



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
Uckfield, East Sussex, TN22 1AE

Tel: (01825) 762774 Fax: (01825) 765757
e-mail: townclerk@uckfieldtc.gov.uk
www.uckfieldtc.gov.uk

Town Clerk – Holly Goring

Meeting of the **Environment and Leisure Committee** to be held on
Monday 6 September 2021 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 26th July 2021 (Attached)
- 4.2. Action list – For information only (Attached)
- 4.3. Project Monitoring List – for information only (Attached)
- 4.4. Minutes of the meeting of the Strengthening Local Relations Committee held on 14th July 2021 (Attached)

5.0. FINANCE

- 5.1. To note bills paid (Attached)
- 5.2. To note the Income and Expenditure report ending 31 July 2021 (Attached)

6.0. ADMINISTRATION

- 6.1 Initial review of options to increase utilisation of West Park Pavilion (Attached)

- 6.2 To consider an enquiry from the Children's Air Ambulance for placement of textile recycling bank (Attached)

7.0. ENVIRONMENT

- 7.1. To note the current position of the Town Council's Estates (Attached)
7.2. To consider resident parking on Town Council land - Saunders Close (Attached)
7.3 To note woodland management report and public consultation (Attached)
7.4 To consider installing a new litter bin along Streatfield Road (Attached)

8.0. LEISURE

- 8.1. To consider a storage option at Harlands Playing Fields (Attached)
8.2 To consider opportunities to commemorate the Queen's Platinum Jubilee in 2022 (Attached)

9.0. REPORTS FROM WORKING GROUPS

- 9.1 Climate Group Steering Group – Minutes from meeting held on 21st July 2021 (Attached)

10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

- 10.1 Active Uckfield
10.2 Age Concern
10.3 All Weather Pitch Operational Group
10.4 Conservators of Ashdown Forest
10.5 West Park LNR and Hempstead Meadows LNR – Supporters Group
10.6 Luxford Centre Management Committee
10.7 Uckfield and District Twinning Association
10.8 Uckfield Festival Association
10.9 Uckfield Parkrun Board
10.10 Uckfield Railway Line Parishes Committee
10.11 Uckfield Youth Club Board
10.12 Wealden Bus Alliance/Weald Link

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 (Attached)
- 12.2 Initial review of options to increase utilisation of West Park Pavilion (commercially sensitive – exempt information)



Town Clerk
31 August 2021

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the **Environment and Leisure Committee** held on
Monday 26th July 2021 at 7.00pm
in the Council Chamber, Civic Centre

PRESENT:

Cllr. S. Mayhew (Chairman)
Cllr. J. Beesley
Cllr. D. French

Cllr. A. Smith
Cllr. B. Cox

IN ATTENDANCE:

One member of the press (recorded meeting)

Holly Goring – Town Clerk
Mark Francis - Estates & Facilities 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. No declarations of interest were announced.

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

None forthcoming.

3.0. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors K. Bedwell and D. Bennett. Also, although an apology for absence was not recorded in the minutes for Councillor J. Edwards he had previously advised staff members that he would be on leave during this time.

4.0. MINUTES

4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 14th June 2021

EL.15.07.21 It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on the 14th June 2021 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2. Action list

Members considered the action list which had been previously circulated and agreed to remove the following items which had been completed or appeared later in the agenda:

EL07.06.19 – Historical plaques. This initiative had been on this action list for some time. Members needed to decide if they wished for it to remain. No comments, although one member did suggest maybe bringing this back in future. Members were happy to remove from the action list. No further action.

EL46.05.21 – To decide on a theme for the calendar competition 2022
This item had been superseded by EL.09.06.21 No further action.

EL09.06.21 - Members were asked for further clarification on their proposals for the Calendar Competition this year. This project was now underway. No further action.

4.3. Project Monitoring List – For information only
Members noted the report – no comments.

5.0. FINANCE

5.1. To note bills paid
Members noted the report.

5.2. No income and expenditure reports were available due to year end processes
Members noted the report –_no comments.

6.0. ADMINISTRATION

None.

7.0 ENVIRONMENT

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

7.2 An update on Street Lighting maintenance and repairs
The Estates and Facilities Manager provided further explanation with regard to the risks outlined in paragraph 3.1. He said that this was raised a couple of months ago at a previous Environment and Leisure Committee which highlighted a liability type change in street lights across the UK. Where there had been lighting designed on a road this may not have been pre-covered in cases of a car accident with potential for car insurers to contact the council and ask if the lighting specification was correct at the time of the accident. This would currently have been considered low risk, although ES Highways had noted this as a concern. It was therefore suggested that the Town Council produces a statement stating that whenever the Town Council are to replace street lights in the future it would be advisable to have a street lighting design carried out, (which would cost in the region of £2-10k per road) but in the meantime, the Town Council would be happy to replace the current lights like for like in their present state.

Councillor S. Mayhew asked if there would be a problem in the future for insurance reasons and the Estates and Facilities Manager said that this could be the case as potentially we would have to level up the risks compared to the costs, but we should understand what ES Highways were recommending which would be to acknowledge that there was no lighting design for specific roads but going forward any new roads would require a lighting design. The Estates and Facilities Manager pointed out that with a hundred and ninety street lights, there would be no way we could afford to get lighting designs for the whole town and that this was the same across Sussex and the rest of the UK.

Councillor J. Beesley asked more about the lighting design criteria. The Estates and Facilities Manager replied that a professional expert would be appointed to survey the roads and determine the position of lighting and lumens involved or how this would be affected by trees if positioned on the high street or a country lane. Councillor D. French commented that if there was a claim made that there shouldn't be a question from the insurers about whether the lighting was adequate or not as we did not have the certification, although we wouldn't have a lot of choice but to pay for the new lighting design for new roads and that lighting designs carried out on new developments would be covered anyhow.

Councillor B. Cox asked if it would be more prudent to look at the problem areas first with speeding for example. The Estates and Facilities Manager said that he would be able to get a quote although this would be expensive and stipulated that this would only be a contributing factor as to whether the insurance company would even consider that the lighting and if it had contributed to a particular accident. It would also depend on the weather and other contributing factors. This may cost up to £100k so with the quotation for current repairs and replacements at £25k and only a £2k budget plus money from CIL to cover the difference, this would not leave much left over for street light repairs let alone street light designs.

Councillor S. Mayhew said that was a very good point and that we should start to prepare for this in the future.

Members were happy to include this statement for areas requiring new lighting and estimated costs and said that it was good that this had been brought to their attention.

Members were also asked if they wished to agree to the revised quotes. The Estates and Facilities Manager said the slight cost increase was because the first quote had not included column 5 on Church Street. Also, as this was a narrow road this would require traffic management for the two columns but made sense not to ask them to come back for the third column so would be more cost effective all round. Councillor J. Beesley agreed and stated that we had to do the best we could with the finances we had right now.

Members agreed to go ahead with the works and gave praise to the Estates and Facilities Manager for all his hard work on this project.

EL16.07.21 Members noted the report and **RESOLVED** to:

- (i) accept the statement of risk outlined in paragraph 3.1 – as per the report presented to Environment & Leisure committee on 22 March 2021, prior to authorisation of works being carried out, and;
- (ii) agreed to proceed with the streetlighting repairs/replacements detailed in the table under section 2.1 utilising Community Infrastructure Levy funding within earmarked reserves the total sum being £25,084.70.

7.3 To receive an update on the Town Council's land at Bellbrook

Further to discussions by members at the previous meeting, the Estates and Facilities Manager had asked the building owner, who had cut down the trees at Bellbrook open space without consultation, for recompense for the loss and damage to those trees. Since the building owner had provided no survey report for the damage to the retaining wall, the Estates and Facilities Manager had presented to them the title deeds explaining the boundaries.

The building owner had offered to donate £200 towards Uckfield Town Council's tree planting programme, assuming no further action would be taken in regard to the works that had been carried out. They also had an Oak sapling they wished to donate to be planted on Hempstead Meadows. Members were asked to consider whether they agreed to accept the donation of £200 and the provision of an Oak sapling as recompense for the works carried out.

Councillor D. French was surprised to see that the wall was dangerous but said that it was a shame that they didn't consult neighbouring landowners about this, i.e. the Town Council. Members asked the Estates and Facilities Manager for his own estimations of the costs involved. He summarised that fruit trees would be approximately £100 each and saplings would be £10-30 each and that they were hoping to plant fruit trees this year and get two trees out of that and twenty smaller trees too, so on the grand scheme of things £200 was a low offer. Also, members agreed that there was no justification as to why they did this and the fact that they didn't have a survey beforehand knowing that the Town Council owned the land. The building owner had previously spoken to the Estates & Facilities Manager about fly tipping.

