

Minutes of the **ANNUAL STATUTORY MEETING** of **CROWBOROUGH TOWN COUNCIL** held in  
the Town Hall, The Broadway, Crowborough on  
Tuesday 23<sup>rd</sup> May 2017 at 7.30 pm

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Present	Councillors	Quentin Burch	
		Peter Ellefsen	
		Martyn Garrett	
		Richard Jury	
		David Larkin	
		Chris Moss	
		George Moss	
		Kay Moss	(Wealden District Council)
		David Neeves	
		Alan Penney	
		Ron Reed	(Wealden District Council)
		Greg Rose	(Wealden District Council)
		Wendy Scrace	
		Matthew Street*	
Sandra Timms			
Neil Waller	(Wealden District Council)		
Also present		CLlr Richard Stogdon	East Sussex County Council
		CLlr Sylvia Tidy	East Sussex County Council
		CLlr Phillip Lunn	Wealden District Council
		Andy Beams	Town Clerk
		Melanie Street	Crowborough Town Council
		3 members of the public	

\* *Denotes non attendance*

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#### **ELECTION OF TOWN MAYOR**

**8068** **RESOLVED** to elect Cllr Peter Ellefsen as Town Mayor.

#### **DECLARATION OF ACCEPTANCE OF OFFICE OF TOWN MAYOR**

The Declaration of Acceptance of Office was signed in the presence of the Proper Officer. The newly elected Mayor presented the outgoing Mayor Ron Reed with a past Mayor's badge and Members thanked him for his service in the role.

#### **ELECTION OF DEPUTY TOWN MAYOR**

**8069** **RESOLVED** to elect Cllr Martyn Garrett as Deputy Town Mayor. Outgoing Deputy Mayor Quentin Burch was thanked by Members for his service in the role.

**APOLOGIES**

CLlr Matthew Street – business reason  
District Cllr Stephen Isted – personal reason

**DECLARATIONS OF INTEREST**

There were no declarations of interest.

**COMMITTEES**

To review and adopt the standing orders and financial regulations

**8070** **RESOLVED** to adopt the Standing Orders and Financial Regulations.

To agree Delegation Arrangements and Terms of Reference for Committees

**8071** **RESOLVED** to accept the Delegation Arrangements and Terms of Reference for Committees.

To agree the membership of each committee

**8072** **RESOLVED** to agree committee membership as follows:

**Communications & Events**

Peter Ellefsen	Martyn Garrett	Chris Moss	Kay Moss	David Neeves
Alan Penney	Ron Reed	Greg Rose	Wendy Scrace	Matthew Street
Sandra Timms				

**Environment**

Peter Ellefsen	Martyn Garrett	Richard Jury	Kay Moss	David Neeves
Alan Penney	Ron Reed	Greg Rose	Wendy Scrace	Matthew Street
Sandra Timms				

**Finance & General Purposes**

Quentin Burch	Peter Ellefsen	Martyn Garrett	David Larkin	Kay Moss
Greg Rose	Sandra Timms	Neil Waller		

**Personnel**

Quentin Burch	Peter Ellefsen	Martyn Garrett	George Moss	Kay Moss
David Neeves	Alan Penney	Ron Reed	Wendy Scrace	Sandra Timms
Neil Waller				

**Planning & Development**

Peter Ellefsen	Martyn Garrett	Richard Jury	David Larkin	Chris Moss
George Moss	Alan Penney			

UNCONFIRMED UNTIL NEXT MEETING

**Sport, Recreation & Cemetery**

Peter Ellefsen	Martyn Garrett	Richard Jury	George Moss	Kay Moss
David Neeves	Alan Penney	Ron Reed	Greg Rose	Wendy Scrace
Matthew Street	Sandra Timms	Neil Waller		

*The Annual Statutory Meeting was adjourned for the election of Chairman and Vice Chairman of each of the Standing Committees*

**WORKING GROUPS**

To agree the Terms of Reference for the Pine Grove Working Group

**8073** **RESOLVED** to accept the Terms of Reference for the Pine Grove Working Group

To agree the Terms of Reference for the Warden Working Group

**8074** **RESOLVED** to accept the Terms of Reference for the Warden Working Group

To agree membership of the Pine Grove Working Group

It was agreed that the following councillors form the Pine Grove Working Group:

Quentin Burch, Peter Ellefsen, David Larkin, George Moss, Alan Penney, Ron Reed and Sandra Timms.

To agree membership of the Warden Working Group

It was agreed that the following councillors form the Warden Working Group:

Peter Ellefsen, David Larkin, Kay Moss, David Neeves, Greg Rose and Matthew Street.

**APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

**8075** **RESOLVED** to appoint representatives to outside bodies as follows:

<b>Organisation</b>	<b>No. of CTC members</b>	<b>Representative</b>
Ashdown Forest Parish Liaison Panel	1	Quentin Burch
C.A.B	1	Peter Ellefsen
Clued-Up	2	Kay Moss Sandra Timms
CCA	1	Peter Ellefsen
Crowborough Community Festival Association	1	Matthew Street
East Sussex ALC Ltd	2	Martyn Garrett David Larkin

UNCONFIRMED UNTIL NEXT MEETING

Organisation	No. of CTC members	Representative
Fair Trade	3	Andy Beams David Neeves Alan Penney
Parish Planning Panel	1	Alan Penney
Sir Henry Fermor School Trustees	2	Martyn Garrett Kay Moss
Society of Friends of Montargis	1	Greg Rose
Strengthening Local Relationships	2	Martyn Garrett Greg Rose
Tree Warden	1	Colin Stocks
Uckfield Railway Line Parishes Committee	1	John Coleman
Wealden District Association of Local Councils	2	Kay Moss Sandra Timms
Wealdlink	1	Greg Rose

## MINUTES

To resolve that the minutes of the Council Meeting held on 21<sup>st</sup> March 2017 be taken as read, confirmed as a correct record and signed by the Chairman

- 8076** **RESOLVED** that the minutes of the Council meeting held on 21<sup>st</sup> March 2017 be taken as read, confirmed as a correct record and signed by the Chairman following a change to the wording of Resolution 8020 so that it now reads:  
“To permit all Councillors to become cheque signatories, if they so wish.”

