



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre

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Chief Officer (Town Clerk)

Meeting of the **Environment and Leisure Committee** to be held on
Monday 12 October 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 1 September 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 August 2026

6.0. ADMINISTRATION

- 6.1. To note the minutes from the Allotment Conference held on 10 September 2026
- 6.2. Initial consideration of priorities for budget setting in 2027-28

7.0. ENVIRONMENT

- 7.1. To note the current position of the Town Council's Estates
- 7.2. To review the Town Council's Litter Bin policy – Policy No. 78

8.0. LEISURE

- 8.1. To consider a review of play area gates for child safety
- 8.2. Update on proposals for a new 3G Pitch

- 8.3 Update on events programme for 2027-28
- 8.4 To consider a draft licence for the Victoria Tennis Courts with Maresfield LTC

9.0. REPORTS FROM WORKING GROUPS

- 9.1. To receive a progress update and initial proposals from the Fees and Charges working group 2027-28

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)

6 October 2026



Minutes of the meeting of the **Environment and Leisure Committee** held on
Tuesday 1 September 2026 at 7.00pm
Council Chamber, Civic Centre, Uckfield

PRESENT:

Cllr. Angie Smith (Chair)
Cllr. Karen Bedwell
Cllr. Mike McClafferty

Cllr. Bernadette Reed (Vice-Chair)
Cllr. Donna French
Cllr. Spike Mayhew

IN ATTENDANCE:

Councillor Peter Selby

Holly Goring – Chief Officer (Town Clerk)
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

Members agreed to suspend standing orders to allow Councillor D. Ward, who was not a member of this committee, to speak in relation to item 7.2.

Councillor Ward addressed the Committee in relation to agenda item 7.2, concerning a request for tree reduction works.

Councillor Ward explained that she had been approached by residents regarding a large tree outside their property in Rocks Park. The residents did not wish for the tree to be removed but were seeking some reduction/thinning of the tree due to concerns regarding light, branches extending over paths and squirrels accessing their solar panels.

The Committee was advised that the tree had been planted approximately forty years ago, following the storm of 1987.

Councillor Ward acknowledged the Town Council's Tree Policy and suggested that, if the Town Council could not undertake the works at its own expense, the resident might be advised to explore whether suitable tree surgery training providers could assist.

Members agreed to re-instate standing orders.

3.0. APOLOGIES FOR ABSENCE

Apologies for absence were received prior to the meeting from Councillors Kathy Butler and Chris Macve due to personal commitments. The committee was also advised that Councillor Duncan Bennett was unable to attend due to illness.

4.0. MINUTES

4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 6 July 2026

EL.21.09.26 It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on 6 July 2026, be taken as read, confirmed as a correct record and signed by the Chair.

4.2. Action list

Members reviewed the Action List and agreed that the following matters could be removed:

EL.28.09.16 and **EL.26.01.19** – relating to bylaws for the nature reserves, as no further information had been received and no further action was currently proposed.

EL.53.04.26 This item related to the review of the memorial policy, which had been brought forward for consideration at this meeting.

4.3. Project Monitoring List – for information only

Members noted the report. There were no items to be removed.

4.4. Forward plan – for information only

Members noted the report.

5.0. FINANCE

5.1. To note bills paid

Members noted the report. No comments were raised.

5.2. To note the income and expenditure report to 31 July 2026

Members noted the report.

It was confirmed that the receipt of approximately £33,500 related to the disposal of the vehicle and was income rather than an expenditure item.

6.0. ADMINISTRATION

6.1. To consider a policy update in relation to the Y section and future improvements for Snatts Road Cemetery

The Committee considered proposed amendments to the Snatts Road Cemetery Rules and Regulations, including provisions relating to memorials, headstones and kerb sets.

Members discussed the circumstances which had prompted the review and whether a survey should be undertaken to establish residents' views regarding the provision of kerb sets and other memorial arrangements. It was agreed that this matter could be considered further by the relevant Working Group, including whether a survey would be appropriate.

The Committee was advised that the Y Section would be managed in accordance with the revised Rules and Regulations following its consecration on 29 September 2026.

The Committee also considered the proposed internal operational policy relating to kerb sets.

Councillor S. Mayhew requested that consideration of the matter be held pending a meeting of the working group.

- EL.22.09.26** With five votes in favour, and one absention, members **RESOLVED** to:
- (i) approve the revised Snatts Road Cemetery Rules and Regulations and to approve the internal operational policy relating to kerb sets, and;
 - (ii) agree to a Working Group to be arranged following the consecration of the Y Section to consider the revised arrangements and future improvements, including whether a deedholders' survey would be appropriate.

Members also noted that the cemetery contains areas of ecological interest, including local wildlife and areas of long-established woodland. It was suggested that these matters should be taken into account in future work relating to the Town Council's land and biodiversity.

Ground Penetrating Radar Survey:

The Committee considered a proposal to commission a ground-penetrating radar survey of areas within the existing cemetery (south side).

Members noted the proposed survey areas shown in Appendix D and a recent quotation for the works to be carried out.

The survey would assist in identifying areas which may potentially be available for future burial use.

Members discussed the accuracy of the survey and the potential for the survey to identify previously unknown features. It was noted that the survey would not involve excavation.

- EL23.09.26** Members **RESOLVED** to commission a ground penetrating radar survey.

- 6.2 To receive a preliminary update following Strengthening Local Relations discussions with East Sussex Highways and the Transport and Development Planning Team
The Committee noted the report and received a preliminary update on communications with East Sussex Highways and the Transport and Development Planning Team.

It was noted that highways-related matters could be reported directly to East Sussex Highways and that it was not necessary to wait to raise such matters separately with the Transport and Development Planning Team.

The Committee was advised that a meeting with the relevant officers had not yet been arranged, although further information was expected. Members expressed significant concern regarding the condition and safety of several local roads, including New Road and the approach to Fernley Park, and the perceived lack of progress in addressing concerns.

Members also discussed the wider relationship between highway maintenance, development-related traffic and planning decisions. It was noted that a number of matters raised through the Strengthening Local Relations meetings were more strategic in nature and would require consideration through the appropriate processes.

The Chief Officer advised that the Town Council had previously submitted input in relation to a Phase 4 of highway improvements. This focused on the main access corridors into town. This was a number of years ago and in her role, would be following up on this shortly. She further advised that, whilst several matters raised

through the Strengthening Local Relations meetings overlapped with other ongoing work, she would follow up with the relevant officers to establish the current position and clarify what action was being taken.

Councillor S. Mayhew emphasised that East Sussex Highways' responsibility was to protect residents' lives and that action should not be delayed until a serious incident or loss of life occurred.

The request for disabled parking road markings to be repainted had been resolved.

The Committee emphasised that its intention was not to create additional difficulties, but to develop a more positive and constructive working relationship with the relevant authorities, with the overall aim of achieving the best outcomes for Uckfield.

The Committee agreed that the Town Council should investigate what legal options may be available to pursue its concerns regarding the condition and safety of local roads.

[Councillor K. Bedwell left the room briefly at 19:40 and returned at 19:42]

EL.24.09.26 Members **RESOLVED** that the Town Council investigate its legal options in relation to the concerns raised regarding the condition and safety of local roads, and that the relevant representatives at East Sussex County Council be informed.

7.0 ENVIRONMENT

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

Members considered the Estates Manager's report and noted the range of works being undertaken by the Estates Team.

Members raised concerns regarding works associated with development near Boothland Wood, particularly the amount of dust being generated, the large earth mounds on the development site and the potential impact on the Town Council's woodland and nearby residents.

Members discussed concerns regarding the protection of ancient and irreplaceable habitats and the apparent lack of engagement with the Town Council during the construction management process.

The Committee noted that complaints had been made to the relevant authorities and that environmental health concerns had also been raised.

It was agreed that enquiries should be made regarding whether the Health and Safety Executive should also be contacted in relation to the concerns raised about dust and potential impacts on residents.

The Committee expressed its thanks to the Estates Team for the work undertaken during the summer, including work at Nightingale Wood and Snatts Road Cemetery.

EL.25.09.26 The Committee noted the dust complaints and agreed that a letter be sent to the Health and Safety officials requesting that the matter be investigated and addressed as appropriate.

The Committee also considered a late question received from a resident regarding a vehicle which had been stored for an extended period in the Victoria Pleasure Ground car park.

Members discussed the circumstances surrounding the vehicle and the need for a clear deadline for its removal. It was agreed that the vehicle should be removed by the end of September and that the resident should be advised accordingly.

7.2 To consider a request for tree reduction works

The Committee considered the request for reduction works to a Norwegian maple tree in Rocks Park, adjacent to 7 Streatfield Road.

The Estates Manager advised that two professional tree inspections had been undertaken. The tree was considered to be in good physiological and structural condition. Recommendations included a crown raise and removal of dead wood to address the tree's relationship with the public footpath.

Members considered the concerns raised by the residents, including light and the size of the tree, but noted that the requested works were not considered necessary for tree safety purposes.

Members discussed the Town Council's tree policy and, in particular, the provisions concerning works requested for non-safety reasons.

It was agreed that the Council would adhere to the tree policy. The resident could arrange for the recommended works to be undertaken, but the associated costs would be borne by the resident.

Members also noted the wider point that the location and species of trees should be considered carefully when undertaking future tree planting.

EL.26.09.26 Members **RESOLVED** to adhere to the Town Council's tree policy and to advise the resident that any approved works undertaken for non-safety reasons would be at the resident's expense.

8.0 LEISURE

8.1 To receive an update on the application for a new 3G Pitch

The Committee received an update on the application for the proposed new 3G pitch.

The Estates Manager advised that an ecologist was undertaking the outstanding baseline survey and that this was expected to provide the final information required to progress the planning application.

Members discussed the intention to provide an on-site biodiversity net gain contribution rather than an off-site contribution. It was noted that the application area had been amended slightly to facilitate this.

Members also discussed drainage and measures to prevent rubber and plastic infill material from entering nearby watercourses.

Members noted the report.

8.2 To consider contributing to a District-wide Springle Festival

The Committee considered a request for financial support towards a district-wide Springle Festival.

Members expressed concerns about the use of Town Council funds for a District-led initiative and considered that the Council's limited resources would be better directed towards local priorities and activities.

Members also noted that Uckfield already had a number of established community events and activities, and a busy town event calendar.

EL.27.09.26 Members **RESOLVED** to refrain from contributing up to £5,000 towards the district-wide Springle Festival.

9.0 REPORTS FROM WORKING GROUPS

9.1 To receive an update from the Allotment Working Group

Members received an update from the Allotment Working Group and noted the report.

9.2 To receive an update from the Fees and Charges Working Group

Members received an update from the Fees and Charges Working Group and noted the report.

10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

10.1 All Weather Pitch Operational Group

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

10.2 Biodiversity links – Ashdown Forest and Climate Change

Nothing to report at this time.

10.3 Local Nature Reserve Supporters Group

Councillor B. Reed provided an update on biodiversity and woodland matters.

Members were advised of the importance of considering long-established woodland and priority habitats when considering planning applications. Reference was also made to the presence of priority habitats within and around Council-owned land.

Councillor Reed highlighted the importance of considering the Local Nature Recovery Strategy and relevant habitat information when assessing future proposals.

Members noted the report with thanks to Councillor Reed for the update.

10.4 Luxford Centre Management Committee

Members noted the report, including the progress being made towards plans for an extension to the Luxford Centre.

10.5 Uckfield Railway Line Parishes Committee

Nothing to report at this time.

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 had no announcements.

12.0 CONFIDENTIAL BUSINESS

EL.28.09.26 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
The Committee noted the report with thanks.

The meeting finished at 8:55 pm.

**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 restored for this season 2026/2027	

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 when ground conditions are favourable.	

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. Due to ground conditions the second part of phase one has been on hold, this will re commence over winter.	

