



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

on

**Monday 12 January 2026 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 1 December 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 | 8 December 2025 and 5 January 2026 |
| (b) | Environment and Leisure Committee | No meeting held. |
| (c) | General Purposes Committee | 15 December 2025 |

- 7.0 TO RECEIVE REPORTS FROM OUTSIDE BODIES (none)**
- 8.0 TO RECEIVE REPORTS FROM WORKING GROUPS (none)**
- 9.0 TO RATIFY A RECOMMENDATION FROM STANDING COMMITTEES:**
General Purposes Committee
(i) Risk Management Policy
- 10.0 TO CONSIDER THE RESPONSE RECEIVED FROM THE HOME OFFICE TO THE REQUEST FOR ENGAGEMENT RELATING TO CROWBOROUGH ARMY CAMP**
- 11.0 TO CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2026/27**
- 12.0 TO CONSIDER PROPOSED DRAFT SERVICE LEVEL AGREEMENTS FOR 2026/27**
- 13.0 TO ADOPT THE TOWN COUNCIL'S STRATEGIC PLAN 2026-31**
- 14.0 TO ADOPT THE TOWN COUNCIL'S ANNUAL PLAN 2026/27**
- 15.0 TO CONSIDER THE RECOMMENDATIONS OF THE FINANCE SUB-COMMITTEE AND FORMALLY SET THE ANNUAL BUDGET (PRECEPT) FOR 2026/27**
- 16.0 TO ADOPT THE ASSET MANAGEMENT PLAN FOR 2026-31**
- 17.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2025/26 (Q3)**
- 18.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR THE END OF DECEMBER 2025**
- 19.0 TO CONSIDER A REVIEW OF ESTATES MACHINERY**
- 20.0 TO CONSIDER PROVIDING A CONTRIBUTION TO THE OUR PARKS INITIATIVE UP TO 31 MARCH 2026**
- 21.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
- 22.0 SIGNING OF GRAVE CERTIFICATES/TRANSFERS OF DEEDS OF GRANT**
- 23.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 24.0 TOWN CLERK'S ANNOUNCEMENTS**
- 25.0 CHAIR'S ANNOUNCEMENTS**



Town Clerk
6 January 2026

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held
on Monday 1 December 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. D. French	Cllr. P. Selby
Cllr. J. Love	Cllr. A. Smith
Cllr. C. Macve	Cllr. P. Ullmann
	Cllr. D. Ward

IN ATTENDANCE:

1 x member of the public

Sarah D'Alessio	Assistant Town Clerk & RFO
James Hollingdale	Facilities & Compliance Manager
Louise Slaughter	Hospitality Manager
Thomas Woollard	Estates Manager
Holly Goring	Town Clerk
Minutes taken by Holly Goring	

The Town Mayor, Councillor K. Bedwell, wished to make three statements:

- (i) To thank everyone for their kindness and thoughts following the death of her mother, and to apologise for missed Mayoral engagements the two weeks prior whilst her mother was unwell;
- (ii) Having attended the public meeting at Crowborough on 13 November 2025, she wished to send thoughts and support to the Crowborough Town Mayor and wider Councillors. Following the meeting, some of the Town Councillors were threatened and followed home; receiving verbal abuse and items thrown at their properties. She therefore wished to send support to fellow colleagues;
- (iii) At Wealden District Council's Full Council meeting on 19 November, the Chair of Wealden District Council referenced the varying Remembrance services he had attended and advised that in Uckfield, the Chair and his wife were ignored, and left on their own in the car park in the cold and all wind. The Town Mayor clarified the situation and Uckfield TC's version of events, and the various people present who spoke to the Chair and his wife. A complaint was raised by the Town Council, and a request for the statement to be withdrawn. The Town Mayor also wished to thank the Town Clerk for the work put into the Remembrance Sunday parade which was one of the largest in the district.

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 for agenda item 16.0 for the same reasons outlined at the previous meeting of Full Council.

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

FC.63.12.25 Members **RESOLVED** to suspend standing orders to enable a member of the public to speak.

Resident 1 – the question related to the use of the Crowborough Army Base for Asylum Seekers. The previous week a contract had been awarded to Foster Hartley who had been commissioned to run a fleet of several shuttle buses to local towns. The resident wished to understand what provisions had been made or discussed with the Home Office to facilitate these shuttle buses from the Crowborough site.

Councillor Bedwell explained that she had asked that very question to the Home Office at the public meeting on 13 November in Crowborough. She asked the Home Office to contact Uckfield TC directly, and explain how they were going to support the policing of any buses leaving the camp and visiting areas of the district. To date, no communication had been received. The Town Clerk had returned from leave and would be chasing for a response. The update from Wealden District Council from the day of the meeting – *“the Home Office continues to undertake feasibility assessments of the site, and confirmed to Uckfield TC that no decision had yet been made on using the site.”* The Town Clerk had also approached Sussex Police and the MPs for East Grinstead and Uckfield, and Wealden, and awaited a response.

The resident felt that the contractual process undertaken showed intent and raised their concerns with the lack of consultation and transparency from the Home Office.

The Town Council explained that they would continue to push for updates from the various parties involved.

FC.64.12.25 Members **RESOLVED** to reinstate standing orders.

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

Councillor B. Reed provided her District Council update, and advised that she had asked for Wealden District Council to communicate with the parishes and consider affected bus linkages, train lines and accessibility to leisure centres and key services. District Councillors were receiving a lot of correspondence and concerns in relation to the transparency of the matter.

In relation to her ward, Councillor Reed continued to support residents in Little

Horsted with the issues being experienced at Horsted Green including receiving updates on winter maintenance schedules, safety of the subway into the SANG, and car parking provision at Seghers Place.

Councillor Reed referenced Wilder Wealden, the recently approved five-year initiative between Wealden District Council and Sussex Wildlife Trust to reverse biodiversity decline. This was hoped to have a positive effect on Uckfield.

Councillor Reed had also been reviewing the proposals at Bentley for a solar farm, as well as the care home proposed off Lewes Road, Uckfield and 100 homes proposed south of Victoria Pleasure Ground, Uckfield.

Councillor D. Ward left the room temporarily at 7.15pm.

Councillor D. French had been liaising with County Councillor Chris Dowling in relation to the recent road closure on Eastbourne Road, and the impact this had had on neighbouring roads - New Road and Lewes Road.

Councillor French had also raised concerns with planning enforcement on the amount of mud left on the Uckfield Bypass from pre-construction works.

Councillor D. Manvell was proud of the decisions recently taken at Wealden DC to support sport and infrastructure improvements in Uckfield (i) approved funding of up to £350k towards the development of a 3G Pitch and (ii) up to £1.3million to support grounds and club improvements at Uckfield Rugby Club. Councillor Manvell also referred to other key projects within the district such as Mayfield Medical Centre.

Councillor Manvell added to existing conversations relating to the Home Office and Wilder Wealden. He also explained the work behind the scenes to understand if Wealden DC could support delivery of the affordable housing element of Mockbeggar Farm. Representatives of the District Council had recently attended an award ceremony for Coronation Place

4.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors D. Bennett, K. Butler, V. Frost and M. McClafferty due to sickness.

5.0 MINUTES

5.1 To resolve that the minutes of the meeting of Full Council on 20 October 2025 be taken as read, confirmed as a correct record and signed by the Town Mayor.

FC.65.12.25 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 agreed to the removal of the following actions, which had been completed:

FC.41.09.25 - Consider a motion from Cllr Macve (ii) - ACV;

FC.45.09.25 – Storage and temporary toilet facility Harlands (ii) – temp toilet.

FC.56.10.25 – Motion from Cllr McClafferty – legal advice provided.

Members subsequently noted the report.

- 5.3 Forward plan
Members noted the forward plan.

6.0 COMMITTEE MINUTES

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

(a) Plans Committee of the 27 October and 17 November 2025

FC.66.12.25 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 27 October and 17 November 2025.

FC.67.12.25 (b) Environment & Leisure Committee of the 24 November 2025

It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 24 November 2025.

(c) General Purposes Committee of the 3 November 2025

FC.68.12.25 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 3 November 2025.

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

(ii) Neighbourhood Plan Steering Group

Members noted the report.

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

None received.

9.0 TO RATIFY DOCUMENTATION FROM STANDING COMMITTEES:

General Purposes Committee

(i) Complaints Policy

FC.69.12.25 Members **RESOLVED** to ratify the adoption of the revised Town Council's Complaints Policy.

10.0 TO APPOINT A MEMBER TO SERVE ON PLANS COMMITTEE

The Town Council still held one vacant seat on Plans Committee – a committee of seven members. The committee met three weekly to review Uckfield based planning applications as a statutory consultee to the local planning authority.

FC.70.12.25 Further to the offer by one member to fill the seat, members **RESOLVED** to appoint Councillor P. Selby to the seventh seat on Plans Committee.

11.0 TO CONSIDER THE DRAFT STRATEGIC PLAN 2026-31

Members were presented with the first draft of the refreshed Strategic Plan for 2026-31.

Councillor B. Reed put forward some suggested tweaks to strengthen the 'Challenges and Opportunities' page as well as the data included to illustrate 'About the town.' It was suggested that reference to green and blue infrastructure be incorporated in page 10, as this identified both challenges and opportunities for the council moving forward, as well as edge effects from forthcoming growth.

Councillor A. Smith felt that reference should be made to devolution within both page 10 and the objectives, and the opportunities and challenges brought about by these changes.

Members discussed the headings of the overarching three Strategic Priorities and

felt they should be more detailed to reflect the restoration of existing assets for example.

The Town Clerk would take forward the comments made to date as well as input from key stakeholders to collate the final version for presenting to Full Council on 12 January 2026.

12.0 TO CONSIDER THE DRAFT ANNUAL PLAN 2026/27

Members were presented with the first draft of the refreshed Annual Plan for 2026/27.

It was asked if the priority around the protection of Boothland Wood, could be broadened to 'Protecting and restoring ancient woodland' to encompass the wider works being undertaken. It was also requested that further wildflowers be planted around Mallard Pond, Harlands.

The Town Clerk took on board the comments and members noted the draft.

13.0 TO CONSIDER THE DRAFT ANNUAL BUDGET FOR 2026/27

The Assistant Town Clerk & RFO presented the first draft of the budget for 2026/27. This was still very much work in progress and a first look by Management Team of anticipated income and expenditure levels in 2026/27.

Members discussed the balance of investing in existing assets, conservation and meeting future demand and need. Further clarity was sought from the Estates Manager on the focus of the Environment & Leisure Committee and Estates team more specifically. The Estates Manager explained that in addition to improving the maintenance of sports pitches, open spaces and sensitive areas such as the Cemetery, there was also a need to focus on fully understanding the wildlife within our ancient woodlands and nature reserves. Wildlife monitoring and ecological appraisals had commenced, but further work was required, and 2026 would see the creation of biodiversity action plans with professional expertise, to capture the relevant data to draw down grant funding, as well as understand what next steps the Town Council needed to take to better manage these areas.

One member noted that the pension contribution had slightly reduced, which the Assistant Town Clerk & RFO confirmed (18.2% employer contribution instead of 20.1%).

The Estates Manager referred to the early proposals for improvements at West Park in relation to sports pitch improvements and the play area.

Members were also brought up to speed on the current position of existing assets and interest in developing a new community facility.

Members noted the early draft, and were content that further work would be undertaken by Management Team and Finance Sub Committee prior to the presentation of the final draft to Full Council on 12 January 2026.

14.0 TO CONSIDER THE DRAFT ASSET MANAGEMENT PLAN FOR 2026-31

Members noted the draft prior to the final draft being presented to Full Council on 12 January 2026.

15.0 TO CONSIDER A PROPOSAL TO UPGRADE THE MAYORAL CHAIN

The current Mayoral chain was in need of retirement as the hook had become weak, all the metal plates had been utilised and the medallion needed to be re-enameled.

The Town Mayor had sought advice on these three aspects of the chain, and also wished to propose that a small pin be considered for former mayors, to wear at mayoral engagements. The Town Mayor explained that former Mayors and the consorts of former Mayors were invited to a number of engagements, and elsewhere they wore something to recognise their former role.

Members discussed the options to replace and improve the condition of the chain, as well as recognising the work of former Mayors. It was also discussed how far back this should be recognised. It was advised that former Mayoral robes were at the Keep.

FC.71.12.25 With 7 votes in favour, and one abstention out of 11 members present, it was **RESOLVED** to task staff with exploring the cost of the creation of a small pin to recognise former Mayors.

FC.72.12.25 With 7 votes in favour, and one abstention out of 11 members present, it was **RESOLVED** to task staff with preparing a report of the proposed replacement Mayoral chain (in gold, enameled medallion and engraved details).

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

(i) Wealden Citizens Advice

(ii) Wealden Volunteering

Members provided initial feedback on both service level agreements and the work of both organisations. Councillor A. Smith (representative for Wealden Citizens Advice(WCA)) advised that the recent AGM was well attended, and WCA were very much aware of the potential impact of local government reorganisation and looking at options. They were also considering the potential impact of the Crowborough camp on service provision.

A written update was requested on Wealden Volunteering. The Town Clerk explained that a meeting was booked in shortly with the CEO, and would report back.

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

The Town Clerk reminded members that a deadline had been set for consultation responses of Sunday 11 January 2026, and highlighted on the variations between the two models.

Members put forward three options for handling the compilation of an organisation-wide response:

(i) individual Councillors respond and send their responses to the Town Clerk to formulate a joint response (*five votes in favour out of 11 members*);

(ii) establish a working group of up to five members (politically balanced) (*zero votes in favour out of 11 members*);

(iii) run an all member workshop prior to the deadline
(7 votes in favour out of 11 members).

A vote was taken on the above, which subsequently saw a preference being given to a workshop.

FC.73.12.25 Members **RESOLVED** for the Town Clerk to facilitate a workshop to review the proposed models of local government reorganisation and formulate a response to the consultation prior to the deadline of 11 January 2026.
(Unfortunately due to the festive period and difficulty in getting members together, Option (i) had to be taken forward in place of option 3).

18.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the report.

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

One deed of grant was received:

Laura Hayes

FC.74.12.25 It was **RESOLVED** for three councillors to sign the above deed of grant.

20.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

FC.75.12.25 Councillor Ward advised members of the time, and members **RESOLVED** to suspend standing orders to extend the meeting by a further 10 minutes.

21.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk referred to signage associated with highway improvements for the site Land at Mockbeggars Farm off London Road. The Town Clerk had been approached by the agents working on this, and with input from East Sussex Highways had identified the potential location for the 'Welcome to Uckfield' sign. This was proposed to be placed just north of Paygate Wood on the western side of London Road on the grassed bank, with a planter located underneath. The Town Council was being asked if they were satisfied with the proposed location, and their preferred design for the planter.

There were mixed views, and further clarity was sought on the location, and need for signage to identify Ringles Cross and Budletts Common more clearly. The Town Clerk would therefore follow up with Councillors J. Love, D. Manvell and B. Reed separately, before responding.

22.0 CHAIR'S ANNOUNCEMENTS

The Town Mayor, Councillor Bedwell, reminded members that the Mayor's Carol Service would be taking place on Thursday 11 December 2026 at 6.00pm at Holy Cross Church. The High Sheriff of East Sussex, Vice Lord Lieutenant Kathy Sambrook OBE DL, the MP for East Grinstead and Lewes, and Mayors from elsewhere in East Sussex as well as representatives of key organisations would be in attendance. The Town Mayor also asked members to support the Pantomime on Friday 12 and Saturday 13 December.

The meeting closed at 9.04pm.

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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>	<p>HG</p>	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	Letter has been sent to East Sussex County Council. NFA.

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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>	08.09.25	HG	(i) Letter sent to Wealden District Council. NFA.
<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>	08.09.25	JH	(i) Awaiting improved weather.
<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; 	20.10.25	HG	Multi-agency meeting being arranged for January 2026.

