



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

on

**Monday 16 March 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 12 January 2026 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 26 January, 16 and 23 February and 9 March 2026

(b) Environment and Leisure Committee 19 January and 2 March 2026

(c) General Purposes Committee 9 February 2026

- 7.0 TO RECEIVE REPORTS FROM OUTSIDE BODIES (none)**
- 8.0 TO RECEIVE REPORTS FROM WORKING GROUPS**
 - (ii) Events Working Group
- 9.0 TO RATIFY A RECOMMENDATION FROM STANDING COMMITTEES:**
 - General Purposes Committee
 - (i) Scheme of Delegation and Committee Terms of Reference
 - Environment & Leisure Committee
 - (i) Memorial Safety Policy
- 10.0 TO CONSIDER AN ENQUIRY RELATING TO LAND ADJACENT TO 10 WILSON GROVE**
- 11.0 TO CONSIDER A MOTION FROM COUNCILLOR D. BENNETT**
- 12.0 TO CONSIDER A MOTION FROM COUNCILLOR D. FRENCH**
- 13.0 TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL**
- 14.0 TO NOTE PLANS TO PRESERVE BOOTHLAND WOOD AND ASSOCIATED FOOTPATHS**
- 15.0 TO SIGN AND SEAL LEASE AGREEMENTS**
- 16.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
- 17.0 SIGNING OF GRAVE CERTIFICATES/TRANSFERS OF DEEDS OF GRANT**
- 18.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 19.0 TOWN CLERK'S ANNOUNCEMENTS**
- 20.0 CHAIR'S ANNOUNCEMENTS**



Town Clerk
10 March 2026

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held
on Monday 12 January 2026 at 7.00pm
in the Council Chamber, Civic Centre, Uckfield

PRESENT: Cllr. K. Bedwell (Town Mayor)
Cllr. S. Mayhew (Deputy Mayor) Cllr. D. Manvell
Cllr. K. Butler Cllr. B. Reed
Cllr. D. Bennett Cllr. P. Selby
Cllr. D. French Cllr. A. Smith
Cllr. M. McClafferty Cllr. P. Ullmann

IN ATTENDANCE:

1 x member of the public
County Councillors Chris and Claire Dowling

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

On behalf of Uckfield Town Council, the Town Mayor, Councillor K. Bedwell, wished to share her condolences with the family and friends of Mr Alan Sallows, of the Uckfield Rugby Club who had recently passed away. The service was due to take place at St Bartholomew's Church, Maresfield on 21 January 2026 at 11.30am.

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.

Councillors D. French, P. Selby and A. Smith, recorded a personal interest for agenda item 12.0 due to their roles as Town Council representatives on Wealden Volunteering and Wealden Citizens Advice as outside bodies.

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

No statements were forthcoming.

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

FC.76.01.26 Members **RESOLVED** to suspend standing orders to enable the County Councillors to speak.

County Councillor Claire Dowling provided an update on the minor defects that had been reported as well as recent utility works within the town such as UKPN, SGN and water leaks which had resulted in road closures or temporary traffic lights. She had been working closely with the Network Management team to address concerns and keep traffic moving where possible.

Additional signage had been provided at the junction of the A272 with London Road (Budletts) to reduce the risk of accidents from the temporary road closure and difficulties with vehicles turning right.

Members stressed again their concerns in relation to Copwood roundabout and the near misses and accidents occurring due to the confusion with the lanes on the approach to the roundabout. This had been a particular issue since the widening works had been undertaken.

Councillor B. Reed also added that accidents were occurring more frequently on both Batts Bridge roundabout and Blackdown roundabouts. The road condition had also been reported as being of concern.

County Councillor Chris Dowling referred to matters in his constituency and in particular the forthcoming partnership meeting in relation to Lewes Road regarding vehicular and pedestrian safety. The meeting was due to take place shortly.

Councillor D. Manvell led the updates from Wealden District Councillors; referring to two recent Cabinet meetings; one focused on local government reorganisation, and one on the Draft Wealden Local Plan shortly due out for public consultation.

Councillor D. Manvell was also seeking further advice from the Planning Officer regarding the application for Ridgewood Manor Care Home.

Councillor D. French had also been present at the two Cabinet meetings.

Councillor B. Reed referenced the Cabinet meetings, an application she was preparing for Defra for funding. Councillor Reed had been working with residents near to Bentley, in relation to an application for a Battery Energy Storage system and solar farm. Councillor Reed also added further detail on the application for Ridgewood Manor Care Home (four-storey 77 bed home), which raised concerns in terms of its scale, form, impact on adjacent ancient woodland and light pollution.

FC.77.01.26 Members **RESOLVED** to reinstate standing orders.

4.0 APOLOGIES FOR ABSENCE

Apologies had been received from Councillors V. Frost, J. Love, C. Macve and D. Ward due to sickness and personal commitments.

5.0 MINUTES

5.1 To resolve that the minutes of the meeting of Full Council on 1 December 2025 be taken as read, confirmed as a correct record and signed by the Town Mayor.

FC.78.01.26 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.63.10.23 - Motion on pedestrian crossing

FC.41.09.25 – Motion from Cllr Macve (car parks)

Members subsequently noted the report and requested copies of the correspondence.

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 8 December 2025 and 5 January 2026

FC.79.01.26 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 8 December 2025 and 5 January 2026.

(b) Environment & Leisure Committee

No meeting held.

(c) General Purposes Committee of the 15 December 2025

FC.80.01.26 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 15 December 2025.

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

None received.

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

None received.

9.0 TO RATIFY DOCUMENTATION FROM STANDING COMMITTEES:

General Purposes Committee

(i) Risk Management Policy

FC.81.01.26 Members **RESOLVED** to ratify the adoption of the revised Town Council's Risk Management Policy.

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

Members were provided with a copy of the letter received from the Home Office, in response to the Town Council's request for engagement, whereby the Town Council was advised that the Home Office did not provide running commentaries on individual sites, and in summary advised that any formal communication would be issued to statutory partners only prior to the site being occupied (i.e. Sussex Police and Wealden DC).

Understandably this was a disappointing response and both the Town Mayor and Town Clerk would continue to push for direct communication and engagement with the parish and town council sector.

An update was provided on the concerns recently raised by local residents, as well as the work being undertaken to remain on the radar with key statutory authorities likely to be engaged, as well as sharing key messages with the community around community safety. The Town Clerk had also requested a meeting with Uckfield College.

Members discussed the current position of the Town Council, and as no direct communication or information was being shared by the Home Office with the parishes, it was felt that a public meeting would be of no benefit, as there was no additional information to share, other than that already within the public domain.

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

Members were presented with the report of the Independent Remuneration Panel. This report recommended a 3.8% increase. Uckfield Town Council had not followed the recommended increases for a period of three years following the pandemic, which meant that the starting position was different to that within the Panel's report.

It was suggested by the Town Clerk in order to keep discussions contained, that members consider four options. Members were first asked for their initial views by email prior to Christmas, to assist with gauging a view in determining draft figures for budget setting.

These were:

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

One member acknowledged that all-out Town Council elections were due in May 2027. A second member, reminded those present of the challenges that differing work or personal circumstances had. For example, those who were self-employed, could lose income when attending council commitments or meetings.

A show of hands was suggested on the two most preferred options:

Option B – 5.0% increase (7 votes in favour out of 11 members present)

Option C – 3.8% increase (3 votes in favour out of 11 members present)

FC.82.01.26 With 7 votes in favour, it was therefore **RESOLVED** to agree to an increase of 5% to the basic member allowance and the Chairman's allowance which would set the basic allowance at £1,530.98 and the Chair's allowance at £2,114.04 for 2026/27.

12.0 TO CONSIDER PROPOSED DRAFT SERVICE LEVEL AGREEMENTS FOR 2026/27

Further to discussions by Finance-Sub Committee and General Purposes Committee through the budget setting process, service level agreements had been drafted for three organisations (i) Wealden Citizens Advice, (ii) Wealden Volunteering and (iii) Uckfield Bonfire & Carnival Society, for consideration by members. All service level agreements were for a term of 12 months.

Councillor B. Reed proposed that all three agreements be accepted. This was seconded by Councillor P. Selby.

FC.83.01.26 Members **RESOLVED** to accept the service level agreements for 2026-27 for the following organisations:

- (i) Wealden Citizens Advice;
- (ii) Wealden Volunteering, and;
- (iii) Uckfield Bonfire & Carnival Society.

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

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

Councillor B. Reed and Councillor D. French noted a couple of typos which could be easily rectified.

Discussions then continued on:

- loss of affordable housing as a result of challenges experienced after planning permission had been granted. There was a need to secure homes for the local community. It was suggested that commuted sums be ringfenced for local delivery;
- biodiversity net gain and the suggestion that the Town Council's Strategic Plan should lobby for a tighter percentage of 20% onsite;
- the need to attract a higher level of community infrastructure levy to support infrastructure improvements as a result of the growth in and around the town, through agreements with neighbouring authorities, or a community governance review;

The Town Clerk felt the debate that followed in relation to biodiversity net gain highlighted the gaps in knowledge amongst Town Councillors and the need for

this matter to be discussed further before seeing inclusion in the plan.

Members discussed the potential of initiating a Community Governance Review. It was felt this should be a direct action taken by the Town Council, rather than a community aspiration.

