



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

Meeting of the **Environment and Leisure Committee** to be held on
Monday 14 October 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 2 September 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 ending 31 July 2024
- 5.3. To consider the quotations received for upgrading two Grounds team vehicles and to select a suitable lease agreement
- 5.4. To review fees and charges for Snatts Road Cemetery for 2025/26
- 5.5. To review fees and charges for Allotments for 2025/26

6.0. ADMINISTRATION

- 6.1. To note the draft minutes from the Allotment Conference on 11 September 2024
- 6.2. To consider a draft licence agreement to manage the requests and number of memorial benches in Snatts Road Cemetery and on Town Council owned land

7.0. ENVIRONMENT

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

8.0. LEISURE

None.

9.0. REPORTS FROM WORKING GROUPS

9.1 To receive an update from the Sports Working Group

9.2 To receive an update from the Allotment Working Group

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

10.4 Luxford Centre Management Committee

10.5 Uckfield Railway Line Parishes Committee

10.6 Uckfield Youth Club Board

10.8 Wealden Food Partnership Advisory Group

10.9 Uckfield & District Town Twinning Association

11.0. CHAIRMANS ANNOUNCEMENTS

12.0. CONFIDENTIAL BUSINESS

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

12.1 To consider a report on the Marketing programme



Town Clerk

8 October 2024



Minutes of the meeting of the **Environment and Leisure Committee** held on
Monday 2nd September 2024 at 7.00pm
Council Chamber, Civic Centre, Uckfield

PRESENT:

Cllr. Angie Smith (Chair)
Cllr. Karen Bedwell
Cllr. Donna French
Cllr. Michael McClafferty
Cllr. Spike Mayhew

Cllr. Bernadette Reed (Vice-Chair)
Cllr. Duncan Bennett
Cllr. Val Frost
Cllr. Chris Macve

IN ATTENDANCE:

Councillor Peter Selby

Holly Goring – Town Clerk
Rachel Newton – Senior Administrative Officer
Minutes taken by Rachel Newton

1.0. DECLARATIONS OF INTEREST

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. No declarations of interest were provided at this stage in the meeting.

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

None.

3.0. APOLOGIES FOR ABSENCE

None.

4.0. MINUTES

4.1. Minutes of the meeting of the Environment and Leisure Committee held on the 8 July 2024

EL.13.09.24 It was **RESOLVED** that the minutes of the meeting of the Environment and Leisure Committee held on the 8 July 2024 be taken as read, confirmed as a correct record and signed by the Chairman.

4.2. Action list

Members noted the report - no items to remove.

Councillor Reed was due to meet with a contact from the Nature Space partnership and the Ranger to talk about a pond in our asset register, which could be restored and adapted for Great Crested Newt habitats. Nature Space may offer conservation grants but this would need to be the right environment first, so they would show them the pond and seek some advice.

4.3. Project Monitoring List – for information only

Members noted the report – no items to remove.

5.0. FINANCE

5.1. To note bills paid

Members noted the report. A member enquired about the expenditure on tree works. The Town Clerk confirmed that this related to the removal of a road side ash near the Highlands roundabout.

5.2. Income & Expenditure report

Members agreed this report was generally on target. A further question was raised about expenditure on tree works. It was advised that staff were working with a tree surgeon on a retainer basis to survey and handle tree works. Any works on ash trees would be covered by the reserves set aside for ash dieback, and the third year of the woodland management plan works in Boothland and Nightingale Woods would be undertaken this November.

Councillor Reed flagged up an item in relation to the Local Nature Recovery Strategy and sites of interest, which had a current working budget of £1,500. For future spending plans and budget setting, she was keen to find out what assets we had and to look at habitat plans. Further to the Town Council pledge to 'Weald to Waves' she advised that you could also become a potential working partner, which may provide a source of income for the conservation of great crested newts and freshwater biodiversity. The Ranger was also currently looking into habitat and species surveys for our natural habitats.

6.0. ADMINISTRATION

6.1. To note the draft minutes from the Strengthening Local Relations (SLR) meeting held on 15 July 2024

Members noted the draft minutes and raised a couple of issues not yet resolved.

Air quality monitoring was requested nearer the traffic lights in the centre of town and at the Church Street junction. There was concern raised about the amount of traffic and standing traffic in this area with school children walking past it.

Also, there were still concerns about the signage not being clear enough for lorries coming from the direction of Snatts Road and Rocks Road towards the High Street. This request was not strictly about just putting a bollard in, it was about the lack of clear signage. Members mentioned one sign on an Estate Agents but this was not prominent enough.

The Town Clerk re-iterated the problem with satnavs that sometimes took lorries in the wrong direction, although where the lorries were coming from was the main concern. It was suggested that perhaps signage was needed on the main roads such as the A272 or A26, as you drove into the lanes of Shortbridge and Piltdown to warn HGVs in advance.

Members were asked for an indication of areas for better signage for East Sussex Highways to look at this again.

Another member raised her concerns about the sad fatalities on our roads this year and felt that the issues we were facing with reckless drivers and the condition of our roads did not seem to be understood.

6.2. To consider a review of the notification period for interments at Snatts Road Cemetery

EL.14.09.24 Members **RESOLVED** to accept the proposed amendments (in red) at item 14. within the Cemetery Rules and Regulations, for all applications for interments to be submitted within five working days.

6.3 To note an update on the Allotment Competition 2024

The Allotment Working Group committee met earlier to discuss the agenda for the forthcoming Allotment Conference on Wednesday 11th September at 7pm. This would include any recent updates, the results of the Allotment competition and to receive any questions and answers on the day.

6.4 To review the updated streetlighting maintenance and energy agreement with ESCC for 2024-25.

One member asked if we were comparing prices with other energy companies, and if we were able to negotiate a better rate ourselves. This was a difficult one, as the contract consisted of both maintenance and power. Another member explained that being an employee of East Sussex County Council, he was also being presented with bills yet had no control over purchasing.

A question was also raised in relation to the efficiency of replacement light bulbs and if these were eco friendly. These bulbs were changing to LED and would be compliant with any future upgrades with columns and lighting standards, and they were also replacing lamp columns with smart technology. The Town Council would be reviewing the street lighting maintenance contract at some point and there were a few other companies who could provide similar lighting options, to compare costs and efficiency.

EL15.09.24 Members noted the report and **RESOLVED** to agree to sign the agreement for maintenance and energy supply for 2024-25.

7.0 ENVIRONMENT

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

A concern was raised about the knee high fencing at Elizabeth Gardens and whether there was an alternative option as this was a potential trip hazard. Members considered replacing with a 1.1m length fence, although this would remove its appeal as an open green space.

One member asked to consider talking to the Rotary Club about this too, as they gave the land to the Town Council in the first place.

This was not a play park either, so members agreed that it would be acceptable to have no boundary rather than a trip hazard, with a low fence. Most of the boundary was unfenced already.

For fencing at Victoria Pleasure Ground and skatepark, one member recommended that we should approach the National Grid sub-station to see if they had any grants available, as they had offered funding to Little Horsted parish for works, so it might be available to us. However, another member said that unfortunately, he had applied for a grant but they did not give them to local authorities.

A member also requested for us to be mindful about the buffer status in relation the ancient woodland at Paygate Wood, whilst allocating any new burial spaces. This report was only for adhoc spaces within the cemetery and was not about creating new space, although there were plans in place for the next 'Y' section, so this would be factored in nearer the time.

EL16.09.24 Members noted the report and **RESOLVED** to agreed:

- (i) not to replace the fencing at Elizabeth Gardens and to ask the Head Groundsman to look at natural hedging in places if required, without fully enclosing the site, and;
- (ii) to remove any existing fencing in Hempstead Rise.

7.2 To consider a request to install a gate onto Town Council land from Fernley Park

It had been a long standing policy of this council not to agree to allowing gates and access routes onto council property unless there were ancient rights. This would also set a precedent to other requests and create new issues.

There were also concerns that Nightingale Wood was a little bit forgotten and children trampled through here to get to school from the development nearby. The wood had seen a lot of ash die back and breaking up of the hedgerows generally.. Members agreed this area needed to be protected.

EL17.09.24 Members **RESOLVED** unanimously to object to the request submitted by a local resident to install a gate in the hedge opposite 66 Baxendale Way for access to Nightingale Wood.

8.0 LEISURE

8.1 Update on the Our Parks Initiative 2024-25

There had been some really good feedback for Uckfield, although Our Parks needed to ensure that the sessions were confirmed with regularity, as there had been a turnover of instructors in 2024.

Members wholly supported this initiative if it was working for the residents although the committee could not make any further comment until they received an update about a new instructor.

After contacting Our Parks, the Senior Wellbeing Officer reassured us this matter had been resolved and the sessions would now resume.

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
The Town Clerk provided a Powerpoint Presentation and an update from Redrow Homes about the potential re-route of a new pathway across the new site that would follow to the north and create a bit more of a barrier away from the ancient woodland. Although we owned the woodlands, East Sussex were responsible for the right of way.

Although this proposal had not been submitted by Wealden DC as yet, members were asked for any comments or adjustments that could be saved as a separate resubmission by us in the future.

Due to the impact of the increased footfall over the years in Boothland Wood members agreed that this ancient woodland needed to be preserved as much as possible, as this would be irreplaceable, especially with the new developments, as it was felt that not all, but some people did not always understand the impact they were having on this historical landscape.

In practice, there were a couple of substantial access points frequently used into and out of the woods, which had varied substantially since the Ridgewood Farm site development, particularly to the western side of Boothland Wood. Also, ash die back works had created new access points which did not help. However, it was evident that residents were walking through the woods and creating new routes, including dog walkers, which was not good for the soil, and needed to be managed. Our Ranger was keen to guide people to specific routes in future to reduce the footfall and improve the flora and fauna.

During the preparation of the Ridgewood Farm site for development and during the construction process would be a good time to block off smaller access points and control access into the woods.

One useful comment was to try to mitigate the mud as walkers tried to avoid this and made new tracks, so this would minimise any incursions into the rest of the woods. Also, a suggestion was made to completely re-route the pathway and not access Boothland Wood at all and maybe plant some natural hedging as a deterrent. It was suggested that Redrow be asked to assist, and see if they could help by educating new residents.

It would be a good idea to invite experts from Wealden DC, the Tree council and ancient woodland experts, to give advice and make a decision. There was a mapping site called 'Open Street' mentioned which showed desired lines within the woodland. It would also be interesting to get any further tips from the Forestry Commission.

We may also be able to obtain grant funding to assist through Lund grant application or other avenues.

Members were also reminded that when making planning decisions, this was not just about conserving and enhancing biodiversity. We needed to be mindful of protection during construction, such as avoiding damage to tree roots, the timing and to erect fencing during the construction works. There was also an appeal process.

EL18.09.24 Members noted the report and **RESOLVED** to initially agree to the proposal from Redrow, to re-route the Public Right of Way from Ridgewood Farm away from Boothland Wood as part of the development of this site but it further consideration of routes needed to be explored.

9.0 REPORTS FROM WORKING GROUPS

Nothing to report.

10.0 REPORTS FROM COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

10.1 All Weather Pitch Operationsl 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

Nothing to report at this time.

10.5 Luxford Centre Management Committee

Nothing to report at this time.

10.6 Uckfield Railway Line Parishes Committee

Members thanked Councillor C. Macve and noted this report.