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	<p>- pedestrian and vehicular safety at the junction of New Road/Lewes Road;</p> <p>(iv) write to Brighton & Hove Buses regarding our concerns and to obtain their views,</p> <p>and;</p> <p>(v) write to Sussex Police to seek their support with the handling of obstructions at junctions and property entrances.</p>			
<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	GP Committee approved funding associated with SLA on 15 December 2025 which has been incorporated into budget setting. SLA has been drafted for review by at Full Council on 12.01.26.
<p><u>FC.71.12.25</u></p> <p><u>FC.72.12.25</u></p>	<p><u>15.0 To consider a proposal to upgrade the Mayoral Chain</u></p> <p>With 7 votes in favour, and one abstention out of 11 members present, it was RESOLVED to task staff with exploring the cost of the creation of a small pin to recognise former Mayors;</p> <p>With 7 votes in favour, and one abstention out of 11 members present, it was RESOLVED to task staff with preparing a report of the proposed replacement Mayoral chain (in gold, enameled medallion and engraved details).</p>	01.12.25	HG	To be progressed in 2026.

FULL COUNCIL FORWARD PLAN – 2026

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 – 2026

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
	Our Parks Initiative and contribution to funding	Town Clerk
	Review of Estates Machinery	Estates Manager
CONFIDENTIAL		
DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
March 2026	To consider costs of establishing a Changing Places toilet	Town Clerk
	To further consider the Greenway Proposals and rail track bed	Town Clerk
	Ratification of further policy reviews from General Purposes Committee including the Annual Investment Strategy	Assistant Town Clerk
CONFIDENTIAL		

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

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

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

FULL COUNCIL FORWARD PLAN – 2026

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 so not applicable.
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

UCKFIELD TOWN COUNCIL



RISK MANAGEMENT POLICY

Policy Number 29		
Issue No.	Date completed	Details of amendments
1	01.12.14	GP.39.12.14 – Adopted at General Purposes Committee
2	18.01.16	Reviewed at General Purpose Committee GP.50.01.16
3	06.03.17	GP.42.03.17
4	01.03.18	Finance Sub Committee review of draft amendments
5	09.01.19	Finance Sub Committee review of draft amendments
6	18.02.19	Reviewed Finance Sub-Committee recommendation at GP (18.02.19)
7	12.08.19	GP Committee to review updates – approved.
8	13.02.20	Finance Sub-Committee view of draft amendments
9	09.03.20	GP Committee reviewed updates
10	06.01.21	Finance Sub-Committee view of draft amendments
11	25.01.21	GP Committee 25.01.21
12	25.01.22	Finance Sub-Committee review
13	31.01.22	Adoption of revised Risk Management Policy
14	16.01.23	Review by General Purposes Committee GP23.01.23
15	15.05.23	Adoption by Full Council

16	27.11.23	Annual review by General Purposes Committee
17	11.12.23	Ratification and adoption by Full Council
18	16.12.24	Annual review by General Purposes Committee
19	13.01.25	Ratification by Full Council
20	15.12.25	Annual review by General Purposes Committee
21	12.01.26	Ratification by Full Council

1.0 INTRODUCTION

Uckfield Town Council is aware of its responsibility to manage risk to ensure it achieves its objectives to deliver a high quality of public services and to ensure it provides good governance.

The Council has various policies in place to ensure significant risks are controlled, reviewed and monitored. This document forms the Town Council's Risk Management Strategy, it provides an overview of risk management and how it will be monitored.

This policy will be reviewed annually by the General Purposes Committee.

The tables below detail the controls in place for the main service areas at risk

- Insurances;
- Working with others;
- Self-managed risk;

Insurances			
Risk Identification			
<u>Insurance Cover</u>	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
Protection of physical assets: <ul style="list-style-type: none">• Buildings, and contents (where applicable)• Business interruption• Stock• Computer Equipment• UTC Building CCTV (on premise)• Town Centre CCTV• Terrorism• Some specified Grounds equipment	Company: Commercial Combined QBE Ins (Europe) Ltd Policy No: Period of cover: 19 October 2025 - 18 October 2026 Y126862QBE0125A Optional Marsh Commercial Claims Assist Combined Engineering (British Engineering Services Contract No. EIP000843 Flood Excess Insurance (Signal Box) Policy Excess Ltd (Policy No. FE270416		August to October 2026 Arrangement reviewed annually by the Town Clerk/ Facilities & Compliance Manager

<p>Public Liability Insurance including:</p> <ul style="list-style-type: none"> • Employers Liability • Libel and Slander • Motor Vehicles • Fidelity Guarantee • Personal Accident • Legal Expenses • Money • Civic Regalia • Litter Bins • Bus Shelters • Tennis courts to include Victoria • Large Grounds Equipment • Town Centre CCTV 	<p>Flood Excess (Bridge Cottage) Policy Excess Ltd (Policy No. FE270418</p> <p>Cyber Cover ESN0040117213</p> <p>Company: Zurich Municipal</p> <p>Policy No: YLL-272007-6913</p> <p>Period of cover 20 June 2025- 19 June 2026</p> <p>Part of three year agreement to 2027.</p>	<p>Public Liability £15M</p> <p>Products Liability £10M</p> <p>Employers Liability £10M</p> <p>Hirers Liability £2M</p> <p>Libel and Slander £250,000</p> <p>Fidelity Guarantee £2M</p> <p>Personal accident cover (see specifics of policy)</p> <p>Motor vehicles Comprehensive cover</p>	<p>Reviewed annually by Assistant Town Clerk & RFO</p>
<p>Internal controls</p>			
<p>Up to date register of assets</p>		<p>Review of Fixed Asset Register undertaken as part of financial year end.</p>	<p>Ongoing. Reviewed at Full Council in December and January each year as part of annual review of Asset Management Plan.</p>

<p>Regular maintenance arrangements for physical assets.</p>		<p>Tree survey records are now being uploaded to software purchased called OTISS (which sits alongside Pear (the Town Council's mapping system). Plan to add all street furniture and assets in due course.</p>	
<p>Annual review of risk and adequacy of cover</p> <p>Ensuring robustness in insurance provider</p>	<p>Full market review of insurance cover undertaken by brokers in 2025.</p>	<p>Budgets in place, maintained by staff and outside contractors in line with annual building maintenance programme.</p>	<p>Ongoing. Building Maintenance Programme reviewed annually as part of budget setting process.</p>
<p>Ensuring we comply with new requirements set out in the EU General Data Protection Regulations (GDPR)</p>	<p>A Town Council may appoint an independent Data Protection Officer although this is not compulsory.</p>	<p>Data Protection Toolkit obtained ready for delivery in line with Assertion 10 in 2025 Practitioners Guide.</p>	<p>Tender for brokers to be undertaken in 2026.</p>

Ensuring we have adequate network security and firewalls in place	Uckfield Town Council Civic Centre Wi-Fi. A feature was added to the public Wi-Fi, which each client has to accept prior to joining the Wi-Fi, giving protection for Uckfield Town Council from misuse.	Redway Networks	Wi-Fi was upgraded in August 2023, which saw an upgrade of the infrastructure within the Civic Centre and Victoria Pavilion.
	Uckfield Town Council has installed a tailor-made Network fire wall with VPN capabilities to further strengthen network security and only allow traffic that is pre-authorised.	Redway Networks	Further works were undertaken to security in 2022 with annual updates undertaken since.
Internal audit assurance			
Internal auditor testing includes:			
<ul style="list-style-type: none"> ✓ Review of internal controls in place and their documentation. ✓ Review of management arrangements regarding insurance cover. ✓ Testing of specific internal controls and report findings to the General Purposes Committee. 			

Working with others**Risk Identification**

	<u>Details</u>	<u>Comments</u>	<u>Review Date</u>
<ul style="list-style-type: none">Security of vulnerable buildings, amenities or equipment	Civic Centre, The Hub, West Park and Victoria Pavilions and the garage store alarmed and maintained by outside contractors.	Security Alarms - Kaisu Period of cover: March 2025 – March 2026	All security alarm companies to be accredited to the Security Systems and Alarms Inspection Board(SSAIB) and or the National Security Inspectorate (NSI). The intruder alarm system was inspected in September 2025.
	Civic Centre, The Source, West Park Pavilion and Victoria Pavilion and Foresters Hall maintained by outside contractors.	Fire Alarms – Pyrotec April 2025 - April 2026	Full annual fire risk assessments were undertaken by Pyrotech in December 2025.
		Redway Networks/Focus telephones/	Telephone system was moved from analogue to digital on 16 Jan 2023.
		Brighton CCTV	Victoria Pavilion now connected to enhance CCTV provision. Annual inspection of cameras and repairs undertaken – December 2024, which resulted in an upgrade across the two sites.

<ul style="list-style-type: none">Provision of services being carried out by others	<u>Details</u> Town Centre CCTV	<u>Comments</u> Town Centre CCTV system upgraded 2024. Six cameras. in partnership with Sussex Police. Joint Data Controller with Sussex Police. ISA signed Nov 2024.	<u>Review Date</u> Full review undertaken 2023 and 2024.
	Civic Centre/ Victoria Pavilion	New maintenance SLA in place for Town CCTV with ChromaVision from April 2024 for 3yrs. Gold Service. Civic Centre own CCTV system – Brighton CCTV	One camera due to be upgraded December 2025.
	<ul style="list-style-type: none">Banking arrangements, including borrowing	Banking arrangements reviewed every two years by Finance Sub-committee.	Annual review undertaken of the Town Council’s borrowing and investments by Finance Sub-Committee, and subsequently reported to GP Committee.
Credit card/Worldpay transactions		Changed provider from Worldpay to UTP (Barclaycard) in August 2024.	Fixed Term Bond Jun 2026
<ul style="list-style-type: none">Professional services (architects, project managers etc.)	To use specialist when required.		Project by project basis. According to procurement regulations.

Internal controls by Internal Auditor

- Standing Orders
- Annual review of contracts
- Clear statements of management responsibility for each service.
- Adoption and adherence to codes of practice
- Arrangements to detect and deter fraud and/or corruption
- Regular bank reconciliation, independently reviewed.

✓

✓

✓

✓

✓

✓

Internal audit assurance

Internal Auditor testing includes:

- ✓ Review of internal controls in place and their documentation.
- ✓ Review of management arrangements regarding insurance cover.
- ✓ Testing of specific internal controls and reporting of findings to the General Purposes Committee and Full Council.

Self-managed risk

- Regular scrutiny of financial records and proper arrangement for the approval of expenditure;
- Strengthened monthly member audit procedures, and incorporation of all bank reconciliations, with quarterly sign off by members;
- Regular budget monitoring statements;
- Minutes properly numbered and paginated with a master copy for safe keeping
- Regular returns to HM Revenue and Customs; contracts of employment for all staff, systems of updating records for any changes in relevant legislation
- Regular returns of VAT, relevant officer training. VAT review undertaken early March 2025;
- Procedures for dealing with and monitoring grants made;
- Procedure in place for recording and monitoring Members' interests and gift and hospitality received;
- Adoption of codes of conduct for Members and employees;
- Developing systems of performance measurement;
- Documented procedures to deal with enquiries from the public;
- Documented procedure to deal with responses to consultation requests;
- Dual member authorisation of BACs payments entered by Assistant Town Clerk for supplier payments (members have access to authorisation only and will not be able to enter funds nor issue payments);
- The paying-in and withdrawal of funds is processed through the Post Office;
- Revised procedures for Luxfords Restaurant opening and close down, and review of movement and security with holding of cash;
- Two members of staff cashing up from restaurant each day and audited by office.

Internal audit assurance

- ✓ Review of internal controls in place and their documentation
- ✓ Review of minutes to ensure legal powers in place recorded and correctly applied
- ✓ Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from, minutes to statements etc. including petty cash transactions
- ✓ Review and testing of arrangements to prevent and detect fraud and corruption
- ✓ Testing of disclosures
- ✓ Testing of specific internal controls and reporting of findings to the General Purposes Committee
- ✓ Publication of information in line with Local Government Transparency Code on Town Council website;
- ✓ Town Council's financial requirements met on website;
- ✓ Annual precept resulted from an adequate budgetary process;
- ✓ Salaries and allowances paid in accordance with council approvals and PAYE and NI requirements;
- ✓ Asset and investment requirements complete and accurate;
- ✓ Periodic and year end bank reconciliations properly carried out;

Meeting of the Full Council

Monday 12 January 2026

Agenda item 10.0

TO CONSIDER THE RESPONSE RECEIVED FROM THE HOME OFFICE TO THE REQUEST FOR ENGAGEMENT RELATING TO CROWBOROUGH ARMY CAMP

1.0 Background

- 1.1 The Town Mayor attended a public meeting in Crowborough on Thursday 13 November 2025 in relation to the Crowborough Army Camp. This meeting was hosted by Crowborough Town Council and Wealden District Council, with representation from the Home Office remotely (and presented on screen).
- 1.2 At this meeting, the Town Mayor asked the Home Office to contact Uckfield Town Council directly, and explain how they were going to support the policing of any buses leaving the camp and visiting areas of the district. On the Town Clerk's return from annual leave on 1 December 2025, no communication had been received.
- 1.3 On 1 December 2025, the Town Clerk chased the following organisations for an update:
 - Wealden District Council;
 - Sussex Police;
 - Local MPs
- 1.4 On 2 December 2025, the Town Clerk wrote directly to the Home Office to:
 - (i) remind them of the close proximity of Uckfield to the camp (7.6 miles);
 - (ii) raise concerns with the lack of contact and information received from their department;
 - (iii) advise them of the mixed messages on planned movements into the site, and confusion being created for local residents;
 - (iv) request reassurance of liaison with Sussex Police on securing resource to ensure peace and community safety in Crowborough and neighbouring towns, and;
 - (v) ask whether we were going to receive any communication at all!
- 1.5 The MP's office chased for a reply from the Home Office, for Uckfield Town Council. A response was received on 12 December 2025 (the details of which are set out over the page):

1.6 Copy of letter received on 12 December 2025:

DECS Reference: TRO/1433324/25

12 December 2025

Dear Ms Goring,

Thank you for your email and for Cllr Bedwell's request for communication. We recognise Uckfield's proximity to Crowborough and the need for clear communication.

The proposal to use Crowborough Training Camp as temporary accommodation for asylum seekers is part of the Government's legal duty, in accordance with the Immigration and Asylum Act 1999, to provide housing for people who would otherwise be destitute. This site was offered by the Ministry of Defence because it is self-contained, secure, and designed to minimise pressure on local services. At present we are continuing to assess the feasibility of the Crowborough site. No final decision has been made, and as such no arrival date for service users has been confirmed. The plans are for the site to operate for a limited period (12 months) before returning to Ministry of Defence use.

As a matter of policy we do not provide running commentaries on individual sites or movements, and timings can change. If a final decision is taken to proceed, confirmed information will be issued to statutory partners prior to the site being occupied. Public safety is paramount. We will work routinely with Sussex Police and our experienced security provider to ensure appropriate arrangements for residents and surrounding communities. We will continue to liaise with Wealden and Sussex Police and will provide updates as soon as we are able.

For your convenience, the latest public information on this matter is available in the Crowborough Training Camp factsheet, which is updated regularly: [Crowborough Training Camp, East Sussex: factsheet - GOV.UK](#).

Thank you once again for taking the time to write to the Home Office.

Yours sincerely,

2.0 Recommendation

2.1 Members are asked to advise the Town Clerk of how they wish to proceed.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 12 January 2026

Agenda Item 11.0

TO CONSIDER THE RECOMMENDATIONS OF THE WEALDEN PARISH REMUNERATION PANEL ON TOWN AND PARISH COUNCILLOR ALLOWANCES FOR 2026/27

1.0 Background

- 1.1 This report sets out the recommendations from the Parish Remuneration Panel for Wealden District. As Members will be aware the Panel make recommendations on allowances for Wealden District Council and all of the Town and Parish councils in the Wealden District. All councils are required to take their recommendations into account when setting their allowances. The Panel was established by Wealden District Council under Regulation 27 of the Local Authorities (Members' Allowances) (England) Regulations 2003, for the Town and Parish Councils in its area.