FC.84.01.26 Subject to the inclusion of a new objective to launch a Community Governance Review, members **RESOLVED** to approve and adopt the 2026-31 Strategic Plan.

14.0 TO ADOPT THE TOWN COUNCIL'S ANNUAL PLAN 2026/27

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

Further to discussions on the Strategic Plan, and support for the process of a Community Governance review to be initiated, it was suggested that this be included in the annual plan, as direct action would be taken by the Town Council to initiate this process.

Councillor D. Bennett, requested whether the reinstatement of the railway could be incorporated into the annual plan. The Town Clerk advised that this wasn't a direct action being taken by the Town Council or project that could be directly delivered by the Town Council in the new financial year. This had already been incorporated within the Strategic Plan and a key priority for the organisation longer-term.

Members asked if there were any beacon lighting events due to occur this year, to which the Town Mayor explained that this had been asked by Finance Sub-Committee and checked by staff, to which none had been reported online.

FC.85.01.26 Subject to the addition of 'Community Governance Review', members **RESOLVED** to adopt the Annual Plan for 2026/27.

15.0 TO CONSIDER THE RECOMMENDATIONS OF THE FINANCE SUB-COMMITTEE AND FORMALLY SET THE ANNUAL BUDGET (PRECEPT) FOR 2026/27

The Assistant Town Clerk & RFO presented the final draft of the budget for 2026/27. She updated members on the work undertaken in the weeks leading up to this meeting, which resulted in the presentation of a fair and realistic budget for the next financial year.

Since the first draft was shared, Wealden DC had informed Uckfield TC that the Council Tax Base had increased by 41. A small number but it had helped to spread the budget a bit further. A small amount of funds had also been set aside again for contingency. The Finance Sub Committee reviewed and scrutinised the finer details of the budget the previous week, and the Assistant Town Clerk handed over to the Vice Chair of the Sub-Committee, Councillor Manvell, in the absence of the Chair.

Councillor D. Manvell, reflected on the views of the sub-committee, and the difficult decision by the Town Council the previous year. For 2026-27, the Town Council was in a stronger position, but still needed to balance delivery of a number of major projects and their associated professional fees with increasing

costs, and support to local community organisations through service level agreements. The major projects being taken forward for the town council would generate additional revenue in the future, and therefore the increases now would speculate to accumulate.

The Town Clerk endorsed these comments, and reminded members of plans for local government reorganisation in April 2028, which could result in the parish/town council sector taking on more services or the management of additional assets in future years. She also reminded members, that it was prudent that the Town Council maintained a watch on its general reserves to ensure adequate levels were maintained, particularly during periods of high expenditure on major projects.

Comments from members included:

- (i) support for consideration being given for contingency;
- (ii) support for consideration of expanding the professional fees budget to accommodate any costs in delivering the Neighbourhood Plan;
- (iii) support for the drafting of a prudent and sensible budget;
- (iv) clarification sought on a reduction in estates salaries, which was explained by a balance of contract work and in-house delivery with the use of efficient machinery and equipment;
- (v) request for an update on the Signal Box, to which officers responded.

FC.86.01.26 Members **RESOLVED** to ratify the recommendation of Finance Sub-Committee and adopt the annual budget for 2026/27 of £2,121,082 with a precept of £1,432,188. This would result in an increase of £16.62 (7.55%) per annum for the average Council Tax Band D household (approx. £1.66 per month).

Members also wished to record their thanks to Management Team for their hard work on preparing the annual budget.

16.0 TO ADOPT THE ASSET MANAGEMENT PLAN FOR 2026-31

FC.87.01.26 Members **RESOLVED** 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)

Members were presented with an update for quarter 3 (Oct – Dec) for 2025/26. Members wished to acknowledge the amount of work undertaken by staff to deliver these projects alongside their day to day work, and subsequently noted the report.

18.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR THE END OF DECEMBER 2025

Councillor P. Ullmann wished to seek clarification on a liability showing on one of the bank accounts, which would be checked by the Assistant Town Clerk & RFO. Members noted the reports.

19.0 TO CONSIDER A REVIEW OF ESTATES MACHINERY

A report was presented to members which proposed the sale and replacement of both the Town Council's tractor, and rotary mower. Existing machinery was incredibly large and heavy and was proving difficult to use on the pitches during the winter months, due to their size and weight. Valuations had been obtained for

this machinery for sale, and alternative models were proposed for replacement which were more suitable for football pitch and open space maintenance particular during the winter months. The Estates Manager also advised that the new machinery would see a 50% reduction in running costs and fuel costs.

The Estates Manager answered specific enquiries relating to the existing and proposed new machinery. It was asked if the nominal book value could be checked against the market value of the existing machinery. Members were also interested in what additional tasks could be carried out by the proposed new machinery.

FC.88.01.26 Members **RESOLVED** to approve the sale of the Tractor and Major Contoura Rotary Mower, and proposed options for replacement.

20.0 TO CONSIDER PROVIDING A CONTRIBUTION TO THE OUR PARKS INITIATIVE UP TO 31 MARCH 2026

The Town Clerk explained the sudden removal of public health funding for the programme and the success of the initiative within Uckfield. Members understood the benefits and need to support the continuation of the classes whilst exploring all available future options.

FC.89.01.26 Members **RESOLVED** to:

- (i) approve the allocation of earmarked reserves to contribute a sum of £1,280 to continue the initiative for a period of eight weeks;
- (ii) identify alternative funding for the programme for 2026/27, and;
- (iii) support Our Parks with the promotion of the Coach Parker programme and overall initiative in Uckfield, in order to maintain access to free exercise for local residents.

21.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the report.

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

Five deeds of grant have been received:

Gavin Galbraith-Marten x 2

Edward Mower

Carmel Weekes

Louise Marie Elliott

FC.90.01.26 It was **RESOLVED** for three councillors to sign the above deeds of grant.

23.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

24.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk confirmed that a response had been submitted by the deadline on behalf of the Town Council to the MHCLG consultation on local government reorganisation proposals in Sussex. A copy of the response would be shared with members.

25.0 CHAIR'S ANNOUNCEMENTS

None.

The meeting closed at 8.52pm.

UCKFIELD TOWN COUNCIL

**ACTION LIST – FOR INFORMATION ONLY
FULL COUNCIL**

Resolution No.	Details	Date Raised	Action By	Date Complete
<p><u>FC.105.02.17</u></p> <p><u>FC.95.01.20</u></p>	<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>	<p>In progress.</p>
<p><u>FC.55.10.21</u></p>	<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>(ii) <i>if ESCC have expressed an interest, that Uckfield Town Council lobby for such facilities to be introduced in Uckfield.</i>”</p>	<p>25.10.21</p>	<p>HG</p>	<p>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.</p>
<p><u>FC.105.02.24</u></p>	<p><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.</p>	<p>26.02.24</p>	<p>HG</p>	<p>This needs to be reviewed in 2026/27.</p>

UCKFIELD TOWN COUNCIL

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.29.06.24</u>	<p><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.</p>	26.06.24	SD/HG /JH	This will be reviewed in 2026. Other priorities have taken precedence.
<u>FC.49.09.24</u>	<p><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.</p>	09.09.24	Grnds/ TC	We await an update from UKPN on their updated proposals.
<u>FC.50.09.24</u>	<p><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).</p>	09.09.24	WH	This will be reviewed in 2026. Other priorities have taken precedence.
<u>FC.103.04.25</u>	<p><u>10.0 To consider legal advice on the village green status of Ridgewood Recreation Ground</u> With 9 members voting in favour and one member abstaining, it was RESOLVED to agree to: (i) proceed with exploring the re-positioning of the village green status on Ridgewood Recreation Ground and preserve the correct areas of the open space for the future, and; (ii) to seek further information on the proposed changes to the Millennium Green (as a SANG) and consider this within the investigations.</p>	07.04.25	HG	In progress.

UCKFIELD TOWN COUNCIL

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.45.09.25</u>	<p><u>17.0 Consider the placement of storage and temporary toilet facility at Harlands Playing Fields</u> Eight out of 12 members voted in favour and RESOLVED to: (i) agree to the Uckfield Grasshoppers Junior Football Club siting a storage container to the southern eastern corner nestled behind the trees at Harlands Recreation Ground, and;</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> Members RESOLVED to: (i) note the current concerns with road safety in Lewes Road and New Road; (ii) obtain information from local residents and nearby businesses to assist with making a case to applicants, contractors, planning enforcement and East Sussex County Council Development Control and Traffic Safety; (iii) task the Town Clerk with convening a meeting of the relevant organisations/parties to discuss: - the location of the bus stop; - parking restrictions in Lewes Road, and; - pedestrian and vehicular safety at the junction of New Road/Lewes Road; (iv) write to Brighton & Hove Buses regarding our concerns and to obtain their views, and; (v) write to Sussex Police to seek their support with the handling of obstructions at junctions and property entrances.</p>	20.10.25	HG	Multi-agency meeting took place on 28 January 2026.
<u>FC.61.10.25</u>	<p><u>10.0 To undertake an initial review of the Town Council's Service Level Agreements</u> 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 Full Council on 12.01.26. The SLAs were approved. NFA

