MEMBER TO SERVE ON PLANS COMMITTEE
- 11.0 TO CONSIDER THE DRAFT STRATEGIC PLAN 2026-31
- 12.0 TO CONSIDER THE DRAFT ANNUAL PLAN 2026/27
- 13.0 TO CONSIDER THE DRAFT ANNUAL BUDGET FOR 2026/27
- 14.0 TO CONSIDER THE DRAFT ASSET MANAGEMENT PLAN FOR 2026-31
- 15.0 TO CONSIDER A PROPOSAL TO UPGRADE THE MAYORAL CHAIN
- 16.0 TO UNDERTAKE AN INITIAL REVIEW OF THE TOWN COUNCIL'S SERVICE
LEVEL AGREEMENTS:
(i) Wealden Citizens' Advice
(ii) Wealden Volunteering
- 17.0 TO CONSIDER A RESPONSE TO MHCLG'S CONSULTATION ON LOCAL
GOVERNMENT REORGANISATION IN EAST SUSSEX, BRIGHTON & HOVE
- 18.0 TO NOTE THE MAYOR'S ENGAGEMENTS
- 19.0 SIGNING OF GRAVE CERTIFICATES/TRANSFERS OF DEEDS OF GRANT
- 20.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED
- 21.0 TOWN CLERK'S ANNOUNCEMENTS
- 22.0 CHAIR'S ANNOUNCEMENTS



Town Clerk
24 November 2025

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held
on Monday 20 October 2025 at 7.00pm
in the Council Chamber, Civic Centre, Uckfield

PRESENT:

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

IN ATTENDANCE:

County Councillor Chris Dowling
County Councillor Claire Dowling
James Hollingdale Estates & Facilities Manager
Holly Goring Town Clerk
Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTEREST

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

Councillor A. Smith recorded a personal interest in agenda item 18.0 as a close relative was now working for Wealden Citizens Advice.

Councillor B. Reed declared an interest in agenda item 15.0 as a result of being co-opted onto the Town Council. This would be the same for Councillors V. Frost and P. Ullmann.

Councillors K. Bedwell, J. Love and D. Manvell had interests in lease or licence agreements for assets owned by Uckfield Town Council which were noted in agenda item 13.0 (review of fixed asset register).

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.49.10.25 Members **RESOLVED** to suspend standing orders to enable updates to be shared by County Councillors.

Councillor Chris Dowling provided an update on matters within his constituency. He had recently attended a New Town Action Group. They had raised the need for new deer signage, as it was rutting season, and increased deer movements had been witnessed on Framfield Road/Bird in Eye Hill. He would arrange for some to be installed. If members knew of any other areas, they should let him know.

He was also liaising with East Sussex County Council in relation to current speed restrictions in Framfield Road/Bird in Eye Hill.

He referred to agenda item 17.0 (Lewes Road) and current issues relating to road safety. He would welcome a meeting with the relevant authorities, and would await the organisation of this by the Town Clerk.

Councillor J. Love expressed the need for deer signage in Snatts Road near to the cemetery. Speeding on Framfield Road – it was hoped this could be reviewed once the reserved matters application was submitted for the Bird in Eye South.

Councillor B. Reed referred to deer movements on the A22 Uckfield Bypass. In relation to the Red Clover Road junction and traffic calming measure on Lewes Road, she was aware of two accidents, and the post had recently been hit.

Councillor A. Smith thanked Councillor Dowling for facilitating a conversation with East Sussex County Council regarding their refuge contract.

Councillor Claire Dowling updated members on the dip in Bell Farm Road. Investigations had been undertaken. It was confirmed that it was not drainage related and would need deep patching works. Other matters - the streetlighting column in the High Street by Greggs had been replaced the previous week. Concerns relating to Copwood roundabout had been escalated.

Councillor Dowling referenced the winter maintenance talks being delivered to parishes by East Sussex Highways. A representative from Uckfield Town Council had attended that day. Councillor B. Reed advised that the tarmac was breaking up on the A22 Uckfield bypass (evidence of subsidence).

Councillor B. Reed provided her District Council update, advising that she had recently attended the Conservators of Ashdown Forest meeting.

Councillor D. Manvell referred to the work undertaken by the Planning Service, relating to Grampian conditions applied to planning applications on drainage. A possible solution had been found, which would need further interrogation.

Wealden DC didn't support the options presented for East Sussex for local government re-organisation.

Councillor D. French had also attended the Ashdown Forest meeting, the New Town Action Group meeting, and had recently provided input to planning applications in her ward.

Councillor J. Love referred Councillor Manvell to the planning application 'Land at Mockbeggars Farm' and change since the application was approved for the delivery of affordable homes. Councillor Manvell expressed that this was a national issue. He understood the need for affordable rented and would investigate further options with the Housing Service.

Councillor Love also requested support from Planning services when training new Parish or Town Councillors.

FC.50.10.25 Members **RESOLVED** to reinstate standing orders.

The Town Mayor welcomed Councillor Selby back to council meetings and reiterated the advice of both the Town Clerk and her, to take things slowly.

The Town Mayor advised that they had learnt that day of the passing of former Mayor and Town Councillor Cameron-Waller. Town Councillors were sad to hear of this news and wished to send their condolences to the family.

4.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors D. Bennett and V. Frost due to sickness.

5.0 MINUTES

5.1 To resolve that the minutes of the meeting of Full Council on 8 September 2025 be taken as read, confirmed as a correct record and signed by the Town Mayor.

FC.51.10.25 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

Councillor J. Love asked for a document to be referenced on the forward plan. Members subsequently noted the forward plan. The Town Mayor also reminded members of the nominations put forward for assets of community value within the town, which had been listed towards the end of this document for future reference.

6.0 COMMITTEE MINUTES

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

(a) Plans Committee of the 15 September and 6 October 2025

FC.52.10.25 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 15 September and 6 October 2025.

(b) Environment & Leisure Committee of the 13 October 2025

It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 13 October 2025.

(c) General Purposes Committee of the 22 September 2025

FC.54.10.25 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 22 September 2025.

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES
(ii) Neighbourhood Plan Steering Group

Councillor Reed wanted to thank those previously involved in developing the plan. Their contribution and hard work was recognised.

8.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS
(iii) Ageing Well Forum

Members noted the update on the recent event.

9.0 TO RATIFY DOCUMENTATION FROM STANDING COMMITTEES:
Finance Sub Committee

(i) Investment review

A fixed term bond was due to mature imminently. Members of Finance Sub Committee were asked for their preferred rate of interest for investment into a new fixed term bond. Members were keen to transfer to NatWest for a period of 12 months. Action had to be taken prior to the meeting, due to the timescales involved.

FC.55.10.25 Members **RESOLVED** to ratify this recommendation.

10.0 NOTE THE REPORT OF THE EXTERNAL AUDITOR FOR 2024/25

Members wished to extend exceptional thanks to the Assistant Town Clerk & RFO on her work to prepare year end and finalise the accounts and audit process.

Members noted the report of the External Auditor for year ending 31 March 2025.

11.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2025/26 (Q2)

Members were pleased to see the progress made towards delivery of the Town Council's annual priorities. Councillor Love wished to thank the team for their hard work and to see the large number of green circles!

Members noted the report.

12.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR Q2 OF 2025/26

Members noted the update.

13.0 SIX MONTHLY REVIEW OF THE FIXED ASSET REGISTER

The Town Clerk referenced current plans for the Town Council's built and green assets. The presentation of this report, provided an opportunity for members to discuss key assets. The draft Property Asset Management Plan would also be presented to Full Council on 1 December 2025, prior to adoption in January.

To be looked into further:

(i) clarification to be given on the ID and size of land on the north side of Brown's lane;

(ii) potential funding streams to support the development of a new community building;

(iii) confirmation of land registration in Mallard Drive;

(iv) clarification on the alignment of the current balance sheet with the Fixed Asset Register/AGAR return.

Members noted the update provided.

14.0 TO RECEIVE THE TOWN COUNCIL'S CALENDAR OF MEETINGS FOR 2026
Members noted the calendar of meetings for 2026.

Councillors B. Reed and P. Ullmann left the room at 7.47pm.

15.0 TO CONSIDER A MOTION FROM COUNCILLOR McCLAFFERTY

Councillor McClafferty submitted a motion, which sought to task the Town Clerk with investigating whether co-opted members could receive member allowances. With 10 votes in favour, and one voting against, members **RESOLVED** to task the Town Clerk with making enquiries as to whether co-opted members could receive a member allowance.

FC.56.10.25

Councillors B. Reed and P. Ullmann re-entered the room at 7.56pm.

16.0 TO CONSIDER A RESPONSE TO A CONSULTATION ON THE SITE OF HOLY CROSS PRIMARY SCHOOL AND PLAYING FIELDS

East Sussex County Council and the Chichester Diocesan Fund had advertised through the means of a public notice, their intention to sell these assets at a future date. The County Council required the consent of the Secretary of State for Education under Section 77 of the School Standards and Framework Act 1998 to dispose of the playing fields which formed part of the school and under Schedule 1, Part 1 of the Academies Act 2010 for the school building (owned by The Chichester Diocesan Fund and Board of Finance).

Members agreed for the Town Clerk to prepare a draft response based on their initial feedback and circulate for comment prior to sending to the relevant bodies prior to the deadline of 21 November 2025.

17.0 TO CONSIDER CONCERNS RELATING TO ROAD SAFETY ON LEWES ROAD, RIDGEWOOD

Members reviewed a report which set out a number of concerns relating to road safety (vehicular and pedestrian) in Lewes Road. In particular near to the junction of New Road, and near the traffic calming measure and Red Clover Road.

Members watched a video from that day, displayed by the Town Clerk of a vehicle trying to exit New Road and head north along Lewes Road. Members discussed at some length their experiences in this area.

It was noted that:

- pavements had also been badly damaged;
- signage needed to be re-visited for New Road and the size of vehicles allowed in this road. Large vehicles were currently using the road from construction sites and Ridgewood Industrial estate;
- heritage properties located on the corner of the junction of New Road/Lewes Road needed protection;
- an update was required on traffic monitoring for Lewes Road to assess whether it met the criteria of LTN1/20;
- an update was needed for Horsted Pond Farm and the work being undertaken to prepare their reserved matters application and associated highway works;

FC.57.10.25 Members **RESOLVED** to suspend standing orders to enable the County Councillors to provide input on this agenda item.

Councillor Chris Dowling felt strongly that a joint meeting was required with the elected members for Ridgewood ward. An action plan should be established and for the right organisations to be approached to address the relevant points within the action plan.

Councillor Claire Dowling suggested we move forward with the information we had to hand at present, and identify the relevant stakeholders for each concern.