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	To note minutes from the Allotment Conference on 9 th September 2026	SA Officer
	Initial consideration of priorities for budget setting 2027/28	Estates Mgr
	To review the Town Council's Litter Bin Policy – Policy No. 78	Estates Mgr & Co
	To consider a review of play area gates for child safety	SA Officer
	Update on proposals for a new 3G Pitch	Estates Mgr & Co
	Update on events programme for 2027/28	Chief Officer
	To consider a draft licence for the Victoria Tennis Courts with Maresfield LTC	Estates Mgr & Co

ENVIRONMENT & LEISURE COMMITTEE FORWARD PLAN – 2026/27

	To receive a progress update and initial proposals from the Fees and Charges working group 2027/28	Estates Mgr & Co
	To note an update from the Local Nature Reserve Supporters Group (LNRS)	SA Officer
	To note an update from the Luxford Centre Management Committee	SA Officer
CONFIDENTIAL	Marketing report	
DATE OF MEETING	DESCRIPTION OF AGENDA ITEM/REPORT	
30 NOV 2026	To confirm priorities for budget setting 2027/28	SA Officer
	Update from the Cemetery working group	SA Officer
	Update from the Allotment working group	SA Officer
	To receive an update report from an Ecologist in relation to biodiversity plans	Estates Mgr

Draft Environment and Leisure Committee at 31 Aug 2026

	Apr 26 Actuals £	May 26 Actuals £	Jun 26 Actuals £	Jul 26 Actuals £	Aug 26 Actuals £	Actuals at 31 Aug 26 £	Budget at 31 Aug 26 £	Sept 26 Budget £	Oct 26 Budget £	Nov 26 Budget £	Dec 26 Budget £	Jan 26 Budget £	Feb 26 Budget £	Mar 26 Budget £	Ancipated total expenditure	Total Budget 2026/27
Sales																
Contribution to Town Centre Security (4040)	0	0	0	526	0	526	500	0	0	0	0	0	0	0	526	500
Weald Hall Events (4050)	177	1,703	14	743	268	2,904	10,417	2,083	2,083	2,083	2,083	2,083	2,083	2,083	17,487	25,000
Allotments (4100)	7,686	214	89	47	12	8,048	6,500	0	0	0	0	0	0	1,000	9,048	7,500
Allotment Admin Charge (4102)	3,570	135	45	90	15	3,855	3,500	0	0	0	0	0	0	1,000	4,855	4,500
Allotment Deposits (4101)	419	209	156	312	0	1,096	833	167	167	167	167	167	167	167	2,263	2,000
Playing Fields & Pitches, Sport Income (4110)	127	0	584	199	171	1,081	1,000	0	14,000	0	0	0	0	10,000	25,081	25,000
Playing Fields & Pitches, Event Income (4120)	461	305	699	750	5,045	7,259	3,333	667	667	667	667	667	667	667	11,926	8,000
WDC- WPark Culverts Agreement (4123)	0	400	0	0	0	400	500	0	0	0	0	0	0	0	400	500
Vehicle and equipment disposal (4124)	33,500	0	0	0	0	33,500	0	0	0	0	0	0	0	0	33,500	0
ESCC Minibus parking income (4140)	500	500	500	500	500	2,500	2,000	400	400	400	400	400	400	400	5,300	4,800
Cemetery - Interments (4180)	3,629	860	865	3,240	560	9,154	15,625	3,125	3,125	3,125	3,125	3,125	3,125	3,125	31,029	37,500
Cemetery - Memorials (4181)	1,250	124	1,503	540	424	3,841	4,367	873	873	873	873	873	873	873	9,954	10,480
Cemetery - Sundry income (4182)	0	0	0	0	0	0	417	83	83	83	83	83	83	83	583	1,000
Cemetery Maintenance Charge (4183)	230	230	0	460	115	1,035	1,917	383	383	383	383	383	383	383	3,718	4,600
Farmers Market Income (4270)	75	75	75	30	0	255	300	75	75	75	75	75	75	75	780	900
Env Sundry Income (4275)	46	0	0	0	9	55	83	17	17	17	17	17	17	17	171	200
Litter/bus station (4295)	0	398	0	0	398	795	795	0	0	398	0	0	398	0	1,590	1,590
Eco EXPO (4370)	0	0	0	0	0	0	0	0	0	0	0	0	0	450	450	450
Weald on the Field (4387)	0	0	200	1,850	250	2,300	2,500	0	3,500	0	0	0	0	0	5,800	6,000
Roundabout income (4350)	0	0	0	0	0	0	0	0	864	0	0	0	0	0	864	864
Tree work contributions	0	0	0	0	0	0	0	500	0	0	0	0	0	500	1,000	1,000
Total Sales	51,670	5,152	4,729	9,288	7,766	78,605	54,587	8,373	26,237	8,271	7,873	7,873	8,271	20,823	166,327	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 **RECEIVED - AUGUST 2026**

Small Projects Funding up to £25k

- New Barn Goals £1,350.00

Purchases																
Playing fields and pitches (5120)	4,642	678	59	(30)	1,182	6,530	8,958	1,792	1,792	1,792	1,792	1,792	1,792	1,792	19,072	21,500
Playing fields electricity (5122)	0	0	430	41	0	472	1,146	229	229	229	229	229	229	229	2,076	2,750
Play Area maintenance (5176)	3,169	1,148	(455)	602	0	4,463	5,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	11,463	12,000
Grounds maintenance contract (5203)	0	0	0	0	0	0	1,667	417	417	417	417	417	417	417	2,917	5,000
Ground Maintenance General (5204)	1,405	1,179	131	367	528	3,609	3,646	729	729	729	729	729	729	729	8,713	8,750
General equipment repairs and hire (5201)	86	0	940	212	27	1,265	2,500	500	500	500	500	500	500	500	4,765	6,000
New Equipment and hire (5202)	11,374	0	0	3,353	20,858	35,584	17,100	0	0	0	0	0	0	0	35,584	17,100
Movana Vehicle (5279)	55	0	0	0	0	55	313	63	63	63	63	63	63	63	492	750
Tractor maintenance & running costs (5275)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,250	1,250
Vehicle running costs (5263)	382	594	490	566	270	2,302	1,042	208	208	208	208	208	208	208	3,760	2,500
Vehicle PCP arrangements (5264, 5266, 5267)	1,410	1,730	1,410	1,410	1,410	7,369	3,125	1,410	1,410	1,410	1,410	1,410	1,410	1,410	17,237	7,500
Grass cutting mower (5276)	0	0	0	0	0	0	625	125	125	125	125	125	125	125	875	1,500
Allotments (5100)	(90)	286	787	1,362	1,546	3,891	2,083	417	417	417	417	417	417	417	6,807	5,000
LNRS & Sites of Interest (Working budget) (5231)	0	0	46	0	0	46	1,667	333	333	333	333	333	333	333	2,379	4,000
Litter bins (5295)	0	499	0	0	0	499	625	125	125	125	125	125	125	125	1,374	1,500
Litter collection, open spaces (5296)	676	639	789	714	1,091	3,908	4,583	917	917	917	917	917	917	917	10,325	11,000
Repair and replace street furniture (5375)	0	0	0	0	0	0	1,146	229	229	229	229	229	229	229	1,604	2,750
Signage outside areas (5330)	0	0	0	0	0	0	625	125	125	125	125	125	125	125	875	1,500
Protective - Outdoor staff (5058)	53	68	79	65	0	266	1,146	229	229	229	229	229	229	229	1,870	2,750
Fencing (5280)	0	0	0	0	0	0	1,354	271	271	271	271	271	271	271	1,896	3,250
Horticulture (5299)	0	0	0	0	134	134	125	25	25	25	25	25	25	25	309	300
Trees (5285)	3,140	1,860	1,740	1,740	1,740	10,220	7,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	20,720	18,000
HMLNR & WPLNR (5033)	0	0	0	0	0	0	313	63	63	63	63	63	63	63	438	750
Weald Hall Events (5300)	0	2,800	0	1,355	0	4,155	7,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	14,655	18,000
Performing rights (5301)	0	0	0	0	1,177	1,177	833	167	167	167	167	167	167	167	2,343	2,000
Event Advertising Marketing (5302)	315	80	31	485	80	991	1,500	300	300	300	300	300	300	300	3,091	3,600
Weald on the Field (5078)	288	667	1,000	2,809	10,448	15,211	12,500	0	0	0	0	0	0	0	15,211	12,500
Town Security/CCTV (5370)	2,006	104	107	104	1,437	3,758	1,354	271	271	271	271	271	271	271	5,653	3,250

Draft Environment and Leisure Committee at 31 Aug 2026

	Apr 26 Actuals £	May 26 Actuals £	Jun 26 Actuals £	Jul 26 Actuals £	Aug 26 Actuals £	Actuals at 31 Aug 26 £	Budget at 31 Aug 26 £	Sept 26 Budget £	Oct 26 Budget £	Nov 26 Budget £	Dec 26 Budget £	Jan 26 Budget £	Feb 26 Budget £	Mar 26 Budget £	Ancipated total expenditure	Total Budget 2026/27
Floral displays (5373)	0	0	2,637	706	706	4,049	3,938	0	0	0	0	0	0	0	4,049	3,938
Tesco roundabout Floral display (5379)	0	0	0	0	0	0	818	0	0	0	0	0	0	0	0	818
Cemetery, grave digging (5181)	400	400	0	400	0	1,200	2,400	600	600	600	600	600	600	600	5,400	7,200
Cemetery, rates & water (5180)	309	281	281	328	281	1,480	708	142	142	142	142	142	142	142	2,471	1,700
Cemetery, litter (5182)	258	236	300	214	193	1,201	1,313	263	263	263	263	263	263	263	3,039	3,150
Cemetery, maintenance (5186)	0	116	0	0	58	174	417	83	83	83	83	83	83	83	757	1,000
Memorial benches (5188)	0	763	54	0	0	816	0	0	0	0	0	0	0	0	816	0
Street lights, supply & maintenance (5080)	0	0	0	0	0	0	0	0	0	0	0	0	0	12,600	12,600	12,600
Street light repairs (5081)	0	0	0	0	0	0	6,563	1,313	1,313	1,313	1,313	1,313	1,313	1,313	9,188	15,750
Bus shelters (5086)	0	0	0	0	0	0	550	138	138	138	138	138	138	138	963	1,650
Groundsmen - salaries (5360)	15,384	15,278	15,278	15,278	15,450	76,667	79,315	15,863	15,863	15,863	15,863	15,863	15,863	15,863	187,708	190,357
Groundsmen - National insurance (5361)	1,916	1,916	1,916	1,916	1,942	9,608	10,023	2,005	2,005	2,005	2,005	2,005	2,005	2,005	23,639	24,054
Groundsmen - Pension (5362)	3,218	3,218	3,218	3,218	3,249	16,122	16,713	3,343	3,343	3,343	3,343	3,344	3,343	3,343	39,520	40,110
LNRS & Sites of Interest (Ranger) (5230)	2,815	2,815	2,815	2,815	2,815	14,074	14,074	2,815	2,815	2,815	2,815	2,815	2,815	2,815	33,778	33,778
New Tractor (in exchange for sale of other) (5268)	34,041	0	0	0	0	34,041	0	0	0	0	0	0	0	0	34,041	0
Total Purchases	87,251	37,353	34,083	40,029	66,620	265,335	226,806	39,505	39,505	39,505	39,505	39,506	39,505	53,355	555,724	512,855

New initiatives 2026/27

Full football pitch renovations (5120)	200	8,251	0	0	0	8,451	7,500									12,000
Harland Pond	0	58	0	0	0	58	100									500
Fencing for Boothland Wood	4,654	97	0	0	0	4,752	5,000									10,000
Fencing for Paygate Wood	0	0	0	0	0	0	0									1,500
Bracken roller	0	0	0	0	0	0	0									1,000
Programme for Himalyan Balsam	0	0	0	0	0	0	0									2,500
Double bins	0	0	0	0	0	0	0									2,000
New Flatbed Lease	0	0	0	0	0	0	0									3,500
Total new initiatives 2026/27	4,854	8,407	0	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	787	4,717
Grillo Brushcutter	480	480	480	0	0	1,439

Meeting of the Environment & Leisure Committee

Monday 12 October 2025

Agenda Item 6.2

TO CONSIDER NEW INITIATIVES FOR THE DRAFT BUDGET 2026/27

1.0 Summary

1.1 The draft budget papers are presented to Full Council in early December for the following financial year, prior to a final decision being taken on the precept and detailed budget papers by mid-January 2027.

1.2 This budget setting process will enable us to consider our income and expenditure for the next financial year.

2.0 New initiatives

2.1 Some potential initiatives and projects to be considered within the budget either as an initiative for 2027-2028 (short-term) or for future consideration, with monies being put aside medium to long term (2028-2030).

ITEM	SHORT/MED/LONG TERM	ESTIMATED COST
E&L Committee (Grounds, CCTV, Leisure, Events)		
Cemetery copper tree	Long	£20k
Completion of Ridgewood Village Hall car park	Short	£20k (£30k already in ER)
Cemetery improvements	Short/medium	£10k
Consultancy for ecology/wildlife surveys	Long	£10k
Improvement in staff facilities	Short/medium	£10k
Continue saving towards upgrade of West Park Play Area	Short/Medium	£200k (£20k in ER)
Continued saving for 5-year playground plan	Short/Medium	£100k
Benches for LNRS and woodlands	Short	£5k
Programme Holiday Events	Short/Medium	£20k
Installation of woodland activities	Medium/Long	£20k
Fencing and bridge installation, Nightingales Wood	Medium	£12k
AdvantEDGE Software	Short	£Xk
KBGPR ground penetrating radar survey of North Cemetery	Short	£4,350.00 + VAT (re-quote nearer time)

3.0. Recommendation

3.1. This is the final opportunity for members to:

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

Contact Officer: Tom Woollard

Meeting of the Environment & Leisure Committee

12 October 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 skate park sign was removed due to vandalism; a replacement is in the process of being designed and replaced. The new drainage is working well with no flooding recorded after rainfall.

Hempstead Lane Play Area and Hempstead Meadows LNR

Nothing to report.