UCKFIELD TOWN COUNCIL

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<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> 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 shortly.
<p><u>FC.88.01.26</u></p>	<p><u>19.0 To consider a review of Estates Machinery</u> Members RESOLVED to approve the sale of the Tractor and Major Contoura Rotary Mower, and proposed options for replacement.</p>	12.01.26	TW	<p>Arrangements have been made for the sale of both items, and replacements have been ordered and scheduled for delivery this month - ready for the start of grass cutting season.</p> <p>NFA.</p>
<p><u>FC.89.01.26</u></p>	<p><u>20.0 To consider providing a contribution to the Our Parks Initiative up to 31 March 2026</u> Members RESOLVED to: (i) approve the allocation of earmarked reserves to contribute a sum of £1,280 to continue the initiative for a period of eight weeks; (ii) identify alternative funding for the programme for 2026/27, and; (iii) support Our Parks with the promotion of the Coach Parker programme and overall initiative in Uckfield, in order to maintain access to free exercise for local residents.</p>	12.01.26	HG/RN	<p>(i) Agreement put in place with funding for a further 8 weeks and programme re-commenced.</p> <p>NFA.</p> <p>(ii) Ridgewood Village Hall Committee submitted an application to WDC's Tackling Inequalities in Physical Activity grant funding programme. Decision anticipated end of March 2026. NFA.</p> <p>(iii) In progress.</p>

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

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
March 2026	To consider enquiry relating to land	Estates Manager
	Motion from Cllr Bennett	Town Clerk
	Motion from Cllr French (re: ACV)	Town Clerk
	Ratification of policy reviews from General Purposes Committee and Environment & Leisure Committee	Town Clerk
	Sign and seal lease agreements: - Osborn Hall - Victoria Pavilion	Town Clerk
	Urgent Consultation Panel – S.85	Town Clerk
CONFIDENTIAL		

FULL COUNCIL FORWARD PLAN – 2026

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
May 2026	Election of Mayor and Deputy Mayor	Town Clerk
	Committee appointments and representative appointments to outside bodies	Town Clerk
	Annual review of: (i) Standing Orders (ii) Financial regulations (iii) Scheme of Delegation and Terms of Reference (iv) Code of Conduct and Civility and Respect Pledge (v) Member of bodies and annual fees (vi) Fixed Asset Register	Management Team
	Schedule of Member audits for 2026/27	Assistant TC & RFO
	Calendar of meetings for 2026/27	Town Clerk
	Ratification of policy reviews from General Purposes Committee and Environment & Leisure Committee	Town Clerk
	Sign and seal lease agreements: - Storage Garages, Victoria Pavilion - The Source - Signal Box	Town Clerk
	Snapshot of Budget and Balance sheet position at end of March 2026 (Q4)	Assistant TC & RFO
	End of Year review of Annual Priorities for 2025/26	Town Clerk
	CONFIDENTIAL	

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	REPORT OFFICER
June 2026	Internal Audit Report for 2025-26 (for the year ending 31 March 2026)	Assistant TC & RFO
	Annual Governance Statement – Section 1 of AGAR	Assistant TC & RFO
	Sections 2 & 3 of AGAR and draft financial statements	Assistant TC & RFO
	Standing Orders and Direct Debit payments	Assistant TC & RFO
CONFIDENTIAL		

FULL COUNCIL FORWARD PLAN – 2026

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.

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

Meeting of the Full Council

Monday 16 March 2026

Agenda Item 8.0(ii)

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

Weald on the Field – Saturday 8 August 2026

Preparations are underway for this year's event.

All facilities have been booked for the event – in terms of staging, generators, marquee, hay bales, toilets, security and first aid.

The line up for live music between 12noon and 7.00pm has been arranged, and interval acts are being booked as we speak. Bookings are coming in fast for street food, pop up bars, local produce, local crafts and children's entertainment.

The only requests we have at this stage:

(i) with the event getting bigger and better each year, we need more help onsite at either of the following times:

- setting up for the event (morning 7.30am – 11.00am),
- during the event (afternoon – 12noon – 4.30pm), or;
- packing up (early evening – 5.30pm – 8.30pm);

(ii) we also need help to spread the word to local businesses about our sponsorship opportunities:

WEALD ON THE FIELD

Saturday 8 August 2026
11:00am - 7:00pm

SPONSORSHIP OPPORTUNITIES

PREMIER SPONSORSHIP
£500 - SPONSOR HEADLINE ACT
(includes banner space and numerous mentions on stage)

GOLD SPONSORSHIP
£250 - SPONSOR A BAND
(includes banner space and two mentions on stage before and after performance)

SILVER SPONSORSHIP
£100 - PUT A BANNER ON THE HERAS FENCING
(banner not included)

PLUS MANY OTHER BENEFITS!

EMAIL: townclerk@uckfieldtc.gov.uk

Town Clerk

UCKFIELD TOWN COUNCIL



SCHEME OF DELEGATION

Issue No.	Date Agreed	Details of amendments
1	26.04.24	Draft presented to Full Council 26.06.24
2	18.07.24	FS.05.07.24 - Review of references to Financial Regulations and financial limits at Finance Sub Committee.
3	09.09.24	FC.45.09.24 - Adoption at Full Council
4	19.05.25	FC – annual review and adoption
5	09.02.26	Minor review at GP Committee
6.	16.03.26	Ratification and adoption at Full Council

Scheme of Delegation

1.0 Introduction

- 1.1 A scheme of delegation enables a local authority to function efficiently and effectively in its day to day operations.
- 1.2 Under the Local Government Act 1972 s101(a), the Town Council has the power to arrange for the discharge of functions to a committee, sub-committee or officer employed by the authority.
- 1.3 Uckfield Town Council holds a set of Standing Orders which are the written rules of the council - determining the conduct, governance requirements and procedures for the town council's meetings – of the full Council, standing committees and sub-committees.
- 1.4 The council has a clear set of terms of reference which outline the areas and responsibilities covered by the Town Council's standing committees. This is set out in appendix A.
- 1.5 The council also has to adhere to a set of financial regulations, which ensure the necessary procedures and internal controls are in place to manage the council's finance and procurement. These should be observed in conjunction with the Council's standing orders.
- 1.6 Without these governing documents and the Council's terms of reference, every decision would have to be taken by the Full Council as powers cannot be legally delegated to individual Councillors or working groups. For the purpose of clarity, working groups are established to investigate and/or review a particular subject or activity then report back to the relevant committee or Council with its findings which may include recommendations. Further information is available in the Town Council's Working Groups policy – policy no. 39.
- 1.7 Being a Town Council with a large asset portfolio, and close attention needed to manage the operations of the Civic Centre, Foresters Hall and Luxfords Restaurant alongside our outside spaces, it would not be practicable or viable to wait for a Full Council meeting to address specific matters.
- 1.8 Delegated authority will therefore be exercised responsibly to those best placed to manage these responsibilities, and due consideration will be given to public scrutiny, accountability and the best interests of the local community.

2.0 Roles and Responsibilities

2.1 As outlined in our Standing Orders and Financial Regulations, some matters cannot be delegated, and can only be determined by resolution of the Council:

2.2 Full Council Functions

The following matters are to be dealt with by the Full Council:

- (i) Appointing the Mayor and Deputy Mayor in May each year;
- (ii) Declaring eligibility for the General Power of Competence;
- (iii) Annual review and adoption of the Town Council's standing orders, financial regulations, committee terms of reference, scheme of delegation;
- (iv) Approval of the Town Council's Annual Budget and setting the Precept in January each year;
- (v) Approval of the Internal Audit of accounts for financial year end, alongside the Annual Governance Statement (Section 1 of the Annual Governance & Accountability Return (AGAR));
- (vi) Approval of Section 2 of the Annual Governance & Accountability Return (Accounting statements);
- (vii) Authorisation of the recommendations of Finance Sub-Committee and General Purposes Committee on borrowing;
- (viii) Appointments to Standing Committees;
- (ix) Appointing Town Council representatives to outside bodies;
- (x) Making of Orders under any statutory powers;
- (xi) Making, amending, revoking or re-enacting by-laws;
- (xii) Confirming the appointment of a new Town Clerk, further to recommendations from appointed panel for recruitment;
- (xiii) All other matters which must, by law, be reserved to the Full Council.

2.3 Delegation to Committees

The remit of the Town Council's standing committees, and sub-committees are specified in the council's terms of reference which are available to view in appendix A.

2.4 Delegation to Officers

Under the Local Government Act 1972, the Town Council ‘*shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority’s functions as fall to be discharged by them.*’

The following matters are delegated to the Council’s Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council’s Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or the Council. Similarly where Officers have no delegated power to make a decision they will report the matter to Committee or the Council for a decision.

And, nominated officers can delegate functions to an appropriate staff members, although they retain ultimate responsibility for any decisions made.