Councillor B. Cox asked if it would be worth pursuing with time and resources. The Estates and Facilities Manager pointed out that this was still damage to council property and that this would equate to a similar situation for example if the grass was damaged after a fair on the field where we would normally charge a deposit and damage could reach up to £700. Councillor B. Cox said that a counter offer of £500 would be more justifiable and reasonable because you needed to consider the rate of planting, added tree protection and stakes. He said that if the land was put back to the way it was before then this could potentially cause an issue for their wall but they had removed a lot of trees which would have cost a lot more than £200 to replace.

Members were swayed by this argument and Councillor A. Smith added that this would follow in line with the 'tree for a tree' scheme to replace the number of trees that had been destroyed with the planting of the same number. Councillor S. Mayhew totally agreed and said that the money side of this was not as relevant as the 'tree for a tree' replacement scheme and also the tremendous effort put in by the Ranger and staff resources. Members agreed and asked for a counter offer to be sent to include the cost of the trees and tree guards.

EL.17.07.21 Members noted the report and **RESOLVED** to:

(i) agree for the Estates and Facilities Manager to send a higher counter offer to the building owners, which worked in line with the estimated costs for new trees to be purchased and planted with the Town Council's pro-tree planting and 'tree for a tree' scheme.

8.0 LEISURE

8.1 To consider options to review the gate access to Ridgewood Recreation Ground off New Road

Discussions were held regarding the gate leading to Ridgewood Recreation Ground off New Road, Ridgewood, opposite the old terrace of cottages in New Road, specifically numbers 17 to 19. Despite regular maintenance of the gate, it appeared that the mechanism (gate closers) was being regularly adjusted by a user of the recreation ground which had resulted in wasted resources i.e. staff time and money to repair and replace the closers each time. The groundsman had replaced the closer on this specific gate over ten times in the past eighteen months. Members were asked to identify a suitable option going forward as this situation was not cost effective.

One member noted that this matter had been raised on Uckfield News and that quite a few comments had been noted. Councillor J. Beesley agreed that this was clearly not financially viable, especially in current times and that the preferred option 2 - a stile type replacement, would still provide access for visitors to the park as well as the driveway via Ridgewood Village Hall. Councillor D. French said that she agreed with a stile although noted that this would be inconvenient for some people. However, she said that the council had to do something about this gate and agreed with option 2 as the best outcome and members agreed because if the gate had to be fixed again this problem would continue.

EL18.07.21 Members noted the report and **RESOLVED** to:

(i) agree to Option 2 – to replace the gate at Ridgewood Recreational Grounds off New Road, Ridgewood (opposite the old terrace of cottages in New Road, specifically numbers 17 to 19) with a stile.

8.2 To appoint a representative to join a stakeholder group exploring the future provision of Tennis in Uckfield

The Town Clerk had been approached regarding the setting up of a stakeholder group within the town, which had a keen interest in supporting the development of tennis in Uckfield, and future provision of facilities.

Councillor S. Mayhew opted to join as well as Councillor A. Smith and possibly Councillor J. Beesley since he had been part of Active Uckfield.

EL19.07.21 Members noted the report and **RESOLVED** to:

(i) appoint Councillor S. Mayhew and Councillor A. Smith as a substitute to join the stakeholder group looking at the future of tennis facilities in Uckfield, and;
(ii) recommend to the Infrastructure Working Group to invite those key members of the stakeholder group to a future working group meeting to understand current levels of demand and future provision required to support population growth.

9.0 REPORTS FROM WORKING GROUPS

9.1 Climate Emergency Steering Group update – Green Partnership

Members noted the report. The Estates and Facilities Manager also highlighted that he had carried out a carbon footprint audit of the Town Council with an external company (shared with the Climate Change Working Group last week). He would be presenting this to full council at a future meeting and aimed to reduce that going forward in the next few months by making some sort of climate change charter. Councillor D. French thanked Councillor A. Smith and the Estates and Facilities Manager for this report and work carried out and looked forward to seeing the finished presentation.

9.2 Initial update from Allotment Working Group meeting held on 12 July 2021

An Allotment Working Group had been set up consisting of four Town Councillors, and supported by Town Council staff. The first meeting took place on 12 July 2021. Councillor J. Beesley asked why the allotment conference would have to be postponed and Councillor B. Cox explained that it was more about the overall package since the allotment working group had started reviewing the future of fees and charges and that they wanted to make sure that they gathered all the information first before presenting to the allotment holders. The Town Clerk echoed that point and said that the meeting would take place in the autumn/winter but that the council needed to be fully prepared with facts and figures first and that as we were short of approaching the summer holidays with

people going away we needed a bit more time to collate all that information. Members agreed.

A proposition was also made at this meeting by the Estates and Facilities Manager of a suggestion to place hedgerows in place of fencing around allotments in place of delapidated fencing. The Estates and Facilities Manager had estimated that it would cost in the region of £12k - £15k to fence around the Framfield Road West allotment site alone. Councillor A. Smith agreed and said that this would be something that the Climate Change Working Group would fully support and need to look at.

EL20.07.21 Members noted the report and **RESOLVED** to:

- (i) agree to the postponement of the Allotment Conference until all recommendations had been explored by the working group, and;
- (ii) allow the Estates & Facilities Manager to further investigate the replacement of allotment boundary fencing with hedgerow planting as a more greener and cost effective idea (to be raised with the Climate Change Working Group).

10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

10.1 Active Uckfield

Nothing to report at this time.

10.2 Age Concern

Nothing to report at this time.

10.3 All Weather Pitch Operational Group

Nothing to report at this time.

10.4 Conservators of Ashdown Forest

Nothing to report at this time.

10.5 West Park LNR and Hempstead Meadows LNR – Supporters Group

Nothing to report at this time.

10.6 Luxford Centre Management Committee

Members noted the report.

10.7 Uckfield and District Twinning Association

Nothing to report at this time.

10.8 Uckfield Festival Association

Nothing to report at this time.

10.9 Uckfield Parkrun Board

Nothing to report at this time.

10.10 Uckfield Railway Line Parishes Committee

Members noted this report.

10.11 Uckfield Youth Club Board

Nothing to report at this time.

10.12 Wealden Bus Alliance/Weald Link

Members noted the report.

11.0 CHAIRMANS ANNOUNCEMENTS

No comments from the Chairman.

