

Minutes of a meeting of **CROWBOROUGH TOWN COUNCIL** held in the Town Hall,  
The Broadway, Crowborough on Tuesday 16<sup>th</sup> March 2010 at 7.30 pm

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Present	Councillors	Paul Adams Leigh Colbran * Peter Cowie Philip Fermor * Tatjana Keenan * Anita Kerwin-Nye Damian McAlonan George Moss * Kay Moss Julian Salmon * Liz Scott Colin Stocks Mark Symons Sandra Timms * Neil Waller Clive Wilson *	Town Mayor
Also present	Cllrs	Jane Clark (7.55pm) David Larkin Di Phillips Martin Prestage Antony Quin Bob Standley Richard Stogdon Sylvia Tidy Linda Butcher 18 members of the public including Alan Hooper	W.D.C. W.D.C. W.D.C. W.D.C. W.D.C. W.D.C. E.S.C.C. E.S.C.C. Town Clerk C.C.A. 2010

\* *Denotes non attendance*

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The Town Mayor welcomed everyone to the meeting and invited them to stand for the opening Prayer.

Questions from members of the public (15 minutes maximum)

A member of the public confirmed that they were here to listen to the debate about the community centre and Cllr Sylvia Tidy asked if the item was being brought forward on the agenda and the Town Mayor confirmed positively.

#### **APOLOGIES**

Cllr Leigh Colbran – work commitment  
Cllr Philip Fermor – family commitment. The Council offered its condolences to Cllr Fermor and his family on the loss of his brother.  
Cllr Tatjana Keenan – family commitment  
Cllr George Moss – family commitment  
Cllr Sandra Timms – family commitment  
Cllr Julian Salmon – unwell

Cllr Clive Wilson – family commitment

## DECLARATIONS OF INTEREST

Cllr Paul Adams advised that he had declared a Prejudicial Interest in part of the decisions at the Sport, Recreation and Cemetery committee meeting held on 25<sup>th</sup> January 2010 and would therefore abstain from the adoption of these minutes.

Cllr Peter Cowie declared a Personal and Prejudicial Interest in the community centre as he is Chairman of the C.C.A. 2010

Cllr Anita Kerwin-Nye advised that she had that morning resigned as Trustee/Director of the C.C.A. 2010 due to work commitments, therefore, had no declarations to make on this matter.

## MINUTES

To resolve that the minutes of the Council meeting held on 2<sup>nd</sup> February 2010 be taken as read, confirmed as a correct record and signed by the Chairman

**5695** **RESOLVED** that the minutes of the Council meeting held on 2<sup>nd</sup> February 2010 be taken as read, confirmed as a correct record and signed by the Chairman

The Town Mayor confirmed that item 12 Crowborough Community Facility would be brought forward to this point in the meeting.

## CROWBOROUGH COMMUNITY FACILITY

Officer's report: To assist Councillors with this item, enclosed you will find the up-dated Extracts from minutes re. The Community Centre: January 2008 – February 2010 **Appendix A**

The following outstanding items should be provided by the CCA to the Town Council before considering items 1 - 6:

Credit note for £375,000  
 Details of individual pledges **Appendix B**  
 Organogram plus structure and responsibilities **Appendix C**  
 Project Co-ordinator Job Description **Appendix D**  
 Biography of all Directors/Trustees of CCA **Appendix E**  
 Updated Gantt chart **Appendix F**  
 Details of CCA £700,000 kitty  
 Copies of all minutes of CCA meetings

Councillors will have had a copy of the discussions that took place between them and Trustees/Directors of the CCA – 2010 and from these notes you will see that there are several decisions that need to be considered by Council

***C.C.A. has indicated that the maximum cost of the project is £3.5m which, even if the Council agrees to borrow an additional £1m leaves a funding gap of £680,158 without knowing what the pledges and fund raising amounts will be.***

