



UCKFIELD TOWN COUNCIL

Council Offices, Civic Centre
Uckfield, East Sussex, TN22 1AE
Tel: (01825) 762774
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 8 July 2024 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 15 April 2024
- 4.2. Action list – for information only
- 4.3. Project Monitoring List – for information only

5.0. FINANCE

- 5.1. To note bills paid

6.0. ADMINISTRATION

- 6.1 To appoint members to Outside Bodies (Local Nature Reserve Supporter Group)
- 6.2 To consider memorial tablets for new ashes area within Snatts Road Cemetery
- 6.3 To consider a request from a resident to purchase land at the rear of their property
- 6.4 To consider a proposal to limit the number of benches at Snatts Road Cemetery
- 6.5 To confirm membership of the Committee's working groups

7.0. ENVIRONMENT

- 7.1 To note an update from the Countryside Ranger
- 7.2 To note the current position of the Town Council's Estates
- 7.3 To consider establishing a working group for Uckfield Heritage Plaques

8.0. LEISURE

8.1 Update on the Our Parks Initiative

9.0. REPORTS FROM WORKING GROUPS

9.1 To note an update from the Joint Allotment Working Group

9.2 Climate Change Working Group Update

10.0. REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

10.1 All Weather Pitch Operational Group

10.2 Conservators of Ashdown Forest

10.3 Local Nature Reserve Supporters Group

10.5 Luxford Centre Management Committee

10.6 Uckfield Railway Line Parishes Committee

10.7 Uckfield Youth Club Board

10.8 Wealden Bus Alliance/Weald Link

10.9 Wealden Food Partnership Advisory Group

10.10 Uckfield & District Town Twinning Association

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

12.2 To select a suitable lease agreement for two new Grounds vehicles



Town Clerk

2 July 2024



Minutes of the meeting of the **Environment and Leisure Committee** held on
Monday 15th April 2024 at 7.00pm
Council Chamber, Civic Centre, Uckfield

PRESENT:

Cllr. Spike Mayhew (Chair)
Cllr. Karen Bedwell
Cllr. Donna French
Cllr. Michael McClafferty
Cllr. Diane Ward

Cllr. Angie Smith (Vice-Chair)
Cllr. Duncan Bennett
Cllr. Val Frost
Cllr. Bernadette Reed

IN ATTENDANCE:

Councillor Chris Macve

Holly Goring – Town Clerk
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 provided at this stage in the meeting.

Councillor Duncan Bennett declared an interest in items 5.3 and 9.1 as he had connections with the sports clubs and also had an allotment.

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

None.

3.0. APOLOGIES FOR ABSENCE

An apology was received from Councillor Bernadette Reed upon arrival, who had to leave early to attend another meeting.

4.0. MINUTES

4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 4 March 2024

EL.50.04.24 It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on the 4 March 2024 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2. Action list

Members agreed to remove the actions on:

EL.40.01.24 – A quotation for a like for like replacement of the zip wire to compare costs and options. This item had been superseded by the decision of the Environment and Leisure committee on 4 March 2024. The replacement equipment

would be quoted for and installed at the same time as the upgrade of Victoria Play Area.

EL.41.01.24 – To consider potential funding announced for Wealden orchards. This item had been superseded by the report being presented to Environment and Leisure Committee on 15 March 2024.

EL.42.01.24 – To consider proposals to improve safety at the lower end of Luxford Field – The youth shelter had been removed and a new flood light had been installed on the front side of the Community Fridge.

EL.48.03.24 – To consider initial quotations received for play area improvements. As above – EL40.01.24.

4.3. Project Monitoring List – for information only

Members noted the report and agreed to remove the actions on:

FC.86.01.23 – New trees purchased from English Woodlands for restocking in March 2024. The remainder can be requested to be carried forward for use in 2024-25.

FC.91.01.23 – Grass verge cutting contribution to East Sussex County Council. The invoice would be processed and paid wk beg 22 April 2024.

5.0. **FINANCE**

5.1. To note bills paid

Members noted the report.

5.2. To note the Income & Expenditure report ending 31 January 2024

Members noted the report. One item was raised in relation to the increased costs for the maintenance of machinery and equipment. Although the equipment was not necessarily in a bad condition, it was used frequently for open space grass cutting, so cost a lot for repair works.

The Estates team had already begun discussions about a possible five-year service plan to extend the warranty and protection of equipment, although they could also look into a monthly service plan. Any repair works or replacement parts, this would still be adhoc.

5.3. To consider and approve fees and charges for Sports facilities in 2024-25

A report from the Sports Fees and Charges Working Group had set out their full considerations and recommendations. A powerpoint presentation was also provided by the Town Clerk, to illustrate for members the longer term financial plan and what members wished to recommend.

Uckfield Town Council had four football grounds in use (Victoria, New Barn, West Park and Harlands) with six adult pitches and one junior pitch to maintain. With increasing demand for pitch hire, it was also important for the Town Council to understand that sports facilities needed to support future growth.

The Town Clerk highlighted the annual costs of maintaining and preparing the pitches over the last three years. This included the current maintenance costs versus income received.

The football season consisted of forty weeks (August to May) for league fixtures and training. The clubs also tended to extend the use of the pitches for training or friendlies, especially following the recent reconfiguration of football pitches at West Park to accommodate more teams.

The cost of football preparations over a season (40 weeks) was calculated at £2,484 for mowing, £5,791 for line marking and £794.88 for spiking/splitting. There were additional costs of line-marking paint at £4k per annum (paint prices are increasing) and fuel, which varied at £200 per annum. This didn't account costs for repairs, re-marking (lost lines), including man hours and materials, and equipment maintenance.

The total estimated annual cost for Uckfield football (without full renovations) was £13.3k per annum.

In addition, renovation of the pitches were required. The renovations were in the region of £25k.

If full renovations were undertaken every three years at £25k, this made the total cost in the region of £20-25k per annum to maintain football grounds; comprising maintenance costs of c£13.3k pa + renovations of £25k (split over three years, equating to c£8.3k pa).

For both football and cricket, our income was much less than this, ranging from £10.1k in 2019-20 (before the pandemic), £11.1k in 2021-22 (of which £2k was cricket) and £13.2k in 2022-23 (of which £2.5k was cricket).

Full proposal (Football):

It was evident that current hire charges did not align with the costs of maintaining and managing pitches for seasonal football. Based on the calculations, a proposal was made for sports fees and charges to rise by twenty-five percent year on year, over a four-year plan, to recoup the losses. It was suggested that this pricing pattern also be reviewed annually as market forces could change. Also, this could be reduced if the clubs were to propose any pitch improvements during that period from various funding options that were to become available.

Having been presented with a full breakdown of the figures, members agreed that this plan was the only way forward to address those losses, although it was also understood that this would have an impact on the sports clubs.

However, as with the full allotment review in recent months, the sports fees and charges had not been reviewed for many years, and the Town Council was working at a loss and felt that it had no choice but to increase the fees and charges at this level, to try and meet some of the current costs.

[Councillor Bernadette Reed left the meeting at 07:25pm]

Cricket (and stoolball):

The adult cricket season was 20 weeks (April to September) and juniors was 10 weeks although they did not use the grass pitch/wicket, just the artificial wicket for matches and wider outfield for training.

Members recognised that more investment was required to maintain the cricket pitch and outfield. The Town Council staff and the Cricket Club were planning to work closer together this year to increase the frequency by which the cricket wicket, artificial wicket and practice areas were being rolled, and it was therefore felt useful to monitor the costs and manpower required during 2024, before considering in detail the calculations for cricket maintenance for the 2025 season.

A licence agreement might also be proposed in the near future, but for 2024 the working group had recommended that seasonal fees be increased by four percent due to inflation, and the junior charges be reviewed. This figure also applied to stoolball, as they used the same pitch at Victoria. All members were in favour.

The Town Council had already committed to replacing the cricket nets, and to undertake improvements to the artificial wicket.

Keeping in touch:

Further to the feedback received from local sports clubs, it was evident that charging by season for the football clubs worked well and aligned with the requirements of the Sussex FA, in terms of how their leagues operated.

Members were keen to continue to maintain good levels of communication, and relations between the various sports clubs, and the Town Council invited all the club leaders to attend a meeting soon in person, to discuss the outcome of this review, and to ask for any ideas for future improvements of the pitches.

One member also suggested that clubs might also be more inclined to share costs if presented with these increased fees and charges, which may also encourage them to look into funding options.

Members had some of their own suggestions to increase revenue or save money, such as advertising with banners around the Victoria pitch, or looking to see if it would be cheaper to outsource the maintenance work for the cricket pitches.

Summary:

There were still some agenda items for the working group to be considered, such as the growth of the junior cricket section, West Park Pitches licence and recognising the variety of hirers.

The fees and charges needed to be set in time for the Cricket season commencing in April 2024 and for the new football seasons in August 2024, so it was important to get these fees and charges established.

EL.51.04.24 With five votes in favour, and one vote against (Councillor V. Frost) members

RESOLVED to

(i) agree to increase the cost of football fees and charges by 25% (Year 1 of a four year plan);

EL.52.04.24 With five votes in favour, and one member abstaining (Councillor V. Frost) members

RESOLVED to:

(ii) agree to a 4% increase in cricket and stoolball charges whilst a further review be undertaken on cricket pitch maintenance during 2024-25, and;

EL.53.04.24 Members **RESOLVED** to agree to a 4% increase on one-off hire charges and events hire of open spaces:

6.0. ADMINISTRATION

6.1 To consider Wealden District Council's Climate Change – Organisation Survey

Members were in favour of a proposal made by Councillor A. Smith to delegate the compiling of a response to the Climate Change Steering Group, on behalf of the Town Council.

Councillor D. Ward also asked if councillors could ask for individuals's to complete this questionnaire, as the more feedback received the better.

7.0 ENVIRONMENT

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

Members noted the report. No comments.

7.2 To consider an application for Wealden District Council's Community Orchards Grant Funding

Members agreed to the areas proposed by the Town Council: Ridgewood MUGA and Victoria basketball court, an orchard already planned at West Park and maybe the bottom of Hempstead Field.

Uckfield Green Partnership had also agreed that they would like to partner with the Town Council on this initiative.

EL.54.04.24 Members **RESOLVED** to agree to go ahead with the proposals to make an application, for grant funding through the Wealden District Council's Community Orchards Grant Funding programme, and proposed areas for planting.

7.3 To consider actions to reduce litter in the vicinity of new food outlets and retail businesses in Uckfield

The issue of litter being dumped on the streets had increased since the Co-op opened at the bottom of the Highlands car park, and also near the KFC shop in the southern end of the High Street.