12.0 CONFIDENTIAL BUSINESS

EL.21.07.21 It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

12.1 To consider a report on the Marketing programme
Members noted the report.

The meeting finished at 19:53pm

UCKFIELD TOWN COUNCIL

ACTION LIST - FOR INFORMATION ONLY

Environment and Leisure Committee

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

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.28.09.16</u>	<u>To consider revised byelaws for the Town Council's Local Nature Reserves (LNRs)</u> Members reviewed the amendments to the byelaws which still require Natural England and DEFRA's approval. It was RESOLVED to accept the revised byelaws.	05.09.16	HG	The Town Council has sealed and signed the byelaws. A public notice will be published soon to provide the public with an opportunity to view the byelaws, prior to their submission to the Secretary of State.
<u>EL.26.01.19</u>	It was RESOLVED that the Supporter Groups for both reserves be consulted with a view to shorten the byelaws in accordance with DEFRA's comments and report back to the Environment & Leisure committee.	28.01.19		
	<u>Harlands Farm Pond</u> The Ranger is to be asked for ideas to captivate children's interest whilst at the pond.	18.4.17	CW	These initiatives can be reviewed, by the new Ranger once they have settled in post.
	Harlands Farm Pond, VCT and Sussex Wildlife Trust are to be contacted to establish if they can assist with ideas etc. regarding children involvement in the pond.	30.4.18	CW	
<u>EL.43.01.20</u>	<u>7.2 To receive an update on the ecological report on the Town Council's Land at Bellbrook</u> Members RESOLVED to: (i) note the report; (ii) investigate the costs involved of installing an otter holt at the base of the riverbank of Bellbrook open space; (iii) rename Bellbrook open space to 'Riverside Wood' to give it an identity.	06.01.20	MF/HG	Work is in progress to explore these matters. Town Council Solicitors have been asked to arrange an update with land registry.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.60.05.20</u>	<p><u>7.3 To consider a suggestion by Councillor D. French re: ancient trees to be felled at Mallards Drive</u> Members RESOLVED for all Councillors' suggestions be put forward to developers to cover costs of producing something from the wood which would be useful the community, using a local crafts person.</p>	04.02.20	MF/RN	Suggestions were put forward.
<u>EL.03.06.20</u>	<p><u>7.1 To note the current position of the Town Council's Estates</u> The Town Council had been offered a gingko tree from a resident who knew Councillor C. Macve; an 8-foot tall non-native tree Members agreed for the Estates and Facilities Manager to liaise with Councillor A. Smith for further guidance on the best area to place the ginkgo tree.</p>	15.06.20	MF	The resident wished to hold on to the tree until the Autumn, as it would be better to plant before the frost sets in. The resident has since been in touch to arrange. In progress.
<u>EL.09.07.20</u>	<p><u>7.1 – To consider the current position of the Town Council's estates</u> The Estates and Facilities Manager spoke about the recent shortage of football pitches since lots of groups had increasing numbers of players and there were not enough pitches. Agree for the Estates and Facilities Manager to explore the various options available in terms of increasing the Town Council's sports grounds.</p>	27.07.20	MF	Two football pitches have been installed at Harlands, one for adults and the other slightly smaller (goal posts to accommodate different size pitches). Discussions are ongoing with the Infrastructure Working Group.
<u>EL.11.07.20</u>	<p><u>7.3 To consider installing electric charging points at the council buildings</u> Members noted the report and discussed various areas for charging points and agreed for the Estates and Facilities Manager to look in to liaising with Wealden DC and proposals for installation of electric car parking points at various sites.</p>	27.07.20	MF	This will require some timely investigative work to consider the future options and to understand the work already underway by WDC and ESCC. The Climate Change working group will remain engaged.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.18.09.20</u>	<p><u>7.3 To consider - Sharing boxes idea from local resident</u> This idea was submitted on behalf of a local resident by a council member who wished to add that this idea would be down to residents to design, implement and deliver with one person to look after a sharing box each. Councillors would decide on the best places to put them. Various suggestions were given at the meeting, one being to approach community groups such as the Men's Shed to make them or the Lions Club to monitor and maybe propagate a little bit of advertising at the same time. One member mentioned that this was raised in a previous meeting maybe last year and asked for the Senior Administration Officer to look at previous minutes to see if there was any action taken.</p>	07.09.20	RN	<p>The Senior Administrative Officer had previously spoken with the publisher of the Uckfield Allotments Association Newspaper to ask if anyone would like to take on this initiative. An email has also been sent to the Lions Club and Men's Shed recently to see if anyone is interested in harnessing this idea. The Men's Shed said they will present this idea at their next committee meeting.</p>
<u>EL27.11.20</u>	<p><u>7.3 To note the current position with the Town Council's Grounds vehicles</u> Members agree to go down the fully electric route and for a Gator type vehicle and requested an update on what was currently available on the UK market at the next E&L meeting.</p>	16.11.20	RN	<p>A further comparison report will be submitted in due course.</p>
<u>EL36.03.21</u>	<p><u>6.1 To consider an opportunity to light the Town's beacon – TRBL Centenary</u> Members noted the report and agreed that UTC wished to participate in the TRBL Centenary anniversary on Saturday 28th August 2021 by lighting the beacon in Uckfield, and two members were nominated (Councillors K. Bedwell and B. Cox) from to assist with organising the beacon lighting.</p>	22.03.21	RN	<p>The beacon lighting was carried out on Saturday 28 August 2021. NFA.</p>

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL.49.05.21</u>	<u>To consider an allotment demand and understanding the legislation if there is demand</u> Members noted the report and RESOLVED to: (i) re-establish the allotment working group at the next meeting of Environment & Leisure Committee on 14 June 2021, and; (ii) look at the issues and comments raised specifically about fees and charges and to explore options for allotment land in the future.	04.05.21	RN/MF/ SD/HG	This item is being considered by the Allotment Working Group.
<u>EL.51.05.21</u>	<u>To consider a request from Manor Park & Hempstead Fields Residents' Association to obtain a licence to cultivate land at Brown's Lane (Brown's Lane Rockery)</u> Members RESOLVED to: (i) note the report, and agreed to delay this request for a licence to cultivate land at Brown's Lane Rockery which would be discussed by members once the allotment working group had been re-established.	04.05.21	RN/MF/ SD/HG	This item will be reviewed by the Allotment Working Group in due course.
<u>EL.17.07.21</u>	<u>To receive an update on the Town Council's land at Bellbrook</u> Members noted the report and RESOLVED to: (i) agree for the Estates and Facilities Manager to send a higher counter offer to the building owners, which worked in line with the estimated costs for new trees to be purchased and planted with the Town Council's pro-tree planting and 'tree for a tree' scheme.	14.06.21	MF	The Estates and Facilities Manager has been in touch once again with the adjacent business owner who has agreed to pay compensation of £500 and donate an oak sapling. NFA.
<u>EL18.07.21</u>	<u>To consider options to review the gate access to Ridgewood Recreation Ground off New Road</u> Members noted the report and RESOLVED to agree to Option 2 – to replace the gate at Ridgewood Recreational Grounds off New Road, Ridgewood (opposite the old terrace of cottages in New Road, specifically numbers 17 to 19) with a stile.	26.07.21	MF	Uckfield Town Council has experienced staffing shortages in August 2021 due to a number of personal reasons experienced by staff. Work has not yet been carried out as a result.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL16.07.21</u>	<u>An update on streetlighting maintenance and repairs</u> Members noted the report and RESOLVED to: (i) accept the statement of risk outlined in paragraph 3.1 – as per the report presented to Environment & Leisure committee on 22 March 2021, prior to authorisation of works being carried out, and; (ii) agreed to proceed with the streetlighting repairs/replacements detailed in the table under section 2.1 utilising Community Infrastructure Levy funding within earmarked reserves the total sum being £25,084.70.	26.07.21	MF	Works have been ordered with ES Highways.
<u>EL19.07.21</u>	<u>To appoint a representative to join a stakeholder group exploring the future provision of Tennis in Uckfield</u> Members noted the report and RESOLVED to: (i) appoint Councillor S. Mayhew and Councillor A. Smith as a substitute to join the stakeholder group looking at the future of tennis facilities in Uckfield, and; (ii) recommend to the Infrastructure Working Group to invite those key members of the stakeholder group to a future working group meeting to understand current levels of demand and future provision required to support population growth.	26.07.21	HG	The Town Clerk will advise the stakeholder group and Infrastructure Working Group accordingly.
<u>EL20.07.21</u>	<u>Initial update from Allotment Working Group meeting held on 12 July 2021</u> Members noted the report and RESOLVED to: (i) agree to the postponement of the Allotment Conference until all recommendations had been explored by the working group, and; (ii) allow the Estates & Facilities Manager to further investigate the replacement of allotment boundary fencing with hedgerow planting as a more greener and cost effective idea (to be raised with the Climate Change Working Group).	26.07.21	ALL	In progress.

**UCKFIELD TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE
PROJECT MONITORING FORM 2021/22**

Projects in 2020/21 Budget – Outstanding projects

The funding for the following two projects was agreed at Full Council on 12 April 2021 to be reallocated to install a Covid memorial (bench(es) and tree). Initial investigations were reported to members at the Annual Statutory meeting of the Council on 24 May 2021:

The Town Clerk confirmed that there were two projects from 2020/21 already closely aligned which had not yet been completed (memorial/art project - £1,500 and the bench at London Road £1,000).

FC.86.04.21 Based on the report and discussions that had taken place, members **RESOLVED** to request that staff explore the costings and potential location ideas for a tree and Covid memorial bench(es), and for the investigations to be reported back to Environment & Leisure Committee or Full Council.

FC18.05.21 Members **RESOLVED** to:
(i) note the report, and;
(ii) agreed to proceed with the first design but request that the Estates & Facilities Manager enquire as to whether the first design (East Grinstead) could be purchased but with a more rounded style of bench for comfort.

Project Name	Bench on London Road (by Southview Drive)		Project Number	53
<u>FC92.01.20</u>	£1,000	27.04.20	The bench and plaque have been ordered in line with the resolution above.	