10.7 Uckfield Youth Club Board

Nothing to report at this time.

10.8 Wealden Bus Alliance/Weald Link

Nothing to report at this time. Councillor Smith provided a verbal report in relation to the 262 Saturday service, which unfortunately was not going to continue past the end of October due to low passenger numbers and some issues around funding. This was a shame because this was a good service as a shopper service for the villages and for tourists to the Ashdown Forest. Councillor Bennett asked if we were able to request any details of promotion before the decision was taken. As the Weald link rep for the council, Cllr Smith was aware of some efforts being made by Wealdlink to publicise the bus service.

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

10.10 Uckfield and District Twinning Association (AGM and events only)
Nothing to report at this time.

11.0 CHAIRMANS ANNOUNCEMENTS
Nothing to report.

12.0 CONFIDENTIAL BUSINESS

EL.19.09.24 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 asked to try to get more subscribers wherever possible.

The meeting finished at 20:45pm.

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 made a second grant application to the Safer Wealden Partnership. We await the decision.
<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 them for communal benches (town owned); (ii) look into a suitable plaque; (iii) set a 10-year licence of the benches (so that we could	08.07.24	RN	A report would be provided at the next E&L meeting on 14/10/24.

	<p>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
<u>EL.18.09.24</u>	<p><u>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</u></p> <p>Members noted the report and RESOLVED to initially agree to the proposal from Redrow, to re-route the Public Right of Way from Ridgewood Farm away from Boothland Wood as part of the development of this site but if further consideration of routes needed to be explored.</p>	02.09.24	HG	In progress

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

Projects in 2021/22 Budget – New Initiatives

Project Name	Green Projects plus £5,000 in earmarked reserves		Project Number	58
<u>FC.64.01.21</u>	£18,000 - minus Cycle to Work scheme purchase of £1,746.67 in 2023/24.	2023/24	The majority of this funding was utilised in 2023/24 for the purchase of an electric bike through the Town Council's Cycle to Work scheme and deposit payments for the installation of an air source heating system in Foresters Hall. This leaves £1,734.29 remaining for expenditure in 2024/25.	
	-minus contribution to deposit payments of £14,519.04 for Foresters Hall Air Source heat pump	2023/24		

Projects in 2022/23 Budget – New Initiatives

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

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

Projects in 2023/24 Budget – New Initiatives

Project Name	Vehicle replacement		Project Number	79
<u>FC.86.01.23</u>	£7,500	16.01.24	Looking into options. Plan to make lease arrangement in 2024/25, so funds will need to be carried forward. We are currently looking at updated costings and proposals.	
		29.08.24	Work underway to address queries raised by members at E&L Committee on 8 July 2024.	

Projects in 2024/25 Budget – New Initiatives

Project Name	Tree for a tree planting programme		Project Number	81
<u>FC.91.01.24</u>	£1,000 plus carry forward from 2023-24 (£1,466.35)	10.04.24	This will progress winter 2024-25. The Town Council was successful with its bid for grant funding through Wealden DC for Community Orchards, so the plans agreed with E&L Committee will be delivered as well. This is in the range of approximately 50 saplings donated by Eco Green Communities and 15 from another company.	

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

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

Environment and Leisure Committee at 31 July 2024

	Apr 24 Actuals £	May 24 Actuals £	Jun 24 Actuals £	Jul 24 Actuals £	Actuals at 31 Jul 24 £	Budgeted 31 Jul 24 £	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
Sales																
Contribution to Town Centre Security (4040)	0	0	0	645	645	0	450	0	0	0	0	0	0	0	1,095	450
Weald Hall Events (4050)	1,655	583	1,888	1,168	5,293	6,250	0	6,250	0	0	6,250	0	0	6,250	24,043	25,000
Allotments (4100)	3,636	2,917	71	88	6,712	6,000	0	0	0	0	0	0	0	2,000	8,712	8,000
Allotment Admin Charge (4102)	2,190	1,455	135	75	3,855	3,000	0	0	0	0	0	0	0	0	3,855	3,000
Allotment Deposits (4101)	156	312	262	208	938	333	83	83	83	83	83	83	83	83	1,605	1,000
Playing Fields & Pitches, Sport Income (4110)	44	159	372	99	673	500	0	2,000	500	0	0	500	0	12,500	16,173	16,000
Playing Fields & Pitches, Event Income (4120)	0	1,455	16	483	1,954	2,000	4,000	0	0	0	0	0	0	500	6,454	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	0	1,737	5,950	12,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	29,950	36,000
Cemetery - Memorials (4181)	236	629	682	516	2,064	2,267	567	567	567	567	567	567	567	567	6,597	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	0	318	954	1,400	350	350	350	350	350	350	350	350	3,754	4,200
Farmers Market Income (4270)	0	0	180	60	240	0	0	0	0	0	0	0	0	0	240	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	0	78	0	0	0	0	0	0	0	0	0	78	0
Litter/bus station (4295)	0	0	398	0	398	398	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	1,500	1,500	0	0	5,000	0	0	0	0	0	0	6,500	5,000
Roundabout income (4350)	0	0	0	864	864	864	0	0	0	0	0	0	0	0	864	864
Total Sales	9,235	11,118	4,004	7,760	32,118	35,011	8,850	17,647	4,500	4,000	10,647	4,500	4,000	26,148	112,410	115,304
Income for Cycle to Work Scheme	116	116	116	116	462	0	0	0	0	0	0	0	0	0	924	
Wealden DC Grant funding (step improvements followed by Com Orchard)	0	0	960	0	960	0	2,318									
Police & Crime Commissioner Grant funding	0	0	0	0	0	0	2,500									
Boxes highlighted are to be funded or part funded by earmarked reserves/new initiative spending	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>£2k was set aside in reserves in 2024-25 for the purchase of new brushcutters, which covers a proportion of the overspend. The remainder was savings made on the purchase of larger equipment.</p> </div>															
Purchases																
Playing fields and pitches (5120)	2,113	475	2,445	3,143	8,175	6,333	0	0	0	6,333	0	0	0	6,333	20,842	19,000
Playing fields electricity (5122)	0	23	162	119	303	783	196	196	196	196	196	196	196	1,996	3,670	2,350
Play Areas (5176)	0	2,328	0	35	2,363	2,000	0	0	0	0	2,000	0	0	0	4,363	4,000
Ground Maintenance General (5204)	727	472	568	578	2,346	1,667	417	417	417	417	417	417	417	417	5,679	5,000
General equipment repairs and hire (5201)	0	0	179	325	503	2,333	583	583	583	583	583	583	583	583	5,170	7,000
New Equipment (5202)	90	0	2,644	2,749	5,483	2,500	0	2,500	0	0	0	0	0	0	7,983	5,000
Transit (5269)	84	0	646	0	730	500	0	500	0	0	0	0	0	1,000	2,230	2,000
Movana Vehicle (5279)	930	85	89	96	1,200	1,000	0	0	0	0	0	0	0	1,000	2,200	2,000
Tractor maintenance & running costs (5275)	104	301	635	152	1,191	1,000	0	0	0	0	0	0	0	1,000	2,191	2,000
Ford Ranger (5271)	74	73	407	72	627	500	0	500	0	0	0	0	0	1,000	2,127	2,000
Rainwater Harvester Maintenance (5283)	107	1,150	0	0	1,256	1,200	0	0	0	0	0	0	0	0	1,256	1,200
Grass cutting mower (5276)	105	0	0	357	462	500	0	0	500	0	0	0	0	500	1,462	1,500
Grillo Brush Cutter (5272)	0	0	1,186	469	1,655	0	0	0	0	0	0	0	0	0	1,655	0
Allotments (5100)	140	1,199	246	80	1,665	1,167	0	0	0	1,167	0	0	0	1,167	3,998	3,500
LNRS & Sites of Interest (Working budget) (523)	617	0	601	156	1,374	1,500	0	0	0	0	0	0	0	1,500	2,874	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	1,093	4,478	4,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	12,478	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	0	217	250	0	250	0	0	250	0	0	250	967	1,000
Protective - Outdoor staff (5058)	43	46	242	131	462	250	0	250	0	0	250	0	0	250	1,212	1,000
Fencing (5280)	646	18	0	0	664	500	0	0	0	0	0	0	0	500	1,164	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	1,200	5,575	4,000	0	0	0	4,000	0	0	0	4,000	13,575	12,000
HMLNR & WPLNR (5033)	0	0	0	0	0	0	0	250	0	0	0	0	0	250	500	500
Weald Hall Events (5300)	0	2,050	0	385	2,435	5,000	0	0	0	5,000	0	0	0	5,000	12,435	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	80	639	1,000	0	0	0	1,000	0	0	0	1,000	2,639	3,000
Weald on the Field (5078)	675	0	39	5,214	5,928	6,000	4,000	0	0	0	0	0	0	0	9,928	10,000
Town Security/CCTV (5370)	1,161	(1,100)	0	0	61	0	0	1,325	0	0	0	0	0	1,325	2,711	2,650
Floral displays (5373)	0	0	1,960	537	2,498	2,100	500	500	500	0	0	0	0	0	3,998	3,600
Cemetery, grave digging (5181)	320	0	640	320	1,280	1,250	0	1,250	0	0	1,250	0	0	1,250	5,030	5,000
Cemetery, rates & water (5180)	156	115	115	112	498	600	150	150	150	150	150	150	150	0	1,548	1,500
Cemetery, litter (5182)	343	245	245	250	1,082	1,000	250	250	250	250	250	250	250	250	3,082	3,000
Cemetery, maintenance (5186)	186	0	0	0	186	200	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

Environment and Leisure Committee at 31 July 2024

	Apr 24 Actuals £	May 24 Actuals £	Jun 24 Actuals £	Jul 24 Actuals £	Actuals at 31 Jul 24 £	Budgeted 31 Jul 24 £	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
Street light repairs (5081)	0	5,528	4,130	4,133	13,790	10,000	0	5,000	0	0	0	0	0	0	18,790	15,000
Bus shelters (5086)	0	54	0	0	54	0	0	250	0	0	0	0	0	250	554	500
Groundsmen - salaries (5360)	8,869	11,023	10,827	10,827	41,546	45,875	11,469	11,469	11,469	11,469	11,469	11,469	11,469	11,469	133,296	137,626
Groundsmen - National insurance (5361)	805	998	971	971	3,746	4,239	1,060	1,060	1,060	1,060	1,060	1,060	1,060	1,060	12,223	12,716
Groundsmen - Pension (5362)	2,256	2,689	2,650	2,650	10,246	11,245	2,811	2,811	2,811	2,811	2,811	2,811	2,811	2,811	32,735	33,734
LNRS & Sites of Interest (Ranger) (5230)	2,577	2,577	2,577	2,577	10,310	11,040	2,760	2,760	2,760	2,760	2,760	2,760	2,760	2,760	32,390	33,120
Total Purchases	25,976	33,384	36,855	38,811	135,026	131,532	25,195	35,170	21,195	38,695	24,445	20,695	20,695	63,820	384,940	379,496
New initiatives 2024/25																
ESCC Grass Verge cutting (5207)	5,686	0	0	0	5,686	5,686	0	0	0	0	0	0	0	0	17,058	5,686
Tree for a tree planting programme (5050)	0	0	0	0	0	0	0	0	0	0	1,000	0	0	0	1,000	1,000
Beacon Lighting events (5209)	400	1,073	790	0	2,263	2,000	0	0	0	0	0	0	0	0	6,526	2,000
Roofed compound for grounds storage	0	0	0	0	0	0	0	0	0	0	0	0	0	500	500	500
Chainsaw for Ranger	0	0	0	0	0	0	0	0	0	0	0	0	0	650	650	650
Harlands Pond Mgt Plan	0	0	0	0	0	0	0	0	0	0	0	0	0	950	950	950
Total new initiatives 2024/25	6,086	1,073	790	0	7,949	7,686	0	0	0	0	1,000	0	0	2,100	26,684	10,786
Earmarked reserves expenditure																
New Holland Tractor	0	11,497	1,163	1,932	14,592											

Due to the backlog of repairs in 2023, many of the repairs identified in 2023 and 2024 have been addressed in this financial year. We have £30,647 allocated in reserves for these repairs, so any overspend at financial year end will be allocated accordingly.

