



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre

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Chief Officer (Town Clerk) – Holly Goring

Meeting of the **Environment and Leisure Committee** to be held on
Tuesday 1 September 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 CHAIRMAN'S DISCRETION

3.0. APOLOGIES FOR ABSENCE

4.0. MINUTES

- 4.1. Minutes of the meeting of the Environment and Leisure Committee held on 6 July 2026
- 4.2. Action list – for information only
- 4.3. Project monitoring list – for information only
- 4.4. Forward plan – for information only

5.0. FINANCE

- 5.1. Bills paid
- 5.2. To note the income and expenditure report to 31 July 2026

6.0. ADMINISTRATION

- 6.1. To consider a policy update in relation to the Y section and future improvements to Snatts Road Cemetery
- 6.2. To receive a preliminary update following Strengthening Local Relations discussions with East Sussex Highways and the Transport and Development Planning Team

7.0. ENVIRONMENT

- 7.1. To note the current position of the Town Council's Estates
- 7.2. To consider a request for tree reduction works

8.0. LEISURE

- 8.1. To receive an update on the application for a new 3G Pitch
- 8.2. To consider contributing to a District-wide Springle Festival

9.0. REPORTS FROM WORKING GROUPS

- 9.1. To receive an update from the Allotment Working Group
- 9.2. To receive an update from the Fees and Charges Working Group

10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

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

11.0. CHAIRMANS ANNOUNCEMENTS

12.0. CONFIDENTIAL BUSINESS

To consider whether to **RESOLVE** to exclude the press and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted: -

- 12.1. To consider a report on the Marketing programme



Chief Officer (Town Clerk)

25 August 2026



Minutes of the meeting of the **Environment and Leisure Committee** held on
Monday 6 July 2026 at 7.00pm
Council Chamber, Civic Centre, Uckfield

PRESENT:

Cllr. Angie Smith
Cllr. Karen Bedwell
Cllr. Donna French
Cllr. Chris Macve

Cllr. Bernadette Reed (Vice-Chair)
Cllr. Kathy Butler
Cllr. Mike McClafferty

IN ATTENDANCE:

Councillor Peter Selby

Thomas Woollard – Estates Manager
Rachel Newton – Senior Administrative Officer
Minutes taken by Rachel Newton

1.0. DECLARATIONS OF INTEREST

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. None were forthcoming.

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

None received.

3.0. APOLOGIES FOR ABSENCE

Apologies for absence were received prior to the meeting from Councillors Spike Mayhew and Duncan Bennett due to work commitments.

4.0. MINUTES

4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 26 May 2026

EL.13.07.26 It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on 26 May 2026, be taken as read, confirmed as a correct record and signed by the Chair.

4.2. Action list

Members queried the length of time some actions had remained outstanding, particularly an item dating back to 2016. Officers agreed to review long-standing actions and provide an update.

Members subsequently noted the Action list and to remove the following item:

EL18.09.24 – Proposed re-routing of the Public Right of Way from Ridgewood Farm into Boothland Wood as part of the development – no further actions outstanding.

4.3. Project Monitoring List – for information only

Members noted the report with no items to be removed.

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

5.0. FINANCE

5.1. To note bills paid

Members noted the report. Officers confirmed that recent purchases from P P Estates Ltd related to new pedestrian mowers.

Members raised no further questions.

5.2 To consider the procurement of the ISUZU D-Max 2.2 Single Cab Tipper Vehicle

Members considered a report seeking approval to purchase a replacement tipper vehicle following the cancellation of the previously approved Toyota Proace order after it was established that a suitable tipper conversion was not available.

The Estates Manager outlined the alternative options considered and advised that an Isuzu D-Max single cab tipper was the most suitable vehicle currently available to meet the operational requirements of the Estates Team. Members discussed the specification, value for money, availability of replacement parts, expected lifespan, security arrangements and delivery timescales.

Following the discussion, Members agreed that loading ramps and galvanisation of the tipping body should be included within the vehicle specification to maximise its operational lifespan.

EL.14.07.26 Members **RESOLVED to:**

- (i) approve the purchase of the Isuzu D-Max single cab tipper, and;
- (ii) to include loading ramps and galvanisation of the tipping body within the specification, and;
- (iii) authority for officers to proceed with the purchase as a matter of urgency due to the limited availability of suitable vehicles.

6.0 ADMINISTRATION

6.1 To note the draft minutes from the Strengthening Local Relations (SLR) meeting held on 22 June 2026

Members noted the report.

The Committee expressed continued concern regarding the response from East Sussex Highways to several long-standing highways issues, including road surface defects, damaged footways, disabled parking bay markings, the lack of stock of matching replacement paving slabs, and the overall effectiveness of the Strengthening Local Relationships process.

Members considered that the current arrangements were not delivering satisfactory outcomes and discussed the Council's responsibilities under the Equality Act in relation to disabled parking provision.

EL.15.07.26 Members **RESOLVED to request that officers seek an urgent meeting with senior representatives of East Sussex Highways to discuss:**

- (i) the effectiveness of the Strengthening Local Relationships process, and;
- (ii) the Council's outstanding highways concerns, and;
- (iii) the condition of local roads and footways, including ensuring that replacement paving slabs match the original materials and appearance, and that an adequate stock of matching paving slabs is maintained for future repairs, and;
- (iv) concerns relating to disabled parking provision and the Council's duties under the Equality Act, including the need for clearer road markings.

[Councillor B. Reed arrived at the meeting at 07:25pm]

7.0 ENVIRONMENT

7.1 To note the current position of the Town Council's Estates Members noted the report.

Members thanked the Estates Team for the excellent presentation of the High Street planters.

The Estates Manager advised Members that the large slide at Hempstead Play Area had developed a structural defect. As the slide had previously been repaired, there were concerns regarding the integrity of the material, and it had therefore been closed on safety grounds.

Members discussed options for replacing or removing the slide and requested that officers obtain quotations for a replacement slide. It was noted that any replacement could potentially be considered alongside future improvement works at the play area. Officers were authorised to progress the matter under urgent consultation, if necessary, before the next Committee meeting.

Members also agreed that a working group should be established to assist with the development of proposals for the refurbishment of the Victoria Pleasure Ground skate park, including consultation with young residents.

EL.16.07.26 Members **RESOLVED** to request quotations for a replacement slide at Hempstead Play Area and supported establishing a working group for the skate park refurbishment.

7.2 To consider opportunities arising from the Cemetery of the Year Awards (CYA) Entry Questionnaire, including the Green Flag Award scheme and corporate membership of the National Federation of Cemetery Friends

Members considered the report and welcomed the detailed feedback received through the Cemetery of the Year Awards application process.

The Committee discussed opportunities to further enhance the Council's burial grounds, including greater community involvement, biodiversity improvements and future accreditation schemes.

EL.17.07.26 Members **RESOLVED** to agree to:

- (i) note the Council's submission to the Cemetery of the Year Awards and the provisional assessment score, and;
- (ii) approve Corporate Membership of the National Federation of Cemetery Friends, and;
- (iii) support the establishment of a local Cemetery Friends Group to assist with the continued enhancement and promotion of the Council's burial grounds, and;
- (iv) request that officers obtain further information and associated costs relating to participation in the Green Flag Award Scheme, and;
- (v) defer consideration of a future Green Flag Award application until further information and costings have been received.

8.0 LEISURE

8.1 To consider temporary Pump Track Hire and Consultation on Victoria Skate Park Improvements

Members considered a report regarding the hire of a temporary pump track during the October half-term holiday.

The Estates Manager advised that the proposal would provide a recreational activity for young people whilst also enabling consultation on the future redevelopment of the Victoria Pleasure Ground skate park.

Members welcomed the proposal and agreed that it would provide an opportunity to engage directly with young people, encourage participation in the design process and provide additional activities during the school holiday period.

EL.18.07.26 Members **RESOLVED** to agree to:

- (i) approve the hire of a temporary 'World Cup Pump Track' layout as set within the quotation for one week during the October half-term holiday on the cricket outfield, and;
- (ii) approve the use of the event as the principal public consultation exercise for the proposed Victoria Pleasure Ground skate park improvements, and;
- (iii) request that the Estates Manager confirm that the Council's public liability requirements are fully covered within the supplier's quotation and associated insurance arrangements prior to the event proceeding.

9.0 REPORTS FROM WORKING GROUPS

9.1 Climate Emergency Steering Group update

Members received a verbal update from the Chair regarding the recent meeting of the Climate Emergency Steering Group.

Members noted that the Steering Group had agreed to:

- prepare Terms of Reference to facilitate the future involvement of members of the public;
- commission an updated carbon audit of the Council's estates; and
- review the Council's Climate Policy.

Members also noted the publication of the Local Nature Recovery Strategies and welcomed the inclusion of the Brown Long-eared Bat and Barbastelle Bat as priority species.

EL.19.07.26 Members **RESOLVED** to:

- (i) note the publication of the consultation reports for the East Sussex and West Sussex Local Nature Recovery Strategies, and;
- (ii) note the amendments made following consultation, and;
- (iii) note publication of the final strategies, and;
- (iv) support officers in reviewing the priority habitats and species against the Council's emerging Biodiversity Management Plans.

10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

10.1 All Weather Pitch Operational Group

Nothing to report at this time.

10.2 Biodiversity links – Ashdown Forest and Climate Change

Nothing to report at this time.

10.3 Local Nature Reserve Supporters Group

Nothing to report at this time.

10.4 Luxford Centre Management Committee

Members noted the report, with thanks to Councillor K. Butler for the update.

10.5 Uckfield Railway Line Parishes Committee

Members noted the report, with thanks to Councillor C. Macve for the update.

Members were advised of recent discussions relating to the A22 and A26 corridor studies and agreed that continued representations should be made regarding the safeguarding of future rail infrastructure.

10.6 Uckfield Youth Club Board
Nothing to report at this time.

10.7 Wealden Bus Alliance/Weald Link
Nothing to report at this time.

10.8 Wealden Food Partnership Advisory Group
Nothing to report at this time.

11.0 CHAIR'S ANNOUNCEMENTS

The Chair advised Members of the forthcoming screening of the *People's Emergency Briefing*, to be held on 16 July 2026 at Cornerstone Church. Members were encouraged to attend if available, and officers were requested to publicise this free event through the Council's communication channels.

12.0 CONFIDENTIAL BUSINESS

EL.20.07.26 It was **RESOLVED** that, pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted, it was advisable in the public interest that the public be temporarily excluded, and they were instructed to withdraw.

12.1 To consider a report on the Marketing programme

Members noted the report.

The Committee discussed opportunities to strengthen the Council's communications, particularly in promoting positive environmental projects and raising public awareness of the financial impact of vandalism on Council assets.

Members also discussed the distinction between marketing and public relations and agreed that the Marketing and Community Engagement Officer should be invited to attend a future meeting of the Committee to explore the development of a communications strategy in support of the Council's environmental objectives.

The Committee thanked the Marketing and Community Engagement Officer for the report.

The meeting finished at 08:12 pm.

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

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

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.28.09.16</u>	<u>To consider revised byelaws for the Town Council's Local Nature Reserves (LNRs)</u> Members reviewed the amendments to the byelaws which still require Natural England and DEFRA's approval. It was RESOLVED to accept the revised byelaws.	05.09.16	HG	No further information has been received in relation to this matter and no further information is currently proposed. NFA
<u>EL.26.01.19</u>	It was RESOLVED that the Supporter Groups for both reserves be consulted with a view to shortening the byelaws in accordance with DEFRA's comments and report back to the Environment & Leisure committee.	28.01.19		
<u>EL.11.07.24</u>	<u>Climate Change working Group Update</u> Members resolved to agree to request staff to instruct the Town Council's solicitors in relation to the potential purchase of land adjacent to the River Uck and abutting the lane leading to the Sussex Horse Rescue site.	08.07.24	HG	A River Walk was carried out on 27/7. A further meeting will be arranged with developers in due course, and cost protection regarding ownership and maintenance.
<u>EL20.09.25</u>	<u>To receive a progress update on water ingress into Ridgewood Village Hall</u> Members RESOLVED to agree to: (iv) continue to look into more radical ideas to fix the car park in the longer term.	20.09.25	JH	Initial works have been completed whilst exploring options for the remainder of the car park works. The next stage of works would be advertised on the UK Government procurement portal - 'Find a Tender.'
<u>EL53.04.26</u>	<u>Memorial Policy Review</u> Members RESOLVED to agree to: (i) reconvene the working group to review the X & Y-sections and develop any proposals, and; (ii) engage with the relevant stakeholders, including Deed holders and funeral directors, and; (iii) explore options for maintaining consistency whilst allowing for flexibility around edging and memorial styles.	13.04.26	RN	Report submitted to E&L on 1/9 in relation to the review of the current Cemetery Rules and consideration of future improvements. NFA

UCKFIELD TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE
PROJECT MONITORING FORM 2026-27

Outstanding new initiatives

Project Name	Speed reduction initiative (already have £3,199.64 in earmarked reserves)		Project Number	69
<u>FC.82.01.22</u>	Plus £2,000 placed into budget in 2022/23	08.04.26	Speed survey data has been obtained for the main access corridors into and out of Uckfield from East Sussex Highways. This will be shared with members shortly.	