Project Name	Memorial Plaque/Art Project		Project Number	55
<u>FC92.01.20</u>	£1,500	27.04.20	-	

**UCKFIELD TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE
PROJECT MONITORING FORM 2021/22**

Projects in 2021/22 Budget – New Initiatives

Project Name	New signage for play areas and recreation grounds		Project Number	56
<u>FC.64.01.21</u>	£1,600	18.01.21		
Project Name	Ridgewood Play Area patch resurfacing		Project Number	57
<u>FC.64.01.21</u>	£13,500	18.01.21		
Project Name	Green Projects plus £5,000 in earmarked reserves		Project Number	58
<u>FC.64.01.21</u>	£18,000	18.01.21		
Project Name	Replace boardwalk plus £21,470 in earmarked reserves		Project Number	59
<u>FC.64.01.21</u>	£5,000	18.01.21	Work due to commence in August	
Project Name	Animal friendly bins – Victoria Pleasure Ground & Hempstead Rec		Project Number	60
<u>FC.64.01.21</u>	£1,000	18.01.21		

**UCKFIELD TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE
PROJECT MONITORING FORM 2021/22**

Project Name	Speed reduction initiative (already have £3,700 in earmarked reserves)		Project Number	62
<u>FC.64.01.21</u>	Minus £500.36 (=£3,199.64)	08.05.21	<p>Starter kit 3 with the up to date speed monitoring device (bushnell) as recommended by Sussex Police has been purchased at a cost of £500.36 plus VAT as agreed by Environment & Leisure Committee on 22 March 2021. New recruits are currently being trained and registered on the system.</p> <p>Further correspondence will follow with Town Councillors to take a decision on what is purchased in terms of monitoring equipment and speed indicator devices at the roadside.</p>	
Project Name	Covid contingency fund for play area spraying (until end June 2021)		Project Number	63
<u>FC.64.01.21</u>	£2,500	18.01.21	<p>Spraying was undertaken at the end of April, May and June 2021. No further action until the autumn months when a review will be undertaken.</p>	
Project Name	Tree planting programme (plus carry forward of £700 from 2020/21 budget – now in earmarked reserves)		Project Number	64
<u>FC.64.01.21</u>	£1,000	18.01.21		

UCKFIELD TOWN COUNCIL



Minutes of the meeting of the Strengthening Local Relationships Liaison Meeting held remotely via Microsoft Teams on 14th July 2021 at 8:45am

PRESENT:

Cllr. Chris Dowling	East Sussex County Council
Cllr. Claire Dowling	East Sussex County Council
Ian Johnson	East Sussex County Council
Corinne Black	Customer Service Manager - (ES Highways)
Sophie Walker	Customer Service Manager – (ES Highways)
Ruby Brittle	Stakeholder & Engagement Manager
Clair Eastes	Head of Communications
George Morris	Highway Steward (ES Highways)

IN ATTENDANCE:

Rachel Newton – Senior Administrative Officer
Minutes taken by Rachel Newton

1.0 APOLOGIES
(None)

2.0. MATTERS ARISING FROM THE LAST MEETING – UPDATES

Ongoing flooding issue in Spring Meadow -

Councillor C. Macve and Councillor Claire Dowling had both raised this matter previously with ES Highways and a CCTV survey was subsequently carried out inside the drainage system and a problem was located. The Stakeholder and Engagement Manager said that the investigation revealed some problems and initial work would have been carried out with minor clearances but contractors realised that this was a much bigger scheme that required some major repairs and that this would involve reviewing where that could be scheduled or scaled back to fit around resources as this would need more time for digging up some of the pipework. Councillor Dowling added that it was important to get this moving forward as this has been going on for a long time. The Stakeholder & Engagement Manager said that this would be raised as a priority.

Flooding issue at Snatts Road/London Road junction –

When it rained, this area became flooded and further investigation works were carried out to assess the capacity of the previous upgrade. The Customer Service Manager said that the contractors had carried out some cleansing works and jetting and also engineers had checked the area on a rainy day last month but couldn't see any issue with the assets. They would continue to monitor the situation. Councillor Dowling said that she used this road almost everyday and knew that they had a lot of flooding due to the intensity of the rain and that the contractors had done some drainage work but the water didn't clear and asked if a camera could be put down the drain to check. The Customer Service Manager said to keep an eye on this and that if this continued to happen, this should be reported to them again for further review.

Flooding in Baker Street/junction with Framfield Road

A local resident had reported flooding along this side road where the rain had created excessive run off from Framfield Road. The Customer Service Manager provided an update to say that cleansing and CCTV work had been carried out on the drainage assets but needed further investigation and an engineer to attend when it was wet. The Highway Steward was asked to refer this matter to the drainage team.

3.0. VEGETATION CLEARANCE ALONG FOOTPATH BETWEEN MEADS SURGERY AND TESCO

This ongoing issue was raised with ES Highways since the office was reporting issues with overgrown vegetation along this footpath throughout the year. The Senior Administrative Officer asked if this stretch could be added to an annual programme and also Belmont Road. Councillor Dowling pointed out that this was a major route to a surgery and that there were a lot of young and elderly people who used this pathway on a daily basis so asked for this to be placed as a priority on the rota for the overgrown trees and brambles to be cut back. It was also pointed out that this pathway was one of the main routes towards the Meads surgery where it had been used as a vaccine centre so it was important for this area to be kept clear for pedestrians. The Customer Service Manager said that she would chase this up as a safety issue and the Highway Steward added that the short grass had been trimmed but the larger areas needed attention so he would raise this with soft estates.

4.0. TREES ALONG FOOTPATH BETWEEN MEADS SURGERY AND TESCO – PHOTOS PROVIDED

A local resident had reported that the lights were obscured by overgrown trees on the footpath between Tesco and Meads surgery in the vicinity of 86 Streatfield Road. The Customer Service Manager said that an inspector had been out and marked up several trees to be cut back. The trees along Belmont Road had already been trimmed back. They were awaiting dates in order to confirm closure of footpaths first.

5.0 LONDON ROAD JUNCTION WITH BROWN LANE – WHITE ROAD MARKINGS

The white road markings on London Road by the junction with Brown Lane had faded and were in need of repainting. Councillor C. Dowling asked when this would be scheduled in to complete the works. The Highway Steward said that he had been to assess the area the previous week and took some pictures as an observation and would check when some lining work could be carried out.

6.0 KELD DRIVE – CARRIAGEWAY AND KERB CONDITION

A local resident who lived in Keld Drive had been chasing ES Highways about the state of the road surface and kerb line, both of which had been damaged by building contractors' transport vehicles. The Highway Steward said that he had visited the area a few times and became aware that large vehicles had been driving over the verges and caused damage to a large area of grass in particular that had to be re-turfed by the developers. There were a number of kerbs which looked uneven and untidy and had been raised as an observation but do require a scheme of works to do some recovery works. The Stakeholder and Engagement Manager pointed out that an observation was only an internal process and meant that there was no safety issue or defect so they would not be doing anything immediately and that local parishes did not really need to be involved unless there were plans to carry out any improvements.

7.0 FOOTPATH OUTSIDE FISH AND CHIP SHOP – LIKE FOR LIKE REPLACEMENT

The Customer Service Manager said that works had been carried out recently to excavate the area and replace the paving stones. However, following this meeting

the Senior Administrative Officer checked with Councillor C. Macve who confirmed that the repair work had been done although very poorly and that the replacement paving was not like for like. He said that it was important that any of those replacement paving stones be like for like and that this needed to be monitored for quality of workmanship.

8.0 CARRIAGEWAY CONDITION – SOUTHVIEW DRIVE AND DOWNSVIEW CRESCENT

Councillor P. Sparks had raised an issue regarding the poor condition of both Southview Drive and Downsvie Crescent. The whole of Southview Drive was in need of re-surfacing as a result of contractors' traffic for the new College building together with heavy use by school traffic to both the College and Manor Primary. With Downsvie Crescent, it was from the junction with Southview Drive turning right alongside the College to the nursery and Manor Primary. Councillor Sparks had previously raised this with the Contractors but he was informed they currently had no plans for highway maintenance. It was also understood that their contract would end in October several months ahead of schedule. Councillor Sparks also added that he was aware of the planned works on the Streatfield House site but that this should only impact the short stretch of Southview Drive from there to the London Road junction.

The Highways Steward pointed out that he had raised the issue of some safety defects recently but was not made aware of any larger works needed in this area in particular. Councillor C. Dowling said that part of the agreement with the college when the college was being built was that the road at the end would be made good but there were still building works going on. It was thought that the contractors would need to make good the road surface once construction works were completed, especially for a building of this size. Also, within the terms and conditions it would stipulate that the roads would need to be in a good a state as they were when the works started. The Senior Administrative Officer would check this with the Town Clerk as Councillor Dowling thought this should be down to the contractors and contact should be made with Uckfield College.

9.0 ANY OTHER BUSINESS

Patch works on/off Nevill road

Councillor C. Dowling said that (as is always the case) as soon as any remedial works began on roads in an area, residents in other areas wanted to know when repair works would be carried out in their area. It was noted that works were being carried out at the top part of Nevill Road but that some of the feeder roads were in need of repair too, although not as bad. The Highway Steward was asked to look in to those roads that lead off the main road.

Also, from the bottom of Nevill Road to the Rugby Club there had been all sorts of patch repairs made but those residents had asked if this could be looked at again as they were in a bad state since heavy goods vehicles had passed down there.

Blocked/damaged drains:

New Road/Eastbourne Road

A local resident had previously raised an issue with ES Highways regarding blocked drains at the New Road/ Eastbourne Road junction. An inspection was carried out on 1 June 2021 and the Customer Service Manager said that works were due to be carried out in the summer but that she would have to double check this.

Lewes Road

Repairs to the damaged drain at the top of Lewes Road (where the UKPN works had been going on) was postponed due to technical reasons. The Customer

Service Manager said that she would keep chasing this one up as she attended a weekly drainage meeting with the team.

