



# UCKFIELD TOWN COUNCIL

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**Town Clerk – Holly Goring**

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Meeting of the **Environment and Leisure Committee** to be held on  
**Monday 2 September 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 8 July 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
- 5.2. To note the Income & Expenditure report for the period ending 30 June 2024

### 6.0. ADMINISTRATION

- 6.1 To note the draft minutes from the Strengthening Local Relations (SLR) meeting held on 15 July 2024
- 6.2 To consider a review of the notification period for interments at Snatts Road Cemetery
- 6.3 To note an update on the Allotment Competition 2024
- 6.4 To review the updated streetlighting maintenance and energy agreement with ESCC for 2024-25

## **7.0. ENVIRONMENT**

- 7.1 To note the current position of the Town Council's Estates
- 7.2 To consider a request to install a gate onto Town Council land from Fernley Park

## **8.0. LEISURE**

- 8.1 To note an update on the Our Parks initiative 2024-25
- 8.2 To initially consider the proposed re-routing of the Public Right of Way from Ridgewood Farm into Boothland Wood as part of the development of this site

## **9.0. REPORTS FROM WORKING GROUPS**

## **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

## **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



**Town Clerk**  
27 August 2024



Minutes of the meeting of the **Environment and Leisure Committee** held on  
**Monday 8<sup>th</sup> July 2024 at 7.00pm**  
**Council Chamber, Civic Centre, Uckfield**

**PRESENT:**

Cllr. Angie Smith (Chair)  
Cllr. Karen Bedwell  
Cllr. Val Frost  
Cllr. Chris Macve

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

**IN ATTENDANCE:**

Councillor Peter Selby

James Hollingdale – Estates and Facilities Manager  
Rachel Newton – Senior Administrative Officer  
Thomas Woollard – Countryside Ranger  
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.

**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 prior to the meeting from Councillor D. Bennett due to family commitments and also, from Councillor K. Bedwell who had informed the clerk that she may potentially arrive late due to a personal commitment.

**4.0. MINUTES**

4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 15 April 2024

**EL.03.07.24** It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on the 15 April 2024 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2. Action list

Members noted the report and agreed to remove the action on:  
EL.54.04.24 – 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 an Victoria basketball court, an orchard already planned at West Park and maybe the bottom of Hempstead Field. The Countryside Ranger had submitted an application under this scheme and had been successful.

4.3. Project Monitoring List – for information only

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

FC.86.01.23 – A new gazebo was purchased plus two folding white trestle tables, utilising these funds and existing revenue budgets.

FC.91.01.24 – The D-Day Anniversary activities event were a great success with the support of local suppliers, performers, staff and councillors.

**5.0. FINANCE**

5.1. To note bills paid

Members noted the report. Councillor M. McClafferty raised a query in relation to a submission on the suppliers invoices for the sum of £545.71, referenced under the heading 'Safety boots'. Although this was the only item showing under this heading, the invoice itself provided a summary of the safety equipment purchased totalling this amount and the receipts for those purchases had also been verified by councillors.

5.2. Income & Expenditure report

No finance report was produced at this time due to year end.

**6.0. ADMINISTRATION**

6.1. To appoint members to Outside Bodies - Local Nature Reserve Supporter Group

**EL.04.07.24** Members **RESOLVED** to appoint Councillor D. French and Councillor V. Frost as Town Council representatives of the Local Nature Reserve Supporters Group.

6.2. To consider memorial tablets for new ashes area within Snatts Road Cemetery

There was provision for a pre-planned area of ashes interments adjacent to the north west border of the 'X' section, as well as a more recent suggestion for a suitable memorial tablet to be laid along this area. This was an alternative design and format for a new desktop tablet, with integrated vase that could create a well ordered, tidier line of ashes interments next to the pathway, enabling loved ones to visit and pay their respects.

Members agreed that this would be in keeping and a lovely idea for this particular area. One member asked if the overall appearance of the row of tablets would be affected with various colours of inscriptions. However, there were only standard colours available and they would had a similar theme to the tablets in the Garden of Remembrance.

This proposal was agreed and members were also asked to accept the slight amendments outlined at item 51. (xii) within the Snatts Road Cemetery Rules and Regulations.

The Garden of Remembrance in the south side of the cemetery would also be reaching capacity in the near future and the Town Council had been looking at other suitable areas for ashes interments nearby. Councillor D. French had also been kindly assisting with her knowledge and expertise of mapping systems which had been really helpful so far.

**EL.05.07.24** Members **RESOLVED** to:

(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.

6.3. To consider a request from a resident to purchase land at the rear of their property

A local resident had requested to purchase a piece of land at the back of their garden at 10 Calvert Road, Uckfield.

The Chair reminded members that previously, the Town Council had received a number of requests to buy land but that committee members had consistently turned them down as they did not wish to make a precedent.

The Chair also stated that any decision regarding the potential purchase of council land would not be taken lightly, and that members needed to consider each request individually on their own merit.

The Ranger was present at the meeting to provide further information about this area of land. This was a natural piece of heathland and was already a community orchard that was planted by the Town Council, which was under the grand scheme to be extended areas.

Members asked about one of the images provided by the resident, as a stretch of grassway had been cut directly around the back of the property. This was not a natural pathway and it was agreed that this might cause a problem if people were not using the correct access routes. It was suggested leaving this area as part of the heathland.

Members objected to this request as the Town Council could end up losing that strip of land (Path 'UM') and it was one of a few green space left and was also going to be used for an orchard and natural heathland for residents to enjoy.

One member also pointed out that the areas requested would extend down past the rear of another garden, which would not be fair to other residents.

**EL.06.07.24** Members **RESOLVED** unanimously to object to the request submitted by a local resident to purchase land at the back of 10 Calvert Road, Uckfield (land known as Path 'UM').

- 6.4 To consider a proposal to limit the number of benches at Snatts Road Cemetery  
A proposal was put forward to limit the number of benches installed in the cemetery, primarily put forward by the Head Groundsman as the Grounds team had been responsible for their upkeep and maintenance.

Members agreed to a limit of twenty benches, and to decide on a process for how to allocate spaces for benches in the future. They also wished to be mindful to be fair to everybody, so the current benches would not be removed unless they were a health and safety concern to the public.

One member suggested maybe having a bench like the ones the Lions installed on Luxford Field, as this sort of bench comes in a variety of designs. This would more appealing than the current timber benches, durable and maintenance free, and would not suffer from deterioration or vandalism. Maybe families could pay for a plaque to be installed on a chosen bench or two. The plaques could be in the shape of an oak leaf or something equally as nice.

As we had a lot of open spaces, Councillor Reed also suggested perhaps having a program of benches and practical areas to place them.

The Ranger was asked if he might have some wood to re-purpose for more basic benches too within our open spaces, maybe as a memory bench.

The Estates and Facilities Manager mentioned that the problem had been the maintenance and repair costs, so if we did not know who owned a bench that could be a problem. There was no licence so inspections of benches could be time consuming, so he liked the idea of a plaque on a bench instead.

A suggestion was also made to offer to plant a tree instead, as an alternative memorial to a bench.

**EL.07.07.24** Members **RESOLVED** to request staff to:

- (i) investigate how many spaces there were left in the cemetery and around the town, and allocate a wish list of them for communal memorial benches (town owned);
- (ii) look into a suitable plaque;
- (iii) set a 10-year licence of the benches (so that we could take them away if they were damaged or deteriorating, replacing old for new);
- (iv) offer to plant a tree instead on Town Council land in the town (no plaques on trees);
- (v) potentially, look into any alternatives such as having an engraved brick structure, and;
- (vi) take those findings to the next Environment and Leisure Committee.

6.5 To confirm membership of the Committee's working groups

Councillors K. Bedwell, S. Mayhew, M. McClafferty and A. Smith were happy to remain on the Combined Fees and Charges Working Group (for the provision of all our open spaces), since they had all been involved on the joint working group committee last year. Councillor B. Cox was no longer on this committee.

Councillors K. Bedwell and A. Smith also volunteered to remain on the Climate Change Steering Group. Councillors B. Reed, M. McClafferty and D. French also volunteered.

**EL.08.07.24** Members **RESOLVED** to confirm to continue with the existing councillors K. Bedwell, S. Mayhew, M. McClafferty and A. Smith for the Combined Fees and Charges Working Group.

**EL.09.07.24** Members **RESOLVED** to confirm the members for the Climate Change Steering Group – Councillors K. Bedwell, A. Smith, B. Reed, M. McClafferty and F. French.

**7.0 ENVIRONMENT**

7.1 To note an update from the Countryside Ranger

The Countryside Ranger, Tom, was introduced and welcomed to the committee meeting.

Trees were one of the biggest issues for the grounds team during the spring to summer seasons and the way professional tree inspections were carried out had involved bringing in a specialist arboriculturalist, brought in as a retainer for three days a month, at a slightly reduced day rate.

The plan was for all surveys to be carried out periodically during the summer and works to start in September. That way, the grounds team were less busy over the period.

Just to highlight, there were 226 trees that currently required work within the next twelve-months. This would probably cover half a day per tree minimum, by the time everything was set up, so there was quite a bit of work to do. This did not include the large scale ash die back works in the main woodlands and excluded anything that was not a boundary tree however.

The view was that doing this in-house would save that amount of allocated funds and any leftover materials could be re-purposed in a sustainable way.

With the Community Grant Funding for the Orchards, this had paved a way for re-planting in new areas and extending the West Park Community Orchard.

The Ranger also planned to introduce a bird watching station in the wet meadow with some of the materials.

Councillor Reed would meet up with the Ranger separately to go over some items she knew were on the agenda prior to making any changes to the noticeboards, which were outdated.

Improvements were included in the management plan to undertake wildlife surveys and improve water quality at Harlands Pond, which was winter work. The idea was to remove the silt with a special product rather than dredge at this point, which would be more environmentally friendly too.

Councillor Smith thanked the Ranger for the impressive report which was a really valuable addition to the agenda and asked if he could return twice yearly to update the committee.

## 7.2 To note the current position of the Town Council's Estates

[Councillor K. Bedwell arrived at the meeting at 19:51pm]

Councillor Bedwell asked the Estates and Facilities Manager if it was possible to have a bulb planting day for local residents to bring along and plant themselves around Harlands pond. This could be something that staff could look into.

Further large scale ash die back works were programmed for Boothland Wood this winter. Councillor Mayhew asked if some of the wood chip could still be delivered to allotments. The Estates and Facilities Manager said that we would need to be careful not to set a precedent as it could be a health and safety concern when it mulched and rodents or fly tipping were involved. However, if the tenants could manage this themselves, that would be ideal. This would be raised at the next allotment meeting.

The fence around the perimeter of Elizabeth Gardens was broken and would be replaced by chestnut fencing this week.