It was both children and adults that had been seen throwing their rubbish out onto streets of Uckfield, and some dog walkers were also responsible for dumping their dog poo bags instead of taking them home, or putting them in the bin.

This was about trying to get the message across and to work as a community, and not just blaming one section of society or relying on the good nature of Brighter Uckfield to clean up the mess afterwards, in their own time.

Members proposed a few ideas to try to combat this problem, including the recommendation for staff to make contact with local schools, to find out if they would be interested in undertaking joint litter picks with students with Brighter Uckfield perhaps, to increase their awareness.

It was also felt that we could not ask people to use bins if there were not enough litter bins in the town, especially since Wealden District Council had taken away some litter bins, due to cost.

Members agreed to make contact with the Manager of Co-op, to ask if they could contribute to the placement of litter bin in the town, in close proximity to their new store off Highlands roundabout. They did have a litter bin, but this was kept inside overnight.

Councillor A. Smith also provided contact details for who was in charge of the Eco Club at Uckfield College. They were also the Duke of Edinburgh coordinator and apparently, their students regularly helped Brighter Uckfield as part of the award (mostly around Manor Park and may well still be the case) according to a previous councillor.

Another suggestion was to maybe ask Uckfield College if litter picking could be arranged for pupils, maybe during detention periods, or as a positive initiative for children who may wish to help out in their spare time, and to learn about caring for their own environment.

Other possibilities to look into: The National Citizens Award, key messages in The Voice, the local community radio station or developing our own Litter Campaign.

As Uckfield was developing over time and becoming more urbanised members felt the council could look at ways in which street rubbish also developed, which could also be linked in with the Local Plan with Wealden, as they were the responsible authority.

EL55.04.24 Members **RESOLVED** to agree for Uckfield Town Council staff to:
(i) contact the local schools, to find out if they would like to undertake joint litter picks with students and Brighter Uckfield, to increase their awareness, and;

- (ii) contact the new Co-op store off Highlands roundabout, to ask them if they would consider contributing to a litter bin in the town, and;
- (iii) look into other ideas mentioned above, and;
- (iv) continue to work with Brighter Uckfield on this matter.

8.0 LEISURE

Nothing to report.

9.0 REPORTS FROM WORKING GROUPS

9.1 To note an update from the Joint Allotment Working Group

Members noted the report and members of the working group were keen to invite more entries to the Allotment Competition in July. So far, only one entry was submitted for the Children's Award, and one entry for the Scarecrow Competition!

The next Allotment checks were at the end of the month between councillors (members of the Allotment working group), site reps and Allotment Association. If tenants had anything to raise, they were asked to get in touch with your site rep Rachel at the council.

10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

10.1 Active Uckfield

Nothing to report at this time.

10.2 All Weather Pitch Operational Group

Nothing to report at this time.

10.3 Conservators of Ashdown Forest

Councillor D. French provided a verbal report on behalf of Councillor B. Reed (who had to leave the meeting earlier). Councillor Reed had an introductory conversation with the new Chief Executive Officer of Ashdown Forest (CEO), Mark Pearson, last week and had welcomed him to the area. They discussed landscape local nature recovery strategies and that as a Town Councillor, she personally fully supported the initiatives to protect wildlife corridors from 'Weald to Waves' and hoped that they could work together to connect our areas to nature recovery. It was a broad conversation, and they looked forward to meeting again in due course through the parish meetings.

Wealden DC Councillor James Partridge, had visited the Uckfield SANG, although they could not see the groups of dead trees referenced at the parish conference and would welcome feedback from residents in relation to parking and treescape as this need improving, to buffer the roads and landscape character.

10.4 West Park LNR and Hempstead Meadows LNR – Supporters Group

Nothing to report at this time.

10.5 Luxford Centre Management Committee

Members thanked Councillor C. Macve and noted this report.

10.6 Uckfield Railway Line Parishes Committee

Members thanked Councillor C. Macve and noted this report.

10.7 Uckfield Youth Club Board

Nothing to report at this time.

10.8 Wealden Bus Alliance/Weald Link

Nothing to report at this time.

- 10.9 Uckfield and District Twinning Association (AGM and events only)
Nothing to report at this time, although Councillor S. Mayhew mentioned that he was attending a meeting the next day.

11.0 CHAIRMANS ANNOUNCEMENTS

The Chair thanked all members for their hard work over the last three years since he had been Chair of the Environment and Leisure Committee, and wished his future successor all the best.

12.0 CONFIDENTIAL BUSINESS

EL.56.04.24 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 and thanked the Marketing and Community Engagement Officer for the information provided.

Members discussed ways in which the Town Council could connect and welcome local residents who had recently moved into the new developments just within the limits of town. It was felt that some residents might not know what the Town Council did for them and their local community. This was something to be further explored.

The meeting finished at 20:31pm.

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>EL73.05.22</u>	<u>To consider a number of improvements to direct tourism to Uckfield</u> Members noted the report and RESOLVED to: (i) introduce the following ideas for improvements to direct tourism to Uckfield at the next infrastructure working group meeting: better parking facilities for motorhomes in town and improved signage, and to; (ii) consider if there was anything additional that should be explored to be discussed at that next meeting, and; (iii) for the E&F Manager to explore those initiatives put forward already with the various responsible agencies, including any leverage through ES Highways for proper signage from developers.	16.05.22	RN/ HG	In progress.
<u>EL28.10.23</u>	<u>7.3 To consider the installation of a gate to restrict access to the Grounds work area next to Victoria Pavilion</u> (i) install a gate on the main drive (with a pedestrian gate and closer) estimated at £300 to £400, and; (ii) defer the decision to bring the path around the edge of the fencing up to the car park to the next E&L Committee in November 2023, after seeking further details on accessibility and funding options.	09.10.23	HG/JH	Members agreed at the E&L meeting on 13.11.23 to bring the path around the edge of the fencing up to the car park and for this work to be carried out in-house. The gate has been installed at Victoria with relevant signage. The path will be looked at when we have staff capacity. This is quite a big job that will be progressed in due course.

Resolution No.	Details	Date Raised	Action By	Date Complete
<u>EL42.01.24</u>	<u>To consider proposals to improve safety at the lower end of Luxford Field</u> Members RESOLVED to agree to: (iii) the electrician to explore costs for pillar lighting at the bottom of Luxford Field.	22.01.24	HG/JH	(iii) A quote for the pillar lighting has been obtained, and an application made to the Police & Crime Commissioner to support the funding of this proposal.
<u>EL43.03.24</u>	<u>To consider the 'We Grow' Initiative – a Sussex based gardening co-operative</u> Members RESOLVED to agree to: (i) Request officers to investigate whether there are sites owned by the Town Council which could be utilised as community gardens; (ii) Investigate whether a co-operative gardening approach would be feasible within the Town Council's Allotment Rules and Regulations; (iii) Bring these findings to a future meeting for further consideration by members.	04.03.24	RN	The Allotment Working Group are still looking into a suitable area that's not too exposed yet still accessible, possibly as a wellbeing plot. Date tba for Cllr A. Smith and Rachel to discuss first prior to arranging a meeting with the organiser of We Grow, to discuss viability and options, such as marking out the land, licence to grow etc. In early May, a tenant and member of Brighter Uckfield asked if anyone on the allotment waiting list would like to work with a resident at Linden Court (privately owned land) to start a new wellbeing plot. The tenant has since been offered a plot on the Bird in Eye allotment site but this idea was beneficial at the time whilst waiting for a plot, giving them some growing space.
<u>EL54.04.24</u>	<u>To consider an application for Wealden District Council's Community Orchards Grant Funding</u> Members agreed to the areas proposed by the Town Council: Ridgewood MUGA and Victoria basketball court, an orchard already planned at West Park and maybe the bottom of Hempstead Field.	15.04.24	RN	The Countryside Ranger submitted an application under this scheme and has been successful which is great news! NFA.

<p><u>EL55.04.24</u></p>	<p><u>To consider actions to reduce litter in the vicinity of new food outlets and retail businesses in Uckfield</u> Members resolved to agree for Uckfield Gown Council staff to: (i) contact the new Co-op store off Highlands roundabout, to ask them if they would consider contributing to a litter bin in the town, and; (ii) look into other ideas mentioned above, and; (iii) continue to work with Brighter Uckfield on this matter.</p>	<p>15.04.24</p>	<p>RN</p>	<p>In progress.</p>
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**UCKFIELD TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE
PROJECT MONITORING FORM 2024-25**

Projects in 2021/22 Budget – New Initiatives

Project Name	Green Projects plus £5,000 in earmarked reserves		Project Number	58
<u>FC.64.01.21</u>	£18,000 minus £1,800 =£16,200	18.01.21	Carbon footprint audit carried out £1,800.	
	–	29.06.24	This funding was utilised for the installation of the renewable energy heating system, and associated electrics/plumbing. Once the full project has been costed up, we will update the final figures from this initiative.	

Projects in 2022/23 Budget – New Initiatives

Project Name	Speed reduction initiative (already have £3,199.64 in earmarked reserves)		Project Number	69
<u>FC.82.01.22</u>	Plus £2,000 placed into budget in 2022/23	17.01.22	Will be utilised when further research has been undertaken into the various roadside initiatives available.	

Projects in 2023/24 Budget – New Initiatives

Project Name	New gazebo and trestle table for events		Project Number	75
<u>FC.86.01.23</u>	£300	23.01.24	Recommend that Events Working Group identify suitable items for purchase and events in 2024.	
	Minus £300	29.06.24	A new gazebo was purchased utilising this funding to the sum of £412.50, plus two folding white trestle tables, utilising existing revenue budget. NFA.	

UCKFIELD TOWN COUNCIL
ENVIRONMENT & LEISURE COMMITTEE
PROJECT MONITORING FORM 2024-25

Project Name	Vehicle replacement		Project Number	79
<u>FC.86.01.23</u>	£7,500	23.01.23	These funds will be used towards the cost of leasing a new Grounds vehicle in 2023 onwards. Waiting on final costings.	
	-	16.01.24	Looking into options. Plan to make lease arrangement in 2024/25, so funds will need to be carried forward. We are currently looking at updated costings and proposals.	
	-	29.06.24	A report is being presented to members at E&L Committee on 8 July 2024.	

Projects in 2024/25 Budget – New Initiatives

Project Name	Tree for a tree planting programme		Project Number	81
<u>FC.91.01.24</u>	£1,000 plus carry forward from 2023-24 (£1,466.35)	10.04.24	This will progress winter 2024-25. The Town Council also intends to apply for funding through Wealden District Council's Community Orchards Funding scheme during 2024-25.	