2.0 Recommendations for 2026/27 allowances

- 2.1 The Independent Remuneration Panel have met to review allowances for 2026/27. Their final report is attached for members' consideration in appendix A. A copy of the report is also displayed in the Town Council's noticeboard at the Civic Centre, as required. A copy of the Local Authorities (Members' Allowances) (England) Regulations 2003 is available in the office should members wish to read the legislation.
- 2.2 The recommended increase for Level (3) Councils in 2026/27 is a 3.8% increase on that recommended for 2025/26 and equates to the following allowance per annum before tax:
- **Basic Allowance £1,595** (members currently receiving £1,458.08)
 - **Chairman's allowance £2,203** (Chair/Mayor currently receiving £2,013.37)
- 2.3 Please note that in previous years members had resolved to freeze allowances, and then have made gradual increases rather than the recommended sums, since 2021.

3.0 Travelling and Subsistence Allowances

- 3.1 Under Regulation 26, Town and Parish Councils may pay travelling and subsistence allowances undertaken or incurred in connection with the performance of any duty within one of more of the categories set out in that regulation. These payments and categories are set out in the Parish Remuneration Panel report in paragraphs 15-17 and it was agreed to fix the travelling allowances in line with HM Revenue & Customs 'Approved Mileage Allowance payment' rates.

4.0 Initial response from Town Clerk's correspondence

- 4.1 Due to the need for the Town Council to adopt its budget at Full Council on 12 January, the Town Clerk was keen to understand the majority view of Councillors prior to the meeting, so the Assistant Town Clerk & RFO could look at the calculations in advance.

4.3 Fourteen responses were received out of the 15 Town Councillors. The responses received were as follows:

A decision will be taken at Full Council on Monday 12 January 2026 on member allowances for Uckfield Town Council, but as this will be the same night that we have to adopt our annual budget for 2026/27, having a steer beforehand on the views of members will be incredibly helpful for preparing the budget papers.

The report of the Independent Remuneration Panel from their recent meeting recommended that Basic and Chair allowances should increase by 3.8%, to an annual sum of £1,595 (basic allowance) and £2,203 (Chair's allowance).

Don't forget the percentage increase recommended by the panel will be from our starting position in 2025/26 of £1,458.08 (basic allowance) and £2,013.37 (Chair's allowance). We don't currently align with the previous panel's recommendations.

For the purpose of background:

Uckfield Town Council froze member allowances in both 2021/22 and 2022/23.

In 2023/24, members resolved to increase the annual basic allowance by 5% to £1,348.20 (Basic Allowance) and to £1,861.65 (Chair Allowance).

In 2024/25 members agreed a further 5% increase to £1,415.61 (basic allowance) and £1,954.73 (Chair allowance)

In 2025/26 a resolution was carried to make a further 3% increase.

PLEASE ALSO NOTE THAT CURRENTLY 10 OF THE 15 TOWN COUNCILLORS CURRENTLY RECEIVE PAYMENT OF MEMBER ALLOWANCES (three members are co-opted, two have personally chosen to opt out).

ACTION: There are therefore four potential options which I would like you to consider **by Monday 22 December**. Could you please respond with your current preference:

OPTION	DESCRIPTION	BASIC ALLOWANCE	CHAIR ALLOWANCE
A	Freeze member allowances at the current rate	£1,458.08	£2,013.37
B	Increase the current rate of allowances by a further 5% (<i>to move us closer to the Panel's suggested figure</i>)	£1,530.98	£2,114.04
C	Increase the current rate of allowances by a further 3.8% (<i>so we stay behind the recommended figures, but align with the Panel's proposed percentage increase</i>)	£1,513.49	£2,089.88
D	Increase member allowances to the current figure recommended by the Independent Remuneration Panel	£1,595.00 (9.4%)	£2,203.00 (9.4%)

The results of the initial feedback received before Christmas:

Option A	Option B	Option C	Option D
3 in favour	5 in favour	5 in favour	1 in favour

5.0 Recommendation

- 5.1. Members are asked to consider the attached report of the Independent Remuneration Panel, take a vote on options B and C, and instruct the Clerk accordingly.



DRAFT SERVICE LEVEL AGREEMENT

Uckfield Town Council and Wealden Citizens Advice, Uckfield Branch

Period of agreement

This is a 12-month agreement that will start on 1 April 2026 and finish on 31 March 2027, with an opportunity to then review the agreement moving forward.

Aim

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

The service is:

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

Key performance indicators

Opening hours

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

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

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

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

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

Reporting

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

This will include the following information:

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

Information sharing

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

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

Financial contributions

The provider (Wealden Citizens Advice) will receive a sum of £24,500 in 2026/27 in line with this agreement.

Payment will be made in two instalments of £12,250. The first instalment will be issued in May of each year, and the second instalment issued in October.

Signed
On behalf of the Uckfield Town Council
Date

Full Name

Signed
On behalf of the Wealden Citizens Advice
Date

Full Name



DRAFT SERVICE LEVEL AGREEMENT BETWEEN UCKFIELD TOWN COUNCIL AND WEALDEN VOLUNTEERING

GENERAL

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

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

The agreement shall run for a 12-month period between 1 April 2026 and 31 March 2027.

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

Service Level Agreement requirements

Wealden Volunteering will:

- Undertake an annual monitoring exercise with ALL grant awardees that were successful of being in receipt of grant funding through Uckfield Town Council's annual community grants programme. This exercise will provide an opportunity to evaluate their use of the community grant funding and ensure that the grant money given to community and voluntary organisations has been well accounted for. A written report will be provided to the Town Council at the end of each financial year;
- Provide services to the community of Uckfield to match individuals and groups with volunteering opportunities, to provide hearing aid maintenance services, and general support with IT or administrative tasks such as photocopying and laminating, and assistance with digital access;
- Work with the Uckfield Chamber of Commerce and the Town Mayor to deliver the 'People to People' campaign and increase engagement between businesses and the voluntary sector;

Uckfield Town Council will:

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

Reporting

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

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

Information sharing

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

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

Financial contribution

Uckfield Town Council will provide a sum of £9,000 for the period 2026/27, in line with this agreement.

Payment will be made in four quarterly instalments of £2,250 in June 2026, September 2026, December 2026, and March 2027).

Authorisation

Signed
On behalf of Uckfield Town Council
Date

Full Name

Signed
On behalf of Wealden Volunteering
Date

Full Name



DRAFT SERVICE LEVEL AGREEMENT BETWEEN UCKFIELD TOWN COUNCIL AND UCKFIELD BONFIRE & CARNIVAL SOCIETY

Period of agreement

This is a 12-month agreement that will start on 1 April 2026 and finish on 31 March 2027, with an opportunity to then review the agreement moving forward.

Purpose

This service level agreement seeks to support Uckfield Bonfire & Carnival Society with the delivery of an annual town-based community event which is held on the first weekend of September each year. The Uckfield event is the first in the annual Sussex Bonfire Calendar.

This is a non-legally binding agreement between both parties, and renewal will be more favourable if the terms of the agreement are met satisfactorily.

Service Level Agreement requirements

Uckfield Bonfire & Carnival Society will:

(i) prepare for, organise and host two carnival processions on the first Saturday of September 2026 – a children's procession in the afternoon, and a full torchlight evening procession with floats, community groups and neighbouring Sussex bonfire societies with the intention of providing a fabulous event for the residents of Uckfield, and raise funds for charity.

Uckfield Town Council will:

(i) provide support through the provision of funding to assist the Society with covering the costs of:

- public liability insurance;
- first aid cover;
- road closures;
- a lead band, and one additional musical performance group for the evening procession.

Reporting

A written report will be provided to Uckfield Town Council by the end of November 2026 on:

- (i) the overall success of the event including information on estimated visitors in attendance, the number of societies in attendance, and the total amount raised for charity;
- (ii) how the funding provided by the Town Council was utilised in line with the above requirements.

Financial contribution

Uckfield Town Council will provide a sum of £3,500 for the period 2026/27, in line with this agreement. Payment will be made in one instalment in May 2026.

Authorisation

Signed
On behalf of Uckfield Town Council
Date

Signed
On behalf of UBCS
Date

Meeting of the Full Council

Monday 12 January 2026

Agenda item 13.0

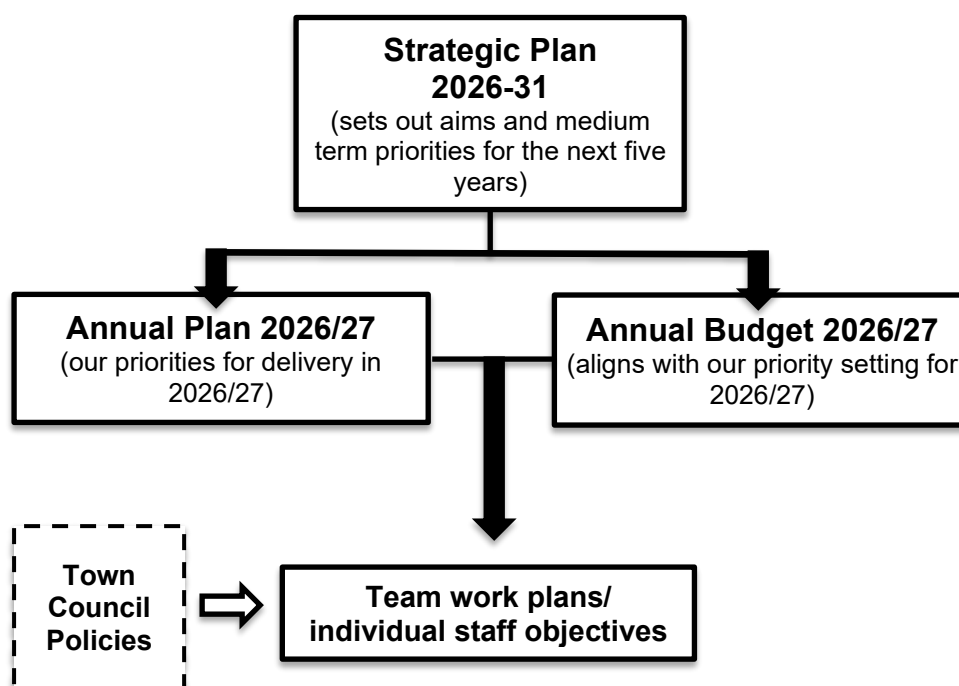
TO FORMALLY ADOPT THE TOWN COUNCIL'S STRATEGIC PLAN 2026-31

1.0 Summary

- 1.1 The Town Council is required to refresh its priorities on an annual basis as part of the budget setting process.
- 1.2 The Town Council's planning consists of a strategic plan which sets out the priorities of the Town Council over the next five years and an annual plan which lists the priorities of the Town Council specifically for the forthcoming year.

2.0 Background

- 2.1 The Strategic Plan for 2026-31 sets out the aims and medium-term priorities of the Town Council over the next five years and, forms the overarching strategy of the Town Council.



- 2.2 The Strategic Plan 2026-31 identifies the challenges and opportunities for the Town Council and town of Uckfield, and provides information on the key areas that the Town Council wishes to focus on over the next five years.

3.0 Consultation feedback

- 3.1 We welcomed feedback from key stakeholders by the 7 January 2026. We received three responses by the deadline, two were from local residents/resident organisations. Their comments have been included in appendix A of this report.

4.0 Recommendation

- 4.1 Subject to any amendments that may be required, and the updating of page 6 (budget forecast), it is recommended that Full Council adopt the Strategic Plan for 2026-31.

Contact Officer: Holly Goring

Appendices: Appendix A: Feedback received from residents
Appendix B: Strategic Plan 2026-31

Feedback on UTC business planning documents (07/01/26)

The Manor Park and Hempstead Fields Residents' Association would like to comment as follows:

Overall

The MPHf Residents' Association finds the Town Council's objectives to be positive, valuable and of benefit to the Town.

The Association wishes to make particular comments on the following items:

Restore and Protect

The Association strongly supports the following improvements

- *Improve the facilities and surfacing of the Town Council's play areas with plans to upgrade at least two play areas (Hempstead Recreation Ground and West Park) Strongly supported.*

Empower and strengthen - enabling local organisations to work together for the benefit of the town

The Association strongly supports the Town Council's intentions to:

- *Introduce speed reduction initiatives, including community Speedwatch and behaviour change campaigns, and explore the introduction of installing permanent speed indicator devices in partnership with neighbouring parishes.*

There is a demonstrable problem in Browns Lane where speeding is common and a danger to people including children going to, or returning from, the school and college.

- *Identify and implement solutions for parking controls within the town centre*

Our members report many instances where pavements have been completely blocked by parked cars causing pedestrians and mobility scooter users having to risk going into the road.

- *Create up-to-date street maps of the town, which highlight key footways including alleyways and twittens;*

For information Open Open Street Map (<https://www.openstreetmap.org>) will be very helpful with this as it provides detailed maps of Uckfield including house numbers and twittens

- *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:*

The Association requests that the repair of footpaths on Manor Park be brought forward for a first look in 2026/27.

It offers to participate in any working groups that the Town Council sets up to pursue this aspiration.

It is the Association's view that the best way forward is to identify and prioritise the key routes across Manor Park e.g. the three main tways that serve the schools and then introduce a rolling programme of work to undertake the necessary repairs.

Reflect and progress - ensuring residents feel engaged

- *Improve the condition and display of existing Town Council noticeboards and undertaken a review of their locations:*

The Association is pleased to see the intention to improve the condition and display of existing Town Council noticeboards and review their locations but requests that local community bodies such as residents' associations and community organisations be permitted to use the noticeboards where space permits.

Finally thank you for consulting the community on these matters.

Good to see UTC's Plans for next year.

Developing a new Community facility is interesting. It intrigues me as to what site given where new developments are approved and where needs might be highest? That leads on to how's the Town Plan going?

I'm intrigued about how the 3G pitch will be operated and used for enough hours to justify staffing and maintenance costs given what I can recall for Uckfield College's one and what I see using it each week. I hope that's not too big a big commitment for UTC to take on.

Great to see that Climate & Nature is so high on the agenda as it's happening whatever politicians now say, and much faster than most of us who have spent years researching the issue were expecting - mainly due to my and older generations benefiting from energy & resources and not being willing to act generously enough to reduce our impact.

Finally, Lewes, Ringmer & Isfield area had a few open house days where people who had varied Renewable Energy etc solutions were able to show systems in use. Is that something that can be considered as it was very useful in advancing our packages and moved them from just trusting a computer quote or a salesman.

