

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 13<sup>th</sup> September 2016** at 7.30 pm when it is proposed to transact the following business:

Locum Town Clerk  
7<sup>th</sup> September 2016

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MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

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**1. PUBLIC PARTICIPATION**

Members of the public are invited to put questions or to draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to fifteen minutes and shall be limited to three minutes per person.

**2. APOLOGIES**

**3. DECLARATIONS OF INTEREST**

**4. MINUTES**

4.1. To resolve that the Minutes of the Council meeting held on 12<sup>th</sup> July 2016 be taken as read, confirmed as a correct record and signed by the Chairman

**5. UPDATE ON MATTERS OUTSTANDING**

**6. GUEST SPEAKERS**

6.1. Tomorrows People's Trust

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

7.1 The Town Mayor's engagements (attached)  
7.2 Deputy Town Mayor's engagements (attached)

**8. COMMITTEE MINUTES**

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

- 8.1 Planning and Development – 18<sup>th</sup> July 2016
- 8.2 Personnel – 19<sup>th</sup> July 2016
- 8.3 Environment – 26<sup>th</sup> July 2016
- 8.4 Sport, Recreation and Cemetery – 2<sup>nd</sup> August 2016
- 8.5 Planning and Development – 8<sup>th</sup> August 2016
- 8.6 Personnel – 23<sup>rd</sup> August 2016
- 8.7 Planning and Development – 30<sup>th</sup> August 2016
- 8.8 Finance and General Purposes – 6<sup>th</sup> September 2016 (to follow)

**9. TO ANSWER QUESTIONS FROM COUNCILLORS**

**10. TO RECEIVE REPORTS OF MEMBERS**

10.1. Crowborough Community Association – Cllr Peter Ellefsen (attached)

10.2. To review the report by Cllr Greg Rose on the potential employment of a Community Warden for Crowborough (attached)

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

**12. TO RECEIVE REPORTS FROM OFFICERS**

12.1. Scheme of Delegation and Terms of Reference update following the Finance and General Purposes Committee meeting on 6<sup>th</sup> September 2016

**13. TO AUTHORISE THE SEALING OF DOCUMENTS**

13.1 Grants of Exclusive Burial Right

Certificate	Name	Grave space
1005	Philippa BETTS	3604
1007	Cripps Trust Corporation Ltd	3584
1008	Frederick Norman VERNON	3564

**14. PINE GROVE**

14.1 To consider if to resolve Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 whether the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

14.2 Pine Grove Working Group Minutes of the meeting held on Tuesday 6<sup>th</sup> September 2016 including Recommendations to Council for consideration - Confidential

**Mayor's Engagements  
September 2016 Council Meeting**

- 16.07.16 The Town Mayor, accompanied by the Lady Mayoress, attended the Abbeyfield 50<sup>th</sup> Anniversary Garden Party.
- 10.08.16 The Town Mayor attended the SHWDSG Summer Party held at Heather View Care home.
- 19.08.16 The Town Mayor attended the Sussex Wing Air Training Corps' Torch Relay held on Chapel Green.

**Agenda item 7.1.**

**Deputy Mayor's Engagements**

- 23.07.16 The Deputy Mayor attended the Hospice in the Weald Charity Concert held at the United Church.
- 10.08.16 The Deputy Mayor presented medals to children taking part in the Tay Toddle Waddle organised by Taylor Made Dreams.
- 10.09.16 The Deputy Mayor presented gifts to Carnival Royalty on the evening of the Crowborough Carnival.

Crowborough Community Association

The lack of reports from me in respect of the CCA is due to there being nothing of significance to report to the Council. That continues to be the case.

The Centre is now running smoothly, and without the help of any external funding.

There are a couple of events for which Councillors will be receiving invitations in the very near future: the café, which is under new management, will be holding a re-launch event at 5.30 pm on the 3rd October, officially opened by the Mayor; and the AGM is on Wednesday 19th October at 7.30 pm.

At its board meeting on 4th July, CCA minuted that it wished me to "thank the Town Council for the speed with which it has recently dealt with the Pine Grove offices and for taking on a large project for the good of Crowborough." I am pleased to pass this message on.

The CCA is obviously very interested in its "new neighbour" at Pine Grove. It is open to requests for co-operative help of any sort that the Council might wish to make. It doesn't want to be thought of as interfering, but the offer is certainly sincere.