Councillor Bedwell wished to thank Grounds staff for the work they were doing, especially since meeting with the Estates and Facilities Manager and Head Groundsman recently and beginning to understand the pressures that the grounds team were often under during trying to manage the workload.

## 7.3 To consider establishing a working group for Uckfield Heritage Plaques

**EL.10.07.24** Historic England had released a blue plaque scheme recently, and members agreed that it would be better to take this to the next Full Council meeting to ask for any volunteers in the broader sense, to see if there was more interest from wider councillors.

Also, members asked for the existing Historic England Blue Plaque Scheme to be investigated to see if this would be an alternative to launching our own scheme, as it was currently open for recommendation.

## **8.0 LEISURE**

### 8.1 Update on the Our Parks Initiative

These sessions were available four times a week at Harlands Playing Fields, and were fun and free to local residents of Uckfield. To join, view Our Parks website for further details. The attendance rate was increasing, and was being advertised so it would be great to see more people join in.

## **9.0 REPORTS FROM WORKING GROUPS**

- 9.1 To note an update from the Joint Allotment Working Group  
Members noted the report.

Councillor D. French was given huge thanks for creating the amazing Rex and Ursula scarecrows who had taken up residence at the Civic Centre this week in anticipation of the Allotment Competition on 11 July.

- 9.2 Climate Change Working Group Update  
A request was made by the working group for the Town Council's solicitors to be 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.

The committee approved and proposed that we pursue this because if we could extend from where the footpath terminates it would be a huge benefit to the local community.

Grant funding would need to be looked into to purchase the land.

**EL.11.07.24** Members **RESOLVED** to agree to request staff to instruct the Town Council's solicitors in relation to the potential purchase of land adjacent to the River Uck and abutting the lane leading to the Sussex Horse Rescue site.

## **10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS**

- 10.1 All Weather Pitch Operations Group  
Nothing to report at this time.

- 10.2 Conservators of Ashdown Forest  
Nothing to report at this time.

- 10.3 Local Nature Reserve Supporters Group  
(see item 6.1)

- 10.5 Luxford Centre Management Committee  
Members thanked Councillor C. Macve and noted this report. The flooring was well received by the Town Council grant scheme and proposed extension.

- 10.6 Uckfield Railway Line Parishes Committee  
Members thanked Councillor C. Macve and noted this report. Councillor B. Reed wished to mention that she was upset to see Wealden District Cllr Everitt's comments as this was a dual track and not a single track with a cycle way alongside.

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

- 10.10 Uckfield and District Twinning Association (AGM and events only)  
Members thanked the Marketing and Community Engagement Officer for this update and for publicising photographs from the trip to France on social media.

- 11.0 CHAIRMANS ANNOUNCEMENTS**  
Nothing to report.



## 12.0 CONFIDENTIAL BUSINESS

**EL.12.07.24** 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 excellent content once again, and to try to get more subscribers wherever possible.
- 12.2 To select a suitable lease agreement for two new Grounds vehicles  
Members discussed this item in detail and provided some recommendations to take back to members of staff to explore in further detail

The meeting finished at 21:00pm.

## 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	In progress.
<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	The application to the Police & Crime Commissioner for grant funding for £5k, was met at a sum of £2.5k, which we are very grateful for. The project itself is due to cost in the region of £6k, so the Town Clerk has suggested making a further grant funding application to the JAG at Wealden DC as part of the community safety measure. We await the up to date quotation from the contractor also. In progress.
<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	In progress.
<u>EL55.04.24</u>	<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 Town 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.	15.04.24	RN	In progress.
<u>EL.07.07.24</u>	<u>To consider a proposal to limit the number of benches at Snatts Road Cemetery</u> Members resolved to request staff to: (i) investigate how many spaces there were left in the cemetery and around the town, and allocate a wish list of	08.07.24	RN	A report will be provided at the next E&L meeting on 14/10

	<p>them for communal benches (town owned);</p> <p>(ii) look into a suitable plaque;</p> <p>(iii) set a 10-year licence of the benches (so that we could take them away if they were damaged or deteriorating, replacing old for new);</p> <p>(iv) offer to plant a tree instead on Town Council land in the town (no plaques on trees);</p> <p>(v) potentially, look into any alternatives such as having an engraved brick structure, and;</p> <p>(vi) take those findings to the next Environment and Leisure Committee.</p>			
<u>EL.11.07.24</u>	<p><u>Climate Change working Group Update</u></p> <p>Members resolved to agree to request staff to instruct the Town Council's solicitors in relation to the potential purchase of land adjacent to the River Uck and abutting the lane leading to the Sussex Horse Rescue site.</p>	08.07.24	HG	In progress

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

**Projects in 2021/22 Budget – New Initiatives**

<b>Project Name</b>	<b>Green Projects plus £5,000 in earmarked reserves</b>		<b>Project Number</b>	<b>58</b>
<b><u>FC.64.01.21</u></b>	£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**

<b>Project Name</b>	<b>Speed reduction initiative (already have £3,199.64 in earmarked reserves)</b>		<b>Project Number</b>	<b>69</b>
<b><u>FC.82.01.22</u></b>	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**

<b>Project Name</b>	<b>Vehicle replacement</b>		<b>Project Number</b>	<b>79</b>
<b><u>FC.86.01.23</u></b>	£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.	

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

	-	29.06.24	A report is being presented to members at E&L Committee on 8 July 2024.
		29.08.24	Work underway to address queries raised by members at E&L Committee on 8 July 2024.

**Projects in 2024/25 Budget – New Initiatives**

<b>Project Name</b>	<b>Tree for a tree planting programme</b>		<b>Project Number</b>	<b>81</b>
<b><u>FC.91.01.24</u></b>	£1,000 plus carry forward from 2023-24 (£1,466.35)	10.04.24	This will progress winter 2024-25. The Town Council was successful with its bid for grant funding through Wealden DC for Community Orchards, so the plans agree with E&L Committee will be delivered as well.	

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

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

**Environment and Leisure Committee at 30 June 2024**

	Apr 24 Actuals £	May 24 Actuals £	Jun 24 Actuals £	Actuals at 30 Jun 24 £	Budgeted 30 Jun 24 £	Jul 24 Budget £	Aug 24 Budget £	Sep 24 Budget £	Oct 24 Budget £	Nov 24 Budget £	Dec 24 Budget £	Jan 25 Budget £	Feb 25 Budget £	Mar 25 Budget £	Totals	Budget 2024/25
<b>Sales</b>																
Contribution to Town Centre Security (4040)	0	0	0	0	0	645	450	0	0	0	0	0	0	0	1,095	450
Weald Hall Events (4050)	1,655	583	1,888	4,125	6,250	0	0	6,250	0	0	6,250	0	0	6,250	22,875	25,000
Allotments (4100)	3,695	2,856	71	6,622	6,000	0	0	0	0	0	0	0	0	2,000	8,622	8,000
Allotment Admin Charge (4102)	2,190	1,455	135	3,780	3,000	0	0	0	0	0	0	0	0	0	3,780	3,000
Allotment Deposits (4101)	156	312	262	730	250	83	83	83	83	83	83	83	83	83	1,480	1,000
Playing Fields & Pitches, Sport Income (4110)	44	159	372	575	500	0	0	2,000	500	0	0	500	0	12,500	16,075	16,000
Playing Fields & Pitches, Event Income (4120)	0	1,455	16	1,471	0	2,000	4,000	0	0	0	0	0	0	500	7,971	6,500
WDC- WPark Culverts Agreement (4123)	0	0	0	0	0	0	400	0	0	0	0	0	0	0	400	400
Cemetery - Interments (4180)	1,107	3,107	3,033	7,247	9,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	34,247	36,000
Cemetery - Memorials (4181)	236	629	682	1,548	1,700	567	567	567	567	567	567	567	567	567	6,648	6,800
Cemetery - Sundry income (4182)	0	0	0	0	0	0	0	0	0	0	0	0	0	200	200	200
Cemetery Maintenance Charge (4183)	212	424	106	742	1,050	350	350	350	350	350	350	350	350	350	3,892	4,200
Farmers Market Income (4270)	0	0	180	180	0	0	0	0	0	0	0	0	0	0	180	0
Env Sundry Income (4275)	0	0	0	0	0	0	0	0	0	0	0	0	0	200	200	200
Sundry Income (4276)	0	78	0	78	0	0	0	0	0	0	0	0	0	0	78	0
Litter/bus station (4295)	0	0	398	398	398	0	0	398	0	0	398	0	0	398	1,590	1,590
Road Safety Week/Eco EXPO (4370)	0	0	0	0	0	0	0	0	0	0	0	0	0	100	100	100
Weald on the Field (4387)	0	0	0	0	0	0	0	5,000	0	0	0	0	0	0	5,000	5,000
Roundabout income (4350)	0	0	0	0	0	864	0	0	0	0	0	0	0	0	864	864
<b>Total Sales</b>	<b>9,294</b>	<b>11,057</b>	<b>7,143</b>	<b>27,495</b>	<b>28,147</b>	<b>7,509</b>	<b>8,850</b>	<b>17,647</b>	<b>4,500</b>	<b>4,000</b>	<b>10,647</b>	<b>4,500</b>	<b>4,000</b>	<b>26,148</b>	<b>115,296</b>	<b>115,304</b>
Wealden DC Grant funding (step improvements followed by Com Orchard)			960				2,318									
Police & Crime Commissioner Grant funding							2,500									
<b>Boxes highlighted are to be funded or part funded by earmarked reserves/new initiative spending</b>																
<b>Purchases</b>																
Playing fields and pitches (5120)	2,113	475	2,445	5,032	5,000	0	0	0	3,000	0	0	0	0	11,000	19,032	19,000
Playing fields electricity (5122)	0	23	162	184	588	196	196	196	196	196	196	196	196	1,996	3,747	2,350
Play Areas (5176)	0	2,328	0	2,328	2,000	0	0	0	0	0	2,000	0	0	0	4,328	4,000
Ground Maintenance General (5204)	727	186	287	1,200	1,250	417	417	417	417	417	417	417	417	417	4,949	5,000
General equipment repairs and hire (5201)	0	0	179	179	1,750	583	583	583	583	583	583	583	583	583	5,429	7,000
New Equipment (5202)	90	0	2,644	2,734	2,500	0	0	2,500	0	0	0	0	0	0	5,234	5,000
Transit (5269)	84	0	552	636	500	0	0	500	0	0	0	0	0	1,000	2,136	2,000
Movana Vehicle (5279)	930	0	0	930	1,000	0	0	0	0	0	0	0	0	1,000	1,930	2,000
Tractor maintenance & running costs (5275)	104	178	316	599	500	0	0	500	0	0	0	0	0	1,000	2,099	2,000
Ford Ranger (5271)	74	0	0	74	500	0	0	500	0	0	0	0	0	1,000	1,574	2,000
Rainwater Harvester Maintenance (5283)	107	1,150	0	1,256	1,200	0	0	0	0	0	0	0	0	0	1,256	1,200
Grass cutting mower (5276)	105	0	0	105	0	0	0	0	1,500	0	0	0	0	0	1,605	1,500
Grillo Brush Cutter (5272)	0	0	1,186	1,186	0	0	0	0	0	0	0	0	0	0	1,186	0
Allotments (5100)	140	1,199	246	1,585	875	0	0	875	0	0	875	0	0	875	4,210	3,500
LNRS & Sites of Interest (Working budget) (523)	617	0	601	1,218	1,500	0	0	0	0	0	0	0	0	1,500	2,718	3,000
Litter bins (5295)	0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	1,000	1,000
Litter collection, open spaces (5296)	1,232	1,007	1,147	3,385	3,000	0	0	3,000	0	0	3,000	0	0	3,000	12,385	12,000
Repair and replace street furniture (5375)	0	0	0	0	0	0	0	750	0	0	0	0	0	750	1,500	1,500
Corp dev- signage outside areas (5330)	217	0	0	217	250	0	0	250	0	0	250	0	0	250	967	1,000
Protective - Outdoor staff (5058)	43	46	242	331	250	0	0	250	0	0	250	0	0	250	1,081	1,000
Fencing (5280)	646	0	0	646	500	0	0	0	0	0	0	0	0	500	1,146	1,000
Horticulture (5299)	0	0	0	0	0	0	0	150	0	0	0	0	0	150	300	300
Trees (5285)	1,050	1,950	1,375	4,375	3,000	0	0	3,000	0	0	3,000	0	0	3,000	13,375	12,000
HMLNR	0	0	0	0	0	0	0	250	0	0	0	0	0	250	500	500
Weald Hall Events (5300)	0	2,050	0	2,050	2,000	0	0	0	5,000	0	5,000	0	0	3,000	15,050	15,000
Performing rights (5301)	0	0	0	0	0	0	0	1,000	0	0	0	0	0	1,000	2,000	2,000
Event Advertising Marketing (5302)	349	80	130	559	750	0	0	750	0	0	750	0	0	750	2,809	3,000
Weald on the Field (5078)	675	0	39	714	500	0	9,500	0	0	0	0	0	0	0	10,214	10,000
Town Security/CCTV (5370)	1,161	(1,100)	0	61	0	0	0	1,325	0	0	0	0	0	1,325	2,711	2,650
Floral displays (5373)	0	0	1,960	1,960	1,800	0	0	0	1,800	0	0	0	0	0	3,760	3,600
Cemetery, grave digging (5181)	320	0	640	960	1,250	0	0	1,250	0	0	1,250	0	0	1,250	4,710	5,000
Cemetery, rates & water (5180)	156	115	115	386	345	115	115	115	115	115	115	115	115	0	1,191	1,500
Cemetery, litter (5182)	343	245	245	832	750	250	250	250	250	250	250	250	250	250	3,082	3,000
Cemetery, maintenance (5186)	186	0	0	186	200	0	0	0	0	0	0	0	0	0	186	200
Street lights, supply & maintenance (5080)	0	0	0	0	0	0	0	0	0	0	0	0	0	11,000	11,000	11,000
Street light repairs (5081)	0	5,528	4,130	9,658	10,000	0	0	5,000	0	0	0	0	0	0	14,658	15,000
Bus shelters (5086)	0	54	0	54	0	0	0	250	0	0	0	0	0	250	554	500
Groundsmen - salaries (5360)	8,869	11,023	10,827	30,719	34,407	11,469	11,469	11,469	11,469	11,469	11,469	11,469	11,469	11,469	133,938	137,626
Groundsmen - National insurance (5361)	805	998	971	2,775	3,179	1,060	1,060	1,060	1,060	1,060	1,060	1,060	1,060	1,060	12,312	12,716
Groundsmen - Pension (5362)	2,256	2,689	2,650	7,596	8,434	2,811	2,811	2,811	2,811	2,811	2,811	2,811	2,811	2,811	32,896	33,734