Project Name	Permanent welfare facilities for Harlands Playing Fields		Project Number	89
<u>FC.90.01.25</u>	£12,000 minus £790.28 = £11,209.72	08.04.25	Temporary toilet provision has been removed and will return in September. Funding options have now become available through the Football Foundation and are being explored.	

Projects in 2026/27 Budget – New Initiatives

Project Name	Football Renovations		Project Number	92
<u>FC.86.01.26</u>	£12,000 minus £8,119.13 =£3,880.87	12.01.26	Initial overseeding and fertilising have been completed, 18g per sq M. Football Foundation grant received to aid in renovations; the second part of the renovation will commence in the autumn, dependent on ground conditions.	

Project Name	Harlands Pond Management Plan Works		Project Number	93
<u>FC.86.01.26</u>	£500	12.01.26	Siltex application will be carried out in the autumn/Winter	

**UCKFIELD TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE
PROJECT MONITORING FORM 2026-27**

Project Name	Fencing for Boothland Wood		Project Number	94
<u>FC.86.01.26</u>	£10,000 minus £4,751.53 =£5,248.47	12.01.26	The first phase of fencing was installed in April 2026. The second part of phase one is due to start in July 2026.	

Project Name	Fencing for Paygate Wood		Project Number	95
<u>FC.86.01.26</u>	£1,500	12.01.26	To be carried out in the autumn of 2026.	

Project Name	Bracken roller		Project Number	96
<u>FC.86.01.26</u>	£1,000	12.01.26	Due to be purchased	

Project Name	Programme for handling Himalayan Balsam		Project Number	97
<u>FC.86.01.26</u>	£2,500	12.01.26	This is ongoing with a focus on preventing growth.	

Project Name	Double Bins		Project Number	98
<u>FC.86.01.26</u>	£2,000	12.01.26	Due to be considered in Autumn	

Project Name	New Flatbed Lease		Project Number	99
<u>FC.86.01.26</u>	£3,500	12.01.26	An order has been placed for a coach-built single-cab Isuzu	

ENVIRONMENT & LEISURE COMMITTEE FORWARD PLAN – 2026/27

STANDING ITEMS FOR GENERAL PURPOSES AGENDA	REPORT LEAD
Minutes from the last meeting	SA Officer
Action list	Mgt Team
Project list	Mgt Team
Bills paid	SA Officer
Income and expenditure reports	Chief Officer/Deputy CO
Estates Update	E&F Manager
Reports from working groups	Councillor reps
Reports from outside bodies	Councillor reps
Marketing report (confidential business)	Marketing & Comms Asst

DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	
1 SEPT 2026	To consider a policy update in relation to the Y section and future improvements for Snatts Road Cemetery	SA Officer
	To receive a preliminary update following SLR discussions with ESH and the TDPT	SA Officer
	To consider a request for tree reduction works	SA Officer
	To note an update on the application for a new 3G Pitch	Estates Mgr
	To consider contributing to the District Wide Springle Festival	Chief Officer
	To receive an update from the Allotment Working Group	SA Officer
	To receive an update from the Fees and Charges Group	SA Officer
CONFIDENTIAL	Marketing report	
DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	
12 OCT 2026	Update on the 3G Pitch with regards to planning	Estates Mgr
	Initial consideration of priorities for budget setting	SA Officer
	Update on proposals of fees and charges for 2027/28	Estates Mgr & CO
	Litter bin review	SA Officer
	To receive a report from an Ecologist	Estates Mgr
CONFIDENTIAL	Marketing report	

Environment and Leisure Committee at 31 July 2026

	Apr 26 Actuals £	May 26 Actuals £	Jun 26 Actuals £	Jul 26 Actuals £	Actuals at 31 Jul 26 £	Budget at 31 Jul 26 £	Total Budget 2026/27
Sales							
Contribution to Town Centre Security (4040)	0	0	0	526	526	500	500
Weald Hall Events (4050)	177	1,703	14	713	2,606	8,333	25,000
Allotments (4100)	7,686	214	89	21	8,010	6,500	7,500
Allotment Admin Charge (4102)	3,570	135	45	75	3,825	3,500	4,500
Allotment Deposits (4101)	419	209	156	260	1,044	667	2,000
Playing Fields & Pitches, Sport Income (4110)	127	0	584	199	910	1,000	25,000
Playing Fields & Pitches, Event Income (4120)	461	305	699	750	2,215	2,667	8,000
WDC- WPark Culverts Agreement (4123)	0	400	0	0	400	500	500
Vehicle and equipment disposal (4124)	33,500	0	0	0	33,500	0	0
ESCC Minibus parking income (4140)	500	500	500	500	2,000	1,600	4,800
Cemetery - Interments (4180)	3,629	860	865	2,630	7,984	12,500	37,500
Cemetery - Memorials (4181)	1,250	124	1,503	360	3,237	3,493	10,480
Cemetery - Sundry income (4182)	0	0	0	0	0	333	1,000
Cemetery Maintenance Charge (4183)	230	230	0	345	805	1,533	4,600
Farmers Market Income (4270)	75	75	75	0	225	300	900
Env Sundry Income (4275)	46	0	0	0	46	67	200
Litter/bus station (4295)	0	398	0	0	398	398	1,590
Eco EXPO (4370)	0	0	0	0	0	0	450
Weald on the Field (4387)	0	0	200	1,850	2,050	2,500	6,000
Roundabout income (4350)	0	0	0	0	0	0	864
Tree work contributions	0	0	0	0	0	333	1,000
Total Sales	51,670	5,152	4,729	8,230	69,781	46,724	142,384

The following funding has been secured from The Football Foundation to assist the Town Council with the replacement of machinery, and full sport renovations:
Grass Pitch Maintenance Fund (GPMF) This is over five years.

- Harlands Recreation ground - £21,334.00
- New Barn Playing Fields - £10,666.00
- West Park - £27,732.00

Grass Pitch Maintenance Equipment 75% contribution.

- Football foundations payment £20,857.00

Small Projects Funding up to £25k

- New Barn Goals £1,350.00

Purchases							
Playing fields and pitches (5120)	4,642	678	59	(30)	5,348	7,167	21,500
Playing fields electricity (5122)	0	0	430	41	472	917	2,750
Play Area maintenance (5176)	3,169	1,148	(455)	499	4,359	4,000	12,000
Grounds maintenance contract (5203)	0	0	0	0	0	1,667	5,000
Ground Maintenance General (5204)	1,405	1,179	131	367	3,081	2,917	8,750
General equipment repairs and hire (5201)	86	0	940	212	1,238	2,000	6,000
New Equipment and hire (5202)	11,374	0	0	3,353	14,727	15,000	17,100
Movana Vehicle (5279)	55	0	0	0	55	250	750
Tractor maintenance & running costs (5275)	0	0	0	0	0	0	1,250
Vehicle running costs (5263)	382	594	490	0	1,465	833	2,500
Vehicle PCP arrangements (5264, 5266, 5267)	1,410	1,730	1,410	1,410	5,959	2,500	7,500
Grass cutting mower (5276)	0	0	0	0	0	500	1,500
Allotments (5100)	0	534	787	290	1,611	1,667	5,000
LNRS & Sites of Interest (Working budget) (5231)	0	0	46	0	46	1,333	4,000
Litter bins (5295)	0	499	0	0	499	500	1,500
Litter collection, open spaces (5296)	676	639	789	714	2,817	3,667	11,000
Repair and replace street furniture (5375)	0	0	0	0	0	917	2,750
Signage outside areas (5330)	0	0	0	0	0	500	1,500
Protective - Outdoor staff (5058)	53	68	79	65	266	917	2,750
Fencing (5280)	0	0	0	0	0	1,083	3,250
Horticulture (5299)	0	0	0	0	0	100	300
Trees (5285)	3,140	1,860	1,740	1,740	8,480	6,000	18,000
HMLNR & WPLNR (5033)	0	0	0	0	0	250	750
Weald Hall Events (5300)	0	2,800	0	1,355	4,155	6,000	18,000
Performing rights (5301)	0	0	0	0	0	667	2,000
Event Advertising Marketing (5302)	315	80	31	789	1,216	1,200	3,600
Weald on the Field (5078)	288	667	1,000	2,809	4,763	8,000	12,500
Town Security/CCTV (5370)	2,006	104	107	104	2,321	1,083	3,250
Floral displays (5373)	0	0	2,637	706	3,343	3,938	3,938
Tesco roundabout Floral display (5379)	0	0	0	0	0	818	818
Cemetery, grave digging (5181)	400	400	0	400	1,200	2,400	7,200
Cemetery, rates & water (5180)	309	281	281	328	1,199	567	1,700
Cemetery, litter (5182)	258	236	300	214	1,008	1,050	3,150
Cemetery, maintenance (5186)	0	116	0	0	116	333	1,000
Memorial benches (5188)	0	763	54	0	816	0	0
Street lights, supply & maintenance (5080)	0	0	0	0	0	0	12,600
Street light repairs (5081)	0	0	0	0	0	5,250	15,750
Bus shelters (5086)	0	0	0	0	0	550	1,650
Groundsmen - salaries (5360)	15,384	15,278	15,278	15,278	61,217	63,452	190,357
Groundsmen - National insurance (5361)	1,916	1,916	1,916	1,916	7,665	8,018	24,054
Groundsmen - Pension (5362)	3,218	3,218	3,218	3,218	12,873	13,370	40,110
LNRS & Sites of Interest (Ranger) (5230)	2,815	2,815	2,815	2,815	11,259	11,259	33,778
New Tractor (in exchange for sale of other) (5268)	34,041	0	0	0	34,041	0	0
Total Purchases	87,341	37,601	34,083	38,592	197,616	182,639	512,855

New initiatives 2026/27

Full football pitch renovations (5120)	200	8,251	0	0	8,451	7,500	12,000
Harland Pond	0	58	0	0	58	100	500
Fencing for Boothland Wood	4,654	97	0	0	4,752	5,000	10,000
Fencing for Paygate Wood	0	0	0	0	0	0	1,500
Bracken roller	0	0	0	0	0	0	1,000
Programme for Himalyan Balsam	0	0	0	0	0	0	2,500
Double bins	0	0	0	0	0	0	2,000
New Flatbed Lease	0	0	0	0	0	0	3,500
Total new initiatives 2026/27	4,854	8,407	0	0	13,261	12,600	33,000

Earmarked reserves expenditure covering above expenditure (in progress)

Nominal code recorded on Sage					
Grillo Mower FD900	849	1,506	787	787	3,930
Grillo Brushcutter	480	480	480	0	1,439

Meeting of the Environment and Leisure Committee

Tuesday 1 September 2026

Agenda Item 6.1

TO CONSIDER A POLICY UPDATE IN RELATION TO THE Y SECTION AND FUTURE INITIATIVES FOR SNATTS ROAD CEMETERY

1.0 Overview

- 1.1 This report seeks approval for revised **Snatts Road Cemetery Rules and Regulations** to incorporate the new Y-section, together with an **Internal Operational Policy on Kerb Sets**.
- 1.2 The report also seeks approval to commission a **Ground Penetrating Radar (GPR) survey** of Sections D, E, K, L and M to improve knowledge of remaining burial capacity and support future cemetery planning.
- 1.3 The new Y-section is due to be consecrated on **29 September 2026**, and it is proposed that it will operate on the same lawn cemetery and **headstone-only** principles as the adjoining X-section.

2.0 Background

- 2.1 The Committee previously agreed that the Cemetery Rules and Regulations should be reviewed in advance of the opening of the new Y-section. The proposed revisions to the Cemetery Rules and Regulations are attached at **Appendix A**.
- 2.2 An internal policy for officers dealing with enquiries about kerb set graves has also been prepared and is attached to align as part of the new policy updates at **Appendix B**.

3.0 Ground Penetrating Radar Survey

- 3.1 A quotation has been obtained from KBGPR to undertake a GPR survey of **Sections D, E, K, L and M**. While the quotation was provided in April, and is subject to available budget, but provides a useful indication of the costs involved.
- 3.2 The survey would provide greater certainty about existing grave locations and remaining burial capacity. The Grounds Team has already identified a small number of potential burial spaces that have not been pre-purchased. The survey would help to verify these areas and identify any additional space that may be available, supporting future planning and the efficient use of existing cemetery capacity, with potential long-term operational and financial benefits.
- 3.3 The quotation is attached at **Appendix C**, with the proposed survey areas shown at **Appendix D**.