Project Name	D-Day Anniversary activities		Project Number	82
<u>FC.91.01.24</u>	£2,000	10.04.24	Plans are underway to book entertainment and facilities for the beacon lighting event on Thursday 6 June 2024.	
	£2,263	29.06.24	The event was a great success with the support of local suppliers, performers, staff and councillors. NFA.	

**UCKFIELD TOWN COUNCIL
 ENVIRONMENT & LEISURE COMMITTEE
 PROJECT MONITORING FORM 2024-25**

Project Name	Roofed compound area for Grounds storage			Project Number	83
<u>FC.91.01.24</u>	£500	10.04.24	Will progress during 2024-25.		

Project Name	Harlands Pond Management Plan Works			Project Number	85
<u>FC.91.01.24</u>	£950	10.04.24	Will progress during 2024-25.		

Meeting of the Environment & Leisure Committee

Monday 8 July 2024

Agenda Item 6.1

TO APPOINT MEMBERS TO OUTSIDE BODY – LOCAL NATURE RESERVE SUPPORTERS GROUP

1.0. Outside Bodies

- 1.1. At the Annual Statutory meeting of the Council on 20 May 2024 it was agreed that a representative (and substitute) for the L.N.R. Supporters Group would be appointed at the first meeting of the Environment & Leisure Committee.
- 1.2. The Clerk advises for two Council members who express an interest to be appointed representatives for the supporters' group. It would be beneficial if they are users of the local nature reserves and/or have a keen interest in the ecology of West Park Local Nature Reserve and the Hempstead Meadows Local Nature Reserve, both of which are owned by Uckfield Town Council.

2.0. Recommendation

- 2.1 Members are required to appoint a maximum of two representatives (one and one substitute) to the Local Nature Reserve Supporter Group.

Contact Officer: Rachel Newton

Meeting of the Environment and Leisure Committee

Monday 8 July 2024

Agenda Item 6.2

TO CONSIDER THE FORMAT OF A DESKTOP MEMORIAL TABLET FOR NEW ASHES AREA WITHIN THE X- SECTION AND FUTURE NEW SECTION OF SNATTS ROAD CEMETERY

1.0 New area for ashes interments

1.1 Whilst steps are being taken to arrange for a new 'Y' section on the lawn at the far west of the northern part of Snatts Road Cemetery, there is also provision for a pre-planned area of ashes interments along the adjacent north west border of the 'X' section. The Head Groundsman had considered this area to be an ideal location to provide further space for ashes interments and the adjacent pathway would be suitable for visitors to walk alongside and pay their respects.

2.0 Proposal for new memorial tablet

2.1 In existing areas allocated for ashes interments within Snatts Road Cemetery, the Cemetery regulations specify that memorial tablets can only measure 12" x 12." This leaves some space for a vase or flowers above the stone, but with the space in these areas more limited, it can appear quite cramped and untidy on first glance. A local funeral director highlighted that another type of tablet design is only slightly larger but contains an integral vase which would be neater and would hopefully prevent people from placing other loose vases, keepsakes or flowers around their plots. The tablets will fully cover the ashes plot, and ensure that any flowers were placed in the integral vase.

2.2 For this design, the tablets measure 18" x 12" x 4" and are called 'desktop' tablets because they look like old fashioned school desks with a 6" flat band along the top. The face is 12" x 12" so the same size as our current tablets, but have the advantage that the flat band can also take an inscription so there is more space. The vase hole(s) can be left/centre/right or left and right at the top of the tablet.

2.3 Another advantage is that the sloping face encourages the rain water to run off which results in less weathering.

2.4 Please see the image below for your reference, which highlights the area for an inscription:



2.5 Things to be aware of:

- The desktops usually come in 18" x 18" size so our current forms/regulations would need updating to specify the measurements;
- They would need to specify portrait orientation of the tablet, to ensure the writing is the correct way up;

- You can get 18" x 12" flat tablets with a vase hole but this is not recommended as there is not much stone around the hole which makes them more susceptible to damage;
- They will generally be in a granite, which weathers better than limestone, but this does mean that if someone wants a beige colour stone the choices available would be more limited;
- It has been suggested that the Town Council may wish to lay Terram over the area with pea-beach on top which will keep everything tidy and weed free, and the grounds team would then not need to mow it. Then when an ashes interment is prepared, the Grounds team could just scrape the pea beach back and cut through the Terram to the size of the hole, and this would then be covered by the tablet.

2.6 If members agreed to this proposal for a desktop tablet in the new ashes area within the 'X' section, a slight amendment would need to be made to the Cemetery Rules and Regulations as outlined in red (see App A).

3.0 Recommendation

3.1 Members are asked to consider if they:

- (i) accept this proposal for a new 'desktop tablet' with integrated vase, for the new areas allocated for ashes interments, and;
- (ii) accept the amendments proposed (in red) at item 51. (xii) within the Cemetery Rules and Regulations.

Contact Officer: Rachel Newton

UCKFIELD TOWN COUNCIL



SNATTS ROAD CEMETERY

REGULATIONS

UCKFIELD TOWN COUNCIL
SNATTS ROAD CEMETERY, UCKFIELD

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

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

MANAGEMENT OF THE CEMETERY

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

No person, other than a person authorised by the Council shall enter, or remain in the Cemetery at any hour when it is closed to the public.
2. All persons entering the Cemetery will be subject to the orders and control of the Council or any person authorised by the Council.
3. All persons shall conduct themselves in a decent, quiet and orderly manner and are reminded of the provisions of the LACO article 18 (1), which states no person shall:
 - (a) Wilfully create any disturbance in a Cemetery
 - (b) Commit any nuisance in a Cemetery
 - (c) Wilfully interfere with any burial taking place in a Cemetery
 - (d) Wilfully interfere with any grave or vault any tombstone or other memorial or any flowers or plants on any such grave, or
 - (e) Play at any game or sport in a Cemetery.
4. Visitors to the Cemetery shall not unreasonably interrupt the Council's employees at their duties or employ them to execute private works within the Cemetery. All enquiries, complaints and requests by members of the public must be made to the office of the Council and not to Council employees in the Cemetery.
5. Under the Dogs Exclusion (Uckfield Town Council) Order 2012 all dogs except guide dogs are excluded from the Cemetery.
6. Children (e.g. under the age of 12 years) are not permitted in the Cemetery except under the care and supervision of a responsible person.
7. No person shall sell or offer or expose for sale any article, commodity or thing of any kind whatsoever or solicit for orders for the same, within the Cemetery without the prior consent of the Council.
8. Any person using a motor vehicle in the Cemetery shall only do so on a carriageway suited to the purpose, except with the consent of the Council, and shall not exceed 10 mph.
9. All visitors to the Cemetery must keep to the footpaths or roads provided for that purpose, except whilst visiting a grave, and refrain from touching the trees, shrubs, plants or flowers.
10. No person shall drop, throw or otherwise deposit and leave in the Cemetery any wastepaper or refuse of any kind, except in the litter bins provided.
11. No person shall operate any sound reproducing equipment or play any musical instrument in the Cemetery without the prior consent of the Council.
12. No employee of the Council is to demand or receive any gratuity.
13. No interment shall take place and no monument or memorial shall be placed in the Cemetery nor shall any additional inscription be made on a monument or memorial without the prior consent of the Council. The

scattering of cremated remains is only permitted in the new Garden of Remembrance subject to the relevant fees being paid.

INTERMENTS

14. All applications for interments must be submitted on the prescribed form and given to Uckfield Town Council at least 72 hours prior to the appointed time of the interment.
15. The application for interment must contain full details of the deceased, the proposed interment, the grave to be used and the signature of the owner of the Exclusive Right of Burial, if applicable, and be accompanied by the appropriate fees for interment.
16. Interments may only take place in accordance with these rules and regulations and between the hours of 9.00am – 4.00pm during summer months and 9.00am – 3.00pm during winter months. No interments will be permitted on Saturday, Sunday, Good Friday, Christmas Day or on a public holiday.
17. In cases of emergency, certified by acceptable medical authority, regulation 16 may be waived in the interest of public health.
18. The appointed time for an interment will be the time at which the funeral cortege is to arrive at the entrance gate of the Cemetery. The Funeral Director or person in charge of the funeral arriving after the appointed time must act under the direction of the Council or their authorised officer as to when the funeral service may proceed.
19. The person or persons arranging the interment shall be responsible for the attendance of a Minister of Religion, if appropriate, to officiate at the burial service and for payment of any fee to which the Minister is entitled.
20. Services are limited to 30 minutes but may be extended with the agreement of the Council.
21. Any form of religious service may be used but any other ceremony is subject to the approval of the Council. Alternatively, the interment may take place without service.
22. A certificate for disposal issued by the Registrar of Births and Deaths or a Coroners Order for Burial or a duplicate copy thereof must be delivered to the Council or their authorised officer when the funeral cortege arrives at the Cemetery.

Any person procuring interment without the production of such certificate or order will be required to make a written declaration on the prescribed form in accordance with Section (1) of the Births and Deaths registration act 1926. In the case of interment or scattering of cremated remains a certificate for burial purposes issued by the Cremation Authority will be required. In the case of a non-viable foetus the Medical Practitioner's or Midwife's certificate of delivery will be required.
23. Every body brought into the Cemetery for interment shall be contained in a suitable coffin unless an un-coffined burial has been authorised. No coffin shall be accepted unless it bears adequate particulars of the identity of the deceased person therein. A coffin may only contain one body except in the case of a mother and her baby (babies). Although ashes within a coffin can be accepted.
24. The responsibility for providing sufficient bearers to carry the coffin reverently from the hearse to the grave whether mourners are present or not rests with the Funeral Director or person arranging the funeral.
25. All graves will be prepared by persons employed by the Council.
26. No burial shall take place in a grave in such a manner that any part of the coffin is less than 900mm (3 feet) below the level of any ground adjoining the grave provided that the Council may where they consider the soil to be of a suitable character permit a coffin to be placed not less than 600mm (2 feet) below the level of any ground adjoining the grave.
27. No body shall be buried in a grave unless the coffin is effectively separated from any coffin interred in the grave on a previous occasion by means of a layer of earth not less than 150mm (6 inches) thick.

28. Where any grave is re-opened for the purpose of making another burial therein no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive.
29. After interment no body or cremated remains may be removed from a grave without the production of the ecclesiastical faculty and/or Ministry of Justice licence for exhumation required by law. The original documents will be required for this purpose.
30. In the case of the re-opening of a private grave the written consent of the owner of the Exclusive Right of Burial will be required or where the owner is deceased the Council will require to be indemnified against any action arising as a result of permitting the interment. No consent is required for the interment of the-owner of the Exclusive Right of Burial.
31. The Council may exclude from the Cemetery on the occasion of a funeral any person or persons not being mourners or officially connected with the funeral.