# UCKFIELD TOWN COUNCIL



Minutes of the meeting of the Strengthening Local Relationships (SLR) Liaison Meeting  
Green Room, Civic Centre on Monday 15 July 2024 at 2.00pm

**PRESENT:** Cllr. Chris Dowling                      East Sussex County Council  
Cllr. Claire Dowling                      East Sussex County Council  
Ruby Brittle                                      Stakeholder & Engagement Team Mgr (ESCC)  
Jo Reed    Traffic & Safety Mgr (ESCC)  
Sarah McEvoy                                  Senior Stakeholder Liaison Manager (ES Highways)  
Phil Read    Community Steward (ES Highways)  
Steph Quinnel                                  Highway Steward (ES Highways)

**IN ATTENDANCE:**

Cllr. Karen Bedwell  
Holly Goring – Town Clerk  
Rachel Newton – Senior Administrative Officer, Uckfield Town Council  
Minutes taken by Rachel Newton

**1.0 APOLOGIES**

None.

**2.0 APPROVE MINUTES FROM THE LAST MEETING**

The minutes of the last SLR meeting held on the 12 February 2024 be taken as read, confirmed as a correct record.

**3.0. MATTERS ARISING FROM THE LAST MEETING**

**a) Flooding at junction with Snatts Road**

A drainage investigation was completed on 28 May at Snatts Road. Some carrier pipes were damaged which would be marked up for repair works.

**b) New Road surface erosion and sinking**

An onsite visit took place between the Town Council officials, the Drainage Manager and the Highway Steward on Friday 10 May followed by an assessment to install more gulleys and to raise a substantial length of kerb stones in this area.

**c) New Road/Lewes Road junction**

A few concerns were raised about parking at the bottom end of Lewes Road that meets the corner of New Road, which was making it difficult for drivers coming out of New Road to see oncoming traffic, especially if heading upwards towards the town centre. This area was due for re-development and with more housing in the area, it would result in more traffic along this already busy road.

One suggestion was raised to block off New Road to just past the Ridgewood Village Hall, to cut off this being an access route from Eastbourne Road. In the short term, some bollards were suggested as they might be useful and cost effective.

ES Highways were limited as to what they could do, although this would be raised as part of an infrastructure strategy meeting (to be arranged), together with some examples on how to address those issues.

**d) Regency Close/Manor Court gulley cleaning**

Problems with a water leak appeared to be coming from below an outlet pipe, which was an issue raised with South East Water. This matter was subsequently resolved and the matter closed.

**e) Kerb stones dislodged/Library Way**

Two loose kerb stones had been located and repaired. If residents were to report any further issues the Highway Steward would investigate and the Permit Inspector could attend the site, if necessary.

**f) Tree pits, High Street**

Councillor D. Bennett had previously expressed his concern about the tree pits and filtration of water run-off from London Road and Upper High Street, before reaching the River Uck. The Stakeholder Liaison Officer had contacted the drainage team for these gullies to be added to the cyclical clean schedule.

This item had been raised a few times, so that was welcome news.

**g) Upcoming works: The Uckfield bus station consultation**

Works to the bus station were due to start in early August. Further updates were to follow.

**h) School Hill, Maresfield – previously mentioned**

Although out of this area, it was mentioned that works were due to start during the October half term.

**i) Potholes in Mill Lane**

The Stakeholder and Team Manager mentioned that there was nothing they could do about the potholes since this would be down to the residents or freeholders to repair and also, to approach Rights of Way.

Clarification had been sought on to what extent the East Sussex Rights of Way had responsibility for contributing any potential works. Ultimately, the footpath would have to be accepted as an imperfect route over an unadopted road and Mill Drove needed to be recognised as the adopted and publicly maintainable route to the town.

If repairs were arranged by the residents or freeholders, they could approach them for a contribution, which was normally between ten to twenty percent in these circumstances depending on the condition and the repairs proposed. They would also need to make an inspection to assess its current condition in the first instance.

**4.0. SIGNAGE FOR LORRIES IN CHURCH STREET**

Local residents had complained that large lorries were still travelling along this road despite the heavy weight restrictions given. A councillor had pointed out that there were also basements and tunnels to properties in this area as well as properties with limited or no frontages, and asked for this to be looked at.

The Traffic and Safety Manager highlighted that one of the signs had faded and been replaced already, although it was very difficult when HGV lorry drivers ignored the signs provided and just followed instructions on a satnav, which were not always correct routes.

Unfortunately, the police lacked resources for monitoring this type concern which would not be high on their list of priorities. However, if there was a particular concern and company name, this could be raised by Operation Crackdown.

It had been decided that not enough space and the pavement was not wide enough to include a bollard, to prevent larger vehicles and cars parking to the side of the road to allow oncoming traffic.

#### **5.0 DROPPED KERBS ON MANOR PARK ESTATE**

The local residents' association had raised this matter with their local councillors, and the lack of dropped kerbs on the Manor Park Estate.

The Town Clerk asked for any background information on what would potentially be required to install dropped kerbs on footways, and associated costs including the possibility of a community match initiative.

The Stakeholder and Engagement Team Manager explained that this would only happen if this was on their network, although there had been some recent changes to the process they followed.

#### **6.0 RECENT FATALITIES ON A26**

The Town Clerk asked if there had been any concerns raised about road conditions following the recent number of accidents in this particular area. Nothing had been raised although if they receive any updates, they would notify us.

#### **7.0 TRAFFIC MONITORING AND AIR QUALITY**

Councillor B. Reed had requested some information on where to find the most recent reports and updates on air quality in Sussex.

Wealden District Council provided a map of existing air quality monitoring sites and results their website, including for Uckfield, although the Transport Monitoring Manager could provide further details, if required.

#### **8.0 STRATEGIC MATTERS AND REVIEWING PHASE 4 OF UCKFIELD HIGHWAY IMPROVEMENTS**

The Town Clerk was aware that these matters were usually picked up under the Highway Project Board. However, there were a number of matters that the Town Council wished to discuss as a whole and would welcome a meeting of a strategic nature to take place, to ensure they could engage and inform highway officers of their concerns in relation to such matters as counts, traffic flows, certain pinch points. Links for contacts with Transport Development Control were provided.

This would include potential improvements for the access corridors into Uckfield, and from a report already submitted, it would be beneficial for the Town Council to have a chance to review that submission based on the new developments approved and growth planned for the town, to feed into those heavier discussions.

##### Other items raised:

The Stakeholder and Engagement Team Manager announced that ES Highways were going through a review and asked to bear with them during this period of change.

Cambridge Way – There were still issues with pot holes raised by residents.

Lewes Road – on the Post Office side, a drain was overflowing. This could be coming from further up.

Highlands Pub – a sign on this side of the Lewes Road needed to be put back in line with main direction into town.

Hedgerows and vegetation between Holy Cross School and the Meads Medical Surgery. One section had been cleared as well as sections in Pudding cake Lane. A tuiten in Rocks Park near a property was raised – this would need to go through the process of an inspection for any safety issues followed by enforcement procedures i.e. land search and then a letter being sent to the occupier to start with.