4.0 Other Cemetery Initiatives

- 4.1 Members are aware of some current initiatives to support the cemetery's long-term management:
 - Membership has been set up with the **National Federation of Cemetery Friends** and the establishment of a **Friends of Snatts Road Cemetery** volunteer group is in progress, in partnership with Brighter Uckfield who wish to discuss any future works that may assist with biodiversity and community value;
 - We are working towards **Green Flag accreditation**; and
 - exploring the planting of a **Copper Beech tree** (next year) as a significant landscape feature within the cemetery.

5.0 Conclusion

- 5.1 Only limited amendments to the Cemetery Rules and Regulations are required for the new Y-section. The section will follow the established approach used in the X-section, providing consistency in memorialisation and future maintenance.
- 5.2 The proposed GPR survey and wider cemetery initiatives will support the efficient use, environmental enhancement and long-term sustainability of Snatts Road Cemetery.

6.0 Recommendations

- 6.1 It is recommended that the Committee consider:

(i) **to approve** the Revised Snatts Road Cemetery Rules and Regulations at **Appendix A**;

(ii) **to note** that the Y-section will be managed in accordance with the revised Rules and Regulations following its consecration on **29 September 2026**;

(iii) **to approve** the Internal Operational Policy on Kerb Sets at **Appendix B**;

(iv) commissioning the Ground Penetrating Radar Survey in accordance with **Appendix C**, subject to available budget;

(v) **to note** the proposed survey areas shown at **Appendix D**.

Terms and Conditions

1. KB GPR Surveys (hereafter referred to as KB) will perform a Ground Penetrating Radar (GPR) survey utilising advanced GPR equipment to detect subsurface features and conditions within the survey boundary, as defined in our quotation.
2. The survey objectives are defined in the quotation, objectives may not be modified or added without approval from a manager.
3. KB staff must perform all site works in accordance with an authorised Work Package Plan (WPP), or Method Statement and Risk Assessment (RAMS).
4. The survey boundary is defined within the quotation and the WPP/RAMS.
5. KB will not extend the survey beyond the boundary defined within the quotation and WPP. Areas outside of this boundary will not have been subject to our Risk Assessment or factored into our planning for implications on timescale and cost.
6. Additional survey scope must be authorised by management to include risk assessment, impact on timescales and price, and may be subject to a new or revised purchase order.
7. Each area will be comprehensively surveyed using advanced GPR in accordance with the methodology and equipment specified in the quotation and WPP/RAMS, deemed most appropriate to meet the survey objectives.
 - a. KB employs highly trained GPR operatives, if a deviation is made from the methodology described in the WPP this shall be documented in the site notes including the rationale behind that decision.
 - b. KB operates a wide variety of GPR including several manufacturers and customised systems. KB reserves the right to switch between GPR to utilise the most efficient and effective tool for a given job.
8. GPR scans will be positioned using GPS, Total Station, Survey Grids or other methods as deemed appropriate by KB staff in relation to on-site conditions and the type of survey being conducted.
9. KB requires free and unobstructed access to all areas within the survey boundary.
 - a. The survey boundary may include areas which cannot be accessed with GPR and whilst every effort will be made to survey the entire area required only flat, accessible surfaces will be covered.
 - b. GPR is not suitable for use on rough surfaces or vegetated ground.
 - c. Depending on the survey objectives, very short GPR scans may not be of value.
 - a. KB does not accept responsibility for areas missed due to lack of access.
10. All prices and shifts durations are based on a standard 8 hour working shift. KB staff are not obliged to work beyond these hours without prior approval of their management.
 - a. KB standard working hours are as follows:
 - i. Day shift: 0800 – 1700
 - ii. Night shift: 2000 – 0500 (night shifts will be subject to an additional charge)
 - b. Works are specified by objectives and boundary in the quotation and WPP/RAMS, KB staff are not obliged to remain on site after completion of the specified works. Even in the event of shift hours remaining.
 - c. KB staff do not work on Saturdays, Sundays or Bank Holidays (requests to work on these days, if agreed, will be subject to additional charges).
 - d. Mobilisation costs, where specified, may be chargeable in advance. Mobilisation costs are not refundable in the event of cancellation.
11. A minimum of 48 hour's notice is required to cancel a shift otherwise that shift will be charged.
12. Unless specified otherwise, KB quotations are based on 8 hour shifts to include 6 hours of full site access for surveying with an allowance of up to 2 hours for site induction. Access periods of less than 6 hours per shift may incur delays.
13. Unless specified otherwise, standard airport shifts are based on an access window of 4 hours. Access periods of less than 4 hours per shift may incur delays.
14. Unless specified otherwise, KB allows for a maximum of 2 hours for site induction. Site inductions which take longer than the allocated time may create delays. Site inductions which require a separate site visit or cause sufficient delays to require an additional site visit will incur additional costs.
15. It will be sometimes necessary to break the survey into different sections to be completed on different shifts, if this requires special arrangements then this should be discussed and agreed with KB prior to works commencing.
16. Site delays will impact the final delivery date and may result in extra charges.
17. GPR surveying will obstruct the area in question until the survey is complete. If working on a site, the customer is responsible to ensure a safe working environment for the duration of the survey. This may mean closing the area to other operations.
18. When necessary, the customer is responsible for providing Traffic Management (TM). If KB should provide TM, KB should be informed in advance and this will result in additional costs.
19. Where necessary, all Welfare and Permits required are to be provided by the customer.
20. Where necessary, provision for additional First Aid must be provided by the customer.
21. KB staff reserve the right to leave site without notice at any time if their health and safety is not adequately protected. KB staff only will determine that their health and safety is at risk.
 - a. Delays caused by health and safety issues will be chargeable at the full rate.
22. Start date to be agreed on receipt of purchase order.
23. Deliverables are defined in the quotation, results are usually issued in the following formats:
 - a. CAD drawing (pdf and/or dwg format)
 - b. Survey report (pdf format)
 - c. Site markings
24. Deliverables will be provided within the agreed timescale after completion of the on-site survey. If no timescale is provided please allow 10 working days plus the quoted post-processing duration.
25. GPR data is archived for a minimum of 12 months after final delivery of the results. KB does not provide GPR data to the customer under normal conditions.

Terms and Conditions

- a. GPR data is not a deliverable.
26. GPR cannot be assembled or operated during adverse weather conditions due to potential for equipment damage or delays (such as water ingress to equipment or inability of paint to adhere to a surface). In addition, some types of GPR and positioning equipment will suffer degradation of quality during certain types of weather conditions which can impair results.
27. KB staff only will decide which conditions constitute adverse weather. KB does not accept responsibility for delays caused by adverse weather conditions. Delays caused by adverse weather conditions may result in extra charges.
28. Prices and timescales quoted are fixed on condition that full access is provided at the agreed times, however KB is not responsible for delays due to adverse weather conditions or restrictions caused by the customer.
29. Delays which cause the job to extend beyond the quoted period will be dealt with in the following manner:
 - a. Delays caused by KB or KB equipment failure: at KB expense, KB will stay onsite until completion of the job. KB is not able to accept charge back of additional costs incurred by the customer during this period.
 - b. Delays caused by access restrictions, health and safety issues, adverse weather, extended site induction, or other causes not attributable to KB: chargeable at the full rate.
30. An invoice will be raised immediately on delivery of the results.
31. Large projects will be invoiced in stages based on time, stages of delivery or percentage of completion.
32. Payment terms are strictly 30 days from invoice date.
33. Unless specified otherwise, all quotations are valid for 90 days from the date of issue.
34. GPR is a geophysical investigation method which is subject to changes in performance level due to factors outside of KB control.
 - a. KB operates industry leading GPR which is often customised to improve performance, as well as highly trained staff working in accordance with industry recommended methodologies and practices to achieve the best results possible from a survey, however results cannot be guaranteed.
 - b. GPR data is subject to user interpretation. KB staff are highly trained and deliverables are subject to internal quality control. However, results cannot be guaranteed.
35. All GPR surveys are subject to our disclaimer:
 - a. Survey results are provided based on KB best interpretation of GPR data collected on site, however, all results should be considered as for information purposes only and verified using intrusive techniques before being acted upon. KB does not accept any responsibility or liability for damages, costs, delays or any other negative impact, resulting from the use of our survey results.
36. Please see our website for the full disclaimer text.
 - a. Acceptance of results implies full acceptance of our disclaimer.

UCKFIELD TOWN COUNCIL



SNATTS ROAD CEMETERY REGULATIONS

**UCKFIELD TOWN COUNCIL
SNATTS ROAD CEMETERY, UCKFIELD**

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Uckfield Town Council welcomes all visitors to the Cemetery, and you are asked to respect the peace and dignity of the facility.

From 29 September 2026, the Y Section forms part of Snatts Road Cemetery. Unless otherwise stated, all Regulations apply equally to the Y Section.

The Cemetery is managed and operated by Uckfield Town Council in accordance with the Local Authorities' Cemeteries Order (LACO) 1977, as amended by the Local Authorities' (Amendment) Order 1986 and such other regulations as may be made by the Secretary of State for the Ministry of Justice from time to time.

MANAGEMENT OF THE CEMETERY

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1. The Cemetery will be open to the public daily during the hours of daylight, but the Council reserves the right to close the Cemetery and limit entry at any time.

No person, other than a person authorised by the Council, shall enter, or remain in the Cemetery at any hour when it is closed to the public.

2. All persons entering the Cemetery will be subject to the orders and control of the Council or any person authorised by the Council.
3. All persons shall conduct themselves in a decent, quiet and orderly manner and are reminded of the provisions of the LACO article 18 (1), which states no person shall:
 - (a) Wilfully create any disturbance in a Cemetery
 - (b) Commit any nuisance in a Cemetery
 - (c) Wilfully interfere with any burial taking place in a Cemetery
 - (d) Wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such grave, or
 - (e) Play at any game or sport in a Cemetery.
4. Visitors to the Cemetery shall not unreasonably interrupt the Council's employees in their duties or employ them to execute private works within the Cemetery. All enquiries, complaints and requests by members of the public must be made to the office of the Council and not to Council employees in the Cemetery.
5. Under the Dogs Exclusion (Uckfield Town Council) Order 2012, all dogs except guide dogs are-excluded from the Cemetery.
6. Children (e.g. under the age of 12 years) are not permitted in the Cemetery except under the care and supervision of a responsible person.
7. No person shall sell or offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit orders for the same, within the Cemetery without the prior consent of the Council.
8. Any person using a motor vehicle in the Cemetery shall only do so on a carriageway suited to the purpose, except with the consent of the Council, and shall not exceed 10 mph.

9. All visitors to the Cemetery must keep to the footpaths or roads provided for that purpose, except whilst visiting a grave, and refrain from touching the trees, shrubs, plants or flowers.
10. No person shall drop, throw or otherwise deposit and leave in the Cemetery any wastepaper or refuse of any kind, except in the litter bins provided.
11. No person shall operate any sound reproducing equipment or play any musical instrument in the Cemetery without the prior consent of the Council.
12. No employee of the Council is to demand or receive any gratuity.
13. No interment shall take place, and no monument or memorial shall be placed in the Cemetery, nor shall any additional inscription be made on a monument or memorial without the prior consent of the Council. The scattering of cremated remains is only permitted in the new Garden of Remembrance, subject to the relevant fees being paid.

INTERMENTS

14. All applications for interments must be submitted on the prescribed form and given to Uckfield Town Council at least 5 working days before the appointed time of the burial or ashes interment. If there are any changes (such as the addition of an ashes casket), this **must** also be requested at least two days beforehand to allow enough time for the Grounds staff to prepare the grave.
15. The application for interment must contain full details of the deceased, the proposed interment, the grave to be used and the signature of the owner of the Exclusive Right of Burial, if applicable, and be accompanied by the appropriate fees for interment.
16. Subject to seasonal variations, and to enable the Grounds team to adequately prepare and backfill the grave, interments can be scheduled up to 1 pm on Mondays to Thursdays, unless special arrangements have been agreed with the Town Council. Any requests for burials or ashes interments on a Friday afternoon (beyond 11 am) **must** be submitted on the appropriate form with a minimum of 10 working days' notice period to ensure this can be accommodated. No interments will be permitted on a weekend or a bank holiday.
17. In cases of emergency, certified by an acceptable medical authority, regulation 16 may be waived in the interest of public health.
18. The appointed time for an interment will be the time at which the funeral cortege is to arrive at the entrance gate of the Cemetery. The Funeral Director or person in charge of the funeral arriving after the appointed time must act under the direction of the Council or their authorised officer as to when the funeral service may proceed.
19. The person or persons arranging the interment shall be responsible for the attendance of a Minister of Religion, if appropriate, to officiate at the burial service and for payment of any fee to which the Minister is entitled.
20. Services are limited to 30 minutes but may be extended with the agreement of the Council.