10.0 DATE AND TIME OF NEXT MEETING

Councillor Chris Dowling suggested having an interim meeting. It was hoped that UKPN works would finish at the end of October to clear the routes into and out of Uckfield before the festive season.

The Stakeholder & Engagement Manager said she would need to go back and find the right team members to attend an interim meeting and that it would be good if a Network Officer attended to answer any questions raised (this might only be a CSM and Network Officer required at the meeting to report back to SLR). The CSM would then speak to the town council about this, to get an indication of what we want and confirm attendance)

[Interim SLR meeting - booked for Wednesday 3rd November 2021 at 8:45am.](#)

Next SLR meeting in January TBC.

Meeting ended at 09:19am

DRAFT

Environment Leisure Committee as at 31 July 2021

	Apr 21 Actuals £	May 21 Actuals £	Jun 21 Actuals £	Jul 21 Actuals £	Actuals at 31 Jul 21 £	Budget at 31 Jul 21 £	Aug 21 Budget £	Sep 21 Budget £	Oct 21 Budget £	Nov 21 Budget £	Dec 21 Budget £	Jan 22 Budget £	Feb 22 Budget £	Mar 22 Budget £	Total 2021/22	2021/22 Budgets
Sales																
Contribution to Town Centre Security	0	0	0	575	575	600	0	0	0	0	0	0	0	0	575	650
Weald Hall Events	516	194	267	375	1,351	5,135	1,545	1,545	1,545	1,545	1,545	1,545	1,545	1,545	13,711	17,500
Allotments	37	0	0	85	122	0	0	0	0	6,000	0	0	0	0	6,122	6,000
Allotment Deposits	104	0	0	56	160	267	67	67	67	67	67	67	67	67	693	800
Playing Fields & Pitches, Sport Income	232	32	(95)	0	169	0	1,000	0	8,000	0	0	0	0	1,500	10,669	10,500
Playing Fields & Pitches, Event Income	24	103	258	3,963	4,348	3,000	0	0	0	0	0	0	0	0	4,348	3,000
WDC- WPark Culverts Agreement	0	0	0	0	0	0	0	0	0	0	0	360	0	0	360	360
Cemetery - Interments	7,063	6,029	4,473	3,597	21,162	9,667	2,417	2,417	2,417	2,417	2,417	2,417	2,417	2,417	40,495	29,000
Cemetery - Memorials	471	691	214	746	2,122	2,000	500	500	500	500	500	500	500	500	6,122	6,000
Cemetery - Sundry income	0	0	0	0	0	0	0	0	0	0	0	0	0	300	300	300
Cemetery Maintenance Charge	490	588	392	392	1,862	1,000	250	250	250	250	250	250	250	250	3,862	3,000
Env Sundry Income	46	0	0	9	55	0	0	0	0	0	0	0	0	200	255	200
Litter/bus station	331	0	0	0	331	331	331	0	0	331	0	0	331	0	1,325	1,325
Roundabout income	0	0	0	0	0	0	0	0	0	0	0	0	0	850	850	850
Total Sales	9,313	7,636	5,510	9,797	32,256	21,999	6,110	4,778	12,778	11,110	4,778	5,138	5,110	7,628	89,686	79,485

Excess expenditure will be covered by
CIL Earmarked reserves

Purchases																
Clothing - Corp & Prot - Indoor staff	0	273	0	0	273	163	0	163	0	0	163	0	0	163	761	650
Street lights, New	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Street lights, supply & maintenance	16,291	0	0	0	16,291	10,000	0	0	0	0	0	0	0	0	16,291	10,000
Street light repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	2,500	2,500	2,500
Bus shelters	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
Allotments	39	0	0	0	39	508	0	508	0	0	508	0	0	508	1,562	2,030
Playing fields and pitches	1,374	766	20,187	485	22,811	20,000	0	0	0	0	0	0	0	1,000	23,811	21,000
Play Areas	0	200	0	0	200	750	0	750	0	0	750	0	0	750	2,450	3,000
Cemetery, grave digging	0	2,560	0	640	3,200	1,300	0	1,300	0	0	1,300	0	0	1,300	7,100	5,200
Cemetery, rates & water	168	167	167	167	669	600	150	150	150	150	150	150	150	150	1,869	1,800
Cemetery, litter	143	122	194	143	601	533	133	133	133	133	133	133	133	133	1,668	1,600
Cemetery, maintenance	0	0	0	0	0	0	0	0	0	0	0	0	0	400	400	400
General equipment repairs	0	137	8	0	145	0	0	0	0	0	0	0	0	2,000	2,145	2,000
New Equipment	379	46	0	0	425	0	0	0	0	0	0	0	0	2,500	2,925	2,500
Ground Maintenance Contract	0	0	0	0	0	9,429	2,357	2,357	0	0	0	0	0	0	4,714	16,500
Ground Maintenance General	103	93	213	88	497	450	0	450	0	0	450	0	0	450	1,847	1,800
Hire of Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
LNRS & Sites of Interest (Ranger)	1,881	1,900	1,881	1,881	7,542	8,887	2,222	2,222	2,222	2,222	2,222	2,222	2,222	2,222	25,315	26,660
LNRS & Sites of Interest (Working budget)	123	339	85	173	720	625	0	625	0	0	625	0	0	625	2,595	2,500
Transit	81	849	54	514	1,498	667	167	167	167	167	167	167	167	167	2,831	2,000
Ford Ranger	196	44	95	31	366	500	125	125	125	125	125	125	125	125	1,366	1,500
Tractor maintenance & running costs	47	24	0	0	71	500	125	125	125	125	125	125	125	125	1,071	1,500
Movana Vehicle	90	87	62	83	322	667	167	167	167	167	167	167	167	167	1,655	2,000
Fencing	178	0	0	0	178	0	0	0	0	0	0	0	0	750	928	750
Trees	922	314	1,598	742	3,576	2,000	0	2,000	0	0	0	0	0	2,000	7,576	4,000
Graffiti removal	0	0	0	0	0	0	0	0	0	0	0	0	0	50	50	50
Litter bins	0	0	0	0	0	0	0	0	0	0	0	0	0	3,000	3,000	3,000
Litter collection, open spaces	683	561	607	665	2,516	1,233	308	308	308	308	308	308	308	308	4,982	3,700
Horticulture	0	0	0	0	0	0	0	150	0	0	0	0	0	150	300	300
Roundabout expenditure	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
Weald Hall Events	0	250	75	0	325	1,500	0	3,500	0	0	0	0	0	8,500	12,325	13,500
Corp dev- signage outside areas	0	212	0	0	212	0	0	0	0	0	0	0	0	250	462	250
Groundsmen - salaries	5,813	7,370	7,360	6,680	27,224	26,721	6,680	6,680	6,680	6,680	6,680	6,680	6,680	6,680	80,666	80,163
Groundsmen - National insurance	497	611	609	609	2,325	1,560	520	520	520	520	520	520	520	520	6,485	6,239
Groundsmen - Pension	1,853	1,377	1,371	0	4,601	5,747	1,437	1,437	1,437	1,437	1,437	1,437	1,437	1,437	16,095	17,241
Town Security/CCTV	1,143	44	38	40	1,264	1,500	0	750	0	0	0	0	0	750	2,764	3,000
Floral displays	0	0	1,710	469	2,178	4,000	500	500	500	0	0	0	0	0	3,678	3,500
Repair and replace street furniture	0	0	0	1,250	1,250	1,250	0	0	0	0	0	0	0	250	1,500	1,500
Cleaning materials	15	0	0	0	0	0	0	75	0	0	0	0	0	75	150	150
Performing rights	0	0	0	0	0	0	0	500	0	0	0	0	0	0	500	500
Event Advertising Marketing	50	160	0	0	210	1,000	0	1,000	0	0	1,000	0	0	1,000	3,210	4,000
HMLNR & WPLNR	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500	500

Meeting of the Environment & Leisure Committee

Monday 6 September 2021

Agenda Item 6.1

TO INITIALLY RECEIVE INFORMATION ON OPTIONS TO INCREASE UTILISATION OF WEST PARK PAVILION

1.0 Background

- 1.1 Back in 2017/18, the Town Clerk was asked to arrange for a feasibility study to be undertaken of West Park Pavilion to consider whether the space could be reconfigured to improve the facilities available and increase usage of the Pavilion.
- 1.2 Income is low for the Pavilion and has been for some years. Other than use at weekends for the Grasshoppers, the pavilion is rarely used, despite being advertised as available for hire next to the recreation ground. The Town Council is also limited in the amount of grant funding it can attract to extend or improve the facility, as typically sports clubs or voluntary/charitable organisations would meet the eligibility criteria for grant funding over parish and town councils.
- 1.3 There has been a demand for community space in the town for a number of years and work has been underway to start exploring the options for the Pavilion. Still now, a number of organisations are looking for space within the town but their needs vary, in terms of location, size and the type of facilities available.
- 1.4 This report seeks to provide members with information on the options available to the Town Council for the future of West Park Pavilion. Members are not being asked to take a decision today, but to consider the initial information presented and to discuss. This report has already been presented to General Purposes Committee on 23 August, is now being presented to Environment & Leisure Committee (6th September 2021), before being taken to Full Council on 13th September for full consideration.