Pedestrian Crossing north view of South Drive – the Town Clerk would be formerly writing to ESCC under the local safety scheme division.

[Councillor C. Dowling arrived to the meeting at 2pm]

Councillor Dowling raised an ongoing concern about road markings in Red Clover Road and speeding. Also, another area on behalf of a local resident about potholes in Keld Avenue. These were still in the process of investigation. Councillor K. Bedwell also mentioned that they had asked for signage and speed calming measures in this particular area, as there were safety concerns and especially with further housing developments on the horizon. Taylor Wimpey had not replied to email requests for information either.

### **13.0 DATE AND TIME OF NEXT MEETING**

Date of next meeting: Monday 13<sup>th</sup> January 2025 at 2pm

The meeting ended at 15:00pm

## **Meeting of the Environment and Leisure Committee**

**Monday 2 September 2024**

### **Agenda Item 6.2**

#### **TO CONSIDER A REVIEW OF THE NOTIFICATION PERIOD FOR INTERMENTS AND REVISIONS TO THE CEMETERY RULES AND REGULATIONS**

##### **1.0 Background**

1.1 The Head Groundsman has raised a concern in relation to potential requests for any last minute changes to applications for burials and ashes interments at Snatts Road Cemetery.

1.2 This derived from a recent application for an ashes interment which was planned to go ahead on a Friday morning within the Garden of Remembrance. The way in which the ashes were due to be interred changed on the day of the interment (i.e. originally planning to loosely place the ashes, but on the day, wished to utilise a casket). This left the Head Groundsman with only a short space of time to prepare the area before the family arrived.

##### **2.0 Current situation**

2.1 Applications for ashes interments can be received directly from family members, (rather than through a funeral director). We were able to handle this last minute change respectfully, but it was unexpected and could pose a difficulty should we experience any issues with staffing on the day of the interment.

2.2 Ideally any proposed changes, and confirmation of the size of the container used for ashes interments should be given at least two days before the day of the interment so that the grounds team have enough time to prepare and to avoid any unnecessary issues or changes to the workload.

2.3 In general working practices, in the Town Council office, staff always worked to a notice period of five to seven days' as a minimum for bookings. It wasn't until this issue arose, that we realised the required timescales had not been specified within the Cemetery Rules and Regulations. The Rules and regulations currently state at item number 14 that all applications for interments must be submitted on the prescribed form and given to Uckfield Town Council at least 72 hours (3 days) prior to the appointed time of the interment.

2.4 If members agreed to these changes, a slight amendment would need to be made to item number 14 in the Cemetery Rules and Regulations as outlined in red (see App A).

2.5 This reminder can be sent to all local funeral directors and will include a copy of the revised Cemetery Rules and Regulations.

##### **3.0 Recommendation**

3.1 Members are asked to accept the amendments proposed (in red) at item 14. 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~~ 5 to 7 days prior to the appointed time of the burial or ashes interment. ~~interment.~~ If there are any changes (such as the addition of an ashes casket) this **must** also be requested at least two days beforehand to allow enough time for the Grounds staff to prepare the grave.
15. The application for interment must contain full details of the deceased, the proposed interment, the grave to be used and the signature of the owner of the Exclusive Right of Burial, if applicable, and be accompanied by the appropriate fees for interment.
16. 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.

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.**

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 (⅝ 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.

## FEEES

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.<sup>1</sup>

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 2024

<sup>1</sup>The 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 & Leisure Committee

Monday 2 September 2024

### Agenda Item 6.3

#### UPDATE ON THE ALLOTMENT COMPETITION 2024

##### 1.0 Update on Allotment Competition for 2024

- 1.1 The judging took place in the second week of July as they felt this was a better time to judge all of the produce being cultivated (even if they were not fully mature).
- 1.2 Two experienced judges from Staverton's Nursery, Phil Cottingham and Mark Woodhams, carefully selected the winners in each category for Best Kept Allotment (on each site), Ecological Award, Children's Award, Scarecrow Competition and Overall Winner. We planned to return to automatic entry this year and only retained the entry form for the children's award and Scarecrow competition.
- 1.3 The competition was communicated via an e-newsletter and notices and information were also provided in the July edition of Uckfield Matters. We also chased last minute nominations for the Scarecrow competition by sending more e-newsletter reminders, and saw some amazing scarecrows this year *which were all outstanding in their field!* Uckfield Town Council also entered 'Rex and Ursula' this year, lovingly created by Councillor Donna French, who sat happily together drinking tea in the foyer at the Civic Centre throughout August time for all to admire and take selfies with!
- 1.4 We continued with the change to the rules again this year where anyone who had won a category in the previous allotment competition would be unable to enter that category (changed from two to one year). This is similar to the RHS approach at their flower shows and we hoped this would allow new or novice allotment holders to feel they may have had a chance of winning.
- 1.5 The judges were impressed again this year by some of the ways in which tenants encouraged wildlife and made use of recycled materials as well as various measures taken to conserve water using a number of water butts on each plot. The judges were also highly impressed with some of the well-kept plots having visited all of them this year to do their judging, and they also loved the homemade scarecrows!
- 1.6 ***Winners in each category would be initially notified by post and the winners' certificates and vouchers would be presented at the Allotment Conference due to be held on Wednesday 11 September 2024 at 7pm.***
- 1.7 For the two joint winners of the Children's Awards category this year, their certificates and gift vouchers would be posted to them as any presentation would normally be during school term time.

## **2.0 Recap of the prizes**

### **2.1 Best Kept Allotments**

We retained the Best Kept Allotments award on each site. The judging criteria included the condition of plot, good workmanship, quality of crops, flowers, fruit and vegetables and plants, water conservation, encouragement of insects and wildlife, use of recycled materials and condition of paths and garden buildings.

Six winners would each receive £25 in garden vouchers **£150**

### **2.2 Overall Winner**

The overall winner was chosen from the six best kept allotment winners and their name has been added to the plaque held at the Civic Centre.

### **2.3 Ecological Award**

This award allowed the judges to focus on the principles of Reuse, Reduce and Recycle and included looking at:-

- *How the plot holder reused items such as plastic pots*
- *The efforts made to conserve water (rainwater harvesting if possible) and reduce the use of water by using mulch or growing varieties requiring less water.*
- *Encouraging insects and wildlife to the plot. Natural or organic approaches to pest control.*

One winner would receive £25 in garden vouchers **£25**

### **2.4 Children's Award**

This category was open to children under 16 years old and was held with the intention to allow children to tell us what they liked about the allotment and what they had chosen to grow. There was a children's entry form for them to complete available online and in hard copy.

Two winners this year would each receive a £10 garden voucher **£20**

### **2.5 Scarecrow Competition**

For a chance to win a Staverton's voucher (gifted from Uckfield Town Council), participants created some impressive scarecrows this year which were enjoyed tenants and the Judges!

One winner would receive a £10 garden voucher **£10**

## **3.0 Allotment Conference**

3.1 We are looking forward to seeing the Allotment Tenants at this year's Allotment Conference being held on Wednesday 11 September 2024 at 7pm. If there are any questions that anyone would like to submit prior to the conference, please get in touch via Rachel direct or email the office.

Thank you.

## **4.0 Recommendations**

4.1 Members are asked to note the report.

Contact Officers: Rachel Newton

## Meeting of the Environment & Leisure Committee

Monday 2 September 2024

### Agenda Item 6.4

## **TO REVIEW THE UPDATED STREETLIGHTING MAINTENANCE AND ENERGY AGREEMENT WITH ESCC FOR 2024-25**

### **1.0 Background**

1.1 The Town Council has recently received correspondence from East Sussex Highways in relation to the existing streetlighting maintenance and energy agreement.

1.2 The Town Council owns a proportion of the streetlighting in the town, which equates to 192 streetlights. The remainder of the streetlights are typically owned and maintained by East Sussex Highways. East Sussex Highways maintain the Town Council's streetlighting stock, on the council's behalf, and on top of repairs, removals, and full replacements which are prioritised each year, we also pay them an annual fee for electricity and the maintenance contract. This is usually paid in March of each financial year.

1.3 The invoice for 2023-24 was slightly less, at:

<b>YEAR</b>	<b>DESCRIPTION</b>	<b>FEE</b>
2023-24	Maintenance: 1 column > 8m @£34 191 columns < 8m @ £25	£4,809.00 plus VAT
	Energy	£6,699.13 plus VAT
2024-25	£20 per feeder unit	£0.00 plus VAT
	Maintenance: 1 column > 8m @ £40 191 columns < 8m @ £29	£40.00 plus VAT £5,539.00 plus VAT
	Energy	Uncertain at this stage.

1.4 The agreement received in August 2024 for the period 2024-25, quotes the following figures:

- *Energy consumption is currently charged at 29.4584p per kWh for each unit of electricity used (these charges will be reviewed annually);*
- *An initial rate of £20.00 per feeder unit, £29.00 per unit under 8 meters, and £40.00 per unit over 8 meters, per annum, applies for the maintenance of the streetlights identified within the agreement.*

1.5 The Town Council have no feeder units thankfully.

1.6 The Town Clerk has advised the officers at East Sussex Highways that it would be helpful to receive such agreements with revised costings prior to the budget setting process, to enable the parish/town councils to budget accordingly. For 2024-25 we had budgeted a sum of £11,000, whereas with a likely increase on energy costs, the final invoice could come in at around £12.5k.

1.7 We are aware that some other parishes have started to look wider for contractors to support the provision of these services, but at the present time, whilst other works remain a priority within our buildings and grounds, it is prudent to remain with the status quo.

### **2.0. Recommendation**

2.1. Members are asked to digest the contents of the agreement and authorise for two councillors to sign the agreement for maintenance and energy supply for 2024-25.

**Contact Officer:** Holly Goring

# MEMORANDUM OF AGREEMENT

relating to the discharge of duties and powers  
under the Highways Act 1980 and other  
associated legislation

East Sussex County Council  
County Hall  
St Anne's Crescent  
Lewes  
East Sussex  
BN7 1SW

**THIS AGREEMENT** is made the                      day of                      2024

**BETWEEN :**

- (1) **EAST SUSSEX COUNTY COUNCIL** of County Hall St Anne's Crescent, Lewes, East Sussex BN7 1SW (the "County Council") and
- (2) **UCKFIELD TOWN COUNCIL** of Civic Centre, Uckfield, TN22 1AE (the "Town Council").

**WHEREAS**

- (1) The County Council and the Town Council are local authorities as defined by the Local Government Act 1972.
- (2) By virtue of Section 1 of the Highways Act 1980 the County Council is the local highway authority for the County of East Sussex.
- (3) By virtue of Section 101 of the Local Government Act 1972 a local authority may arrange for the discharge of any of its functions by any other local authority.
- (4) The County Council and the Town Council have agreed to arrange for the discharge by the County Council of certain of the functions and powers of the Town Council upon the terms and conditions set out in this Agreement.
- (5) The County Council and the Town Council have agreed that certain administrative and professional services as specified in this Agreement shall be provided by the County Council on behalf of the Town Council.