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- 21.** Any form of religious service may be used, but any other ceremony is subject to the approval of the Council. Alternatively, the interment may take place without service.
- 22.** A certificate for disposal issued by the Registrar of Births and Deaths or a Coroners Order for Burial or a duplicate copy thereof must be delivered to the Council or their authorised officer when the funeral cortege arrives at the Cemetery.

Any person procuring an interment without the production of such a certificate or order will be required to make a written declaration on the prescribed form in accordance with Section (1) of the Births and Deaths Registration Act 1926. In the case of interment or scattering of cremated remains, a certificate for burial purposes issued by the Cremation Authority will be required. In the case of a non-viable foetus, the Medical Practitioner's or Midwife's certificate of delivery will be required.

- 23.** Every body brought into the Cemetery for interment shall be contained in a suitable coffin unless an uncoffined burial has been authorised. No coffin shall be accepted unless it bears adequate particulars of the identity of the deceased person therein. A coffin may only contain one body, except in the case of a mother and her baby (babies). Although ashes within a coffin can be accepted.
- 24.** The responsibility for providing sufficient bearers to carry the coffin reverently from the hearse to the grave, whether mourners are present or not, rests with the Funeral Director or person arranging the funeral.
- 25.** All graves will be prepared by persons employed by the Council.
- 26.** No burial shall take place in a grave in such a manner that any part of the coffin is less than 900mm (3 feet) below the level of any ground adjoining the grave provided that the Council may where they consider the soil to be of a suitable character permit a coffin to be placed not less than 600mm (2 feet) below the level of any ground adjoining the grave.
- 27.** No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by means of a layer of earth not less than 150mm (6 inches) thick.
- 28.** Where any grave is re-opened for the purpose of making another burial therein, no person shall disturb any human remains interred therein or remove therefrom any offensive soil.
- 29.** After interment, no body or cremated remains may be removed from a grave without the production of the ecclesiastical faculty and/or Ministry of Justice licence for exhumation required by law. The original documents will be required for this purpose.
- 30.** In the case of the re-opening of a private grave, the written consent of the owner of the Exclusive Right of Burial will be required, or where the owner is deceased, the Council will require to be indemnified against any action arising as a result of permitting the interment. No consent is required for the interment of the owner of the Exclusive Right of Burial.

31. The Council may exclude from the Cemetery on the occasion of a funeral any person or persons not being mourners or officially connected with the funeral.

EXCLUSIVE RIGHT OF BURIAL

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32. The Exclusive Right of Burial in a grave may be purchased at the time of the interment on payment of the appropriate fee and completion of the relevant application form, including the signature of the proposed owner.
33. The "Right" is granted for a period of 75 years.
34. The Exclusive Right of Burial entitles the deed holder to determine who is buried in the grave and whether a memorial can be erected on the grave (subject to the payment of the relevant fees and permission being granted by the Council).

As there is currently no charge for the Exclusive Right of Burial for babies or a non-viable foetus, the Council reserves the right to allow more than one interment in each plot. The Council will retain the Exclusive Right of Burial unless the plot is purchased. Memorials will be allowed at the Council's discretion on unpurchased plots, subject to the appropriate fee.

35. All such private graves will be initially excavated to the standard depth determined by the Council. The Council cannot be held responsible if, due to factors outside its control, the full number of interments in a grave cannot be achieved.
36. New graves will be allocated in strict rotation within each section of the Cemetery. Plans showing the grave spaces are kept at the Council's office, where they may be seen during the normal office hours of the Council.
37. At the expiration of the 75 years of the Exclusive Right of Burial, the purchaser, or her/his heir or successors, will have the option of renewing the "Right", subject to such restrictions and regulations as may be in force at that time.

Applications should be made for renewal of the "Right" within 12 months of the expiry of the previous grant. However, renewal applications can be made at any time during the granted period. If the renewal application is made during the granted period, the additional period plus the remaining period cannot exceed 75 years in total. Where the period of the "Right" of approval has elapsed, and no notification of the intention to renew has been received from the person who held the Exclusive Right of Burial, the Council may grant a renewed Exclusive Right Of Burial to another person, but before doing so will, where possible, notify the previous owner of the "Right", or personal representative, and give the option of renewal.

38. The Exclusive Right of Burial is not automatically transferred to successors in title. The "Right" can be transferred to next of kin or executor, subject to such restrictions and regulations as may be in force at that time.

Any transfer of ownership of the Exclusive Right of Burial will be subject to the production of satisfactory evidence of title and the approval of the Council. Such transfer must be registered in the records of the Cemetery, and the Deed of Grant of the Exclusive Right of

Burial must be produced for endorsement by the Council and the appropriate transfer fee paid.

39. Where no interment has taken place in the grave, the owner of the Exclusive Right of Burial may surrender the same to the Council and receive a refund at the original purchase price.

PUBLIC (COMMON) GRAVES

40. A public (common) grave is a grave in which no Exclusive Right of Burial has been, or will be, granted by the Council and in which unrelated persons may be interred.
41. Should the Exclusive Right of Burial not be purchased at the time of interment, Uckfield Town Council reserves the right to determine the initial depth of the grave at 2400mm (8 feet). Any subsequent interment in that grave space will be at 1800mm (6 feet).

MEMORIALS

42. A monument may only be erected on a grave or ashes plot within the Cemetery in accordance with these Regulations and upon payment of the appropriate fee. The right to erect a monument rests with the holder of the Exclusive Right of Burial, or subject to an agreed transfer by the Council, their next of kin or executor, and will be for the unexpired portion of the grant of Exclusive Right of Burial.
43. The erection of a monument on a public (common) grave will be subject to the discretion of the Council and in accordance with these Regulations and upon payment of the appropriate fee. Where permission is granted to erect a headstone on a public (common) grave, it will be subject to the right of the representatives of other persons interred in the grave to have those persons commemorated thereon. As there is no right to erect a monument on a public (common) grave, such a monument does not in itself confer any rights and remains at the pleasure of the Council.
44. The Town Council has adopted a headstone-only policy (no kerb set) for all new sections of the Cemetery, and these areas will be maintained as a lawn Cemetery. The Y Section, consecrated on 29 September 2026, follows the same memorial policy as the X Section. Only headstones and memorials permitted under these Regulations may be installed. Kerb sets, chippings and enclosed grave surrounds will not be permitted. The base of all memorials shall not exceed 300mm (12 inches) in depth.

45. Internal Operation Policy – Memorial Kerb Sets

44. For internal operational guidance on requests for memorial kerb sets, officers should refer to Appendix B – Internal Operational Policy – Memorial Kerb Sets. The Cemetery Rules and Regulations remain the principal document governing memorials and take precedence over the Policy.

45. Applications for the approval to place a new monument or kerb set in the Cemetery, alter or add to any inscription, or replace, add to or remove from the Cemetery any monument or kerb set, must be submitted to the Council on the appropriate Monumental Application Form, provided by the Council.

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Such notice must be submitted at least two weeks in advance of the proposed date of erection and must include:-

- (i) The grave number and name of the deceased;
- (ii) In the case of a new monument, a drawing of the monument and its specification, including the type, colour, and finish (i.e. polished, honed, etc.) of the material (natural stone) to be used, and showing all dimensions, including those of the kerb set (if appropriate) and the foundation slab.
- (iii) The text of any inscription to be inscribed on the monument, or any text to be altered or added to any existing monument, and the method of lettering (i.e. incised, incised inlaid with lead, etc.)
- (iv) The name, address and signature of the person placing the order for the monumental work to be undertaken, which should be the owner of the Exclusive Right of Burial. If such an owner is deceased, the Exclusive Right of Burial must be transferred prior to any work being undertaken. If the owner is alive but is not making the application, the applicant must provide a letter in the owner's hand confirming and authorising such application.
- (v) The name, address and telephone number of the monument-mason.

46-47. The approval of the Council for any such application will be confirmed by the issue of approval, which is valid for a period of 3 months. No work should be undertaken until this has been issued, and on the understanding that the work undertaken will fully comply with the details specified within the application form and the requirements of these Regulations. Also, 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/or Funeral Directors to book ahead for the installation of memorials. No permission is required for cleaning only, uprighting and re-levelling; repair of existing lettering or painting of existing inscriptions, unless the monument is to be removed from the Cemetery.

47-48. Anyone who erects a monument or kerb set, or who undertakes any monumental work, within the Cemetery not in compliance with these Regulations may be compelled to remove the said monument or kerb set and pay all costs involved.

48-49. All monuments or kerb sets shall be constructed of granite, marble, slate or other hard natural stone of monumental quality, which must be durable and sound.

The Cloistered Remembrance Wall is restricted to True Nabresina stone or Slate plaques only.

49-50. A constructed headstone may be inlaid with natural stone, lead or bronze as part of the design or inscription provided such inlay shall not reduce the main thickness (body) of the headstone to less than 38mm (1½ inches) or to be raised above the surface of the headstone proper by more than 12mm (½ inch) and must be contained within the overall dimensions of the headstone.

The headstone shall not exceed 900mm (3 feet) in height (above ground level); 750mm (2 feet 6 inches) in width, or be less than 50mm (2 inches) in thickness.

50-51. Where the memorial consists of a headstone and base, the headstone must be fixed so that its rear face is set 19mm ($\frac{3}{4}$ inch) from the rear face of the base or 50mm (2 inches) if the height of the headstone is less than 750mm (2 feet 6 inches).

The base may be drilled to accommodate up to two flower containers or may accommodate:-

- (vi) up to 4 natural stone vases not more than 300mm (12 inches) high and not more than 176mm (7 inches) square; or
- (vii) a natural stone tablet, not more than 300mm (12 inches) high, not more than 300mm (12 inches) wide and not more than 75mm (3 inches) thick; or
- (viii) up to 2 natural reconstituted, stone figures, not more than 375mm (15 inches) high, provided the stone is not covered, coated in plastic, gilded, glazed or painted.

Any such vase, tablet or figure must not extend beyond the perimeter of the base.

51-52. Alternatively, a memorial may consist of:

- (ix) A natural stone vase not more than 300mm x 300mm x 300mm (12 inches x 12 inches x 12 inches) fixed to a plinth not more than 350mm x 350mm x 50mm (14 inches x 14 inches x 2 inches) of the same material, fixed on a foundation of the same dimensions as the plinth; or:
- (x) A book or tablet not more than 600mm x 450mm x 75mm (24 inches x 18 inches x 3 inches) fixed to a base not more than 710mm x 450mm x 75mm (28 inches x 18 inches x 3 inches) of the same material, fixed on a foundation of the same dimensions as the base;
or:
- (xi) A flat tablet not more than 300mm x 300mm x 50mm (12 inches x 12 inches x 2 inches) fixed to a foundation of the same dimensions as the base or sufficiently wide to bridge the grave and rest on undisturbed ground.
- (xii) An additional ashes row has been created at the north west border of the 'X' section; only a desktop tablet with an integral vase is permitted. The measurements are strictly 18" x 12" x 4". The vase hole(s) can be left/centre/right or left and right. The specification must be portrait orientation, Please note: the desktops usually come in 18" x 18" so measurements will need to be specified. Also, 18" x 12" flat tablets with a vase hole are available but this is not permitted as there is not much stone around the hole which makes them more susceptible to damage.

Please contact the Town Council for further clarification if required.

The Cloistered Remembrance Wall plaques are restricted to 10 inches x 3 inches for a single plaque or 10 inches x 7½ inches for a double plaque.

52-53. Each kerb set shall be constructed of up to 3 pieces of natural stone not less than 100mm (4 inches) deep and not less than 75mm (3 inches) wide. Corner posts may be incorporated in the kerb set but shall be constructed of a single piece of natural stone not less than 100mm (4 inches) high, or less than 100mm (4 inches) square. The dimensions of the kerb set shall not exceed 2135mm x 915mm (7 feet x 3 feet).

All memorial plates, memorial stones, kerb sets, books, plaques, and tablets must be constructed and installed in accordance with the Code of Practice of the

National Association of Monumental Masons (NAMM) (January 1998, as amended) or the standards of the British Register of Accredited Memorial Masons (BRAMM).

All work shall comply with BS 8415 and any subsequent amendments, with particular emphasis on safety, quality, and structural stability, ensuring that all memorials are fit for purpose.

53-54. No monument (except figures) constructed from artificial re-constituted Bath, Soft Caen, Soft York or other soft stone, or coloured marble, or wood will be permitted, and memorials of metal, pottery, plastic, glass or fibre-glass are forbidden and will be removed without notice. Photographic plaques, either ceramic or other approved material, of an approved size (e.g. 120mm (4¾ inches) in height by 90mm (3½ inches) in width may be affixed to monuments, but frames of bronze or other material will not be permitted.