No.	Area of Operation	Delegation	Officer/Committee
1	Allotments	Sign agreements and allocate plots when vacancies arise, in accordance with the waiting list	Senior Administrative Officer
		Carry out inspections of allotment plots and issue warning notices	
		Issue eviction notices in accordance with the Allotment tenancy agreement	Recommendation by Allotment Working Group to E&L Committee
2	Appointments to Standing Committees and Sub-Committees	Nomination and appointment of members to standing committees and sub-committees	Preparation managed by Proper Officer and decision taken by Full Council
3	Appointment of representatives on Outside Bodies	Nomination and appointment of representatives to Outside Bodies	Preparation managed by Proper Officer and decision taken by Full Council
4	Archives and information management	Receive, retain and archive documentation in accordance with the Town Council’s retention policy	Proper Officer
5	Asset management	Maintain the Fixed Asset Register	Proper Officer/ Assistant Town Clerk
		Day to day administration and operation of buildings and open spaces, together with routine inspection and control, and	Estates Manager/ Facilities & Compliance Manager/ /Proper Officer

No.	Area of Operation	Delegation	Officer/Committee
		instigating building maintenance and repairs within agreed budgets	
6	Audit	Liaise with Internal and External Auditors	Assistant Town Clerk/Proper Officer
		Select and review internal auditors at the point of renewing the contract	General Purposes Committee
7	By-laws	Receive and certify copies of by-laws made by the Town Council	Proper Officer
8	Cemetery	Sign Deeds of Exclusive Right of Burial, any transfer of deeds	3 x Town Councillors at Full Council
		Approval of 'permission to erect a memorial' application, additional inscriptions and plaques for the Cloistered Wall	Senior Administrative Officer
		Managing enquiries for burial or ashes interment arrangements, along with allocating pre-purchased plots	Senior Administrative Officer
9	Civic Centre	Arranging and managing the Events Programme for the Civic Centre	Hospitality Manager
		Organisation of Civic/prestigious events	Hospitality Manager/Proper Officer
10	Communications	Issue all formal communications on behalf of the Town Council in accordance with the Town Council's Media & Communications Policy	Marketing & Community Engagement Officer/Proper Officer
		Manage the Town Council's website and Civic Centre website and associated social media accounts	Marketing & Community Engagement Officer
		Manage internal communications to staff and corporate messages	Proper Officer/Management Team
11	Consultations	Respond to consultations in accordance with the resolutions of the relevant committee	Proper Officer delegated to committee clerks (Administrative Officer – Plans) (Senior Administrative Officer – E&L Committee) (Assistant Town Clerk/Proper Officer – Full Council/GP)
		Issue consultations to local residents, visitors or businesses	Marketing & Community Engagement Officer/Proper Officer
12	Correspondence	Authorisation to respond immediately to any correspondence requiring or requesting information or relating to previous decision of the Council, but not correspondence	Office staff on behalf of Proper Officer

No.	Area of Operation	Delegation	Officer/Committee
		requiring an opinion of the Council to be taken	
13	Council meetings	At least three clear working days before a meeting of the Council, or a committee, serve on councillors a signed summons in accordance with the Standing Orders	Proper Officer
		Give public notice of the date, time, place and agenda at least three clear working days before a meeting of the council or committee/sub-committee, in accordance with the Standing Orders	Proper Officer
		Keep minutes and other proper records of council meetings, in accordance with the Town Council's retention policy	Proper Officer
14	Elections/Co-option	To notify Elections Team at Wealden District Council of casual vacancy arising in council membership	Proper Officer
		Arrange for newly elected/co-opted councillors to sign Declaration of Acceptance of Office forms	Proper Officer
		Arrange for newly elected/co-opted councillors to complete Register of Interests and frequent reviews	Proper Officer
15	Emergency Planning	Lead the Council's response in the case of a major emergency, in consultation with East Sussex County Council's Emergency Planning Officers and Wealden DC's Emergency Planning Officer, in accordance with the Town Council's Community Resilience Plan	Proper Officer/ Management Team and appointed lead Town Councillors (currently 4 appointed as of May 2024)
16	Events	Authorise requests for external hirers to facilitate events on Town Council land, or hireable spaces such as those in Civic Centre, Foresters Hall and Victoria Pavilion, and open spaces such as Luxford Field in accordance with the terms and conditions set out.	Management of bookings by Administrative Officers. Authorisation by Estates Manager/ Facilities & Compliance Manager or Proper Officer
17	Expenditure	Budgetary control and authority to spend, in accordance with the Town Council's Financial Regulations and decisions taken by standing committees and Full Council	Management Team
18	Expenditure in an emergency/urgent situation	In cases of serious risk to the delivery of council services or to public safety on council premises, the Estates & Facilities Manager, Assistant Town Clerk & RFO or Town Clerk may authorise expenditure on behalf of the council which is necessary to carry out any repair, replacement, Health &	Urgent Consultation Panel/Proper Officer

		Safety or other work, subject to a limit of £5,000 (exclusive of VAT). If time allows, the Clerk shall report the action or request for funding to the Urgent Consultation Panel. The outcome of the action taken by senior officers or decision taken by Urgent Consultation Panel, should be reported to the relevant committee.	
No.	Area of Operation	Delegation	Officer/Committee
19	Finance – Cash flow and payments	The RFO will create online bank payments and transfers which will be authorised by the Proper Officer and two nominated councillors, in accordance with the Financial Regulations	Assistant Town Clerk or Proper Officer in their absence/Councillors on the bank mandate
20	Finance - investments	Invest Council funds in accordance with the Town Council's Financial Regulations, and Annual Investment Strategy Make an internal transfer of funds of up to £150,000 between the 30 day/90 day accounts and the current account, to adjust levels of the current account prior to receipt of the precept or during periods of high expenditure when paying for major projects.	Assistant Town Clerk/ in response to GP Committee recommendation and Full Council ratification Assistant Town Clerk
21	Freedom of Information	Response to requests received through Access to Information legislation (Freedom of Information Act 2000 and Environmental Information Regulations 2004)	Proper Officer
22	GDPR	Manage the handling of information in line with the principles of the General Data Protection Regulations	Proper Officer delegated to office staff
23	Grants	Receipt of applications and preparation for councillors for annual community grants programme	Administrative Officer
		Consideration of grant applications submitted to the Town Council, in accordance with the Community Grants programme criteria	Finance Sub-Committee to make recommendations, to be reported to General Purposes Committee for ratification.
		Submission of grant applications for external funding	Overseen by Management Team
		Deal with dispensation requests from Members under the Code of Conduct.	Proper Officer

No.	Area of Operation	Delegation	Officer/Committee
24	Health and Safety	Act as the Town Council's nominated Health & Safety Officer	Estates Manager/ Facilities & Compliance Manager – with delegated responsibilities for checks and compliance to Head Caretaker and Head Groundsman. Overseen by Proper Officer.
		The Estates & Facilities Manager, Assistant Town Clerk & RFO or Town Clerk may authorise expenditure which is necessary to carry out any repair, replacement, Health and Safety or other work, which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for expenditure. This is subject to a limit of £5,000 (exclusive of VAT). If time allows, the Clerk shall report the action or request for funding to the Urgent Consultation Panel. The outcome of the action taken by senior officers or decision taken by Urgent Consultation Panel, should be reported to the relevant committee.	Estates Manager/ Facilities & Compliance Manager/Assistant Town Clerk & RFO /Proper Officer
25	Income generation	Developing income generation activities	Management Team
26	Insurance	Preparation for renewals, and updates to existing policies	Assistant Town Clerk & RFO/ Estates Manager, Facilities & Compliance Manager/Proper Officer
		Issuing claims on the Council's insurers	Assistant Town Clerk & RFO/Estates Manager/Facilities & Compliance Manager/Proper Officer
		Annual review of the Town Council's insurance cover (i) buildings insurance, and (ii) public liability, employer liability and fidelity guarantee	General Purposes Committee
27	Lease agreements	Management of renewal of lease agreements; liaising with commercial estate agent, liaison with tenants/leaseholders, and reporting to members for consideration of terms and draft agreements	Proper Officer (can be delegated to Assistant Town Clerk, Estates Manager or Facilities & Compliance Manager)

		Execution of lease agreements (signing and sealing)	Two councillors at Full Council meeting
No.	Area of Operation	Delegation	Officer/Committee
28	Legal documents/representation	Signing of agendas (summons), notices, contracts and agreements on behalf of the Town Council and any other documents requested by the Council, in accordance with the Standing Orders	Proper Officer
		Hold the Council's seal and apply to documents as approved	Proper Officer
		Appear or make representation to any tribunal or public inquiry into any matter to which the Town Council has an interest.	Proper Officer
29	Luxfords Restaurant	Management of day to day operations of Luxfords Restaurant, and purchases within agreed budgets	Hospitality Manager
30	Mayoral duties	Arrange for newly elected Mayor to sign the Declaration of Acceptance of Office forms	Proper Officer
		Managing the Mayor and Deputy Mayor's engagements (diary)	Administrative Officer
31	Plans Committee decisions	Respond to the local planning authority (Wealden DC's planning department) and consultations, in accordance with the resolutions of the Town Council's Plans Committee	Administrative Officer/Assistant Town Clerk & RFO/Proper Officer
32	Procurement	Undertake procurement exercises in accordance with the Town Council's Financial Regulations (Section 6)	Estates Manager/ Facilities & Compliance Manager/Assistant Town Clerk & RFO/Proper Officer
33	Public toilets	Manage the Civic Centre toilets under the Wealden DC Community Toilet scheme	Head Caretaker/ Facilities & Compliance Manager
		Manage the public toilet(s) at Victoria Pavilion	Head Caretaker/ Facilities & Compliance Manager
34	Recruitment of Town Clerk (Proper Officer)	Approve recruitment process	Personnel Sub-Committee recommendation to General Purposes
		Shortlisting and interviewing applicants	Recruitment panel
		Confirming the appointment of a new Town Clerk, following a recommendation from the recruiting panel.	Full Council