	Anticipated total cost of project	£3,500,000
Organisation		
C.T.C.	Current commitment	£1,000,000
C.T.C.	Balance in bank - to be confirmed	169,842
C.T.C.	2010-2011 Precept	50,000
C.C.A	Lottery	300,000
	<b>Funding gap</b>	<b>1,980,158</b>
	Bridging the funding gap:	
C.T.C.	Possible loan	1,000,000
C.C.A	Less Sale of old CCA site	300,000
		*
C.C.A.	Pledges	?
C.C.A.	Fund raising	?
C.C.A.	Possible additional lottery funding	175,125
		**
	<b>Funding gap</b>	<b>505,033</b>

\* Estimated at 2007 prices

\*\* CCA to submit application

1. To consider if the Council will under-write the whole build project currently estimated at £3.5m

Although the estimate for the whole project is said to be £3.5m it would be unwise for the Town Council to resolve this amount without having all the information available. Some of the detail is incomplete and other information is out of date.

For example, the cost of the project cannot be fully identified until the tenders have been received back from the developers and this is likely to be late summer. On the funding side the amount expected cannot be identified until the sale of the CCA site is brought up to date. If the Council decides to take out additional loans, any amount over £500,000 would need specific approval from the Secretary of State.

The Council may wish to resolve to under-write the project in principle but to confirm this at a further Council meeting when the information is complete and costs updated in order to reduce the Council's financial risk. There may be other conditions which could be put in place to safeguard the Town Council. **DECISION REQUIRED**

7.50 pm Cllr Peter Cowie left the meeting and returned at 8.01 pm

**5696 RESOLVED** to underwrite the project but the building cannot commence until all the funding is in place and the Council receives notification that the main contractor has the appropriate bond and insurance in place.

2. To seek advice from Roger Taylor as to whether the over-riding lease is appropriate for the Town Council to sign.

Roger Taylor will be asked to provide his advice in writing to the Council to ensure Members have all information to make a decision. **DECISION REQUIRED**

Roger Taylor advised the Council that the underwriting should be subject to the Town Council being satisfied that sufficient funds are available to enable the structure of the building to be completed to a state where fitting out is possible. Until that funding is in place the Town Council will not commit itself to any funding beyond the £375,000. Roger also advised that the matter is proceeding by way of an Agreement between WDC and the CCA 2010 and therefore the involvement of the Council as Custodian Trustee is no longer required.

The Town Council will not be party to the Agreement but it is still intended that on completion of the lease the Town Council will take an overriding lease. This lease will be in the same form as the lease agreed with the CCA 2010 with the normal overriding lease provisions.

8.05 pm Cllr Peter Cowie left the meeting and returned at 8.07 pm

**5697 RESOLVED** to instruct the Council's officers and solicitor to agree a satisfactory arrangement with Wealden District Council which may include a lease or agreement to lease in order to achieve the object of the facility as in resolution 5696 above.

3. To consider if the Council will borrow an additional £1m from the PWLB over a 25 year period.

In order that Council should have as much information as possible the Town Clerk has provided a table showing the cost of borrowing £1m (as previously discussed) and £900k, £800k and £700k as requested by the Chairman of Finance and General Purposes. These figures are at 10<sup>th</sup> March 2010 and could change on a daily/hourly basis. As previously stated any amount over £500,000 would need specific approval from the Secretary of State.

£	Annual repayment cost (year one)	Reducing on an annual basis	Effect on Band D household
£1m	£84,900.00	£898.00	£10.15 p.a.
£900,000	£76,410.00	£808.20	£9.17 p.a.
£800,000	£67,920.00	£718.40	£8.12 p.a.
£700,000	£59,430.00	£628.60	£7.11 p.a.

**DECISION REQUIRED**

8.10 pm Cllr Peter Cowie left the meeting and returned at 8.11 pm

**5698 RESOLVED** to defer any decision about borrowing until the Council is informed if there is a shortfall.

4. To consider how the remaining shortfall of approximately £680,200 will be met.

See the table above with regard to further borrowing which could be considered by Council if it is felt all risks are covered. **DECISION REQUIRED**

**5699 RESOLVED** to defer any decision about borrowing until the Council is informed if there is a shortfall.

5. Currently the Town Council has pledged £1m [minute 5402] towards the community centre.

Additional amounts have been added to this from the precept each year and the Town Council needs to resolve that the full amount collected for the purpose will be paid to the project. The current amount still unresolved is £169,842. **DECISION REQUIRED**

8.11 pm Cllr Peter Cowie left the meeting and returned at 8.12 pm

**5700** **RESOLVED** to commit £169,842 already included in the accounts and the £50,000 from next year's precept to the community centre project.