EXCLUSIVE RIGHT OF BURIAL

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

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

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

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

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

Any transfer of ownership of the Exclusive Right of Burial will be subject to the production of satisfactory evidence of title and the approval of the Council. Such transfer must be registered in the records of the Cemetery and the Deed of Grant of the Exclusive Right of Burial must be produced for endorsement by the Council and the appropriate transfer fee paid.

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

PUBLIC (COMMON) GRAVES

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

MEMORIALS

42. A monument may only be erected on a grave or ashes plot within the Cemetery in accordance with these Regulations and upon payment of the appropriate fee. The right to erect a monument rests with the holder of the Exclusive Right of Burial, or subject to an agreed transfer by the Council, their next of kin or executor, and will be for the unexpired portion of the grant of Exclusive Right of Burial.
43. The erection of a monument on a public (common) grave will be subject to the discretion of the Council and in accordance with these Regulations and upon payment of the appropriate fee. Where permission is granted to erect a headstone on a public (common) grave, it will be subject to the right of the representatives of other persons interred in the grave to have those persons commemorated thereon. As there is no right to erect a monument on a public (common) grave, such monument does not in itself confer any rights and remains at the pleasure of the Council.
44. The Town Council has adopted a headstone only policy (no kerb set) for all new sections of the Cemetery and these areas will be maintained as a lawn Cemetery, the base of all memorials shall not exceed 300mm (12 inches) in depth.
45. Applications for the approval to place a new monument or kerb set in the Cemetery, alter or add to any inscription, or replace, add to or remove from the Cemetery any monument or kerb set, must be submitted to the Council on the appropriate Monumental Application Form, provided by the Council.

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

- (i) The grave number and name of the deceased;
 - (ii) In the case of a new monument, a drawing of the monument and its specification, including the type, colour and finish (i.e. polished, honed etc.) of the material (natural stone) to be used, and showing all dimensions, including those of the kerb set (if appropriate) and the foundation slab.
 - (iii) The text of any inscription to be inscribed on the monument, or any text to be altered or added to any existing monument, and the method of lettering (i.e. incised, incised inlaid with lead etc.)
 - (iv) The name, address and signature of the person placing the order for the monumental work to be undertaken, which should be the owner of the Exclusive Right of Burial. If such owner is deceased the Exclusive Right of Burial must be transferred prior to any work being undertaken. If the owner is alive but is not making the application, the applicant must provide a letter in the owner's hand confirming and authorising such application.
 - (v) The name, address and telephone number of the monument-mason.
46. The approval of the Council for any such application will be confirmed by the issue of approval, which is valid for a period of 3 months. No work should be undertaken until this has been issued and on the understanding that the work undertaken will fully comply with the details specified within the application form and the requirement of these Regulations. No permission is required for cleaning only; up-righting and re-levelling; repair of existing lettering or painting of existing inscriptions unless the monument is to be removed from the Cemetery.
47. Anyone who erects a monument or kerb set, or who undertakes any monumental work, within the Cemetery not in compliance with these Regulations may be compelled to remove the said monument or kerb set and pays all costs involved.

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

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

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

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

50. Where the memorial consists of a headstone and base, the headstone must be fixed so that its rear face is set 19mm (¾ inch) from the rear face of the base or 50mm (2 inches) if the height of the headstone is less than 750mm (2 feet 6 inches).

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

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

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

51. Alternatively, a memorial may consist of:

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

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

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

ALL memorial plates, memorial stones, kerb sets, books, plaques and tablets shall be constructed and installed with the National Association of Monumental Mason's Code of Practice Jan. 1998 and subsequent amendments.

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53. No monument (except figures) constructed from artificial re-constituted Bath, Soft Caen, Soft York or other soft stone, or coloured marble will be permitted and memorials of metal, pottery, plastic, glass or fibre-glass are forbidden and will be removed without notice. Photographic plaques, either ceramic or other approved material, of an approved size (e.g. 120mm (4¾ inches) in height by 90mm (3½ inches) in width may be affixed to monuments, but frames of bronze or other material will not be permitted.
54. Any monument erected in the Cemetery shall be inscribed with its grave number, in a conspicuous position as approved by the Council, in characters of not less than 16mm (5⁄8 inch) in height, to match the main inscription.
55. Trade names may be inscribed on any monument, in a location approved by the Council in characters of not more than 12mm (½ inch) in height, to match the main inscription.
56. No hewing or dressing of stone, other than the cutting of an inscription or cleaning of the stone, will be permitted in the Cemetery.
57. All materials and equipment shall be conveyed in the Cemetery in such a manner as to prevent damage to walks, paths, roads or turfed areas and all soil or waste material shall be removed in a like manner.

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

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

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

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

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

60. The removal and re-erection of a monument to facilitate the re-opening of a private grave or to level such grave shall be at the expense of the grave owner or their personal representative.
61. Any person removing a monument to permit a further interment shall either remove the same from the Cemetery, after informing the Council, or place it in a location or position indicated by the Council.
62. Any monument removed from a grave to facilitate an interment shall be replaced as soon as possible.
63. Any unauthorised monument shall be removed at the expense of the Exclusive Right of Burial owner, or their personal representative.
64. Any monument or memorial erected in the Cemetery remains the property and responsibility of the Exclusive Right of Burial owner or their personal representative and therefore, remains in the Cemetery at the sole risk of, and must be kept in a good state of repair by, the said owner or personal representative.

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

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

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

MAINTENANCE AND UPKEEP

65. After an interment has taken place in a private grave and a reasonable time has elapsed for the natural subsidence of the earth used to fill the grave, the Council shall, in accordance with the Local Authorities Cemeteries Order 1977, cause the surface of the grave to be levelled and properly covered with fresh turf, except for any area covered by any monument or memorial.
66. It is the responsibility of the owner of the Exclusive Right of Burial to keep the grave space free from weeds and in a tidy condition. In default the Council reserves the right to level and turf the grave.
67. The placing of glass containers or shades, items of pottery, tins, plastic or wire mesh fences or other items of metal, plastic or other material are forbidden and will be removed by the Council without notice from any grave or the Garden of Remembrance. Temporary Funeral Director markers are permitted.
68. Small annual bedding plants or bulbs may be planted on a grave, as directed by the Council, but the planting of perennials, shrubs and trees is not permitted and will be removed by the Council without notice.

In the lawn section, planting is only permitted 9 inches from the headstone.
69. The Council reserves the right to remove from any grave space flowers, plants, floral tributes or wreaths which have deteriorated or become unsightly and dispose of them in such manner as they deem fit.
70. Grass cutting will be carried out by the Council, at a frequency determined by weather conditions and by the Council. Within the Conservation Area, set aside by the Council, maintenance will differ from the normal grass cutting cycle.

GARDEN OF REMEMBRANCE

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

No planting is permitted in the Cloistered Garden of Remembrance.

CREMATED REMAINS

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

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

FEES

74. Fees for all Cemetery services will be determined by the Council annually, to take effect from 1st April each year.
75. Local authorities need to provide a basic level of service to their local residents and the additional charges for individuals from outside of the local area ensures that a local authority still has appropriate capacity to provide the services required by their own residents. For example, a flat fee is chargeable for the purchase of the Exclusive Right of Burial (by a non-parishioner) in conjunction with a resident discount for the interment itself.¹

- 76. In determining whether interment fees will be chargeable at the Parishioner or Non-Parishioner rate, the last permanent address of the deceased will be used. However, the Parishioner rate will be used if it can be shown that the deceased has had to move out of the parish in order to receive the type of care which is not available in the parish.
- 77. All fees are payable in advance to the Council, except in the case of Funeral Directors and monumental masons, dealing continuously with the Council

GENERAL

- 78. All rubbish and waste material, including wreaths and floral tributes, which have been removed from graves, should be disposed of in the litter bins provided. Household waste or other waste material not generated in the Cemetery must not be placed in the litterbins.
- 79. The Council are empowered to alter or amend the foregoing Regulations at any time; to introduce further regulations as they consider necessary; to waive any of the foregoing Regulations in exceptional circumstances or to impose temporary restrictions on any matters not specifically covered by these regulations.
- 80. All persons entering the Cemetery do so at their own risk and the Council will not accept any liability for injuries or damage sustained, howsoever caused.
- 81. On rare occasions, when a burial necessitates the re-opening of an existing grave, it may be necessary to place the excavated soil on to an adjacent grave for a short period of time. The adjacent plot will be protected with a tarpaulin and immediately following the burial the soil will be back-filled and both plots left tidy. We apologise for any distress this may cause to visitors to the Cemetery.
- 82. The Town Council accepts the kind donation of seats at the Cemetery. However, the Council reserves the right to determine the siting of each seat and move seats if required. All designs and inscriptions are to be agreed in advance. The Council will maintain the benches but will not replace them.

PRIVACY NOTICE

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

Revised 202~~4~~3

¹The Local Authorities Cemeteries Order 1977:

General powers of management

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

Fees and other charges

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

- (a) for or in connection with burials in a cemetery;*
- (b) for any grant of a right to place and maintain a tombstone or other memorial in a cemetery otherwise than in a chapel provided as mentioned in article 6(1)(b); or*
- (c) for any grant of a right to put an additional inscription on such a tombstone or other memorial.*

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

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

Meeting of the Environment and Leisure Committee

Monday 8 July 2024

Agenda Item 6.3

TO CONSIDER A REQUEST TO PURCHASE LAND AT THE BACK OF 10, CALVERT ROAD (PATH UM)

1.0 Summary

- 1.1 This report details a request by the owners of 10, Calvert Road, Uckfield to establish if the Town Council would be willing to sell a parcel of land behind their property so they can extend their garden.

2.0 Background

- 2.1 The land in question would be a part of a section of land named 'Path (um)' which is owned by Uckfield Town Council and close to our orchard. It is a piece of natural heathland.
- 2.2 The full site can be seen in appendix A and the Town Council would be required to establish by whom the land was transferred to Uckfield Town Council, and if it was stated that the land was not to be used for any other purpose that as public open space and no residential or commercial development is allowed. Also, if there are any tree preservation orders on the trees contained on this land.

3.0 Issues

- 3.1 As a result of the above, and potential covenants in place on the use of the land, a legal opinion would need to be sought as to whether these could be lifted and the land sold.
- 3.2 The land would also have to be professionally valued.
- 3.3 Previous requests to purchase Town Council land have been turned down and it should be noted that if the Committee agreed to sell this parcel of land it could set a precedent for other home owners to make similar requests.