West Park Recreation Ground and West Park LNR

Maintenance works continue within the Nature reserve, including tree removal where safety is a concern.

Community Orchards

Nothing to report

Snatts Road Cemetery

Consecration of the Y section has now been carried out in preparation for future burials. Two Oak trees are due for removal the week commencing 12th October due to AOD (Acute Oak Decline). The boundary fencing in Paygate Wood is scheduled for replacement in November. Routine maintenance continues weekly.

Elizabeth Gardens

Nothing to report.

Hughes Way play area

Nothing to report.

Luxford field and play area

The xylophone is currently in a non-usable state; we are awaiting quotes for replacement parts.

Boothland Wood

The gates have been removed as a temporary measure owing to complaints received with regard to accessibility for mobility scooters users, a new design of gate is currently being sourced.

Equipment & Vehicles

The new Isuzu pick-up truck is due for delivery in October; this will be followed by the conversion works with an anticipated delivery date of late November.

Street Furniture & Lighting

Nothing to report.

Harlands Pond

Nothing to report.

Selby Meadows

Nothing to report.

Nightingale Wood

Tree works have been carried out on trees that are a safety concern; these works will continue throughout winter.

Woodlands and Local Nature Reserves

Tree Surveys and maintenance works will continue throughout all woodlands and nature reserves over the winter months, with any trees noted as safety concerns being removed.

2.0 Recommendations

2.1 Members are asked to note the report.

Contact Officer: Thomas Woollard

Meeting of the Environment and Leisure Committee

Monday 12 October 2026

Agenda Item 7.2

TO REVIEW THE TOWN COUNCIL'S LITTER BIN POLICY – POLICY NO. 78

1.0 Background

- 1.1 The Town Council's Litter Bin Policy (Policy No. 78) was last reviewed by the Environment and Leisure Committee in January 2025.
- 1.2 In April 2022, Members agreed to the installation of three new litter bins at Streatfield Road, Ridgewood MUGA (Town Council land) and adjacent to Bell Lane Allotments, by Scarlett's Close. This demonstrated the Town Council's commitment to providing additional litter bins where there was an identified need and where locations were considered appropriate.

Note: The installation of the litter bin at Ridgewood MUGA did not require an excavation licence through Wealden District Council (WDC), as it was located on a grass verge and was surface-mounted only.
- 1.3 When the policy was reviewed in January 2025, members agreed amendments to the scoring system and noted the increasing cost of waste collection. The priority was to provide new bins on Town Council land, particularly around new developments where increased footfall was anticipated.
- 1.4 Members also recognised that there was a wider need for additional bins around the town and that evidence should be gathered to help identify suitable locations.
- 1.5 In January 2025, a request from a local resident for a litter bin at Keld Close was considered under the scoring system in place at the time. The request was not approved (see Appendix A). The vote was tied, with three members voting in favour and three members voting against. The Chair subsequently exercised the casting vote.
- 1.6 A request for a litter bin at The Rockery, Browns Lane, was previously submitted on behalf of local residents by the Chair of the Manor Park and Hempstead Fields Residents Association (see Appendix B).

This request was not brought before the committee at that time due to other priorities. However, the Residents Association was advised that it would be considered as part of this review.

The Association requested that one of the existing litter bins at the northern end of Hempstead Fields be relocated to a new location within the play area at Browns Lane Rockery, as shown on the maps they had provided.

At the time, the Residents Association indicated that it would meet the cost of relocating the bin.

- 1.7 The previous decisions, together with continuing requests for additional litter bins, indicate that the current policy should be reviewed to ensure that it provides sufficient flexibility to respond to locations where there is clear evidence of need.

The intention is not to replace the existing scoring system, which remains a useful and consistent assessment tool, but to allow relevant evidence and local circumstances to be taken into account where the numerical score does not fully reflect the need at a particular location.

2.0 Current Position

2.1 The Town Council currently provides all existing multi-use litter bins on its own land.

2.2 In August 2026, an enquiry was received from a local resident regarding the removal of a litter bin from the area adjacent to the tennis courts at Victoria Pleasure Ground.

The Estates Manager had previously undertaken a trial involving the relocation of litter bins from certain areas to assess whether overall bin provision and collection arrangements could be made more efficient.

2.3 There are still litter bins available within the Victoria Pleasure Ground area following the relocation exercise, although users may now have to carry litter or dog waste a slightly greater distance to reach a bin.

The Town Council currently undertakes litter collections *four* days per week. Opportunities to improve the efficiency of the service and reduce the associated time and cost are therefore important considerations when reviewing the location and provision of litter bins.

2.4 The Estates Manager considers that, given the level of use of Victoria Pleasure Ground, the single enquiry received regarding the relocated bin does not, in itself, indicate a significant issue with the current provision.

2.5 This example demonstrates the importance of considering the circumstances of each location, including the level of use, existing bin provision, requests or complaints received, and the practical and financial implications of any change.

2.6 Requests for additional bins are currently assessed using the scoring system within the policy (see Appendix C). The criteria include factors such as footfall, proximity to existing bins and local facilities, litter reports and the number of requests received.

3.0 Proposed Review

3.1 It is not proposed to make any fundamental changes to the existing scoring system or its numerical scores.

3.2 The proposed amendment is to make the assessment more evidence-based by allowing the committee to consider clear and demonstrable evidence of need alongside the existing scoring criteria.

Relevant evidence may include:

- actual or observed footfall;
- persistent litter or dog fouling;
- recognised walking routes;
- proximity to facilities such as shops, schools, play areas or bus stops;
- existing litter bin provision;
- the number and nature of complaints or requests received; and
- any other relevant information demonstrating a particular need at the location.

3.3 The existing scoring system would therefore remain an important guide when assessing requests, but would not operate as an automatic pass or fail.

This would allow the Committee to take account of circumstances where the numerical score does not fully reflect the evidence of need at a particular location, including locations outside new developments.

- 3.4 The proposed approach would also provide a basis for reassessing the request to relocate an existing litter bin to The Rockery, Browns Lane, by considering the evidence relating to the proposed location and the existing provision at the northern end of Hempstead Fields.
- 3.5 Where appropriate, the Town Council should first consider whether the responsible authority or landowner could provide the litter bin before agreeing to provide and maintain one itself.
- 3.6 Current WDC charges are included below for information should a future request concern land not owned or managed by the Town Council.

WDC service	2026/27 charge
New litter bin – supply, installation and ongoing maintenance (excluding emptying)	£944 + VAT
Litter bin emptying	£305 + VAT per year
Relocation of litter bin up to 200 metres	£502 + VAT

The above charges are taken from WDC's Fees and Charges Book 2026/27.

The £944 charge includes supply, installation and ongoing maintenance but excludes emptying. At the published annual emptying charge, the indicative first-year cost of a new WDC-provided bin would therefore be £1,249 + VAT (£1,498.80 including VAT), with an ongoing annual emptying charge of £305 + VAT (£366 including VAT), subject to the applicable WDC service arrangements.

These figures replace the historical WDC charges referred to in the existing Litter Bin Policy and should be used when assessing the financial implications of future requests. The Town Council will continue to check WDC's current charges when individual requests are considered, as fees may be reviewed annually.

4.0 Recommendation

Members are asked to note the report and:

- (i) Agree that the trial to determine where litter bins are best suited remains ongoing, and;
- (ii) Review Litter Bin Policy No. 78 and consider the proposed amendments highlighted in red, and;
- (iii) Agree that the existing numerical scoring system is retained, but amended so that evidence of actual need can be given greater weight and the Committee retains discretion where the numerical score does not fully reflect the circumstances, and;
- (iv) Agree that locations outside new developments may be considered where there is clear evidence that an additional litter bin is required, and;
- (v) Agree that evidence of actual need should be considered alongside the existing scoring criteria, including footfall, litter or dog fouling, walking routes, proximity to facilities, existing bin provision and complaints or requests, and;
- (vi) Agree that, where appropriate, the Town Council should establish whether provision can be made by the responsible authority or landowner before agreeing to provide and maintain a Town Council litter bin, and;
- (vii) Agree that The Rockery, Browns Lane, is reassessed using the revised approach and, if necessary, brought back to the Committee with the supporting information and a further recommendation.

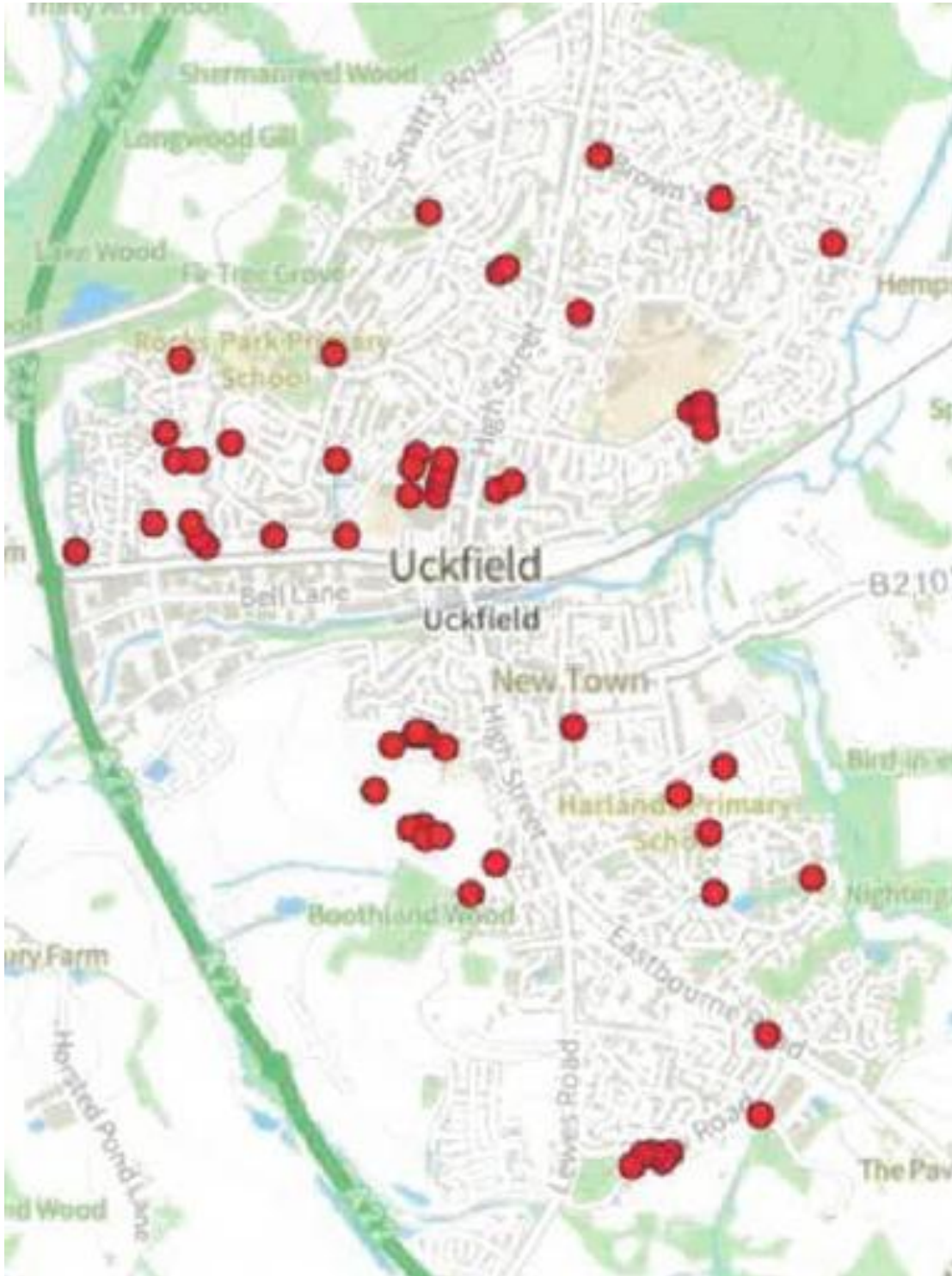
Appendices

Appendix A: Bin evaluation – Keld Close

Appendix B: MPHFR – maps to relocate bin to Browns Lane Rockery

Appendix C: Revised Litter Bin Policy No. 78 & scoring criteria – proposals highlighted in red

Image below: General location of litter bins around town



Contact Officer: Rachel Newton

Keld Close**Appendix B – Uckfield Town Council Litter bin provision evaluation process**

Each request for a new bin shall be assessed using the scoring system below. The Environment & Leisure Committee will have a final say on the decision process should any additional factors be found relevant and which are not expressly related to the scoring approach.

