

CROWBOROUGH TOWN COUNCIL

To the Members of Crowborough Town Council

You are summoned to attend a Meeting of **CROWBOROUGH TOWN COUNCIL** to be held at the Town Hall, The Broadway, Crowborough on **Tuesday 12th July 2016** at 7.30 pm when it is proposed to transact the following business:



Locum Town Clerk
5th July 2016

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

Questions from members of the public (15 minutes maximum)

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

To resolve that the Minutes of the Annual Statutory Council meeting held on 17th May 2016 be taken as read, confirmed as a correct record and signed by the Chairman

4. UPDATE ON MATTERS OUTSTANDING

5. TO RECEIVE SUCH COMMUNICATIONS AS THE TOWN MAYOR MAY WISH TO LAY BEFORE THE COUNCIL

- 5.1 The Town Mayor's engagements (attached)
- 5.2 Deputy Town Mayor's engagements (attached)

6. COMMITTEE MINUTES

To note the acts and proceedings of the following committee meetings:

- 6.1 Planning and Development – 16th May 2016
- 6.2 Environment – 24th May 2016
- 6.3 Planning and Development – 6th June 2016
- 6.4 Sport, Recreation and Cemetery – 7th June 2016
- 6.5 Planning and Development – 27th June 2016
- 6.6 Communications and Events – 28th June 2016
- 6.7 Finance and General Purposes – 5th July 2016

7. TO ANSWER QUESTIONS FROM COUNCILLORS

8. TO RECEIVE REPORTS OF MEMBERS

- 8.1 Youth Bus Project – Cllr Kay Moss
- 8.2 Report on Vision Document group meeting – 25th May – Cllr Ron Reed (attached)
- 8.2 Adam Field – update following site meeting with residents, WDC and Councillors
- 8.3 Ashdown Forest Parish Liaison committee meeting 29th June – Cllr Quentin Burch (attached)
- 8.4 Summersales Cemetery project – Report from Cllr Peter Ellefsen (attached)

9. TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

10. TO RECEIVE REPORTS FROM OFFICERS

- 10.1 Goldsmith's Changing Rooms (attached)
- 10.2 Old Community Hall, Park Road (attached)

11. TO AUTHORISE THE SEALING OF DOCUMENTS

11.1 Grants of Exclusive Burial Right

Certificate	Name	Grave space
1003	Richard Alan Michael WALLIS	3503
1006	Mrs Angela COATES	GRF18

12. PINE GROVE

12.1 Information/Update from Working Group on operator selection and other matters
(report attached)

10. TO RECEIVE REPORTS FROM OFFICERS

10.1. Goldsmith's Changing Rooms

- 10.1.2. The purpose of this report is to advise Council of the current situation with regard to the partial refurbishment of the Goldsmith's Changing Room building and to seek authorisation for the next stage.
- 10.1.3. Following on from concerns expressed by a member of staff, a meeting was held on Tuesday 5th July between Roger Watts, the Locum Town Clerk, David Carden (Project Manager) and Susan Ellefsen.
- 10.1.4. It transpires that there is no definitive specification and that the plans approved by Building Control have been amended several times without further reference to W.D.C.
- 10.1.5. David Carden will be reviewing all the documentation to ensure the work is properly costed and agreed in line with Council's decisions.
- 10.1.6. In the short-term Roger Watts has agreed not to start the work until everything is correctly put in place. As it transpires he was also concerned about the lack of cohesion for this project.

RECOMMENDATION: to note this report and authorise the Locum Town Clerk and Project Manager to proceed along the lines above and to then refer the matter back to SRC committee.

10.2. Old Community Hall, Park Road

- 10.2.1. The purpose of this report is to advise Council that the Bat Appraisal Report has been received from Kember Loudon Williams and to seek instruction on the way forward.
- 10.2.2. The report confirms that there was "no evidence of bat occupation found".

RECOMMENDATION: to note the report and to give the Locum Town Clerk further instructions.

12. PINE GROVE

- 12.1 Information/Update from Working Group on operator selection and other matters
 - 12.1.1. The purpose of this report is to advise Council of the latest developments considered by the Pine Grove Working Group and to seek Council approval for the recommendation proposed.
 - 12.1.2. The Working Group considered the financial implications, professional standing, Charity status, offer of help with refurbishment, agreement to use local labour and having interviewed both short-listed parties, the Working Group would like to RECOMMEND to Council that Basepoint should be appointed to develop and operate the Business Enterprise Hub within Pine Grove.
 - 12.1.3. The Working Group would also like the Council's agreement to delegate agreeing the Heads of Terms in order to move forward on the project.
 - 12.1.4. The Working Group will now be working with David Carden who has been appointed interim Project Manager and will use his expertise to guide the Working Group.
 - 12.1.5. The Working Group has noticed that the Wealden District Council signage is still in situ at Pine Grove and this should be removed as soon as possible. Temporary signage needs to be installed with the minimum of delay to reflect that the building is now owned by Crowborough Town Council but not to indicate that the Town Council has its offices within.
 - 12.1.6. The Working Group would like the Council to consider possible names for the building if it is to be changed from Pine Grove.