6. If the Council resolves the above proposal, then the terms for handing over this sum need to be agreed.

It is suggested that invoices when received from contractors by the CCA – 2010 are

- (a) Signed off by the 'responsible person' of the CCA
- (b) Brought into the Town Hall
- (c) The Town Council will raise a cheque in favour of the CCA within 5 working days
- (d) The CCA will then be in a position to pay the contractor. **DECISION REQUIRED**

8.16 pm Cllr Peter Cowie left the meeting and returned at 8.19 pm

**5701** **RESOLVED** to adopt the above recommendation (a) – (d) but (a) should be 'responsible persons' in the plural.

7. To review minute 5494 that refers to Structural engineer, M & E services, Q.S and Architect.

If the Council wishes to fund 'other costs' then there needs to be a resolution to this effect. Details of 'other costs' can be found on the reverse of the copy invoice for £27,000 that was sent to you on 19<sup>th</sup> February.

However, the CCA has suggested that a further resolution should be much more open to allow it to undertake any additional work that needs to be done to complete up to tender stage. Members need to be sure that they are not putting the Council at risk if any further resolution is not specific. **DECISION REQUIRED**

8.21 pm Cllr Peter Cowie left the meeting and returned at 8.22 pm

**5702** **RESOLVED** that the definition should be 'exclusively, wholly and necessarily' for the community centre and within the £375,000 already agreed.

8. To consider the job description of the Project Co-ordinator and to decide if this role should be funded as an extra by the Town Council.

Within the Capital Project Delivery Plan there is a Project Team Structure page (**Appendix G**) which shows Employer's Representative.

It would appear, the Project Co-ordinator post (**J.D. Appendix D**) does not completely equate to the original post of Employer's Representative.

The Town Council needs to be sure that this is the role that is needed to ensure the project is safely delivered. **DECISION REQUIRED**

**NOTED** that the cost is covered in the above resolution 5702 and that the skills of the proposed person are suitable for the current administrative situation and will be re-considered in six months' time when the project moves on to the next stage.

The Town Clerk was asked to forward these resolutions to WDC and Alan Cornish (for the lottery) as soon as possible in the morning. Cllr Anita Kerwin-Nye thanked the Town Mayor for her approach to this topic, the C.C.A. and fellow Councillors for their support.

**TO RECEIVE SUCH COMMUNICATIONS AS THE TOWN MAYOR MAY WISH TO LAY BEFORE THE COUNCIL - Noted**

**REPORTS**

To receive the following reports of committees and to approve and confirm recommendations contained therein and as far as requisite, the action taken by them

Sport, Recreation and Cemetery – 25<sup>th</sup> January 2010

**5703** **RESOLVED** adoption of the minutes of the Sport, Recreation and Cemetery committee of the 25<sup>th</sup> January 2010