Category	Options	Score
Request for bin on main footpaths / local highways	High intensity of use, such as busy public areas or recreation parkland or strategic local highways or footpaths or car parks	20
	Medium intensity of use, such as residential areas, secondary footpaths	10
	Low intensity of use, such as rural or isolated roadways	5
Proximity to existing bins of the same type (dog/litter)	>100 metres to another bin (greater than)	10
	<100 metres to another bin (less than) (The above is subject to consideration of the level of footfall eg bus stops on opposite sides of the road)	5
Proximity to facilities or main routes away from facilities	<100 metres to a school	5
	<50 metres to take away outlet	10
	<50 metres to shops/supermarket	10
	<100 metres to sports facilities	5
	Adjacent to a bus stop	5
	<100 metres to other public facilities such as pub, church, community centre etc.	5
Number of separate requests for litter cleaning received within 12 month period	0	0
	1 – 2	5
	3 – 5	10
	6 - 10	20
Number of separate requests for a bin received within a 6 month period from the general public	1	5
	2 – 10	10
	11 - 50	20

Having evaluated each request using the above categories and options, an overall score is calculated and compared to the thresholds shown in the table below to determine if the request should be approved.

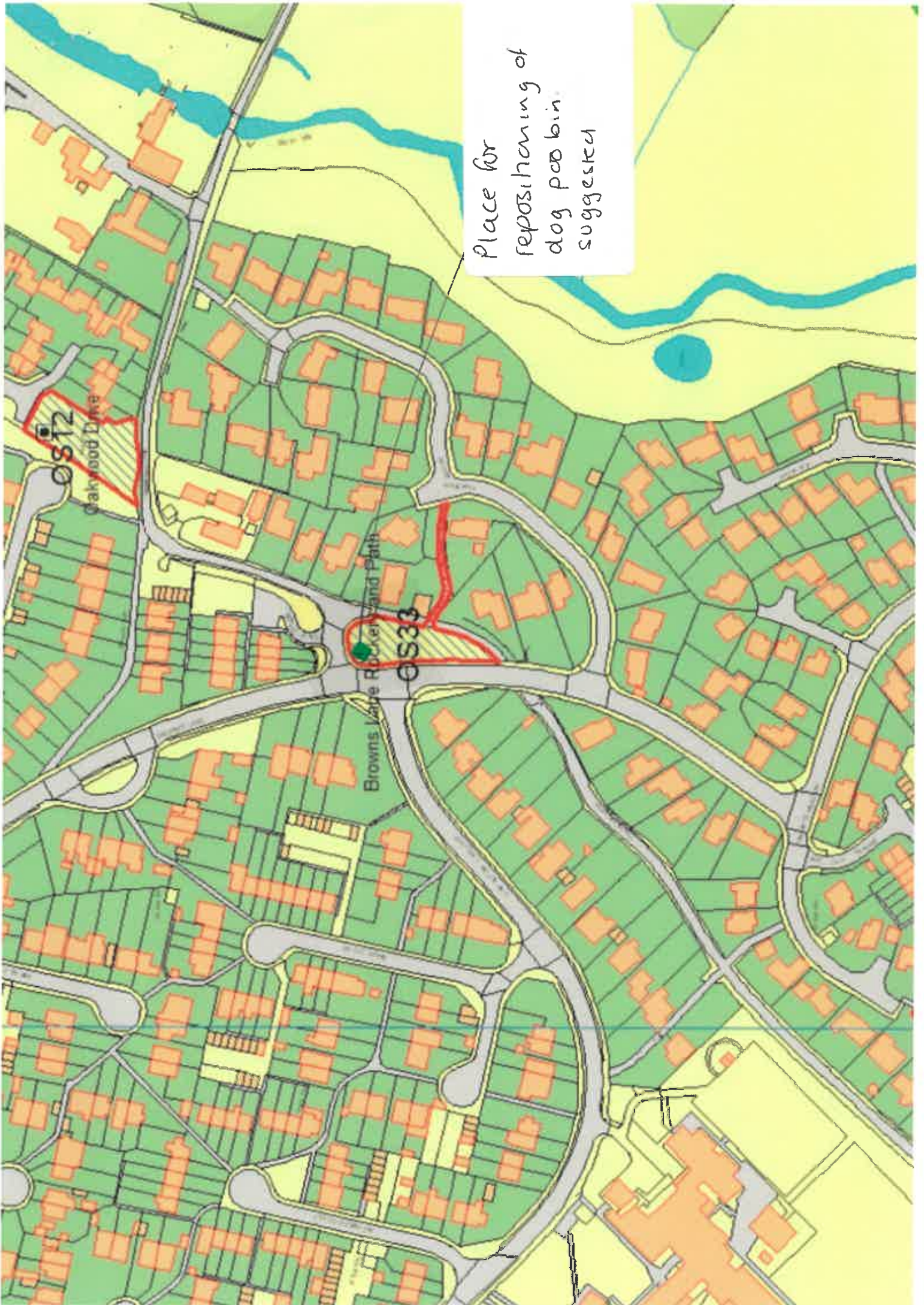
Score = 30	Outcome
0 – 40	Unsuccessful
41 - 80	Successful

This scoring system will be subject to review on an annual basis, at the time of setting budgets and will act as a guide to Council setting priorities.

Place for
repositioning of
dog poo bin
suggested.



Place for
repositioning of
dog poo bin
suggested



UCKFIELD TOWN COUNCIL



LITTER POLICY

Policy Number 78		
Issue No.	Date completed	Details of amendments
01	EL.36.10.16	Environment & Leisure 24.10.16
02	EL.64.04.22	Review of existing policy – 4 April 2022
03	EL.36.01.25	Review of existing policy – 20 January 2025

1.0 Background

- 1.1. Uckfield Town Council has long recognised its responsibility for the environment and is committed to continuous improvements that reflect our concern for the quality of the local and global environment.

2.0 Legislation

- 2.1. The primary legislation for litter and refuse is the Environmental Protection Act (EPA) 1990. This Act is supported by further legislation under the Clean Neighbourhoods and Environment Act 2005 together with the Code of Practice on Litter and Refuse 2006 produced by DEFRA. Additionally, the Litter Act 1983 s5 confers powers on Town and Parish Councils to provide and maintain litter bins.
- 2.2. The primary legislation, the EPA, places the principal duty on the District Council for keeping land to which the public have access to, free from litter. The EPA does not confer any powers or duties onto Town and Parish Councils. However, the Town Council is responsible for keeping its own land clear of litter and failure to do so could result in the Principal Litter Authority (Wealden District Council) taking action against the Town Council to ensure land is kept free of litter. For Uckfield, therefore, we have a duty to keep all of our open spaces including the Nature reserves and playgrounds free from litter.
- 2.3. Town and Parish Councils do have general powers under the Local Government Act 1972 s137 which permits the Town Council to *"incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants"*. *There are limitations to this power, including a financial limit however, any proposed expenditure under this policy is extremely unlikely to exceed the financial limitations set by the legislation"*.

3.0. Wealden District Council (WDC) (Principal Litter Authority) policy

- 3.1. A copy of the District Council's litter policy is attached at Appendix A. This policy confirms the following approach to litter and dog bin provision by the Principal Litter Authority.

4.0. Current Service Provision

- 4.1. The Town Council provides multi-use litter bins at all of its recreation grounds and other open spaces. A total of xx bins are provided and maintained by the Town Council, most are emptied twice weekly or daily if in a children's play area. The Town Council no longer provides dog-specific bins and all its bins are dual purpose.
- 4.2. The Town Council currently has no Wealden District Council litter bins on Town Council-owned land; the litter bins provided on Town Council-owned land are owned and maintained by the Town Council. WDC provide and maintains litter bins at various locations in the Uckfield Town area and have advised that they currently maintain and empty a total of xx litter bins and xx dog bins on Town Council land. Wealden's waste collection contractor is required to empty litter bins in the high street on a daily basis and weekly at all other locations within Uckfield. There are also a few litter bins on private land managed by local shopkeepers around Uckfield. The Town Council receives very few complaints regarding the lack of emptying of litter bins provided by either the Town or the District Council.

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- 4.3 The cost to the Town Council of providing and maintaining its current stock of ~~74-x~~ bins is not easily identified. However, the litter bin emptying task takes on average 18 hours per week, depending on weather events and based on current staffing costs equates to £4.30 (2024/25) per bin per week. In addition, costs include replacing damaged bins, disposing of waste collections, black sacks, and fuel.

Waste collection and sack costs are in the order of £14,459 (2024/25) per year, equating to an emptying charge of £4.02 per bin per week. The total cost of providing bins on Town Council land is therefore in the order of £8.62 per bin per week. Although this sum excludes fuel costs, it is substantially lower than the proposed costs offered by WDC.

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- 4.4. The cost of replacing/providing a new litter bin is in the region of £865 + VAT depending on style, including installation costs. This is an estimated Town Council cost and is separate from the charges applied by Wealden District Council for bin provision on land for which WDC or another responsible authority is responsible. The cost should be confirmed against current quotations when a new bin is proposed.

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5.0. Demand

- 5.1 Requests for litter and dog bins could be received from residents, business owners, dog walkers or other local authorities. Permission will have to be sought from East Sussex Highways if a bin is to be placed on land in their ownership.

6.0. Future Service Provision

- 6.1. The Town Council will maintain a register of requests which shall be used in the proposed assessment process.
- 6.2. WDC has a duty to keep public land clear of litter, as they are the principle litter authority. Provision of litter bins assists compliance with this duty, especially in areas where there is significant footfall or proximity to fast food and other food retail outlets. Uckfield Town Council should continue to report issues identified locally in Uckfield to the District Council, and where litter or dog bins are identified as being part of an overall solution to a local problem, encourage the District Council to consider the provision of additional bins. Similarly, the Town Council should continue to monitor its own land and, where any new problems are identified, consider any additional provision that may assist in reducing littering and dog fouling.

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~~6.3. The Town Council may also wish to use its general powers through the provision of funding for litter bins on land under the responsibility of the District Council. This would be subject to evaluation of need using criteria that form a robust evaluation method for such an approach.~~

~~6.4.6.3.~~ An assessment method is set out in Appendix B

7.0. Financial Implications

- 7.1 Wealden District Council (WDC) 2026/27 charges for providing new litter/dog bins are:

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• New litter bin – £944 + VAT. This includes supply, installation and ongoing maintenance, but excludes emptying.

• Litter bin emptying – £305 + VAT per year.

• Relocation of an existing litter/dog bin up to 200 metres – £502 + VAT. For greater distances, an individual quotation should be obtained from WDC.

These charges are included in this policy as a reference for circumstances where a litter bin may be requested on land that is not owned or managed by the Town Council. The Town Council currently has no WDC litter bins on Town Council-owned land. The applicable WDC charges should be confirmed when an individual request is considered.

WDC current and proposed charging scales for providing new dog/litter bins are:-

Proposed charges

£7.00p per bin per emptying (£286 + VAT per year based on a weekly service – charged quarterly in arrears at £78 + VAT per bin)

Provision of new bins (dog/litter)

£865 + VAT – price includes supply and installation of the bin plus ongoing maintenance, so that if damaged, WDC will repair or replace it for as long as it continues to be required at no extra cost.

Alternatively, UTC can install a bin and just ask WDC to empty if required. UTC would then be responsible for maintaining the bin if damaged, etc.

Relocation of an existing bin (up to a distance of 200metres)

£461 + VAT – concrete litter bin or plastic or metal, dog or litter bin. For greater distances, individual quotes will be provided.

Currently, WDC does not charge UTC for any bin emptying they undertake in the town. All the litter bins WDC empty are those they either installed or approved as being necessary on the public highway. UTC empty 74 additional bins independent of those serviced by WDC.

7.2 Based on these WDC charges, each new chargeable litter bin would cost a maximum of £1151 + VAT for the first year and £286 + VAT per year thereafter.

Based on current Town Council figures, the initial cost of providing and emptying a new bin for the first year equates to £1313.24 and £448.24 per year thereafter.

7.3 The Town Council currently provides and maintains its own litter bins on Town Council-owned land. As the Town Council has no general responsibility for providing and maintaining litter bins on public highways and footpaths, it should continue to encourage WDC or the relevant responsible authority to provide litter and dog bins where a need has been identified on land for which they are responsible. Where additional provision is proposed on Town Council-owned land, the Town Council should consider the capital and ongoing servicing costs before agreeing to provide an additional bin. Where a request relates to land that is not owned or managed by the Town Council, provision by the responsible authority or landowner should normally be sought in the first instance. These charges, as mentioned in paragraph 4.2, are substantially

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~~more than the costs incurred by Uckfield Town Council to provide the same service on its own land. As the Town Council has no responsibility for providing and maintaining litter bins on public highways and footpaths, the Town Council should continue to lobby WDC to provide litter and dog bins in locations where a need has been identified. The Town Council should also continue to provide its own litter and dog bins for its own land as there is clearly no financial benefit of requesting a service from WDC.~~

8.0. Policy Recommendations

8.1 ~~Subject to consultation with the landowner, litter bins may be supplied on land not in the Town Council's ownership where the Town Council considers this appropriate. Before agreeing to provide a bin, the Town Council should normally establish whether the responsible authority or landowner can provide and maintain the bin and should consider the capital and ongoing revenue costs to the Town Council. Subject to consultation with the landowner, litter bins may be supplied on land not in the Town Council's ownership.~~

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8.2 Where the Town Council provides litter bins, they will be of a design suitable for their location and will, wherever possible, be lockable and of a design that will prevent access by rodents or other wildlife.