No.	Area of Operation	Delegation	Officer/Committee
35	Recruitment of replacement of permanent staff (other than the replacement of Town Clerk) or temporary staff to cover long periods of absence	Accept resignation, provide details of notice and outstanding leave, and approve recruitment process	Assistant Town Clerk & RFO/Proper Officer
		Shortlisting and interviewing applicants	Appropriate line manager/Assistant Town Clerk & RFO/Proper Officer
		Appointment following recruitment process	Appropriate line manager/Assistant Town Clerk & RFO/Proper Officer
36	Recruitment of additional staff	Prepare job descriptions/person specs and obtain independent evaluation	Proper Officer
		Approval evaluation (salary scale) of newly created jobs, additional positions/restructures	Personnel Sub-Committee review, with recommendation to General Purposes Committee/Full Council
		Approve budget for staffing	Full Council as part of budget setting process or
		Approve and oversee recruitment process	Proper Officer
		Shortlisting and interviewing applicants	Appropriate line manager/Assistant Town Clerk & RFO
		Appointment following the recruitment process	Appropriate line manager/Assistant Town Clerk & RFO
37	Staffing	Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council.	Assistant Town Clerk & RFO/Proper Officer
		Take all decisions relating to the training of staff and Councillors	Proper Officer
		Authorise additional hours of work for existing staff on a temporary basis to support the business needs of the Council.	Assistant Town Clerk & RFO/Proper Officer
		Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy, including suspending employees as deemed necessary.	Assistant Town Clerk & RFO/Proper Officer
		Enter into settlement agreements with employees up to a maximum of two months' salary where this is the prudent option for the Council.	Assistant Town Clerk & RFO/Proper Officer

38	Vehicles and equipment	To manage and oversee the maintenance, repair and servicing of the Council's motor vehicles and grounds equipment	Estates Manager
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3.0 Review

- 3.1 This Scheme of Delegation was reviewed by General Purposes Committee on 9 February 2026.
- 3.2 The Scheme of Delegation will be reviewed by Full Council on an annual basis, at the Annual Statutory meeting of the Council, each May.

Signed by:

Town Clerk:

Town Mayor:

UCKFIELD TOWN COUNCIL



COUNCIL COMMITTEES

The following Terms of Reference were presented for ratification at Full Council on 16 March 2026, and adopted.

GENERAL PURPOSES COMMITTEE

9 MEMBERS

(Reporting to Full Council)

TERMS OF REFERENCE

The committee is responsible for the strategic and corporate development of the Council and its built facilities, for example by: -

- (i) Ensuring sound financial management of the Town Council for endorsement of Full Council;
- (ii) Promoting effective use of modern technology to secure better service delivery;
- (iii) Supporting the career potential of all staff with an emphasis on effective management and empowerment.
- (iv) Developing effective mechanisms for cultural change and organisational development;
- (v) Promoting a culture of customer focus, responsiveness and continuous improvement;
- (vi) Promoting and developing facilities for the benefit of the residents, businesses and visitors to the Town:

1.0 Financial Matters

To undertake the detailed consideration of all financial matters affecting the Town Council, including:-

- 1.1 Amending the Council's Financial Regulations when necessary;
- 1.2 Approving the allocation of community and other grants, including the setting of appropriate criteria for their award;
- 1.3 Making arrangements for appropriate insurance cover;
- 1.4 Having responsibility for the Council's draft annual accounts and any subsequent recommendation of acceptance to Full Council, including compliance with financial audit;
- 1.5 Having responsibility for considering recommendations from other committees for non-budgeted expenditure;
- 1.6 Establishing and maintaining a revenue budget for areas that are the responsibility of this committee;
- 1.7 Having consideration of capital programmes, new initiatives or the establishment of funds for future responsibilities and liabilities.

2.0 Buildings

To manage and oversee the maintenance of all Council buildings, including buildings and associated structures in open spaces: -

- 2.1 That, where appropriate, leases, licences and agreements are considered for use of buildings;
- 2.2 Ensure that the lease agreements are adhered to where in place, and the leaseholder or tenant carries out their obligations for internal decoration and repairs, and health and safety;
- 2.3 Ensure that building insurance is in place for all Town Council owned buildings and recharged to leaseholders in line with their lease agreement/tenancy;
- 2.4 That routine rebuild insurance valuations are sought to inform insurance cover, and market valuations are sought on renewal of lease agreements to ensure the Town Council has up to date asset information;
- 2.5 Ensuring that adequate provision is made for their repair and maintenance and such works are carried out in a timely manner for Town Council run buildings and facilities;
- 2.6 That, where appropriate, fees and terms and conditions are set for their hire;
- 2.7 Overseeing the running of the Luxfords Restaurant.

(The buildings and associated structures under these terms include those in the ownership of the Town Council and leased by the Town Council. This includes the Civic Centre, Foresters Hall, Bridge Cottage, the Signal Box, West Park Pavilion, Osborn Hall, Victoria Pavilion, including the social area, grounds depot, toilets and storage area, Quickborn Suite, Ridgewood Village Hall and Snatts Road Cemetery Chapels.)

3.0 Policy

To consider the Council's strategic and corporate development including: -

- 3.1 Making recommendations to Full Council for changes to the Council's Standing Orders;
- 3.2 Making appointments for representatives to outside organisations where their work is allied to the responsibilities of the committee and to receive feedback from those representatives;
- 3.3 Undertaking an annual review of the Town Council's key policy documents to ensure they reflect the current circumstances, legislative updates and guidance and partnership opportunities – in particular the Town Council's Risk Management Policy, Annual Investment Strategy and Health & Safety Policy;
- 3.4 Organising public meetings to inform residents of major issues affecting the Town and to further engage the public in the work of the Council;
- 3.5 Receiving the minutes of the Personnel Sub-Committee and Finance Sub-Committee;
- 3.6 Considering the recommendations from the meetings of Personnel Sub-Committee and Finance Sub-Committee;
- 3.7 Strengthening strategic partnership arrangements with key partner agencies and responding to consultations from services in the Health, Education, Social Services sectors and other consultations relevant to the work of the committee;

4.0 Administration

To deal with all matters relating to the general day to day administration of the Council, including: -

- 4.1 The establishment, review and enforcement of bylaws for areas within the control of the committee;
- 4.2 Making arrangements for the production and editing of the Town Guide;
- 4.3 Making arrangements for the production and editing of 'The Voice,' the Council's newsletter to ensure that residents are informed of the work of the Council and issues that affect the Town;
- 4.4 Making arrangements for the provision and maintenance of the Town Council's website and Civic Centre website;
- 4.5 Overseeing the payment of professional fees and subscriptions;
- 4.6 Arranging training courses, seminars, conferences etc., for both Officers and Members.

ENVIRONMENT AND LEISURE COMMITTEE

9 MEMBERS

(Reporting to Full Council)

TERMS OF REFERENCE

The committee is responsible for delivery and strategic development of the Council's environment and leisure services, for example by: -

- (i) Ensuring sound financial management of matters relating to this Committee;
- (ii) Promoting effective use of modern technology to secure better service delivery;
- (iii) Developing effective mechanisms for cultural change and service development;
- (iv) Promoting a culture of customer focus, responsiveness and continuous improvement;
- (v) Improving and developing services for the benefit of the residents, businesses and visitors to the Town.

1.0 Environment

To co-ordinate and direct environmental improvements and related initiatives throughout the Town, including:-

- 1.1 The consideration and implementation of Town and other developmental plans where appropriate;
- 1.2 In conjunction with our partner agencies, consideration of utilities for the Town;
- 1.3 Liaising with Sussex Police and other partner agencies to assist in the enhancement of community safety;
- 1.4 Promoting Climate Change initiatives and the green agenda;
- 1.5 Promoting initiatives and the attraction of grant funding to assist with the preservation of local biodiversity, and associated wildlife surveys and evidence gathering;
- 1.6 Overseeing the revision of management plans for the Town Council's woodlands and nature reserves in association with key partner agencies;
- 1.7 The deployment of road safety devices to appropriate locations in the Town and support of Community Speedwatch initiatives;
- 1.8 In conjunction with other partner agencies, consideration of strategic and amenity highway matters, including public transport services;
- 1.9 The provision of street furniture, (litter bins, seats and signage etc.) where appropriate;

- 1.10 The consideration of requests for litter bins and provision of litter bins in line with the Town Council's litter bin policy.
- 1.11 Removing litter and waste on land owned or maintained by the Town Council;
- 1.12 Seeking sponsorship of roundabouts and other Town improvements where appropriate;
- 1.13 In partnership with others, enabling the provision and maintenance of hanging baskets and floral displays in the Town and in open spaces where appropriate;
- 1.14 Maintaining and upgrading the Town Council's remaining street lighting stock to appropriate standards;

2.0 Leisure

To provide active and passive leisure opportunities and facilities for residents of and visitors to the Town, including: -

- 2.1 The maintenance and management of public open spaces, Local Nature Reserves, ancient woodlands, allotments, sports pitches and play areas;
- 2.2 The provision of and assistance with arts, entertainments and events in the Town;
- 2.3 The promotion of sustainable transport within the Town;
- 2.4 Lobbying for the improvement of local transport services which includes support for re-opening of the railway between Uckfield and Lewes;
- 2.5 The provision of Christmas lights in conjunction with the Uckfield Chamber of Commerce;
- 2.6 Oversight and organisation of Town events including beacon lightings, Weald on the Field and the Annual Remembrance Parade;

3.0 Administration

To deal with all matters relating to the administration of the committee's services, including:-

- 3.1 Establishing a revenue budget including the setting of fees and charges for services that are the responsibility of this committee (allotments, open spaces and seasonal sport fees);
- 3.2 Consideration of capital programmes, new initiatives or the establishment of funds for future responsibilities and liabilities;
- 3.3 Management of grounds maintenance and other contracts;
- 3.4 The administration of interments for Snatts Road cemetery and the maintenance of the cemetery and Holy Cross closed churchyard;
- 3.5 Making appointments for representatives to outside organisations where their work is allied to the responsibilities of the committee and to receive feedback from those representatives;
- 3.6 The establishment, review and enforcement of bylaws for areas within the control of the committee;
- 3.7 The provision of notice boards at specific locations to promote Town Council meetings and initiatives;
- 3.8 Maintenance of the Town clock.