Environment – 26<sup>th</sup> January 2010

**5704** **RESOLVED** adoption of the minutes of the Environment committee of 26<sup>th</sup> January 2010

Planning and Development – 1<sup>st</sup> February 2010

**5705** **RESOLVED** adoption of the minutes of the Planning and Development committee of 1<sup>st</sup> February 2010

Personnel – 9<sup>th</sup> February 2010

**5706** **RESOLVED** adoption of the minutes of the Personnel committee of 9<sup>th</sup> February 2010

Planning and Development – 22<sup>nd</sup> February 2010

**5707** **RESOLVED** adoption of the minutes of the Planning and Development committee of 22<sup>nd</sup> February 2010

Finance and General Purposes – 2<sup>nd</sup> March 2010

**5708** **RESOLVED** adoption of the minutes of the Finance and General Purposes committee of 2<sup>nd</sup> March 2010

Communication and Events – 9<sup>th</sup> March 2010

**5709** **RESOLVED** adoption of the minutes of the Communications and Events committee of 9<sup>th</sup> March 2010

**TO RECEIVE RESOLUTIONS MOVED ON NOTICE - None**

**TO ANSWER QUESTIONS FROM COUNCILLORS - None**

**TO RECEIVE REPORTS OF MEMBERS**

Cllr Colin Stocks: Railway report and press release

Review of Uckfield to Lewes rail line reinstatement business case

1. Members should recall that Crowborough Town Council, in partnership with the Uckfield and Lewes Town Councils, commissioned a review of the "Lewes to Uckfield Rail Line Reinstatement Study" published by the Central Rail Corridor Board.
2. An independent firm, Jacobs Consultancy, was engaged by the Town Councils to undertake the review. The Jacobs Consultancy is expert in the transport sector.
3. Representatives of the three Town Councils were invited to a meeting in Crowborough on 23 February to consider the Consultancy Report following receipt of the Consultancy's response to questions raised against their first draft.
4. Following much discussion at the meeting representatives agreed that each Town Council should be asked to adopt the following proposal:
  - a) That there is nothing further to be achieved from retaining the Jacobs Consultancy on this issue
  - b) That the Jacobs Consultancy Final Draft Report, dated January 2010, is signed off and published on the website of each Council
  - c) To note that the Report has opened up some new avenues for arguments in favour of reinstatement and reopening of the Uckfield to Lewes rail link
  - d) That the three Town Councils jointly seek to open up formal discussions with East Sussex County Council so as to continue the Town Councils' campaign for reinstatement and reopening of the link
5. In anticipation that the three Town Councils will agree this course of action, a draft Media Release has been prepared and will be circulated at the Council meeting on 16<sup>th</sup> March 2010.

Recommendation

That the Council embraces and supports the proposals set out in paragraphs 4 a) to d) inclusive above and asks the Town Council's representatives to continue with their role on this issue.

- 5710** **RESOLVED** to issue the following press release "The Crowborough, Lewes and Uckfield Town Councils have completed their review of the Central Rail Corridor Board's Study 2008 into reinstatement and reopening of the Uckfield to Lewes rail link. The Councils are pleased that the review process has identified positive avenues to pursue regarding the future of the Uckfield line. A copy of the Town Councils' Review Report will be found in the near future on the website of each of the Town Councils."

Cllr George Moss: Future of Pine Grove

The question of whether the Town Council should consider moving to the Pine Grove, district council offices is still open for debate. Several Members have visited the site over the last few years but no decision has been agreed.

- 5711** **RESOLVED** that the Town Council is still interested in pursuing the possibility of moving to the site at Pine Grove.

**TO RECEIVE REPORTS OF OFFICERS**

Country Park Bye-laws

**5712 RESOLVED** to submit the draft bye-laws to the Secretary of State for approval.

Town Clerk's Objectives ReportsLocal meetings between January and March 2010Staff ObjectivesRelationship between CTC and CCAResponsibilities of tiers of local government

The Town Clerk advised that Sheila Keogh had sent through the revised objectives following the meeting between the Town Clerk and Cllr George Moss and these would be forwarded to all Councillors, together with the reports as detailed above.

**TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**

Wealden District Councillor Martin Prestage said he was pleased the community centre project was moving forward and advised that the District Council would be moving to a single site at Hailsham late 2012. Everyone is interested in the future of the Pine Grove site and one meeting had been held with the Crowborough Visioning Group when this was discussed. He reported that Wealden District Council had set a 2.7% increase in the Council tax which equates to £3.35 per Band D property.

County Councillor Richard Stogdon advised that the first part of the scrutiny review on winter weather policies had considered evidence from officers, partners and the public. All the issues raised by Crowborough Town Council, including the provision of grit bins had been fed into the process. The supply of salt and how this could effectively be used is being considered as is the concentration of resources on main A roads and perhaps there needs to be a change of emphasis with a greater focus in town centres. The review is not yet complete and there are monetary issues and how the County Council works with parish and borough councils.