**NOW THEREFORE** in pursuance of Section 101 of the Local Government Act 1972, section 3 of the Parish Councils Act 1957, and all other powers so enabling it is hereby agreed as follows:-

**1. DEFINITIONS**

1.1 For the purposes of this Agreement the following words and expressions have the following meanings:-

<b>"Agreement Period"</b>	means the period commencing on the Commencement Date and continuing thereafter until terminated in accordance clause 8 (Term and Termination);
<b>"Assistant Chief Executive, Governance Services"</b>	means the officer for the time being of the County Council responsible for legal matters, and his authorised representatives;
<b>"Commencement Date"</b>	means the date of this Agreement;
<b>"Contractor"</b>	means the contractor duly appointed by the County Council to undertake some or all of the Core Services;
<b>"Core Services"</b>	means the services described in the Schedule 1;
<b>"Working Day"</b>	means any day other than a Saturday, Sunday or public holiday in England and Wales; and

1.2 In this Agreement:

- (a) unless the context otherwise requires, the singular includes the plural and vice versa;
- (b) headings and use of bold type face shall be ignored;
- (c) references to any enactment shall include references to such enactment as it may, after the date of this Agreement, from time to time be amended, supplemented or re-enacted;

- (d) a reference to clause, sub-clause, paragraph or sub-paragraph is, unless indicated to the contrary, a reference to a clause, sub-clause, paragraph or sub-paragraph of this Agreement; and
- (e) references to the word "include" or "including" are to be construed without limitation.

## **2. CORE SERVICES**

- 2.1 The County Council shall provide the Core Services to Town Council for the Agreement Period, including providing the necessary administrative professional and technical staff to enable the Core Services to be carried out by the County Council and its approved Contractor.
- 2.2 At all times the Town Council and the County Council shall adhere to any relevant, policies (including in respect of operational and safety), as may exist and be amended from time to time and which will be provided to the Town Council on request.
- 2.3 The Town Council shall pay for the Core Services the amounts determined in accordance with Schedule 1. Payments for the Core Services and any other amounts payable under this Agreement shall be made upon receipt of an invoice or other written demand from the County Council in full and in cleared funds to the bank account nominated in writing by the County Council.

## **3. FAILURE TO PERFORM**

- 3.1 If either party fails to carry out an obligation under this Agreement the other party may give notice in writing specifying:
  - (i) the nature of the failure;
  - (ii) the action which is reasonably required to be taken in order to rectify the failure; and
  - (iii) the reasonable time within which the failure is to be rectified.
- 3.2 The party receiving a notice under clause 3.1 shall carry out the required action within the time specified. If the failure has not been rectified by the end of the period specified in the notice, the party who served the notice may rectify the failure himself. However, if the serving party does not rectify the failure the receiving party shall nonetheless indemnify the serving party under clause 4.

## **4. INDEMNITY**

- 4.1 The County Council indemnifies the Town Council for claims made against the Town Council arising in the performance of the Core Services except to the extent that such claims are due to the negligence of the Town Council or to a failure by the Town Council to perform or observe its obligations under this Agreement.
- 4.2 The Town Council shall indemnify and keep indemnified the County Council against any liability, loss, costs, expenses, claims or proceedings whatsoever arising under any statute or at common law in respect of:
  - (i) any loss of or damage to property (whether real or personal); and
  - (ii) any injury to any person, including injury resulting in death,in consequence of or in any way arising out of the provision of the Core Services by the County Council, its servants or agents except insofar as such loss, damage or injury shall have been caused by negligence on the part of the County Council, its servants or agents (not being the Town Council or employed by the Town Council).

## 1. INSURANCE

- 5.1 The Town Council shall take out and maintain insurance against all and any third party claims for any liability, loss, claim, damage or proceedings concerning the streetlighting apparatus listed in Schedule 1 in respect of all loss of and damage to property and injury to persons (including death) under which the cover shall not be less than ten million pounds (£10,000,000) in respect of any one incident (public liability insurance).

## 6. PROVISION OF INFORMATION

- 6.1 The parties acknowledge that both parties are subject to the requirements of the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, the Local Audit and Accountability Act 2014 and where applicable the Local Government Transparency Codes and shall assist and cooperate with each other to enable compliance with their information disclosure obligations.
- 6.2 The Town Council and the County Council shall make available to each other any information in such form and within such time specified within this Agreement or as either of them may reasonably require for the purposes of this Agreement.

## 7. ASSIGNMENT

- 7.1 The Town Council shall not assign or transfer this Agreement or any of the rights or obligations herein.

## 8. TERM AND TERMINATION

- 8.1 This Agreement shall commence on the Commencement Date and, unless terminated earlier, shall continue until the tenth (10<sup>th</sup>) anniversary of the Commencement Date when it shall terminate automatically without notice.
- 8.2 Without prejudice to any other provisions of this Agreement, this Agreement may be terminated by either party giving at least three (3) months written notice to the other party to expire.
- 8.3 Any termination of this Agreement howsoever caused shall not affect any rights or liabilities which have accrued prior to the date of termination.

## 9. NOTICE

- 9.1 Notices to be served on either party shall be in writing and addressed to and served on:
- 9.1.1 in the case of the **Town Council**: the clerk of Uckfield Parish Council, Civic Centre, Uckfield, TN22 1AE or
- 9.1.2 in the case of the **County Council**: the Assistant Chief Executive, Governance Services, County Hall, St Anne's Crescent, Lewes, East Sussex, BN7 1SW,
- by recorded delivery prepaid post or delivered by hand and shall be deemed to have been served on the third Working Day after the postmark (if posted) or on receipt (if delivered) by hand.

## 10. MEDIATION

- 10.1 The parties will use their best endeavours to resolve by agreement any dispute, difference or question between them with respect to any matter or thing arising out of or relating to this Agreement including a reference to, in the first instance, mediation by an independent person to be agreed between the parties or, in the case of failure of the parties' to agree, by a representative of a professional body appropriate in the circumstances of the case. Such an independent person shall be given all information and assistance by the parties in carrying

out his duties and may be given by agreement between the parties the duty to recommend or approve terms of settlement between the parties.

**IN WITNESS WHEREOF** the parties hereto have hereunto caused their duly authorised representatives to set their hands on the day and year first before written.

For and behalf of

**EAST SUSSEX COUNTY COUNCIL**

**Signature:** .....

**Name:** .....

**Title:** .....

For and behalf of

**UCKFIELD TOWN COUNCIL**

acting by and under the signature of:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Member

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Member



## SCHEDULE 1

### CORE SERVICES

1 The Core Services relate only to the streetlights within the Uckfield area identified below.

	Street	Location Description	Town	Height (metres)	Apparatus Type	Apparatus Description
1	ALBERT ROAD	O/S 8	Uckfield	<8m	SL   Pole Bracket	Fibre Glass
2	BAKER STREET	O/S 14	Uckfield	<8m	SL   Pole Bracket	Fibre Glass
3	BAKER STREET	R/O Alma Arms	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
4	BEDFORD PLACE	O/S The Studio	Uckfield	<8m	SL   Pole Bracket	WOOD
5	BEDFORD PLACE	S/O 11On Fp	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
6	BELL FARM ROAD	1St On Fp From Tescos	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
7	BELL FARM ROAD	On Fp R/O Fire Station	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
8	BELL FARM ROAD	3Rd On Fp R/O Fire Station	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
9	BELL FARM ROAD	4Th On Fp From Tescos	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
10	BELMONT ROAD	Opp The Rectory	Uckfield	<8m	SL   Pole Bracket	na
11	BELMONT ROAD	Opp The Rectory	Uckfield	<8m	SL   Pole Bracket	na
12	BELMONT ROAD	Jun Fp To Oaklea Way	Uckfield	<8m	SL   Pole Bracket	na
13	BELMONT ROAD	Adj Steps Oakley Way	Uckfield	<8m	SL   Pole Bracket	Fibre Glass
14	BELMONT ROAD	O/S Bell Farmhouse	Uckfield	<8m	SL   Pole Bracket	Fibre Glass
15	BELMONT ROAD	O/S Oast House	Uckfield	<8m	SL   Pole Bracket	Fibre Glass
16	BELMONT ROAD	Rear Of Tesco	Uckfield	<8m	SL   Raise and Lower	Steel
17	BELMONT ROAD	Junc Belmont Rd	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
18	CAMBRIDGE WAY	O/S 4	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
19	CAMBRIDGE WAY	O/S 14	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
20	CAMBRIDGE WAY	O/S 15	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
21	CAMBRIDGE WAY	O/S 22	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
22	CAMBRIDGE WAY	O/S 28	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL

23	CAMBRIDGE WAY	O/S 32	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
24	CAMPBELL CLOSE	O/S 9	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
25	CAMPBELL CLOSE	O/S 12B	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
26	CAMPBELL CLOSE	S/O 26	Uckfield	<8m	SL   Standard Column	Concrete
27	CAMPBELL CLOSE	O/S 40	Uckfield	<8m	SL   Standard Column	Concrete
28	CEDARS CLOSE	Opp 1	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
29	CEDARS CLOSE	O/S 4	Uckfield	<8m	SL   Standard Column	Concrete
30	CEDARS CLOSE	O/S 9	Uckfield	<8m	SL   Standard Column	Concrete
31	CHURCH STREET	Opp 2	Uckfield	<8m	SL   Pole Bracket	WOOD
32	CHURCH STREET	O/S 7	Uckfield	<8m	SL   Standard Column	CAST IRON
33	CHURCH STREET	Opp Belmont Rd	Uckfield	<8m	SL   Standard Column	CAST IRON
34	CHURCH STREET	Opp The Malt House	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
35	CHURCH STREET	Adj School Flasher	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
36	CHURCH STREET	Adj 1 The Drive	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
37	CHURCH STREET	Adj Rocks Park Road	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
38	EASTBOURN E ROAD	1St From Goldcrest Drive	Uckfield	<8m	SL   Pole Bracket	WOOD
39	EASTBOURN E ROAD	S/O Priory Cottage	Uckfield	<8m	SL   Pole Bracket	WOOD
40	EASTBOURN E ROAD	O/S Madisson Court	Uckfield	<8m	SL   Pole Bracket	WOOD
41	EASTBOURN E ROAD	S/O Castle Rise	Uckfield	<8m	SL   Pole Bracket	WOOD
42	EASTBOURN E ROAD	S/O Hill Brow	Uckfield	<8m	SL   Pole Bracket	WOOD
43	EASTBOURN E ROAD	O/S Brambles	Uckfield	<8m	SL   Pole Bracket	WOOD
44	EASTBOURN E ROAD	O/S Rushmore House	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
45	EASTBOURN E ROAD	Opp Timberley Gardens	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
46	EASTBOURN E ROAD	O/S 1/2 Meadow View	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
47	GRANGE ROAD	Nails And Beauty	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
48	GRANGE ROAD	In Fp From Grange Road	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
49	GRANGE ROAD	O/S Thrushes	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL

50	GRANGE ROAD	O/S The Cynon	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
51	GRANGE ROAD	O/S Martletts	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
52	GRANGE ROAD	Opp Graywood	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
53	GRANGE ROAD	O/S 3	Uckfield	<8m	SL   Standard Column	Concrete
54	HARCOURT CLOSE	Junc Harcourt Rd	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
55	HARCOURT CLOSE	Adj 1	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
56	HARCOURT CLOSE	O/S 4	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
57	HARCOURT CLOSE	O/S 15	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
58	HARCOURT CLOSE	O/S 31	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
59	HEMPSTEAD GARDENS	C/O Hempstead Gardens	Uckfield	<8m	SL   Pole Bracket	WOOD
60	HEMPSTEAD GARDENS	O/S 14	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
61	HEMPSTEAD RISE	O/S Luxford	Uckfield	<8m	SL   Pole Bracket	WOOD
62	HEMPSTEAD RISE	O/S Grange Cottage	Uckfield	<8m	SL   Pole Bracket	WOOD
63	HEMPSTEAD RISE	O/S Rosedale	Uckfield	<8m	SL   Pole Bracket	WOOD
64	HEMPSTEAD RISE	O/S Carrington	Uckfield	<8m	SL   Pole Bracket	WOOD
65	HEMPSTEAD RISE	In Fp From Hempstead Road	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
66	HEMPSTEAD ROAD	Grange Evangelical Ch	Uckfield	<8m	SL   Pole Bracket	WOOD
67	HEMPSTEAD ROAD	Junc Linden Chase	Uckfield	<8m	SL   Pole Bracket	WOOD
68	HEMPSTEAD ROAD	O/S April Cottage	Uckfield	<8m	SL   Pole Bracket	WOOD
69	HEMPSTEAD ROAD	O/S Lonsdale	Uckfield	<8m	SL   Pole Bracket	WOOD
70	HEMPSTEAD ROAD	Opp The Glade	Uckfield	<8m	SL   Pole Bracket	WOOD
71	HEMPSTEAD ROAD	O/S Old Tiles West	Uckfield	<8m	SL   Pole Bracket	WOOD
72	HEMPSTEAD ROAD	O/S Red Tiles	Uckfield	<8m	SL   Pole Bracket	WOOD
73	HEMPSTEAD ROAD	O/S Amberley in Hempstead Lane	Uckfield	<8m	SL   Pole Bracket	WALL MOUNTED
74	HEMPSTEAD ROAD	Opp Cherry Barn Cott	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
75	HEMPSTEAD ROAD	O/S Hempstead House	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
76	HIGHLANDS AVENUE	O/S Jasmine Cottage	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL

77	HIGHLANDS AVENUE	O/S 6	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
78	HIGHLANDS AVENUE	O/S 15	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
79	HIGHVIEW LANE	Opp Shalimar	Uckfield	<8m	SL   Pole Bracket	WOOD
80	HIGHVIEW LANE	Opp Little Orchard	Uckfield	<8m	SL   Pole Bracket	WOOD
81	HIGHVIEW LANE	End Of Lane	Uckfield	<8m	SL   Pole Bracket	WOOD
82	HUNTERS WAY	Side Of 66 On Fp	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
83	HUNTERS WAY	1St From Church St	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
84	HUNTERS WAY	O/S 96	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
85	HUNTERS WAY	O.S 4	Uckfield	<8m	SL   Standard Column	Concrete
86	HUNTERS WAY	Opp 19	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
87	HUNTERS WAY	O/S 15	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
88	HUNTERS WAY	S/O 70	Uckfield	<8m	SL   Standard Column	Concrete
89	HUNTERS WAY	O/S 25	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
90	HUNTERS WAY	O/S 30	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
91	HUNTERS WAY	O/S 39	Uckfield	<8m	SL   Standard Column	Concrete
92	HUNTERS WAY	O/S 54	Uckfield	<8m	SL   Standard Column	Concrete
93	HUNTERS WAY	O/S 48	Uckfield	<8m	SL   Standard Column	Concrete
94	HUNTERS WAY	O/S 73	Uckfield	<8m	SL   Standard Column	Concrete
95	HUNTERS WAY	O/S 83	Uckfield	<8m	SL   Standard Column	Concrete
96	KELD AVENUE	O/S 3	Uckfield	<8m	SL   Pole Bracket	WOOD
97	KELD AVENUE	O/S 13/15	Uckfield	<8m	SL   Pole Bracket	WOOD
98	KELD AVENUE	O/S 25	Uckfield	<8m	SL   Pole Bracket	WOOD
99	KELD AVENUE	O/S 41/43	Uckfield	<8m	SL   Pole Bracket	WOOD
100	KELD AVENUE	O/S 53	Uckfield	<8m	SL   Pole Bracket	WOOD
101	KELD AVENUE	O/S 59	Uckfield	<8m	SL   Pole Bracket	WOOD
102	KELD AVENUE	1St From Framfield Rd	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
103	KELD CLOSE	O/S 5	Uckfield	<8m	SL   Pole Bracket	WALL MOUNTED

104	KELD CLOSE	Jun Keld Close	Uckfield	<8m	SL   Pole Bracket	WOOD
105	KELD CLOSE	O/S 15 F/P	Uckfield	<8m	SL   Pole Bracket	WALL MOUNTED
106	KELD DRIVE	O/S Norlington	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
107	KELD DRIVE	O/S 37	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
108	KELD DRIVE	O/S 33	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
109	KELD DRIVE	O/S 31	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
110	KELD DRIVE	O/S 17	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
111	KELD DRIVE	O/S 24	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
112	LEALANDS DRIVE	O/S 41 On Fp	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
113	LEALANDS DRIVE	O/S Flats 3-9	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
114	LEALANDS DRIVE	O/S 6-12	Uckfield	<8m	SL   Standard Column	Concrete
115	LEALANDS DRIVE	O/S 14-20	Uckfield	<8m	SL   Standard Column	Concrete
116	LEALANDS DRIVE	O/S 25 On Fp	Uckfield	<8m	SL   Standard Column	Concrete
117	LEALANDS DRIVE	S/O 33	Uckfield	<8m	SL   Standard Column	Concrete
118	LEALANDS DRIVE	O/S 35	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
119	LEWES ROAD	O/S Hurstdene On Fp	Uckfield	<8m	SL   Pole Bracket	WOOD
120	LIME TREE AVENUE	O/S 4 On Fp	Uckfield	<8m	SL   Standard Column	Concrete
121	LIME TREE AVENUE	R/O 25 On Fp	Uckfield	<8m	SL   Standard Column	Concrete
122	LINDEN CHASE	Opp Gables	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
123	LINDEN CHASE	O/S Hardwicke	Uckfield	<8m	SL   Standard Column	Concrete
124	LINDEN CHASE	O/S 17	Uckfield	<8m	SL   Standard Column	Concrete
125	LINDEN CHASE	O/S 25	Uckfield	<8m	SL   Standard Column	Concrete
126	LONDON ROAD	O/S Paygate	Uckfield	<8m	SL   Pole Bracket	WOOD
127	LONDON ROAD	O/S Gorse Cottage	Uckfield	<8m	SL   Standard Column	MILD STEEL
128	MANOR WAY	On Fp To Manor Way	Uckfield	<8m	SL   Pole Bracket	WOOD
129	MANOR WAY	On Fp S/O 49 Manor Way	Uckfield	<8m	SL   Standard Column	Concrete
130	MEADOW PLACE	Adj 19	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL

131	MOUNT PLEASANT	O/S 21	Uckfield	<8m	SL   Pole Bracket	WOOD
132	NEW PLACE	In Fp S/O 39	Uckfield	<8m	SL   Pole Bracket	WOOD
133	NORFOLK WAY	Opp Brewery Place	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
134	OLD TIMBERS LANE	O/S St Michaels Lodge	Uckfield	<8m	SL   Pole Bracket	Fibre Glass
135	OLD TIMBERS LANE	Opp School Entrance	Uckfield	<8m	SL   Pole Bracket	WOOD
136	OLIVES MEADOW	O/S 38	Uckfield	<8m	SL   Standard Column	Concrete
137	OLIVES MEADOW	O/S 34	Uckfield	<8m	SL   Standard Column	Concrete
138	OLIVES MEADOW	O/S 3	Uckfield	<8m	SL   Standard Column	Concrete
139	OLIVES MEADOW	S/O 8	Uckfield	<8m	SL   Standard Column	Concrete
140	OLIVES MEADOW	O/S 14	Uckfield	<8m	SL   Standard Column	Concrete
141	PUDDING CAKE LANE	O/S Ashgrove Cottage	Uckfield	<8m	SL   Pole Bracket	WOOD
142	PUDDING CAKE LANE	O/S Monks Walk	Uckfield	<8m	SL   Standard Column	CAST IRON
143	REGENCY CLOSE	S/O Regency Close	Uckfield	<8m	SL   Standard Column	CAST IRON
144	RINGLES CROSS	O/ 31N Ringles X Lane	Uckfield	<8m	SL   Pole Bracket	WOOD
145	RINGLES CROSS	O/S 29 Ringles X Lane	Uckfield	<8m	SL   Pole Bracket	WOOD
146	ROCKS ROAD	1St After Dr Sign	Uckfield	<8m	SL   Pole Bracket	Fibre Glass
147	ROCKS ROAD	Opp Rocks Park Road	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
148	ROCKS ROAD	Opp Hunters Way	Uckfield	<8m	SL   Standard Column	Concrete
149	ROCKS ROAD	1St After Hunters Way	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
150	ROCKS ROAD	Opp Snatts Road	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
151	SCARLETTS CLOSE	R/O 14 Scarletts Close	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
152	SCARLETTS CLOSE	R/O 15 Scarletts Close	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
153	SCARLETTS CLOSE	1St From Streatfield Road	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
154	SELBY CLOSE	O/S 1	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
155	SELBY CLOSE	O/S 9	Uckfield	<8m	SL   Standard Column	Concrete
156	SELBY CLOSE	O/S 6	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL

157	SELBY CLOSE	S/O 5	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
158	SELBY GARDENS	O/S Clinz	Uckfield	<8m	SL   Pole Bracket	WOOD
159	SELBY RISE	In Fp Adj 39	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
160	SELBY RISE	Adj 60	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
161	SELBY RISE	O/S 28	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
162	SELBY RISE	O/S 55	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
163	SELBY RISE	O/S 50	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
164	SELBY RISE	O/S 32	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
165	SELBY RISE	O/S 23	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
166	SELBY ROAD	O/S 18	Uckfield	<8m	SL   Pole Bracket	WOOD
167	SELBY ROAD	O/S 36	Uckfield	<8m	SL   Pole Bracket	WOOD
168	SELBY ROAD	Jun Selby Rise	Uckfield	<8m	SL   Pole Bracket	WOOD
169	SELBY ROAD	Adj 2	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
170	SNATTS ROAD	Opp Chantry House	Uckfield	<8m	SL   Pole Bracket	WOOD
171	SNATTS ROAD	O/S Snatts	Uckfield	<8m	SL   Pole Bracket	WOOD
172	SNATTS ROAD	Opp Claremont Pl	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
173	SNATTS ROAD	1St Frm Lndn Rd O/S 3	Uckfield	<8m	SL   Standard Column	Concrete
174	SNATTS ROAD	O/S Rosegarth O/S 7	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
175	SNATTS ROAD	Junc Cambridge Way	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
176	SNATTS ROAD	O/S Cemetary	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
177	SNATTS ROAD	O/S Oaklands	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
178	SNATTS ROAD	O/S Tanglewood	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
179	SNATTS ROAD	Opp Claremont Rise	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
180	SNATTS ROAD	O/S Padstow	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
181	SNATTS ROAD	Adj Bramling Cottage	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
182	THE DRIVE	On Fp Side Of 24 The Drive	Uckfield	<8m	SL   Raise and Lower	GALVANISED STEEL
183	THE DRIVE	Junc The Drive	Uckfield	>8m	SL   Standard Column	GALVANISED STEEL
184	TIMBERLEY GARDENS	S/O Timberley Gardens	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL

185	UPLANDS DRIVE	In Slip Rd To London Rd	Uckfield	<8m	SL   Pole Bracket	WOOD
186	VERNON ROAD	O/S 2	Uckfield	<8m	SL   Pole Bracket	WOOD
187	VERNON ROAD	O/S 23	Uckfield	<8m	SL   Pole Bracket	WOOD
188	VERNON ROAD	O/S 33	Uckfield	<8m	SL   Pole Bracket	WOOD
189	VERNON ROAD	O/S 53	Uckfield	<8m	SL   Pole Bracket	WOOD
190	VERNON ROAD	Adj 24A	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
191	VERNON ROAD	O/S 60	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL
192	VERNON ROAD	O/S 82	Uckfield	<8m	SL   Standard Column	GALVANISED STEEL

Summary:

Apparatus type	Number of units
Feeder Pillars	0
Columns >8m	1
Columns <8m	191

## 2 Streetlight maintenance and replacement

- 2.1 The Town Council will reimburse the County Council at an initial rate £20.00 per feeder unit, £29.00 per unit under 8 meters, and £40.00 per unit over 8 meters, per annum, for maintenance of the streetlights identified above. The charge will include periodic inspections and fault repairs in accordance with the contract that the County Council has with its own Maintenance Contractor, a copy of which may be inspected on request.
- 2.2 Maintenance service does not include repair of damages or replacement of spare parts resulting from any cause external to the supplied equipment or any act of vandalism. The Town Council shall insure the streetlights against claims arising from third party damage and public liability, as set out in clause 5 of this Agreement.
- 2.3 These charges will be reviewed on an annual basis and adjusted in line with any increase in the costs incurred by the Council.
- 2.4 Where apparatus is life expired or otherwise requires replacement, a quotation will be provided to the Town Council for their acceptance prior to carrying out works. The costs of such replacement works are not included in the maintenance charges described in paragraph 2.1. above. The Town Council will reimburse the County Council, as an additional charge, for the costs it incurs in carrying out the replacement works.

## 3 Streetlight energy provision

- 3.1 The Town Council will reimburse the County Council at 29.4584pp/kWh for each unit of electricity gas (measured in pence per kilowatt hours, or p/kWh).
- 3.2 Should the Town Council decide to remove, or not to replace, any or all of the streetlights, it will be responsible for any costs incurred in removing the equipment or in terminating the electrical supply.



3.3 These charges will be reviewed on an annual basis, in line with any increase in the costs incurred by the Council.

#### **4 Customer Service Management**

4.1 The County Council shall provide a comprehensive customer management service throughout the Agreement Period to address and action all queries, enquiries, and complaints relating to the Core Services under this Agreement.

4.2 The County Council shall respond to all queries, enquiries and complaints in accordance with its own adopted policies and protocols.

4.3 The County Council shall keep all appropriate records and data relating to the Core Services as required by the County Council and keep these available for inspection by the County Council at any reasonable time.

4.4 The County Council shall maintain records for the Core Services which includes but is not limited to:

- the dates that the work was carried out and the location;
- details of the services carried out; and
- the name of the Contractor who carried out the work.

#### **5 Highway Act 1980**

5.1 For the avoidance of doubt, the Core Services do not include the provision or exercise of the County Council's powers under Section 42 of the Highways Act 1980.

## **Meeting of the Environment & Leisure Committee**

**Monday 2 September 2024**

### **Agenda Item 7.1**

#### **TO NOTE THE CURRENT POSITION WITH THE COUNCIL'S ESTATES**

##### **1.0 Summary**

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

##### Victoria Pleasure Ground and skatepark

Play area companies have been visiting the play area, to draw up initial plans and costings for a full upgrade. The formal tender process will commence during September on Contracts finder, and the play area companies will be notified. This will be followed by consultation with the local primary school, and public consultation during the winter months.

##### Hempstead Lane Play Area and Hempstead Meadows LNR

The zip line will be replaced with new equipment at the same time as the upgrade of Victoria play area.

In the meantime the safety fencing keeps getting pulled down at the top of the slide. This needs replacing with a more robust solution or alternative to reduce the risk of vandalism.

##### Rocks Park Play Area

The play area equipment is coming to the end of its life in this play area also.

##### Snatts Road Cemetery

The Head Groundsman has identified a number of potential areas for additional plots, to reduce the pressure on existing burial sections, with a local funeral director. Office staff will consider whether these are viable.

The Ecologist is due to return and undertake a wildlife survey of Snatts Road Cemetery towards the end of September, to review the current species of fungi and orchids.

##### West Park Recreation ground and West Park LNR

Tree surveying is underway across Town Council land, but specific focus has been given to the boundary of the local nature reserve, to mitigate risk near to the properties.

##### Ridgewood Recreation Ground

Nothing to report.

##### Elizabeth Gardens

The knee rail fencing needs replacing. The Grounds team just need to take a decision, as to whether to replace with knee rail fencing or post and rail.



Fig. 1 - Knee rail



Fig. 2 – Post and rail

#### Hughes Way play area

The Grounds team have addressed the sinkhole, and are planning to knock back the brambles to expand the area of the play area.

#### Luxford field and play area

An inspection has just been carried out of the play area, a resident has recently reported, one piece of equipment as broken in the same period.

The field has coped well with the events through the summer, and will be given time to recover following the Funfair's attendance until 7 September 2024.

A repair needs to be taken to the top gate.

We have received £2,500 grant funding from the Police & Crime Commissioner towards the project to install pillar lighting at the bottom of the field. The project could cost in the region of £6k, so the Town Clerk is hoping to obtain further funding to support covering the costs of this project, and ensure delivery for the safety of people at dusk and through the winter months.

#### Woodlands

Works are being programmed in for the large-scale ash dieback works in Boothland Wood for this winter. This work is normally carried out in November. Information will be shared on notices onsite and via social media in the lead up to the work commencing to inform walkers and users of the woodlands. This work is the third year of the scheduled work identified within the Woodland Management Plan agreed by members in 2021.

#### Equipment & Vehicles

One of the strimmers purchased only two years ago, has reached the end of its life, despite repair. This shows the extent of usage that the equipment is being put through

by the team, to meet our grass cutting needs through the Spring/Summer and early Autumn.

#### 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.

We are in the process of chasing to ensure that the works to the High Street lamp columns are completed in time for the installation of the Christmas lighting.

#### 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 2 September 2024**

**Agenda Item 7.2**

**TO CONSIDER A REQUEST TO INSTALL A GATE IN THE HEDGE OPPOSITE 66 BAXENDALE WAY FOR ACCESS TO NIGHTINGALE WOOD**

**1.0 Summary**

- 1.1 The Town Council received an enquiry from a resident who lives at 66 Baxendale Way, which is located on the Fernley Park Estate.
- 1.2 In this enquiry, the resident asked whether a small gate could be incorporated into the existing hedge opposite their property. They wanted to understand more about this possibility, as they were not sure what may be allowable and how they should proceed. They said that they liked to walk in the wooded area opposite with family members but the nearest gate was right at the top of the Estate.
- 1.3 Officers have already informed the resident that this was not technically a right of way, and that the land was owned by the Town Council. Officers advised that there was not currently the budget to carry out any additional works, although the resident advised that they would be willing to fund the associated costs, and install the gate themselves.
- 1.4 The Estates and Facilities Manager informed the resident, that a risk was posed by allowing people to put in their own gates as it would set a precedent which had previously been declined by members. Additional risks included the creation of new paths which would have an impact on the biodiversity of the woodland. It could also encourage anti-social behaviour.
- 1.5 The Town Clerk has since reviewed the environmental designations, and this section of Nightingale Wood, is designated as ancient semi-natural woodland (see below):

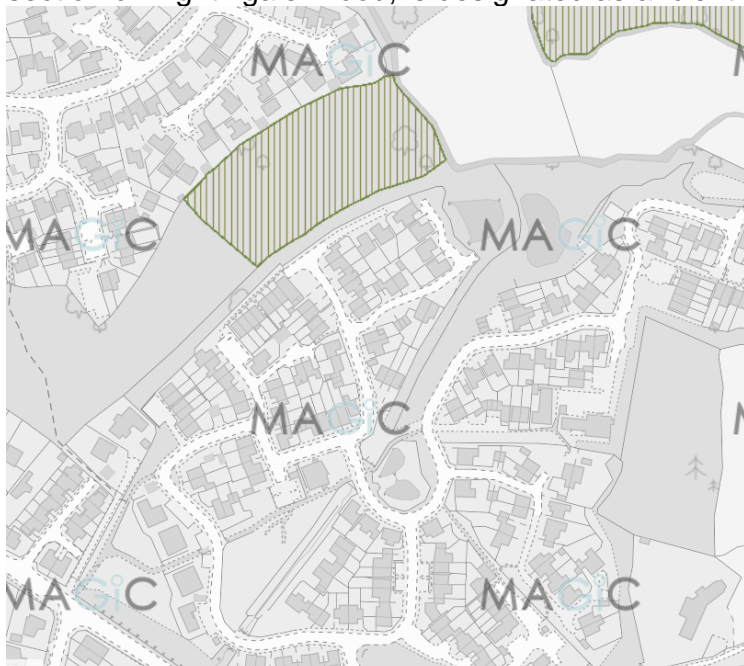


Fig 1. Extract from DEFRA Magic Maps (cross hatched area – ancient semi-natural woodland)