UCKFIELD TOWN COUNCIL

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 could 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 the 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)



0-17 year-olds are the biggest age group

(21% of our town population are in the 0-17 age group, just above 20% in both the 35-49 and the 50-64 age groups)

(2021 census, ONS)



2,474 residents are disabled under the Equality Act

(16.4% of town population)

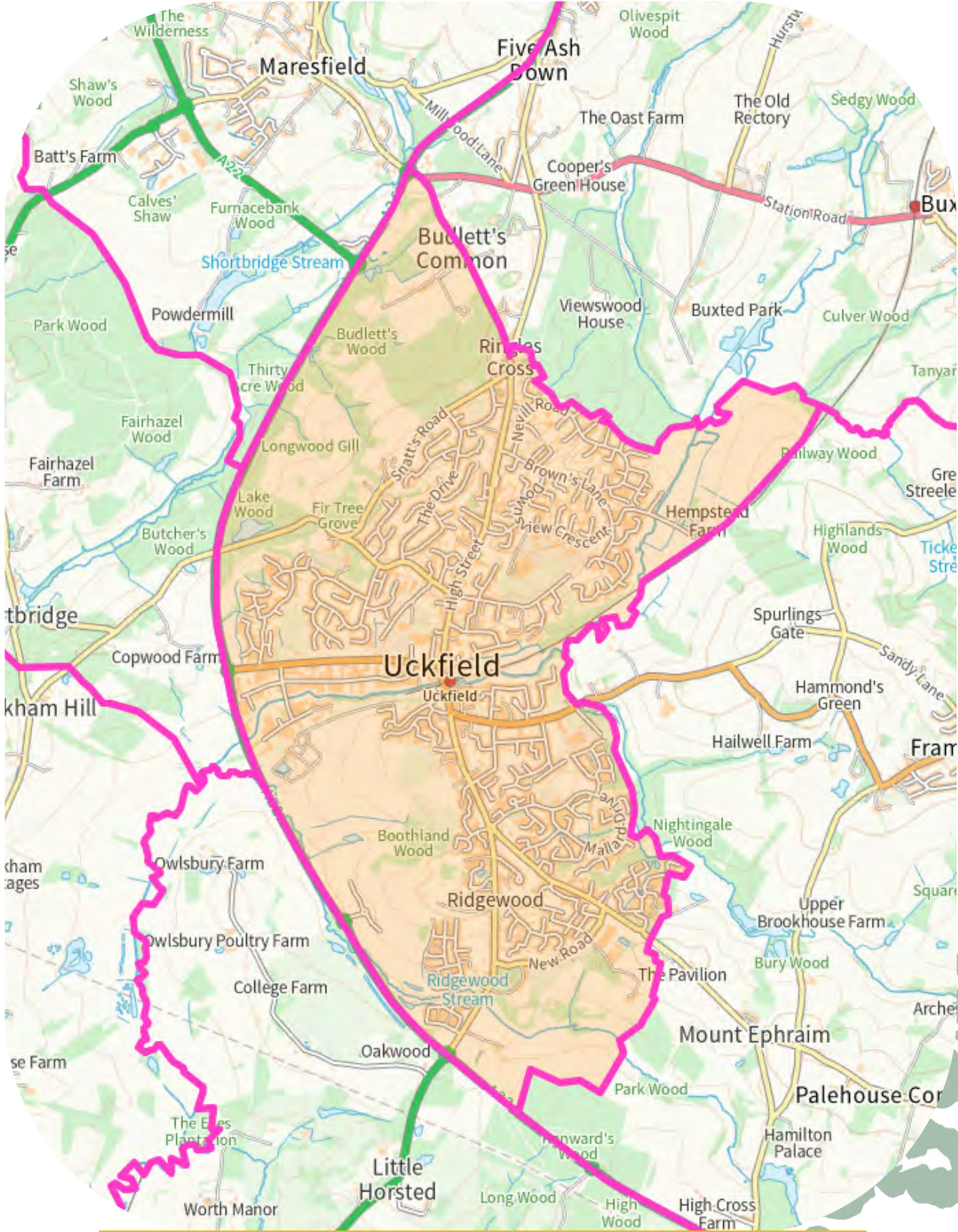
(2021 census, ONS)



83.8% of residents have good health

(These residents selected 'good' or 'very good' when asked to describe their health)

(2021 census, ONS)



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.



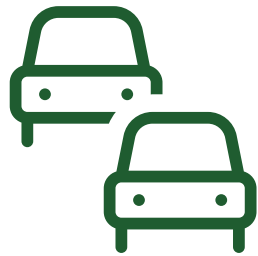
63% of adults are economically active

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



High rate of home ownership

(73.8% of homes, 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)



Strong levels of education

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

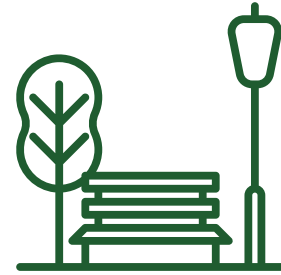
Uckfield Town Council has a large and varied asset portfolio. Some sites are managed by the Town Council, while some are leased to local organisations and some work is contracted out.

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.

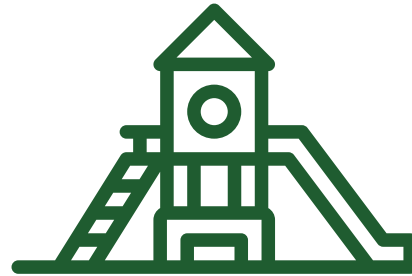
Uckfield Town Council owns and manages the following assets:



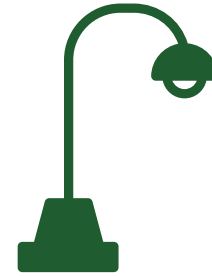
10 Buildings



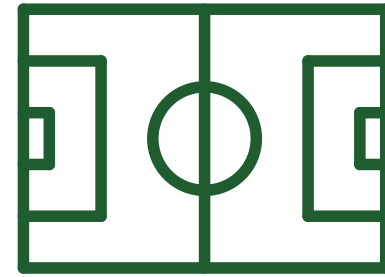
17 Open Spaces
(Including Priority Habitats
& 1 Local Wildlife Site)



8 Play Areas



192 Streetlights



**7 Recreation
Grounds**
(Including Sport Pitches)



1 Cemetery
(Also a Local
Wildlife Site)



4 Woodlands
(Including 3
Ancient
Woodlands)



**2 Local Nature
Reserves**
(Including 1 Local Wildlife
Site, 1 Local Green Space
and parkland)



**6 Allotment
Sites**
(245 Plots)



72 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.

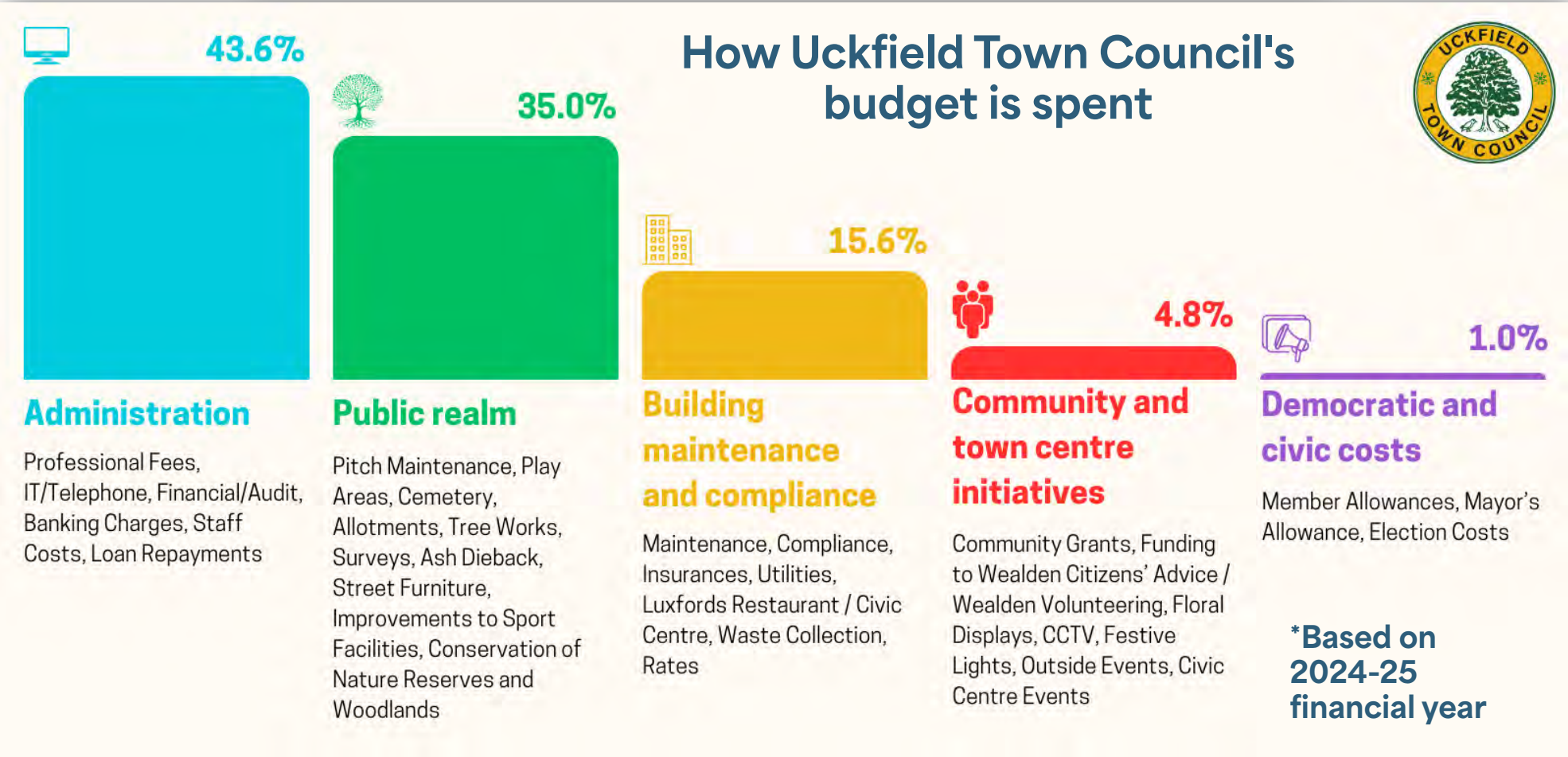
Of the Council Tax collected each year by Wealden District Council, the Town Council obtains a precept to support the provision of services.

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

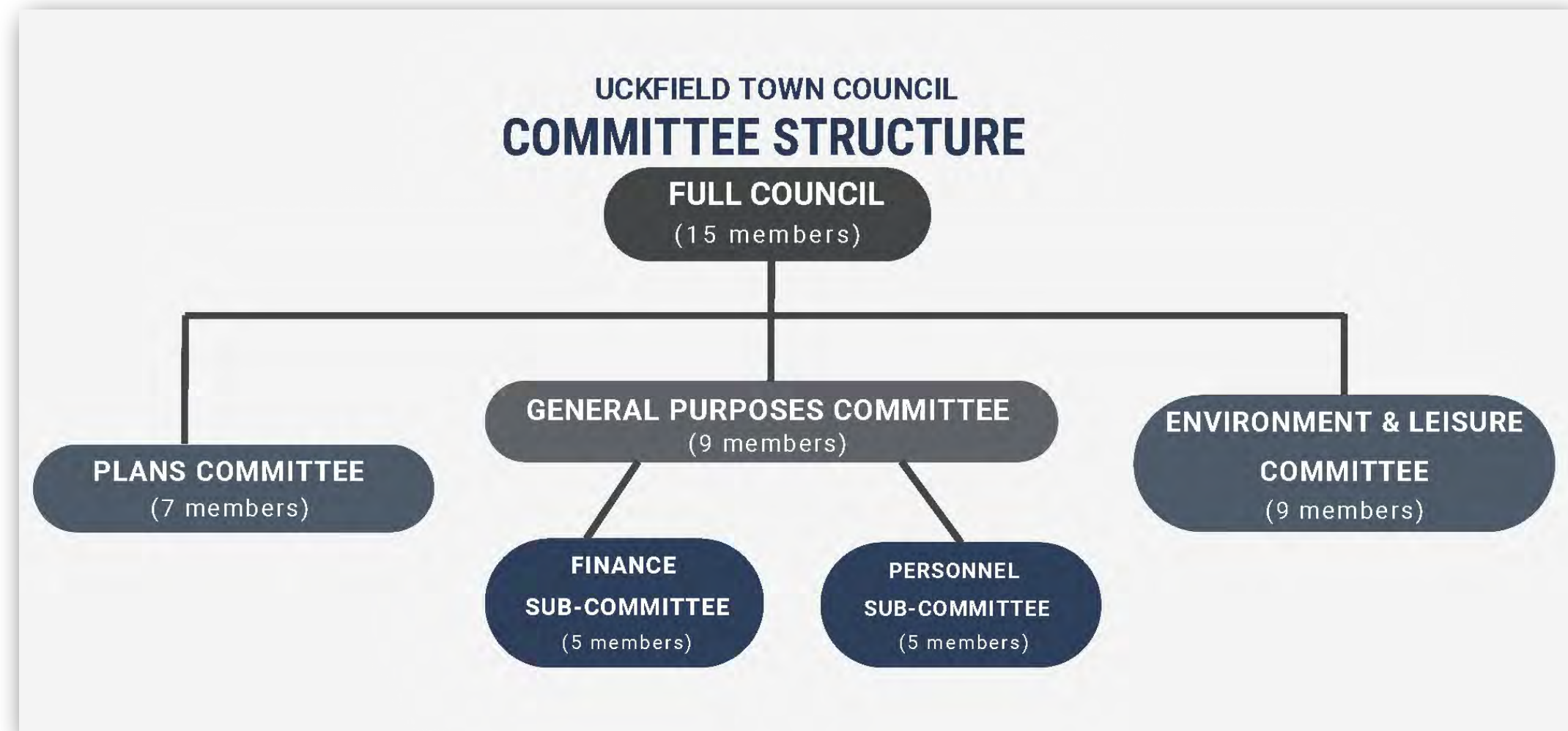
Uckfield Town Council works to a committee system for its decision-making.

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.

The scheme of delegation sets out the responsibilities of senior staff and committees.

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



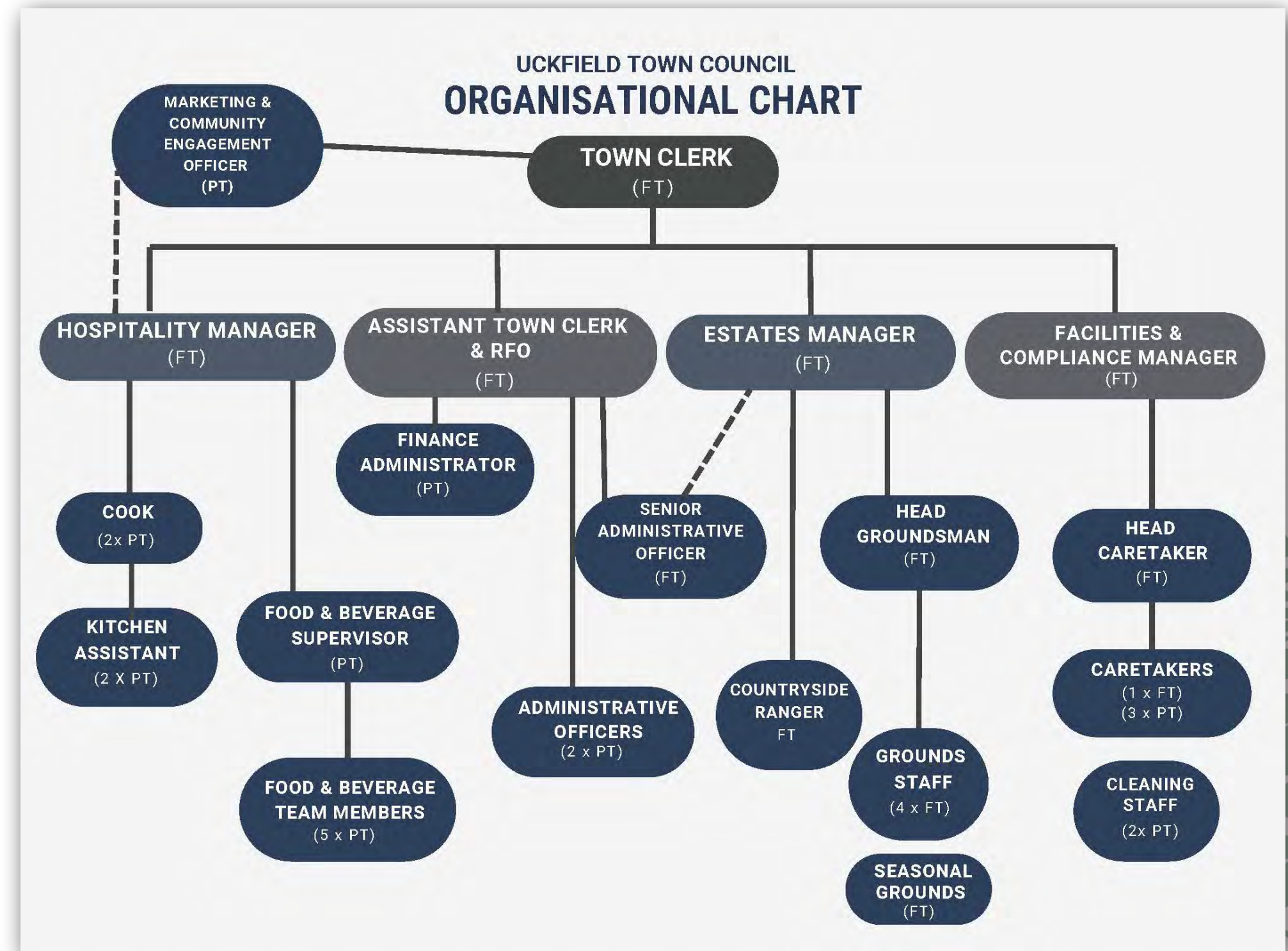
Who We Are - Staff

An update of how Uckfield Town Council staffing structure currently looks.