Meeting of the Environment & Leisure Committee

Monday 14 October 2024

Agenda Item 5.3

TO CONSIDER THE QUOTATIONS RECEIVED FOR UPGRADING TWO GROUNDS TEAMS VEHICLES AND TO SELECT A SUITABLE LEASE AGREEMENT

1.0 Overview

1.1 As members are aware, the Grounds Team currently have three vehicles:

2011 Ford Ranger (13 years old)

2012 Ford Transit (12 years old)

2016 Vauxhall Movano (8 years old)

1.2 These vehicles mainly do short journeys around the town so do not tend to build up high mileage but they have high wear and tear on them, the clutch, brakes and other mechanical features. As they are diesel, they do not benefit from new modern technology so often need long runs to clear out the filters.

1.3 They are starting to need more regular and expensive repairs and use large volumes of diesel to run which is not very efficient or eco-friendly.

1.4 These have been the costs in the past three years for the above three vehicles, which doesn't account for vehicle tax, which is in the region of £300 per vehicle, and fuel on top per annum including tax or fuel. Please note the Vauxhall Movano did experience minor accident repair.

Year	2011 Ford Ranger	2012 Ford Transit	2016 Vauxhall Movano
2020-21	£1,333.40	£665.97	£236.84
2021-22	£653.45	£923.36	£1,429.22
2022-23	£2,114.84	£1,535.71	£654.98
2023-24	£359.65	£68.31	£1,939.01
2024-25 to date	£336.00	£890.11	Just fuel to date
	Average fuel cost = £1.1k - £1.2k Plus tax in region of £300	Average fuel cost = £1.1k - £1.2k Plus tax in region of £250-300	Average fuel cost = £1.3k - £2k Plus tax in region of £300

1.5 Most commercial vehicles are replaced every 5-10 years due to wear and tear, technology moving on, more efficiency and recouping some value back from the sale. We are nearing 2025, which places the oldest vehicle at nearly 14 years old and the more recent of the vehicles at nearly nine years old.

1.6 We also need to factor in that there are six staff (5 x Grounds staff and 1 x Ranger) sharing these three vehicles and the New Holland Tractor.

2.0 Current state of the vehicles



3.0 Next steps

3.1 As we do not have the funds to buy vehicles outright and wish to wait a few more years until the technology has advanced with alternative fuels to consider the wider range of options and infrastructure available to best support the Grounds team, the preferred options for the present time, would be the following two leasing opportunities that would not incur large borrowing interest costs:

3.2 Contract hire: (Hire/send back)

- This involves a small deposit and a monthly fee over a set period of years.
- At the end of the hire, we hand the vehicle back and start again (we would pay an excess mileage charge for each mile we drive over the mileage allowance but if exchanging for another vehicle, usually any excess mileage or bodywork issues are factored into the exchange so become minimal);

3.3 Finance lease: (Hire/pay balance-sell)

- This involves a small deposit and a monthly fee over a set period of years but...
- At the end of the lease, we sell the vehicle and pay off the final rental balance. The mileage we have set is used to calculate the final rental balance due at the end of the contract. We are not limited to this mileage - however if we go over this amount, it could be that the vehicle value will be less than the final rental balance.

3.4 Both options will give us the following benefits:

- Fixed contract length
- No large initial cost outlay
- Low monthly cost
- Maintenance of the vehicle included so we know exact costs for budgeting each month
- Under warranty from the manufacturer so if they break down, they are repaired free of charge
- No tax cost
- No MOT cost
- More fuel efficient
- Makes us look more professional

3.5 The Countryside Ranger proposes that out of the three vehicles, we have a budget to replace the Ford Ranger and the Ford Transit as they are the oldest and spread out the contracts on a 3-year deal and a 4-year deal. By replacing the Vauxhall Movano Flatbed in two years' time, this will stagger the costings.

3.6 New vans are mainly limited to either diesel or electric. At this point in time, the Grounds and Ranger vehicles will be diesel with the possibility of a third "pool" vehicle, to be used between the Ground team and Estates, being an electric vehicle kept at Victoria. To install a charging point at Victoria, would cost approx. £1,080.00 plus VAT. This in turn would reduce the need to use personal vehicles for business use and therefore voiding insurances.

Other points to consider:

- To install charging stations would be expensive, could lead to potential risk to anti-social behaviour, would require a new incoming supply head brought in from the main road to the pavilion which is a huge cost.

4.0 Costs and specific needs

4.1 Quotes:

Replacement Grounds Vehicles#2											
Ranger(48 months)	Supplier	Purchase method	Warranty Period	Contract Period	Mileage per anum	Maintenace incl	Deposit	Monthly Cost	Total Cost for Period	Interest Charged	End of Term Payment
Toyota Hilux Ext	SLM Toyota	Hire Purchase	36 months*	48 MONTHS	10,000	No	£5,341.70	£662.74	£31,811.52	£4,713.02	N/A
Toyota Hilux Ext	SLM Toyota	Contract Hire	36 months*	48 MONTHS	8,000	Yes	£2,685.95	£415.95	£22,235.60	N/A	Null
Toyota Hilux Ext	SLM Toyota	Contract hire	36 months*	48 MONTHS	6,000	Yes	£2,613.06	£408.05	£21,791.41	N/A	Null
Grounds(Box Van)											
Toyota Proace	SLM Toyota	Hire Purchase	36 Months*	36 Months	10,000	No	£5,057.25	£805.71	£34,062.81	£3,329.24	N/a
Toyota Proace	SLM Toyota	Contract hire	36 Months*	36 Months	8,000	Yes	£1,474.62	£461.06	£23,144.44		Null
Toyota Proace	SLM Toyota	Contract hire	36 Months*	36 Months	6,000	Yes	£1,416.15	£448.50	£22,495.65		Null
Citreon Dispatch	Wilmouths Citreon	Hire Purchase	36 months	36 Months	10,000	No	£4,552.96	£741.47	£31,245.88	£3,538.12	N/a
Citreon Dispatch	Wilmouths Citreon	Contract Hire	36 Months	36 Months	8,000	No	£2,526.66	£417.57	£17,141.61	N/A	Null
Citreon Dispatch	Wilmouths Citreon	Contract hire	36 Months	36 Months	8,000	No	£2,459.64	£409.94	£16,807.54	N/A	£10,887.50
Pool Vehicle (Electric)											
Toyota ProAce City	SLM Toyota	Hire Purchase	36 Months	24 Months	10,000	Yes	£4,291.08	£973.77	£26,661.56	£1,860.06	N/A
Toyota ProAce City	SLM Toyota	Contract hire	36 Months	24 Months	6,000	Yes	£2,310.72	£385.12	£11,168.48	N/A	Null
Citreon Belingo E	Wilmouths Citreon	Contrat Hire	36 Months	24 Months	6,000	No	£2,550.42	£422.57	£12,269.53	N/A	Null
Citreon Belingo E	Wilmouths Citreon	Hire Purchase	36 Months	24 Months	10,000	No	£4,783.62	£985.70	£28,440.42	£2,183.70	

Please find copies of the quotes received (appendices A – H) which have been circulated separately to members.

4.2 **Ranger vehicle**

Needs to be specialist: Preferred Vehicle Choice: Toyota Hilux diesel extra cab pick-up 2.8 D-4D

- BFG AT Tyres – Increased lifespan over other brands of tyres, improved traction off road.
- Over Rail Liner – Protects the bed from damage and creates an easily washable surface.
- Rubber Mats – Helps prevent damage to the interior along with keeping the vinyl clean (the utility version has vinyl in place of carpet to minimise risk of stains etc).
- Tow Pack 13 pin LED / 3.5kg- Allows the vehicle to be used for towing (towing capacity 3.5tons).

4.3 **Grounds vehicle**

- Can be the cheapest available at the time as it does not need to be a specialist vehicle.

4.4 **Electric Pull vehicle**

- No preference on manufacturer.
- Small van type vehicle to allow collection of some materials or movement of equipment.
- Running costs are £0.06p per mile in summer and £0.10p per mile in the winter.

4.5 **Sign Writing**

All vehicles to show the Town Council logo on both front doors and the bonnet. These will be 40cm x 40cm. Vehicles will also need to display flammable good decals and standard company vehicle decal where applicable (i.e. no smoking). The cost per vehicle for sign writing is £90 plus VAT for the three decals.

5.0 **Recommendations**

5.1 Members are asked to:

- (i) note the contents of the report;
- (ii) agree to the lease of two grounds vehicles and recommended selections of the Ranger and Grounds Team.

Contact Officer: Thomas Woollard

Meeting of the Environment & Leisure Committee

Monday 14 October 2024

Agenda Item 5.4

TO REVIEW THE FEES AND CHARGES FOR SNATTS ROAD CEMETERY FOR 2025/26

1.0 Summary

1.1 Every year as part of the budget setting process, the Town Council is required to review its fees and charges. In addition to the fees and charges for our room hire and sports facilities, the Town Council is also required to review the fees and charges for burial and ashes interments, along with memorial fees set for Snatts Road Cemetery.

2.0 Update

2.1 Members are therefore required to review the fees and charges for 2025/26. In the past four years the Environment & Leisure Committee have agreed to increase all fees by 1.5% for the Cemetery.

2.2 In 2023 a full review and comparison was undertaken of charges from other cemeteries in the local area, and similar size authorities. It was very hard to compare as once again rates were subject to other factors - the level of demand and space available in the cemeteries, whether the authority had a grounds team or contractors to undertake the works etc.

2.3 The Town Council's rates were higher for some elements of the charging schedule, but lower in other areas, so tended to balance out when compared. Members therefore suggested that the Town Council continued with the same percentage increase unless the service was experiencing hardship.

2.4 The Consumer Price Index (CPI) has risen by 2.2% this year which means that the recommended increase would be a 2% increase to the cemetery fees and charges in 2025/26.

3.0 Current Fees and Charges

3.1 A copy of the current rates are attached at Appendix A for reference.

4.0 Recommendations

4.1 Members are asked to provide their initial views on the fees and charges for Snatts Road Cemetery for 2025/26.

Contact Officer: Rachel Newton

Rules and Regulations

The Snatts Road Cemetery Regulations, a copy of which can be obtained from the Town Council offices, must be adhered to at all times.