1.6 The address of the resident making the enquiry was 66 Baxendale Way, Uckfield:

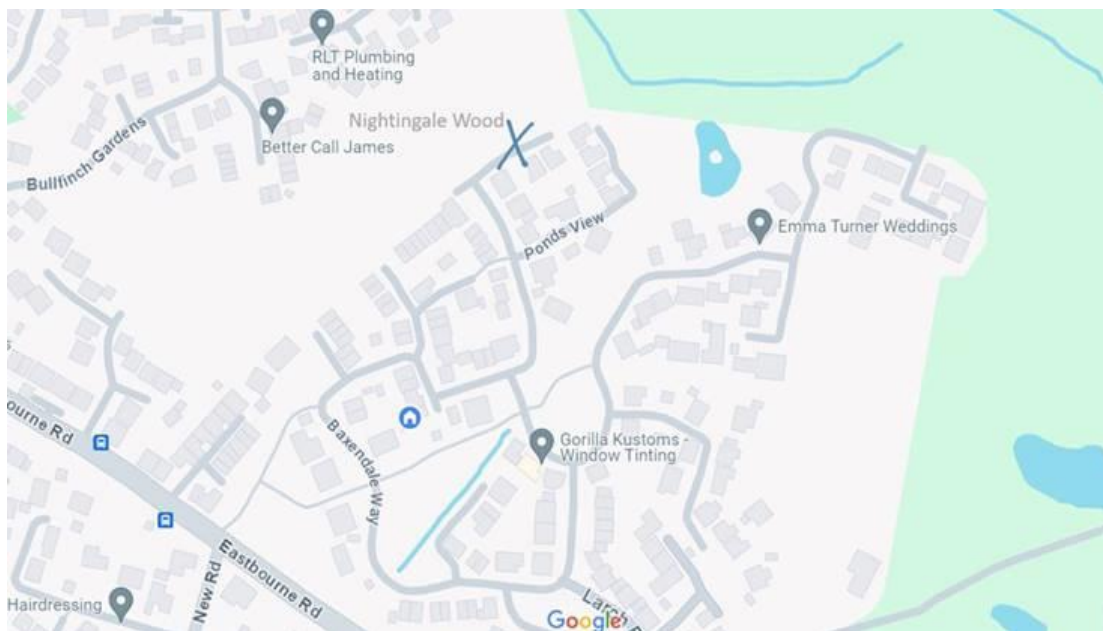


Fig. 2 A map of where they would like to put the gate – marked rough area where it might go.



Fig. 3: Here is a photo of the hedge where proposed gate would be installed, into Nightingale Woods

**2.0. Recommendation**

2.1. Members are asked to consider the request and advise the Clerk accordingly.

**Contact Officer:** Rachel Newton

## **Meeting of the Environment & Leisure Committee**

### **Monday 2 September 2024**

#### **Agenda Item 8.1**

#### **TO NOTE AN UPDATE ON 'OUR PARKS' INITIATIVE – FURTHER FUNDING IN 2025**

##### **1.0 Background**

- 1.1 In 2023/24, Wealden District Council received funding from East Sussex Public Health to tackle health and physical activity inequality levels across the district.
- 1.2 In summer 2023, Wealden District Council used some of this funding to appoint 'Our Parks' to deliver free outdoor exercise sessions in parks/recreational grounds in Heathfield, Crowborough, Uckfield, and Polegate. Sessions commenced in November 2023.
- 1.3 Uckfield had already funded sessions of the Our Parks programme prior to this, with the support of 'Fields in Trust' grant funding based on the positive response that the programme had seen in Hailsham.
- 1.4 Working in partnership with Town and Parish Councils, suitable locations within each town were identified and the plan for Uckfield, was to continue and build on the existing programme. Initially, two sessions per week were funded. In some locations this increased to four sessions per week during Spring/Summer 2024 (including Uckfield!).

##### **2.0 Latest update**

- 2.1 Wealden District Council has secured additional funding from East Sussex Public Health for twelve months from September 2024 and intends to continue funding the 'Our Parks' programme across all four locations in Wealden, consisting of two sessions per week at each location (dates/times tbc).
- 2.2 Wealden DC are keen to receive the support and agreement of Uckfield Town Council. The programme involves the Town Council offering space for free for the sessions, and the programme funds a Personal Trainer to run the sessions.
- 2.3 In the Uckfield area, the programme is run at Harlands Farm through the Spring, Summer and Autumn, and temporarily moved into the Weald Hall through the winter whilst the weather was bad, in 2023/24.

##### **3.0 Evidence**

- 3.1 The 'Our Parks' outdoor exercise programme has made significant strides in building a following, particularly in engaging inactive women and girls, a demographic where health inequalities and physical activities exist. Notably, 91% of participants in Uckfield, had considered themselves as 'inactive' (recording that they carried out less than 30 minutes of physical activity per week) upon signup.
- 3.2 In setting up the programme several challenges were faced including worse than anticipated weather conditions, especially in the first part of 2024, waterlogged facilities and recruitment issues. However, since its conception attendance at 'Our Parks' sessions has steadily increased, as shown in the table below.
- 3.3 Note: The above figures are based on online bookings made on the Our Parks booking system. It does not consider attendees who do not book and simply turn



up on the day. Our Parks have suggested on average an additional 3 people per session should be added. For Harlands Farm, this would result in an additional 225 attendances.

- 3.4 Our Parks have suggested the poor weather conditions in 2024 are likely to have contributed to lower-than-expected attendance and the programme taking longer than anticipated to get established at some locations.
- 3.5 There are also interesting patterns in attendance, with January seeing an increase in attendance, despite the winter weather, which would align with goals often being set with the start of a new year.
- 3.6 However, online solutions have also been available as part of the 'Our Parks' programme. This includes the 'Couch to Fitness' and 'Our Parks Live' programmes.

'Our Parks' Attendance Figures (Nov '23 - July 24')				
	Harlands Farm, Uckfield	Polegate War Memorial	Jarvis Brook, Crowborough	Punnetts Town, Heathfield
Nov-23	23	15	13	3
Dec-23	23	16	11	17
Jan-24	96	66	48	36
Feb-24	10	46	13	11
Mar-24	43	61	29	38
Apr-24	41	60	25	52
May-24	111	34	35	68
Jun-24	85	21	25	51
Jul-24	114	25	67	113
Total	546	344	266	389

These have helped maintain engagement and delivered physical activity through digital platforms.

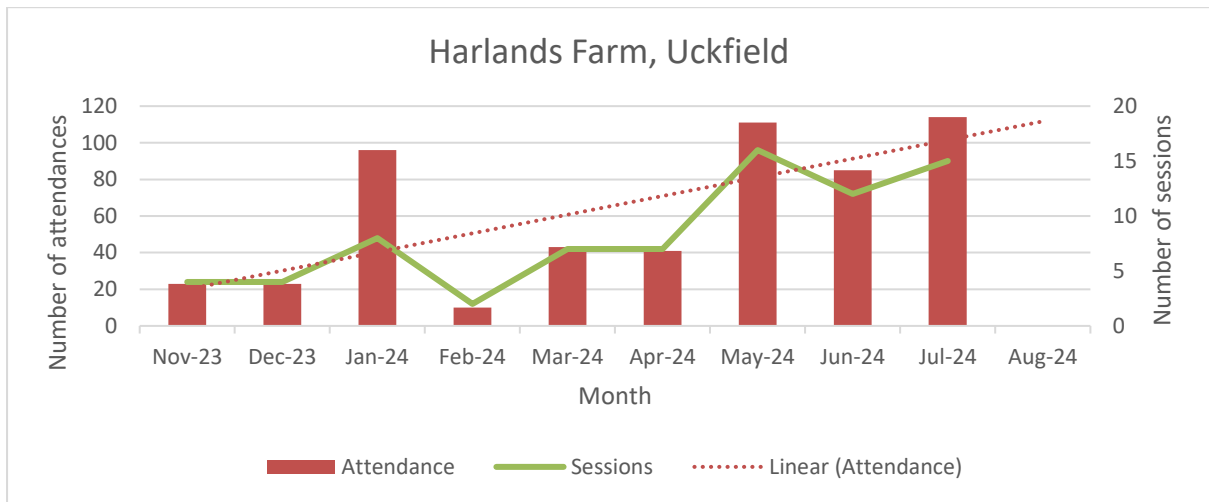
The total (Wealden) attendance of these online platforms is:

- (i) Online live sessions attendance since November 2023: 2,583
- (ii) Online Couch to Fitness attendance since November 2023: 28,200

- 3.7 At most sites there had been a steady increase in attendance. This included Harlands Farm, see graph above. There had been an average of 7.3 people per session at the Harlands Farm sessions. With the additional three people that 'Our Parks' advised typically turned up on the day, this average increased to 10.3.

We/Our Parks expect this trend to continue over time as the programme becomes more integrated and embedded within the community.





#### 4.0 Summary

4.1 Following a discussion with the Wellbeing Team Project Officer at Wealden District Council on 20 August, the Town Clerk has agreed on behalf of Uckfield Town Council to continue the current agreement with Wealden DC for:

- *Continued provision of Harlands Farm or another suitable park, free of charge;*
- *Working in partnership with Wealden DC to promote the sessions and the benefits of physical activity and mental wellbeing, thereby increasing participation;*

4.2. Uckfield Town Council will continue to promote and encourage residents to take advantage of these free sessions via our posts on social media and hope to see attendance grow even further.

4.3 Going beyond funding to September 2025, we may need to start looking at alternative options to keep these sessions going, with the possibility that Wealden DC may be able to offer a level 2 coaching course to a potential physical trainer to carry on these sessions, on, maybe on a low-cost voluntary basis.

#### 5.0 Recommendations

5.1 Members are asked to note the report.

Contact Officer: Rachel Newton

## **Meeting of the Environment and Leisure Committee**

**Monday 2 September 2024**

### **Agenda Item 10.6**

#### **REPORTS FROM OUTSIDE BODIES: UCKFIELD RAILWAY LINE PARISHES COMMITTEE**

##### **1.0 Summary report**

At the meeting held in July 2024, much of the discussion still centred on the GREENWAY proposal and how this could severely disadvantage the re-opening of the line to Lewes as a Dual track system.

It was agreed to contact the new MPs following the election and acquaint them of our objectives and seek their support.

The current service was generally satisfactory and it was understood that the 22:03 London Bridge service would be reinstated in the December timetable revision. This was to be greatly welcomed after a long battle for its inclusion.

Members were concerned about the dangerous traffic situation at Cowden as this was the only free parking on the line and consequently attracted a lot of cars.

The AGM would be held in conjunction with the next committee meeting on 11 September.

Councillor C. Macve

##### **2.0 Recommendation**

2.1 Members are asked to note the report.

Contact Officer: Rachel Newton