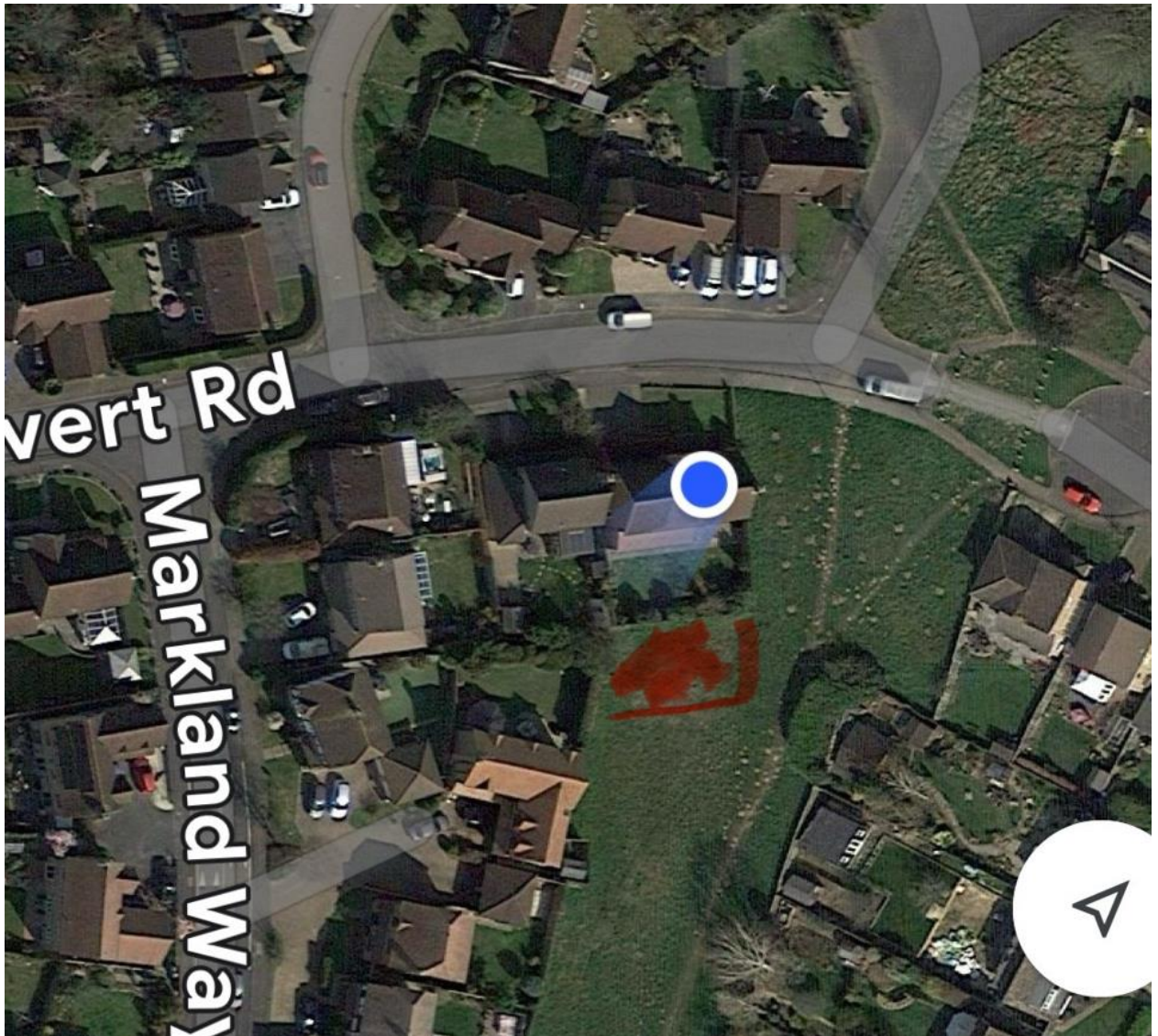
4.0 Recommendation

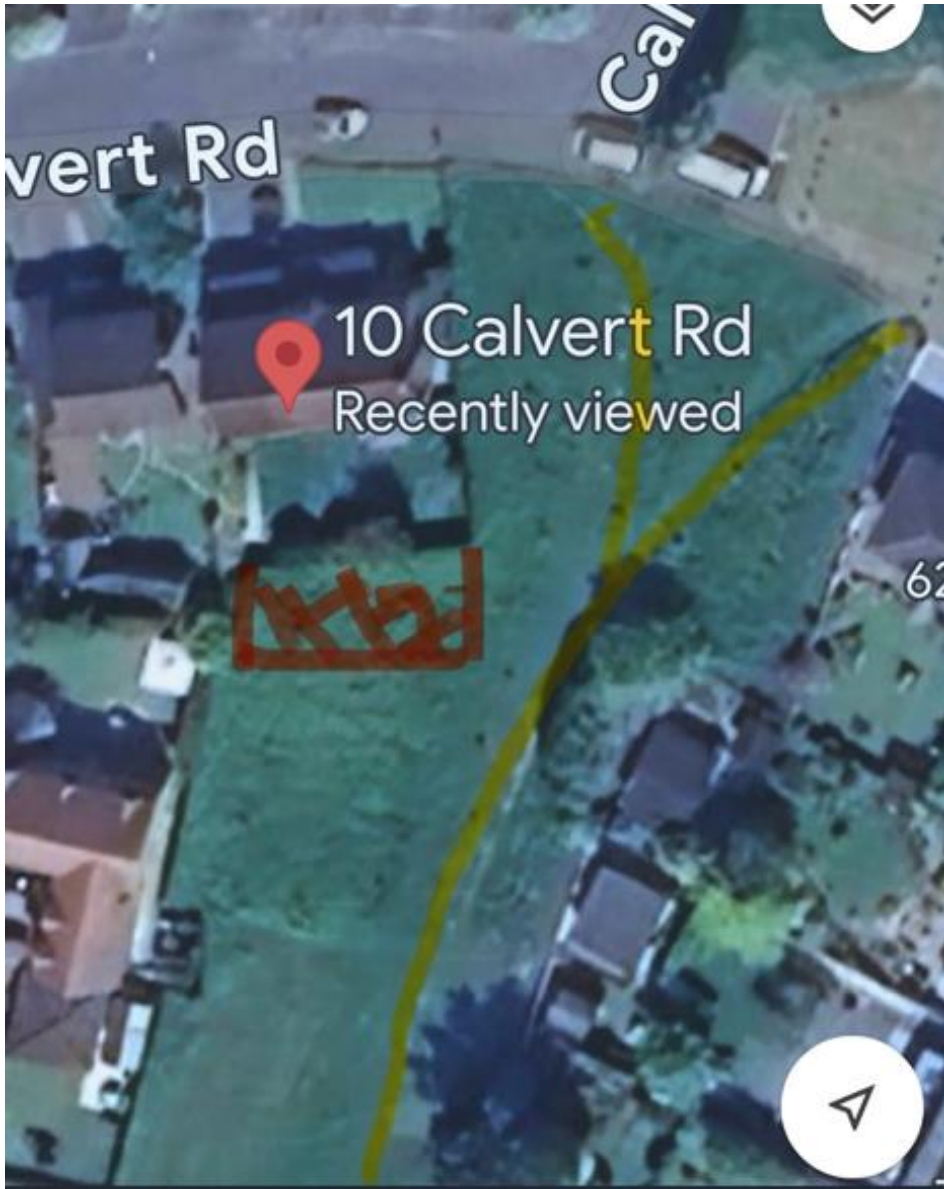
- 4.1 Members are asked to consider the report and instruct the Clerk accordingly.

APPENDIX A – PATH (UM)
Land owned by Uckfield Town Council



APPENDIX B – REQUEST FROM RESIDENT









Meeting of the Environment & Leisure Committee

Monday 8 July 2024

Agenda Item 6.4

TO CONSIDER A PROPOSAL TO LIMIT THE NUMBER OF BENCHES AT SNATTS ROAD CEMETERY

1.0 Overview

- 1.1 This report provides an update from the Head Groundsman on his concerns relating to the number of benches that we have seen introduced to Snatts Road Cemetery in the last four years.
- 1.2 The Head Groundsman has advised that there are more benches in the area than the number of people visiting on a daily basis. There are normally twenty benches in the North side of the cemetery (two were sadly vandalised recently and only two on the south side, of which neither have memorial plaques so have been untraceable to relatives).
- 1.3 With a recent rise in anti-social behaviour and the condition of some of the older benches, deteriorating, it requires frequent checks by the Grounds team.
- 1.4 The Head Groundsman has suggested that in the place of just benches as suitable memorials for relatives, perhaps family members could plant a tree at a specific locations in the town. For example, there may soon be some spaces available for a few trees to be planted at Victoria Pleasure Ground (New Barn and these could be specimen pine or conifer species or even red wood. Alternatively, we a native tree could be planted on one of the Town Council's nature reserves.
- 1.5 It is understood that memorials provide comfort to relatives for many reasons, and family members may wish to sit and chat with their loved ones.
- 1.6 The Town Council does have a policy for memorial benches, but due to the increase we have seen in the northern part of the cemetery with burial arrangements over the past four years, it was suggested that it would be prudent to start to limit these.
- 1.7 It was thought that perhaps a ten-year lease be introduced for the benches, in order to keep track of the relative's details, should the condition of the bench deteriorate. They also questioned whether the charge should incorporate a fee for the inspections.
- 1.8 The wording of the current Cemetery Rules and Regulations, states that:

82. The Town Council accepts the kind donation of seats at the Cemetery. However, the Council reserves the right to determine the siting of each seat and move seats if required. All designs and inspections are to be agreed in advance. The Council will maintain the benches but will not replace them.

- 1.9 The Senior Administrative Officer made some enquiries via the Institute for Cemetery and Crematorium Management (ICCM), to find out if there were any specific challenges we needed to consider.
- 1.10 ICCM confirmed that there was nothing in legislation that governed memorials as such, particularly benches, the type you allow, fees and charges and how these are managed is up to the burial authority themselves and is within their own rules and regulations. Each cemetery is different. Benches have been known to be a particular issue within cemeteries, as it can get out of control with the numbers that are allowed, along with the maintenance costs and responsibilities. ICCM also used to limit the number of benches allowed and they had to be provided by them, and were leased for ten years. They would maintain the benches yearly but would not fix any damage and used to get the applicant to sign terms and conditions.
- 1.11 It was advised, that however the Town Council wishes to proceed, the council would need to have clear guidelines. Similarly with trees, we need to be mindful that people would want to place objects or plaques around the trees. ICCM advised that we would still need a level of maintenance and to consider what we do if a tree dies?
- 1.12 The Cemetery Rules and Regulations would need to be updated, and the Town Council would need to decide on the number of benches and if the Town Council offered to plant a tree on their behalf. Either way, ICCM supported the planting of trees outside of the cemetery for loved ones, to avoid problems in the cemetery should the trees behind diseased or damaged.