Members felt that the bus company should also be invited to the discussions, as they too might be experiencing issues.

FC.58.10.25 Members **RESOLVED** to reinstate standing orders.

FC.59.10.25 Members **RESOLVED** to:

- (i) note the current concerns with road safety in Lewes Road and New Road;
- (ii) obtain information from local residents and nearby businesses to assist with making a case to applicants, contractors, planning enforcement and East Sussex County Council Development Control and Traffic Safety;
- (iii) task the Town Clerk with convening a meeting of the relevant organisations/parties to discuss:
 - the location of the bus stop;
 - parking restrictions in Lewes Road, and;
 - pedestrian and vehicular safety at the junction of New Road/Lewes Road;
- (iv) write to Brighton & Hove Buses regarding our concerns and to obtain their views, and;
- (v) write to Sussex Police to seek their support with the handling of obstructions at junctions and property entrances.

Councillor D. Manvell left the room briefly at 8.28pm.

18.0 TO UNDERTAKE AN INITIAL REVIEW OF THE TOWN COUNCIL'S SERVICE LEVEL AGREEMENTS:

(i) Wealden Volunteering

(ii) Wealden Citizens Advice

Members discussed the current services provided by the above organisations.

The Town Mayor, Councillor Bedwell, also wished to establish a new service level agreement for the Uckfield Bonfire & Carnival Society.

Councillor J. Love declared a prejudicial interest, as she was Chair of the Uckfield Bonfire & Carnival Society, and advised that she would leave the room as a result.

FC.60.10.25 Members **RESOLVED** to suspend standing orders and extend the meeting by 25 minutes.

FC.61.10.25 With 10 votes in favour and one member abstaining (Cllr A. Smith), members **RESOLVED** for Town Council staff to prepare a draft service level agreement for consideration by members for Uckfield Bonfire & Carnival Society, prior to the adoption of the budget in January 2026.

Councillors J. Love returned to the room at 9.07pm and Councillor D. Ward left the room briefly.

19.0 TO NOTE NEW POWERS TO REVITALISE HIGH STREETS

Members noted the report.

20.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the report.

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

One deed of grant was received:

Gillian Arlene Brennan and Robert Brennan

FC.62.10.25 It was **RESOLVED** for three councillors to sign the above deeds of grant.

22.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

23.0 TOWN CLERK'S ANNOUNCEMENTS

In addition to the Town Council's request for funding towards delivery of a 3G Football Pitch, Uckfield Rugby Club had also approached Wealden District Council for support with the funding of improvements to their grounds and clubhouse. This would see improvements to their changing space, accessibility and facilities to support current sport provision and meet wider needs. This was due to be presented to Wealden DC's next Cabinet meeting alongside the Town Council's request for support for the 3G pitch. The Town Clerk would invite representatives from the Rugby Club to present their intentions, in due course. Members noted this update.

24.0 CHAIR'S ANNOUNCEMENTS

The Town Mayor, Cllr Bedwell wished to thank all staff involved in the Model Railway weekend for their hard work. It was the busiest weekend of the year and all went smoothly.

The Town Mayor would be attending the Wealden Parish Conference the following day and delivering questions raised over the previous weeks and months by the Larger Parish Forum.

Reminders:

Remembrance Parade/Service on Sunday 9 November 2025.

Mayor's Carol Service on Thursday 11 December 2025.

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

This item was deferred as a result of the quotation(s) being delayed.

The meeting closed at 9.17pm.

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ACTION LIST – FOR INFORMATION ONLY FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>FC.105.02.17</u> <u>FC.95.01.20</u>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p> <p><u>18.0 To sign and seal the Town Council's byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to:</p> <p>(i) authorise the affixing of the common seal to the byelaws for both Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve and signing by two named councilors, and;</p> <p>(ii) authorise the Town Clerk for Uckfield Town Council to carry out the necessary procedures and apply to the Secretary of State for confirmation.</p>	<p>20.02.17</p> <p>20.01.20</p>	HG	In progress.
<u>FC.55.10.21</u>	<p>Members RESOLVED to approve the motion <i>“Uckfield Town Council supports the increase in the provision of Changing Place Toilets across the country, and will approach East Sussex County Council to understand if they:</i></p> <p><i>(i) have submitted an expression of interest to central government to draw down funding to the county of East Sussex, and:</i></p> <p><i>(ii) if ESCC have expressed an interest, that Uckfield Town Council lobby for such facilities to be introduced in Uckfield.”</i></p>	25.10.21	HG	UK Govt funding is not available, but officers will prepare necessary financial information to understand what's involved in creating a Changing Place Toilet. Members were asked to consider suitable locations.
<u>FC.63.10.23</u>	<p><u>13.0 To receive a response from East Sussex County Council to a previous motion submitted requesting the installation of a pedestrian crossing</u> Members RESOLVED to accept the proposed amendment to Councillor Bennett's original motion and set out to: “maintain this as the ideal site and the path that students were taking to reach school, in order to emphasise the views of the young people. Uckfield Town Council would be very happy to explore the option of community match funding and fund a feasibility study, as the Town Council felt it was important to concentrate on this area, and not further north of the town. It was also suggested that any data or</p>	30.10.23	HG	In progress.

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	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>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.103.04.25</u>	<p><u>10.0 To consider legal advice on the village green status of Ridgewood Recreation Ground</u></p> <p>With 9 members voting in favour and one member abstaining, it was RESOLVED to agree to: (i) proceed with exploring the re-positioning of the village green status on Ridgewood Recreation Ground and preserve the correct areas of the open space for the future, and; (ii) to seek further information on the proposed changes to the Millennium Green (as a SANG) and consider this within the investigations.</p>	07.04.25	HG	To be progressed.
<u>FC.41.09.25</u>	<p><u>12.0 To consider a motion from Councillor Macve</u></p> <p>With 10 votes in favour, members RESOLVED to task the Town Clerk with:</p> <p>(i) investigate the cost to Wealden DC of maintaining the car parks (annual upkeep), and,</p> <p>(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).</p>	08.09.25	HG	<p>(i) In progress.</p> <p>(ii) Unfortunately the nomination for Luxford Car Park was rejected. Therefore no nomination will be submitted for Regency Close. NFA.</p>
<u>FC.45.09.25</u>	<p><u>17.0 Consider the placement of storage and temporary toilet facility at Harlands Playing Fields</u></p> <p>Eight out of 12 members voted in favour and RESOLVED to:</p> <p>(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;</p> <p>(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.</p>	08.09.25	JH	<p>(i) In progress.</p> <p>(ii) Currently being prepared. NFA.</p>
<u>FC.56.10.25</u>	<p><u>10.0 To consider a motion from Councillor M. McClafferty</u></p> <p>With 10 votes in favour, and one voting against, members RESOLVED to task the Town Clerk with making enquiries as to whether co-opted members could receive a member allowance.</p>	20.10.25	HG	<p>Advice was sought from the Town Council's solicitors, who advised "<i>Clause 28 (3) of the Local Authorities (Members Allowances (England) Regulations 2003 as amended in</i></p>

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				2004 restrict allowances to elected members only.” There were no plans to change this at present. NFA.
<u>FC.59.10.25</u>	<p><u>17.0 To consider concerns relating to road safety on Lewes Road, Ridgewood</u></p> <p>Members RESOLVED to:</p> <p>(i) note the current concerns with road safety in Lewes Road and New Road;</p> <p>(ii) obtain information from local residents and nearby businesses to assist with making a case to applicants, contractors, planning enforcement and East Sussex County Council Development Control and Traffic Safety;</p> <p>(iii) task the Town Clerk with convening a meeting of the relevant organisations/parties to discuss:</p> <ul style="list-style-type: none"> - the location of the bus stop; - parking restrictions in Lewes Road, and; - pedestrian and vehicular safety at the junction of New Road/Lewes Road; <p>(iv) write to Brighton & Hove Buses regarding our concerns and to obtain their views, and;</p> <p>(v) write to Sussex Police to seek their support with the handling of obstructions at junctions and property entrances.</p>	20.10.25	HG	In progress.
<u>FC.61.10.25</u>	<p><u>10.0 To undertake an initial review of the Town Council’s Service Level Agreements</u></p> <p>With 10 votes in favour and one member abstaining (Cllr A. Smith), members RESOLVED for Town Council staff to prepare a draft service level agreement for consideration by members for Uckfield Bonfire & Carnival Society prior to the adoption of the budget in January 2026.</p>	20.10.25	SD/HG	In progress, will be presented to GP Committee on 15 December due to timescales.

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
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 Property Asset Management Plan 2026-31	Town Clerk
	Reports from Wealden Volunteering and Wealden Citizens Advice	Town Clerk
	Proposal to upgrade the Mayoral chain	Town Clerk
	Appoint further member to Plans Committee	Town Clerk
	UK Government consultation on Local Government Reorganisation	Town Clerk
CONFIDENTIAL	Note decision of Urgent Consultation Panel	Town Clerk

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 Property Asset Management Plan 2026-31	Town Clerk
	Member Allowances	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
	Signing of lease agreements	Town Clerk
CONFIDENTIAL		

FULL COUNCIL FORWARD PLAN – 2025/26

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
March 2026	To consider costs of establishing a Changing Places toilet	
	To further consider the Greenway Proposals and rail track bed	
	Ratification of further policy reviews from General Purposes Committee including the Annual Investment Strategy	
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
Holy Cross Primary School & Playing Fields	Rejected.	Town Council
Luxfords Car Park	Rejected.	Town Council
Brickmakers Arms	14 December 2028	Town Council

Meeting of the Full Council

Monday 1 December 2025

Agenda Item 7.0(ii)

TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES NEIGHBOURHOOD PLAN STEERING GROUP

The Neighbourhood Plan Steering Group have met twice on 20 October and 17 November 2025.

The first meeting saw the appointment of a Chair (Councillor A. Smith), confirming the terms of the group, and the gaps needing attention to move forward with the draft plan.

Between that meeting and the second, work was undertaken to cross reference the draft Vision and objectives with the draft Wealden Local Plan, in its current form. Work has also been completed to review the statistical profile for the parish and ensure the evidence base has been updated, with current monitoring and data.

At the November meeting, working group members updated the Vision and objectives and identified key gaps within the plan which needed further work. Two particular areas that needed strengthening were around Climate Change and Sustainability, and Heritage.

The next meeting is scheduled for 8 December 2025.