The Town Council's functions are delivered by a team of 32 staff, split across four service areas (administration, estate management, facilities management and hospitality).

The administration of the Town Council is led by the Town Clerk, along with the Assistant Town Clerk, the Estates Manager, Facilities & Compliance Manager and Hospitality Manager.

An organisational chart is included here to illustrate where each staff role fits into the Council.



Challenges and Opportunities

Challenges

- Biodiversity crisis
- Visitor harm effects on Green & Blue Infrastructure
- Climate Change
- Flood risk
- Limited infrastructure to support future growth
- Adequately supporting our new communities
- Lack of affordable housing
- Addressing highway capacity and safety
- Financial climate and available funds

Restore and Protect

Empower and Strengthen

Reflect and Progress

Opportunities

- 'Wilder Uckfield' – recording and mapping key data to inform biodiversity action plans;
- Preparedness – for changing weather conditions and climate change
- Strong Voluntary and Community Sector
- Strengths in local knowledge, experience and asset management
- Free car parking and access to public transport
- Shaping local government and community engagement within plans for reorganisation and devolution



Our Strategic Priorities

Our priorities are split into the following three areas:

Restore and Protect

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



Empower and Strengthen

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



Reflect and Progress

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



Restore and Protect

Our plan for effective estates management.

By 2031, *the Town Council will have:*

- Purchased suitable machinery and equipment to improve open-space grass cutting;
- Improved the facilities and surfacing of the Town Council's play areas with plans to upgrade at least two play areas (Hempstead Recreation Ground and West Park);
- Undertaken frequent football pitch renovations to develop ground conditions;
- Delivered plans to improve the Town Council's sport pitches, and changing facilities with investment;
- Installed a new 3G Football Turfed Pitch with the support of the Football Foundation and Wealden District Council;
- Explored and agreed a plan to improve drainage and facilities at the town's skate park;
- Maintained and expanded floral displays within the town centre;
- Designated areas of Town Council land for wild flowers;
- Commissioned ecological appraisals and wildlife surveys in our woodlands and nature reserves to inform geological and biodiversity action plans, and update our woodland management plan;
- Improved access to, and buffer restrictions from visitor impact to areas of our ancient woodlands;
- Continued working with Sussex Local Nature Partnership's Green Spaces Project to understand more about the biodiversity of Hempstead Meadows Local Nature Reserve and Snatts Road Cemetery;
- Recorded and mapped the findings of tree surveys to ensure safety from ash dieback, and decay;
- 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;



Restore and Protect

Our plan for effective estates management.

By 2031, *the Town Council will have:*

- Hosted events such as the Eco Expo to better inform residents of the alternative technologies available for their homes and businesses;
- Delivered 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 Road Cemetery and Holy Cross churchyard;
- Consecrated a new burial space within Snatts Road Cemetery, and explored options for finding new cemetery land.

Our community aspirations, by 2031, are to:

- Identify space for new allotment plots and kitchen style gardens;
- Contribute to the development of Local Nature Recovery Strategies and prevent direct and indirect harm to wetlands and hedgerows, woodlands and freshwater habitats;
- Present data and information for Uckfield to central government departments and Weald to Waves;
- Create a 'Wilder Uckfield' plan to address the biodiversity crisis;
- Improve the quality of freshwater habitats and local watercourse catchment areas;
- Identified and mapped green and blue infrastructure networks, including Local Green Spaces (LGS);
- Propose adequate buffers for important wildlife corridors to restore functional connectivity.



Restore and Protect

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 input into the latest legislative updates;
- Contributed to the planning authority's Local Plan development;
- Obtained a list of key heritage and non-heritage assets within Uckfield;
- Better understand and mapped existing and new conservation areas for consideration;
- Provided input into planning application responses to provide local information on local character, green and blue infrastructure, and important sites of ecological value;
- 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 built assets and considered the efficiency and use of these properties;
- Delivered an annual programme of maintenance and compliance for all Town Council built assets;
- Further retrofitted its built assets in line with the Town Council's Climate Change Policy and ensured greater energy efficiency;
- 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, and Civic Centre parking areas.



Restore and Protect

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

Our community aspirations, by 2031, are to:

- Hold developers to account to ensure the conditions of planning permissions are met, and that adjacent boundaries and wildlife are sensitively maintained;
- Create a register of brownfield sites in Uckfield;
- Consider the infrastructure requirements for the town in terms of sport, leisure, recreation and community facilities, and allotment and cemetery provision;
- Promote the need for affordable and key-worker housing within Uckfield to support those in housing need and first time buyers;
- Protect the green space between Uckfield town and surrounding villages, exploring settlement gaps to prevent urban sprawl;
- Work with partner organisations to introduce features of public art to improve current grotspots;
- 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;
- Engage with High Street landlords (commercial and residential) to promote and secure improvements to street frontages;
- 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.
- Lobby for a 20% Biodiversity Net Gain (BNG) target on major planning applications, above the current national target of 10%.



Empower and Strengthen

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

By 2031, *the Town Council will have:*

- Created up-to-date street maps of the town, which highlight key community facilities, as well as rights of way, alleyways and twittens;
- Introduced key signage and markers to guide walkers around our open spaces;
- Undertaken improvements to existing access points and footways through Town Council land;
- Liated with local landowners to create sections of river walk;
- Worked with the Uckfield Chamber of Commerce and local businesses to expand festive lighting within the Town Centre;
- 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;
- Improved the condition and efficiency of street lights with contractor expertise.



Empower and Strengthen

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

Our community aspirations, by 2031, are to:

- Contribute to a review of the East Sussex Local Cycling and Walking Infrastructure Plan (LCWIP) to develop the town's walking and cycling networks;
- Work with local planning applicants and the relevant authorities to support active travel;
- Improve footway links between new developments on the periphery of Uckfield, suitable alternative natural green spaces (SANGs) and the town centre;
- Work with partner agencies to increase opportunities for residents of all ages to take part in activities which improve their health and wellbeing;
- Identify potential areas for improvement to pedestrian safety, including investigating the repair of footpaths on Manor Park and the installation of crossings;
- 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;
- Lobby for improved bus services to enable residents on the periphery of the town to access the High Street/Business Park, and for local village residents to access Uckfield as their key service centre;



Empower and Strengthen

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

Our community aspirations, by 2031, are to:

- Identify highway issues within the access corridors into the town centre and utilise Section 106 developer contributions to address matters relating to traffic congestion, traffic calming and road safety;
- Address the danger of speeding vehicles by exploring an extension of 20mph speed limits;
- See the installation of more air quality monitoring units within the town centre;
- Protect existing public rights of way.



Empower and Strengthen

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 community grant funding and project delivery;
- Delivered a free public event within the town - Weald on the Field;
- Supported the organisation of the annual Remembrance Parade and Services;
- Hosted beacon lighting events to mark important civic anniversaries;
- 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.



Empower and Strengthen

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:

- Identify future options for the provision of community space to meet current and future need;
- Support the town with the promotion of tourism and heritage;
- Lobby for a banking presence, and support the creation of a banking hub in Uckfield High Street;
- Support the expansion of the Wealden Community Toilet Scheme;
- Understand more about our disadvantaged communities and explored ways to engage with these households;
- Establish a list of special and important dates or individuals within the town's history and commemorated these on heritage plaques.



Empower and Strengthen

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

By 2031, *the Town Council will have:*

- Reviewed our hospitality offer within the Civic Centre to meet current and future demand;
- Updated room facilities in line with the latest technologies, providing the facilities to enable hybrid meetings to be hosted;
- Replaced the tables and table racks within the Civic Centre to ensure easier manoeuvrability for room set-ups;
- Improved the decoration and flooring within the main corridors and meeting rooms;
- Upgraded the flooring and heating within the Weald Hall;
- Undertaken improvements to the venue's performance facilities (sound, lighting and staging);
- Introduced temporary air conditioning units within the Civic Centre;
- Developed and implemented a marketing plan for the Civic Centre;
- Undertaken the relevant investigations and sourced funding to deliver a new Community Hub within the town.



Reflect and Progress

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

By 2031, *the Town Council will have:*

- Given more focus to business development to develop existing, and introduce new revenue streams;
- Identified suitable grant funding to support the delivery of major projects;
- Considered opportunities for Uckfield within the process of local government reorganisation and ensured we hold engagement with our sector;
- Undertaken periodic reviews of our key income streams and associated fees and charges;
- Encouraged applications from local traders and organisations in our procurement processes;
- Undertaken periodic reviews of our key policies;
- Streamlined our way of working with the introduction of new software;
- Supported our employees with training, expertise, and delivery.



Reflect and Progress

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 our 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;
- Engaged with residents through a variety of consultations to 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 Annual Priorities 2026/27

RESTORE AND PROTECT

UNDERSTANDING OUR NATURAL HABITATS

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

ENHANCING CONNECTIVITY

We will feed into consultation on the Local Cycling & Walking Infrastructure Plan and planning applications to seek improvement to walking and cycling within the town.
We will review signage and mapping of existing footways and facilities.
We will explore opportunities to develop a River Walk.

PROTECTING AND RESTORING OUR ANCIENT WOODLANDS

We will address the remainder of ash dieback, and undertake works to restore specific areas of woodland to allow for the re-establishment of flora and fauna and restoration of priority habitats.

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 and up to date action plan for our asset portfolio.

EMPOWER AND STRENGTHEN

UPGRADING OUR BUILT ASSETS

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

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 seek expertise and funding to strengthen sports pitch renovations. 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 £19,000 of community grant funding to local groups and charitable organisations for the period 2026/27, alongside the provision of £24,500 to Wealden Citizen's Advice, £9,000 to Wealden Volunteering and £3,500 to Uckfield Bonfire & Carnival Society through service level agreements.

PUBLIC EVENTS AND ANNIVERSARIES IN THE TOWN

We will organise and deliver a variety of indoor and outdoor events including the annual day festival Weald on the Field, and support the organisation of the Remembrance Parade and Services.

REFLECT AND PROGRESS

PROFESSIONAL EXPERTISE

We will utilise the assistance of professional expertise to manage delivery of major projects and assist with the review of specialist policies and procedures.

BUSINESS DEVELOPMENT We will focus on developing our existing, and introducing new revenue streams.

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 of growth on the Town Council's provision of allotment and cemetery space. This information will also be utilised to inform the finalisation of an Uckfield Neighbourhood Plan.

	Proposed Income	Proposed Expenditure	Proposed Income	Proposed Expenditure
	2025/26	2025/26	2026/27	2026/27
General Purposes				
Revenue	281,136	959,857	278,960	1,051,199
New Initiatives etc.		98,750		128,000
Earmarked Reserve Projects		12,500		13,000
Sub Totals		1,071,107		1,192,199
Environment and Leisure				
Revenue	128,284	483,589	142,384	512,855
New Initiatives etc.		81,420		83,500
Earmarked Reserve Projects		56,000		33,000
Sub Totals		621,009		629,355
Luxfords Restaurant				
Revenue	255,600	294,788	267,550	297,028
Earmarked Reserve Projects		0		0
New Initiatives		0		2,500
Sub Totals		294,788		299,528
Gross Income/Expenditure	665,020	1,986,904	688,894	2,121,082
		1,321,884		1,432,188
Net Budget Requirement		1,321,884		1,432,188
Tax Base	6000.4		6045	
Band 'D' Council Tax		£220.30		£236.92

7.55% increase
£16.62

Final Draft Environment and Leisure Budget 2026/2027

Committee	Nominal Code	Cost Centre	2025/2026 Budget	Year to date *	2026/2027 Budget	Notes
		CULTURAL, ENVIRONMENTAL, REGULATORY AND PLANNING SERVICES				
		Cultural and Related Services				
		Recreation and Sport - Leisure and Recreation Grounds				
E & L	5120	Playing Fields and Pitches	17,500	18,773	21,500	
E & L	5122	Playing Fields and Pitches - Electricity	2,500	1,765	2,750	
E & L	5176	Play Equipment Repairs/Maintenance	8,000	949	12,000	
E & L	5203	Grounds Maintenance - Contract	0	0	5,000	
E & L	5204	Grounds Maintenance - General	7,500	5,397	8,750	
E & L	5201	General Equipment Repairs and Hire	7,000	4,186	6,000	
E & L	5202	New Equipment	6,500	6,373	17,100	
E & L		Vehicle Running Costs	0	0	0	
E & L	5269	* Transit	0	0	0	
E & L	5279	* Movano	1,500	1,535	750	
E & L	5275	*Tractor	2,150	1,284	1,250	
E & L	5271	Ford Ranger	0	243	0	
		Vehicle running costs (x3 new vehicles - possible tyres, fuel for Ranger etc)	2,500	647	2,500	
		Vehicle PCP Arrangements	7,500	11,344	7,500	
	5283	Rainwater Harvester Maintenance	2,400	2,712	0	
		Grass Cutting Mower maintenance	1,500	89	1,500	
		TOTAL	66,550	55,298	86,600	
		Income				
E & L	4110	* Sport Income	-20,000	-4,894	-25,000	
E & L	4120	* Event Income	-7,250	-7,852	-8,000	
		TOTAL	-27,250	-12,747	-33,000	
		Net Expenditure	39,300	42,551	53,600	
		Public Open Spaces, Planting and Allotments				
E & L	5100	Allotments	3,500	5,579	5,000	
E & L	5231	Hempstead Meadows and West Park LNRs + sites of conservation interest	4,000	3,635	4,000	
E & L	5295	Litter Bins	1,000	0	1,500	
	5296	Litter Collection, Open Spaces	11,000	8,149	11,000	
E&L	5375	Repair & replacement of street furniture	2,500	0	2,750	
E & L	5330	Corporate Signage	1,000	565	1,500	
E & L	5058	Protective Clothing	2,000	2,227	2,750	
E & L	5280	Fencing	3,000	548	3,250	
E & L	5299	Horticulture - Bedding	300	140	300	
E & L	5285	Tree Surveying and general works	11,000	11,235	18,000	
	5033	HMLNR & WPLNR	500	0	750	
		TOTAL	39,800	32,078	50,800	
		Income				
E & L	4100	* Allotments	-12,000	-10,606	-12,000	
	4101	*Allotment Deposits	-2,000	-1,162	-2,000	
	4275	* Environment Sundry Income	-200	-55	-200	
	4377	*Tree Work Contributions	0	-375	-1,000	
E & L	4123	West Park Culvert Maintenance Agreement with WDC	-500	-400	-500	
		TOTAL	-14,700	-12,597	-15,700	
		Net Expenditure	25,100	19,481	35,100	
		Culture and Heritage				

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E & L	5394	Twinning Hospitality	0	0	0
E & L	5300	Civic Centre Events	15,000	17,500	18,000
	5301	Performing Rights Society	2,000	751	2,000
	5302	Event Advertising /Marketing	3,000	3,513	3,600
	5078	Weald on the Field and Revival	11,500	12,292	12,500
		TOTAL	31,500	34,056	36,100
E & L	4050	Civic Centre Events	-25,000	-15,763	-25,000
	4270	Farmers Market Income (The Source Car Park)	-720	-300	-900
	4387	Weald on the Field	-5,500	-5,496	-6,000
		Total income	-31,220	-21,559	-31,900
		Net Expenditure	280	12,497	4,200