PLANS COMMITTEE

7 MEMBERS

(Reporting to Full Council)

TERMS OF REFERENCE

The committee is responsible for making representations to the appropriate authorities in response to planning applications in the Town, specifically: -

- (i) Considering and responding to all planning applications within the town boundary of Uckfield and/or adjacent land, whether notified under the Local Government Act 1972, Section 20, Schedule 16 or not;
- (ii) To be responsible for recommending the placing of Tree Preservation Orders where appropriate;
- (iii) Commenting on licensing applications as and when necessary;
- (iv) Commenting on street naming where requested.

The committee will also respond to UK Government and local planning authority planning policy consultations as and when necessary.

PERSONNEL SUB-COMMITTEE

5 MEMBERS

(Reporting to the General Purposes Committee)

TERMS OF REFERENCE

The sub-committee is responsible for making recommendations to the General Purposes Committee on staff matters including: -

- (i) Consideration of staffing levels;
- (ii) Consideration of policies relating to personnel matters including recruitment, Equal Opportunities, the Disability Discrimination Act and other 'staff' matters;
- (iii) Consultation on senior staff appointments;
- (iv) Support the work-based pension reforms to auto enrol staff onto the Local Government Pension Scheme;
- (v) Consideration of staff terms and conditions including special conditions;
- (vi) Convening panels for hearing appeals from staff against grievance and disciplinary procedures;
- (vii) Convening panels for grievances and disciplinary procedures against the Town Clerk.

FINANCE SUB-COMMITTEE

5 MEMBERS

(Reporting to the General Purposes Committee)

TERMS OF REFERENCE:

The sub committee is responsible for making recommendations to the General Purposes Committee on financial and associated matters including:-

- (i) Considering and reviewing of the Council's Financial Regulations in response to legislative changes and best practice; making recommendations to General Purposes Committee where required;
- (ii) Considering and reviewing of the Council's Insurances and level of cover required.
- (iii) Considering of the Council's grants criteria;

- (iv) Reviewing the Council's grant allocations and making recommendations to General Purposes Committee on the proposed annual allocation;
- (v) Considering up to date information and undertake periodic reviews of the Council's budgets in line with the five year Strategic Plan; recommending amendments where required.
- (vi) Conducting periodic reviews of the Council's arrangements for banking, loans, asset management and pension policies;
- (vii) Recommending arrangements for dealing with bad debts as they arise.

URGENT CONSULTATION PANEL

MEMBERS – The Mayor, Deputy Mayor, Chairs of the General Purposes, Environment and Leisure and Plans Committees.

TERMS OF REFERENCE

The panel is responsible for: -

- (i) Providing urgent decisions and actions where recourse to the appropriate committee or Full Council meeting is not possible;
- (ii) Reporting such decisions and actions to the next appropriate meeting of the relevant committee.

VOICE EDITORIAL PANEL

UP TO 4 MEMBERS

(Reporting to the General Purpose Committee)

TERMS OF REFERENCE

The panel is responsible for:-

- (i) Producing and editing the Council's newsletter, 'The Voice' in conjunction with the Town Council Office.

UCKFIELD TOWN COUNCIL



MEMORIAL SAFETY POLICY

Policy Number 83		
Issue No.	Date completed	Details of amendments
1		Revised following publication of Ministry of Justice guidance "Practical advice for dealing with unstable memorials" (January 2009) <i>(attached)</i>
2	09.02.09	EL.073.02.09
3	30.03.15	EL.080.04.15
4	20.03.23	EL.020.03.23
5	19.01.26	Items 2.12 (re: new memorial testing SOP), 3.3 and 3.4 (to confirm earliest date & new pre-booking system for memorial installations)
6	16.03.26	Ratification by Full Council

1.0 BACKGROUND

This document outlines Uckfield Town Council's policy for maintaining memorial safety in the cemetery and churchyard for which it is responsible.

- 1.1 Uckfield Town Council is a burial authority as designated by Section 214 of the Local Government Act 1972 with the power to provide and maintain cemeteries. The Council has provided a cemetery at Snatts Road since 1885, and more recently it has become responsible for the maintenance of the closed churchyard at Holy Cross Church under Section 215 of the Local Government Act 1972.
- 1.2 Safety in cemeteries has been an issue for most burial authorities in recent years, with several well-reported incidents in the national news. However, the actual number of accidents involving memorials known to the HSE is low, despite the very large number of memorials that exist.
- 1.3 Any monument or memorial erected in the cemetery remains the property and responsibility of the grave owner or their personal representative and therefore, remains in the cemetery at the sole risk of the owner or representative and must be kept in a good state of repair by them.
- 1.4 Uckfield Town Council cannot be held responsible for any damage or breakage caused by a third party or by weathering which may occur to any monument or memorial. Any damage or breakages to memorials caused by Council staff or contractors working on behalf of the Council will be rectified appropriately.

2.0 PROCEDURE

- 2.1 This procedure has been revised following the publication of Ministry of Justice guidelines: "Managing the safety of Burial Ground Memorials – Practical advice for dealing with unstable memorials" (January 2009).
- 2.2 Signs are present in the Cemetery advising that some of the memorials may not be safe and that visitors should not lean on memorials.
- 2.3 The Council operates a rolling programme of memorial safety testing as part of its management regime. This includes:
 - 2.3.1 Their historical importance.
 - 2.3.2 The likelihood of members of the public visiting or walking past particular memorials.
 - 2.3.3 An overall assessment of the risks associated with the memorials to assist prioritisation of the more detailed inspections.
- 2.4 All testing of memorials is undertaken by trained staff, and the following assessments will be carried out as necessary:
 - 2.4.1 A visual check for obvious signs that a memorial is likely to be unstable. Visual signs may include:

- damaged or eroding bonding
- movement of parts of a memorial from its original position
- kerb stones breaking apart
- undermined or unstable foundations
- leaning memorials
- evidence of structural disturbance or damage
- the presence of vegetation, etc.

2.4.2 Where a visual check suggests no stability defects, a hand test can help confirm that assessment or identify stability problems. This can be done at the time of the visual inspection, with staff applying firm but steady pressure in different directions to determine to what degree the headstone is loose. No mechanical means of testing will be undertaken.

It should be noted that many memorials installed in recent years on independent foundations are fitted with ground support systems. These may move or even rock if the base to its foundation joint is broken; they will do so within the designed tolerance limits and may represent no danger as the memorial will lock on the ground anchor.

2.4.3 Where the initial inspection identifies significant risk, arrangements will be made for a more detailed inspection before any action is taken, e.g., the memorial is laid flat.

2.5 Formal notices will be posted at the cemetery advising visitors that testing is carried out regularly. Information regarding memorial testing will also be available on the Council's website and through the Council's newsletter to ensure that all local people are aware that the testing will be taking place. Staff and visitors to the cemetery will also be encouraged to report to the Council any memorials they believe to be unsafe. All notifications will be recorded, and details passed to the last known Deed holder as appropriate.

2.6 The results of all memorial inspections will be recorded, noting the current condition of the memorials and where action is necessary or likely to be necessary in the future.

2.7 During testing, if a memorial is found to be unsafe, any precautions taken must be proportionate to the risk of people suffering harm. The following action will be taken:

2.7.1 If the memorial requires attention to make it safe, but is not in imminent danger of falling, the Council will place a warning sign near the memorial alerting visitors to the potential danger and will write to the last known Deed holder within six weeks, advising them of the findings.

Deed holders will be asked to confirm to the Council that the work will be undertaken and when the work is likely to be carried out.

- 2.7.2 If the memorial is extremely unsafe and thought to be at risk of falling, Council staff may lay the memorial down flat or restrict access to the memorial. The last known Deed holder will be written to advising them of the action that has been taken and what is required of them if they wish to have the memorial fixed and re-erected. It is emphasised that laying down memorials will only be carried out as a last resort.
- 2.8 Whilst the Council makes every effort to trace the last known Deed holder, this is not always possible for several reasons (the person may have died, or moved, and the Council has not been informed of the change of address).
- 2.9 The Council will not pay to have unsafe memorials repaired or re-erected if the last known Deed holder cannot be traced, and with consideration to the actual level of risk, the most appropriate action will be taken to make the memorial safe, i.e., laying the memorial flat.
Staking of memorials is not recommended.
- 2.10 There are several War Graves in the cemetery. War Graves are maintained and inspected by the Commonwealth War Graves Commission (CWGC).
- 2.11 During routine memorial inspections, any damage or disturbance to any of the War Graves that is noted by Council staff will be reported to the CWGC for further action.
- 2.12 A Standard Operating Procedures guide is available for qualified memorial safety testers (Internal Use Only).
- 3.0 MANAGEMENT AND ADMINISTRATION OF MEMORIAL SAFETY**
- 3.1 All memorials must be erected and fixed in accordance with either the British Register of Accredited Memorial Masons scheme (BRAMM), which is managed by a board comprising 50% representation by burial authorities and 50% by memorial masons, or the National Association of Memorial Masons (NAMM) Code of Working Practice, which is managed by masons that are NAMM registered. All monumental masons are made aware of this policy and receive a copy of the Council's Cemetery Regulations.
- 3.2 The burial authority will not permit a memorial to be erected without this guarantee of conformity, which also includes public liability cover. If a memorial becomes unsafe at any time, the authority can check the work; if it does not comply with BS 8415 and the appropriate industry code of practice current at the time of installation, the memorial masons will be liable.
- 3.3 A headstone memorial must be installed by a qualified Memorial Mason *no less than 14 months* after a burial. This is to allow the ground to settle before any works can be carried out on the grave setting.