Town Clerk

UCKFIELD TOWN COUNCIL



COMPLAINTS POLICY

Policy Number 17		
Issue No.	Date completed	Details of amendments
1	25.03.08	GP.065.03.08
2	03.10.16	General review of Policy
3.	03.11.25	GP.28.11.25 - Review of Policy (GP Committee)
4.	01.12.25	Ratification by Full Council

1.0 AIMS

- 1.1 Uckfield Town Council is committed to providing a high-quality customer service to our residents and service users.
- 1.2 With a culture of continuous improvement, the Town Council utilises customer feedback to better understand how can further enhance service delivery.
- 1.3 This complaints procedure seeks to ensure complaints are:
 - (i) treated fairly and consistently;
 - (ii) dealt with in the stated timescales;
 - (iii) utilised to improve service provision.

2.0 WHAT IS A COMPLAINT

- 2.1 The definition of a complaint is:

“an expression of dissatisfaction about the way in which the Town Council (its staff and contractors) has provided a service. Examples include delay, failure to provide the service, or through staff behaviour.”

3.0 OBJECTIVES

- 1. To work collectively across teams or departments to consider and resolve the complaint in an effective and efficient manner;
- 2. To provide a clear procedure for dealing with complaints;
- 3. To communicate effectively with a complainant throughout the procedure;
- 4. To review complaints procedures with a view to learning from our mistakes;
- 5. To provide a way of rectifying injustice whenever possible;
- 6. To provide a way of monitoring information on customer complaints and ways of reviewing the services
- 7. To ensure that customers are aware of how to complain and to whom.

4.0 HOW TO MAKE A COMPLAINT:

In many situations it will be possible for an issue to be dealt with straight away, and the cause for complaint, can be resolved almost imminently.

4.1 Informal

If members of the public have any queries or concerns they should be encouraged to speak to Council staff at the time. Council staff will do their best to assist the individual and resolve any dispute there and then. Where necessary or appropriate, the individual can be referred to the Council Offices for further assistance.

4.2 Formal

If the customer/resident is still unhappy they may submit a formal complaint for consideration through the Town Council's two-stage Complaints procedure.

Stage 1

Please submit your complaint in writing by email to admin@uckfieldtc.gov.uk, in post to Uckfield Town Council, Civic Centre, Uckfield, TN22 1AE or in person and mark for the attention of the relevant Service Manager.

Each service has a manager:

Estates (Grounds);
Hospitality
Facilities (Buildings)
Administration

Complaints should clearly set out the best means of contact – email, telephone and postal address.

Once submitted, we will acknowledge receipt of any complaints within five working days.

The Service Manager will respond to the complaint within 10 working days.

Any customer/resident who remains unhappy with the response received at Stage 1 of the procedure, may request a review of their complaint by the Town Clerk (Chief Officer) at Stage 2.

Stage 2

Customers or residents who remain dissatisfied with the Town Council's response at Stage 1, can escalate their complaint to Stage 2.

Complaints should be addressed to the Assistant Town Clerk & RFO, and the necessary information provided for a thorough investigation by the Town Clerk (Chief Officer). All information materially significant to the complaint should be submitted at this stage.

Stage 2 complaints will be acknowledged within five days of receipt.

A full response will be provided by the Town Clerk to the Stage 2 Complaint within 20 working days of the acknowledgement.

If at any stage, we need more time to respond to your complaint, we will explain the reason(s) for the delay and notify the customer as to when to expect a full response.

5.0 REVIEW BY FULL COUNCIL

- 5.1 If both Stages 1 and 2 have been exhausted and the complainant is still unhappy, they can request a further and final review by Full Council. The complainant should be informed of the date of the next Full Council meeting and be advised that their complaint will be discussed at that meeting. The decision of the Full Council will be final.

6.0 FURTHER SITUATIONS

Complaint about the Town Clerk

- 6.1 In the event that a complaint is made against the Town Clerk, the complainant should be advised to put their complaint in writing to the Town Mayor.

Complaint about a Councillor

- 6.2 In the event that a complaint is made against a Councillor, the complainant should be directed to the Code of Conduct Policy adopted by the Town Council, and contact made with the Monitoring Officer at Wealden District Council.

Complaint about Information Governance

- 6.3 If a customer is unhappy with the way we have dealt with a request for information under information governance legislation (Freedom of Information Act 2000, Environmental Information Regulations 2004 or Data Protection Act 2018), please contact the Information Commissioner's Office.

7.0 VEXATIOUS COMPLAINANTS

- 7.1 The Council is committed to the fair handling of complaints. We recognise that some complaints may be difficult to resolve and can cause distress. We will not however tolerate unreasonable, aggressive, or abusive behaviour that constitutes harassment. Staff may be prevented from carrying out their roles if they are subject to frequent, lengthy contacts and repetitive information covering the same or similar issues. The Town Council will therefore undertake an assessment of requests that are considered to be vexatious on a case by case basis. Further information is available in our Unreasonably Persistent Complaints & Customer Behaviour Policy.

Date of policy: November 2025

Approving committee: Ratification by Full Council

Date of committee meeting: November 2025

Policy version reference: v2

Policy effective from: November 2025

Date for next review: November 2025

— policy ends here —

Meeting of the Full Council

Monday 1 December 2025

Agenda item 10.0

TO APPOINT A MEMBER TO SERVE ON PLANS COMMITTEE

1.0 Summary

- 1.1 Members will be aware that each year at the Annual Statutory meeting of Full Council, members are appointed to the standing committees for the year ahead and the list of Outside Bodies who work closely with the Town Council in the Uckfield area.
- 1.2 The most recent meeting took place on 19 May 2025. Five of the seven seats available on this committee were filled at this meeting, with one remaining vacant, and one due to be filled by the candidate elected to the Town Council during the July by-election.
- 1.3 With six of the seven seats now filled, we are looking for a Town Councillor to express an interest in the seventh seat on this committee. The committee meets every three weeks to review planning applications received by the local planning authority (Wealden District Council) within the Uckfield parish boundary.
- 1.4 Members are asked if there is any interest from members around the table, before taking a vote on the appointment. This would commence from January 2026 until the annual statutory meeting in May 2026.

2.0 Recommendations

- 2.1 Appoint a further member to fill the seventh seat on the Town Council's Plans Committee from January 2026.

Contact Officer: Holly Goring

UCKFIELD TOWN COUNCIL

(Draft) **Strategic Plan 2026-31**

Our Vision and Priorities for Uckfield



Mayor's Message

Uckfield's Town Mayor, Cllr. Karen Bedwell, offers an update on the current position of the Town Council and its aims for 2026-31.

This Strategic Plan outlines the five-year plan of objectives and priorities of Uckfield Town Council.

The financial situation for all councils remains challenging and preparations must be made for the extra responsibilities that local government reorganisation will bring.

Uckfield Town Council continues to generate around one-third of our income through our own revenue streams.

As our town grows, we will need to continue to review our facilities, infrastructure and staffing structures to support the growing population and its diverse needs.

The Town Council will continue to work in partnership with relevant agencies, community groups, volunteer groups and businesses, and commit to providing the best possible services for Uckfield and its residents.



Cllr. Karen Bedwell
Uckfield Town Mayor, 2024-

About Our Town

Uckfield is the third-largest of five market towns in Wealden District and is a key service centre for the area. The town’s economy and facilities serve Uckfield residents and those of neighbouring villages. Situated just outside the Ashdown Forest, the town also boasts an abundance of green spaces.



**15,041
residents**

(2021 census, Office for National Statistics)



**Living in 6,456
households**

(2021 census, ONS)



**2,474 residents
are disabled
under the
Equalities Act**

(16.4% of town population)
(2021 census, ONS)



**More women live
here than men**

(Women are 52.2% of town population while men are 47.8% - compared to the national average of 51% and 49%)

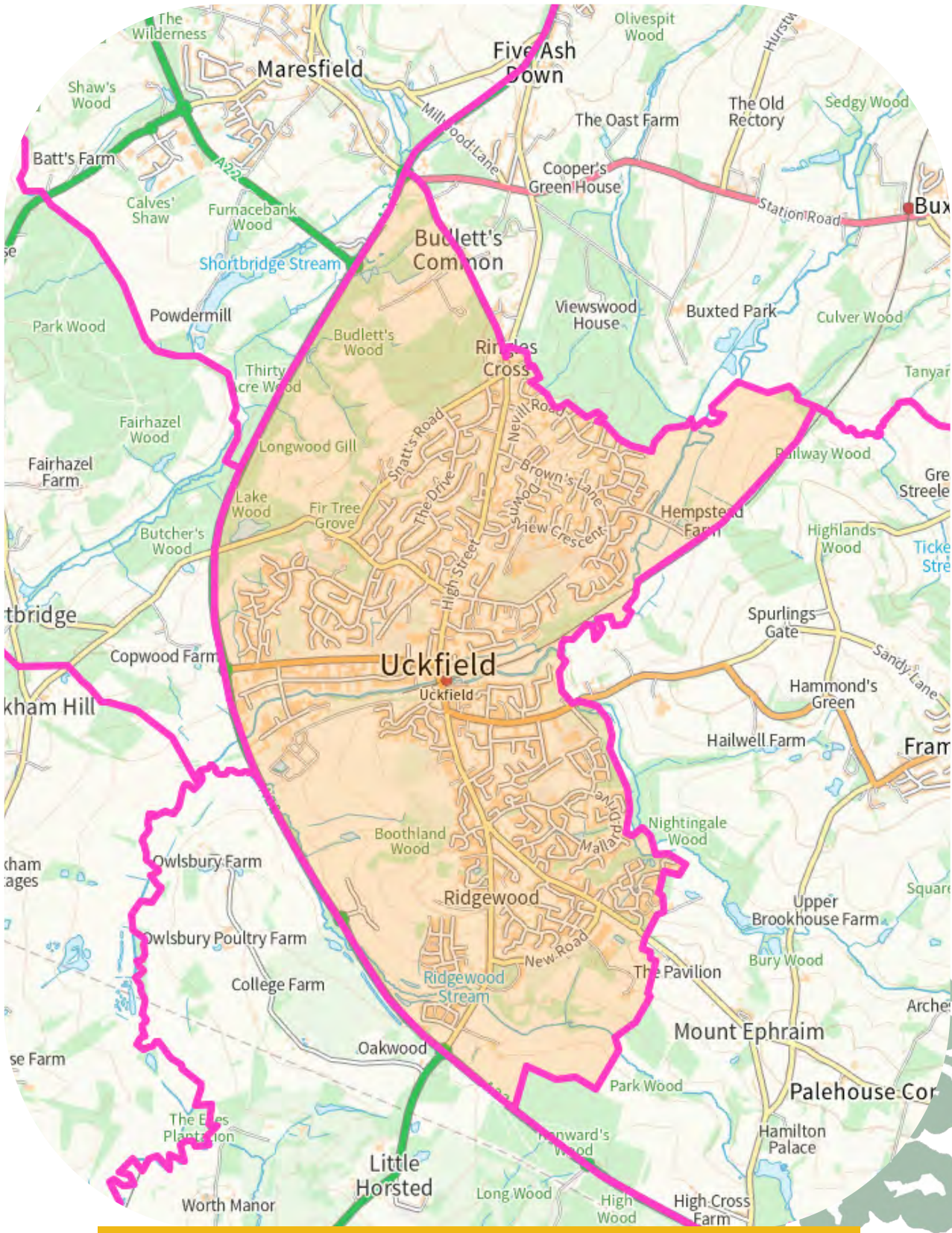
(2021 census, ONS)



**Strong levels
of education**

(83.9% of adult population have qualifications, 2.1% above than the UK average)

(2021 census, ONS)



**Map of Uckfield Parish Boundary
(Ordnance Survey, 2026)**

About Our Town

Uckfield Town Council tracks the changing profile of the town’s residents to assess how we can continue to prioritise the right services.