Uckfield Town Council

Council Offices, Civic Centre, Uckfield TN22 1AE
Tel: 01825 762774
www.uckfieldtc.gov.uk



Uckfield Town Council

Snatts Road Cemetery Fees

As at **1 April 2024**
Snatts Road Cemetery Fees
as fixed by Uckfield Town Council



Please note: All Exclusive Rights, interment and memorial fees in sections 1-5 are **DOUBLED** for non-parishioners (*non-parishioners are those that have lived outside the parish for six months or more*)

BURIALS

1. **INTERMENT FEE** (including excavation)
 - a. New grave any depth £703.15
 - b. Re-open existing grave £575.50
 - c. Charges for babies and children on application
2. **EXCLUSIVE RIGHT OF BURIAL IN EARTHEN GRAVE**
Deed for the Exclusive Right of Burial for a period of 75 years
 - a. Adult over 18 years of age £813.50
 - b. Child between 1 and 18 years of age £269.15
 - c. Babies under 1 year (parishioners only) Nil
(see below)

The Town Council does not charge for a baby plot for those under 1 year old and will retain the Exclusive Right of Burial unless the plot is purchased at a cost of £252.55. In line with The Social Fund (Children's Funeral Fund for England), burial authorities can claim back the fees incurred for the above exclusive right of burial for a child between 1 and 18 years of age.

ASHES

3. **THE GARDEN OF REMEMBRANCE**
 - a. Deed for the Exclusive Right of Burial of Ashes for a period of 75 years £386.35
 - b. Interment of cremated remains £141.75
4. **CLOISTERED GARDEN OF REMEMBRANCE**
The Exclusive Right of Burial of Ashes is not required in this section
 - a. Scattering of cremated remains £141.75

5 MEMORIALS

For the right to erect or place a memorial on a grave the Exclusive Right of Burial must be purchased. The Town Council must approve all memorials and inscriptions including those for babies under 1 year old where the council holds the Exclusive Right of Burial.

Headstones only are permitted on the lawn section plot numbers X1-X296

All memorial sizes must be in accordance with the Cemetery Regulations.

- a. Headstone £172.05 + VAT
- b. Kerb sets including headstone £378.60 + VAT
- c. Kerb sets or book £205.60 + VAT
- d. Tablet – Garden of Remembrance £172.05 + VAT
- e. Plaque – Cloistered Remembrance Wall (single size) – 25 year licence £172.05 + VAT
- f. Plaque – Cloistered Remembrance Wall (double size) – 25 year licence £225.05 + VAT
- g. Additional inscription £59.55 + VAT
- h. Vase memorial only £71.40 + VAT
- i. Rose tree £95.75 + VAT

6 OTHER CHARGES

- a. Cemetery maintenance charge £106.05 + VAT
Applicable for all burial and ashes interments
- b. Fee for search of burial records £11.15 + VAT
- c. Transfer of Deed of Exclusive Rights of Burial £46.80 + VAT

Meeting of the Environment & Leisure Committee

Monday 14 October 2024

Agenda Item 5.5

TO REVIEW THE FEES AND CHARGES FOR OUR ALLOTMENTS IN 2025/26

1.0 Summary

- 1.1 Each year, as part of the budget setting process, the Town Council is required to review its fees and charges. This includes the fees and charges for allotments.
- 1.2 Following a thorough review of the structure of the allotment fees and charges in October 2021, the renewed allotment rates commenced from 1 April 2023 which included a new admin fee to assist with meeting the running costs.
- 1.3 In October 2023, members agreed to increase the fees and charges for allotments by 1.5% (same rate as the four years prior to the review). Members decided not to increase the admin fee as this was new.
- 1.4 Members are required to review the allotment fees and charges for 2025/26.

2.0 Comparisons

- 2.1 In the past, details of other local council fees and charges have been obtained to try and establish a comparison. However, as with the provision of sports facilities this has proved difficult as other towns and parishes charge differently – dependent on ownership, management, standard and condition of the sites.
- 2.2 The Consumer Price Index (CPR) has risen by 2.2% this year which means that the recommended increase would be a 2% increase to the allotment fees and charges in 2025/26.

The Admin fee: -

- 2.3 At the Allotment Conference this year, the Allotment Working Group highlighted that the average total expenditure of running the allotments compared with recent income was more or less equal and showed that we were now on target, although the Town Council were still subsidising the allotments and this did not include the costs of materials or discounts applied. The admin fee would remain as a percentage towards the costs of running the allotments and calculated by dividing those costs against the number of tenancies.

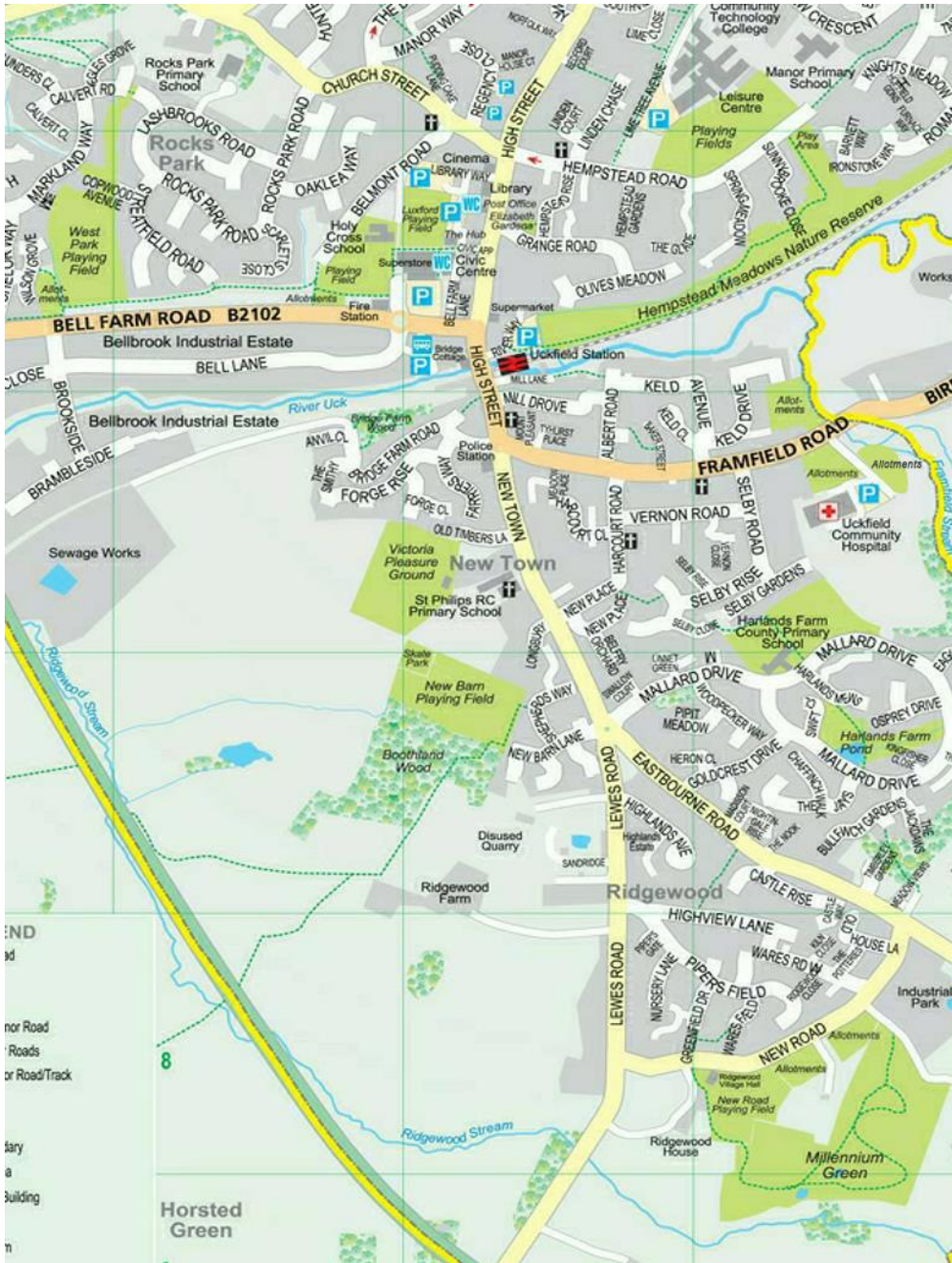
3.0 Current Fees and Charges

- 3.1 A copy of our current rates for our allotments is attached at Appendix A.
- 3.2 The cost of an allotment plot from 1st April 2024 to 31 March 2025 was £2.40 per 15 square metres, plus an additional water charge and £15 admin fee per plot. The deposit for 2024/2025 was £52.00.

4.0 Recommendation

- 4.1 Members are asked to provide their initial views on the above subject.

Appendices: Appendix A: Current fees and charges for allotments
Contact Officer: Rachel Newton



HIRE CHARGES 2024/25 for ALLOTMENTS

Terms and Conditions which apply to these facilities will be issued to all hirers

ALLOTMENTS

The annual cost of an allotment plot from 1 April 2024 is **£2.40** per 15m² plus an additional water charge. A refundable deposit of **£52.00** is chargeable on all allotments.

There are five allotment sites:

- Bell Lane;
- Bird in Eye;
- Framfield Road East;
- Framfield Road West;
- Ridgewood;
- West Park.





MINUTES OF THE ALLOTMENT CONFERENCE

Wednesday 11 September 2024 at 7.00pm in the Weald Hall, Civic Centre.

In attendance: Councillor. K. Bedwell
Councillor. S. Mayhew
Councillor. A. Smith

21 members of the public
Rachel Newton, Senior Administrative Officer
(Minutes taken by Rachel Newton)

1.0 WELCOME AND INTRODUCTIONS

Cllr. Smith introduced herself (Chair of Environment and Leisure committee and councillor for Uckfield North) as well as other members of the Allotment Working Group and staff at the top table, including Cllr. K. Bedwell (Uckfield Ridgewood), Cllr. S. Mayhew (New Town) and the Senior Administrative Officer before moving onto the presentation of the allotment winners.

Cllr. Smith recommended visiting the Chelsea Physic Garden for anyone who wished to learn more about the power of plants and their medicinal value and to connect with things that grow from the soil. Cllr Smith also expressed that this had given her a greater insight and respect for the work allotment holders put in to their plots.

The Allotment Association had informed us that the bees were doing well this year and that they had a dozen members in the Bee Club now which was fantastic news for the allotments. Uckfield Town Council planned to meet up with members of the Allotment Association soon to discuss the role of reps, the allotment inspections and current membership levels.

Cllr Mayhew thanked the allotment reps for their invaluable support and contribution with the checks so far this year, and for raising any allotment enquiries on behalf of tenants. He also expressed how beneficial it would be to invite more volunteer reps to help keep track of any plots that were not being cultivated, as they had the knowledge and expertise and could potentially work together to flag up any issues or concerns.

2.0 ALLOTMENT COMPETITION WINNERS 2024

We were fortunate to have Stavertons Nursery sponsor the Allotment Competition once again this year. The sunshine held out for the judges on the day to decide the winners in each category.

Earlier in the year, the Marketing and Community Engagement Officer had sent out a request for tenants to share any ideas before the announcement of the chosen categories.

This year, tenants were keen to promote peoples' efforts and to encourage wildlife on to their plots, including birds and insects. For example, nectar rich

flowers and plants that were bee and pollinator friendly and maybe a small pond or water area for birds and amphibians, not using pesticides and perhaps sheltered habitats such as a small log pile or bug hotel.