54-55. Any monument erected in the Cemetery shall be inscribed with its grave number, in a conspicuous position as approved by the Council, in characters of not less than 16mm (⅝ inch) in height, to match the main inscription.

55-56. Trade names may be inscribed on any monument, in a location approved by the Council in characters of not more than 12mm (½ inch) in height, to match the main inscription.

56-57. No hewing or dressing of stone, other than the cutting of an inscription or cleaning of the stone, will be permitted in the Cemetery.

57-58. All materials and equipment shall be conveyed in the Cemetery in such a manner as to prevent damage to walks, paths, roads or turfed areas, and all soil or waste material shall be removed in a like manner.

Mats, boards or canvas shall be used, as directed by the Council, to achieve this end.

58-59. All persons employed, on behalf of the owner of the Exclusive Right of Burial or personal representative of such person, to erect any monument shall carry out their work strictly under the direction of the Council and shall:-

- (xiii) At the cost of the owner, or personal representative, remove all waste and unwanted material and make good any damage or injury whatsoever occasioned in the process of the work.
- (xiv) Perform the work during the normal opening hours of the Cemetery offices.
- (xv) Provide their own tools and equipment and complete the work with due despatch.

59-60. The Council must be informed of the removal of any monument from the Cemetery.

Subject to approval by the Council, temporary wooden crosses are permitted for a period of up to 6 months to allow the soil to settle prior to a permanent memorial being installed.

60-61. The removal and re-erection of a monument to facilitate the re-opening of a private grave or to level such grave shall be at the expense of the grave owner or their personal representative.

~~61.62.~~ Any person removing a monument to permit a further interment shall either remove the same from the Cemetery, after informing the Council, or place it in a location or position indicated by the Council.

~~62.63.~~ Any monument removed from a grave to facilitate an interment shall be replaced as soon as possible.

~~63.64.~~ Any unauthorised monument shall be removed at the expense of the Exclusive Right of Burial owner, or their personal representative.

~~64.65.~~ Any monument or memorial erected in the Cemetery remains the property and responsibility of the Exclusive Right of Burial owner or their personal representative and therefore, remains in the Cemetery at the sole risk of, and must be kept in a good state of repair by, the said owner or personal representative.

Uckfield Town Council shall not be held responsible for any damage or breakage which may occur to any monument or memorial through any cause whatsoever.

The Council undertakes safety inspections on all memorials. Any defects reported with regard to stability are to be corrected by the owners of the memorials. Where the Council is unable to trace the owner of the Exclusive Right of Burial for any graves with unsafe memorials, these memorials may be laid flat to prevent the possibility of accidents. All other memorials requiring minor work will be covered with a safety warning.

The Council reserves the right to remove any monument or memorial, which has become, or is likely to become, dangerous or which is in a derelict or unsightly condition.

MAINTENANCE AND UPKEEP

- ~~65-66.~~ After an interment has taken place in a private grave and a reasonable time has elapsed for the natural subsidence of the earth used to fill the grave, the Council shall, in accordance with the Local Authorities Cemeteries Order 1977, cause the surface of the grave to be levelled and properly covered with fresh turf, except for any area covered by any monument or memorial.
- ~~66-67.~~ It is the responsibility of the owner of the Exclusive Right of Burial to keep the grave space free from weeds and in a tidy condition. In default, the Council reserves the right to level and turf the grave.
- ~~67-68.~~ The placing of glass or metal containers, items of pottery, plastic (including artificial grass) or wire mesh fencing and any decorative aggregate (unless this has been authorised and sits within a kerb set, ~~which would not include the X and Y sections~~) ~~are is~~ forbidden and will be removed by the Council without notice from any grave or the Garden of Remembrance. Temporary Funeral Director markers are permitted. As lawn cemetery sections, the X and Y Sections are maintained on a headstone-only basis and no kerb sets, decorative chippings, gravel, edging or enclosed grave surrounds are permitted.
- ~~68-69.~~ Small annual bedding plants or bulbs may be planted on a grave, as directed by the Council, but the planting of perennials, shrubs and trees is not permitted and will be removed by the Council without notice.
- In the lawn section, planting is only permitted 9 inches from the headstone.
- ~~69-70.~~ The Council reserves the right to remove from any grave space flowers, plants, floral tributes or wreaths which have deteriorated or become unsightly and dispose of them in such manner as they deem fit.
- ~~70-71.~~ Grass cutting will be carried out by the Council at a frequency determined by weather conditions and by the Council. Within the Conservation Area, set aside by the Council, maintenance will differ from the normal grass cutting cycle.

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GARDEN OF REMEMBRANCE

- ~~71-72.~~ Within the Garden of Remembrance, the only memorial permitted is a 300mm x 300mm x 50mm (12 inches x 12 inches x 2 inches) tablet as approved by the Council, and only authorised flower receptacles are permitted.
- ~~72-73.~~ All planting within the Garden of Remembrance is to be carried out by the Council, unless otherwise arranged. The Council will, however, supply a limited number of rose bushes for purchase by prior application. Any future replacement of the said roses will be at the Council's cost.

No planting is permitted in the Cloistered Garden of Remembrance.

CREMATED REMAINS

~~73.~~74. Cremated remains may be interred, in caskets or other approved biodegradable containers, in the Garden of Remembrance or in a conventional grave in the Cemetery for which the Exclusive Right of Burial has been purchased.

There is only a facility to scatter cremated remains in the Cloistered Garden of Remembrance, subject to the appropriate fees.

FEES

~~74.~~75. Fees for all Cemetery services will be determined by the Council annually, to take effect from 1st April each year.

~~75.~~76. Local authorities need to provide a basic level of service to their residents, and the additional charges for individuals from outside of the local area ensure that a local authority still has appropriate capacity to provide the services required by their own residents. For example, a flat fee is chargeable for the purchase of the Exclusive Right of Burial (by a non-parishioner) in conjunction with a resident discount for the interment itself.¹

~~76.~~77. In determining whether interment fees will be chargeable at the Parishioner or Non-Parishioner rate, the last permanent address of the deceased will be used. However, the Parishioner rate will be used if it can be shown that the deceased has had to move out of the parish in order to receive the type of care which is not available in the parish.

~~77.~~78. All fees are payable in advance to the Council, except in the case of Funeral Directors and monumental masons, dealing continuously with the Council

GENERAL

~~78.~~79. All rubbish and waste material, including wreaths and floral tributes, which have been removed from graves, should be disposed of in the litter bins provided. Household waste or other waste material not generated in the Cemetery must not be placed in the litterbins.

~~79.~~80. The Council are empowered to alter or amend the foregoing Regulations at any time; to introduce further regulations as it considers necessary; to waive any of the foregoing Regulations in exceptional circumstances, or to impose temporary restrictions on any matters not specifically covered by these regulations.

~~80.~~81. All persons entering the Cemetery do so at their own risk, and the Council will not accept any liability for injuries or damage sustained, howsoever caused.

~~81.~~82. On rare occasions, when a burial necessitates the re-opening of an existing grave, it may be necessary to place the excavated soil onto an adjacent grave for a short period of time. The adjacent plot will be protected with a tarpaulin, and immediately following the burial, the soil will be back-filled and both plots left tidy. We apologise for any distress this may cause to visitors to the Cemetery.

~~82.~~83. The Town Council accepts the kind donation of seats at the Cemetery. However, the Council reserves the right to determine the siting of each seat and move seats if required.

All designs and inscriptions are to be agreed in advance. The Council will maintain the benches but will not replace them.

PRIVACY NOTICE

83. Any personal information such as name, postal address, telephone number, and email address provided will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed in our privacy notice, with your prior permission or if we are required to do so by law.

Revised ~~September 2026~~Feb 2025

¹. The Local Authorities Cemeteries Order 1977:

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General powers of management

3.-(1) Subject to the provisions of this order, a burial authority may do all such things as they consider necessary or desirable for the proper management, regulation and control of a cemetery.

Fees and other charges

15.-(1) Subject to the provisions of this article, a burial authority may charge such fees as they think proper-

(a) for or in connection with burials in a cemetery;

(b) for any grant of a right to place and maintain a tombstone or other memorial in a cemetery otherwise than in a chapel, provided as mentioned in article 6(1)(b);

or

(c) for any grant of a right to put an additional inscription on such a tombstone or other memorial.

In determining the fees to be charged, the burial authority shall take into account the effect of any resolution under section 147(3) of, or under paragraph 6 of Schedule 26 to, the Act.

Nb. Local authorities can continue to charge increased amounts for the burial or cremation of individuals from outside their local area, since residents will have been contributing to local services through the payment of council tax, and as such will have already been providing a financial contribution to all local services that an individual from outside the area will not. In addition, local authorities need to provide a basic level of service to their residents, and the additional charges for individuals from outside of the local area ensure that a local authority still has appropriate capacity to provide the services required by their own residents.

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Appendix B

UCKFIELD TOWN COUNCIL

SNATTS ROAD CEMETERY

INTERNAL OPERATIONAL POLICY – MEMORIAL KERB SETS

(For Internal Operational Use Only)

1. This Policy guides officers when considering requests for memorial kerb sets within Snatts Road Cemetery.
2. The Council's published Snatts Road Cemetery Rules and Regulations remain the principal document governing memorials within the cemetery and shall take precedence over this Policy.
3. The Council's standard memorial provision is that all new sections of the cemetery are managed as lawn cemetery sections with a headstone-only policy. Kerb sets are not permitted within the X or Y Sections.
4. This Policy does not amend the published Cemetery Rules and Regulations and shall not be interpreted as creating an entitlement to a memorial kerb set.
5. Where a purchaser specifically requests a memorial kerb set, officers may consider allocating one of a limited number of designated plots within the older sections of the cemetery, provided that:
 - (a) the plot has been identified by the Council as suitable for a kerb set;
 - (b) the installation would not adversely affect routine cemetery maintenance;
 - (c) the installation would not create a health and safety risk;
 - (d) the installation would be consistent with the surrounding layout and appearance of the cemetery; and
 - (e) a designated plot remains available.
6. The availability of designated plots is limited and cannot be guaranteed.
7. The Council reserves the right to determine the number and location of designated kerb set plots and may amend or withdraw these at any time in accordance with operational requirements.
8. Once all designated kerb set plots have been allocated, the Council shall not be under any obligation to create additional plots for this purpose.
9. Each request shall be considered on its individual merits having regard to:
 - (a) the efficient management of the cemetery;

- (b) the long-term maintenance implications;
- (c) public safety;
- (d) consistency with adjoining graves;
- (e) the availability of designated plots; and
- (f) compliance with the Snatts Road Cemetery Rules and Regulations.

- 10.** The existence of this Policy does not oblige the Council to approve any request for a memorial kerb set. Any decision shall remain entirely at the discretion of the Council.
- 11.** This Policy shall be reviewed as part of any future review of the Snatts Road Cemetery Rules and Regulations, or sooner if operational requirements dictate.

GPR Survey

17th April 2026

Customer details

Rachel Newton

Uckfield Town Council

Quote number 21334

Summary

Quotation to perform a survey using Ground Penetrating Radar (GPR) to identify any unmarked graves at Snatts Road Cemetery, Uckfield, TN22 2AL.

Location and survey boundary

The survey will be performed as highlighted in the images below (in red), provided by the client. It should be noted that the survey area should be as clear of obstructions if possible.

Survey procedure

The survey would be performed by accessing the site and collecting data using a medium frequency GPR. The surveyor will analyse the data, however, if any areas are unclear, data will be saved for post processing back at our office. Positions of the unmarked graves will be recorded using GPS.



Deliverables

Saved data will be post processed to produce a drawing and written report of the locations of any unmarked graves. The graves will be graded high, medium, low to categorise how visible and confident we are of their presence.

Requirements

We will require unrestricted access to the surfaces to be scanned, with any long grass or vegetation cut down prior to our arrival.

It is preferable if there are not significant other works taking place on site at the same time as the survey. If other works are going to be taking place, please do inform us so that we can ensure they do not impede the survey process or impact on the health and safety of KB GPR staff.

Restrictions / Limitations

GPR collects data about the material directly beneath it and has no capacity to 'look sideways', in the case of obstructions the GPR will scan up to, and on the other side of the obstruction, but the area beneath it and immediately around it (from the edge of the obstruction to the centre of the GPR) will be missed.

GPR is designed to be in direct contact with the surface being surveyed. If the GPR needs to be raised to pass over obstructions, it can reduce the performance of the GPR or block the signal if there is a significant air gap. It can also reduce the performance if an uneven surface forces the GPR to be raised or slip across the surface.

GPR performance varies depending on the material being surveyed. All GPR surveys are subject to our disclaimer, please see our website for the full text.

Price

The survey will take place over 3no. of day shifts.