In November 2024, we opened a Residents’ Survey to capture views on the services we provide. Scan the QR code (right) to see the results.



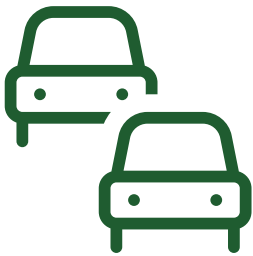
63% of adults are economically active

(7,785 of 12,354 adults in the town)
(2021 census, ONS)



High rate of house ownership

(73.8% of houses, above the UK average of 62.5%)
(2021 census, ONS)



Most households have at least one vehicle

(86.9% of households own one or more car/ van)
(2021 census, ONS)



83.8% of residents have good health

(These residents selected 'good' or 'very good' when asked to describe their health)
(2021 census, ONS)



Average rate of working from home

(15.2% economically active adults work most days from home, compared to 16% nationally)
(2021 census, ONS)



What We Do

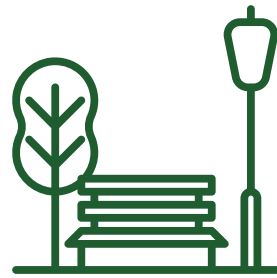
Uckfield Town Council has a large and varied asset portfolio. Some sites are managed by the Town Council, while some are leased to local organisations and some work is contracted out.

This strategic plan, and our more detailed annual plan and annual budgets, determine how we seek to balance the conservation and continuous improvement of these sites.

Uckfield Town Council owns and manages the following assets:



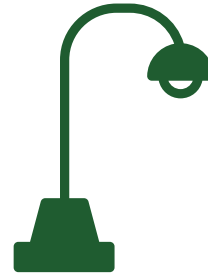
10 Buildings



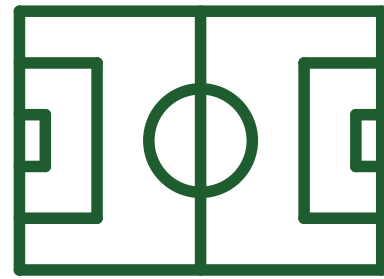
17 Open Spaces



8 Play Areas



192 Streetlights



7 Recreation
Grounds
(Incl. Sports
Pitches)



4 Woodlands



2 Local Nature
Reserves



6 Allotment
Sites
(245 Plots)



70 Litter Bins



What We Do

Uckfield Town Council starts the process of budget setting each autumn. During this period, staff and councillors review our income and expenditure for the following year.

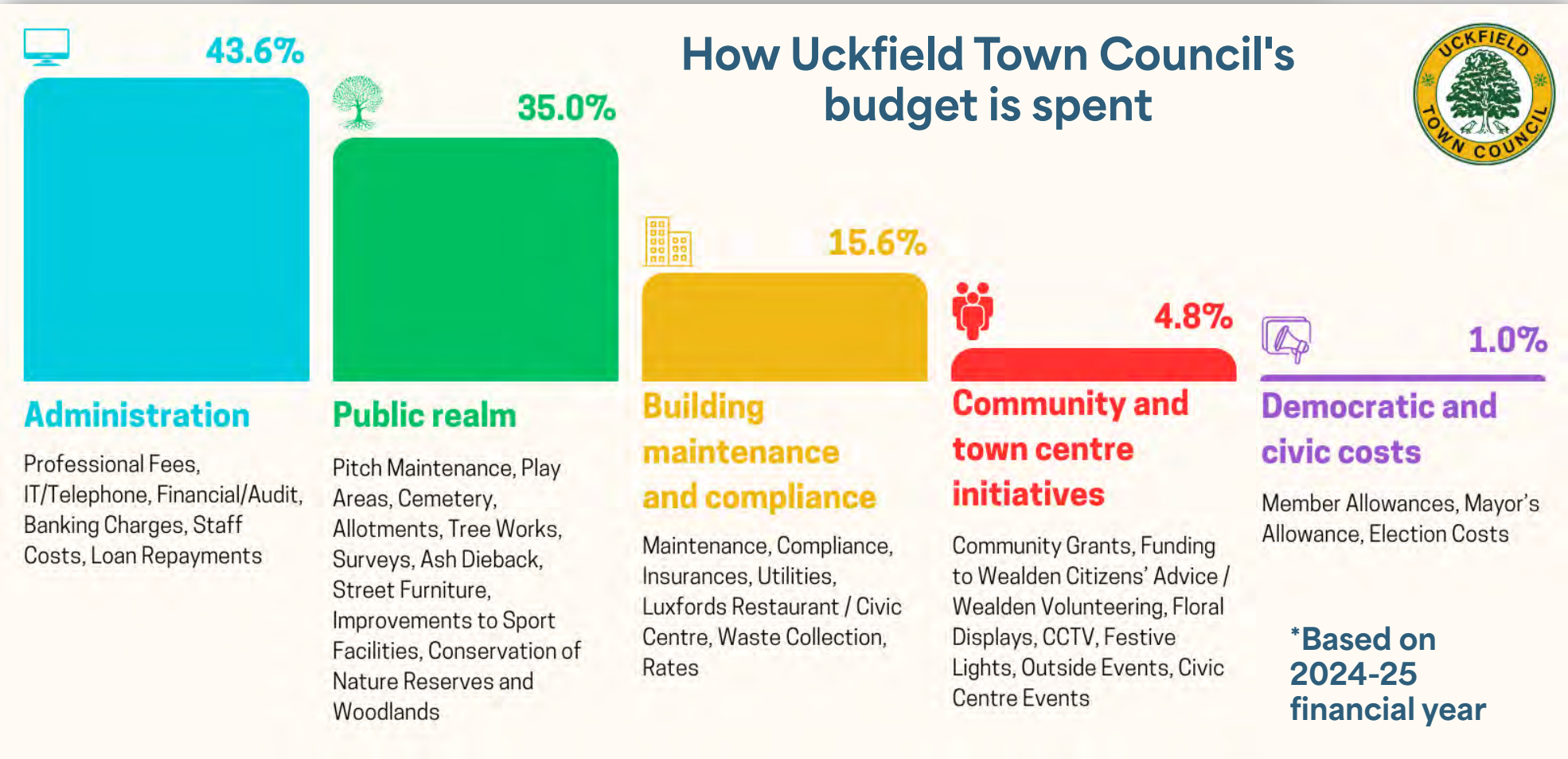
Of the Council Tax collected each year by Wealden District Council, the Town Council obtains a precept to support the provision of services.

For 2025/26*, Uckfield Town Council forecasts expenditure of over £1.9 million*. Uckfield Town Council continues to generate one-third of funds through its own income streams.

A breakdown of the precept we receive and how this money is spent is shown on this page.



***Please note - all figures mentioned here will be updated after Full Council (Budget) meeting on 12 January 2026.**



Uckfield Town Councillors

Meet the 15 Councillors working hard for the town of Uckfield.

The Town Council has 15 Town Councillors. Elections take place every four years, with the last taking place in May 2023 and the next scheduled for May 2027.

The positions of Town Mayor and Deputy Mayor are elected by Town Councillors at the start of the annual statutory meeting of Full Council in May, each year.

The Town Mayor is responsible for chairing Full Council, and is considered the first citizen of the town, subject to the attendance of the Lord Lieutenant or a member of the Royal Family. It is a civic role, and one in which the Town Mayor is invited to engagements to learn more about, and honour, individuals and organisations who contribute to the town.



Karen Bedwell
Ridgewood
(*Town Mayor*)



Duncan Bennett
New Town



Kathy Butler
New Town



Donna French
Uckfield East



Val Frost
Uckfield West



Jackie Love
Uckfield North



Chris Macve
Uckfield East



Daniel Manvell
Uckfield North



Michael McClafferty
Uckfield East



Spike Mayhew
New Town
(*Deputy Mayor*)