Committee	Nominal Code		2025/2026 Final Budget	Year to date (Nov 25)*	2025/2026 Budget	
		Planning and Development Services				
		Economic Development				
E & L	5370	Town Security CCTV	2,900	2,960	3,250	
E & L	5373	Floral Displays Town Centre Baskets & Troughs	3,750	3,750	3,938	
		Display on Tesco Roundabout	750	778	818	
		TOTAL	7,400	7,488	8,006	
E & L	4350	Income - Roundabout	-864	-864	-864	
E&L	4390	CCTV - Chamber of Commerce (contribution to cost of running 1 x camera)	-610	-491	-500	
	4140	Income - Minibus Parking	0	-1,200	-4,800	
		Total	-1474	-2,555	-6,164	
		Net Expenditure	5,926	4,932	1,842	
		Environmental and Regulatory Services				
E & L		Cemetery Services				
	5181	* Grave Digging	6,000	3,520	7,200	
	5180	* Rates/Water	1,500	1,635	1,700	
	5182	*Litter	3,000	2,080	3,150	
	5186	* Maintenance	200	3,455	1,000	
		TOTAL	10,700	10,690	13,050	
		Income				
E & L	4180	* Cemetery - Interments	-37,000	-24,227	-37,500	
	4181&4188	* Cemetery - Memorials (and Memorial benches)	-10,000	-5,181	-10,480	
	4182	* Cemetery - Sundry Income	-200	-797	-1,000	
	4183	* Cemetery - Maintenance Charge	-4,400	-2,750	-4,600	
		TOTAL	-51,600	-32,954	-53,580	
		Net Expenditure	-40,900	-22,264	-40,530	
		HIGHWAYS AND TRANSPORT SERVICES				
		Highways and Transportation				
		Street Lights - Supply, Maintenance and Repairs				
E & L	5080	* Supply & Maintenance	12,000	0	12,600	
E & L	5081	* Repairs	15,000	11,435	15,750	
E & L	5372	Climate Change Working Group Activities	0	0	0	
E & L	5086	Bus Shelters	1,000	886	1,650	
		TOTAL	28,000	12,321	30,000	
		Income				
E & L	4370	* Climate Change Working Group events (e.g. Eco EXPO)	-450	0	-450	

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E & L	4295/4240	* Delegated Functions	-1,590	-1,193	-1,590	
		TOTAL	-2,040	-1,193	-2,040	
		Net Expenditure	25,960	11,129	27,960	
E & L	5360	Salaries Groundsmen	194,922	108,520	190,357	
	5361	Groundsmen - NI	27,935	13,256	24,054	
	5362	Groundsmen - Pension	45,473	23,259	40,110	
	5230	Salary Ranger	31,310	24,112	33,778	
		TOTAL	299,640	169,147	288,299	
		TOTAL REVENUE EXPENDITURE	483,590		512,855	
		TOTAL INCOME	-128,284		-142,384	
		TOTAL	355,306		370,471	

Committee	Nominal Code		2025/2026 Budget	Year to date (Nov 25)	2026/2027 Budget	
		Long Term Earmarked Reserve Projects				
		Ash Dieback	12,500	9,500	5,000	
		Tree works	7,500	0	5,000	
		Conservation and wildlife monitoring	8,000	3,750	15,000	
		Play Area Upgrades	20,000	0	30,000	
		Vehicle Replacement	5,000	0	10,000	
		Streetlighting repairs	0	0	0	
		Upgrade Victoria Pleasure Ground facilities	0	0	0	
		Pitch improvement works - cricket or football	0	0	7,500	
		Hedgecutters - 2 x long reach	0	0	0	
		DR Mower (hand mower) - use frequently	0	0	0	
		Izeke mower (Year 1 of replacement, minus funds in reserves)	3,000	0	0	
		Contingency for River walk	0	0	5,000	
		Visitor Fund Offset Damage	0	0	5,000	
		Beacon Lighting Contingency	0	0	1,000	
		Total Long Term Earmarked Projects	56,000	13,250	83,500	
		TOTAL				
		New initiatives for 2026/27				
		Artificial Cricket Pitch resurfacing	7,000	6,788	0	
		Football Pitch Maneouvrable posts (New Barn and Harlands)	10,500	10,000	0	
		Full football pitch renovations - May 2025	29,000	30,013	12,000	
		Permanent welfare facilities for Harlands Recreation Ground	12,000	0	0	
		ESCC Grass Verge cutting contribution	0	0	0	
		Tree for a tree planting programme	0	0	0	
		D Day Anniversary activities	1,420	1,128	0	
		Roofed compound area for Grounds storage	0	0	0	
		Ranger equipment	0	0	0	
		Harlands Pond management plan works	0	0	500	
		New Ride on Mulcher Four Wheel Drive - Year 2	5,500	4,283	0	
		New top handled chainsaw	1,000	0	0	

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		Fencing for Boothland Woods	0	0	10,000	
		Fencing for Paygate Woods	0	0	1,500	
		Bracken Roller	0	0	1,000	
		Programme for handling Himalayan Basalm	0	0	2,500	
		Double Bins	0	0	2,000	
		New Electric Flatbed Lease	0	0	3,500	
		New tractor (Year 2 of 22 month payment plan)	15,000	9,303	0	
			81,420	61,515	33,000	
		<u>TOTAL</u>	<u>2025/26</u>		<u>2026/27</u>	
		Total Revenue Expenditure	483,590		512,855	
		Total Long Term Earmarked Reserve Projects	56,000		83,500	
		Total New Initiatives	81,420		33,000	
		Total Budget Expenditure	621,010		629,355	
		Total Income	-128,284		-142,384	
		Net Expenditure	492,726		486,971	

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Committee	Nominal Code	Cost Centre	2025/2026 Budget	*Year to date	2026/2027 Draft Budget	Notes
GP						
	5609	C/C Wood Pellets	10,000	4,204	9,500	
	5610	C/C Rates	37,250	32,949	38,200	
	5611	C/C Electricity	11,000	7,806	11,500	
	5612	C/C gas	4,000	882	3,000	
	5613	C/C water	3,200	1,754	3,000	
	5617	C/C Refuse collection	1,400	1,110	1,750	
	5620	C/C Regular Maintenance Contracts	16,000	12,593	18,000	
	5660	C/C Repairs & Renewals	25,000	11,680	26,000	
	5610 - 5676	Civic Centre	107,850	72,978	110,950	
	5744	The Source rates	3,000	5,389	6,200	
	5743	The Source	750	1,864	2,000	
	5743 - 5747	The Source	3,750	7,253	8,200	
	5760	F/H rates	2,700	2,178	2,700	
	5761	F/H electricity	2,600	1,823	2,800	
	5763	F/H water	325	232	375	
	5765	F/H regular maintenance	2,500	2,783	3,200	
	5766	F/H repairs	3,000	1,255	3,250	
	5760 - 5769	Foresters Hall	11,125	8,271	12,325	
	5720	Victoria Pavilion rates	4,650	4,828	6,000	
	5721	V/P electricity	7,000	3,059	7,500	
	5722	V/P gas	3,000	1,187	2,500	
	5723	V/P water	1,650	1,625	3,200	
	5725	V/P regular maintenance	4,000	4,643	6,500	
	5726	V/P repairs	3,000	2,007	3,000	
	5719 - 5729	Victoria Pavilion	23,300	17,349	28,700	
		Ridgewood Village Hall	0	0	0	
	5711	W/P Pavilion electricity	1,500	962	1,700	
	5713	W/P Pavilion water	1,000	325	1,000	
	5715	W/P Pavilion regular maintenance	0	0	2,000	
	5716	W/P Pavilion repairs	0	0	1,500	
	5709 - 5718	West Park Pavilion	0	0	0	
		Total West Park	2,500	1,287	6,200	
		Income				
	4610	Weald Hall	-36,000	-17,668	-30,000	
	4615	Weald Hall - Commercial	-4,000	-7,036	-10,000	
	4620	Council Chambers	-11,000	-6,558	-10,000	
	4625	Council Chambers - Commercial	-3,000	-3,803	-5,500	
	4630	Ashdown Room	-10,500	-11,137	-15,000	
	4635	Ashdown Room - Commercial	-4,000	-1,268	-2,000	
	4640	Green Room	-14,500	-10,140	-14,500	
	4650	Oakleaf Room	-17,000	-10,247	-14,000	
	4660	Mayors Parlour	0	-92	0	
	4670	Equipment hire	-3,500	-1,984	-3,500	

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	4671	Martlets Room	-18,500	-10,438	-15,000	
	4675	Old TC Office (CC Room Rental)	-7,200	-6,210	-7,380	
		Nightingale Room	-5,000	-2,681	-4,000	
	4673	Community Toilet scheme	-1,220	-1,575	-2,100	
		Sundry income	-250	-417	-600	
	4610 - 4700	* Civic Centre	-135,670	-91,254	-133,580	
	4690	*Quickborn Suite	-9,000	-6,000	-9,000	
	4796	Hub Site	0	0	0	
	4797	Hub site (Community Fridge recharge of services)	-550	0	-625	
	4798	Source re-charge of services	-2,000	-207	-2,000	
		Source rent	-3,000	-2,241	-3,000	
	4796 - 4798	* The Hub	-5,550	-2,448	-5,625	
	4760	F/H regular users	-15,750	-10,936	-15,000	
	4761	F/H occasional users	-800	-2,115	-3,000	
	4762	F/H commercial	-1,575	-1,030	-1,575	
	4760 - 4763	* Foresters Hall	-18,125	-14,082	-19,575	
	4719	V.P Sussex Support Service Rent	-11,000	-7,890	-13,500	
	4720	Victoria Pavilion	-1,000	-462	-1,000	
	4721	V/P repayment of electricity	-3,600	-20	-2,800	
	4726	Victoria Garages (Cricket)	-350	-50	-500	
	4723	V/P repayment of gas	-250	0	-250	
	4720 - 4723	* Victoria Pavilion	-16,200	-8,422	-18,050	
	4781	* Ridgewood Village Hall	-2,100	0	-2,100	
	4710	* West Park Pavilion	-7,200	-5,355	-7,200	
	4677	* FiT Payments - Civic Centre	-7,500	-5,070	-10,000	
		* RHI Payments - Civic Centre	-11,000	-8,640	-13,000	
		TOTAL	-27,800	-19,065	-32,300	
		Planning and Development Services				
		Economic Development				
	5530/5532	Festive Lights				
	5530	Festive Lights	16,000	4,540	16,500	
	5532	Festive lights electricity	500	0	500	
		TOTAL	16,500	4,540	17,000	
		Income				
	4530	* Festive Lights	-3,000	-2,000	-3,000	
		CENTRAL SERVICES				
		Corporate and Democratic Core				
		Corporate Management				
		Administration and Hospitality				
	5410	Admin - general	2,700	3,393	4,000	
	5412	Admin - telephones	6,000	5,259	8,100	
	5413	Admin - photocopier	3,000	2,482	3,300	
	5415	Postage	200	174	220	
	5416	Stationery	1,900	1,795	2,200	
	5410- 5417	* Administration	13,800	13,102	17,820	
	5435	* Hospitality	175	271	400	
	5455	Health and Safety	2,750	2,591	3,000	
	5425	* Recruitment	750	0	750	

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	5420	* General	250	0	250	
		Accountant, Audit and Internal Audit Fees	0	0	0	
	5475	* Accountant Fees	5,500	3,750	4,800	
	5495	* External Audit Fees	2,200	2,100	2,200	
	5494	* Internal Audit Fees	2,100	1,721	2,500	
	5497	Professional Fees	11,000	10,752	30,000	
	5793	Subscriptions	5,750	4,250	5,750	
	5794	Training	7,000	5,774	10,000	
	5430	Office Equipment	17,000	19,915	15,000	
	5460	Insurances	49,000	51,407	54,000	
	5577	Newsletter	5,100	3,600	5,400	
	5490	Protective Clothing	300	581	1,000	
	7903. 2300	Loan Costs	38,100	19,153	37,000	
	5580 - 5590	Bank and Credit Charges	0	0	0	
	5581	Bank charges	960	464	960	
		TOTAL	147,935	126,329	173,010	
		Income				
	4403/4410	* Training/Administration	-400	-1,555	-1,500	
	4579 - 4583	* Bank Interest				
	4580	Bank Interest (Business Reserve)	-6,000	-2,920	-2,400	
	4581	Bank Interest - Capital Reserve	-20,000	-11,281	-15,600	
	4583	Interest Misc (Fixed rate bond)	-14,076	0	-10,715	
		TOTAL	-40,476	-15,756	-30,215	
		Democratic Representation and Management				
	5543	Members Allowances	14,864	7,043	18,250	
	5544	Members Expenses	116	0	120	
	5465	Mayors Allowance	2,086	1,084	2,100	
	5470	Elections	0	9,987	0	
		TOTAL	17,065	18,114	20,470	
		Income				
		Net Expenditure				
		Grants and Partnerships				
	5480	Grants Section 142 - Wealden Citizens Advice SLA	23,000	23,000	24,500	
	5485	Grants - General Power of Competence	22,000	22,000	19,000	
	5487	Wealden Volunteering SLA	9,000	6,750	9,000	
		Uckfield Bonfire & Carnival Society SLA	0	0	3,500	
		TOTAL	54,000	51,750	56,000	
		Income	0			
		Net Expenditure				
		Other Buildings and Services to the Public				
	5730-5732	Cemetery Buildings East & West	0	0	0	
	5730	Cemetary Buildings rates	925	602	1,000	
	5731	Cemetery Buildings Electricity	0	242	100	
	5732	Cemetary Buildings repairs/contracts	750	80	750	
		Signal Box, Osborn Hall, Foresters Hall Chapel	0	0	0	
	5735	Signal Box Repairs/contracts	2,500	781	2,500	

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				0		
		* Osborn Hall	0	0	0	
5750		All buildings cleaning materials	2,750	3,203	4,000	
5770		* Foresters Hall Chapel	0	0	0	
5772-5774		2a Vernon Road	1,000	175	1,000	
5790		Bridge Cottage	0	0	0	
		TOTAL	7,925	5,083	9,350	
		Income				
4730		* Cemetery Building East	-6,000	0	-6,000	
4775-4776		* Signal Box + Insurance recharge	-3,000	0	-5,000	
		Signal Box, Osborn Hall, Foresters Hall Chapel				
4780		* Osborn Hall	-900	-771	-900	
		* Foresters Hall Chapel	-1,150	-862	-1,150	
4771		* 2a Vernon Road	-9,300	-6,200	-9,600	
4783		* Bridge Cottage + Insurance recharge	-4,965	0	-4,965	
		TOTAL	-25,315	-7,833	-27,615	
		SALARIES				
5680 - 5682, 5795		Caretakers/Other Buildings				
5680		Caretakers - salaries	96,758	70,428	109,167	
5686		Casual Caretakers	10,000	2,195	5,000	
5681		Caretakers - National Insurance	10,014	7,543	11,875	
		Caretakers - Pension	19,448	10,058	19,868	
5540 - 5542		Administration	0	0	0	
5540		Office staff - salaries	311,468	189,237	335,972	
5541		Office staff - National Insurance	40,345	24,590	43,645	
5542		Office staff - pension	62,605	37,979	61,147	
5547		WPA NHS Top-Up	3,468	984	4,500	
		TOTAL	554,107	343,014	591,174	
		Total Revenue Expenditure	959,857		1,051,199	
		Total Income	-281,136		-278,960	
			678,721		772,239	
		Saving for Long Term Earmarked Projects				
		Elections	1,500	0	1,500	
		W Hall Floor	0	0	0	
		Civic Centre communal carpet - 10 year project	500	0	500	
		5 yearly EICR's for all outlets	2,500	0	2,500	
		Future reconfiguration or renovations to existing buildings	0	0	0	
		Civic centre lift upgrade	2,000	0	0	
		Climate change carbon emissions reduction projects e.g. solar panels	0	0	0	
		Air Con units for Civic Centre in preparation for warmer months	0	0	0	
		Improve internal decoration of Victoria Pavilion	0	0	0	
		Insurance Reinstatement Valuation	5,000	0	2,500	
		IT/Comms Review	0	0	5,000	
		Security upgrade Civic Centre	1,000	0	1,000	
			12,500	0	13,000	

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		Total New Initiatives 2026/27				
		Building Maintenance	55,000	38,100	68,000	Full list detailed for this pot of funding below...
		Upgrade of Mayoral chain	750	0	0	
		Professional expertise for major projects and policy reviews	30,000	0	15,000	
		New parish noticeboards for new developments	2,000	0	0	
		New tables and table trolleys for Weald Hall, Ashdown Rm and Green Rm	0	0	10,000	
		Server upgrade and small office computer upgrade	0	0	0	
		Ridgewood VH CarPark	0	0	25,000	
		Signal Box	0	0	0	
		Market Asset Valuation	0	0	0	
		Contingency	11,000	0	10,000	
			98,750	38,100	128,000	
			1,071,107		1,192,199	

Total	2025/26		2026/27
Total Revenue Expenditure	959,857		1,051,199
Total Long Term Earmarked Reserve Projects	12,500		13,000
Total New Initiatives	98,750		128,000
Total Budget Expenditure	1,071,107		1,192,199
Total Income	-281,136		-278,960
Net Expenditure	789,971		913,239

Full list of Building Maintenance Fund...