Price to complete the 5no. of areas is **£4,350.00 +VAT**.

Availability and lead time

Our typical lead time is 10 days from the date of instruction.

Issue of results

Results are issued approximately 10-15 working days after the site visit.

Payment terms

Invoice issued after delivery of results, payment within 30 days from date of invoice.



Meeting of the Environment and Leisure Committee

Tuesday 1 September 2026

Agenda Item 6.2

TO RECEIVE A BRIEF UPDATE FOLLOWING STRENGTHENING LOCAL RELATIONS DISCUSSIONS WITH EAST SUSSEX HIGHWAYS AND THE TRANSPORT AND DEVELOPMENT PLANNING TEAM

1.0 Purpose of this report

- 1.1 To update Members on the highways and transport matters raised following the Strengthening Local Relations meeting (SLR) with East Sussex Highways on 22 June 2026 and this Committee's resolution of 6 July 2026.
- 1.2 The Senior Administration Officer contacted East Sussex County Council on 14 July to arrange a meeting and to seek clarification and engagement on the following outstanding matters. These included:

East Sussex Highways:

- Fernley Park carriageway deterioration, including monitoring arrangements and future reporting;
- carriageway and footway maintenance issues, including disabled parking bay markings and accessibility considerations;
- replacement paving slabs within the High Street, including whether matching materials remain available;
- clarification of the High Street improvement works undertaken in three phases, including the more recent bus stop works, together with associated costs and whether any surplus funding remains available for repairs, maintenance or further improvements;
- ongoing visibility concerns affecting the safe exit from Batchelor Way and in the vicinity of Meads Surgery, including whether these locations are included within cyclical inspection or monitoring programmes; and
- Southview Drive verge damage associated with development works opposite the site between High Street and Beeches Close, including damage to granite setts and clarification of responsibility for reinstatement works being completed to the appropriate standard and specification.

Transport Development Planning Team:

- congestion and traffic movements between New Road and Lewes Road, including increased use of New Road as a cut-through route;
- construction traffic associated with development sites;
- safety concerns relating to the narrow pavement for pedestrians near the bus stop location and existing traffic-calming measures;
- pedestrian activity associated with Ridgewood Village Hall, and;

- future impacts arising from additional development and associated parking provision.

2.0 Response from Transport Development Planning Team Manager

2.1 A response was received from the Transport Development Planning Team Manager on 30 July 2026.

The response advises that East Sussex County Council was due to hold an internal meeting on 11 August to consider how the Strengthening Local Relationships (SLR) process could better support Town and Parish Councils. It was indicated that a County Council representative would subsequently make contact regarding the appropriate way forward and points of contact for the various matters raised.

The Transport Development Planning Team also explained that, due to current workloads and its statutory consultee role in relation to planning applications, it has limited capacity for extensive engagement or meetings with individual Town and Parish Councils. It noted that the planning consultation process is primarily undertaken through the relevant Local Planning Authority and that its role as a statutory planning consultee must remain independent and objective.

The Committee's outstanding matters cover several different areas of County and District Council responsibility. The response therefore indicates that clarification of appropriate contacts and responsibilities will be considered as part of the County Council's internal discussions.

The full email response from the TDPT is retained on file and is available to Members for reference, if required.

3.0 Recommendation

3.1 Members are asked to note the update while awaiting a further response from East Sussex County Council.

Meeting of the Environment & Leisure Committee

Tuesday 1 September 2026

Agenda Item 7.1

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

1.0 Summary

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

Victoria Pleasure Ground and skatepark

The drainage issues at the skate park have now been remedied, including two new inspection chambers to allow for clearing. The original soakaway was unsuitable and did not account for the lowest section of the skatepark.

The temporary pump track has been booked for the October half term. Delivery and erection will take place on Friday 23 October and will be available to ride from Saturday 24 October.

Hempstead Lane Play Area and Hempstead Meadows LNR

The meadow has been cut, and balsam control has taken place. Some alder has been removed that was posing a safety concern over the footpath. Bat surveys have been commissioned along with other sites to form part of the biodiversity action plan.

The slide has been removed due to safety concerns, and a replacement is being sourced dependent on cost and if it is deemed not viable to replace it with another slide. Suggestions are welcome for alternative uses of the area.

West Park Recreation Ground and West Park LNR

Bracken control is complete.

Bat, mosses and lichens surveys have been commissioned for WPLNR as part of the biodiversity action plan.

Paths have been cleared, and roadside trees are due to be resurveyed in the next four weeks.

Community Orchards

Watering has been taking place during the Drought conditions.

Snatts Road Cemetery

A bat survey has been commissioned for this area.

Elizabeth Gardens

The shrubs have been reduced to aid in future maintenance.

Hughes Way play area

Nothing to report.

Luxford field and play area

The criminal damage to the play area – swing seats have been replaced, and the wet pour surfacing has been repaired.

Boothland Wood

Additional fencing has been rescheduled due to requirement to access via the development site.

Equipment & Vehicles

A new Boomer 25 compact tractor has been delivered along with a new Sisis Quadraplay and Fertiliser spreader. A deep slitter is due for delivery. These are to aid in the maintenance of the Sports pitches. This machinery was in part funded by The Football Foundation.

Street Furniture & Lighting

Nothing to report.

Harlands Pond

Nothing to report.

Selby Meadows

Nothing to report.

Nightingale Wood

The Ranger has been out to assess the damage to aid in the future creation of the Woodland Management Plan. Fencing is due to be installed shortly, along the pathway to restrict access into the lower section of the woodland.

Woodlands and Local Nature Reserves

Ecologists have been commissioned to carry out Bat surveys in the following areas – WPLNR, HMLNR, Boothlands, Nightingales and Snatts Road Cemetery. This will all form part of the town council biodiversity action plan. Due to be completed next season are flora and fauna surveys; owing to the drought conditions, it was decided not to carry out these surveys at this time. This action plan will form part of the Town Council's ongoing management plans and ensure we manage these areas to ensure flora and fauna thrive.

2.0 Recommendations

2.1 Members are asked to note the report.

Contact Officer: Thomas Woollard

Meeting of the Environment & Leisure Committee

Tuesday 1 September 2026

Agenda Item 7.2

TO CONSIDER A REQUEST FOR TREE REDUCTION WORKS ON COUNCIL OWNED LAND – NORWEGIAN MAPLE TREE ADJACENT TO 7 STREATFIELD ROAD

1.0 Overview

- 1.1 Members are advised that a general enquiry was received on 29 June 2026 from the resident of 7 Streatfield Road regarding a Council-owned Norwegian Maple tree located adjacent to the property.
- 1.2 The resident has raised concerns regarding this tree on several occasions over several years and has requested that the tree be reduced and branches overhanging the boundary fence be cut back due to the impact on sunlight reaching solar panels installed at the property. The resident has also raised the matter directly with Town Councillors.
- 1.3 The matter was previously investigated by officers in 2023 following correspondence from the resident and a site meeting attended by the resident and the Council's Head Groundsman.

The concerns raised by the resident at that time included:

- The proximity of the tree to the property and concerns regarding potential root damage to foundations;
- Reduction in natural light to the front windows of the property;
- The impact of shading on the effectiveness of the property's solar panels, and;
- Historical concerns arising from the failure of a previous Council-owned tree in the vicinity during 1987, which caused significant damage to a neighbouring property.

2.0 Tree inspection

- 2.1 Following a recent inspection, the Arboricultural consultant advised that the Norwegian Maple was in good health and did not require any works under the Town Council's Tree Policy.
- 2.2 The inspection found:
 - *No evidence of root-related damage to the property, boundary structures or footway;*
 - *Only minor cracking to the pavement consistent with the wider condition of the footpath;*
 - *The tree to be in good condition with no signs of disease or decline; and*
 - *Some decay within a lower limb which was not considered to represent a safety concern requiring intervention.*
- 2.3 It was also noted that the tree had previously undergone reduction works around 2019 and had subsequently returned towards its natural growth habit and

intended mature size. There was a further tree inspection carried out on 20 August 2026 (see App A).

3.0 Tree Policy – standard information

3.1 Section 3.1 of the Town Council's Tree Policy states that:

"The Council feels it is important that trees, whether protected by TPOs or not, are not felled or lopped unnecessarily on the basis of perceived threats and simple inconvenience."

Section 3.2 further states that:

"Uckfield Town Council's policy regarding trees in its ownership is to retain trees and woodlands wherever possible."

Section 4.1 of the Tree Policy confirms that the Council has a duty of care to ensure trees remain safe and that appropriate works will be carried out where a tree is considered dangerous.

3.2 In this instance, officers and the Head Groundsman have confirmed that the Norwegian Maple does not present a safety concern and therefore does not meet the criteria for works on safety grounds.

4.0 Common Law – pruning of branches

4.1 Members are reminded that Section 5.1 of the Tree Policy states that under Common Law, adjoining landowners are entitled to prune branches that overhang their boundary up to the boundary line, subject to compliance with the relevant legislation and arboricultural standards.

Sections 5.2 to 5.4 require that:

- Any works comply with BS3998 Tree Work Recommendations;
- Appropriate checks are undertaken regarding Tree Preservation Orders or statutory protection; and
- The Town Council is notified in writing prior to works being undertaken.

5.0 Tree Policy on Council-owned Trees

5.1 The Tree Policy was updated in July 2025 to include Sections 5.5 to 5.8 relating to non-safety-related requests for works to Town Council-owned trees.

5.2 Section 5.5 states that requests that are not considered to be safety issues will be considered on a case-by-case basis following recommendations from internal or external professional tree inspectors and approval by the Countryside Ranger or Head Groundsman.

5.3 Section 5.6 states that where works are approved for non-safety related reasons, all associated costs are to be fully incurred by the resident making the request. This includes an administration charge of £75 where Tree Preservation Order consent is required and £50 where it is not.

- 5.4 Sections 5.7 and 5.8 further state that approved works must be arranged through the resident and that all costs payable to the Town Council must be paid in advance of any approved works being undertaken.

6.0 Communication

- 6.1 In November 2023, officers advised the resident that whilst the requested works were not supported under the Tree Policy, it was considered likely that Wealden District Council may grant consent for a reduction of the tree back to its previously reduced size.

At that time, the resident was offered the option of either:

- Contributing towards the cost of the Town Council arranging the application and works; or
- Arranging and funding the works independently, subject to obtaining all necessary permissions and approvals.

- 6.2 No further action was progressed following that correspondence.

- 6.3 Given the repeated requests received from the resident over several years and the approaches made to Town Councillors, the Estates and Facilities Manager has requested that the matter be referred to the Environment and Leisure Committee to provide Members with the opportunity to consider the matter in light of the Town Council's Tree Policy and to determine whether the Council's position should remain unchanged.

7.0 Recommendation

- 7.1 Members are invited to:

(i) note the contents of this report and the provisions of the Town Council's Tree Policy relating to requests for works to Council-owned trees, and;

(ii) note that the Norwegian Maple adjacent to 7 Streatfield Road has previously been assessed as healthy and does not require works on safety grounds under the Tree Policy, and;

(iii) determine whether the Committee wishes to maintain the Council's current position in relation to the tree, and;

(iv) if Members consider appropriate, authorise officers to discuss with the resident the process and costs associated with pursuing non-safety-related tree works in accordance with Sections 5.5 to 5.8 of the Tree Policy. The resident is unable to attend this meeting.

Contact Officer: Rachel Newton

Tree Enquiry – Norway Maple, Stretfield Road, Uckfield

Enquirer: Mr Chris Francis

Location: Stretfield Road, Uckfield

Species: Norway Maple (*Acer platanoides*)

Estimated height: 6 metres

DBH: 65 cm

Inspection undertaken by: Darren Miller, PTI (LANTRA)

Inspection date: 20 August 2026

An inspection was undertaken in response to an enquiry from Mr Chris Francis regarding a Norway Maple located on Stretfield Road, Uckfield.

Tree Condition

The Norway Maple was observed to be in **good physiological condition and exhibiting good vigour**, particularly considering the prevailing dry conditions.

Leaf size appeared to be **marginally reduced**, which may be consistent with the effects of the current drought conditions. No significant signs of physiological decline were observed.

The tree has a number of **previous pruning wounds**, which were observed to be occluding well. A relatively large cavity extends along the **upper side of a lower limb on the south-eastern aspect of the tree**. The cavity is showing evidence of **good occlusion**, with no significant signs of active decay identified during the inspection. No fungal fruiting bodies were observed at the time of inspection, and no significant decay was detected during the assessment.

Minor deadwood is present throughout the crown.



Boundary Relationship

The lower limbs of the tree do not currently extend across the property boundary. These limbs have previously been cut back by **Mr Francis**.

Some of the higher branches extend across the boundary by **less than approximately 1 metre**.