Bernadette Reed
Ridgewood



Peter Selby
Ridgewood



Angie Smith
Uckfield North



Peter Ullmann
New Town



Diane Ward
Uckfield West



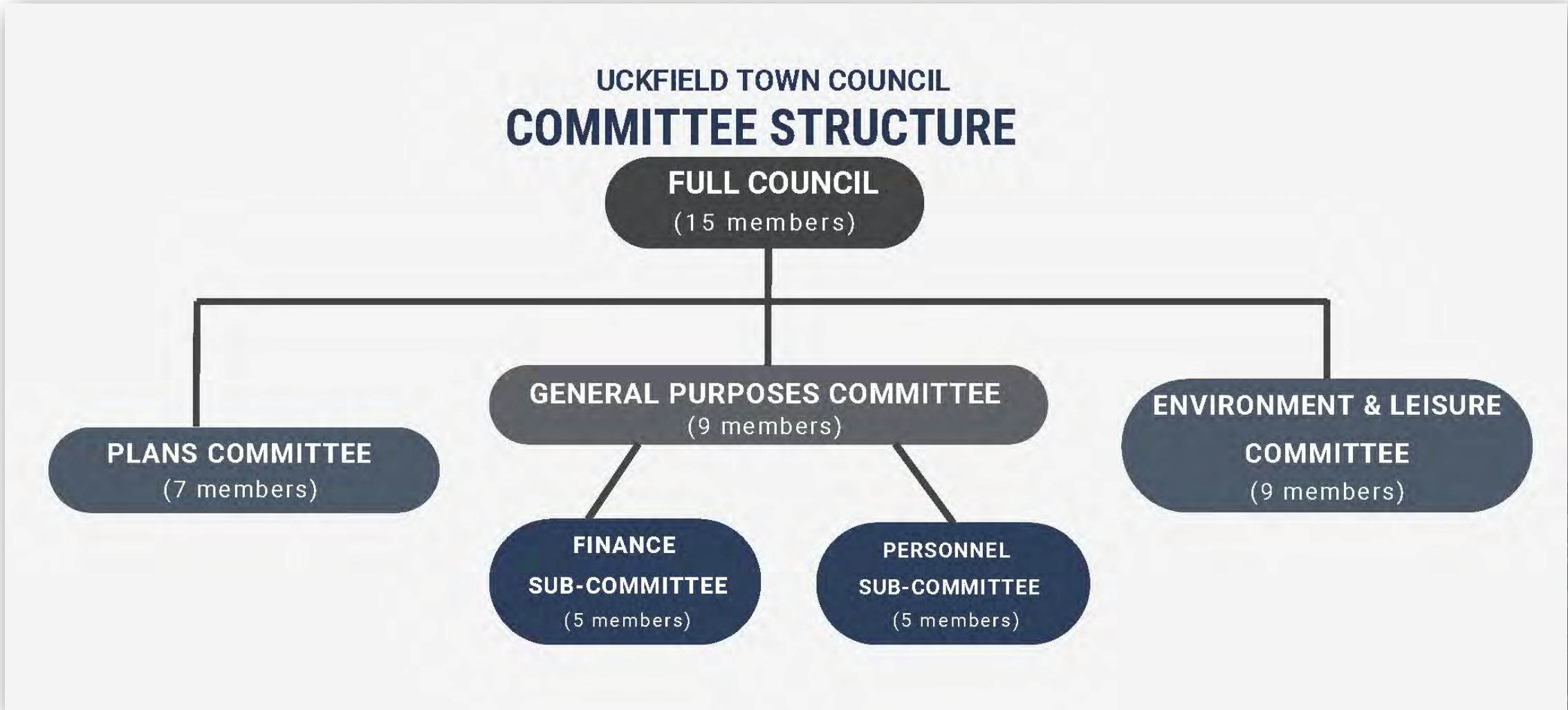
Who We Are - Councillors

Uckfield Town Council works in specific committees and teams to deliver services to the town.

In addition to meetings of Full Council, committees are appointed to carry out the functions of the organisation, and decisions are taken on specific areas.

The Town Council's Standing Orders and Financial Regulations outline how decisions should be taken and what procedures should be followed to ensure openness and transparency.

These documents can be found on www.uckfieldtc.gov.uk, or via the QR code below.



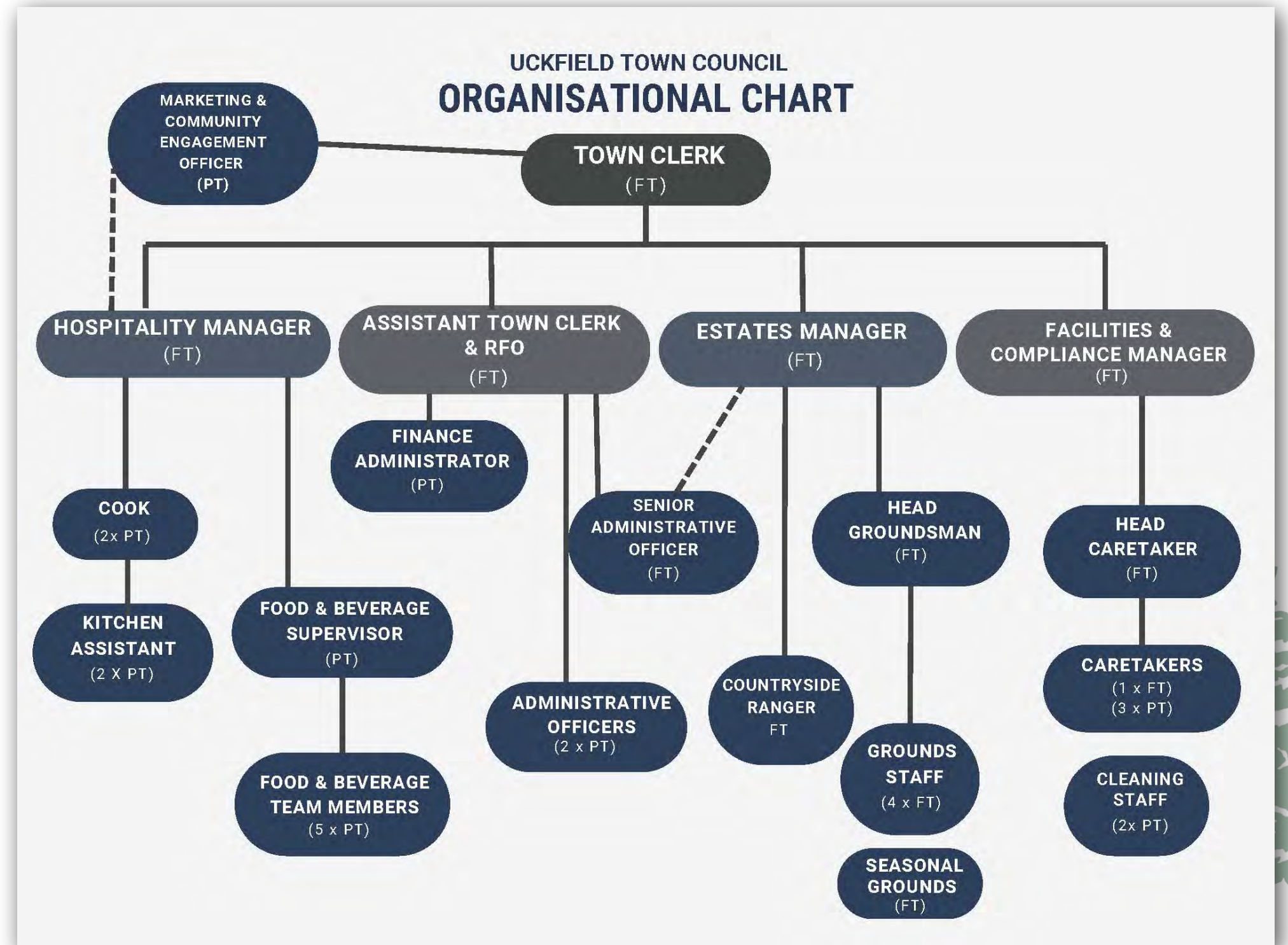
Who We Are - Staff

Uckfield Town Council works in specific committees and teams to deliver services to the town.

The Town Council's functions are delivered by a team of 34 members of staff, split across four service areas (office, grounds, caretaking and cleaning, and restaurant).

The administration of the Town Council is led by the Town Clerk, with the Assistant Town Clerk, the Estates Manager, Facilities & Compliance Manager and Hospitality Manager also responsible for key areas.

An organisational chart is included here for greater context of where each staff role fits in the Council.



Challenges and Opportunities



Our Strategic Priorities

Our priorities are split into the following three areas:



Conservation

Preserving and enhancing the natural and built environment of Uckfield, with a particular focus on effective estate management.



Community

Providing necessary facilities and enabling local organisations to work together for the benefit of the town.

Continuous Improvement

Ensuring we remain efficient in what we do and that our residents feel engaged.



Conservation

Our plan for effective estates management.

By 2031, *the Town Council will have:*

- Maintained a good standard of grounds maintenance;
- Maintained good quality floral displays within the town centre;
- Purchased suitable machinery and equipment to improve open space grass cutting;
- Improved the facilities and surfacing of the Town Council's play areas - upgrading at least two play areas (West Park and Hempstead Fields);
- Undertaken frequent pitch renovations for the Town Council's football pitches;
- Delivered short-term plans to improve the Town Council's sport pitches (cricket and football) and changing facilities with investment;
- Explored and agreed a plan to improve the skate park;
- Designated areas of Town Council land for wild flowers;
- Continued working with Sussex Local Nature Partnership's Green Spaces Project to understand the benefits in Hempstead Meadows Local Nature Reserve and Snatts Road Cemetery;
- Commissioned ecological appraisals and wildlife surveys in our woodlands and nature reserves to inform biodiversity action plans;
- Adopted an action plan to mitigate our carbon emissions, and ensured a periodic review of our contracts, buildings, energy sources and management of nature and waste disposal;
- Hosted events such as the Eco Expo to better inform residents of various alternative technologies;
- Installed further solar panels on the roof of the Civic Centre;
- Recorded and mapped the findings of tree surveys to ensure safety from ash dieback and decay;



Conservation

Our plan for effective estates management.

By 2031, *the Town Council will have:*

- Continued to deliver important tree planting schemes, so that for every tree that has been removed, another tree has been planted;
- Provided burial authority services with responsibility for the maintenance of Snatts Cemetery and Holy Cross churchyard;
- Consecrated a new area of land within Snatts Road Cemetery and explored the creation of new cemetery space;
- Continued to review street lighting and replace existing stock with new columns and LED lighting.

Our community aspirations, by 2031, are to:

- Increase opportunities for residents of all ages to take part in activities and improve health and wellbeing;
- Secure funding or land for the creation of further sport facilities, such as a 3G pitch;
- Identify space for new allotment plots and kitchen style gardens;
- Contribute to the development of Local Nature Recovery Strategies and see the preservation or creation of wetlands and hedgerows, the sustainable management of woodlands and freshwater habitats;
- Provide data and information for Uckfield, to central government departments and Weald to Waves to draw down funding to preserve our rich biodiversity;
- Have created a 'Wilder Uckfield' plan to address the biodiversity crisis.



Conservation

Our plan for preserving and enhancing the natural and built environment.

By 2031, *the Town Council will have:*

- Worked closely with the planning authority to understand and feed into the latest legislative updates;
- Contributed to the planning authority's Local Plan development process;
- Developed an Uckfield Neighbourhood Plan;
- Worked with the relevant authority to ensure the Town Council is fully engaged in regulatory matters such as licensing;
- Undertaken an annual review of the Town Council's assets and strategic asset management plan, improving the efficiency and use of these properties;
- Delivered an annual programme of maintenance and decoration to all of the Town Council's built assets;
- Reviewed the condition of car parks adjacent to Town Council-owned buildings and agreed a programme of repairs or resurfacing, with a particular focus given to drainage and repair at Hempstead Recreation Ground, Ridgewood Village Hall's car parks and the Civic Centre's staff parking area.



Conservation

Our plan for preserving and enhancing the natural and built environment.

Our community aspirations, by 2031, are to:

- Promote the need for affordable and key worker housing within Uckfield to support those in housing need and first-time buyers;
- Explore options for regeneration within the town centre and the possibility of expanding the retail and business offer through the Uckfield Town Centre Regeneration Committee;
- Consider the infrastructure requirements for the town in terms of sport, leisure, recreation and community facilities, and allotment and cemetery provision;
- Hold developers to account to ensure the conditions of planning permissions are met and that adjacent boundaries and wildlife are sensitively maintained;
- Engage with High Street landlords (commercial and residential) to promote and secure improvements to street frontages;
- Protect the green space between Uckfield and its surrounding villages;
- Work towards the '30 by 30' United Nations target to designate 30 percent of land and ocean areas as protected areas by 2030 to aid nature recovery;
- Work with the relevant agencies to improve the water quality condition of the River Uck.