2.0 Recommendation

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

Contact: Rachel Newton

Meeting of the Environment & Leisure Committee

Monday 8 July 2024

Agenda item 6.5

TO CONFIRM MEMBERSHIP FOR THE COMMITTEE'S WORKING GROUPS

1.0 Overview

1.1 This report would normally be presented at the first meeting, following the Annual Statutory meeting of the Council in May. However the Environment and Leisure Committee of 28 May 2024, was cancelled.

2.0 Summary

2.1 At each Annual Statutory meeting of the Council, appointments are made to the council's committees, outside bodies, and working groups which sit under Full Council. Any working groups which report to the standing committees of General Purposes or Environment & Leisure are to be appointed at these committee's first meetings.

2.2 Some working groups are already underway, but due to the change in Town Councillors in this round of elections, it would be prudent to refresh the membership of these working groups and invite councillors to put themselves forward.

2.3 The working groups which sit under this committee are:
Allotments Working Group;
Fees & Charging Working Group;
Climate Change Steering Group;

3.0 Background to these working groups

3.1 The Allotments Working Group reviewed the structure of the Allotment fees and charges in 2021/22 and presented their findings to the Allotment Conference held on 10 November 2022. The committee also reviewed the Allotment Rules and Regulations (last revised 2019) and the renewal of the tenancy contract, which commenced, successfully, on 1 April 2023.

The members below have already attended two meetings this year, on 26 February and a Joint Allotment Working Group on 17 June with tenants and reps. These members have also kindly assisted with the allotment checks, which have been re-assessed after discussions were held to try to find a better way of managing plots with weeds. It would be useful to continue to work with the same committee members this year, for the purpose of continuity.

Previous members include: Councillors K. Bedwell, B. Cox, S. Mayhew and A. Smith.

3.2 A Sports Facilities Working Group was previously set up in early 2023 to review the structure of the fees and charges for sports facilities in 2024/25, and associated terms and conditions. There had also been items that had arisen out of the working group, not just solely about the fees and charges. Since local sports clubs have been increasing their intake of participants and training sessions, there have been an increase in requests for sports pitches and community space and there could be increasing interest, with future growth and development in the town.

The working group broadened its remit during the budget setting process in 2023 to also examine the cemetery fees and charges.

Previous members included: Councillors K. Bedwell, S. Mayhew, M. McClafferty and A. Smith.

3.3 The Climate Emergency Steering Group compiled a response to the Wealden District Council's Climate Change – Organisation Survey in April 2024. They previously set out a Climate Change Policy for the Town Council, commissioned a carbon audit for the Town Council's facilities and organised a Climate Change EXPO in April 2022.

The Uckfield Green Partnership was formed from this working group but has now become its own entity focusing on town wide initiatives. The group recently started looking into suitable areas around town for community allotments, in association with the 'We Grow' initiative, the aim being to offer outdoor growing space for health and wellbeing reasons and maybe existing plot holders may need some extra support.

Previous members included: Councillors K. Bedwell and A. Smith.

4.0 Looking ahead

4.1 There is potential for the Allotment Working Group and Fees and Charges Working Group to be combined to focus on these areas prior to and during the budget setting process but there is still quite a bit of work to undertake to strengthen new procedures within this area.

5.0 Recommendations

5.1 Members are asked to confirm the appointment of 'no less than three and no more than five members' per working group, for the following working groups:

- (i) Allotments Working Group and/or combined Fees and Charges Working Group;
- (ii) Climate Change Steering Group

Contact Officer: Rachel Newton

Meeting of the Environment & Leisure Committee

Monday 8 July 2024

Agenda Item 7.1

TO NOTE AN UPDATE FROM THE COUNTRYSIDE RANGER SEPTEMBER 2023 - CURRENT

1.0 Summary

- 1.1 This report looks at works carried out to date along future planned works not only on the LNR sites but all woodland sites within the town council holdings. To note, this is just an example of projects and excludes day-to-day tasks including inspections, addressing enquires and routine maintenance of all areas.

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- 3.4 Nightingales Woodland
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- 3.7 Bellbrook Business Park (Adjacent to riverside)
- 3.8 Grants and Stewardship

1.0 Trees

- 1.1 All Trees that are within striking distances of properties or pose a risk to the public (Open spaces) are currently surveyed by a professional tree inspector on a 3-year rotation (liability only remains with them for

1year/12months), inspections are carried out internally under a basic tree inspection in between the professional inspections and for any trees that do not fall into the remit of the above surveys. Currently we have a list of 214(two hundred and fourteen) trees that have been highlighted with in the professional tree surveys that require works to be carried out from felling to deadwood removal. This number does not include internal woodland trees, coppicing etc. I have created an Excel spreadsheet that documents all trees surveyed along with works required, albeit extremely time-consuming transferring data and plotting trees. A move to OTTIS which is a web-based surveying system that monitors works carried out and syncs with the inspector's software would be a much more efficient and cost-effective system. The PTI has now been put on a 3 day a month retained in which either surveys will be carried out or remedial tree works are carried out which require a climber.

- 1.2 As forementioned in 1.1, 214 trees have been highlighted in the PTI's that require works, the time frame for this work to be completed is 3months,6months and 12 months. While some works can be carried out in house some are required to be dealt with externally. Including internal trees, resident requests, coppicing, and woodland improvement along with ongoing surveys and ADB this number can easily be doubled at the very least.
- 1.3 The third and final year of the ash die back project is due to start in September 2024, the volume of Ash to be removed is far less than the previous two years in Nightingales and Boothlands woods with this in mind I feel we could carry out these works in house allowing the budgeted amount to be re allocated. It would also allow the CPD of the grounds team that hold the relevant qualifications to undertake the works during the somewhat quieter season for them.
- 1.4 The Woodland management plan is due to be re written and submitted in 2027, works are being carried out in accordance with the Woodland management plan.
- 1.5 A Coppicing plan has been put in place to address the lapsed Coppices within the holding, these will be done in a rotation and with sectional areas being done each season to ensure habitat remains along with reducing the visual impact.
- 1.6 The First stage of replanting took place in march 2024 for the areas – Boothlands, Nightingales. Due to an ongoing project the timeframe for planting was tight therefore 240 bareroots were planted across the two sites and mainly consisted of oak, field maple and wild cherry bareroot saplings. This will be expanded for the forthcoming planting season to incorporate HMLNR and WPLNR. The Planting is in accordance with the woodland management plan.

1.7 With the recent grant awarded from Wealden Sustainability to the value of £3,090.24 for the extension of the West Park community orchard Aswell as the establishment of two new community orchards, one at Ridgewood and one at new barn. The orchards will incorporate, plum, apple, pear, and mulberry and where possible they will be planted by community groups and schools.

2.0 WPLNR and HMLNR

2.1 WPLNR interpretation boards are now out of date with regards to the grazing of sheep and the boardwalk to name two examples, the boards themselves are extremely weathered making the information hard to read, a new design has been drafted along with a new style of lectern, we are awaiting the allocation of funds to complete this project.

2.2 Chestnut post and rail fencing has been installed around two veteran trees in WPLNR one being an Oak and the other being an Ash, the fencing was installed to not only protect walkers from falling branches but also to minimise the ongoing compaction to the soil surrounding the tree root system.

2.3 The Bracken on WPLNR is spreading at a rapid rate, upon further research the decision to roll the bracken has been put on hold, this is due to the low chance of success. Instead, the bracken will be cut seasonally using a low centre of gravity mulching ride on (Grillo), this will allow the cutting to occur on banks as well as narrower areas. We want to avoid the use of chemical interference owing to the sensitive nature of the WPLNR. At the time of writing, we are awaiting finalisation of the finance agreement on the Grillo.

2.4 Wildlife surveys have started at both nature reserves and while the reptile survey tiles are yet to produce the cameras and mammalian tubes have been somewhat successful, visual survey has produced sightings of red kites, honey buzzard, greater spotted woodpeckers, and foxes for example. These surveys will become a focus for times when I have work experience students.

2.5 An up-to-date ecologist report would be extremely useful to enable us to best manage the areas for the benefit of flora and fauna, this is something that was discussed when I started in September, but is something that we have not implemented.

2.6 Both areas have benefited from path improvements including the introduction of walkways and bridges over low areas that make walking in the winter extremely difficult. Part of the funding for this was provided by Wealden district council. (Fig4)

3.0 Remaining UTC holdings (Woodlands)

- 3.1 Harlands Pond Management plan has been submitted and approved, the works aim at improving the water quality by decreasing the silt levels using a natural product and intern decreasing the gasses produced, some of the trees surrounding the pond will be removed to open the pond back up and to minimise the amount of green mater ending up in the pond. The plan included the introduction of duck nesting tubes for resident mallards Aswell as making improvements to benefit a wide range of wildlife. These works will be carried out in autumn/winter of 2024
- 3.2 Downland Copse is due a professional tree inspection this year (2024). Other than inspections, no works have been carried out in these woodlands. I feel this may change once the inspections have been carried out.
- 3.3 Snatts Road Cemetery has unfortunately been at the centre of some sensitive tree works recently owing to the discovery of Acute oak decline in some of the oak trees and Kretzschmaria Deusta in the large lime tree west of the chapel. Within the woodlands on the northside the silver birch is also showing signs of disease along with movement on the root plates. The cameras have captured large numbers of deer coming across the boundary of Paygate woods mainly Dama Dama (in all variations) and Muntiacus reevesi in both Buck and Does.
- 3.4 Nightingales' woodlands have seen a large amount of Ash removed under the ADB works, it also has a large amount of lapsed coppice that have been added to the coppicing plan and this work has commenced. It has also just undergone a PTI in which 18 boundary trees have been flagged up as requiring works within 6 months. It too also has a large transient deer population. The Bridge that runs through the woods has recently been replaced by East Sussex County council.
- 3.5 Boothlands has also seen a large amount of Ash removed due to ADB along with a fair amount of lapsed coppice. I have started to replant under the woodland management plan. I have also started to mill some of the larger oak to create usable materials for other projects including new signs and woodland activities. We have replaced two set of steps along with replacing two bridges to make access easier under the Wealden grant scheme. Over the coming months I would like to introduce woodland activities including rubbing posts and balance beams etc.
- 3.6 Bridge farm woods has seen recently a work party carried out by Uckfield scouts, joined by myself and Holly Goring on the evening 7th June 2024. The scouts improved the steps by digging out and replacing with type1. A hand rail is to be installed once the materials have been

delivered. A litter pick was also carried out removing a substantial amount of litter. A PTI survey is to be carried out this year 2024.