Legionella remedials	£4,000
Fire safety works Phase 2 - Civic Centre	£15,000
Replacement hot water supply - Civic Centre	£20,000
Replacement showers - Vic Pavilion	£2,000
Replacement hall lighting - Fhall	£4,000
Upgrade of security - Vpav	£3,000
Replacement emergency lighting - Green Shed	£1,800
Solar panel improvements - Civic Centre	£2,800
Flooring improvements - Civic Centre	£3,200
Replacement heating in Weald Hall	£6,000
Lightnening protection upgrade	£5,000
	£66,800

Final Draft Luxfords Budget Papers 2026 - 27

Committee	Nominal Code	Cost Centre	2025-26 Budget	Year to date * (Nov 25)	2026-27 Working Budget	Notes
Luxfords	Expenditure					
	5810	Food Purchases	59,500	45421	67,500	
	5820/5825	Bar Purchases	11,000	6797	10,200	
	5840	Consumables	2,200	1824	2,800	
	5842	Cleaning	1,000	338	600	
	5845	Maintenance & Rep	2,000	1926	3,000	
	5850	Equipment	1,800	785	1,200	
	5855	Equipment Hire	1,200	0	1,200	
	5890	Uniform	250	238	250	
	5980	Credit Card Charges	1,800	1243	2,000	
	5861/5864	Rates and Utilities	22,000	15919	23,750	
	5866	Waste Collection	2,600	2017	2,700	
	5867	Professional Fees	1,200	690	950	
	5940/5945	Salaries	188,238	139,173	180,878	
			294,788	216,372	297,028	
	Income					
	4810	Rest Food Sales	175,000	124,570	186,500	
	4820	Rest Bar Sales	12,500	6,882	10,850	
	4910	Function Food Sales	37,500	27,136	40,000	
	4920	Function Bar Sales	27,500	11,553	27,500	
	4940	Equipment Hire	1,600	591	1,200	
	4840	Luxfords Hire	1,000	0	1,000	
	4950	Sundry Income	500	0	500	
			255,600	170,732	267,550	
	New Inititive		0	0	2,500	New Till system
			39,188	31,559	31,978	

New description of earmarked reserves:	Which previous ER lines did this include:	Year end total	Carry forwards agreed at GP Committee May 2025 from 2024/25	Amount to add from Jan 25 Full Council ER reallocations and budget adoption Jan 2025	CIL income during financial year	Expenditure during financial yr	Current total as at 30 Dec 2025	Notes
		As at 31 Mar 2025						
Ash Dieback	Ash dieback	22,594.08	0.00	12,500.00	0.00	9,507.00	25,587.08	Expenditure related to Ash dieback works in 2025-26 from nominal code 5286.
Branding and communications	Upgrading noticeboards - 3210	2,000.00	0.00	0.00	0.00	0.00	2,000.00	£2k is allocated of these funds for the CC front sign.
Building Maintenance	Building Maintenance Fund - 3201	198,512.01	0.00	57,500.00	0.00	51,454.80	204,557.21	
	Improve internal decoration of Vpavilion							
	Foresters New Front doors -							
Building Reconfiguration and Renovation	West Park Pavilion scheme - 3227	50,221.53	10,000.00	0.00	0.00	0.00	60,221.53	Signal Box and Osborn Hall are a priority moving forward.
	Signal Box refurbishment - 3192							
Car Park improvements	Resurface Osborn Hall Car Park - 3221	30,273.00	0.00	0.00	0.00	0.00	30,273.00	
	Ridgewood Car Park - 3172							
Civic Centre	Weald Hall Floor - 3177	65,936.38	10,000.00	3,500.00	0.00	0.00	79,436.38	
	Weald Hall Replacement backdrops -							
	Civic Centre lift upgrade							
	Air con units for Civic Centre							
	Ventilation for CT reconfiguration							
	Security upgrade for Civic Centre							
Climate Change Initiatives	Climate Change Initiatives	21,718.38	0.00	0.00	0.00	3,700.00	18,018.38	Installation of EV Charging point in Source Car Park.
	Green Projects							
	Tree planting							
	Climate Change Carbon Emission projects							
Community Infrastructure Levy	Community Infrastructure Levy - 3222	190,415.12	0.00	0.00	49,177.58	25,567.76	214,024.94	Funds received in October of £49,177.58. Expenditure used towards cost of Victoria Play Area upgrade and Hempstead Rec CoCo swing installation of £25,567.76.
Community Initiatives	Dementia Training - 3215	830.50	0.00	0.00	0.00	0.00	830.50	
	Weald on the Field - 3219							
	General Power of Competence -							
	Twinning Hospitality - 3230							
Community safety initiatives	CCTV Replacement Programme - 3136	5,199.64	0.00	0.00	0.00	0.00	5,199.64	Previously allocated for speed reduction device. But could be used for general community safety initiatives if members agreed in future.
	Speed reduction - 3220							
Conservation and wildlife monitoring	Boothland Wood - 3165	500.00	700.00	8,000.00	0.00	0.00	9,200.00	
	HMLNR (&WPLNR donation) - 3121							
Elections	Elections - 3169	22,858.87	0.00	1,500.00	0.00	0.00	24,358.87	Must be kept to cover four yearly and ad hoc by-election costs.
Future land purchases/expansion	Future land expansion (Snatts & HMLNR)	2,000.00	0.00	0.00	0.00	0.00	2,000.00	
Grounds machinery and equipment	New Ride on Mulcher and Tractor	9,699.23	0.00	3,000.00	0.00	0.00	12,699.23	
	Hedgecutters							
	DR Hand Mower							
	Izeke mower							
Grounds vehicles	Vehicle replacement - 3141	19,717.50	0.00	5,000.00	0.00	0.00	24,717.50	
Luxfords Restaurant	Coffee machines in luxfords bar	0.00	0.00	0.00	0.00	0.00	0.00	
	Luxfords New Dishwasher							
Office administration, IT and training	Data Protection - 3228	2,349.00	0.00	0.00	0.00	0.00	2,349.00	
	Upgrade of IT systems - 3142							
	Civic Centre booking system -							
	Training - 3143							
Old Timbers Lane Maintenance	Old Timbers Lane Maintenance - 3111	16,750.00	0.00	0.00	0.00	0.00	16,750.00	Has to be set aside for this purpose only.
Open spaces and street furniture	Fencing - 3199	5,113.53	500.00	0.00	0.00	0.00	5,613.53	
	Litter Bins Policy - 3178							
	Street furniture repair/replace - 3193							
	East Sussex CC Verge cutting cont							

EARMARKED
RESERVES
(Q3 2025-26)

	Covid memorial bench -							
	Wildflowers and horticulture							
	Donation for street furniture - 3122							
Play Area Upgrades	Play Area Enhancements - 3185	81,525.00	0.00	20,000.00	0.00	81,525.00	20,000.00	Used for Victoria Play Area upgrade with the S106 agreement funds in 2025 and Hempstead Rec CoCo swing.
	Upgrading Vic Pleasure Grnd Facilities -							
Professional expertise	Professional fees - 3131	1,507.00	0.00	5,000.00	0.00	0.00	6,507.00	
Public Conveniences	Public Coveniences - 3176	30,000.00	0.00	0.00	0.00	0.00	30,000.00	Has to be allocated to Public Convenience project.
S106 agreements and deeds of easements	Section 106 agreements - 3135	17,909.37	0.00	0.00	0.00	17,909.37	0.00	Used for payment of Vic Play Area upgrade.
	Ridgewood Watercourse maintenance	5,000.00	0.00	0.00	0.00	0.00	5,000.00	Has to be allocated to watercourse (Eastb Rd development)
Snatts Road Cemetery and Cemetery Wall	Geophysical survey of Cemetery	8,145.00	0.00	0.00	0.00	3,455.24	4,689.76	Used for upgrading signage in Cemetery, as well as clearance works.
	Cemetery enhancement - 3173							
Sports pitch and recreational improvements	Playing fields & pitches - 3229	14,357.17	0.00	0.00	0.00	0.00	14,357.17	
	Ridgewood Rec Ground levelling - 3189							
	Skate park peripheral area - 3117							
	Pitch Improvements Works							
Streetlighting	Seat, signage for tennis courts - 3207	27,965.43	0.00	0.00	0.00	0.00	27,965.43	
	Streetlight timers - 3174							
	Streetlight replacement SOX lanterns - 3224							
Town Centre Regeneration Masterplanning	Streetlighting repairs	101,500.00	0.00	0.00	0.00	0.00	101,500.00	As a bare minimum we must ensure £50k remains allocated for the Joint Committee Master Plan Work, by the Uckfield Joint Regeneration Committee with ESCC and WDC.
	Consultants Town Centre - 3159							
	Joint Committee Master Plan Work - 3202							
	White Rails Improvements - 3125			0.00	0.00	0.00		
Tree works	Tree works - 3118	0.00	0.00	7,500.00	0.00	0.00	7,500.00	
TOTAL		954,597.74	21,200.00	123,500.00	49,177.58	193,119.17	955,356.15	



UCKFIELD TOWN COUNCIL

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 with utility companies, residents' associations and other local authorities.

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.

The last 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. Between 2019 and 2024, we saw the demolition of the Hub.

On average the annual rental income is predicted to reach £52k for lease rental income (with four lease agreements currently under review). The Town Council predicts annual room hire income of £148k for the hire of facilities at the Civic Centre, Foresters Hall and Victoria Pavilion. The Town Council also receives nominal sums from time to time from wayleave agreements where utility companies require access onto Town Council land. Hire of open spaces for a variety of uses comes is budgeted at £33,000 for 2026/27, alongside allotment tenancy income of £12,000.

The annual building maintenance budget for 2025-26 was set at £55,000, in addition to the use of earmarked reserves for specific identified projects. For 2026/27, we have set a budget of £68,000.

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 based on a stock condition survey undertaken at that time. 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 a further review be undertaken in 2026/27 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 an annual 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;
- ☐ 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 reconfiguring and reviewing the space used within our built assets to meet current and future customer need;
- ☐ 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	Cemetery and Chapel (Consecration of chapel removed by Lord Bishop of Chichester in 1999). Commercial tenant interested in the lease of one chapel. Due to be re-let in 2026. Second chapel utilised by Uckfield Town Council.	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 12 January 2026

Agenda item 17.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES (Q3 2025-26)

1.0 Summary

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

2.0 Q3 2025/26: Progress Update





- 2.1 Four of the 11 priorities are now complete and the other seven, are all near completion or have made good progress and are on schedule. Town Council officers have worked extremely hard to get these projects underway, and the hard work shows with the achievements already accomplished.

3.0 Recommendations




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




Appendices: Appendix A: Q3 2025/26 Progress Report
Contact Officer: Holly Goring

Key:



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

APPENDIX A: Q3 - 2025/26 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
ROBUST APPROACH TO ARBORICULTURE We will address the remainder of ash dieback, and continue to record and map the results of our rolling tree surveying programme to ensure the safety of the public. We will re-plant trees and restock areas of our woodlands, alongside new community orchards where trees have been removed and disease has had an impact.		UTC are currently funding a tree surgeon on a monthly retainer to assist with a frequent and detailed tree surveying programme of trees on the Town Council's land, and recording the results of these surveys on new software (OTISS) which sits alongside the Town Council's mapping system Pear technology. This has identified further works which have been completed by staff internally and by external contractors. We anticipate the last of the Ash Dieback works being undertaken in Boothland Wood this winter (2025/26).	Environment & Leisure Committee	Estates & Facilities Manager
PROTECTING OUR NATURAL HABITS We will commission ecological appraisals and wildlife monitoring of our ancient woodlands and local nature reserves, and seek to separate areas from the public to preserve the flora and fauna and protect key species.		Preliminary ecological appraisals commenced for the following areas - Boothland Wood, WPLNR and HMLNR. Alongside this, a dormouse survey is being carried out in Boothland Wood due to the amount of development occurring on the surrounding land. The Newt Conservation Partnership carried out some studies by Harlands Balancing Pond (near the Nightingales) and West Park Local Nature Reserve on Monday 7 and Tuesday 8 April. This involved digging test pit holes of approximately 1sqm. We are awaiting the results of the appraisals.	Environment & Leisure Committee	Estates & Facilities Manager
EDUCATION AND CONSIDERATION OF CLIMATE CHANGE We will host an Eco EXPO to promote alternative technologies to local residents, and continue to consider alternatives in our purchases and management of Town Council land, with a continued focus on conservation and tree planting.		An Eco EXPO has been scheduled for 21 March 2026 due to the large number of events already scheduled for the autumn of 2025. Contact has been made with interested companies to start preparations for this event. Electric charging points have been installed at Victoria Pleasure Ground and the Source Car Park to assist with charging the three new Grounds vehicles, with the last of the three arriving in April 2025. Conservation and tree planting remains a priority for the organisation. The Tree Policy has been reviewed, and funding obtained to enable planting in 2024/25, which was completed Spring 2025.	Environment & Leisure Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
UPGRADING OUR ASSETS We will seek professional expertise to explore and deliver options for key buildings in the Town Council's portfolio – Osborn Hall/Signal Box. We will continue to improve the condition, safety and decoration of buildings we manage day to day – Civic Centre, Foresters Hall and Victoria Pavilion.		Further fire door replacements have been completed for the main Town Council buildings, along with the completion of remedial works to the fire dampers within the Civic Centre. Further works have also been completed to the water tanks and air conditioning units within the Civic Centre, to ensure these remain safe and efficient. Foresters Hall has continued with redecoration. The Signal Box has been cleared and structural and compliance work undertaken to prepare for a new commercial enterprise. Professional expertise is being sought for support with the commencement of major projects and members have agreed to extend the current lease agreement for Osborn Hall for a further two years, whilst considerations are explored.	General Purposes Committee	Estates & Facilities Manager
UPGRADING OUR SPORTS PITCHES We will arrange for and fund: - the replacement of the artificial cricket wicket; - full pitch renovations of our football pitches between May and July; - the installation of maneuverable goal posts for the football pitches at New Barn and Harlands; - welfare facilities at Harlands Playing Fields. In addition we will also apply for grant funding to undertake more substantial improvements to the grounds and facilities, and explore options for a future upgrade of the Skate Park.		The artificial cricket wicket was replaced in April 2025. Full pitch renovations were undertaken between the months of May and July. The very wet winter season, followed by a very dry summer season, has not assisted those works. Additional fracturing and seaweed fertiliser was applied in July to further assist the ground, and further works are being undertaken in December. A review of existing grounds machinery is also being carried out to understand how we can better access the pitches during the winter season. New manoeuvrable goal posts have been installed for Harlands and Victoria. Preparations have been undertaken to prepare for the installation of a temporary toilet and storage facility at Harlands Recreation Ground. Quotations have been obtained to assist with drainage issues at the Skate Park, and funding opportunities will be explored for improvements to our grounds maintenance and sports facilities.	Environment & Leisure Committee	Estates & Facilities Manager
COMMUNITY GRANTS We will award up to £22,000 of community grant funding to local groups and charitable organisations for the period 2025/26, alongside the provision of £23,000 to Wealden Citizen's Advice and £9,000 to Wealden Volunteering through service level agreements.		Both the first and second instalments have been paid to those awarded community grant funding in 2025/26. Instalments have also been paid towards the service level agreements for Wealden Citizen's Advice and Wealden Volunteering.	General Purposes Committee	Assistant Town Clerk & RFO