Community

Our plan for enabling local organisations to work together for the benefit of the town.

By 2031, *the Town Council will have:*

- Introduced speed reduction initiatives, including community speedwatch and behaviour change campaigns, and explored the introduction of installing permanent speed indicator devices in partnership with neighbouring parishes;
- Created up-to-date street maps of the town, which highlight key footways including alleyways and twittens;
- Introduced key signage and markers to guide walkers and improve health and wellbeing;
- Introduced areas for the installation of public art;
- Worked with Uckfield Chamber of Commerce and local businesses to review festive lighting for the town centre, in preparation for Christmas 2026 and beyond.



Community

Our plan for enabling local organisations to work together for the benefit of the town.

Our community aspirations, by 2031, are to:

- Identify and implement solutions for parking controls within the town centre;
- Increase parking capacity within the town;
- Actively promote the electrification of the railway line;
- Actively promote the reinstatement of a link between Uckfield/Lewes/Brighton and Tunbridge Wells railway lines;
- Contribute to a review of the East Sussex Local Cycling and Walking Infrastructure Plan (LCWIP) to develop the town's walking and cycling networks;
- Explore the improvement of footway links between Ridgewood Farm, Sutable Alternative Natural Greenspaces (SANGs) and our nature reserves, as well as exploring the creation of a riverside walk;
- Identify potential areas for improvements to pedestrian safety, including investigating the repair of footpaths on Manor Park to remove the risk of trips and falls;
- Lobby for improved bus services to enable residents on the periphery of town to access the High Street/Business Park, and for local village residents to access Uckfield as their key service centre;
- Identify highway issues within the access corridors into the town centre and utilise Section 106 developer contributions or the Community Infrastructure Levy (CIL) to address matters relating to traffic congestion, traffic calming and road safety;
- Address the danger of speeding vehicles by exploring an extension of 20 miles per hour speed limits;
- See the installation of more air quality monitoring units within the town centre;
- Liased with landowners adjacent to the River Uck to investigate the purchase of land from the end of the footpath in Knights Meadow to Hempstead Lane, by the mill, to create a River Walk.



Community

Our plan for providing necessary facilities and enabling local organisations to work together for the benefit of the town.

By 2031, *the Town Council will have:*

- Supported local community and voluntary organisations with their positive work;
- Delivered a free public event within the town – Weald on the Field;
- Supported the organisation of the annual Remembrance Parade and Services;
- Established a list of special and important dates or individuals within the town's history and commemorated these on heritage plaques;
- Investigated the viability of providing additional public conveniences within the town centre;
- Explored the creation of an outside performance space, for use by the town as part of the annual events calendar;
- Supported the partnership work and continuation of the Uckfield Youth Trust.



Community

Our plan for providing necessary facilities and enabling local organisations to work together for the benefit of the town.

Our community aspirations, by 2031, are to:

- Support the town with the promotion of its tourism offer;
- Maintain, improve and protect all of our natural areas to accommodate the demands of future growth of the town;
- Identify future options for providing more community space within the town;
- Understand more about our disadvantaged communities and explored ways to engage with these households;
- Lobby for a banking presence, and support the creation of a banking hub;
- Establish a key register of heritage and non-heritage assets for Uckfield;
- Encourage the expansion of the Wealden Community Toilet Scheme.



Community

Our plan for providing necessary facilities – Civic Centre and community space.

By 2031, *the Town Council will have:*

- Improved the decoration and flooring within the Civic Centre's main corridors and meeting rooms;
- Improved the Civic Centre's performance facilities (sound, lighting and staging);
- Replaced the tables and table racks within the Civic Centre to ensure easier manoeuvrability for room set-ups;
- Updated room facilities in line with the latest technologies, providing the facilities to enable hybrid meetings to be hosted;
- Introduced temporary air conditioning units within the Civic Centre;
- Developed and implemented a communications and marketing plan for the Civic Centre Uckfield for room hire and its events programme;
- Undertaken feasibility studies to explore the creation of a new Community Hub;
- Diversified the use of our spaces at the Civic Centre, and considered how they are used.



Continuous Improvement

Our plan for ensuring we remain efficient in what we do.

By 2031, *the Town Council will have:*

- Encouraged applications from local traders and organisations in the Town Council's procurement procedures for contractual work;
- Undertaken a thorough review of our key policies;
- Reduced our use of paper by reviewing our working practices and procedures;
- Streamlined our ways of working and created efficiencies with the introduction of new software;
- Placed more focus on searching and applying for suitable grant funding;
- Considered opportunities for Uckfield within the process of local government reorganisation;
- Undertaken detailed periodic reviews of our income generation.



Continuous Improvement

Our plan for ensuring residents feel engaged.

By 2031, *the Town Council will have:*

- Improved communication with residents, businesses and visitors to the town through enhancements to the Town Council website and social media accounts;
- Improved the condition and display of existing Town Council noticeboards and undertaken a review of their locations;
- Installed new parish noticeboards for residents living in newly-built areas of the town;
- Improved accessibility to committee meetings by installing an additional hearing loop in the Civic Centre Uckfield's Council Chamber;
- Increased promotion of the town's key facilities;
- Set up Councillor surgeries to enable residents to have more frequent face-to-face contact with their elected representatives;
- Engaged with residents in a variety of means to understand their requirements and desires for the town, which will better inform our annual business planning, neighbourhood planning and infrastructure planning.





Uckfield Town Council

The Civic Centre Uckfield,
Bell Farm Lane

Uckfield,
East Sussex TN22 1AE

Tel: 01825 762774

Email: admin@uckfieldtc.gov.uk

www.uckfieldtc.gov.uk





Uckfield Town Council's Draft Annual Priorities 2026/27

CONSERVATION

UNDERSTANDING OUR NATURAL HABITATS

We will continue to commission wildlife appraisals and monitoring of our ancient woodlands and local nature reserves, and develop biodiversity action plans for delivery with key partner agencies, and the voluntary and community sector.

ENHANCING CONNECTIVITY

We will explore opportunities to develop a River Walk. We will feed into consultation on the Local Cycling & Walking Infrastructure Plan, planning applications and reviews of our recreational spaces, to seek improvements to walking and cycling within the town.

PROTECTING BOOTHLAND WOOD

We will address the remainder of ash dieback, and undertake works to restrict access to specific areas of the woodland to allow for the re-establishment of flora and fauna within this important ancient woodland.

TACKLING CLIMATE CHANGE

We will host an Eco EXPO to promote alternative technologies to local residents, a Green Shoots Fashion Show to promote the reuse and recycling of textiles. We will commission a review of our previous carbon audit to create a clear action plan for our built assets.

COMMUNITY

UPGRADING OUR BUILT ASSETS

We will seek professional expertise to explore and deliver options for creating a new community facility on Town Council land.

We will continue to improve the condition, safety and decoration of buildings we manage day to day – Civic Centre, Foresters Hall and Victoria Pavilion.

We will upgrade car parks adjacent to our built assets.

UPGRADING OUR SPORTS AND RECREATION FACILITIES

We will design and install new welfare facilities at Harlands Recreation Ground.

We will pursue our application to the Football Foundation for the design, supply and installation of a 3G pitch at Victoria Pleasure Ground.

We will also explore options for undertaking improvements to the Skate Park and identify new ideas to broaden the range of recreational facilities available within the town.

COMMUNITY GRANTS

We will award up to £23,000 of community grant funding to local groups and charitable organisations for the period 2026/27, alongside the provision of £xx,xxx to Wealden Citizen's Advice and £x,xxx to Wealden Volunteering through service level agreements.

PUBLIC EVENTS AND ANNIVERSARIES IN THE TOWN

We will organise and deliver the annual day festival Weald on the Field, and support the organisation of the Remembrance Parade and Services.

CONTINUOUS IMPROVEMENT

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.

FORWARD PLANNING

We will work with local partner agencies, residents and local businesses to understand the infrastructure requirements for Uckfield, in regards to sport, leisure, recreation and community facilities. We will also consider the future impact on the Town Council's provision of allotment and cemetery space, from growth in the town, and make preparations. This information will also be utilised to inform the finalisation of an Uckfield Neighbourhood Plan.



UCKFIELD TOWN COUNCIL

DRAFT

Property Asset Management Plan

2026-31

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1.0 Purpose of the Asset Management Plan

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

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

2.0 Function of the Asset Management Plan

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

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

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

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

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

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

3.0 The Town Council's Asset Portfolio

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

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

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

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

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

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

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

Non-Operational – usually held for investment purposes

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

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

Properties were valued in reference to the following:

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

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

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

In March 2024, the asset portfolio was valued at £5,314,050.

On average the annual rental income is approximately £48k for lease rental income (with four lease agreements currently under review, and two properties vacant). The figure will therefore be updated once all premises are occupied and lease agreements up to date. The Town Council sees an average annual income of £110k for the hire of facilities at the Civic Centre, and in the region of 15k at Foresters Hall. The Town Council also receives nominal sums from time to time from wayleave agreements where utility companies require access onto Town Council land. The annual building maintenance budget for 2025-26 was set at £55k, in addition to the use of earmarked reserves for specific identified projects.

Substantial works have been undertaken in the past two to three years, to ensure our buildings remain compliant with the latest regulations (fire/legionellas etc), and running efficiently in terms of plumbing/heating. The Town Council upgraded the plumbing and heating systems in Foresters Hall, Foresters Chapel and Victoria Pavilion during 2024 for example.

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

out over the next five years. It is recommended that this be planned for 2026 to review the external structure and maintenance of the buildings.

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

Up to date insurance rebuild valuations were undertaken of all Town Council buildings in 2019, 2020 and 2023 to inform the Town Council's building insurance policy. It is recommended that a review be undertaken in 2026. As a result, funds have been set aside in the proposed budget for 2026/27.

4.0 Asset Management Strategy 2026-31

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

- ☐ Manage the assets to support the objectives of the Strategic Plan;
- ☐ Manage the assets in accordance with relevant legislation and regulations;
- ☐ Undertake a review of existing land use;
- ☐ Consider the acquisition and disposal of assets to support the strategic priorities;
- ☐ Undertake a full review of leases, licences and other land interests to ensure that they are up to date and that all occupations are properly regularised;
- ☐ Review statutory compliance of the Town Council's buildings to ensure that proper procedures are in place to comply with Health and Safety requirements;
- ☐ Undertake a review of the Town Council's Carbon Audit and revise actions accordingly;
- ☐ Create a 3-5 year maintenance plan for the Town Council's built assets;
- ☐ Identify opportunities to work with partners to support wider public sector real estate strategies.