8.3 The Town Council will respond to complaints regarding the provision of litter bins on land which is under the responsibility of Wealden District Council by reporting such complaints and keeping a record to assess future needs. Where a need is identified, the Town Council will seek the support of the District Council to provide additional bins to meet established demands. This approach recognises not only the cost of providing and emptying of litter bins but also the impact litter has on residents' perception of a safe and secure community as well as the environmental impacts. ~~Where the Town Council is considering funding or providing a bin on land for which WDC or another authority is responsible, the proposal will be considered on its individual merits and will be subject to the evaluation process and available budget.~~

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8.4 The Town Council will review its existing litter bin provisions and either remove, replace or provide bins, subject to any budgetary implications, at least once every three years.

8.5 The provision of new litter bins will be determined after evaluating the need in accordance with the evaluation process as set out in Appendix B and then subject to budget provision.

8.6 ~~Litter bins will be emptied at a frequency appropriate to their location and level of use on Council-owned land, with bins emptied more frequently where a need is identified to ensure they do not regularly overflow. Litter bins will be emptied at least once every week on Council-owned land and more frequently where a need is identified to ensure bins do not regularly overflow.~~

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Appendix A - Wealden District Council Policy on Litter

The District Council's policy and service concerning street cleansing, including litter bins, is formed from the contract it is party to under the East Sussex Waste Partnership.

This is explained by splitting it into the constituent parts.

Street Cleansing - through its contractor, street cleansing is provided on the public highway, including verges and paths, and Council car parks. This is assessed using the National Indicator NI195 measuring litter, detritus, graffiti and flyposting, although this has been extended to include dog waste and weeds. There is no provision for cleansing services on private roads or other land. The contractor is required to provide a mixture of scheduled and reactionary cleansing services to ensure the NI 195 standards are maintained.

Cleanliness is measured by an independent third-party organisation through random sampling three times per year within Wealden and also across the wider waste partnership. This service also includes the clearance of fly-tipping.

Litter bins – WDC install and services litter bins on the public highway and other District Council-owned areas where it is deemed essential to control the incidence of litter. No charge is levied for this service. ~~Consideration is also given to installing and/or servicing litter bins in other locations upon request, although this additional service will be subject to a charge.~~

Dog waste bins - ~~WDC will consider installing and/or servicing dog waste bins upon request from Town and Parish Councils or other third parties. Where such provision is outside WDC's normal service, the applicable WDC charge will apply.~~

~~All litter and dog waste bins are emptied on a schedule that ensures they have a minimum of 15% spare capacity. In reality, this means that most will be emptied on a weekly basis however, some in higher-use areas will be emptied more frequently, while others less frequently.~~

~~WDC will consider installing and/or servicing dog waste bins upon request from Town and Parish Councils or other third parties, although there is a charge for this service.~~

~~All litter and dog waste bins are emptied on a schedule that ensures they have a minimum of 15% spare capacity. In reality, this means that most will be emptied on a weekly basis however, some in higher-use areas will be emptied more frequently, while others less frequently.~~

Appendix B – Uckfield Town Council Litter bin provision evaluation process

~~Each request for a new bin will be assessed in accordance with the scoring system set out below. The Environment & Leisure Committee will retain final discretion over the decision-making process where additional relevant factors arise that are not expressly addressed or captured by the scoring criteria. Each request for a new bin shall be assessed using the scoring system below. The Environment & Leisure Committee will have a final say on the decision process~~

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should any additional factors be found relevant that are not expressly related to the scoring approach.

Category	Options	Score
<u>Land ownership / responsibility</u>	<u>Where the land is not owned or managed by Uckfield Town Council, consideration should first be given to whether the responsible authority or landowner should provide and maintain the bin. This factor does not carry a separate numerical score but may be taken into account by the Environment & Leisure Committee when determining the outcome.</u>	
Request for bin on main footpaths / local highways	High intensity of use, such as busy public areas or recreation parkland or strategic local highways or footpaths or car parks	20
	Medium intensity of use, such as residential areas, secondary footpaths	10
	Low intensity of use, such as rural or isolated roadways	5
Proximity to existing bins of the same type (dog/litter)	>100 metres to another bin	10
	<100 metres to another bin (The above is subject to consideration of the level of footfall e.g. bus stops on opposite sides of the road)	5
Proximity to facilities or main routes away from facilities	<100 metres to a school	5
	<50 metres to take-away outlet	10
	<50 metres to shops/supermarket	10
	<100 metres to sports facilities	5
	Adjacent to a bus stop	5
	<100 metres to other public facilities such as pub, church, community centre etc.	5
Number of separate requests for litter cleaning received within 12 months	0	0
	1 – 2	5
	3 – 5	10
	6 - 10	20
Number of separate requests for a bin received within 6 months from the general public	1	5
	2 – 10	10
	11 - 50	20

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Having evaluated each request using the above categories and options, an overall score is calculated and compared to the thresholds shown in the table below to determine if the request should be approved.

Score	Outcome
0 – 30	Unsuccessful
31 - 80	Successful

This scoring system will be subject to review on an annual basis, at the time of setting budgets and will act as a guide to Council in setting priorities.

Meeting of the Environment and Leisure Committee

Monday 12 October 2026

Agenda Item 8.1

TO CONSIDER A REVIEW OF PLAY AREA GATES FOR CHILD SAFETY

1.0 Background

1.1 Following recent concerns about the safety of young children using enclosed play areas, the Committee is asked to consider whether the gates at the Town Council's play areas provide appropriate protection against young children leaving without their parent or carer.

1.2 Recent news coverage of a tragic incident involving a young child leaving a play area has highlighted the potential risks associated with play area exits.

An online petition is also calling for child-resistant locks or similar measures to be considered for children's play area gates.

There are particular concerns for children who may unexpectedly run from a play area, including some children with autism and other additional needs.

Any changes would need to balance child safety with accessibility for wheelchair users and pushchairs, as well as allowing older children to use play areas independently.

2.0 Current arrangements

2.1 Uckfield Town Council manages eight children's play areas, which are inspected on a weekly basis in-house, quarterly by an outside company and yearly by ROSPA and maintenance is carried out where required.

2.2 The design and operation of the gates vary between sites, and there may not be one solution suitable for every play area.

3.0 Proposed review

3.1 It is proposed that the Estates Manager reviews the gates and entrance arrangements at all eight play areas, considering:

- whether young children can easily open the gates;
- child-resistant or self-closing mechanisms;
- accessibility for wheelchairs and pushchairs;
- access for older children;
- emergency access and exit;
- any particular hazards outside individual play areas; and
- the cost of any improvements.

3.2 The recently refurbished Victoria Pleasure Ground could also be considered as part of the review.

4.0 Recommendation

4.1 Members are asked to note the concerns regarding the safety of play area gates, and request that officers undertake a review of the gates and entrance arrangements at all Town Council play areas, with recommendations and indicative costs for any improvements to be reported to a future meeting.

Contact Officer: Thomas Woollard

Meeting of the Environment & Leisure Committee

Monday 12 October 2026

Agenda Item 8.2

TO RECEIVE AN UPDATE ON THE APPLICATION FOR A NEW 3G PITCH

1.0 Summary

- 1.1 In preparation for the full submission to The Football Foundation this autumn for a new 3G pitch at Victoria Pleasure Ground, Uckfield Town Council continues to work with appointed consultants to deliver two key workstreams:

- (i) Preparation of the full planning application to the local planning authority (being prepared by Surfacing Standards Limited);
- (ii) Preparation of the full funding application to the Football Foundation (being prepared by SLPC Consulting Ltd);

2.0 Full planning application

- 2.1 The Full planning application has now been submitted by Surfacing Standards Limited on the planning portal, with Uckfield Town Council paying the fee, and is awaiting verification to include the on-site BNG within the red line boundary. The Full Bat survey is to be submitted post-submission due to the length of the season.

3.0 Preparation of the full funding application

- 3.1 A second round of stakeholder engagement happened in the autumn to firm up usage requirements from key stakeholders along with other interested parties. One key takeaway from this round of meetings is just how important this facility will be to those stakeholders in the future growth of clubs, teams and communities. The full application is due to be submitted to the Football Foundation by 16th October 2026, with a decision expected in January, dependent on the planning application. This Submission will be carried out by SLPC Consulting Ltd with the assistance of Uckfield Town Council.
- 3.2 This application requires wider consultation with key community groups, local schools etc., which will commence after the submission of the planning application.

4.0 Recommendations

- 4.1 Members are asked to note the report.

Contact Officers: Thomas Woollard and Holly Goring

Meeting of the Environment and Leisure Committee

Monday 12 October 2026

Agenda Item 8.4

TO CONSIDER A DRAFT LICENCE FOR THE VICTORIA TENNIS COURTS WITH MARESFIELD LAWN TENNIS CLUB

1.0 Purpose of Report

- 1.1 To consider a draft licence between Uckfield Town Council and Maresfield Lawn Tennis Club (MLTC) in respect of the tennis courts at Victoria Pleasure Ground, Victoria, and to agree the proposed arrangements for the continued use, management and development of the facilities.

2.0 Background

- 2.1 The tennis courts at Victoria Pleasure Ground form part of the Town Council's recreational facilities and provide an important opportunity for local residents to participate in tennis and other associated sporting activities.
- 2.2 The Council has worked with organisations involved in the provision and development of tennis at the site, including Urban Tennis Foundation (UTF).
- 2.3 UTF currently has arrangements in place to rent/use space at the Victoria tennis facilities for the delivery of tennis activities. UTF is not a party to the proposed licence, and the licence does not seek to formalise or replace those separate arrangements.
- 2.4 Maresfield Lawn Tennis Club has approached the Council in relation to the formalisation of its involvement with the Victoria tennis facilities.
- 2.5 The proposed arrangement would provide MLTC with a formal licence in respect of the tennis facilities. This would assist MLTC in seeking external funding for the development and improvement of the facilities and for the provision of community tennis activities.
- 2.6 A draft licence has therefore been prepared between the Council and MLTC and is attached to this report as **Appendix A**.

3.0 Proposed Licence

- 3.1 The proposed licence would be granted by Uckfield Town Council to Maresfield Lawn Tennis Club for the tennis courts and associated facilities at Victoria Pleasure Ground.
- 3.2 MLTC would be the sole licensee under the proposed agreement. UTF is not a party to the licence and would not acquire any rights or obligations under it.
- 3.3 The proposed licence is intended to provide a formal contractual relationship between the Town Council and MLTC without granting a long-term leasehold or other proprietary interest in the Town Council's land.
- 3.4 The proposed licence would commence on 13 October 2026 and continue until 13 October 2046, unless terminated earlier in accordance with the terms of the agreement.

- 3.5 The licence fee proposed is one peppercorn per annum, if demanded.
- 3.6 MLTC would be responsible for the day-to-day management and operation of the facilities, including arrangements for access, bookings, users, coaches and the safe and appropriate use of the courts.
- 3.7 MLTC would also be responsible for the upkeep, maintenance and repair of the facilities in accordance with the terms of the licence, including routine and major repairs and, where applicable, resurfacing and replacement works.
- 3.8 The licence requires MLTC to obtain the Council's prior written consent before undertaking structural alterations, resurfacing, redevelopment or other material alterations to the facilities.
- 3.9 The licence is intended to support the continued provision of community tennis and, in particular, enable MLTC to demonstrate a formal relationship with the Town Council when applying for external funding.
- 3.10 Existing arrangements under which other organisations, including Urban Tennis Foundation (UTF), use or rent space at the tennis facilities are separate from the proposed licence. UTF is not a party to the proposed licence, and the licence does not confer any rights or obligations on UTF.
- 3.11 The intention is that the proposed licence formalises the relationship between the Council and MLTC and provides for MLTC to manage and operate the Facilities, while existing arrangements with other users of the Facilities remain a matter for the Council to consider separately and, where applicable, in accordance with the terms of those arrangements.

4.0 Community Benefit

- 4.1 The Victoria tennis courts provide a recreational facility for residents of Victoria and the wider Uckfield area.
- 4.2 The proposed arrangement is intended to support the continued availability, maintenance and development of the courts for community use.
- 4.3 The licence includes provisions intended to encourage opportunities for local residents, junior players, beginners and new players, coaching and development, community tennis sessions, non-member access, and use by local schools and community organisations where reasonably practicable.
- 4.4 External funding may provide opportunities for improvements to the facilities, increased participation and the development of junior and adult tennis activities.
- 4.5 The Town Council considers that providing a formal licence at a peppercorn rent is consistent with its objective of supporting community sport and recreation, subject to the final terms of the agreement.

5.0 Financial Implications

- 5.1 The proposed licence fee is one peppercorn per annum, if demanded.
- 5.2 The principal purpose of the arrangement is not to generate rental income but to facilitate the continued community use, management and potential external funding of the tennis facilities.
- 5.3 The Town Council would not be guaranteeing any external funding application made by MLTC.