- 3.4 To ensure that there are no clashes with days when burial interments are taking place, a new pre-booking system is available via Uckfield Town Council for Stone Masons and Funeral Directors to book ahead for the installation of memorials.

Meeting of the Full Council

Monday 16 March 2026

Agenda Item 10.0

TO CONSIDER AN ENQUIRY RELATING TO LAND ADJACENT TO 10 WILSON GROVE, WEST PARK, UCKFIELD

1.0 Summary

- 1.1 This report details a request by the resident of 10 Wilson Grove to establish if the Town Council would be willing to sell a parcel of land adjacent to their property so they can extend their garden.
- 1.2 Normally such requests would be presented to Environment & Leisure Committee but the next meeting is scheduled on 13 April 2026, so to avoid delay, this enquiry is being presented to Full Council.
- 1.3 The resident wrote to Uckfield Town Council on 2 March 2026, with the following request:

'We are currently planning to install new fencing and would very much like to improve the condition and appearance of the boundary fencing in this area. Acquiring this small section of land would allow us to do so properly and to a good standard.

We are a family with children, and additional outdoor space would provide them with more room to play safely. In addition, my partner's mother lives with us and has COPD; she benefits greatly from being outdoors. Unfortunately, our current garden receives very little afternoon sunlight once the sun passes behind the house, so extending the garden slightly would make a meaningful difference to her ability to enjoy time outside.

At present, the land in question does not appear to have an active use. We frequently find ourselves clearing dog waste and litter left behind by car park users and walkers in the area, and we believe incorporating the land into our garden would help ensure it is kept clean, maintained, and visually improved.

We fully understand that any such request would be subject to Council policies, procedures, and any necessary assessments, and we would be grateful for any guidance you could provide on whether this might be considered and what the next steps would be.'

2.0 Background

- 2.1 The land came into the Town Council's ownership via a Section 52 Agreement with Charles Church, the developer of the estate. The area of land, outlined in yellow (see photos in figures 1 and 2 below – photos provided by the resident), forms part of a public car park situated next to the West Park allotments, and the point where the West Park and Rocks Park estates are separated by bollards.
- 2.2 Several restrictions and covenants apply to the land as part of the Section 52 Agreement.

3.0 Issues

- 3.1 The land has various covenants, and legal advice would be required to determine whether these restrictions could be lifted or varied to enable the land to be sold.
- 3.2. The land would also need to be professionally valued prior to any potential sale.
- 3.3. Previous requests to purchase Town Council land have been declined. Members should therefore note that agreeing to sell this parcel of land may set a precedent for other homeowners to submit similar requests.

4.0 Recommendation

- 4.1 Members are asked to consider the report and instruct the Town Clerk accordingly.

Contact Officer: Tom Woollard



Figure 1: The yellow line highlights the area of land requested, adjacent to fenceline



Figure 2: Further images of this area of land provided by resident

Meeting of the Full Council

Monday 16 March 2026

Agenda Item No. 11.0

TO CONSIDER A MOTION FROM COUNCILLOR D. BENNETT

1.0 Summary

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

2.0 The motion for consideration

2.1 Councillor Bennett gave written notice of the following motion which was received on 6 February 2026 and before the required deadline:-

2.2 "In light of ESCC's recently published "Rail Plan 2025" which says *'We want to improve our existing rail infrastructure within, and that serves East Sussex, as this will encourage and enable more people to access key education, employment, services and facilities in the county. Any worsening or reduction of services and/or infrastructure will be met with opposition.'*

(Page 6

<https://democracy.eastsussex.gov.uk/documents/s72158/Appendix%201.pdf>)

I strongly believe that, in support of its long-held policy to support the reinstatement of the railway from Uckfield to Lewes and Eridge to Tunbridge Wells, Uckfield Town Council must submit a formal notice to ESCC, saying:

'Uckfield Town Council welcomes and strongly supports our County Council's 2025 Rail Plan in recognising the pivotal role of rail and the development of the town's connections to Lewes and Tunbridge Wells for modern railway use. We therefore urge and indeed expect ESCC to immediately reinstate the full trackbed protection which existed in the Council's Structure Plans.'

2.3 For the purpose of members' reference, the Town Council's Strategic Plan seeks to support the electrification of the railway line, the reinstatement of the railway line between Uckfield and Lewes, and reinstatement of a link between Uckfield/Lewes/Brighton and Tunbridge Wells stations:

<https://www.uckfieldtc.gov.uk/your-council/plans-and-budgets/>

2.4 Supporting information is available to view over the page.

3.0 Recommendations

3.1 Members are asked to consider the motion and advise the Clerk of how they wish to proceed.

Contact Officer: Holly Goring

Supporting information

It is notable that the Wealden Local Plan currently out for consultation shows that:

ESCC have supported the draft policy, but have suggested revisions to parts of the supporting text to ensure that it is alignment with the draft East Sussex Local Transport Plan 4 (that is now published).

Policy INF5: Safeguarding of Infrastructure

This shows that Network Rail support the draft policy and specifically the proposal to retain the safeguarding designations for the Lewes to Uckfield and Eridge to Tonbridge lines as these remain opportunities for expanding the rail network.

It is suggested by Network Rail that the Council should consider the possibility of developments in the vicinity of the route, especially the Uckfield to Lewes line, as many new homes would enhance the business case for reopening.

There is substantive support from Network Rail for the priority given by the Council towards sustainable modes of transport and a lessening reliance on cars within the district.

In addition, Tunbridge Wells Borough Council are supportive of the draft policy, specifically in relation to the safeguarding of the Eridge to Tunbridge Wells railway line and Lewes District Council similarly supports the proposal that the route of the former Lewes to Uckfield railway line will be safeguarded.

Duty to Cooperate Partners and Statutory Consultee

Network Rail agree with the policy and state that the provision of a masterplan and/or phasing plan as early as possible will help infrastructure providers plan for where any new infrastructure may be accommodated in the proposed layout as required.

Network Rail are supportive of draft policy and states that railway stations can play a significant role in boosting the local economy by making places more attractive to travel to and from and should be a key part of the economic strategy for Wealden.

Policy EC6 – Tourism Facilities and Attractions

11.12 Network Rail stated that a greater focus should be given to the role the railway can play in tourism and allowing people to access those opportunities.

Policy TC1 – District, Service and Local Centre Hierarchy and ‘Town Centre’ First Principles

12.4 Network Rail supported the principle of this policy and confirmed that development should be focused around the most sustainable locations within the district. It states that Uckfield and Crowborough are the most sustainable with access to a mainline rail station and should be maximizing development opportunities in these locations to meet housing need.

We know that we are currently likely to receive a significant number of new build properties, so the improvement in rail transport infrastructure must be key to avoiding our area grinding to a halt.

Meeting of the Full Council

Monday 16 March 2026

Agenda Item No. 12.0

TO CONSIDER A MOTION FROM COUNCILLOR DONNA FRENCH

1.0 Summary

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

2.0 The motion for consideration

- 2.1 Councillor French gave written notice of the following motion which was received on 16 January 2026 and before the required deadline:-

"If Uckfield Police Station is not currently listed, could Uckfield Town Council please make a nomination for this site to be registered as an Asset of Community Value. The Police station is located on New Town, Uckfield, TN22 5DL."

- 2.2 It should be noted that no contact has been made with the above landowners to advise them of this interest, at this stage.

3.0 Recommendations

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

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 16 March 2026

Agenda Item 13.0

TO NOTE THE DECISION OF THE URGENT CONSULTATION PANEL

1.0 Summary

1.1 Section 85 of the Local Government Act 1972 refers to Councillor attendance and more specifically absence from council meetings.

1.2 This item relates to the attendance of Councillor V. Frost.

1.3 The last attendance of Councillor Frost was at a meeting of Full Council on 8 September 2026. Therefore six consecutive months of absence from committee meetings fell on Monday 8 March 2026. This was one week before Full Council, scheduled for Monday 16 March 2026.

1.4 A decision of the Urgent Consultation Panel was therefore required before this date. Members of the panel were approached by the Town Clerk on 18 February 2026.

1.5 The finer details of the individual's personal circumstances cannot be shared as these circumstances would constitute sensitive personal data and any discussion of this nature would breach the Data Protection Act 1998. In short, the reason for absence is sickness.

1.6 A report was shared with members of the Urgent Consultation Panel to assist them with their decision.

2.0 Decision of Urgent Consultation Panel

2.1 Approval was given by all seven members of the panel towards the recommendation to extend this period of absence for up to three months (8 June 2026). This would enable the Town Clerk to obtain further information and advise the Town Council of how best to proceed.