We were also asked to make the competition automatic entry this year as it was felt that some of the best plots were not being recognised and that the competition should be a celebration and not a basis for bad feeling. Also, some tenants were trying their best, even if time was an issue and this was taken into account.

The judging criteria for Best Kept allotment included condition of plot, good workmanship, quality of crops, flowers, fruits and veg and plants, water conservation, encouragement of wildlife, use of recycled materials and condition of paths and garden buildings.

The judging criteria for Ecological Award included reuse, reduce and recycle, efforts to conserve water, encouraging insects and wildlife to the plot and ecological statement.

For the Children's Award, the category was open to children under 16 years of age and for children to decide what they wanted to grow.

The winners were announced (with photos) under each of the following categories:

Best Kept Winners:

Bird in Eye – Mrs S. Read
Framfield Road West – Andrew & Mary Ford
Framfield Road East – Phil Manning
Ridgewood – Ian Scutt & Sandy James
West park – Janet Snow
Bell Lane – Mr Coleman

Ecological Award:

Framfield Road East – Heather Berry

Each winner above received a Winners' Certificate and gift voucher worth £25.

Children's Award (2 x joint winners):

Ridgewood – Casey Harrison-Graves (who helped create a raised bed and planted potatoes, carrots and parsnips. This was a labour of love and hope)

Framfield Road West – May Kala Vilar (the slugs unfortunately ate the green and oriental salad leaves, so Maya entered the squash and peas instead)

Each winner received a Winner's Certificate and gift voucher worth £10.

The Overall Winner:

Framfield Road East – Phil Manning

The 'Allotment Shield' was presented to this years' winner (with engraving of his name included) along with the Winners' Certificate.

Winner of the Scarecrow Competition:

Ridgewood – "Bob the builder" created by Joelle Jeffery and family.

The winner of the Scarecrow Competition received a gift voucher from Uckfield Town Council worth £10.

Cllr Donna French created “Rex and Ursula” who both took up residence at the Civic Centre during the week of the competition to admire and take selfies with! Some of the materials were on loan from the ‘Hospice in the Weald’ charity shop on the High Street.

3.0 SHORT TALKS PRESENTED BY:

1. Allotment holder, Joelle Jeffery, kindly prepared a short talk on the benefits of starting an allotment plot with all the family:

“As a family venture, we started our allotment in June 2023. We entered the Scarecrow Competition for fun and our 9-year old son enjoyed stuffing the scarecrow with straw and putting his yellow Bob the Builder hat on! We also have an 18-month old baby, and they both help with the watering and harvesting when crops are ready. The children are also learning where their food comes from and how to care for the plants so it’s a great way for us to share this experience and to do something that’s positive for the next generation.”

2. Andi Jaffray, Director of the ‘We Grow’ initiative founded in Forest Row and based on the benefits of having local groups meet to swap to share seeds, seedlings, tools and knowledge. Their current areas of focus included Lewes, Uckfield, Crowborough, Forest Row and surrounding villages.

4.0 UPDATES FROM THE TOWN COUNCIL’S ALLOTMENT WORKING GROUP

Councillor K. Bedwell presented the attached slides [see item 6.1(App A) – Allotment Conference PowerPoint slides].

ALLOTMENT COSTS

Cllr Bedwell provided an update on the average total expenditure of running the allotments and total income which equalled out and demonstrated that we were now on target, although the Town Council were still subsidising the allotments alongside the increasing cost of materials and taking account of the discounts applied. The water charge was always kept separate as this was taken from the final water bills and divided between each site.

Cllr Bedwell explained that the admin fee was still being introduced as a percentage towards the costs of running the allotments and was calculated by dividing those costs against the number of tenancies.

Members would still need to review the allotment fees and charges for 2025/26.

ALLOTMENT CHECKS

A lot of letters had been sent out this year for non-cultivation and weed control, although the weather had not helped and it was understood there were issues with slugs in the spring, bindweed and marestail. A number of plots were rescinded due to various reasons and some tenants carried on once the weather improved.

Some concerns were raised by a couple of tenants in relation to the way the checks had been carried out, especially where it seemed apparent that some plots had been planted out or seeded but the crops could not be seen growing yet. With hindsight, it was felt that the letter was perhaps too harshly worded and

that plots with weeds just needed a nudge, and not a letter for non-cultivation. For these reasons, the allotment working group reviewed the process for allotment checks and had subsequently made a few changes:

1. Joint allotment checks to be undertaken twice a year (instead of three) - May/June & September/October;
2. Either 'weeds prompt' letter for small areas, or a
3. Non-cultivation letter with 4 weeks' notice to improve & further check in September (if required), followed by a;
4. Final Warning letter (4 weeks' notice), and
5. Notice to quit (2 weeks' notice) with reasons provided. If there was any rubbish left on the plot, there may be a charge for its disposal.

Allotment tenants were advised to contact their rep or Rachel at the Civic Centre with any problems or any health issues so the council needed to be made aware of.

GROUNDS TEAM - UPDATES

Cllr Smith provided a breakdown of some examples of the maintenance tasks by the Grounds staff:

- Two cuts per month from spring onwards (weather depending) and hedges cut in October after bird season;
- The Framfield Road gate had been replaced with a pedestrian gate, not a kissing gate as this would encourage entry for larger vehicles but the pathway was too narrow;
- Some taps were on the maintenance list that needed attention although the threads were gone and needed re-plumbing so these were being ordered.
- There were problems with fence boundaries being looked into (discussed later in the meeting);
- There were only four grounds staff available and only two of them working on grass cutting at one time, the cemetery alone took longer than expected. They had a vast workload, especially during summer, so tenants were asked to bear with the council for the time being.

SUMMARY

Tenants were given a gentle reminder of their responsibility for cutting pathways between allotments and to keep them neat and tidy and free from weeds.

29 new tenants had been welcomed (so far) this year. There were three plots created by dividing larger plots, which had assisted with reducing the waiting list.

Councillors were keen to look at ways in which further support could be offered to assist one another if a tenant was struggling during a difficult time.

Councillors were also keen to talk to developers in the near future about carving out new allotment land and were trying hard to advocate for more green space for residents of Uckfield.

The next joint allotment working group meeting was being held on 11 November 2024 at the Civic Centre, to bring together the councillors, allotment reps and members of the Allotment Association to provide a platform for any updates and items raised by tenants.

5.0 QUESTIONS ALREADY SUBMITTED PRIOR TO THE CONFERENCE

Q. The hedge border between the hospital/development on the Framfield East Allotments needed cutting back on both sides and properly disposed of.

A. Rachel was in the process of establishing who was responsible for cutting back the hedge on the hospital side – apparently they were new contractors. The council would ask for them to place the cuttings on the car park side to the end of the fence border rather than throwing them over onto the allotment side. The allotment side would be put back on the list to be cut periodically.

6.0 Q&A FROM THE FLOOR

Attendees were welcomed to ask questions from the floor. Councillor Smith facilitated the Q&A session with Rachel providing a roving microphone to assist with sound levels.

Q. Regarding the group of people that objected to the council increasing the rent, do you have a list of how many tenants have given up their plots because of this?

A. There were 24 new tenants who had relinquished their plots for various reasons. We had met or spoken with most of those people and although we could not tell specifically if this was the reason for some, most tenants had informed us that they did not have the time available.

Q. Another question is about plot sizes. There is a very pleasant couple who won before but their plot is now a tip and they said they would be giving up. Maybe you shouldn't offer people a big plot, give them a small plot first.

A. The problem was that we could only offer what was available at the time, so it would be entirely up someone if they wished to take the allotment. If it was too much for them, they could go to the top of the waiting list to wait for a swap or manage what they had until another plot became available.

Q. Providing an example of a good tenant, a family who took on a plot that needed a lot of attention on the Framfield East site have made huge improvements to the plot.

A. Cllr Bedwell explained that she had seen the plot in question and that it was good to see tenants enjoying their plots and that most of our tenants were excellent. Sometimes however it was not the tenant's fault if things got out of hand. The sad thing was that some tenants didn't always feel they could come to the Town Council but we just wanted everyone to enjoy their allotment, and to let us know if they weren't coping. This particular plot was one whereby the tenant thought she could cope initially, but didn't then realise the amount of work involved and little time she had to get there, but in the end this was all sorted out with no ill feeling. We just needed to ensure plots were offered to tenants who were aware from the beginning what was involved so we have met lots of new tenants this year and hope this helped. The Town Council was still here to represent tenants and their neighbours and to make sure plots did not become overgrown.

Q. The previous Town Council was faced with a long waiting list and had a policy for larger plots to become two which reduced the waiting list considerably at that time. I wondered what the reason was and why we had changed that policy. I was able to half my plot and gave the information to the Town Council.

A. At the time of the review, when the admin fee was added, and offered some tenants to swap for a larger plot if and when available to give them that opportunity instead of paying two admin fees. However, since then the council had been able to

split larger plots to accommodate new tenants. Also, as the waiting list had reduced this year following the checks, the council could also be a little more flexible and keep some bigger plots as some tenants had asked to upsize too. It was also about the time and cost to split plots, but it seemed to be working okay so far. We didn't have a rigid policy but this was the reasoning behind that and why we are now able to offer to split some plots.

Q. There is potential for one or two further plots at the Bird in Eye site just past the gate behind the pumping station. This may require a digger and lorry to remove the overgrown vegetation but this space would seem suitable and help reduce the waiting list even further.

A. This space was being used as a staff area but was being looked into already as a to create more plots. The Grounds team were currently using some of the site as a nursery for new saplings but they could be moved if necessary to other areas. This was being discussed with the Estates team.

Q. Can I ask to have a look at improving the drainage on the Bird in Eye where my allotment is, as discussed previously. Between November to March at least half of my plot is frequently under water, as is my neighbour's and needs some more drainage in the wider footpaths to drain the water away. I understand this is a budget issue but because I'm at the bottom of the hill it effects my plot more than anyone else's.

A. This would be looked into by the Grounds staff.

Q. Please can people shut the gates when leaving the Framfield West allotments.

A. Cllr Smith asked for this to be relayed in the minutes to ask all tenants to shut the gates behind them as they entered or left the allotment sites. This was something previously raised by the Estates team as a deterrent against anti-social behaviour and to deter dog walkers entering onto the allotments.

7.0 LOOKING AHEAD TO 2025 – ALLOTMENT COMPETITION & CONFERENCE

Cllr Smith thanked everyone for their time, and for attending and participating.

Looking towards 2025, the Town Council would welcome any ideas for the Allotment Competition, especially scarecrows(!) and the Council looked forward to seeing everyone at the Allotment Conference.

The meeting closed at 8:20pm

Appendices: Appendix A (copy of the PowerPoint presentation)



ALLOTMENT CONFERENCE

Wednesday 11 September 2024 at 7:00pm

Weald Hall, Civic Centre, Uckfield

Tea and coffee from 6.45pm

AGENDA

- 1.0 Welcome and Introductions**
- 2.0 Announcement of the Allotment Competition Winners**
- 3.0 Update from the Town Council's Allotment Working Group**
- 4.0 Questions already submitted prior to the conference**
- 5.0 Q&A from the floor**
- 6.0 Looking ahead to 2025 – Allotment Competition & Conference**

Town Clerk

3 September 2024

A person with long brown hair, wearing a light blue denim shirt, is seen from above, leaning over a garden. They are tending to various green plants, including a large head of lettuce in a wooden crate on the left and a round, textured object (possibly a hat or basket) in the bottom left corner. The background is filled with lush green foliage.