- 5.4 MLTC would be responsible for the costs allocated to it under the licence, including the day-to-day upkeep, maintenance and repair of the facilities and the other costs expressly allocated to the Club.
- 5.5 Any expenditure by the Council associated with works or improvements to the tennis courts would be subject to separate consideration and approval where appropriate.
- 5.6 The detailed allocation of maintenance and repair responsibilities is set out in the draft licence and **Schedule 2**.

6.0 Legal Implications

- 6.1 The Town Council's legal interest in the Victoria Pleasure Ground tennis courts should be confirmed prior to completion of the licence, together with any restrictions, covenants or other conditions affecting the use or disposal of the land.
- 6.2 The draft licence is intended to create a contractual licence to use and occupy the facilities and not a tenancy or lease. The licence expressly provides that MLTC does not receive exclusive possession or any leasehold or other proprietary interest in the Premises or Facilities.
- 6.3 The licence is personal to MLTC and may not be assigned, transferred or otherwise disposed of without the prior written consent of the Council.
- 6.4 MLTC is not permitted to grant a tenancy, licence or other right of occupation over the Premises or Facilities without the Council's prior written consent. This does not prevent appropriate use of the facilities by members, coaches, teams, visitors, schools or community organisations in accordance with the permitted use.
- 6.5 The Town Council's legal advisers will be asked to review the final document before completion and to advise on any amendments required to ensure that the proposed arrangement is legally appropriate.
- 6.6 The Town Council should also ensure that the proposed grant of the licence is consistent with its statutory powers and its obligations in relation to the management and disposal of its land.

7.0 Risk Management

- 7.1 The principal risks associated with the proposal are:
- the Town Council granting rights which are inconsistent with its existing legal interest in the land;
 - uncertainty regarding responsibility for maintenance and repairs;
 - the possibility of external funding conditions affecting the use of the facilities;
 - potential confusion regarding the respective roles of the Town Council, MLTC and other organisations using the facilities; and
 - the potential for the arrangements for other users of the facilities to conflict with the rights and responsibilities established under the licence.
- 7.2 These risks are addressed through the proposed licence, which sets out the permitted use of the facilities, MLTC's management and maintenance responsibilities, community use requirements, insurance requirements, arrangements for third-party use and termination provisions.
- 7.3 The licence also makes clear that MLTC is the licensee and that any use of the facilities by other organisations or individuals must be consistent with the terms of the agreement.
- 7.4 The final agreement will be subject to legal review.

8.0 Conclusion

- 8.1 The proposed licence provides an opportunity to formalise the relationship between the Council and Maresfield Lawn Tennis Club in relation to the Victoria tennis facilities.
- 8.2 MLTC would be the sole licensee and would assume responsibility for the day-to-day management, operation, upkeep, maintenance and repair of the facilities in accordance with the terms of the licence.
- 8.3 The arrangement would be on a peppercorn rent and is principally intended to support community tennis provision and enable MLTC to seek external funding for the facilities.
- 8.4 The draft licence provides a framework for the respective responsibilities of the Town Council and MLTC and includes provisions for community access and use of the facilities.
- 8.5 The proposed licence does not include Urban Tennis Foundation as a joint licensee or party. Any existing arrangement between the Council and UTF relating to the use or rental of space at the tennis facilities is separate from the proposed licence and is not amended or replaced by the licence.
- 8.6 The Committee is therefore asked to consider the draft licence and approve the recommendations set out below.

9.0 Recommendations

9.1 It is recommended that the Committee:

- (i) Notes the proposed arrangement for the Victoria Tennis Courts, and;
- (ii) Consider and approve in principle the draft Licence between Uckfield Town Council and Maresfield Lawn Tennis Club, attached at Appendix A, and;
- (iii) Agrees that the licence be granted to Maresfield Lawn Tennis Club at a peppercorn rent of one peppercorn per annum, if demanded, subject to the final agreement of terms, and;
- (iv) Notes that the purpose of the licence is to provide MLTC with a formal agreement relating to the tennis facilities to support applications for external funding and the continued development of community tennis provision, and;
- (v) Notes that Maresfield Lawn Tennis Club will be the sole licensee under the proposed agreement and will be responsible for the day-to-day management, operation, upkeep, maintenance and repair of the facilities in accordance with the terms of the licence, and;
- (vi) Notes that Urban Tennis Foundation is not a party to the proposed licence and that its existing arrangements for the use/rental of space at the tennis facilities are separate from the licence, and;
- (vii) Authorises the Chief Officer, in consultation with the Chair of the Environment and Leisure Committee and the Town Council's legal advisers where necessary, to make any minor amendments to the draft licence and complete the agreement on behalf of the Town Council, and;
- (viii) Agrees that any substantive amendment to the proposed arrangements be referred back to the Committee for consideration.

10.0 APPENDIX

10.1 App A – Draft Licence Agreement – Victoria Pleasure Ground Tennis Courts

Contact Officer: Thomas Woollard

LICENCE AGREEMENT FOR THE USE AND MANAGEMENT OF TENNIS FACILITIES AT VICTORIA PLEASURE GROUND

DATED: 13th October 2026

BETWEEN

(1) UCKFIELD TOWN COUNCIL of Civic Centre, Uckfield, East Sussex, TN22 1AE
("the Council")

and

(2) LE TENNIS (MARESFIELD LAWN TENNIS CLUB) of Batts Bridge Road,
Maresfield, Uckfield, East Sussex TN22 2HN ("the Club")

Together referred to as "the Parties".

1. BACKGROUND

1.1 The Council is the owner of the land and tennis facilities described in Schedule 1 to this Agreement ("the Premises" and "the Facilities").

1.2 The Club is a local tennis club established for the promotion and provision of tennis and associated sporting activities.

1.3 The Council wishes to make the Facilities available to the Club for the purposes of operating tennis activities and providing opportunities for residents' participation in tennis.

1.4 The Club wishes to use and manage the Facilities and has agreed to accept responsibility for their day-to-day operation, management, upkeep, maintenance and repair.

1.5 The Parties acknowledge that the Facilities provide a community and recreational benefit and that the Licence is therefore granted at a nominal peppercorn rent.

1.6 The Parties intend that the Club's occupation and use of the Facilities shall be governed by this Licence and that no tenancy or leasehold interest shall be created.

2. DEFINITIONS AND INTERPRETATION

2.1 Definitions

In this Agreement, unless the context otherwise requires:

"Commencement Date" means 13th October 2026

"Club" means Le Tennis (Maresfield Tennis Club).

"Facilities" means the tennis courts and associated facilities made available to the Club under this Agreement, including the courts, fencing, gates, nets, posts, lighting, equipment and any other facilities identified in Schedule 1.

"Licence" means this licence agreement.

"Licence Fee" means the annual fee specified in Clause 5.

"Licence Period" means the period specified in Clause 3.

"Premises" means the land owned by the Council upon which the Facilities are situated and identified in Schedule 1.

"Permitted Use" means the use of the Facilities for playing, promoting, coaching and providing tennis and other activities reasonably associated with the operation of a tennis club.

3. LICENCE PERIOD

3.1 The Licence shall commence on the Commencement Date and shall continue until 13th October 2046 unless terminated earlier in accordance with this Agreement.

3.2 The Licence may be renewed or extended by written agreement between the Parties.

3.3 Nothing in this Agreement shall oblige the Council to renew or extend the Licence at the end of the Licence Period.

4. GRANT OF LICENCE

4.1 The Council grants to the Club a personal licence to use and occupy the Facilities for the Permitted Use during the Licence Period.

4.2 The Club shall have such access to the Facilities as is reasonably required for the proper operation and management of the Club and the provision of tennis activities.

4.3 The Licence is personal to the Club and shall not be assigned, transferred or otherwise disposed of without the prior written consent of the Council.

4.4 The Licence does not grant the Club exclusive possession of the Premises and does not create a tenancy or lease.

4.5 The Club shall not permit any third party to occupy the Premises or Facilities except for users, members, coaches, visitors, teams, community groups and other persons using the Facilities in accordance with the Permitted Use.

5. LICENCE FEE

5.1 The Licence Fee shall be **one peppercorn per annum, if demanded**.

5.2 The Parties acknowledge that the nominal Licence Fee reflects:

- (a) the community and recreational benefit provided by the Facilities;
- (b) the Club's operation and management of the Facilities; and
- (c) the Club's responsibility for the upkeep, maintenance and repair of the Facilities.

5.3 The Club shall remain responsible for any other costs or charges expressly allocated to it under this Agreement.

6. OWNERSHIP

6.1 The Council shall retain full ownership of the Premises and Facilities throughout the Licence Period.

6.2 Nothing in this Agreement shall transfer or confer upon the Club any ownership, leasehold or other proprietary interest in the Premises or Facilities.

6.3 Any permanent fixture or improvement installed at the Premises with the Council's written consent shall, unless otherwise agreed in writing, become the property of the Council upon installation.

7. PERMITTED USE

7.1 The Club shall use the Facilities solely for the Permitted Use.

7.2 The Permitted Use includes:

- (a) hire or use for tennis matches and competitions;
- (b) hire or use for recreational tennis;
- (c) hire or use for coaching and training;
- (d) hire or use for junior tennis;
- (e) hire or use for community tennis activities;
- (f) Club meetings and activities reasonably associated with the operation of the Club; and
- (g) other activities approved in writing by the Council.

7.3 The Club shall not use the Facilities for any unlawful, dangerous or inappropriate purpose.

7.4 The Club shall not undertake any activity which may materially damage the Facilities or adversely affect the surrounding land or neighbouring properties.

8. MANAGEMENT AND OPERATION

8.1 The Club shall be responsible for the day-to-day management and operation of the Facilities throughout the Licence Period.

8.2 The Club shall establish and maintain such arrangements as are reasonably necessary for:

- (a) managing access to the Facilities;
- (b) arranging bookings and use of the courts;
- (c) managing members and visitors;
- (d) managing coaches and other persons using the Facilities;
- (e) ensuring the Facilities are used safely and appropriately; and
- (f) dealing with complaints or incidents arising from the Club's use of the Facilities.

8.3 The Club shall ensure that its members, visitors, coaches, contractors and other users comply with the reasonable rules and conditions applicable to use of the Facilities.

9. MAINTENANCE, UPKEEP AND REPAIRS

9.1 The Club shall be solely responsible, at its own cost, for the proper upkeep, maintenance and repair of the Facilities throughout the Licence Period.

9.2 Without limitation, the Club's responsibilities shall include:

- (a) maintenance of the tennis court surfaces;
- (b) repair and maintenance of fencing and gates;
- (c) maintenance of nets and posts;
- (d) maintenance of floodlighting and associated equipment;
- (e) cleaning and general housekeeping;
- (f) removal of litter and waste arising from the Club's activities;

(g) maintenance of Club-owned equipment;

(h) routine repairs;

(i) cyclical maintenance; and

(j) major repairs and replacement works reasonably required to keep the Facilities in a suitable condition for their intended use.

9.3 The Club shall keep the Facilities in a clean, safe, secure and good state of repair.

9.4 The Club shall undertake such maintenance and repair works as are reasonably necessary to ensure that the Facilities remain suitable for tennis and associated community use.

9.5 The Club shall promptly notify the Council of any significant defect, damage or deterioration affecting the Premises or Facilities.

9.7 The Club shall be responsible for repairing any damage caused to the Premises or Facilities by the Club, its members, officers, employees, coaches, contractors, visitors or other persons using the Facilities with the Club's permission.

10. CAPITAL WORKS AND ALTERATIONS

10.1 The Club shall not undertake any structural alteration, extension, resurfacing, redevelopment or other material alteration to the Premises or Facilities without the Council's prior written consent.

10.2 Any proposal for significant capital works shall be submitted to the Council in sufficient detail to allow the Council to consider:

(a) the nature and extent of the proposed works;

(b) the estimated cost;

(c) how the works will be funded;

(d) the proposed contractor;

(e) any planning permission or other statutory consent required;

(f) the impact upon the Council's property; and

(g) future maintenance requirements.

10.3 The Club shall obtain all necessary planning permissions, building regulation approvals and other statutory consents before undertaking any works.

10.4 The Council's consent to works shall not relieve the Club of responsibility for complying with any statutory requirements or for the proper execution of the works.

10.5 Unless otherwise agreed in writing, any permanent improvement or fixture installed at the Premises shall remain with the Premises when the Licence ends.

11. UTILITIES AND SERVICES

11.1 The Club shall be responsible for the cost of utilities and services used in connection with its occupation and operation of the Facilities where such costs are not otherwise expressly agreed to be payable by the Council.

11.2 Where a utility is supplied through a Council account, the Council may recharge to the Club the reasonable cost attributable to the Club's use.

12. INSURANCE

12.1 The Club shall maintain appropriate public liability insurance in respect of its occupation and use of the Facilities.

12.2 The level of public liability insurance shall be not less than **£5 million**, or such other amount as the Council may reasonably require.