2.0 Underutilisation

- 2.1 The Town Council's sports pavilions have been notably underutilised over the years and West Park Pavilion in particular, with the Grasshoppers being the main users of the pavilion as part of their seasonal pitch bookings. The income for the pavilion is very low; seasonal pitch fees include hire of the pavilion for sports clubs, so any income received is from ad hoc bookings. The total income received is detailed in a table over the page and shows the income for one off bookings or events during the past five years.

Account Ref	4710	Name	West Park Pavilion				
	Actuals 2021/22	Budgets	2020/21	2019/20	2018/19	2017/18	2016/17
Month 1	0.00	0.00	0.00	19.02	0.00	0.00	0.00
Month 2	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Month 3	0.00	0.00	0.00	0.00	19.02	18.75	18.30
Month 4	0.00	0.00	0.00	54.91	0.00	90.63	39.65
Month 5	0.00	0.00	0.00	0.00	41.21	0.00	6.10
Month 6	0.00	0.00	0.00	58.14	0.00	0.00	0.00
Month 7	0.00	0.00	0.00	12.92	0.00	0.00	0.00
Month 8	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Month 9	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Month 10	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Month 11	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Month 12	0.00	150.00	0.00	0.00	0.00	0.00	29.40
Totals	<u>0.00</u>	<u>150.00</u>	<u>0.00</u>	<u>144.99</u>	<u>60.23</u>	<u>109.38</u>	<u>93.45</u>

2.2 Members acknowledged that the income streams from the Pavilion were relatively low and any investment in the building would require some return on investment and confidence that the space would be used.

2.3 Unfortunately due to changes in staffing in the past two years, and other more pressing priorities alongside the pandemic, this project has not been fully considered by members, but officers have been carrying out research and making the relevant enquiries.

3.0 Options for reconfiguration of the space

3.1 Officers have been tasked with looking into the potential for reconfiguring the space.

3.2 Local architects were commissioned back in 2018 to carry out a feasibility study of the space within the Pavilion. This work was completed and reported back to members of General Purposes Committee on 5 March 2018.

3.3 A number of plans were produced and shared with members, but one particular option was considered most effective in terms of enabling shared use of the pavilion space. The cost of such work was estimated by the architects to be in the region of £70,000.

3.4 The option considered most effective however would affect the official's changing room and partially remove some of the existing changing rooms. Although the changing rooms are currently under-utilised, the Town Council would need to consider the future use of the pavilion for all, and ensure it maintained the relevant criteria set out by Sussex FA. The matter was left with the following resolution:

GP43.02.18 *With seven votes in favour and one abstaining, members **RESOLVED** to request the Town Clerk to explore this matter further - identifying potential interest in the Pavilion, their requirements, the development of a business plan and associated costings.*

3.5 Discussions continued in July 2018:
To review revised plans should the Council wish to reconfigure West Park Pavilion

Members reviewed the revised drawings which had been put together by local architects in response to potential suggestions to reconfigure the space within West Park Pavilion. The intention of any reconfiguration would be to provide two spaces within the one building which could be hired or leased out.

Members noted that this option was more favourable but requested that further details would be required before any decision could be taken. Information on costings and potential income streams would need to be analysed in more detail to understand if there would be a sufficient return on investment.

Members noted that the drawings at present, did not provide suitable changing and toilet facilities for all genders and noted that with an increasing interest in women's sport, it could be an opportunity to improve facilities within the Pavilion and be a leader in the local area for targeting women's sports.

One member also reminded the Committee that there were funding streams available to improve sports facilities and buildings from organisations such as Sports England. Separate facilities would be required and it could be through one of these grant funding schemes that the Town Council could seek funding towards improving the Pavilion, in addition to providing additional space for hire or lease.

GP12.07.18

*It was **RESOLVED** to note the revised plans and request the Town Clerk to proceed further with exploring this option, to specifically look into changing room and toilet provision, the requirements of the Football Association, potential funding opportunities and an understanding of what is required to support multi-use space.*

3.6 Discussions since that meeting have followed, to understand the Sussex FA's requirements in terms of changing room provision for sports clubs.

3.7 Members also requested that further information be obtained to understand the structural fabric of the building and if the walls could be removed to create a larger space. Structural surveyors advised the Estates & Facilities Manager in February 2020, that:

- *We confirm that the roof construction over the building comprised proprietary factory produced 'gang-nail' prefabricated timber trusses at approximately 600mm centres spanning from front to back possibly supported on an intermediate masonry internal wall running side to side between the multi-use space and the shower/changing areas. We therefore conclude that the masonry walls to the female showers and wc, officials room and kitchen are non-loadbearing and can be removed without any structural detrimental effect. It is possible that removing the walls could result in the loss of some unintentional support to the trusses which may result in some local ceiling deflections and consequential minor cracking. Any cracking would need filling and making good.*
- *As discussed the attic space would typically have a designed storage loading capacity of 25 kg per square meter and the storage should be typically limited to lightweight items with any file/paper storage limited in height to ensure this applied loading is not exceed.*
- *If you are thinking of widening the existing window openings you should check whether planning permission is required. Perhaps the WaS architects who prepared the layout drawings could advise further? If the opening are being widened there would be a need for new lintels over the openings. We can advise further if required.*

4.0 Valuation of West Park Pavilion

4.1 Details are available of the most recent market valuation of the West Park Pavilion (taken 31 March 2019) in confidential business – agenda item 12.2 (appendix A).

5.0 Interest in the space

5.1 From a community space point of view, one of a number of organisations that have approached the Town Council for the use of space within the town and potential rental opportunities, is the Uckfield Model Railway Club. The Uckfield Model Railway Club currently reside in the old Hobby Box Shop in Framfield Road. It is fairly small and mainly a storage facility. They are looking for space adequate to maintain their layouts, along with storage and room for their meetings. Further details on their requirements and their financial position is available for members to view in confidential business (para. 6.0 agenda item 12.2).

5.2 From a sports and leisure point of view, local sports club Uckfield Grasshoppers have expressed an interest. Uckfield Grasshoppers currently use the Pitches at West Park and have use of the Pavilion every weekend throughout the football season with some adhoc bookings during the week. In this instance, the preferable option would be for the Club to take on a full repairing lease, to allow them to gain the relevant grant funding to improve the building and facilities. Further details on their requirements and their financial position is available for members to view in confidential business (para. 7.0 agenda item 12.2).

6.0 Reconfiguring the space for community use

Information exempt – only available in Confidential Business (agenda item 12.2).

7.0 Leasing the Pavilion to a Sports Club

Information exempt – only available in Confidential Business (agenda item 12.2).

8.0 Estimated rent for the Pavilion

Information exempt – only available in Confidential Business (agenda item 12.2).

9.0 Options for consideration

Option	Description
Option 1	Spend funding from earmarked reserves to reconfigure the building to lease out to a local community or voluntary organisation.
Option 2	Lease the entire building on a full repairing lease to a local sports club.
Option 3	Spend funding on earmarked reserves to create extension for use by community or voluntary organisation and lease the rest of the building to a local sports club
Option 4	Do nothing.

10.0 Recommendation

10.1 Members are asked to consider the above report and discuss initial options. Please note this report has already been shared with General Purposes Committee on 23 August, now Environment & Leisure Committee before being taken to Full Council on 13 September for decision on how to proceed.

Meeting of the Environment and Leisure Committee

Monday 6 September 2021

Agenda Item 6.2

TO CONSIDER AN ENQUIRY FROM THE CHILDREN'S AIR AMBULANCE FOR THE PLACEMENT OF A TEXTILE RECYCLING BANK

1.0 Background

- 1.1 Astra Recycling have partnered up with The Children's Air Ambulance, responsible for flying critically ill children to the urgent and specialist care that they need. The charity do not receive any UK Government funding and are always looking at ways of raising funds.
- 1.2 They have formed a partnership with Astra Recycling to look in particular at textile recycling. The charity can then make money from donations whilst also providing a service which diverts clothing away from land fill.
- 1.3 Astra Recycling have approached Uckfield Town Council to understand if there is anywhere in Uckfield suitable to house a textile bank for the charity – a village hall, car park, or public space.
- 1.4 If a space can be identified, they arrange for the bank to be delivered to the agreed site and will collect donations on a fortnightly basis. Their contact details are on the bank, so if it fills to capacity before that time, once they are made aware they can empty within 48 hours to prevent rubbish collecting.
- 1.5 The measurements for the bank are 120cm wide, 100cm depth, and 170cm height.
- 1.6 They would also be happy to provide tonnage reports, which highlights the revenue generated by the charity at each clothing bank.
- 1.7 If for any reason the textile bank would need to be removed, removal would take place within 2 weeks from when notice is received.