Mayor's Engagements July 2016 Council Meeting

- 19.05.16 The Town Mayor, accompanied by the Lady Mayoress, attended the Civic Reception held at All Saints New Church Centre to commemorate the 50th Anniversary of the twinning of Montargis and Crowborough
- 20.05.16 The Town Mayor, accompanied by the Lady Mayoress, attended the 50th Anniversary Concert and took part in the resigning of the Charters.
- 07.06.16 The Town Mayor attended a meeting on Parking in Wealden
- 11.06.16 The Town Mayor attended the Crowborough Lions Summer Tea held in the United Church Hall.
- 16.06.16 The Town Mayor attended the Sussex Day event.
- 16.06.16 The Town Mayor attended The Friends of Crowborough Hospital AGM
- 23.06.16 The Town Mayor presented an award at the 1414 Squadron ATC presentation evening.
- 25.06.16 The Town Mayor attended the Flag Flying Ceremony held on Montargis Terrace To commemorate the start of Armed Forces Week.
- 01.07.16 The Town Mayor attended the service commemorating the Battle of the Somme held at Crowborough Training Camp.
- 01.07.16 The Town Mayor attended the dedication of The Area of Quiet Reflection and Commemoration of the Battle of the Somme held at Canada Green.
- 03.07.16 The Town Mayor laid a wreath at the Canadian Memorial Service.
- 06.07.16 The Town Mayor accompanied by the Lady Mayoress attended the production of 'Robin and the Sherwood Hoodies' by St John's C.E School.
- 09.07.16 The Town Mayor attended the Crowborough Summer Fair.

Deputy Mayor's Engagements

17.06.16 The Deputy Mayor attended the open day at Woodlands Care Home.

08.07.16 The Deputy Mayor attended The Art Exhibition held at Beacon Academy

Minutes of a meeting to discuss the **Vision Document 2010-30** held in the Town Hall, The Broadway, Crowborough on Wednesday 25th May 2016 at 7.30pm

Present:

Graham Callard
 Cllr Peter Ellefsen
 Cllr Martyn Garrett
 Denis Hart
 Cllr Ron Reed
 Colin Stocks
 Chantal Wilson
 Melanie Street – Crowborough Town Council

Topics and Decisions	Action
<p>1. <u>Data from the Neighbourhood Plan</u></p> <p>Having reviewed the data collected for the plan the group decided that the majority was specific to the Neighbourhood Plan process and could not be adapted for the Vision document.</p>	
<p>2. <u>Updating the Vision Document</u></p> <p>Members agreed to individually review the Vision document, to note specific areas for change and to present their suggestions for review at the next meeting.</p> <p>At present the document does not contain a section on sport; it was agreed to write a draft section to be available for review at the next meeting.</p>	<p>All members to review document and note areas for updating.</p> <p>GC to write draft sport section.</p>
<p>3. <u>CTC Newsletter</u></p> <p>There was a discussion regarding the need to inform members of the community about the Vision document and the intention to update it. It was decided to write an article for the next Town Council newsletter outlining the current Vision document, seeking feedback on the areas currently included and appealing for suggestions for the updated document.</p> <p>It was also proposed that the town poster boards be used for the same purpose and to request volunteers for the process.</p>	<p>No-one was tasked with completing this action.</p>
<p>4. <u>Date for next meeting</u></p> <p>It was agreed to meet next after responses to the article in the newsletter have been collated.</p>	
<p>Meeting closed at 8.40pm</p>	

AGENDA ITEM 8.3

ASHDOWN FOREST PARISH LIAISON COMMITTEE MEETING HELD ON 29/06/16

1. Countryside Stewardship Scheme agreed for next 10 years (was 5) with increased funding (£315k to £550k) thereby securing the future.
2. Volunteers won Queens Award for Voluntary Service, included a trip to Buckingham Palace.
3. Education programme reached nearly 2000 children last year and engaged with 32 local schools.
4. Dane Hill Parish Councillors all resigned. Wealden have appointed 4 councillors to hold the fort whilst election/co-option takes place.
5. Deer culling trial successful and will now be expanded (Nov to Feb).
6. Governance of Forest being discussed to enable fund raising for the Centre.
7. Looking for hay storage facilities – Palesgate?
8. Nitrogen monitoring – pollution even worse than expected, especially along the A22.
9. Funding of Forest options being considered, including a precept, as they do in the Malvern Hills and Wimbledon Common.
10. Dog attacks on sheep especially bad this year. One a day. Please report any suspicious activity (01342 823583) plus photos, number plates, dog types etc. See the Code of Conduct for Dog Walkers leaflets.
11. The Annual Reports and Strategic Plans are requested to be put on our web site.
12. SAMMS contract signed for 2016 but amount unknown. Are we eligible?
13. Expanding of ponds to support increased grazing.
14. Silver-studded Blue butterflies on Ashdown Forest. If you see one let Steve Wheatley know where/when by email. swheatley@butterfly-conservation.org
15. Ashdown Forest Summer Playscheme for 6-11 year olds on 22-24 August. Book via education@ashdownforest.org
16. Ashdown Forest parent/carers and toddlers group on 3rd Monday of each month between 10.0 –11.30. Book via conservators@ashdownforest.org

Quentin Burch 04/07/16