WELCOME!

UCKFIELD ALLOTMENT CONFERENCE

Wednesday 11 September 2024

WORKING
TOGETHER:
UTC ALLOTMENT
WORKING GROUP,
COUNCILLORS AND
OFFICERS



WORKING WITH

**THE ALLOTMENT
ASSOCIATION**

&

ALLOTMENT SITE REPS



ALLOTMENT ASSOCIATION

**£6 PER YEAR,
BENEFITS INCLUDE:
% OFF**

**seeds, bamboo canes, fertilizer
+ advice, newsletter with tips and updates**

**Hut list of lower prices & copy of the latest
newsletter – pick up copies and see for yourself!**



Uckfield & District Allotment Holders Association Trading Hut – Framfield Road allotment car park. Open Sundays, 12-Noon



HOW TO JOIN

- **Online – DOWNLOAD MEMBERSHIP FORM VIA:**

<https://bit.ly/allotment-membership-form>

- **Contact Uckfield Town Council for a copy of the membership form, or...**
- **Speak to David Newbery – Secretary**

ALLOTMENT SITE REPS

- **BELL LANE – Vic Oliver**
- **BIRD IN EYE – Adrian Marshall & Steve Ward**
- **FRAMFIELD EAST – Stuart Woodham**
- **FRAMFIELD WEST – David Newbery**
- **RIDGEWOOD – Carol Washer**
- **WEST PARK – Mr. Bailey & Louise Tennant**



ALLOTMENT SITE REPS

- Point of contact to ensure a helpful, fair and consistent service
 - Share information
 - Offer support & encouragement
 - Monitor need for repairs & report issues or concerns

JOINT ALLOTMENT WORKING GROUP MEETING IN NOVEMBER:

- Provides a forum for discussion
- Aim is to continuously improve communication between allotment holders and UTC

Any concerns or ideas to raise –
contact Allotment Rep

ALLOTMENT COMPETITION 2024

SPONSORED BY STAVERTONS NURSERY



CHILDRENS AWARD 2024!

Casey Harrison-Graves - RW21C



CHILDRENS AWARD 2024

Maya Kala Vilar - FRW23



BEST KEPT WINNERS

Mr Coleman - BL37A



BEST KEPT WINNERS

Janet Snow - WP14



BEST KEPT WINNERS

Ian Scutt - RW26B



BEST KEPT WINNERS

Mrs S. Read- BIE22



BEST KEPT WINNERS

Phil Manning - FRE47



BEST KEPT WINNERS

Andrew & Mary Ford - FRW21A



ECOLOGICAL AWARD

Heather Berry – FRE43B



OVERALL WINNER

Phil Manning – FRE47



SCARECROW COMPETITION – 5 ENTRIES!

5. “Rex & Ursula” - by Cllr D. French



4. “Grandad” - by David Hall, WP4A



3. “Stanley” - by Louise Tennant, WP5A



2. “Billy Bird-In-Eye” - by Steve Simons, BIE29B



1. THE WINNER IS: “Bob the Builder” - by Joelle Jeffery, RW4B



SHORT TALK BY Joelle Jeffery - Ridgewood allotments

As a family venture, we started our allotment in June 2023.

We entered the Scarecrow Competition for fun and our 9-year old son enjoyed stuffing the scarecrow with straw and putting his yellow Bob the Builder hat on!

We also have an 18-month old baby, and they both help with the watering and harvesting when the crops are ready. The children are also learning where their food comes from and how to care for the plants. It's a good way for the family to share this experience and to do something that's positive for the next generation too.

ALLOTMENT WORKING GROUP - UPDATES



UCKFIELD ALLOTMENTS

THERE ARE 244 ALLOTMENTS IN UCKFIELD

- Bell Lane
- Bird in Eye
- Framfield Road East
- Framfield Road West
- Ridgewood
- West Park



ALLOTMENT FEES AND CHARGES

INVOICING PERIOD

The next yearly invoicing period will commence from
1 April 2025 to 31 March 2026

Invoices will be sent out early April 2025.

ALLOTMENT COSTS (AVERAGE)

Admin	£3,645 (4.5hrs/wk)
Mowing & equipment	£2,592 (2.5hrs/wk)
Hedges	£1,280 (80 cuts/yr)
Maintenance	£960 (5hrs/mth)

Average total expenditure £8,477/yr - avg

(Not including material costs or discounts applied to 93 plots of £416)

ALLOTMENTS INCOMING

Admin charge

£3690

Plot fees

£4207

Total Income

£8,313.00

(Water is separate – from the water company and out of our control)

AVERAGE COST OF A PLOT

Average Cost of a plot £18.98

Most Expensive Plot £81.00

Cheapest Plot £5

ALLOTMENT WAITING LIST

September 2021 – 121

September 2022 – 66

September 2023 – 52

September 2024 – 35

8 waiting to swap

8 waiting for an additional plot

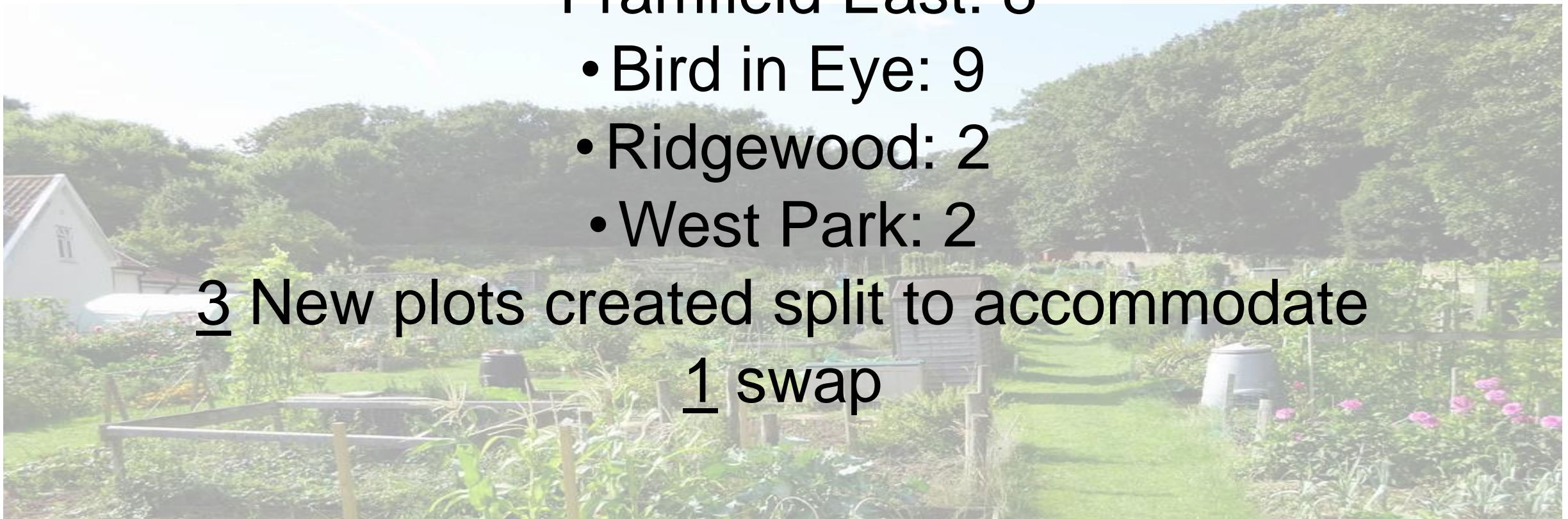
19 waiting for a first plot

NEW TENANTS WELCOMED

29 new tenants (so far) in 2024-25:

- Framfield West: 8
- Framfield East: 8
 - Bird in Eye: 9
 - Ridgewood: 2
 - West Park: 2

3 New plots created split to accommodate
1 swap



ALLOTMENT CHECKS REVIEW: WE ARE LISTENING

- Allotment checks helped in some areas but aren't working for others.
 - Feedback from tenants received led to review of checks procedures for 2025:
 - Joint allotment checks to be undertaken by councillors, officers & site reps twice a year – May/June & September/October
 - 1st check April: either weeds prompt letter or non-cultivation letter & further check in September
 - 2nd check September: still no cultivation, Final Warning (4 weeks) then Notice to Quit (2 weeks)
(New tenants: 12 months grace period)

GROUNDS MAINTENANCE

- Estimates two grass cuts per month (weather dependent)
- Groundsmen only responsible for main pathways
- Tenants are responsible for the grass cutting between each allotment, keeping edges neat and tidy, and free from weeds.
- Hedges cut in October/November and March, then left for bird nesting season.



**QUESTIONS ALREADY
SUBMITTED**

Q&A FROM THE FLOOR

**THANK YOU
FOR YOUR TIME**

Meeting of the Environment & Leisure Committee

Monday 14 October 2024

Agenda Item 6.2

TO CONSIDER A DRAFT LICENCE AGREEMENT TO MANAGE THE REQUESTS AND NUMBER OF MEMORIAL BENCHES IN SNATTS ROAD CEMETERY AND ON TOWN COUNCIL OWNED LAND

1.0 Overview

1.1 At the Environment and Leisure Committee on 7 July 2024 committee members asked staff members to investigate how many spaces there were left in the cemetery and on Town Council owned land, and to allocate a list for sites for communal memorial benches.

1.2 This report presents a new bench licence agreement for any future requests to install a bench on Town Council land, across four designated areas. This includes a map location, a choice of bench and a breakdown of the costs involved.

2.0 Bench licence details

2.1 The Institute of Cemetery and Crematorium Management (ICCM) used to keep bench licences which are now created by local authorities, although we were advised that we could still run this by their legal team as it was essentially a contract.

2.2 The Town Council has a number of licences in place where residents' associations or community groups maintain specific areas for the Town Council and the Town Council has similar arrangements where the council maintains land on behalf of others such as assets for East Sussex Highways. The proposed licence attached (App A) will include a list of bench locations, bench options and costs involved. A spreadsheet will also be provided on the shared drive with copies of the licence agreements, so we have a thorough procedure for recording these purchases.

3.0 Suitable areas and bench materials

3.1 Where a request is received for a bench (or tree), the Town Council will consider whether its location is suitable based on current use of that space, the number of memorials already in place and if there is adequate space for a further memorial. Preferably it should be in a location where we have an ageing item that needs replacement, or the council can accommodate more capacity.

3.2 The four designated areas for memorials include Snatts Road Cemetery, Victoria Pleasure Ground, West Park Nature Reserve and Luxford Field.

3.3 The list of benches available will include plastic or metal which are more durable than the existing wooden benches and more likely to withstand vandalism.

4.0 One off cost

4.1 Uckfield Town Council will provide the furniture themselves for a 'one off cost' which shall include purchase of the bench and a 10-year licence agreement.

4.2 The fee charged will include the bench (cost tbc), admin fee and three-monthly inspections at £200 (£20 per year), the installation costs, including materials and time at £200. This would result in a charge which covers the cost of the bench

plus £400 for the above. Those costs would be payable upfront prior to the works being carried out. At the end of the ten years it would cost £200 for the licence to be renewed.