5.0 Asset Management Strategy Delivery 2026-31

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

- ☐ Deliver any remaining actions from annual fire risk assessments, five-yearly EICR inspections and legionella remedials;
- ☐ Commence the review of the leases, licences and land titles;
- ☐ Review and confirm the Maintenance Strategy for the next 5 years;
- ☐ Deliver initiatives outlined within the Town Council's Strategic and Annual Plans:
 - upgrade the lighting within the main hall of Foresters Hall;
 - replace the hot water supply within the Civic Centre;
 - refurbish the Signal Box and bring up to standard to be able to re-let;
 - consider the future of Osborn Hall, and explore options for a new community facility;
- ☐ Aim to decarbonise our buildings and landholdings, and ensure we use them in an environmentally sustainable way
- ☐ Explore options for creating further recreational facilities in the vicinity of our built assets;
- ☐ Manage consultants and contractors to deliver the asset management objectives;
- ☐ Report six monthly on the delivery of the asset management plan objectives.

6.0 Process for Adoption and Operation

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

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

7.0 Appendices:

Appendix 1: Consultation and protocols

Appendix 2: External Influences

Appendix 3: Asset Register

Appendix 1 - Consultation and Protocols

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

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

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

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

Appendix 2 – External Influences

Legislation

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

Best Practice

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

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

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

Property Market

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

Appendix 3 - Asset Register

Allotment

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS13	Ridgewood Allotments (i)	Allotment land, declared Town Council land 1978. Members agreed in 2009 (FC.082.03.09) during a review of the Strategic Housing Land Availability Assessment that no allotment sites should be offered for housing development.	Allotment	Freehold	0.72ha
OS27	West Park Allotments	Allotment land, transferred from developer in 1987 with restrictive covenants in place. As per FC.082.03.09 above.	Allotment	Freehold	0.36ha
OS30	Bell Lane Allotments	Allotments leased from ESCC in 1995. As per FC.082.03.09 above.	Allotment	Leasehold	0.19ha
OS32	Bird-in-Eye Allotments	Allotment land purchased in 1932 with restrictive covenants. As per FC.082.03.09 above.	Allotment	Freehold	0.85ha
OS39	Framfield Road Allotments (i)	Allotment land purchased in 1932, divided by road to hospital in 1992. As per FC.082.03.09 above.	Allotment	Freehold	0.86ha
OS40	Framfield Road Allotments (ii)	Allotment land purchased in 1932, divided by road to hospital in 1992. As per FC.082.03.09 above.	Allotment	Freehold	0.43ha
OS48	Ridgewood Allotments (ii)	Allotment land, declared Town Council land 1978.	Allotment	Freehold	0.76ha

Building

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

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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS55a	Bridge Cottage - Shop Adjacent	Building adjacent to Bridge Cottage and associated land. Purchased in 2010. Forms part of above lease arrangements with Uckfield and District Preservation Society.	Building	Freehold, leased out	
OS56	Signal Box	Former Signal Box building, purchased from British Railways Board in 1993. The property is currently vacant. Interested commercial enterprise, with plans to refurbish and re-let in 2026.	Building	Freehold, leased out	
OS57	Osborn Hall	Community hall leased out to Guide Association on a full repairing lease. (20 year term from Jan 2006) Exploring options for future of the hall or alternative space.	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. The lease agreements are in the process of renewal.	Building	Freehold, leased out	

Cemetery

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS34	Snatts Road Cemetery and Chapel	Cemetery (new section) purchased in 1942.	Cemetery	Freehold	1.33ha
OS35	Snatts Road Cemetery and Chapel	<p>Cemetery and Chapel (Consecration of chapel removed by Lord Bishop of Chichester in 1999).</p> <p>Commercial tenant interested in the lease of one chapel. Due to be re-let in 2026.</p> <p>Second chapel utilised by Uckfield Town Council.</p>	Cemetery	Freehold	1.19ha

Land

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

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS6	Hunters Way	Open land with footpaths and tree planting, transferred to Town Council by developer in 1973. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time.	Land	Freehold	0.36ha
OS7	Linnet Green	Open land adjacent to road, acquired by Town Council in 1995. Previously reviewed for redevelopment during a review of the Strategic Housing Land Availability Assessment. It was considered unsuitable at the time. Land confirmed registered with the Land Registry with the Town Council as of December 2023.	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. Land confirmed registered with the Land Registry with the Town Council as of December 2023.	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. Land confirmed registered with the Land Registry with the Town Council as of December 2023.	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. Next to be upgraded.	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. Full upgrade undertaken in 2025.	Playground	Leasehold	0.09ha

Pond

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

Recreation Ground

ID	DESCRIPTION	SUMMARY	ASSET TYPE	TENURE	SIZE
OS3	Hempstead Lane Recreation Ground	Recreation ground, acquired in 1932, with some restrictions.	Recreation Ground	Freehold	0.76ha

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

Woodland

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

Meeting of the Full Council

Monday 1 December 2025

Agenda item 15.0

TO APPOINT A PROPOSAL TO UPGRADE THE MAYORAL CHAIN

1.0 Summary

- 1.1 The current Mayoral chain is in need of retirement. Although in service, the following issues have been raised:
- (i) the silver hook to hang the medallion is very weak and cannot be safely repaired;
 - (ii) all metal plates have been utilised, and;
 - (iii) the medallion needs to be re-enamelled by a professional.



- 1.2 On its replacement, the current chain could be displayed within a secure cabinet within the Council Chamber to ensure all past Mayors are acknowledged accordingly.
- 1.3 The Town Mayor has sought advice from various experts in this field and sought a potential contractor to create the replacement.
- 1.4 A proposal is being presented for a new gold chain (can be silver plated but this would be an additional cost). The chain worn by the Deputy Mayor currently has a

gold medallion, so a new gold chain would align with that of the Deputy Mayor. The cost of a new gold chain in this format would be approximately £560.00 plus VAT.



- 1.5 To cast a new medallion would cost in the region of £200. And further work may be required to ensure the former Mayor medallions are similar to the engrave one.
- 1.6 At present, a sum of £750 has been put aside for the replacement of the Mayoral chain. It's likely to reach nearer £1,000. The remainder can be covered by existing revenue funding within the Town Council's budget.

2.0 Recommendations

- 2.1 Members are asked to approve the purchase and preparation of a new Mayoral chain prior in this financial year, to ensure a replacement is ready for the Annual Statutory meeting in May 2026.

Contact Officer: Holly Goring

Wealden Citizens Advice – Key Statistics Report

Reporting Period: 1 April 2024 to 31 March 2025

Executive Summary

Over the past year, Wealden Citizens Advice supported **3,967 clients** with **21,048 issues**, delivering **17,946 activities** and managing **5,257 cases**. This work led to significant financial outcomes for Wealden residents, including over **£2.6 million in income gains** and **£1.3 million in debts written off**.

We continue to provide essential support to the community, with particular demand in areas such as welfare benefits, debt, housing, and health-related issues.

Headline Outcomes

- **Income gained for clients:** £2,683,973
- **Debts written off:** £1,329,296
- **Reimbursements, services, loans:** £100,213
- **Repayments rescheduled:** £20,499
- **Other financial outcomes:** £330,388

These outcomes directly improve people's lives by increasing household income, alleviating debt pressure, and enhancing financial stability.

Most Common Issues

Category	Issues Clients	
Benefits & Tax Credits	4,770	1,525
Debt	3,685	803
Housing	1,685	741
Health & Community Care	1,004	821
Utilities & Communications	1,072	309

Top benefit issues:

- **Personal Independence Payment (PIP):** 1,564

- Initial benefit claims: 1,439
- General benefit entitlement: 763

Top debt issues:

- Council Tax arrears: 426
- Fuel debt: 359
- Debt Relief Orders and assessments: 526 combined

This reflects the growing cost-of-living pressures and the continued need for expert support navigating complex welfare and financial systems.

How Clients Access Support

Wealden Citizens Advice offers a flexible, multi-channel service to meet a wide range of client needs:

- **Email:** 42%
- **Letter:** 24%
- **In-person:** 13%
- **Telephone:** 9%
- **Other (including video call, webchat, Adviceline):** 12%

This hybrid approach enables us to remain accessible while managing high demand efficiently.

Who We Helped

We support a broad cross-section of the community, with higher demand from older adults and those with health challenges:

- **Age:** 74% of clients were aged 45 and over
- **Gender:** 62% Female, 37% Male
- **Health:**
 - 48% reported a long-term health condition
 - 8% identified as disabled
- **Ethnicity:** 94% White; 6% from other ethnic backgrounds

Impact

These statistics underline the vital role Wealden Citizens Advice plays in safeguarding wellbeing, reducing poverty, and supporting vulnerable groups. Our work not only brings measurable financial benefits to residents, but also relieves pressure on public services by addressing problems early and effectively.

Wealden Citizens Advice Bi-Annual Impact Report

Uckfield Parish (1 April 2025 – 30 September 2025)

Between 1 April and 30 September 2025, Wealden Citizens Advice supported **236 residents** in the Uckfield parish, helping them with **1,178 individual issues**.

Our team provided tailored advice, casework, and practical assistance to improve financial security and overall wellbeing. This resulted in financial outcomes totalling **£169,256** for Uckfield residents, including:

- **£69,642** in income gained
 - **£52,322** of debt written off
 - **£45,412** in other financial outcomes
-

Key Issues in Uckfield (April – September 2025)

The most common areas of advice and support included:

- Benefits and Tax Credits (including Universal Credit)
 - Debt and budgeting
 - Consumer Goods & Services
 - Housing advice
 - Utility related issues
 - Relationships & Family related issues
-

District-Wide Impact: Wealden Citizens Advice

Across the wider Wealden district, between 1 April 2024 and 31 March 2025, we supported **3,955 residents** and addressed **20,974 issues**.

We achieved total income gains of **£2,668,653** for local people, as well as:

- **£1,329,296** of debt written off
 - **£100,103** recovered in reimbursements
 - **£323,584** in other financial outcomes
-

Thank You to Uckfield Town Council

We are extremely grateful for the continued support of Uckfield Town Council. Your funding plays a vital role in enabling us to provide high-quality, confidential, and free advice to residents when they need it most.

Together, we are helping local people navigate life's challenges and build greater confidence, stability, and resilience.



Biannual Report to Uckfield Town Council

Wealden Volunteering is delighted to continue monitoring the community grants for UTC. We receive the information of grants awarded for the previous year grants between April and June and we monitor and provide the reports by September depending on how quickly recipients provide the information.