3.7 Bellbrook's business park woods are a small area of woodland that runs alongside the old railway, under the woodland management plan no planting is required as its being left to natural regenerate, some mowing is required to open sections of it up as well as allow access to the fence lines. The cameras have captured a variety of wildlife including Roe deer, foxes, and badgers.

3.8 Two grants have been awarded by Wealden District Council for the improvement to footpaths and the establishment of new community orchards. With regards to the stewardship grants we have a meeting with CLM land management this month look how best to maximise the grant we receive.

2.0 Recommendations

2.1 Members are asked to note the report.

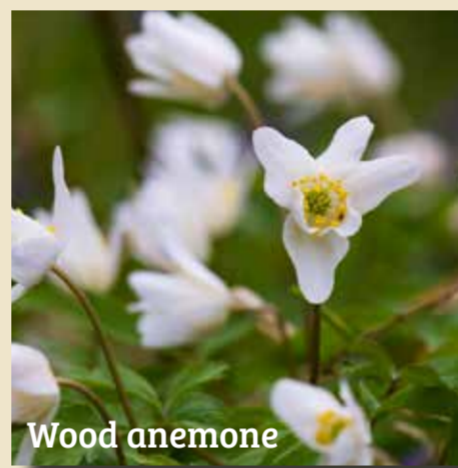
Contact Officers: James Hollingdale

West Park Local Nature Reserve



Red Kite

Welcome to West Park Local Nature Reserve. The land was part of the Streatfeild Estate for 200 years. Today, the 27 acre site contains a diverse range of habitats and is home to hundreds of species of plants, animals and birds. For such a small site, we have a wide variety of habitats. These include woodland, grassland, wet meadows, heath and even impressive sandstone outcrops.



Wood anemone

Our variety of habitats supports plants such as wild orchids and a thriving community of mosses, lichens and ferns. In the Spring, you can enjoy the carpet of bluebells and pretty wood anemones. Native trees such as oak, elm and hornbeam can be found in our established woodlands.



Grasshopper

The reserve is an essential space for wildlife. Mammals, birds and insects live here. Look for evidence of foxes and rabbits. Slow worms and toads are harder to spot but in the trees you may hear willow warblers or see a Red kite gliding overhead.



Scarlet elf cap fungi

The pond and wet areas are home to dragonflies. Butterflies such as the small tortoiseshell, beetles and grasshoppers are a common sight.

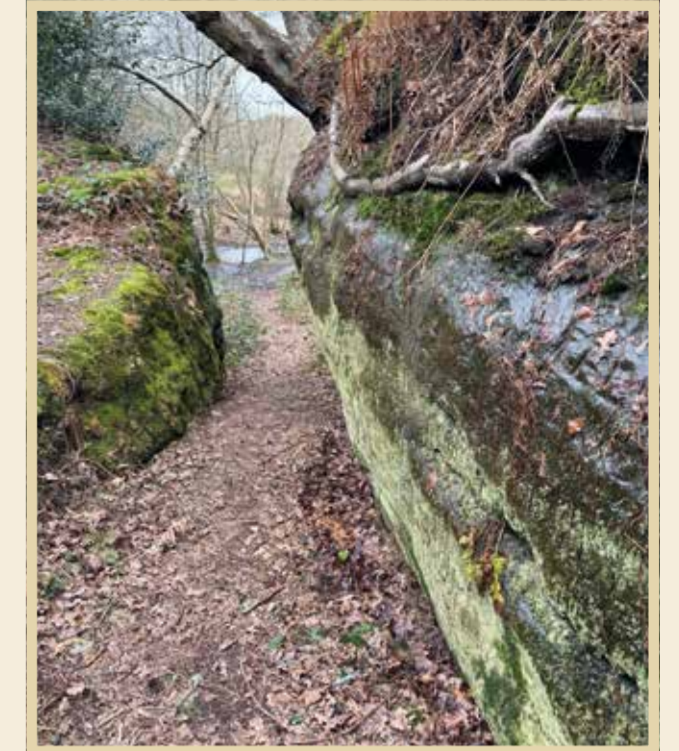
Reserve Management

Uckfield Town Council manage the reserve to maintain habitat diversity and provide access for the public.

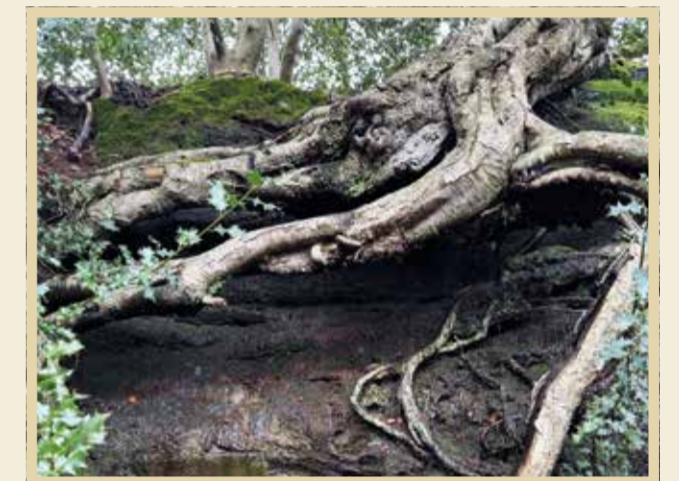
Look out for rangers who carry out tasks such as cutting and mowing vegetation. They also monitor and survey the flora and fauna.

Sandstone Outcrops

The impressive sandstone outcrops are a feature of the Reserve. Notice how trees such as Silver birch have grown on top of the stone with their roots spilling down.



The stone formed under the sea and heaved up about 37 million years ago. They are home to over 90 species of moss and liverworts. Some are thought to be species from the last ice age.



Around 9,000 years ago, in the Mesolithic period, these outcrops were used as basic shelters for people to live in.



If you would like to help us look after West Park by volunteering please contact us.

Please respect the protected areas

Keep to the paths

Do not disturb wildlife

Take your litter home with you

Clean up after your dog

No cycling



West Park Local Nature Reserve is owned and managed by Uckfield Town Council

www.uckfieldtc.gov.uk | 01825 762774

Panel design: www.theacornworkshop.co.uk (2024). Photo credits: Wood anemone, grasshopper - Natural England | Red kite, fungi - Alamy Map icons - Noun Project

Meeting of the Environment & Leisure Committee

Monday 8 July 2024

Agenda Item 7.2

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 and skatepark

Town Councillors and staff are aware the play area needs upgrading. Funding has now been set aside, and initial conversations have commenced with play area companies.

Grounds team are investigating drainage issues as a starting point.

The works to repair to the artificial wicket on the bowler end has been carried out.

Hempstead Lane Play Area and Hempstead Meadows LNR

A replacement piece of equipment will be ordered and installed in place of the zip-line at the same time that we plan to upgrade Victoria Play Area. Quotes are still being sought.

Rocks Park Play Area

Nothing new to report.

Snatts Road Cemetery

A tree within the U section of the cemetery has now been reduced due to health and safety concerns.

Anti-social behaviour has been reported to the police in April in relation to minor damages to the chapel doors. Those repairs have been made and the police are investigating.

West Park Recreation ground and West Park LNR

Nothing new to report.

Ridgewood Recreation Ground

The zip line seat has now been replaced.

Elizabeth Gardens

Nothing new to report.

Hughes Way play area

Nothing to report.

Luxford field and play area

Pillar lighting is potentially going around the side of the Community Fridge if grant funding can be obtained for this.

A repair to the netting on the climbing frame has been carried out.

Woodlands

Scouts Big Help Out at Bridge Farm Wood repaired the steps and handrail.

Equipment & Vehicles

Exploration into the lease of a replacement for at least one of the Ground vehicles is still pending. This will be presented to members in the next E & L meeting.

Following a thorough review of quotations for the part exchange of the Town Council's tractor, and adoption of the budget for 2024-25, a new mulching mower has been ordered on a two-year payment plan over a term of 24 months.

Street Furniture & Lighting

We are now in receipt of weekly updates from ES Highways in relation to outstanding jobs. The Estates and Facilities Manager has devised a useful system in order to keep up to date with any pending and authorised works.

The works to ensure the Christmas lighting works efficiently has been authorised to be carried out.

Other

Nothing to report.

2.0 Recommendations

2.1 Members are asked to note the report.

Contact Officers: James Hollingdale

Meeting of the Environment & Leisure Committee

Monday 8 July 2024

Agenda Item 7.3

TO CONSIDER A WORKING GROUP FOR UCKFIELD HERITAGE PLAQUES

1.0 Summary report

- 1.1 While this has been hinted at in previous marketing reports, and this project was first identified some years ago, there has not been the chance to formally introduce the Uckfield Heritage Plaque plans in our Environment and Leisure agenda before.
- 1.2 Will, our Marketing and Community Engagement Officer, has taken on responsibility for this project and has been in conversation with Uckfield Heritage (previously Uckfield & District Preservation Society) to gauge their interest in assisting with the project.
- 1.3 Uckfield Heritage have initially been positive in their comments about the project and stated their support but are yet to outline what role they would like to take on.
- 1.4 Our research suggests that it would be wise to follow English Heritage's guidance on Heritage Plaque projects. However, we may need to amend some of the rules they apply to the Blue Plaque scheme that they operate in Greater London – such as the nominated individual having to have been deceased for twenty years – to allow more nominations of notable townsfolk.
- 1.5 The intention is to maintain progress on the project over the next few months and organise a working group where we can appoint Councillors and members of Uckfield Heritage – or from the wider community to various roles. This would enable us to best be able to fulfil our commitment to this project by 2029.
- 1.6 If councillors or residents were interested in getting involved in the project, it was suggested that they contact the Marketing & Community Engagement Officer in the first instance, to enable a structure to be put together for who will be part of the working group and, when meetings could take place.

2.0 Recommendation

- 2.1 Members are asked to consider:
 - (i) whether they wish to proceed with the Uckfield Heritage Plaque Project, and if so;
 - (ii) nominate three to five Town Councillors to a working group, to work with key stakeholders to scope and deliver this project.