12.3 The Club shall provide evidence of its insurance cover to the Council upon request.

12.4 The Club shall be responsible for insuring its own equipment, contents and possessions.

12.5 The Council shall not be responsible for loss of or damage to the Club's property except to the extent that such liability arises from the Council's negligence or other legal liability.

13. HEALTH AND SAFETY

13.1 The Club shall take all reasonable steps to ensure that the Facilities are operated and used safely.

13.2 The Club shall undertake appropriate risk assessments for its activities.

13.3 The Club shall comply with all applicable health and safety legislation and guidance.

13.4 The Club shall ensure that any equipment, facilities or activities provided by it are safe and properly maintained.

13.5 Any serious accident or significant incident occurring at the Facilities shall be reported to the Council as soon as reasonably practicable.

14. SAFEGUARDING

14.1 Where the Club provides activities involving children or vulnerable adults, it shall maintain appropriate safeguarding policies and procedures.

14.2 The Club shall ensure that its coaches, volunteers and other relevant personnel are appropriately qualified and subject to appropriate checks where required.

14.3 The Club shall comply with relevant Lawn Tennis Association safeguarding requirements and all applicable statutory requirements.

15. COMMUNITY ACCESS AND BENEFIT

15.1 The Parties acknowledge that the Facilities provide an important recreational and community resource.

15.2 The Club shall use reasonable endeavours to promote opportunities for participation in tennis by members of the local community.

15.3 Where reasonably practicable, the Club shall provide opportunities for:

- (a) junior participation;
- (b) beginners and new players;
- (c) coaching and development;
- (d) community tennis sessions;
- (e) non-members to access the Facilities; and
- (f) local schools and community organisations.

15.4 The arrangements for community access may be agreed between the Council and the Club from time to time.

15.5 The Club shall not unreasonably prevent access to the Facilities where access has been agreed with the Council.

16. CLUBHOUSE AND STORAGE

16.1 Where a clubhouse, pavilion, storage facility or other ancillary accommodation forms part of the Facilities, the Club shall be responsible for its day-to-day management, cleaning, upkeep, maintenance and repair.

16.2 The Club shall not store hazardous, flammable or unlawful materials at the Premises.

16.3 The Club shall ensure that storage areas are kept clean, secure and appropriately organised.

17. EVENTS AND ACTIVITIES

17.1 The Club may organise matches, competitions, coaching sessions and other activities reasonably associated with tennis.

17.2 The Club shall be responsible for ensuring that such activities are properly organised and managed.

17.3 The Club shall obtain any licences, permissions or consents required for events or activities.

17.4 Any event likely to attract significantly greater numbers of people than the normal use of the Facilities shall be notified to the Council in advance.

17.5 The Club shall take reasonable steps to minimise noise, disturbance, parking problems and other inconvenience arising from its activities.

18. ACCESS BY THE COUNCIL

18.1 The Council and its authorised officers, contractors and representatives shall be entitled to enter the Premises at reasonable times for the purpose of:

(a) inspecting the condition of the Premises and Facilities;

(b) checking compliance with this Agreement;

(c) carrying out Council functions;

(d) investigating complaints or incidents; or

(e) carrying out works for which the Council is responsible.

18.2 Except in an emergency, the Council shall give reasonable notice before exercising its right of access.

18.3 The exercise of the Council's right to inspect the Premises shall not transfer any maintenance or repair responsibility to the Council.

18.4 Where the Council identifies a significant maintenance or safety issue, it may require the Club to take appropriate remedial action within a reasonable period.

19. MONITORING AND REPORTING

19.1 The Club shall provide the Council with reasonable information relating to its operation and management of the Facilities upon request.

19.2 This may include information regarding:

- (a) membership;
- (b) community use;
- (c) junior activities;
- (d) significant incidents;
- (e) maintenance issues; and
- (f) planned capital works.

19.3 The Council may periodically review the operation of the Licence and the Club's compliance with its obligations.

20. SUB-LICENSING AND THIRD-PARTY USE

20.1 The Club shall not grant a tenancy, licence or other right of occupation over the Premises or Facilities without the Council's prior written consent.

20.2 This shall not prevent the Club from allowing members, coaches, teams, visitors, schools or community organisations to use the Facilities in accordance with the Permitted Use.

20.3 The Club shall remain responsible for the conduct of persons using the Facilities with its permission.

20.4 Nothing in this Agreement shall affect or terminate any separate agreement between the Council and Urban Tennis Foundation relating to the use or rental of any part of the Facilities, provided that such arrangement is identified and agreed by the Council and is consistent with the Club's rights and obligations under this Agreement.

21. NUISANCE AND NEIGHBOURING PROPERTY

21.1 The Club shall not use the Facilities in a manner which causes or is reasonably likely to cause nuisance, annoyance or unreasonable disturbance to neighbouring occupiers or other users of the surrounding area.

21.2 Particular regard shall be given to:

- (a) noise;

- (b) floodlighting;
 - (c) parking;
 - (d) late-night use;
 - (e) events; and
 - (f) waste.
-

22. COMPLIANCE WITH LAW AND POLICIES

22.1 The Club shall comply with all legislation, regulations, by-laws and reasonable requirements applicable to its occupation and use of the Facilities.

22.2 The Club shall obtain and maintain any licences, registrations or consents required for its activities.

22.3 The Club shall comply with reasonable Council policies applicable to the use of the Premises.

23. INDEMNITY

23.1 The Club shall indemnify the Council against claims, losses, damages, costs and expenses arising from:

- (a) the Club's occupation or use of the Facilities;
 - (b) the Club's activities;
 - (c) any breach of this Agreement by the Club; or
 - (d) the negligence or wrongful act or omission of the Club or persons acting on its behalf,
- except to the extent that such loss arises from the negligence or other legal liability of the Council.
-

24. TERMINATION BY THE COUNCIL

24.1 The Council may terminate this Licence by giving the Club **[six months']** written notice.

24.2 The Council may terminate the Licence immediately, or on such shorter period as may be reasonable, where:

- (a) the Club commits a serious breach of this Agreement;

- (b) the Club repeatedly breaches this Agreement;
- (c) the Club ceases to operate;
- (d) the Club becomes insolvent or is wound up;
- (e) the Club fails to maintain appropriate insurance;
- (f) the Facilities are used for an unlawful purpose;
- (g) the Club materially fails to maintain the Facilities;
- (h) the Club carries out unauthorised alterations or works; or
- (i) the Club materially fails to comply with the community obligations contained in this Agreement.

24.3 Except where the circumstances justify immediate termination, the Council shall normally give the Club written notice of the breach and a reasonable opportunity to remedy it.

25. TERMINATION BY THE CLUB

25.1 The Club may terminate this Licence by giving the Council **[six months']** written notice.

25.2 On termination, the Club shall cease to occupy and use the Facilities and shall comply with Clause 26.

26. CONSEQUENCES OF TERMINATION

26.1 On termination or expiry of the Licence, the Club shall:

- (a) cease to use the Facilities;
- (b) remove its equipment and possessions;
- (c) leave the Premises clean, tidy and secure;
- (d) repair any damage caused by the removal of its equipment or possessions; and
- (e) return any keys, access devices or other Council property.

26.2 The Club shall not be entitled to compensation from the Council for improvements, repairs or expenditure undertaken during the Licence Period unless expressly agreed in writing before the expenditure is incurred.

26.3 Permanent improvements and fixtures which have been approved by the Council shall remain at the Premises unless the Council requires their removal.

27. COUNCIL'S PROPERTY RIGHTS

27.1 Nothing in this Agreement prevents the Council from exercising its rights as owner of the Premises.

27.2 The Council shall retain the right to undertake works, inspections or other activities on the Premises provided that, where reasonably practicable, it gives the Club appropriate notice and minimises disruption to the Club.

28. DISPUTE RESOLUTION

28.1 The Parties shall seek to resolve any dispute concerning this Agreement through discussion between their nominated representatives.

28.2 If the dispute cannot be resolved, the Parties may agree to refer the matter to mediation before commencing legal proceedings.

29. NOTICES

29.1 Any notice under this Agreement shall be in writing.

29.2 Notices shall be delivered personally or sent by recorded delivery to the relevant Party at the address specified in this Agreement, or such other address as may subsequently be notified.

30. ENTIRE AGREEMENT

30.1 This Agreement constitutes the entire agreement between the Parties concerning the Club's use of the Premises and Facilities.

30.2 Any amendment to this Agreement shall be made in writing and agreed by both Parties.

31. GOVERNING LAW

31.1 This Agreement shall be governed by and construed in accordance with the law of England and Wales.

SCHEDULE 1

THE PREMISES AND FACILITIES

Location: [Full address/location]

Plan: A plan identifying the Premises and Facilities shall be attached to this Agreement.

The Premises comprise:

- Tennis courts;
- [clubhouse, if applicable];
- access areas;
- fencing and gates;
- associated grounds; and
- any other areas shown on the attached plan.

The Facilities comprise:

- tennis court surfaces;
- nets and posts;
- fencing and gates;
- [clubhouse/pavilion];
- [storage facilities]; and
- other equipment or facilities specifically identified by the Parties.

SCHEDULE 2

CLUB'S MAINTENANCE RESPONSIBILITIES

The Club shall be responsible for the following throughout the Licence Period:

Facility / Item	Responsibility
Tennis court surfaces	Club
Court cleaning and upkeep	Club
Fencing and gates	Club
Nets and posts	Club
Clubhouse / pavilion	Club
Storage areas	Club
Cleaning and litter	Club
Waste arising from Club activities	Club
Club equipment	Club
Routine repairs	Club
Major repairs	Club
Court resurfacing/replacement	Club
Damage caused by Club use	Club

Facility / Item	Responsibility
Capital improvements	Club, subject to Council approval

This Schedule may be amended by written agreement between the Parties.

SCHEDULE 3

COMMUNITY USE

The Club shall use reasonable endeavours to support the following community objectives:

1. providing opportunities for local residents to participate in tennis;
2. encouraging junior participation;
3. supporting tennis coaching and development;
4. providing opportunities for non-members to use the Facilities;
5. supporting local schools and community organisations where reasonably practicable;
and
6. maintaining the Facilities to a standard which allows them to remain available as a community sporting resource.

The precise arrangements for community access may be agreed between the Council and Club from time to time.

SIGNATURES

Signed for and on behalf of
UCKFIELD TOWN COUNCIL

Name: _____

Position: _____

Signature: _____

Date: _____

Signed for and on behalf of
LE TENNIS (MARESFIELD TENNIS CLUB)

Name: _____

Position: _____

Signature: _____

Date: _____

Meeting of the Environment and Leisure Committee

Monday 12 October 2026

Agenda Item 9.1

TO RECEIVE A PROGRESS UPDATE AND INITIAL PROPOSALS FROM THE FEES AND CHARGES WORKING GROUP 2027-28

1.0 Fees and Charges Working Group

1.1 The Fees and Charges Working Group has continued its review of sports pitch fees and charges following its previous report to this Committee on 1 September 2026.

1.2 The Working Group has considered further information on the costs of maintaining the Town Council's football pitches, current usage, comparable charges and the proposed introduction of a 3G facility. Further consideration has also been given to the future provision of cricket, the charging of pavilion and changing facilities, and arrangements for bookings and cancellations.

2.0 Cricket

2.1 The Fees and Charges Working Group is currently considering matters relating to cricket provision and associated facilities.

2.2 Further consideration is ongoing, and discussions will take place with the relevant cricket representatives before any further details or proposals are brought forward.

3.0 Football and Grass Pitch Charges

3.1 The Working Group has reviewed the existing seasonal charging arrangements and considers that these should move to a session-based charging model.

3.2 The proposed charges are:

- Junior: £17.50 per pitch per half-day session
- Senior: £35.00 per pitch per half-day session

3.3 A session-based approach would provide a simpler and more transparent charging structure and allow the Town Council to monitor pitch usage and income more effectively.

3.4 Financial modelling undertaken by the Working Group indicates that, based on 2025/26 usage, the proposed charges could generate additional income of approximately £6,430 across the two principal current users when compared with the existing seasonal arrangements. These figures are indicative, as actual income will depend on the number of sessions delivered, weather cancellations, customer cancellations and the final cancellation policy.

3.5 The review of 2025/26 usage identified 1,193 individual junior pitch sessions scheduled across seven pitches for Uckfield Grasshoppers. Eleven of the forty scheduled weeks were not charged due to weather. This experience has informed the proposed move to session-based charging and highlights the need for a clear cancellation and weather policy.

4.0 Pavilion and Changing Facilities

4.1 The Working Group has considered whether pavilion and changing facilities should continue to be included within the sports pitch charge or be charged separately.

4.2 Where a pitch is booked for a session, the associated pavilion and changing facilities are unavailable for separate hire for the duration of that session, regardless of the

extent to which they are actually used. The Working Group considers that the charging structure should therefore recognise both the cost of providing the facilities and the opportunity cost of their availability to other users.