**TO AUTHORISE THE SEALING OF DOCUMENTS**Grants of Exclusive Right

Certificate	Name	Section	Grave space
808	Mr J Croughton	GR	485
809	Mr P Lammas	GR	486
817	Mr P Barton	GR	487
818	Mrs D F Stevenson	P	3307
826	Mr A Archer	P	3314
827	Mrs C Asbury	N	3166A
828	Mrs C Asbury	N	3167A
829	Mr C J Wonnacott	G	1908
830	Mrs C Cook	P	3318
831	Mrs S Hollands	P	3315
832	Mrs C P Cook	P	3317
833	Mrs C P Cook	P	3319
834	Mrs F Holman	P	3316

**5713 RESOLVED** to authorise the signing of these documents

09/04/2010 12:15:39 UNADOPTED UNTIL COUNCIL MEETING ON 18.05.2010

## **RECRUITMENT OF TOWN CLERK**

### To select Councillors to serve on the Recruitment Panel

The councillors who attended the Workshop with Sheila Keogh on Saturday 27<sup>th</sup> March indicated that they would recommend the Recruitment Panel should comprise more than three Councillors.

Cllrs Peter Cowie, Kay Moss, Colin Stocks, Sandra Timms and Neil Waller had all given details of why they would like to sit on the Recruitment Panel and these details had been sent to all Councillors prior to the meeting.

Cllr Mark Symons said he would like to be considered for the Panel, as did Cllr Paul Adams. Cllr Symons said he had worked in local government for 25 years and was now the Managing Director of a Leisure Trust with a £2.5m budget employing one hundred full-time staff and was used to recruiting senior managers. He confirmed that he had worked with Sheila Keogh previously.

Cllr Paul Adams said he was a long-standing councillor with ten years experience with small complicated organisations dealing with recruitment.

Cllr Liz Scott said she would be prepared to be on the Recruitment Panel if numbers were short.

- 5714** **RESOLVED** that Cllrs Peter Cowie, Kay Moss, Mark Symons, Sandra Timms and Neil Waller will form the Recruitment Panel.

### To agree dates for the Panel Meetings

It was AGREED suggested dates would be e-mailed to the Recruitment Panel.

### To agree the salary for the post

Resolution 4579 dated 7<sup>th</sup> March 2006 states that "all things being equal the post of Town Clerk would be advertised at LC3 substantive, spot point 45". Council needs to decide if this is still appropriate.

For Council's information the current post-holder's salary was agreed by resolution 4580 as "LC4 below substantive at spot point 55 plus 3 qualification points."

A copy of the current salary scales for clerks was sent to all Councillors prior to the meeting.

- 5715** **RESOLVED** that the salary for the Town Clerk would be advertised at scp 48 – 57 which bridges LC3 above substantive and LC4 substantive

### To agree responsibilities delegated to the Recruitment Panel

- (a) Agree advertisement
- (b) Agree all dates for the process
- (c) Agree Job Description
- (d) Agree Person Specification
- (e) Agree contents of application pack and distribution/collection process

- (f) To consider relocation package
- (g) Agree long/short list
- (h) Agree Interview procedure including an opportunity for all candidates to meet all other Councillors and staff
- (i) Agree questions for candidates
- (j) Recommend successful candidate to Council for meeting on 5<sup>th</sup> May
- (k) Agree process and implementation of Interim Clerk and who will be Proper Officer and Section 151 Officer. All appointments to be confirmed at 5<sup>th</sup> May Council meeting.

**5716 RESOLVED** to delegate to the Recruitment Panel all the above actions

To mark the Town Clerk's Retirement

The Town Mayor informed Council that she wished to hold a reception for the Town Clerk's retirement, inviting representatives from local organisations and others and would be paying for it from the Mayor's Allowance. She suggested there would be 200 guests and would cost in the region of £2,800 with £1,600 coming from the current year's budget and the balance from 2010/2011. The event would be a barbecue to be held at Barnsgate on 10<sup>th</sup> June 2010.

Cllr Neil Waller advised that a similar event had been held when the previous Town Clerk retired and suggested that the Council should approach the Auditor about this expenditure as had happened on the previous occasion. It was noted that it is unfortunate that there is nowhere suitable in Crowborough to hold such an event.

**5717 RESOLVED** to run this past the Auditor and make the arrangements.

The meeting closed at 9.10 pm