During discussion with Mr Francis, the potential interaction between the tree and the property's solar panels was considered. At the time of inspection, the tree did not appear to significantly obstruct sunlight reaching the panels. Mr Francis advised that **during the winter months, when the sun is lower on the horizon, the tree can impede sunlight reaching the solar panels**.

This seasonal shading should be considered separately from the tree's arboricultural condition.



Recommendations

1. Crown Raise – Roadside Pathway

A **crown raise over the roadside pathway** is recommended to provide appropriate clearance for pedestrians and maintain the safe use of the public highway/pathway.

This work is to be undertaken by **Uckfield Town Council**.



2. Deadwood Removal

The removal of **minor deadwood throughout the crown** is recommended as part of routine tree maintenance.

This work is to be undertaken by **Uckfield Town Council**.

3. Crown Reduction

A **crown reduction** could be considered in relation to the concerns regarding seasonal shading of the solar panels.

However, given the tree's current good physiological condition and the limited extent of branch encroachment over the boundary, a crown reduction is **not considered necessary on arboricultural grounds at this time**.

Any proposal for crown reduction should therefore be considered by the **Estates Manager and referred to the E&L Committee for consideration and approval**, should management wish to pursue the work.

Overall Conclusion

The Norway Maple is currently considered to be in **good physiological and structural condition**, with good vigour despite the prevailing drought conditions.

No significant decay or fungal activity was identified during the inspection. Previous wounds are generally occluding well, and the cavity present on the upper side of the south-eastern lower limb is also showing good occlusion.

The tree does not currently present an identified arboricultural reason for significant remedial intervention. The recommended works are limited to **crown raising over the roadside pathway and removal of minor deadwood**, both of which can be undertaken by Uckfield Town Council as routine maintenance.

Any consideration of a wider crown reduction in response to seasonal shading of the solar panels should be referred to the **Estates Manager via the E&L Committee** for consideration.

Inspected by:

Darren Miller

PTI (LANTRA)

Uckfield Town Council

Inspection date: 20 August 2026

Meeting of the Environment and Leisure Committee

Tuesday 1 September 2026

Agenda Item 9.1

TO RECEIVE A BRIEF UPDATE FROM THE ALLOTMENT WORKING GROUP

1.0 Allotment inspections and site management

- 1.1 This year, the Allotment Association undertook the annual allotment inspections on behalf of the Allotment Working Group. Their assistance has been invaluable and has enabled inspections to be completed efficiently across all sites.
- 1.2 This collaborative approach continues to make the best possible use of available plots, encourages positive communication with tenants, and enables maintenance or tenancy matters to be reported and addressed promptly.
- 1.3 The Working Group also recognises that the current hose ban has not been easy for everyone and appreciates tenants' cooperation and understanding during this time.

2.0 Allotment Conference

- 2.1 Members are reminded that the annual **Allotment Conference will take place on Wednesday 9 September 2026 at 7pm.**
- 2.2 The conference will provide an opportunity for tenants to receive updates from the Allotment Working Group and the Allotment Association, together with information on developments across the allotment sites.
- 2.3 The event will also include:
 - Updates from the Allotment Working Group.
 - Presentation of the **2026 Allotment Competition Awards**, kindly sponsored by **Staverton's Nursery**.
 - Announcement of the winners of the **Scarecrow Competition**.
 - Guest speakers covering topics of interest to allotment tenants.
 - Brief update on the work and activities from the Allotment Association
 - An open question and answer session, allowing tenants to raise questions and share ideas with members of the Working Group, the Allotment Association and Town Council representatives.
- 2.4 The next Joint Allotment Working Group meeting will be arranged in October time.

3.0 Recommendations

- 3.1 Members are asked to note the report.

Contact Officer: Rachel Newton

Meeting of the Environment and Leisure Committee

Tuesday 1 September 2026

Agenda Item 9.2

TO RECEIVE A BRIEF UPDATE FROM THE FEES AND CHARGES WORKING GROUP

1.0 Working Group

1.1 The Fees and Charges Working Group met on 20 August 2026. The Working Group agreed that Councillor Michael McClafferty should continue to act as Chair.

1.2 The draft Terms of Reference for the working group were reviewed. It was agreed that rather than take the name 'Joint Sports, Facilities & Cemetery Working Group,' this group should focus on the setting of fees and charges, and that the other working group should be seen as the Operational Group.

2.0 Cricket

2.1 The Working Group considered the current position regarding cricket provision, including income, ongoing maintenance requirements, the costs associated with maintaining the pitch and associated assets, and future improvements.

2.2 Several matters required further investigation by officers to bring back to group members. This included:

- historic and projected costs associated with the cricket facility;
- ongoing maintenance and potential future investment;
- options for the future provision and location of cricket facilities; and
- the appropriate structure and cost of any future licence arrangement.

2.3 The Working Group noted the request for greater certainty over the term of a future cricket licence. However, further work was required on the financial and operational implications first. A meeting would be organised with the Cricket Club thereafter.

3.0 Football and Grass Pitch Charges

3.1 The Working Group also noted that the existing football fees agreement was now two years into its term and would require review.

3.2 Further work would be undertaken to understand how current charges compare with those of similar towns and parishes, alongside consideration of future licensing arrangements and the level of pitch provision required.

3.3 Information on the pricing structure for the 3G pitch was required first, to set this within the wider charging schedule for the full football asset portfolio; taking into account the varying levels of turf condition and facilities at each site.

4.0 Grant funding awarded

4.1 The Estates Manager had been successful in securing a large amount of grant funding towards the renovations and maintenance of the Town Council's football pitches. This totalled £81k from the Football Foundation over a period of five years.

4.0 Next Steps

4.1 Officers would seek external expertise on the investment required to upgrade existing facilities, as well as review the full pricing structure before returning to the next working group.

- 4.2 The intention is to ensure that the future approach to fees, maintenance and investment is sustainable and supports continued access to sporting facilities. The next meeting would take place mid September.

5.0 Recommendations

- 5.1 Members are asked to note the report.

Contact Officer: Rachel Newton

Meeting of the Environment & Leisure Committee

Tuesday 1 September 2026

Agenda Item 10.1

ALL WEATHER PITCH OPERATION GROUP

1.0 Summary report

- 1.1 At the meeting held on the 8 July, the members wished to record their sadness and thanks for the input of Alan Sallows over many years on behalf of Uckfield Rugby.

There was considerable discussion on the matter around noise disturbance suffered by the neighbours. It was reported that an acoustic survey would be carried out in September once clubs recommence. Investigations would be made on the original planning approval as to any conditions imposed relating to matches as these were generally considered to be much noisier.

The Grasshoppers reported a membership of around 500 with 35 to 38 teams and advised that they will review the pitch layout when it is re-laid to align with the FA and RFU revised requirements

Freedom Leisure reported that the pitch is fully booked with the exception of Saturday afternoons when it is held open for open bookings. Brighton & Hove and other clubs had holiday bookings during the summer. There are currently 14 teams/clubs on the waiting list. The pitch was passed following an RFU inspection, although it is now showing signs of deterioration and has had various minor repairs.

There have been issues of chewing gum on the pitch which the users have been made aware of. The pitch dividing nets, ride-on tractor and sweeper and goal nets need replacing, and quotations are being obtained. The current operating contract runs until March 2027, and tenders are currently being sought for after that date, the results should be available in September.

The College reported that there should be adequate funding for the pitch replacement, although the condition of the rugby shock pad won't be known until the carpet is lifted. They propose that discussions are held between them and the Town Council to agree on the fee structure for both to ensure that there is no competition for either facility, as there is considered ample demand for both.

The meeting was concluded by Caroline Tucker stating this will be her last one as she is retiring at the end of August and that Ellie Blackford would be her successor.

Councillor C. Macve

2.0 Recommendations

- 2.1 Members are asked to note the report.

Contact Officer: Rachel Newton

New Mapping from Natural England and Defra - Long Established Woodland - known since at least 1893

Definition and status . Long-established woodland (LEW) is woodland that has been present since at least 1893; it is not necessarily ancient but has had many decades to develop rich biodiversity and often contains important old-growth features. It has been described by Natural England in Keepers of our Time 2022, with woodland policy frameworks described in this report - see link [Keepers of time: ancient and native woodland and trees policy in England](#). The objective was to provide improved mapping of the LEW inventory and this has updated some of Uckfield's woodlands.

Ecological value. These woodlands deliver a range of ecosystem services and can host species and structural features of high conservation value; they contribute to landscape connectivity and may contain veteran or old-growth elements even where not classed as ancient.

Mapping and inventory. The 1893-based long-established woodland dataset is published as an authoritative layer (Natural England/Defra open data) and is intended to be used as a starting map for identification

Relationship to ancient woodland . All ancient woodland is long-established, but not all long-established woodland is ancient; the two categories are distinct in origin and legal/policy treatment, though both merit strong protection where they support irreplaceable features.

Threats and sensitivity. Long-established woodlands face many pressures similar to ancient woods — fragmentation, development encroachment, hydrological change, invasive species, pests and recreational impacts — making them vulnerable and often in need of precautionary protection.

Policy intent and protection. Government policy (Keepers of Time) recognises the high value of long-established woodland and commits to consulting on protections for these woodlands in the planning system, creating a national long-established woodland inventory and ensuring they are considered in Local Plans and Nature Recovery strategies.

Practical implication for planning. Use the 1893 layer as a trigger for site-specific verification and proportionate evidence (ecological survey, veteran tree checks, hydrology/soil assessment); apply the mitigation hierarchy (1st step avoid harm) and consider precautionary buffers and long-term management where development could cause deterioration.

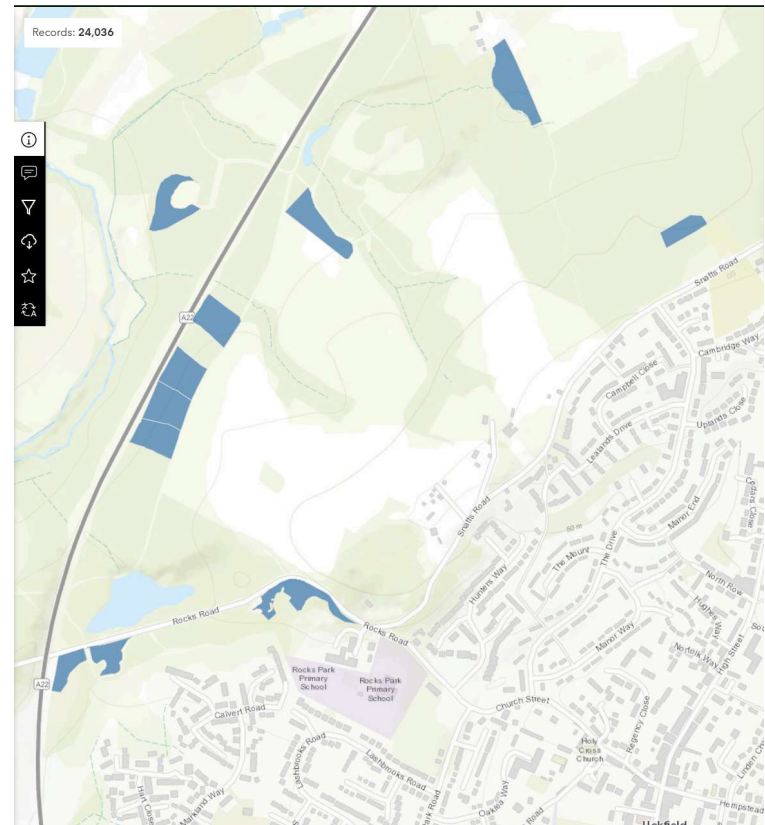
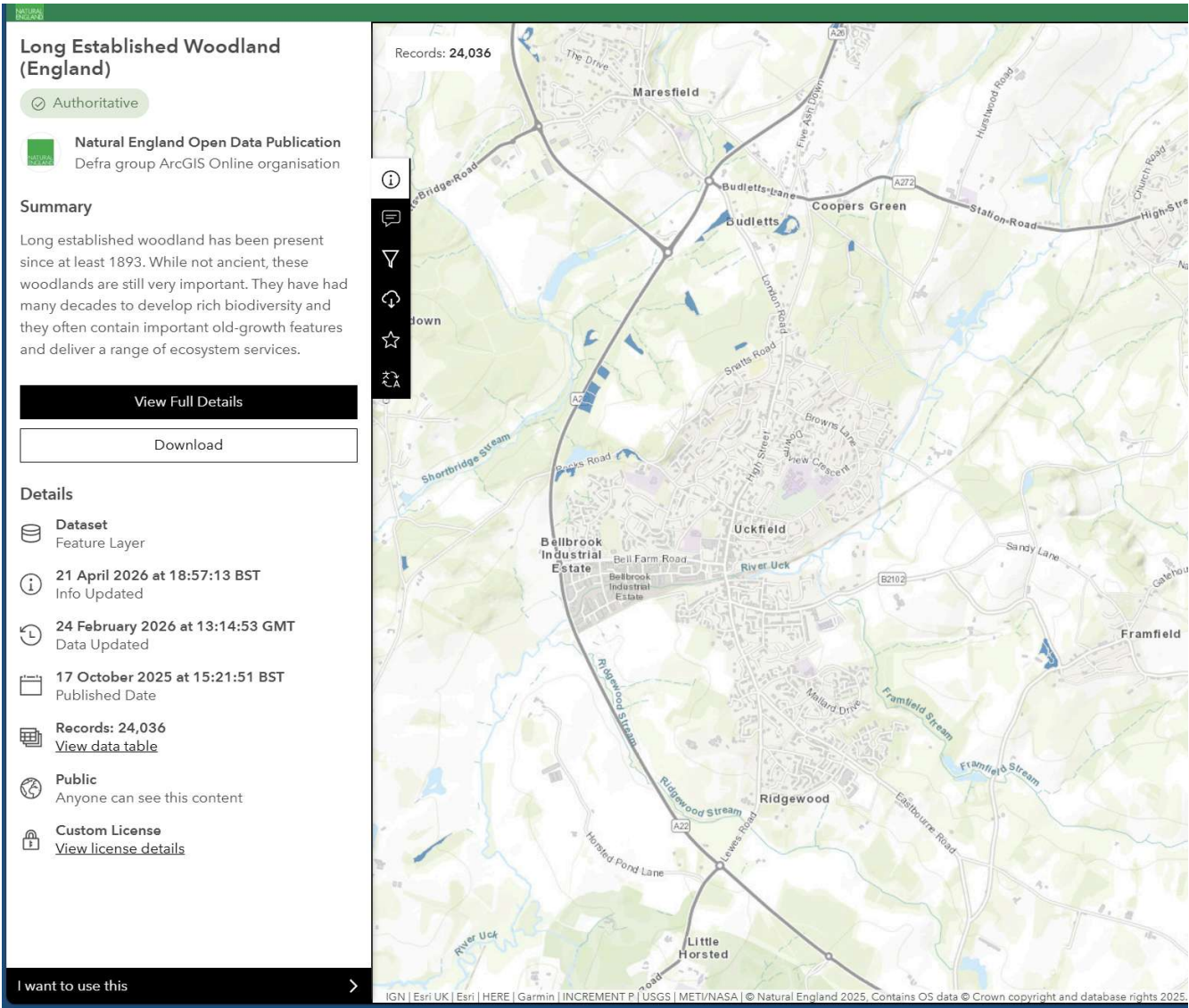
Data. The Natural England open data layer for Long-Established Woodland is publicly available (Defra/ArcGIS portal) and is regularly updated; planners and applicants should reference the dataset metadata and the date of the extract used in submissions. Uckfield map below, maps updated 2026.