2.0 Recommendations

- 2.1 Members are asked to consider the above report and advise the Clerk of how they wish to proceed.

Contact Officer: Holly Goring

Meeting of the Environment & Leisure Committee

Monday 6 September 2021

Agenda Item 7.1

TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S ESTATES

1.0 Summary

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

Victoria Pleasure Ground

Town bin collections have increased significantly since the Easter bank holiday, resulting in an additional collection to keep up with demand, on a weekly basis. Temporary second additional collection booked until end of Sept, this will increase the overall bin collection budget and will most likely be overspent by year end.

Victoria Skatepark

Investigation required in dealing with drainage issues, awaiting outcome of meeting with developers at Ridgewood site.

Hempstead Lane Play Area

Nothing new to report.

Hempstead Meadows

Works are due to take place on the gravel footpath byway by ESCC, following the flood damage in December 2019. No further update at this time.

Rocks Park Play Area

Nothing new to report.

West Park Recreation ground

Nothing new to report.

Boothland Wood

Nothing new to report.

Equipment & Vehicles

Ford Ranger minor repairs for MOT.

Street Furniture & Lighting

Covid-19 memorial bench has been ordered in partnership with CPJ Field. Awaiting confirmation of licence from East Sussex Highways.

Ridgewood Recreation Ground

Nothing new to report.

Elizabeth Gardens

Nothing new to report.

Selby Meadows

Nothing new to report.

West Park Local Nature Reserve.

Boardwalk works underway.

Luxfords field and play area.

Nothing new to report.

Trees

Following a programme of tree surveys across the town, it is becoming very evident that the Town Council is starting to have to deal with a number of trees with Ash die back.

2.0 Recommendations

2.1 Members are asked to note the report.

Contact Officers: Mark Francis

Meeting of the Environment and Leisure Committee

Monday 6 September 2021

Agenda Item 7.2

TO CONSIDER RESIDENT PARKING ON COUNCIL LAND AT WEST PARK LOCAL NATURE RESERVE (WPLNR)

1.0 Overview

- 1.1 The Resident of 9 Saunders Close, Uckfield is parking on the boundary of WPLNR, which is Uckfield Town Council owned land. In this area there was a low level fence but it appears that this has been removed, and not by Uckfield Town Council staff.
- 1.2 No formal request has been received by the householders to park on Town Council owned land. In the early part of 2021, the Ranger had been advised by the resident they had hit the low fence by accident but no improvements or reinstatement has been made.

2.0 Photographic evidence of parking on council land

- 2.1 The van on the left is evident of the householder's vehicles parking on Town Council land.



- 2.2 The following map is illustrative of the boundary line adjacent to 9, Saunders Close and the West Park Nature Reserve, owned by Uckfield Town Council.



- 2.3 Members should consider whether a letter be sent to the resident requesting the vehicle is moved and fence reinstated or if the Council wishes to allow the parking as it currently stands.

3.0 Recommendations

- 3.1 Members are asked to consider how they wish officers to proceed.

Contact Officer: Mark Francis

Meeting of the Environment and Leisure Committee

Monday 6 September 2021

Agenda Item 7.3

AN UPDATE FROM THE TOWN COUNCIL'S RANGER REGARDING TREE WORKS

1.0 Overview

- 1.1 Uckfield Town Council has an increasing problem of having to deal with multiple sites with dying Ash trees. Dealing with individual trees will come at a significant cost and the Town Council doesn't have the funds readily available.
- 1.2 After consulting with English Woodlands (hereafter EW), the Arboriculture Association, Royal Forestry Society, the Forestry Commission and other local authorities, my outline for dealing with ash die back in Uckfield Town Council owned woodlands is as follows.
- 1.3 First we intend to hold initial public information events featuring case studies, photographs, explanatory material etc. These will take place in the Civic Centre Ashdown room with dates to follow, potentially a Saturday in September and one in October.
- 1.4 Second, a woodland management plan is being drawn up for Boothland wood and Nightingale wood. This will fulfil the requirement for felling licences & EPS statements. EW will draw up the felling licence, EPS (European Protected Species) statement and operations statement for the section of Nightingale wood behind Eagles close. These documents will satisfy Wealden District Council's Planning in relation to Tree Preservation Orders (TPOs).

2.0 Operation Boothland Wood

- 2.1 EW will contract out the work in Boothland wood to a local company. It is proposed to conduct this work over a multi-year timeline with felling operations conducted over a few weeks in winter. Extraction may need to be conducted during the summer months however, the contractor will have final say. EW advised against closing the woodland and considered that the operation would make a modest financial return. Re-stocking would be required under terms of the felling licence, and would be able to access grant funding for this. Given the advanced state of decline in many of the ash trees within Boothland wood this work will need to be started in the 2021/22 coppicing season.

3.0 Operation Eagle Close

- 3.1 EW will draw up a felling licence, Ops and EPS (European Protected Species) statements for the woodland behind Eagle Close. The Town Council will need to liaise with developers Persimmons Homes for access. The trees will be felled, aided with a tractor mounted winch, stacked and extracted by lorry. The contractor estimated that it would be a two-day job to fell the trees. The contractor thought that the operation might break even, EW thought it would make a modest return. Timescale for this job will largely be dictated by any access agreement we come to with Persimmon Homes. The wood would also need to be restocked after.

4.0 Operation Nightingale Wood

4.1 Nightingale Wood presents challenges due to the closeness of the residential properties on the Harlands estate but also some of the nearby properties within the Fernley Park development are within the falling zone of the trees. Many of the trees would need to be climbed and dismantled. Trees away from residential properties could be felled by UTC staff with perhaps a contracted hand feller working on a day rate. The trees would be chipped and split in situ and the processed wood extracted in drier weather.

4.2 The trees within this woodland are in an advanced state of decline and are becoming unclimbable. Fortunately, the ash die back fungus has been slowed down by the cold, wet summer but it is still desirable to begin with this work in 2021/22. At a maximum the contractor has offered £120 per tree with him charging over £600 per day and with a work rate of 3-4 trees. While he has offered to purchase all ash wood within Nightingale wood including that already felled after the tree survey of 2020 and those trees felled by Uckfield Town Council, it is clear that this wood will likely represent a financial loss to the Town Council. This wood would also require re-stocking.

4.3 It is anticipated that all work would be completed within three to five years.

5.0 Images of stages of infection

5.1 This image shows contrast in stages of infection on very large trees in Boothland wood.



5.2 This image below shows the effect of the disease on regrowth.



6.0 Recommendations

6.1 Members are asked to consider the contents of the report, and advise the Clerk if they are agreeable for the works to go ahead in line with the recommendations of the Ranger's above report.

Contact Officer: Mark Francis

Meeting of the Environment and Leisure Committee

Monday 6 September 2021

Agenda Item 7.4

TO CONSIDER INSTALLING A NEW LITTER BIN BESIDE THE BENCH ALONG STREATFIELD ROAD

1.0 Summary

1.1 A local resident has approached Uckfield Town Council to ask if it would be possible to fund and install a new litter bin in the vicinity of the public bench which has been recently installed at the bottom of Streatfield Road (Lions commemorative bench).

2.0 Reasons to install a bin in this location

- 2.1 The resident said that users of the bench rarely take their rubbish away with them, and it is frequently picked up by the good-hearted litter picker members of public. He observed that it seems to be the ideal distance for someone to finish their McDonalds and then leave the packaging for some other poor individual to pick up after them.
- 2.2 There is no other provision of bin along this path. The two nearest bins are near the fire station/pedestrian crossing to Tesco's car park or in the tree line near the doctor's surgery/West Play Ground.
- 2.3 We would have to apply for a licence from ES Highways and purchase the bin as well as add this bin to the Town Council's existing litter collection round. So there are additional costs to the Town Council.
- 2.4 Members are asked to consider the previously agreed Litter Policy for the Town Council which is available in appendix A of this report. There is currently a budget of £3,000 for the purchase of new litter bins in the Town Council's revenue budget.

3.0 Recommendations

- 3.1 Members are asked to:
- (i) note the report; and
 - (ii) consider if they agree to the installation of a new litter bin along Streatfield Road next to the newly installed bench.

Appendices: Litter Policy No. 78

Contact Officer: Mark Francis

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

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 Councils 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 73 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 provide dog specific bins and all its bins are dual purpose.

- 4.2. WDC provide and maintain 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. 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 lack of emptying of litter bins provided by either the Town or the District Council.