- 4.3 Benchmarking of comparable and neighbouring authorities has identified a range of approaches to charging for changing and pavilion facilities. These include facilities being included within the pitch charge, separate charges for changing facilities, different rates depending on whether changing rooms are included, and separate pavilion charges linked to sports sessions.
- 4.4 The benchmarking demonstrates that there is no single approach to the charging of changing facilities. However, a number of authorities recognise the facilities as a separate cost from the pitch itself, either through a separate charge or through different rates depending on whether facilities are included.
- 4.5 The Working Group's preferred approach is to apply a fifty per cent discount to the applicable non-commercial pavilion hire rate for sports pitch users.
- 4.6 This approach would recognise the cost and availability of the pavilion facilities while providing a discounted rate for users who are already hiring a sports pitch.
- 4.7 Officers will undertake further benchmarking with comparable and neighbouring authorities before finalising the proposed charge for consideration as part of the 2027/28 fees and charges process.

Further details and comparative charges are included in Appendix A.

5.0 Cancellations and Booking Arrangements

- 5.1 The Working Group considers that a clear weather and cancellation policy should be introduced alongside the new charging arrangements.
- 5.2 The proposed principle is that refunds would not normally be made where a user is unable or unwilling to use a pitch because of weather conditions. A refund or credit would apply where the Town Council cancels a booking because the facility is unavailable or unsafe.
- 5.3 A defined cancellation period should also be established, with an appropriate charge applying to late cancellations.
- 5.4 The Town Council's booking and invoicing system will need to record pitch, pavilion, session and cancellation information and support payment in advance.

6.0 Next Steps

- 6.1 Officers will continue to develop the detailed charging arrangements and undertake the necessary benchmarking.
- 6.2 A meeting with the relevant sports clubs will be arranged to explain the proposed changes and the wider investment in the Town Council's sports facilities.
- 6.3 Income and pitch utilisation will be monitored during the first full season of the new arrangements, with a formal review undertaken thereafter.

7.0 Recommendations

- 7.1 Members are asked to note the further update from the Fees and Charges Working Group and:
 - (i) Support the move from seasonal to session-based football pitch charging, with proposed rates of £17.50 per junior pitch per half-day session and £35.00 per senior pitch per half-day session, and;

- (ii) Agree that officers finalise the pavilion/changing facility charge following further benchmarking with comparable and neighbouring authorities, based on the principle of applying a fifty per cent discount to the applicable non-commercial pavilion hire rate for sports pitch users. The charge should be monitored during the first full season and reviewed alongside pitch utilisation and income, and;
- (iii) Agree that officers develop a clear cancellation and adverse weather policy, and update the booking and invoicing arrangements accordingly.

Contact Officer: Thomas Woollard

Appendix A – Changing Facilities comparisons

Appendix A

Sports Pitch & Facility Charges – Benchmarking Comparison

Council	Football	Cricket	Changing Facilities	Charging Method	Published Period
Uckfield Town Council	£1,659–£1,953 senior per season	N/A	Included	Seasonal team charge; includes pavilion facilities	2026/27
Crowborough Town Council (Wolfe Recreation Ground)	Various pitch charges	Cricket provision at Wolfe Recreation Ground	Pavilion / changing provision	Sports pitches and pavilion/changing facilities provided at the facility; no directly comparable published seasonal price identified	Published information
Horsham District Council	£1,606 adult with changing / £979 without (season)	—	Included in higher rate	Different rates for pitch with/without changing facilities	2026/27
Adur & Worthing Councils	£100.96 adult with / £75.27 pitch only	£148.38 all-day with facilities / £78.49 pitch only	£58.07/session	Separate changing-room charge; pitch + facilities option	2026/27
Brighton & Hove City Council	£74.20 adult pitch only / £44.20 changing facilities	£74.20 adult wicket without changing	£44.20/match	Changing facilities charged separately	2025/26
Mid Sussex District Council	£71.50 senior / £18 junior per session	£48 prepared wicket per session*	£35 summer / £37 winter per session	Session-based pitch charges; separate pavilion sports-hire charge	2025/26
Horley Town Council	Senior £75 with / £53 without changing; Junior £39.17 with / £34.14 without	—	Included in higher rate	Different rates according to whether changing rooms are included	2025/26

* Mid Sussex also publishes home-club-prepared and synthetic wicket rates. The £48 figure is the council-prepared wicket per session.

Note: Charges are shown for the published periods identified in the benchmarking and are not necessarily directly comparable due to differences in charging basis, season, pitch type and whether changing/pavilion facilities are included.

Meeting of the Environment and Leisure Committee

Monday 12 October 2026

Agenda Item 10.3

TO RECEIVE AN UPDATE FROM THE LOCAL NATURE RESERVE SUPPORTERS GROUP

1.0 Purpose

- 1.1 This report provides an update to members on the newly published East Sussex and Brighton & Hove Local Nature Recovery Strategy (LNRS) and considers how the Town Council can use it to strengthen the protection and management of important habitats in and around Uckfield.

2.0 Hempstead Meadows – an opportunity for nature recovery

- 2.1 A recent site meeting was held at Hempstead Meadows with an LNRS officer to look at how the Town Council's habitat management plan can work alongside the new strategy.
- 2.2 An important finding was the recording of Lowland Fen at the Meadows. This is a particularly valuable habitat and, where it meets the relevant criteria, is classed as an irreplaceable habitat.
- 2.3 This raises an obvious question: if we know this habitat is there, is it properly shown on the national habitat maps?
- 2.4 The Town Council should now work with Natural England and the relevant ecological records bodies to ensure that the evidence is submitted and the mapping is updated where necessary. Accurate mapping matters because it provides an important evidence base for future planning and land management decisions.

3.0 Local Nature Recovery Strategy

- 3.1 The published LNRS gives the Town Council a useful framework for connecting local projects to wider nature recovery across East Sussex.
- 3.2 The Town Council should ensure that the Hempstead Meadows habitat management plan is aligned with the LNRS, particularly around habitat creation, restoration and connectivity.
- 3.3 The postponed meeting concerning Ashdown Forest is now expected to take place in October, with a further update to follow.

4.0 Ancient woodland – should we be more ambitious?

- 4.1 Members are asked to consider the Natural England and Forestry Commission standing advice on ancient woodland, ancient trees and veteran trees, which is attached as an appendix.
- 4.2 The Government's standing advice recommends a minimum 15 metre buffer around ancient woodland, but recognises that a larger buffer may be appropriate where development could cause wider impacts.
- 4.3 Given the importance of ancient woodland as an irreplaceable habitat, should Uckfield take a more precautionary approach?

- 4.4 It is proposed that the Town Council should seek a 50-metre buffer around ancient woodland wherever feasible and appropriate when responding to planning applications.
- 4.5 This would be a Town Council preference rather than a blanket statutory requirement. Each application would still need to be considered on its individual circumstances and against national and local planning policy.
- 4.6 A larger buffer could provide greater protection from impacts such as noise, lighting, pollution, disturbance and damage to woodland edges, while also creating opportunities for wildlife habitat and ecological connectivity.

5.0 Recommendations

- 5.1 Members are asked to:
- (i) note the newly published Local Nature Recovery Strategy and its relevance to Uckfield, and;
 - (ii) support the alignment of the Hempstead Meadows habitat management plan with the LNRS, and;
 - (iii) support contacting Natural England and relevant ecological records bodies to ensure the newly identified Lowland Fen and other important habitats are accurately recorded on relevant mapping, and;
 - (iv) note the Natural England and Forestry Commission standing advice on ancient woodland, ancient trees and veteran trees, and;
 - (v) agree in principle that the Town Council should seek a 50-metre buffer around ancient woodland, wherever feasible and appropriate, when commenting on relevant planning applications.

6.0 Appendix A - Natural England & Forestry Commission – Ancient woodland, ancient trees and veteran trees (advice for making planning decisions):

<https://www.gov.uk/guidance/ancient-woodland-ancient-trees-and-veteran-trees-advice-for-making-planning-decisions>

Contact Officer: Councillor B. Reed

Meeting of the Environment & Leisure Committee

Monday 12 October 2026

Agenda Item 10.4

LUXFORD CENTRE MANAGEMENT COMMITTEE UPDATE

1.0 Introduction

- 1.1 The Luxford Centre Management Committee met on Friday 25 September 2026 to consider matters relating to the management, finances, activities and future development of the Centre.
- 1.2 The Committee reported that the Centre continues to provide a range of community activities and facilities for local residents. There are currently 222 members.
- 1.3 The Committee also reported that the Centre's 30th Anniversary Celebration, held on 12 September 2026, was a successful community event and received positive feedback from those attending.

2.0 Financial Position

- 2.1 The Treasurer reported that, after 40 weeks of the current financial year, reported income was approximately £25,828, compared with reported expenditure of approximately £18,108.
- 2.2 Income continues to be generated through a combination of activity attendance fees, advertising, hall lettings, membership fees, lottery funding and donations.
- 2.3 The Committee reported that, based on the current level of income and expenditure, the Luxford Centre is currently on course to record a surplus at the end of the financial year.
- 2.4 The Committee continues to monitor utility, waste management, maintenance and other operating costs.

3.0 30th Anniversary Celebration

- 3.1 The Committee reported that the 30th Anniversary Celebration held on 12 September 2026 was a successful event and a positive example of community engagement.
- 3.2 The event generated income of £2,307.24 against expenditure of £2,063.56, resulting in a reported net surplus of £243.68.

4.0 Luxford Centre Extension

- 4.1 The Committee continues to progress plans for the proposed extension to the Luxford Centre.
- 4.2 The Committee is currently awaiting the completion of arrangements relating to the funding for the project.
- 4.3 The appointed contractor is ready to commence work once the necessary funding arrangements are in place.

5.0 Centre Facilities and Activities

- 5.1 The Committee continues to review the facilities available at the Centre to ensure that they meet the needs of users and community groups.
- 5.2 Four additional small tables are to be purchased for use at the Centre at a cost of £387.26 including VAT.
- 5.3 The Luxford Centre Committee is exploring the possibility of hosting a Christmas concert by the Uckfield Community Orchestra.
- 5.4 The Committee discussed the proposed installation of a screen in the main hall for use by the Camera Club. The Camera Club will meet the cost of the screen, with an agreement to be put in place to ensure that the screen is available for wider use.
- 5.5 A programme of maintenance and improvement works continues to be undertaken as required. A further deep clean of the kitchen is planned for January 2027.

6.0 Community Funding

- 6.1 The Committee continues to investigate opportunities to secure additional external funding to support the Centre and its activities. An opportunity to apply for a £1,000 easyfundraising Impact Fund grant is currently being investigated.

7.0 Recommendation

- 7.1 Members are asked to note the report.

Councillor K. Butler

Contact Officer: Rachel Newton

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.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	Progress is being made, with a report being submitted to the next GP meeting. NFA
<u>EL.22.09.26</u>	<u>To consider a policy update in relation to the Y section and future improvements for Snatts Road Cemetery</u> Members RESOLVED to: (i) approve the revised Snatts Road Cemetery Rules and Regulations and approve the internal operational policy relating to kerb sets, and; (ii) agree that a Working Group be arranged following the consecration of the Y Section to consider the revised arrangements and future improvements, including whether a residents' survey would be appropriate.	01.09.26	RN	Cemetery working group are due to meet on 29 th October to further discuss action required and policy details. EL.23.09.26 The ground penetrating radar survey will be undertaken in the next financial year, with provision to be made in the next year's budget. NFA
<u>EL.23.09.26</u>	Members RESOLVED to commission a ground penetrating radar survey.			
<u>EL.24.09.26</u>	<u>To receive a preliminary update following Strengthening Local Relations discussions with East Sussex Highways and the Transport and Development Planning Team</u> Members RESOLVED that the Town Council investigate its legal options in relation to the concerns raised regarding the condition and safety of local roads, and that the relevant representatives at ESCC be informed.	01.09.26	RN	ESH had an internal meeting with their stakeholder team in August, to discuss matters such as establishing guidance with appropriate points of contact. They are reviewing how the SLR process can support Town and Parish Councils, with a further update to follow.

<u>EL.25.09.26</u>	<u>To note the current position of the Town Council's Estates</u> Members raised concerns regarding works associated with development near Boothland Wood, particularly the amount of dust being generated, the large earth mounds on the development site and the potential impact on the Town Council's woodland and nearby residents. Members agreed that a letter be sent to the Health and Safety officials requesting that the matter be investigated and addressed as appropriate.	01.09.26	RN	Concerns raised by members regarding the development near Boothland Wood are being pursued separately, with the situation continuing to be monitored.
<u>EL.26.09.26</u>	<u>To consider a request for tree works – 7 Streatfield Road</u> Members RESOLVED to adhere to the Town Council's tree policy and to advise the resident that any approved works undertaken for non-safety reasons would be at the resident's expense.	01.09.26	TW	A meeting is being arranged between the resident and the Estates Manager to discuss the matter further, in accordance with the Committee's previous decision. NFA