Peter Ellefsen  
5sep16

Crowborough Community Warden Report  
Cllr Greg Rose

Recommendation

- To form a working party to draft a plan for Crowborough Town Council to employ a Community Warden.
- To allow the working party to engage with the Police & Crime Commissioner and negotiate terms of funding for a potential Community Warden (facilitated by the Town Clerk) and to bring this back to Full Council.

Background

- Crowborough's dedicated PCSO role ceased to exist in March of this year and the new Neighbourhood Policing team / shared PCSO's role with more responsibility came into operation on July 4<sup>th</sup>.
- Residents & the Council opposed these plans with concerns for a number of reasons including; Expectation of increased crime levels, community engagement, anti social behaviour and a visible police presence on the street.
- Forest Row are the first village in Sussex to employ a Community Warden, which they were given £21,000 from the PCC to help pilot the position.
- The Community Warden role has been up and running in Kent for 5 years and there are many variations on Job Description.
- The Environment Committee agreed at the meeting held on 24<sup>th</sup> May 2016 that the situation regarding the loss of dedicated PCSO's should be monitored and the potential provision of a Community Warden should be considered at a future meeting.

Why a Community Warden

- Job Purpose: To enhance community safety for residents, visitors & businesses, through the delivery of community safety advice, education, intelligence and support.
- To retain the good work and relationships the PCSO's did in the community.
- As a Town Council employee we can direct The Warden to the issues that we believe are the priority, whilst they still form a link to the Neighbourhood Policing Team to share intelligence and direct resources.
- The Town Council have a duty to listen to residents' concerns and help them to feel safe in the town.
- The Police & Crime Commissioner has offered funding to support this role, although currently limited to one year.

- The scheme could be extended out to contiguous parishes as long as signed up commitment for a rolling 5 years

### Expected Costs

- Salary £42,000
- Employment costs / training / equipment £8,000
  
- Total annual cost £50,000
  
- Crowborough Town Council currently has £30,000 in the budget annually, which is earmarked for the no-longer existing dedicated PCSO.
  
- Intention would be to negotiate with the PCC for funding to secure the role for 5 years.

### Draft Job Description

**Title:** Community Warden

**Reporting to:** The Council via the Town Clerk

**Place of work:** Crowborough Town Hall and outreach work in the community

**Hours:** Full time 37 hours per week within the hours of 8am - 11 pm on a flexible hours system as agreed and as required by the needs of the community.

**Job purpose:** To enhance community safety for residents, visitors & businesses, through the delivery of community safety advice, education, intelligence and support.

1. To patrol the Town, mainly by means of foot patrol, providing a visible presence of the Council on the street and a reassuring presence to deter crime and anti-social behaviour.
2. To work in partnership with Sussex Police, taking action as appropriate including, but not limited to utilising available powers under the Community Safety Accreditation Scheme and the Clean Neighbourhoods and Environment Act 2005.
3. To offer targeted support to known vulnerable members of the community, working to build professional relationships to respond to their needs and referring to other agencies as necessary, and including installation of crime prevention measures.
4. To provide a visible deterrent in hot-spots known for Anti Social Behaviour and to, engage with the youth of the town to prevent instances occurring.
5. To patrol & monitor areas known for dog fouling.
6. To work with all members of the community to promote and encourage social inclusion, reducing the fear of crime by establishing trust and overcoming difficulties.
7. To be alert to opportunities for community engagement and promote youth connections with the council, through groups such as Clued Up, schools and other youth organisations.
8. To provide a visible deterrent in areas known for illegal parking.
9. To encourage the creation of and to provide support for Community Speed Watch schemes.

10. To work with community stakeholders including but not limited to the Police, Fire Service, Trading Standards, Chamber of Commerce / local businesses, social landlords, sheltered and retirement accommodation and community organisations.
11. To monitor the parish for fly-tipping, littering, graffiti, defects in highways and rights of way and incidents of vandalism.
12. To formulate and coordinate the Council's emergency plan(s).
13. To work with the Council towards accreditation under the Community Safety Accreditation Scheme, including the acquisition of personal powers under the Police Reform Act 2002.
14. To provide reports to the Council at Full Council meetings and otherwise if required.
15. To carry out such other duties that may be reasonably require by the Council in pursuance of community safety.