In this report we have also added some volunteering data that is relevant to the UTC area.

1. Overview of Grant Monitoring Services

Wealden Volunteering continues to deliver monitoring services for the Uckfield Town Council Community Grants Programme, ensuring transparency, accountability, and impact assessment for funded projects.

- **Grants Monitored:**
 - **2023 Awards:** 21 grants monitored
 - **2024 Awards:** 16 grants monitored
- Monitoring includes:
 - Reviewing project delivery against stated outcomes
 - Ensuring the grant money was spent according to the application.
 - Seeing evidence that the grant money was spent either via invoices, accounts and or photos.
 - Reporting findings to UTC for future funding decisions

2. Volunteering Activity in Uckfield and surrounding villages

Volunteer Placements (April 2024 – March 2025):

- **Total volunteers placed:** 304
 - **Adult volunteers:** 264
 - **Youth volunteers:** 40
- **Organisations supported:** 56 across Wealden, including many in Uckfield

Volunteer Placements (March 2025 to end September 2025)

- **Total volunteers placed:** 215
 - **Adult volunteers:** 185
 - **Youth volunteers:** 30

Uckfield-Specific Opportunities:

- **Current volunteering adverts in Uckfield area:** 103 (out of 136 total)
- Roles include:
 - Shop Assistant – St Wilfrid's Hospice
 - Time for Tea & Friends Group Volunteer – Ridgewood Village Hall
 - Legacy Manager – Bluebell Railway
 - Tool Sharpener – The Repair Café Uckfield
 - Trustee roles – Age UK East Sussex

3. Volunteer Demographics

Youth Volunteers (ages 9–17):

- Most active age groups: 14yrs (25%), 16yrs (27.5%), and 17yrs (20%)

Adult Volunteers:

- Age 18–25: 15%
 - Age 26–45: 21%
 - Age 45–65: 38%
 - Over 65: 26%
-

4. Community Impact in Uckfield

Types of Organisations Supported:

- **Community centres:** Ridgewood Village Hall, Luxford Centre
 - **Social groups:** Uckfield Housebound and Friendship Club
 - **Creative arts:** Uckfield Theatre Guild
 - **Environmental:** Uckfield Green Partnership, Brighter Uckfield
 - **Schools:** Harlands Community School, Uckfield College
 - **Sports clubs:** AFC Uckfield Town, Uckfield Rugby Club
 - **Faith groups:** Kings Church Uckfield, Holy Cross Church
-

5. Membership and Engagement

- **Total members:** 92
 - Charity members: 75
 - Business members: 10
 - Individual members: 7
 - **New members (2024–2025):** 21
 - **New members since March 2025:** 9
-

If you have questions about anything in this report, please contact:

Judith Austin

ceo@wealdenvolunteering.org.uk



WEALDEN VOLUNTEERING

Adult Volunteers placed	2023	2024	2025
January	16	12	25
February	13	13	32
March	14	14	23
April	12	13	29
May	16	19	31
June	14	13	27
July	13	15	21
August	15	13	19
September	22	25	36
October	21	30	47
November	19	26	
December	16	14	
TOTAL	191	207	290

Youth volunteers placed			
January		7	5
February		2	2
March		3	4
April		1	2
May		5	4
June		3	3
July		1	3
August		1	2
September		5	2
October		1	12
November		7	
December		0	
TOTAL	53	36	39

**TOTAL VOLUNTEERS PER
YEAR**

244

243

329

Meeting of the Full Council

Monday 1 December 2025

Agenda item 17.0

TO CONSIDER A RESPONSE TO MHCLG'S CONSULTATION ON LOCAL GOVERNMENT REORGANISATION IN EAST SUSSEX AND BRIGHTON & HOVE

1.0 Summary

- 1.1 Local authorities in East Sussex, Brighton & Hove and West Sussex had until 26 September 2025 to submit their proposals for the formation of unitary authorities in their area.
- 1.2 Four different proposals were submitted by the deadline, which represented differing viewpoints across Sussex. These were:

1. East Sussex County Council, Eastbourne Borough Council, Hastings Borough Council, Lewes District Council and Rother District Council proposed 2 unitary councils across the whole of the area of East Sussex and Brighton and Hove, comprising the current areas of:

- a single unitary council covering Eastbourne, Hastings, Lewes, Rother and Wealden
- Brighton and Hove to remain unchanged

2. Brighton and Hove City Council proposed 5 unitary councils across the whole of the area of East Sussex, West Sussex and Brighton and Hove. This proposal includes a request to split existing district council areas between the proposed new councils. These would comprise the current areas of:

- **Unitary A:** Brighton and Hove plus 4 wards and 1 parish from Lewes
- **Unitary B:** Eastbourne, Hastings, Rother plus 5 wards from Lewes and 9 wards from Wealden
- **Unitary C:** Mid-Sussex plus 34 wards from Wealden and 10 wards from Lewes
- **Unitary D:** Chichester, Crawley, Horsham
- **Unitary E:** Adur, Arun, and Worthing

3. West Sussex County Council have proposed one unitary council across the whole of the area of West Sussex. This would comprise the current district areas of:

- Adur, Arun, Chichester, Crawley, Horsham, Mid-Sussex and Worthing.

4. Adur District Council, Arun District Council, Chichester District Council, Crawley Borough Council, Horsham District Council, Mid-Sussex District Council and Worthing Borough Councils have proposed 2 unitary councils across the whole of the area of West Sussex. These would comprise the current district areas of:

- | |
|---|
| <ul style="list-style-type: none">• Unitary A –Adur, Arun, Chichester and Worthing• Unitary B –Crawley, Horsham, and Mid Sussex. |
|---|

Proposals 1 and 2 relate to the area in which Uckfield is situated (Wealden District, in East Sussex). Wealden District Council did not submit a proposal as they could not support those put forward for this local area.

- 1.3 The Ministry of Housing, Communities & Local Government have started a public consultation on the proposals submitted, as they recognised the number of complexities with these submissions. The intention of the devolution bill focuses on public sector reform, and has previously suggested that existing district council areas should be the building blocks for newly established unitaries. If boundaries were thought to achieve a better outcome however, this would be considered if there was a strong justification to do so.
- 1.4 The consultation closes on 11 January 2026. This provides us with approximately 4-5 weeks around the festive period to prepare a response from Uckfield Town Council as an organisation.
- 1.5 Due to the likelihood of seeing a difference of views, it is recommended that Town Councillors respond to the survey individually in the first instance.
<https://consult.communities.gov.uk/local-government-reorganisation/east-sussex-brighton-and-hove-west-sussex/>
- 1.6 The questions being asked of the public and key partner organisations are attached in appendix A.

2.0 Recommendations

- 2.1 Members are asked to identify their preferred method for developing an organisation-wide response to the survey. Two options for consideration are:
- (i) individual Councillors are given two weeks to digest the associated documentation and send their answers to the Town Clerk, to formulate a joint response, or;
 - (ii) a working group of up to five members meet to review the content of the proposals and formulate a response prior to the deadline on 11 January 2026.

Contact Officer: Holly Goring

APPENDIX A

The following questions would need to be answered for both of the proposals being put forward for East Sussex, Brighton & Hove.

Proposal 1: Two unitary authorities (One East Sussex and Brighton & Hove)

Supported by 5 of the 6 district/borough authorities and ESCC

<https://eastsussexcouncils.blob.core.windows.net/website-uploads/2025/10/East-Sussex-LGR-Proposal-Full-Compressed.pdf>

Proposal 2: Five unitary proposal put forward by Brighton & Hove CC

<https://www.brighton-hove.gov.uk/sites/default/files/2025-11/8328%20Balanced%20Sussex%20-%20A%20five%20unitary%20proposal%20final%20document.pdf>

Question 1

To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?

Question 2

To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?

Question 3

To what extent do you agree or disagree that the proposed councils are the right size to be efficient, improve capacity and withstand financial shocks?

Question 4

To what extent do you agree or disagree that this proposal will put local government in the area as a whole on a firmer footing, particularly given that some councils in the area are in receipt of Exceptional Financial Support?

As of 19 November 2025, within the East Sussex and Brighton and Hove and West Sussex areas, Eastbourne Borough Council (East Sussex) and Worthing Borough Council (West Sussex) had received in-principle Exceptional Financial Support to support their 2025/26 budget. These councils will not necessarily be in receipt of Exceptional Financial Support in future financial years.

Question 5

To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services?

Question 6

To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?

Question 7

To what extent do you agree or disagree that establishing the councils in this proposal will support devolution arrangements, for example, the establishment of a strategic authority?

Question 8

To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?

Question 9

If you would like to, please use the free text box to explain the answers you have provided to questions 1 to 8 referring to the question numbers as part of your answer. You may also use the box to provide any other comments you have on this proposal

Where a proposal includes a request that the Secretary of State modifies a proposal to achieve boundary change, you will be asked an additional question:

Question 10

This proposal is accompanied by a request that the Secretary of State considers boundary changes. To what extent do you agree or disagree that the proposal sets out a strong public services and financial sustainability justification for boundary change?

Question 11

If you would like to, please use this free text box to explain your answer to question 10. For each question, you can provide the following answers:

- strongly agree
- agree
- neither agree nor disagree
- disagree
- strongly disagree
- don't know

You will also be invited to explain your answers to questions 1 to 8 using a free text box at question 9. If a question on boundary change is included at question 10, you will be invited to explain your answer in a free text box at question 11.

Meeting of the Full Council

Monday 1 December 2025

Agenda Item 18.0

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 20 October and 1 December 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

- 08.11.25 Attend Volunteer Fair. Civic Centre, Uckfield.
- 09.11.25 Service at Eugene Seghers Memorial. The Highlands, Uckfield.
- 09.11.25 Remembrance Day service and Parade. Holy Cross Church, Uckfield.
- 11.11.25 Armistice Day. Holy Cross Church, Uckfield.
- 11.11.25 Guest at 90th Birthday Party Celebration. The Hurstwood, High Hurstwood.
- 19.11.25 Judging of Mini Roar with High Sheriff Annie Brown. Belmont Centre, Uckfield.
- 24.11.25 Combined visit to Freedom Leisure with Cllr. Kelvin Williams. Uckfield.

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

- 09.11.25 Service at Eugene Seghers Memorial. The Highlands, Uckfield.
- 09.11.25 Remembrance Day service and Parade. Holy Cross Church, Uckfield.
- 11.11.25 Armistice Day. Holy Cross Church, Uckfield.
- 19.11.25 Judging of Mini Roar with High Sheriff Annie Brown. Belmont Centre, Uckfield.
- 20.11.25 Attend re-opening of the Soiree' Lounge Bar. High Street, Uckfield.