3.0 Recommendation

3.1 Members are asked to note the decision of Urgent Consultation Panel.

Meeting of the Full Council Committee

Monday 16 March 2026

Agenda Item 14.0

TO NOTE PLANS TO PRESERVE BOOTHLAND WOOD AND ASSOCIATED FOOTPATHS

1.0 Summary

- 1.1 Fencing of pre-determined areas of Boothland Wood was originally budgeted for the 2026/27 financial year in order to support woodland preservation, particularly in anticipation of increased footfall resulting from the development of 750 homes at Seghers Place, and 100 homes south of Victoria Pleasure Ground.
- 1.2 However, following the closure of the public footpath to the south of Boothland Wood and the restriction of access to the adjoining fields, it has become evident that footfall has already increased significantly. As a result, the project has been brought forward to address the immediate pressures on the woodland environment.

2.0 Background

- 2.1 This project was discussed at Environment and Leisure Committee on 2 March 2026. Members raised concerns regarding the potential impact of increased footfall on the woodland's flora and fauna and need to control routes.
- 2.2 Additional concerns were expressed regarding public safety, particularly the risk of individuals using Boothland Wood as a shortcut to access the now closed development land while earth-moving operations are being undertaken by the developers.
- 2.3 Members of the Environment and Leisure Committee resolved to support the temporary fencing of sections of the woodland to better manage access. This would be accompanied by appropriate signage and consultation with East Sussex County Council (ESCC) Rights of Way officers.
- 2.4 An on-site meeting was subsequently held with the ESCC Public Rights of Way Officer to discuss the closure of the public footpath, the suggested diversion route, and the current condition of the public footpath within the woodland. During this meeting the proposed Phase One fencing plan was also discussed, and no concerns were raised.

3.0 First phase

- 3.1 The first phase of fencing will focus on securing the boundaries of Boothland Wood, including minor repairs where required. This phase will incorporate fencing along the New Barn side of Boothland Wood, with a 20-metre buffer zone from the woodland edge, extending the boundary to include the newly planted trees. This section is approximately 270 metres in length and will include:

- Two pedestrian gates;
- One vehicular access gate, and;
- Multiple Badger gates

Construction will consist of locally sourced chestnut stakes, 1.2m high tensile stock fencing, and galvanised self-closing gates.

- 3.2 This phase will also include fencing the “pan handle” section of the woodland to create a contained area where natural regeneration can occur. This area currently has minimal ground cover and has recently been coppiced. The fencing for this section will extend for approximately 120 metres and will include one pedestrian gate, which will remain locked. This will allow controlled monitoring of species and assessment of how the temporary closure of woodland sections benefits flora and fauna.
- 3.3 Initially, natural approaches will be used to encourage walkers to remain on the outer footpath of the woodland. These measures will include:
- Temporary barriers;
 - Dead hedging used as natural edging;
 - Informational signage, and;
 - Activities and engagement with the public.

These measures aim to educate visitors on the reasons for these management actions and the importance of protecting the woodland environment.

4.0 Second phase

- 4.1 The second phase of the project will largely depend on the success of the first phase, particularly with regard to the effectiveness of the initial access management measures and whether more formal fencing is required. During this phase, the surface condition of the public footpath Uckfield 10a will also be assessed. Where necessary, improvements will be undertaken to ensure the route remains safe, accessible, and resilient to increased footfall.

5.0 Potential issues

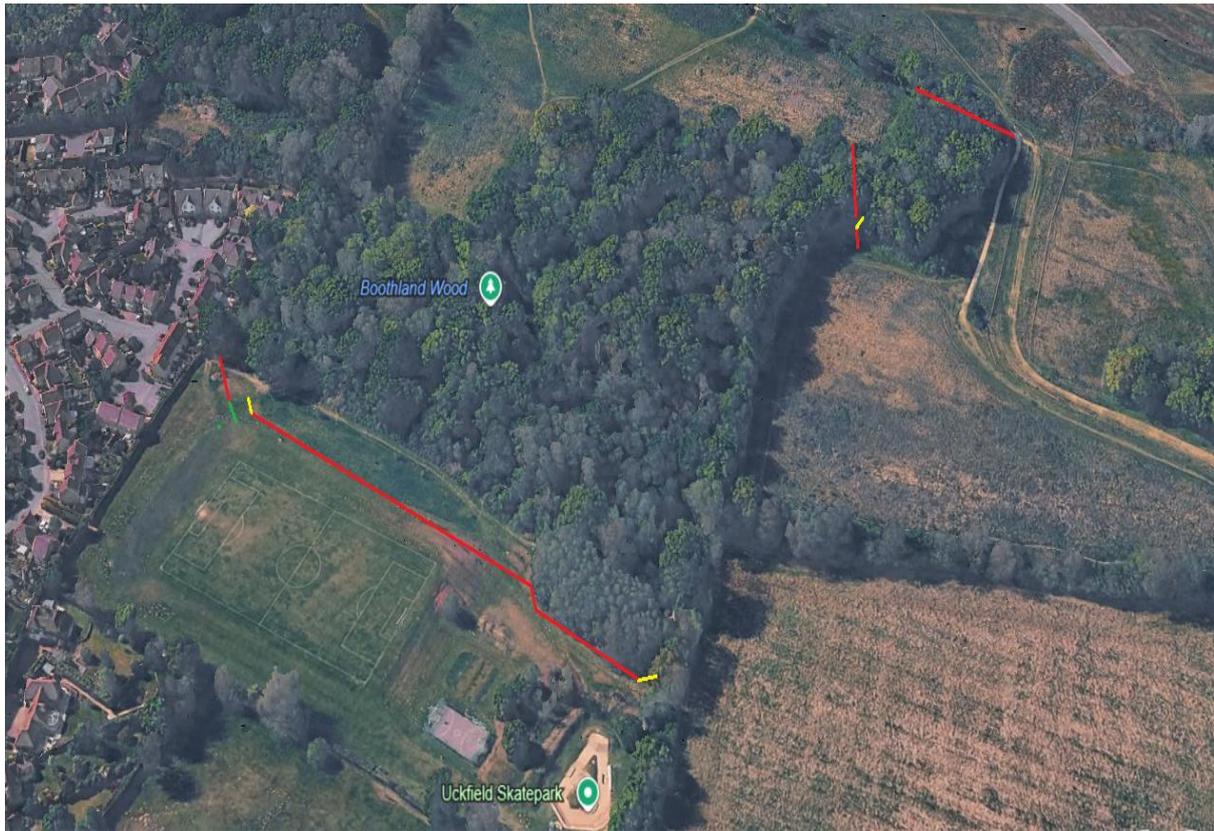
- 5.1 Damage and vandalism in respect of the fencing and gateways to allow for ingress into areas closed off. Regular monitoring will be essential.
- 5.2 Public engagement and education will be fundamental to ensure damage to both the fencing and flora/fauna is kept to a minimum.

6.0 Recommendation

- 6.1 Members are asked to note the report

Appendices: Appendix A: Illustration of Phase 1
 Appendix B: illustration of gates
 Appendix C: Illustration of stock fencing

Contact Officer: Thomas Woollard



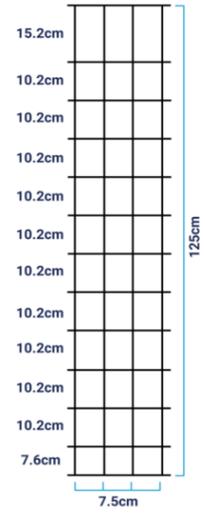
Appendix A – Red lines showing phase one of the fencing installation



Appendix B – Showing the pedestrian gate, vehicle gate and badger gate



XHT13-125-7.5



Appendix C – High tensile stock fencing, a more robust fencing material.

Meeting of the Full Council

Monday 16 March 2026

Agenda Item 16.0

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 12 January 2026 to 16 March 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

- | | |
|----------|--|
| 22.01.26 | Visit 'Care for Carers' Art Exhibit. Victoria Pavilion, Uckfield. |
| 24.01.26 | Guest at 'Aladdin' Pantomime. Polegate Community Centre, Polegate. |
| 31.01.26 | Guest at MDUK Charity Musical Evening. Civic Centre, Uckfield. |
| 05.02.26 | Visit Uckfield Scouting Headquarters, Rocks Park Road, Uckfield |
| 09.02.26 | Meeting with Cllr. Kelvin Williams. Civic Centre, Uckfield. |
| 15.02.26 | Uckfield Lions 57 th Charter Luncheon.
Wellshurst Golf Club, North Street, Hailsham. |
| 22.02.26 | Guest of Uckfield Academies Annual Showcase. The Hawth, Crawley. |
| 03.03.26 | Meeting with MP Mims Davies and Minister of State, Alex Norris, Home Office. |
| 07.03.26 | Guest of St Peter & St James' Hospice to celebrate International Women's Day, Afternoon Tea. Civic Centre, Uckfield. |
| 07.03.26 | Uckfield Carnival and Bonfire Society Presentation Evening.
Belmont Centre, Uckfield. |
| 09.03.26 | Meet up with representative of 'Ariel Co Theatre'. Civic Centre, Uckfield. |

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

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|----------|--|
| 22.02.26 | Guest of Uckfield Academies Annual Showcase. The Hawth, Crawley. |
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