- 4.3 The third party would provide a suitable plaque to Uckfield Town Council for applying to the bench, but the Town Council would not accept any future responsibility for the plaque.
- 4.4 The existing benches would be subject to a 5-year grace period, but would still include any request to repair or remove if necessary (a letter would be sent to inform current bench owners).
- 4.5 If a bench is damaged or needs work, the Grounds team will report back with an estimated cost.
- 4.6 With the planting of trees, there would be slightly more flexibility with regards to the choice of species. The Ranger could provide a list if required. However, a the fee proposed would be to charge £125 per tree, which would include the tree, installation, root grow, stakes and guards. The trees themselves are priced at £68-£78 dependent on the species. In the current cemetery fees and charges, the installation of a rose tree is £95.05 plus VAT.

5.0 Recommendations

- 5.1 Members are asked to consider if they wish to go ahead with these proposals, and agree to:
 - (i) the proposed licence agreement, and;
 - (ii) the proposed fees and charges for the installation of a memorial bench, and planting of a tree.

Contact Officer: Rachel Newton

Bench options:



Plastic bench



Colours available



Metal bench



Colours available

UCKFIELD TOWN COUNCIL



LICENCE FOR THE PLACEMENT OF A MEMORIAL BENCH ON UCKFIELD TOWN COUNCIL LAND

Uckfield Town Council hereby permits the [NAME] (the licensee) for the purchase and supply of a suitable bench on land known as [LOCATION] as shown coloured red on the attached plan (see Appendix A below) subject to the following conditions:-

- a) The installation of the bench would only be permitted with the prior written consent of the Town Council;
 - b) The bench is purchased via a supplier recommended by Uckfield Town Council for a 'one off cost' which shall include the purchase of the bench and this 10-year licence agreement;
 - c) The total cost to the licensee bearing a charge of:
 - Cost of the bench (see Appendix B below)
 - £200 (£20 per year) - administration and 3-monthly checks
 - £200 - installation (concrete blocks held down with brackets);
 - d) For the charges to be paid prior to installation of the bench and at the end of the ten years, for a sum of £200 to be paid should the licensee wish to renew the placement of the bench;
 - e) The bench would be owned and kept in good order and maintained by the licensee. If the bench is damaged or needs repairs, Uckfield Town Council would report back to the licensee with the estimated cost;
 - f) A suitable bench plaque can be supplied for attaching to the bench. This must be ordered at the same time. Responsibility for the plaque rests with the licensee;
 - g) If the licence is not renewed or repairs not carried out in accordance with this agreement, the bench will be removed or re-purposed.
1. In this licence references to the "licensee" shall except as otherwise provided be construed as reference to the person(s) which is for the time being entitled by virtue of this licence to do anything permitted by it to be done.
 2. The licensee shall at all times during the continuance of this licence take all reasonable precautions necessary to ensure the safety and convenience of users and prevent any nuisance or annoyance being caused to the owners or occupiers of other premises adjoining the said land.
 3. The licensee shall not assign or transfer this licence.

- 4. The period of the licence will be for ten years commencing on [DATE] and expiring on [DATE] with any existing benches subject to a 5-year grace period free of charge (current bench owners to be notified).
- 5. The Town Council may by notice served on the licensee withdraw this licence and on the expiration of such period in the notice, the licensee will give up the bench in at least as good a state as at the grant of this licence.
- 6. If this licence is withdrawn or surrendered the Town Council:
 - a) may remove and dispose of as it thinks fit any items which the licence relates, and reinstate or;
 - b) if satisfied that the licensee can within such reasonable time as they may specify, remove such trees, seats etc that the Town Council may authorise them to do so at their own expense.

In this and the next following clause “the licensee” means the person who immediately before the withdrawal or surrender of the licence in question was the licensee or if that person has died his personal representative.

- 7. The Town Council shall not be liable for any damage occasioned to any tree, or seat planted or retained in pursuance of this licence howsoever caused and whether or not arising from or caused by the Town Council.
- 8. The licensee will abide by the conditions of this license at all times.
- 9. The information that you provide in this licence will be held in accordance with the Data Protection Act 2018 and the UK General Protection Regulations 2021. Uckfield Town Council will only use the information for the management of benches and administration of your licence. We will never disclose your details to a third party.

Signed on behalf of
Uckfield Town Council

Signed on behalf of
The licensee

.....

.....

[NAME & ADDRESS]

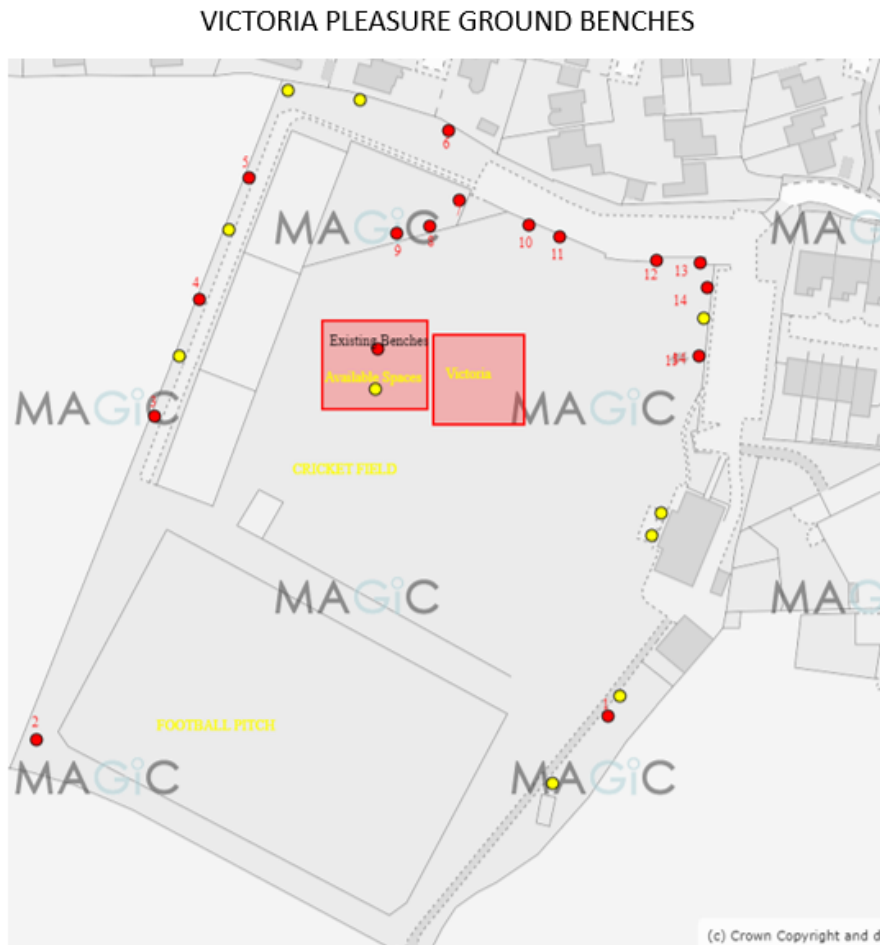
[NAME & ADDRESS]

Dated the

Signed on behalf of the personal representative

.....

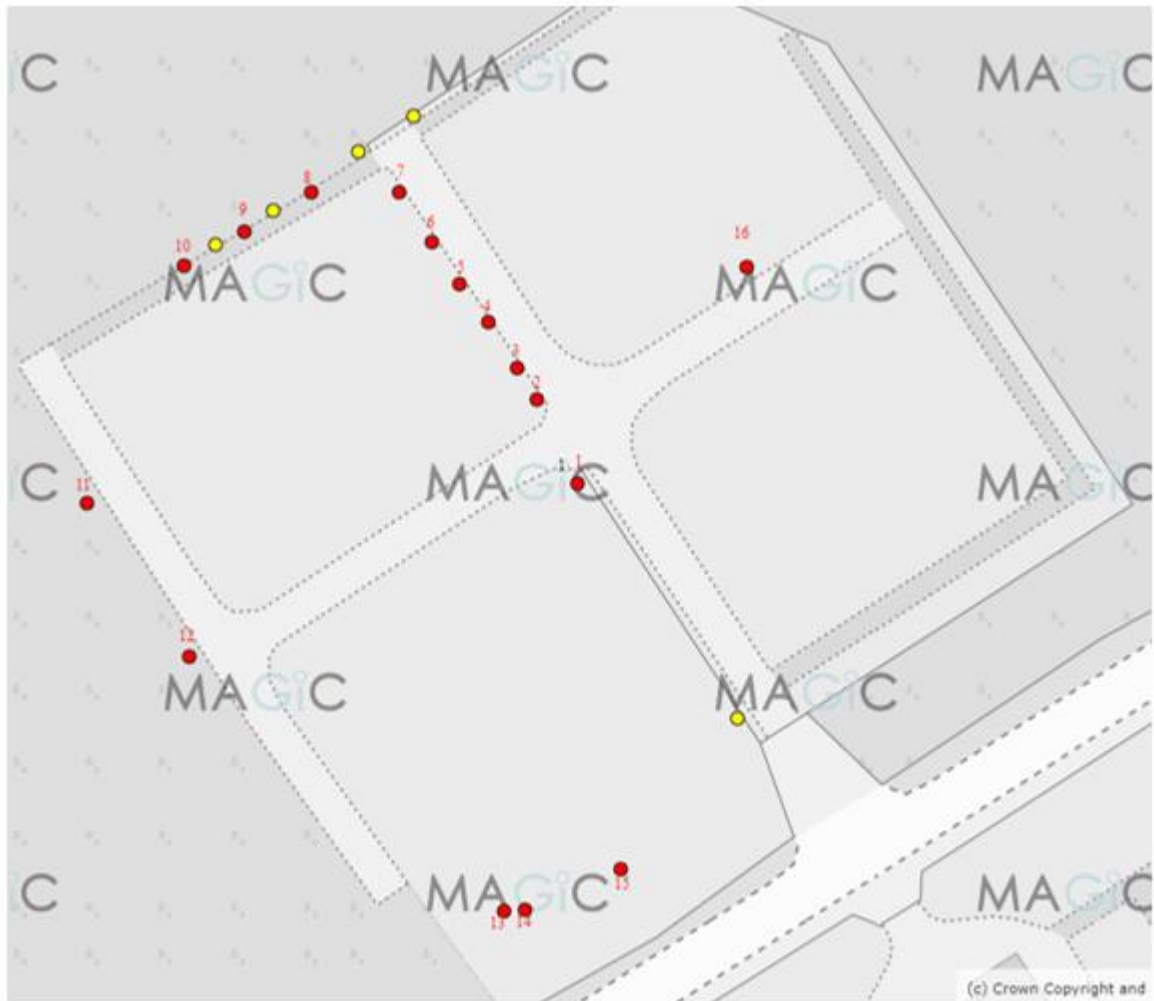
Appendix A: Bench locations with possible additional spaces available