Priority	Status	Notes	Lead Committee	Lead Officer
UPGRADING PLAY AREA FACILITIES We will see delivery of the upgrade to Victoria Play Area, and make mid-term upgrades to equipment at Hempstead Recreation Ground. Funding will also be put aside for future improvements to West Park play area.	✓	Following a detailed consultation and procurement exercise between the months of March and June, a decision was taken at the July meeting of Environment & Leisure Committee on which play area company to appoint to complete the upgrade of Victoria Play Area, and the replacement of the zip line at Hempstead Recreation Ground. Works were completed in September 2025, and the play area equipment received their ROSPA safety check. The play area was officially opened on 10 October 2025.	Environment & Leisure Committee	Estates & Facilities Manager
PUBLIC REALM Work with the Uckfield Chamber of Commerce and local businesses to review the contract for festive lighting for the town centre in preparation for Christmas 2025, and work with local contractors to provide a beautiful floral display in our town centre.	✓	The Estates & Facilities Manager has worked hard to identify a new and suitable contractor to bring more light to Uckfield High Street. This has been a detailed process and also required the involvement of contractors, including East Sussex Highways to undertake improvement works to the existing lamp columns and infrastructure to support this year's festive lights which were a success. An external contractor was commissioned to bring the town centre floral displays to the Tesco roundabout in addition to the usual location. It has provided a lovely bright colourful setting in this area of the town.	General Purposes Committee	Estates & Facilities Manager
PUBLIC EVENTS AND ANNIVERSARIES IN THE TOWN We will organise and deliver the annual day festival Weald on the Field, an event to mark VE Day and support the preparations for the annual Remembrance Parade and Services.	✓	We delivered an event on Bank Holiday Monday 5 May to mark the 80 th anniversary of VE Day, at the Civic Centre. We hosted the most successful Weald on the Field day festival on Saturday 9 August 2025, yet. We hosted a moving beacon lighting remembrance service on Friday 15 August 2025, to mark the 80 th anniversary of VJ Day at Victoria Pleasure Ground. A large number of dignitaries, ex military, emergency services, representatives of local community organisations, cadets, guides and scouts joined us for the Remembrance Parade on Sunday 9 November 2025 prior to and after the service at Holy Cross Church. We also gathered at the war memorial on Armistice Day at 11am for a short service followed by the laying of the wreaths.	Full Council /Environment & Leisure Committee	Town Clerk

Priority	Status	Notes	Lead Committee	Lead Officer
PROFESSIONAL EXPERTISE We will utilise the assistance of professional expertise to project manage major projects and assist with the review of specialist policies and procedures.		Initial conversations have been held with external consultants and contractors to explore the use of their professional expertise with: <ul style="list-style-type: none"> - GDPR requirements; - incident response and Martyn's Law; - Reviewing HR policies; - the project management of major projects including the presentation of a report setting out high level options for a community facility. 	General Purposes Committee	Assistant TC & RFO/ Town Clerk
FORWARD PLANNING We will work with local partner agencies, residents and local businesses to understand the infrastructure requirements for Uckfield. We will also consider the future impact of growth on the Town Council's provision of allotment and cemetery space. This information will also be utilised to inform the finalisation of an Uckfield Neighbourhood Plan and our position in the midst of devolution at the higher level of local government.		<p>Meetings have been held with other Town Councils within Wealden DC, and updates been received from the Chief Executive of Wealden District Council to understand the latest developments on Local Government Reorganisation. The Town Council has also provided a response to the MHCLG consultation on the options for Sussex.</p> <p>Discussions and prioritisation of the infrastructure requirements for the town, have continued, in-house with elected members, partner agencies and developers.</p> <p>Work is underway on the draft Neighbourhood Plan and steering group meetings back up and running.</p>	Full Council	Town Clerk

Date: 08/01/2026
Time: 09:04:03

UCKFIELD TOWN COUNCIL
Balance Sheet

Page: 1

From: Month 1, April 2025
To: Month 9, December 2025

Chart of Accounts:

UTC General [PARTIAL]

	<u>Period</u>	<u>Year to Date</u>	
Fixed Assets			
Land & Buildings	0.00	3,017,008.00	
Vehicles, Plant & Equipment	0.00	181,899.49	
Non-operational Assets	0.00	1,159,388.00	
Community Assets	0.00	19,284.00	
		0.00	4,377,579.49
Current Assets			
Stock	0.00	3,626.08	
Debtors	(9,316.95)	195,738.84	
Deposits and Cash	452,069.68	1,359,724.83	
VAT Liability	13,603.43	26,967.27	
Bank	0.00	184,778.19	
		456,356.16	1,770,835.21
Current Liabilities			
Creditors - Short term	(12,986.31)	41,874.29	
Taxation	(106.04)	(106.04)	
Wages/Pension Fund	1,220.62	6,740.77	
Bank Account	16,608.13	0.00	
		4,736.40	48,509.02
Current Assets less Current Liabilities:		451,619.76	1,722,326.19
Total Assets less Current Liabilities:		451,619.76	6,099,905.68
Long Term Liabilities			
Loans	(9,600.00)	393,600.00	
Lease	0.00	82,611.98	
		(9,600.00)	476,211.98
Total Assets less Total Liabilities:		461,219.76	5,623,693.70
Capital & Reserves			
Reserves	0.00	5,161,644.55	
P & L Account	470,772.84	470,772.84	
Previous Year Adj		829.39	
		470,772.84	5,633,246.78

From: Month 1, April 2025
To: Month 9, December 2025

Chart of Accounts:	UTC General [PARTIAL]	
	<u>Period</u>	<u>Year to Date</u>
Sales		
Environment & Leisure	100,813.39	100,813.39
General Purposes	1,693,062.71	1,693,062.71
Luxfords income	195,515.54	195,515.54
	1,989,391.64	1,989,391.64
Purchases		
Environment & Leisure	561,866.79	561,866.79
General Purpose	728,882.36	728,882.36
Luxfords Expenditure	227,869.65	227,869.65
	<u>1,518,618.80</u>	<u>1,518,618.80</u>
Gross Profit/(Loss):	<u>470,772.84</u>	<u>470,772.84</u>
Net Profit/(Loss):	470,772.84	470,772.84

Profit & Loss

GP Sales Breakdown

Total	1,693,062.71
Precept	(1,321,884.00}
CIL	(202,562.67)
Balance	168,616.04

Annual Budget for 2025/26

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

Meeting of the Full Council

Monday 12 January 2026

Agenda item 19.0

TO CONSIDER A REVIEW OF ESTATES MACHINERY

1.0 Overview

- 1.1 Within the Town Council's Estates machinery, we hold a New Holland T4 75s Tractor and Major Contoura rotary mower for open space grass cutting. The tractor was purchased in May 2024 and has warranty until May 2027(hours dependent). The Major Contoura rotary mower was purchased early 2023 and has warranty until early 2026.
- 1.2 Although very good quality machinery, in the last two years we have struggled to get onto the pitches over the winter months to carry out basic maintenance tasks partly owing to the weather, ground conditions in Uckfield and partly owing to not having the appropriate equipment. This has meant we have struggled to provide the level of sports pitch preparation and grounds maintenance that is expected.
- 1.3 The New Holland T4 albeit new and under warranty is not suitable for the application required. The tractor's main role is grass and turf management on the sports pitches and open spaces. Whilst the tractor allows for larger areas to be managed quickly it doesn't allow for them to be managed all year round due to the weight of the tractor causing compaction and rutting. Added to this is the high running costs whilst working with an average of £17 per hour used in fuel alone.
- 1.4 The Major Contoura is a triple deck mower, that allows for large areas to be mowed quickly. It is due to run out of warranty early next year and to date has had two gearboxes replaced under warranty. The cut produced is inconsistent and whilst we try to maintain a pitch length of 30mm (FA guidelines) this isn't always the case. The mower is maintenance heavy and with the warranty running out it would be prudent to replace before a major breakdown occurs and whilst it still has value.

2.0 Current valuations

- 2.1 These vehicles are currently valued at the following:

<u>Item</u>	<u>Company 1</u>	<u>Company 2</u>
<u>New Holland T4 75s</u>	£30,000	£33,500
<u>Major Contoura</u>	£8,000	-

3.0 Proposals for replacement of the Tractor

- 3.1 It is recommended that the current tractor be replaced with a hydrostatic compact tractor on turf tyres with a horsepower ranger of 50-60hp. The compact tractor would be more efficient with cheaper running costs and allow for basic maintenance works to be carried out throughout winter with a reduction in compaction and rutting owing to a weight of only circa 1950kg as opposed to 4000kg plus.

3.2 Compact Tractor prices:

All of the below are cabbed and include pick up hitches and turf tyres.

New Holland Boomer 55hp	ISEKI TG6687 HST	John Deere 4066
£32,141.00	£38,662.83	£49,750.00

4.0 **Proposals for replacement of the Rotary Mower**

- 4.1 It is recommended that the current Major Contoura Rotary Mower be replaced. This is due to it coming to the end of its warranty period with historic breakdowns that without warranty would be costly to repair. The cut isn't consistent and is maintenance heavy. The size/weight of this mower decreases the efficiency of the tractor unit. Whilst the mower still holds some value it would be sensible to trade it in and replace with a new unit. Upon discussion with suppliers and manufacturers whilst at Saltex (Grounds Management Association Conference/Exhibition) it would be more efficient to have a slightly smaller mower not only in cost but also in time.

4.2 Replacement Mower prices:

Trimax Procut -237(British made)	Major MJ65-300(Irish Made)
£9,000	£10,950

- 4.3 Both mowers come with a three-year warranty and are made within the UK, the Trimax is more specifically manufactured for the fine/sports turf market and produces a consistent cut. It is belt driven which means no gearbox failures, it is maintenance free with the exception of four grease points. Although it is 700mm narrower than the Major it is believed that the quality of cut and maintenance aspect would outweigh the extra time required. The average adult football pitch is 1.6-2 acres and the cut rate on this mower is 3.9 acres per hour. The Major although has a wider cutting width, it is a general grass and scrub mower that doesn't cut as low as the Trimax. It is quite maintenance heavy with three gearboxes and a multitude of grease points.

5.0 **Conclusion**

- 5.1 In conclusion, professional opinion would be to replace the current tractor with the New Holland Boomer 55 as this offers the best value with no outlay of funds when trading against our current tractor unit (see table below). The Boomer will allow for basic and more extensive maintenance to be carried all year round to ensure we are satisfying the needs of hirers all year round.

It is also suggested to replace the Contoura mower with the Trimax Pro cut due to the cut quality, maintenance aspect and ease of repair in the event of a belt failure.

Combination	Total Cost	Trade in Cost	Difference
Boomer 55/Trimax	£41,141.00	£41,500.00	+£359.00
Boomer 55/Major	£43,091.00	£41,500.00	-£1,591.00

6.0 **Recommendation**

- 6.1 Members are asked to consider the proposals outlined by the Estates Manager and advise the Clerk accordingly.

Contact Officer: Estates Manager

Meeting of the Full Council

Monday 12 January 2026

Agenda item 20.0

TO CONSIDER PROVIDING A CONTRIBUTION TO THE 'OUR PARKS' INITIATIVE

1.0 Background

- 1.1 The 'Our Parks' initiative started in Uckfield on 12 November 2022 and has provided weekly free-of-charge outdoor physical activity sessions to local residents. The start-up funding was made available through the London Marathon Charitable Trust and Fields in Trust Active Spaces Programme, which provided a grant of £5k to Uckfield Town Council.
- 1.2 The initial funding from Fields in Trust covered the cost of the initiative for its first year. Wealden District Council were then able to secure funding as part of their funding agreement with East Sussex Public Health to expand the programme across the district. Two years on, the programme is now taking place at Ridgewood Recreation Ground on Wednesday and Saturday mornings at 9.30am.
- 1.3 The funding for the programme ended at the end of the calendar year. Funding needs to be sought to cover the cost of the programme until the end of the financial year (31 March 2026). The plan longer term is to recruit Coach Parkers to maintain the free initiative into 2026/27 and beyond.
- 1.4 Uckfield (Ridgewood) has been the most popular of the areas in the Wealden District. Attendance figures for February 2025 to October 2025 are as follows:

Feb-25	52
Mar-25	90
Apr-25	90
May-25	67
Jun-25	87
Jul-25	97
Aug-25	84
Sep-25	78
Oct-25	92

2.0 Extending the programme until April

- 2.1 Funding the extension of the programme until April would give sufficient time for the Coach Parker programme to be fully established and for suitable volunteer(s) to be identified.
- 2.2 The overall experience from local residents and Our Parks is that the programme has been well received in Uckfield.
- 2.3 To cover the cost of the interim programme between January and April (16 weeks) at two sessions per week (each at £80), would total £2,560.

- 2.4 It would therefore be prudent to find a suitable way of covering the costs of the programme between now and April so as not to see the service cut for local residents.
- 2.5 Half of the funds required would be a sum of £1,280. There is currently in the region of £14k within Earmarked Reserves within the funding allocated for 'Sports and recreational improvements.' The remaining funding could potentially be supported through grant funding opportunities available with Wealden District Council or local ward members. The Town Clerk would explore these options whilst confirming payment of the first sum to Our Parks.
- 2.6 Uckfield Town Council can support 'Our Parks' with the marketing and communication of both the Coach Parker programme as well attracting new attendees for the two sessions per week. Interest has built in the initiative and the programme aligns with the Town Council's Strategic Plan aims of 'empower and strengthen.'

3.0 Recommendation

- 3.1 Members are asked to:
- (i) approve the allocation of earmarked reserves to contribute 50% of the funding required to continue the programme for the next 16 weeks;
 - (ii) identify alternative funding for the remaining sum required to cover the cost of the programme until April 2026;
 - (iii) support Our Parks with the promotion of the Coach Parker programme and overall initiative in Uckfield and maintain free exercise for local residents.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 12 January 2026

Agenda Item 21.0

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 1 December 2025 and 11 January 2026.
- 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

- 03.12.25 Attend 'Swim England' event. Freedom Leisure, Uckfield.
- 05.12.25 Uckfield Late Night Shopping. Uckfield.
- 06.12.25 Guest at 99th Birthday Tea Party. Harcourt Close, Uckfield.
- 10.12.25 Mayor of Seaford's Carol Service. St Leonard's Church, Seaford.
- 11.12.25 Mayor's own Carol Service. Holy Cross Church, Uckfield.
- 12.12.25 Guest at Harlands Primary School Winter Wonderland, Harlands, Uckfield.
- 12.12.25 Guest of Uckfield Singers Carol Concert. Holy Cross Church, Uckfield.
- 13.12.25 Guest at PHAB Christmas Party. Ridgewood Village Hall, Ridgewood.
- 13.12.25 Guest of Uckfield Theatre Guild Pantomime. Civic Centre, Uckfield.
- 14.12.25 Guest at Mayor of East Grinstead's Carol Service, Meridian Hall, East Court, East Grinstead.
- 14.12.25 Sx Ass of Bonfire and Carnival Society. Holy Cross Church, Uckfield.
- 15.12.25 Mayor of Polegate's Carol Service. St George's Church, Polegate.
- 17.12.25 Chamber of Commerce Breakfast Meeting. Civic Centre, Uckfield.
- 11.01.26 Guest of Father John Wall - being made a Cannon of Prebendary of Seaford. Chichester Cathedral, Chichester.

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

- 04.12.25 Switch of Christmas Lights at Lydfords Care Home. East Hoathly, Uckfield.
- 05.12.25 Uckfield Late Night Shopping. Uckfield.
- 11.12.25 Attend Mayor of Uckfield's Carol Service. Holy Cross Church, Uckfield.