Important Extracts from Keepers of Time :-

- **Climate change** is likely to effect woody habitats with an increase in: • winter rainfall • damage caused by wind • the frequency and severity of summer drought • the potential for wildfires. Milder winters could also see an increase in populations of insect and mammal pests in woodland.
- Throughout their document, when we make reference to ancient woodland we are referring to all habitat types that sit within this category. Unless otherwise stated, this includes: • **ancient semi-natural woodland** • plantations of ancient woodland sites • **ancient wood pasture and parkland** • infilled ancient wood pasture and parkland. Uckfield council has registered sites.
- **Ancient woodlands, ancient wood pastures and parkland, ancient and veteran trees** Ancient woodlands, ancient wood pastures and parkland and ancient and veteran trees are irreplaceable habitats which must be protected. Their long-standing presence, species and form serve as a rich cultural record of past management practices. Ancient and veteran trees are rich in biodiversity. They provide food, shelter and breeding sites to large numbers of species including birds, bats, fungi and insects, which are often restricted in their distribution. They can be found both inside and outside of woodlands. Ancient semi natural woodland and ancient wood pasture and parkland Many species of wildlife found in ancient semi natural woodland are also poor at colonising recent

woodland. These species only survive due to the long continuity of woodland cover and undisturbed soil profiles. Ancient woodlands are also a rich source of genetic diversity, providing a natural seed bank of native species. Many of our best old growth habitats are found in ancient wood pasture and parkland. These represent some of the best ecological continuity in any woodland type as well as being important cultural and landscape features. Although ancient woodland in England makes up only 28% of all woodland, it holds 38%[6] of all woodland carbon stored in living trees and must not be lost. In addition to the trees, woodland soils are also an important store of carbon. Woodlands will accumulate carbon for hundreds of years and this will continue throughout the lifetime of the trees.

- **Long established woodland** has been present since at least 1893. While not ancient, these woodlands are still very important. They have had many decades to develop rich biodiversity and they often contain important old-growth features and deliver a range of ecosystem services.
- **Diffuse pollution and air quality** There has been a significant rise in nutrient levels in soils and groundwater in recent decades from agricultural fertilisers and wider atmospheric pollution. This is adversely affecting the flora of our woody habitats, favouring common ‘weedy’ species over the more distinctive woodland plants. 16 of 25 Air pollution, including airborne nutrients and dust particles **such as nitrogen, is a serious threat and affects ancient woodlands and ancient and veteran trees.** It causes changes in bark chemistry, light levels and the composition of species growing on the bark of these trees, **including lichens, mosses and invertebrates that are often rare.** Uckfield has registered nationally rare fungi in these woodlands, and some of the local wildlife sites are noted for their lichens, mosses, invertebrates and bryophytes.
- **Recreational Use.** Sensitive habitats, such as ancient woodlands, can suffer when people use them excessively for recreation or inappropriate activities and access is not managed appropriately.
- **Protection.** Their strategic objectives are to: • maintain and enhance the existing area of ancient woodland • conserve and enhance the existing resource of ancient and veteran trees • recognise the value of and protect long-established woodland
- **Increase.** Their strategic objectives are to: • increase the net area of native woodland • establish new woodlands, wood pasture and parkland and future veteran trees • provide greater connectivity for habitats and species by encouraging new woodlands near and adjacent to existing resources
- **Improved ecological conditions.** The strategic objective is to improve and maintain the ecological condition of ancient and native woodland and ancient veteran trees.
- **Protection and recovery of woodland species.** The strategic objective is that rare, threatened or Priority species associated with ancient and native woodland and ancient and veteran trees should be conserved, enhanced and where appropriate, reintroduced.
- **Improved resilience.** The strategic objective is to appropriately manage ancient and native woodland and ancient and veteran trees to make sure they are resilient to the threats of climate change, pests and diseases. We must address existing threats, reducing excessive browsing from deer or livestock and impacts from grey squirrels to allow natural regeneration of resilient native species to take place.



LEW Map and West Park LNR LGS now includes mapping of 1893 Long Established Woodland

There also appears to be Long Established Woodland adjacent to the cemetery, possibly part of our GBI.

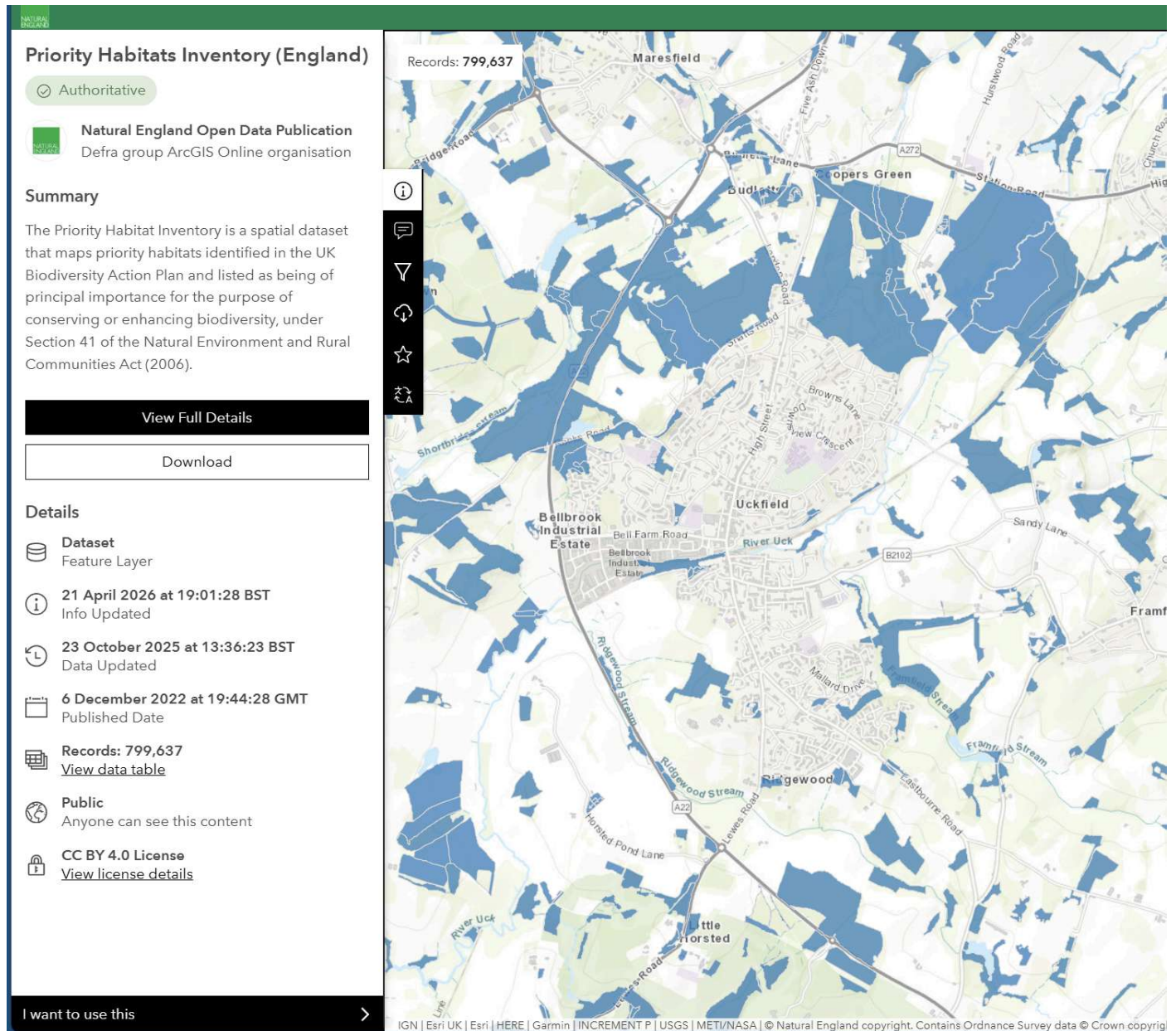
Thirty Acre Wood A22 bypass has had its woodland status updated, and parts of Shermanreed Wood and Budletts Wood. Also near Lake Wood

All noted by the blue blocks inside other ancient woodlands and priority habitats.

There is an additional map of West Park designated Wood Pasture and Parkland, in addition to the Mesolithic Local Geological Site

Example m4ap, Uckfield Priority Habitats

This is only one data set, and we can see some of our nature reserves and designated habitats are also mapped as priority habitats.



Meeting of the Environment & Leisure Committee

Tuesday 1 September 2026

Agenda Item 10.4

LUXFORD CENTRE MANAGEMENT COMMITTEE UPDATE

1.0 Luxford Centre - Executive Committee Update

A special meeting of the Luxford Centre Management Committee was held on **Friday 7 August 2026** to discuss the selection of a building contractor for the proposed extension to the Luxford Centre.

Three estimates were considered:

- **D F Tourle Ltd** – £69,930 (estimate dated 2024)
- **S Kemp & Sons (Builders) Ltd** – £65,280 (estimate dated 25 June 2026), with a lead time of one month
- **Ransom Building Services Ltd** – £64,906 (estimate dated 28 July 2026), with a lead time of one month

Following consideration of the estimates and the views of trustees, it was agreed to select **Ransom Building Services Ltd** to undertake the extension works. The project is estimated to take approximately three months to complete.

The Committee also discussed the **£40,000 donation from Wealden District Council**, which had not been received at the time of the meeting. It was explained that the donation is being paid in tranches, with the largest amounts being paid first.

It was agreed that **Ransom Building Services Ltd would not be instructed to commence the building works until the £40,000 donation has been received into the Luxford Centre's bank account.**

Horst Worz was asked to contact Wealden District Council to advise them that a contractor had now been selected.

Councillor Chris Macve was asked to notify Ransom Building Services Ltd of the decision and to write to S Kemp & Sons (Builders) Ltd thanking them for their assistance during the Centre's efforts to secure funding for the extension.

2.0 Recommendation

2.1 Members are asked to note the report.

Councillor K. Butler

Contact Officer: Rachel Newton