15 Existing Benches.

9 Possible Spaces for Additional Benches

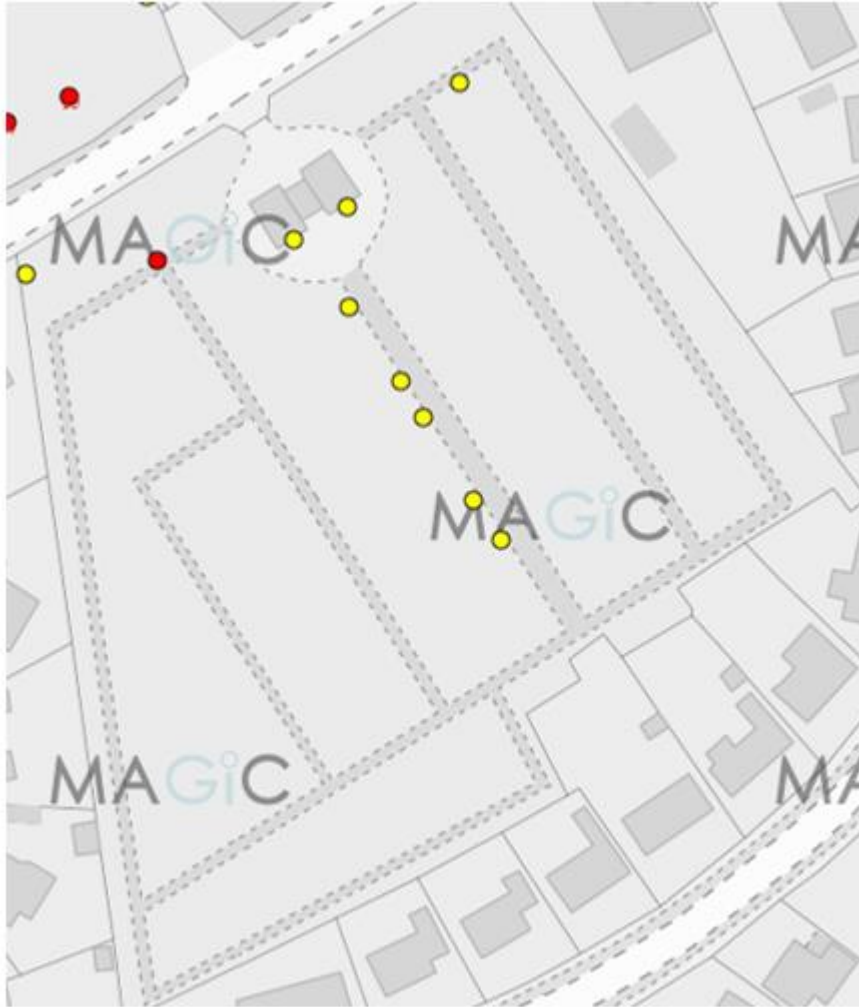
Benches Cemetery (North)



16 current locations (RED)

5 Suggested available locations (YELLOW)

Benches Cemetery (South)



1 current locations (RED)

9 Suggested available locations (YELLOW) (2 behind chapel require new benches)

INSERT MAGIC MAPS HERE FOR WEST PARK NATURE RESERVE AND LUXFORD FIELD

Benches WPLNR



6 Suggested available locations (YELLOW)

Appendix B (current bench options)

Plastic	£573.02
Metal	£758.12
Memorial Plaque 150mm x 50mm	£101.39

Bench options:



Plastic bench



Colours available



Metal bench



Colours available

Meeting of the Environment & Leisure Committee

Monday 14 October 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 shortly 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 needed to be replaced with a more robust solution or alternative to reduce the risk of vandalism.

West Park/Rocks Park Play Area

The play area equipment was coming to the end of its life in this play area also so a potential play area for scheduling for upgrade after Victoria.

Snatts Road Cemetery

The Head Groundsman had identified a number of potential areas for additional plots, to reduce the pressure on existing burial sections. Office staff would consider whether these were viable.

The Ecologist undertook a wildlife survey of Snatts Road Cemetery towards the end of September, to review the current species of fungi and orchids. A report would follow, once received.

West Park Recreation ground and West Park LNR

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

Ridgewood Recreation Ground

Nothing to report.

Elizabeth Gardens

The fencing would be removed, as agreed by members.

Hughes Way play area

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

Luxford field and play area

An inspection had just been carried out of the play area, and a resident had recently reported one piece of equipment as broken in the same period – a list of parts had been compiled to be ordered.

A repair needed to be taken to the top gate – a recent inspection was carried out. Please note works would be carried out in priority order.

Grant funding of £2,500 had been received 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 had recently made a second application, to the Safer Wealden Partnership and was awaiting a response on the outcome.

Woodlands

Works were being programmed in for the large-scale ash dieback works in Boothland Wood for this winter. This work would be undertaken in-house. This was 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, had reached the end of its life, despite repair. This demonstrated the extent of usage that the equipment was being put through by the team, to meet grass cutting needs through the Spring/Summer and early Autumn months.

Street Furniture & Lighting

The Estates and Facilities Manager had 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 would be completed in time for the installation of the Christmas lighting.

Harlands Pond

The Ranger and Councillor Reed met with a representative of the Newt Conservation partnership to look at the pond area, and how the work planned within the management plan would align with the partnership's objectives. In particular, interest was shown in how the pond area could be restored and adapted for Great Crested Newt habitats. Mention was made of grant funding, so further information was awaited, to see if the Town Council's plans would meet the criteria for their grant funding scheme.

2.0 Recommendations

2.1 Members are asked to note the report.

Contact Officers: James Hollingdale

Meeting of the Environment & Leisure Committee

Monday 14 October 2024

Agenda Item 9.1

TO RECEIVE AN UPDATE FROM THE SPORTS FEES AND CHARGES WORKING GROUP

1.0 Background

1.1 At the Environment and Leisure Committee on 15 April 2024, members agreed to increase the fees and charges for seasonal football pitch hire in light of the rising cost to maintain pitches, which had been increasing year on year. To break even on seasonal football pitch preparations, staffing, materials, and two-yearly full renovation costs, it was proposed to increase seasonal football charges by 25% each year over a four-year period to 2027-28.

1.2 Members also resolved to agree to a 4% increase in 2024-25 for cricket and stoolball charges (*and one-off hire charges and events hire of open spaces*) whilst a further and more detailed review be undertaken of cricket pitch maintenance.

2.0 Football meeting - updates

2.1 There were still some items for the working group to consider, such as the growth of the junior cricket section of Anderida Cricket Club and the potential establishment of a licence for West Park due to the sole and frequent use of the pitches by the Uckfield Grasshoppers Junior Football Club.

2.2 A meeting was held with the football clubs at the end of April to explain the above proposals and a follow up meeting took place in September, where the football clubs and Town Council staff shared information on current usage, ground conditions, and recent works to the Victoria Pavilion.

2.3 Full renovations of the football pitches would be required in 2025, and it was advised that the renovations needed to take place in April or May. With the Grasshopper Sussex Sixes tournament, it was proposed that the renovations start week beginning 19 May 2025. These have since been booked in. Representatives of the football clubs were advised that no activity could take place on the football pitches for eight weeks to enable the ground to rest. The football clubs present, understood and would review their training fixtures for the new season. All agreed, that frequent monitoring of the pitches would be paramount should users who didn't book the space with the Town Council, be found using the pitches. Communication was key in the lead up to the works.

3.0 Planning for future improvements

3.1 Priorities for the football pitches were identified as:

- improvements to the dug outs,
- temporary toilet provision at Harlands (for girls football especially) whilst a more permanent solution was found;
- purchase of moveable goal posts;

3.2 The clubs spoke about potential grant funding opportunities that they could access via Wealden District Council or 'Goals on Wheels.'

3.3 It was also suggested that signage be improved in Victoria Pavilion, for identifying the changing rooms and unisex/gender specific areas.

4.0 Conclusion

4.1 The Football club representatives, and Town Council staff found the meetings useful, and were happy for these to continue.

5.0 Recommendation

5.1 Members are asked to note the report.

Contact Officer: Rachel Newton

Meeting of the Environment and Leisure Committee

Monday 14 October 2024

Agenda Item 9.2

TO RECEIVE AN UPDATE FROM THE ALLOTMENT WORKING GROUP

1.0 Allotment Working Group meeting with The Allotment Association

- 1.1 A brief yet productive meeting was held between the Allotment Working Group and the Secretary of The Allotment Association on 7 October 2024 at 5:30pm, at the Civic Centre, to discuss how to increase our community of volunteers and to help with the allotment checks and day to day running of the allotments, more generally.
- 1.2 The Allotment Association currently ran a shop with discounts and produced their own quarterly newsletter which was an excellent way of creating interest and more support, although it was acknowledged that membership had dropped in the past year. The working group asked if they could find a different approach to generate more inspiration and community spirit.
- 1.3 An initial idea was raised by the working group for tenants to become 'automatic joiners' to the Allotment Association, as this could help to promote the interests of all members who could take joint action for the benefit of running the allotments.
- 1.4 With more interest and volunteers, the prospect of 'Self Management' of the allotments could also help promote ideas for funding and celebratory events, as with many other towns and parishes across the country. A couple of the Uckfield tenants had previously asked to cut their own grass on one of the allotment sites, so this wasn't a new idea and could prove to be very positive for the community if people were happy to help.
- 1.5 Going forward, it was recognised that this would be a huge step and major commitment that would require support from both plot holders and the local authority. A survey would be useful as a starting point and further discussions would be needed on how to divide ongoing maintenance, provision of services and payments of rent to the council and water.
- 1.6 The National Allotment Society had provided a model for rules and guidelines for Associations and advised that whilst there was no reason to stop the Council from making tenants join associations when they rented a plot, the Council should be mindful about the sharing of information and data, so this would also be raised with tenants to see how we could manage this.
- 1.7 The Secretary of the Allotment Association would raise this proposal at their next committee meeting. Councillors also offered to include a page in the next edition of 'The Voice' of Uckfield Matters to seek more volunteers and suggested other support groups such as the Volunteer Centre.
- 1.8 As the town was expanding, both parties understood that we needed more allotment space to meet demand, and to undertake initial research into how allotments were managed elsewhere.

2.0 Recommendation

- 2.1 Members are asked to note the report.

Contact Officer: Rachel Newton

Meeting of the Environment and Leisure Committee

Monday 14 October 2024

Agenda Item 10.5

REPORTS FROM OUTSIDE BODIES: UCKFIELD RAILWAY LINE PARISHES COMMITTEE

1.0 Summary report

The meeting held on 11th September commenced with the AGM of the group.

The positions of Chairman, Vice Chairman, Treasurer and Secretary were proposed, seconded and voted on. The Secretary handed over details of the groups funds to the new Treasurer and confirmed procedures were in place to incorporate him as signatory on the bank account. The existing constitution was discussed and agreed as still current and approved. The AGM concluded.

Following the formal meeting, members discussed the ongoing matters of the Greenway and speculated on the huge costs which it was likely to incur based on the example of the similar scheme from Lewes to Polegate and it was agreed this money would be better spent on rail reinstatement.

The general feeling was the current service was satisfactory apart from instances of points and signal failures. We are still awaiting final confirmation on the reinstatement of the 22:07 ex London Bridge.

GTR had passed on details of the CRP programme on station improvements and it was agreed to progress promotion of the rail services and facilities with posters, facebook and on email to encourage further use of the line.

The Chairman agreed to write to the new Rail Minister and GTR expressing our aims and objectives and look for support.

The next meeting is on 13th November at 2.30pm.

Councillor C. Macve

2.0 Recommendation

2.1 Members are asked to note the report.

Contact Officer: Rachel Newton