Contact Officer: Will Hugall

Meeting of the Environment & Leisure Committee

Monday 8 July 2024

Agenda Item 8.1

TO NOTE AN UPDATE ON 'OUR PARKS' INITIATIVE

1.0 Four sessions running Tuesdays, Wednesdays, Thursdays and Saturdays!

1.1 Our Parks, and Healthy Wealden who support the project, are providing four free exercise sessions each week at Harlands Farm Playing Fields.

1.2 These sessions take place on Tuesday and Thursday evenings from 6.30pm, and Wednesday and Saturday mornings at 9.30am.

1.3 After some previous issues in providing sessions due to the availability of session instructors, the provision of four sessions each week now allows Our Parks to catch up on the cancelled sessions and support Uckfield residents to get active outdoors.

1.4 We encourage residents to take advantage of these sessions and hope to see attendances grow even more as we get more consistent good weather in these summer months.

2.0 Recommendations

2.1 Members are asked to note the report.

Contact Officer: Will Hugall/Rachel Newton

Meeting of the Environment and Leisure Committee

Monday 8 July 2024

Agenda Item 9.1

UPDATE FROM THE ALLOTMENT WORKING GROUP

1.0 Allotment Working Group meeting

1.1 A joint meeting was held by the Allotment Working Group, members of the Allotment Association, allotment reps and tenants on 17 June 2024 at 5:30pm, at the Civic Centre.

2.0 Updates

2.1 Maintenance of allotments

Recent discussions were held in relation to the general upkeep and management of the allotments, with some feedback from the grounds team.

On the Framfield West allotment site, the bolt on the top gate had been repaired and the entrance gate adjacent to Framfield Road would soon be pedestrian access only, as it would be too dangerous for vehicles to pull out into Framfield Road. Also, the costs to build up the bank to widen the path for vehicles was prohibitive in the current financial climate, and non-essential.

Two taps were on the list to be properly fixed on the Framfield East site.

Tenants were reminded not to encroach on the pathways and to try to ensure that any heavy deliveries were not carried out during wetter weather when the grass was softer. The side paths needed to be always kept clear and mowed by allotment holders.

The allotment rep on the Bird in Eye site would meet with the Head Groundsman in relation to parking problems at the entrance, to discuss ways to prevent vehicles from parking overnight.

Feedback was also received from one of the reps on the West Park allotment site, about some ongoing concerns on their site. Working group members agreed to meet on site to discuss further. The parking issues during football events would be raised with the football club, although it was difficult to enforce within budget restraints.

2.2 Allotment inspections

Further to the inspections in late May/June, it was clear from the amount of letters sent out this year that the process introduced was not quite right.

The working group received some helpful feedback from some tenants saying that the wording in the initial warning letter was far too harsh, and also, that the timing of the inspections should be reduced to just twice a year (instead of three times) during the growing season.

Some tenants did respond positively however and started cultivating their plots, so it was a useful prompt for some people. The plots not being used received a final warning or rescinded their tenancy and have all been offered to people on the waiting list.

The working group were keen to listen to any feedback received and iron out any issues or concerns. It was recognised that having a few weeds on the plot was very

different to non-cultivation or an abandoned plot, so the committee wanted to improve on how the allotment checks were being carried out.

It was suggested that allotment reps could be incredibly useful in the yearly checks.

It was therefore confirmed that the allotment check procedures should change, to introduce one allotment check in June (when planting should have been done) and a second check in October, with a council official, member of the working group and a member of the Allotment Association present on each site. If a plot was being cultivated, no letter would be sent. However, if it appeared that the plot was not being cultivated, the tenant would be asked to meet up and find out what they were growing and to agree to an action plan. If at that meeting, it was clear nothing was being done then the tenant would receive a letter with a four-week notice period to work the plot, followed by a two-week final notice period letter and notice to quit.

There would be a grace period for newcomers, to allow them to settle in and prepare their plot for following year. One member suggested meeting them on site beforehand, to let them know what was expected from tenants.

It was also recognised that allotments provided a safe space and that any tenants with health issues would be supported. The allotment land did also need to be managed however for health and safety reasons and to ensure weed control.

2.3 Independent Allotment Association – idea raised

Due to the level of allotment checks and admin time taken this year, the Allotment working group were interested in looking into alternative ways of managing the allotments. Some concerns were also raised about the workload for the Grounds staff in the summer months.

The working group were keen to find out about ways in which other councils managed some of their own sites. The National Allotment Society were contacted and had provided a model for rules and guidelines for Associations, and advised that whilst there was no reason to stop the Council from making tenants join associations when they rented a plot, the Council should be mindful about the sharing of information and data (i.e. GDPR concerns).

The Allotment working group wanted to increase the level of interest and communication with the Allotment Association and to find out if this would be something they might be interested in working towards, together with the town council and allotment reps. It was understood by the group that as the town was expanding, we needed to provide more allotment space and to maybe look into changing how allotments were run.

2.4 The Allotment Competition 2024!

The Judging this year would take place during the second week in July, and winners would be notified shortly afterwards.

Prizes would then be awarded at the Allotment Conference on Wednesday 18 September 2024.

3.0 **Recommendation**

3.1 Members are asked to note the report.

Contact Officer: Rachel Newton

Meeting of the Environment and Leisure Committee

Monday 8 July 2024

Agenda Item 9.2

REPORTS FROM WORKING GROUPS: CLIMATE EMERGENCY STEERING GROUP

1.0 Overview

1.1 The Climate Emergency Steering group has met twice with our new membership consisting of Councillors Bedwell, McClafferty, Reed and Smith.

Our first meeting was primarily spent completing Wealden District Council's climate survey on behalf of Uckfield Town Council.

At our second meeting, we discussed:

- How to offset emissions from the new boiler installed at Victoria Pavillion. Various options, such as purchasing and planting trees, buying carbon credits or donating towards an environmental scheme locally, were discussed.
- Cllr. Reed has also shared information about a Woodland Trust scheme that donates trees. These options will be investigated further before bringing a recommendation to the Committee, which will be mindful of budget constraints.
- Eco Expo and schools event. It was agreed that we would like to hold a second Expo in April 2025. We were less sure about the value of a schools workshop, as often children know more about green issues than parents. However, we discussed a schools activity linked to the Expo and/or a family activity day.
- River walk. We are aware that this has been an ambition of the Council for about 30 years. It's something we'd love to see come to fruition. The Town Clerk has lots of information that we would like to review. The group proposes that we ask the Town Clerk to instruct our lawyer to pick up the ownership of the land close to Sussex Horse Rescue to see if there is a potential to purchase it (with appropriate external funding in place).
- Increasing sustainability of vehicles. Cllr. McClafferty shared information about a more sustainable version of diesel for our vehicles. HVO is 90% cleaner than regular diesel. However, it is more expensive and would have to be stored onsite. Cllr. McClafferty will gather more information to enable us to carry out a cost benefit analysis.

2.0 Recommendation

2.1 Members are asked to note the report and to request that our lawyer is re-instructed to contact the owner of the land adjacent to the River Uck and abutting the lane leading to the Sussex Horse Rescue site.

Contact Officer: Rachel Newton

Meeting of the Environment & Leisure Committee

Monday 8 July 2024

Agenda Item 10.5

LUXFORD CENTRE MANAGEMENT COMMITTEE UPDATE

1.0 Summary report

- 1.1 Following on from the recent AGM, a meeting of the Executive committee was held on Friday 28th June, at which the new members, Val Frost and Peter Martin – The Lions representative, were welcomed.

The usual various administrative items were all discussed and agreed, covering the fire alarm system, insurances, certification , testing and events.

It was agreed to rejoin Wealden Volunteers and contact them regarding the replacement of our Secretary.

The frequency and construction of the meetings was agreed and these would now be joint sessions of the House of Executive committees and would be quarterly as previously arranged. The GPC meetings would be discontinued. It is hoped this would streamline the processes, enable members to be more involved and avoid duplication. The House Committee would operate as new but be a sub committee to the main committee.

Investigations would be made regarding a loan/mortgage for funding for the proposed extension as we had been declined again by the National Lottery.

The next meeting is on 27 September 2024.

Councillor Chris Macve

2.0 Recommendation

- 2.1 Members are asked to note the report.

Meeting of the Environment and Leisure Committee

Monday 8 July 2024

Agenda Item 10.6

REPORTS FROM OUTSIDE BODIES: UCKFIELD RAILWAY LINE PARISHES COMMITTEE

1.0 Summary report

- 1.1 At the meeting held on the 8th May, the main topic of discussion was the proposal from Wealden District Council to consider the idea of a leisure cycle/walkway route along the track bed of the disused railway line.

The meeting of Wealden District Council on that morning had approved the expenditure of £15,000 on a Scoping Report to investigate the matter in greater detail and come forward with further details.

Concern was raised on the long-term effect of this proposal in the potential reinstatement of the twin track railway line. Queries were raised on whether Wealden District Council were considering that the line would be installed as single or dual track, where the pathway would run within the protected area and the safety separation of trains to people.

Wealden District Councillor Everitt confirmed he would investigate this and come back to the group with further information. He also stated that the possibility of a 'Light Railway' between the two towns had been mentioned. This was felt to be completely opposed to the aims of the group as it would not provide an integrated system within the area and the South East. It would extend and support the fragmented and disconnected system and do nothing to standardise the rolling stock, further splitting up the holding and introducing yet another disconnected element. It was thought, that they must press for the extension of the main line to Lewes as electrified twin track.

The GTR Steering group had their annual meeting on 10th July in Edenbridge, which members were invited to attend.

The feeling was that apart from industrial action, the level of the current service had been satisfactory with fewer turn backs at Crowborough.

The next meeting would be held on 10th July 2024 at 2:30pm.

Councillor C. Macve

2.0 Recommendation

- 2.1 Members are asked to note the report.

Contact Officer: Rachel Newton

Meeting of the Environment & Leisure Committee

Monday 8 July 2024

Agenda Item 10.10

TO NOTE TWINNING ASSOCIATION TRIP TO FRANCE IN MAY 2024

1.0 Summary report

- 1.1 In late May 2024, Uckfield & District Preservation Society made a visit to Uckfield's twin town, Arques-la-Bataille, in Normandy, France.
- 1.2 The visit intended to maintain the relationship between Uckfield and Arques-la-Bataille and see the towns share cultural experiences, just as a party from Arques-la-Bataille visited Uckfield for the King's Coronation in 2023.
- 1.3 Council staff have been in touch with the Town Twinning Association to request photographs from the trip and to wish the Society all the best with the visit. These were publicised on social media, to support the association with their work.

2.0 Recommendation

- 2.1 Members are asked to note the report.

Contact Officer: Will Hugall