- 4.3 The cost to the Town Council of providing and maintaining its current stock of 73 bins is not easily identified. However the litter bin emptying task takes on average 14 hours per week and based on current staffing costs equates to £1.79 per bin per week. In addition there are costs associated with replacing damaged bins as well as the cost of disposal of waste collections, black sacks, and fuel.

Waste collection and sack costs are in the order of £4,770 per year equating to an emptying charge of £1.25 per bin per week. The total cost of providing bins on Town Council land is therefore in the order of £3.04 per bin per week. Although this sum excludes fuel costs, it is substantially lower than the proposed costs offered by WDC.

- 4.4. The cost of replacing/providing a new litter bin is in the region of £600 including installation costs.

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 County Council if a bin is to be placed on land in their ownership.

- 5.2 The Town Council will maintain a register of requests which shall be used in the proposed assessment process.

6.0. Future Service Provision

- 6.1. 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 close 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.

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

- 6.3. An assessment method is set out in Appendix B

7.0. Financial Implications

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

Current charges

- £5.05p per bin per emptying (£262.60 per year based on a weekly service)

Proposed charges

- £240 per bin per year (emptying frequency not specified)

Provision of new bins (dog/litter)

- £500 – dog bin
- £750 – litter bin

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

- £250 – concrete litter bin
- £150 – plastic or metal, dog or litter bin

- 7.2 Based on these WDC charges, each new chargeable litter bin would cost a maximum of £990 for the first year and £240 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 £758.08 and £158.08 per year thereafter.

- 7.3 These charges, as mentioned at paragraph 4.2, are substantially 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 maintain 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 land owner litter bins may be supplied on land not in the Town Council's ownership.
- 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 in order 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 resident's perception of a safe and secure community as well as the environmental impacts.
- 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 least once every week on Council owned land and more frequently where a need is identified to ensure bins do not regularly overflow.

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 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 fly posting, 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 service 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, 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 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	10
	<100 metres to another bin (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	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.

Meeting of the Environment and Leisure Committee

Monday 6 September 2021

Agenda Item 8.1

TO CONSIDER A STORAGE OPTION FOR HARLANDS PLAYING FIELDS

1.0 Overview

- 1.1 The Chairman of Grasshoppers Football Club has asked to discuss options for future storage of sporting equipment at Harlands Playing Fields. The start of the football season is nearly upon them so they are keen to identify and implement a storage solution for their essential equipment, including goals and nets, for their football teams at Harlands Playing Fields.
- 1.2 With the previous wooden shed being burnt down they are wondering whether a small metal shipping container might be a better option and have suggested a green one to make it less displeasing on the eye. Given the risk of theft and criminal damage it would also be good to identify a better location for the shed, perhaps situating it nearer the roadside where people pass by and not situated on land at the back of houses next time.
- 1.3 The Chairman of Grasshoppers would be happy to discuss any options with officers either via telephone or to meet up at Harlands. Following the fire, the Estates and Facilities Manager informed them that he would need to take this to councillors to decide if they would be happy with this request.

2.0 Location and storage size

- 2.1 The Uckfield Grasshoppers would be looking at a 20ft container, which would be just big enough for essential equipment to be stored, and slightly bigger than the Uckfield Fridge unit. They would like to place the container behind the hedge near the roadside and then place additional planting up around it to reduce its aesthetic impact on the area.

3.0 Recommendations

- 3.1 Members are asked to consider this request and advise the Clerk how they wish to proceed.

Contact Officer: Mark Francis

Meeting of the Environment and Leisure Committee

Monday 6 September 2021

Agenda Item 8.2

TO CONSIDER OPPORTUNITIES TO COMMEMORATE THE QUEEN'S PLATINUM JUBILEE IN 2022

1.0 Background

- 1.1 Her Majesty the Queen will be the first British Monarch to celebrate 70 years of service, after acceding to the throne on 6 February 1952.
- 1.2 There will be a variety of engagements throughout the year to mark this important anniversary.
- 1.3 An extended bank holiday has been confirmed by the UK Government from Thursday 2 June to Sunday 5 June.
- 1.4 Activities already being discussed to mark this occasion, include:
 - (i) Queen's Birthday Parade (Trooping the Colour)
 - (ii) Platinum Jubilee Beacons (lighting of the beacons throughout the UK on 2 June 2022. For the first time beacons will also be lit in the capital cities of commonwealth countries;
 - (iii) Town Criers are invited to undertake a proclamation at 1pm to announce the lighting of the beacons later that evening
 - (iii) Service of Thanksgiving at St. Paul's Cathedral on Friday 3 June
 - (iv) Racing at Epsom on Saturday 4 June
 - (v) Live concert at Buckingham Palace on Saturday 4 June
 - (vi) Big Jubilee Lunch on Sunday 5 June (based on the Big Lunch concept to encourage local communities to come together and get to know each other. The Big Lunch website has tips and ideas)
 - (vii) Platinum Jubilee Pageant (pageant featuring 5,000 people from the arts will take place on Sunday 5 June)
- 1.5 Wealden DC have also announced the Queen's Jubilee Tree Planting scheme. This involves:

"The Queen's Green Canopy is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022. People from across the United Kingdom are invited to "Plant a Tree for the Jubilee". Everyone in Wealden, from individuals to volunteer groups, community groups, villages, schools and businesses are encouraged to play their part to enhance our environment by planting trees. People are encouraged to start planting in October, when the tree planting season begins, through to the end of the Jubilee year in 2022. With a focus on planting sustainably, [The Queen's Green Canopy](#) encourages planting of trees to create a legacy in honour of The Queen's leadership of the Nation, which will benefit future generations.

2.0 Recommendations

- 2.1 Members are asked from the list of activities that can be carried out nationwide, if they wish to register their interest in any of these for Uckfield.

Contact Officer: Holly Goring

Meeting of the Environment and Leisure Committee

Monday 6 September 2021

Agenda Item 9.1

REPORTS FROM WORKING GROUPS

MINUTES FROM THE CLIMATE EMERGENCY STEERING GROUP – 21ST JULY 2021

Present: Estates and Facilities Manager, Councillors: Paul Sparks, Karen Bedwell, Donna French, Angie Smith

The Estates and Facilities Manager presented a summary of the findings of the Town Council's carbon audit. This showed that the Town Council produced over 90 tonnes of carbon in 2020. The biggest cause of emissions was the use of gas for cooking and heating, particularly at the Civic Centre.

Action: The Estates and Facilities Manager to share the presentation with councillors

Standards: there was discussion about what sort of standard we wish to work towards; rather than a British Standards type audit process, we want a list of things to work towards. It was agreed that this could take more of the form of a list of promises.

Following the carbon audit, The Estates and Facilities Manager will put together a draft action plan and will share it with Full Council, to focus the Council on the need to take action. He will share this with this group before the meeting.

We discussed whether it would be possible to use some of Uckfield CIL money towards climate focused projects, working alongside the infrastructure group. The Estates and Facilities Manager noted that we need to concentrate on basic climate measures with the CIL money. We need a Neighbourhood plan to get a higher level of CIL.

Follow up from Green Partnership meeting: we discussed more immediate actions that we could take following the meeting. We agreed to focus on producing a list of recycling sites for waste that is not collected by Wealden Council and to investigate the possibility of laying a hedgerow at the boundary of Selby Meadow (where it abuts the new housing development). Mark felt that we could get volunteers and, potentially, the Ranger to help – there may also be funding available for hedgerows.

Action: Cllr Karen Bedwell to produce list of Terracycle sites in the town

Action: Cllr Angie Smith to contact Velda from Selby Meadow re hedgerow laying

Project update: The Estates and Facilities Manager updated on East Sussex Green Spaces who want to carry out consultation on the use of two sites in the town: Hempstead Meadows and Uckfield Cemetery, to see if this space could be managed using natural methods, with water buffalo being one of the suggestions. They will engage the community to find out their opinions. Councillors felt this was definitely worth exploring, as it could add value to a potential Big Lottery application.

Re Hempstead Meadow – the The Estates and Facilities Manager to chase up liaison with solicitor.

The Estates and Facilities Manager has also been talking to Public Health England about their Health Parks initiative. They can fund improvements to local parks to meet the medical needs of the town e.g. providing funding for fitness classes. (This is already underway

however with the development of the 'Our Parks Initiative' due to be set up at Harlands Playing Fields.

Community garden – this idea hasn't really moved forward yet. It was not something the Council has capacity to do directly, so really needed another group to take it on.

Action: The Estates and Facilities Manager to contact solicitor re land enquiries

Action: Cllr Paul Sparks to contact Emma from Funeral Directors regarding their land to explain this is as a work in progress

Date of next Climate Change Working Group: 25th August 2021 at 6.15pm

Councillor A. Smith

1.0 Recommendation

1.1 Members are asked to note the report