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

### The Town Mayor’s engagements

The Town Mayor’s engagements were reviewed and noted.

## COMMITTEE MINUTES

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

### Planning and Development – 27<sup>th</sup> March 2017

- 8077** **RESOLVED** to note the acts and proceedings of the Planning and Development Committee meeting held 27<sup>th</sup> March 2017.

### Environment – 28<sup>th</sup> March 2017

- 8078** **RESOLVED** to note the acts and proceedings of the Environment Committee meeting held 28<sup>th</sup> March 2017.

Planning and Development – 3<sup>rd</sup> April 2017

- 8079** **RESOLVED** to note the acts and proceedings of the Planning and Development Committee meeting held 3<sup>rd</sup> April 2017.

Sport, Recreation and Cemetery – 4<sup>th</sup> April 2017

- 8080** **RESOLVED** to note the acts and proceedings of the Sport, Recreation and Cemetery Committee meeting held 4<sup>th</sup> April 2017.

Planning and Development – 18<sup>th</sup> April 2017

- 8081** **RESOLVED** to note the acts and proceedings of the Planning and Development Committee meeting held 18<sup>th</sup> April 2017.

Communication and Events – 25<sup>th</sup> April 2017

- 8082** **RESOLVED** to note the acts and proceedings of the Communication and Events Committee meeting held 25<sup>th</sup> April 2017.

Planning and Development – 8<sup>th</sup> May 2017

- 8083** **RESOLVED** to note the acts and proceedings of the Planning and Development Committee meeting held 8<sup>th</sup> May 2017.

Finance and General Purposes – 9<sup>th</sup> May 2017

- 8084** **RESOLVED** to note the acts and proceedings of the Finance and General Purposes Committee meeting held 9<sup>th</sup> May 2017.

**TO RECEIVE REPORTS OF MEMBERS**

There were no reports from members.

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

Wealden District Council

Cllr Ron Reed updated members on the 'Let's Do Business', 'Coffee and Cake' and 'My Wealden' initiatives being run by Wealden District Council. He also informed members that the new SANGS land 'Walshes Park' officially opened in May and reported on the council's concern that some small companies are still paying business rates when they do not need to.

East Sussex County Council

Cllr Sylvia Tidy reported on the changes to Cabinet following their annual meeting earlier that day.

**TO ANSWER QUESTIONS FROM COUNCILLORS**

Cllr Quentin Burch asked if there was an update on the question of CIL payments which had been raised with regard to the updating of the Vision Document. The Town Clerk informed members that no new information had been received but that he would follow this up during a scheduled meeting the following week at Wealden District Council.

Cllr Neil Waller suggested to the Mayor that it may be thoughtful and considerate to send a letter of condolence to the Mayor and town of Horwich following the terrorist attack in Manchester the previous day. He also suggested that a minute's silence was held to remember the victims of the attack. It was then reported that a letter of condolence was received from Michel Dury, Chairman of the Twinning Committee of Montargis, that morning. The Mayor agreed to write to Horwich and a minute's silence then followed.

**TO APPROVE SECTIONS 1 AND 2 OF THE ANNUAL RETURN FOR 2016/17 AND THE UNAUDITED ACCOUNTS**

**8085**      **RESOLVED** to approve section 1 of the Annual Return for 2016/17.

**8086**      **RESOLVED** to approve section 2 of the Annual Return for 2016/17.

**RESOLVED** to approve the unaudited Accounts.

**DECISIONS FOR RATIFICATION**

**8087**      **RESOLVED** to ratify the decisions taken by the Sport, Recreation and Cemetery Committee (Resolutions 8043 and 8044) to purchase a new tractor and a running track for Goldsmiths Recreation Ground.

**WARDEN WORKING GROUP**

**8088**      **RESOLVED** that the Town Council employ a Community Warden on an initial 18 month contract.

It was agreed that the salary for the position be up to £25,000 per annum depending on experience using budget code 4659. It was further agreed to authorize funds of up to £7,000 from reserve 'Community Support Staff' for one-off set up costs and training, and to authorize the Town Clerk, in conjunction with the Personnel Committee to begin the recruitment process.

**LAND AT ADAM CLOSE**

Following an initial request from Wealden District Council to return a strip of the leased land at Adam Close the district council has later agreed to accept only part of the strip back, which would be sufficient to provide the access to Walshes Park that was needed.

Members discussed this proposal, the ongoing and future costs of maintaining the land at Adam Close and the desire to extend the lease of the Adam Field Recreation Ground.

UNCONFIRMED UNTIL NEXT MEETING

- 8089** **RESOLVED** that the Town Council return the smaller parcel of land to Wealden District Council on the condition that it extends the lease on the remainder of the Adam Field site by a further 25 years at the same time.

#### **ELECTRONIC COMMUNICATIONS**

It was agreed to investigate the possibility of using electronic communication for agendas and minutes, and the use of .gov email addresses for councillors. The Town Clerk will now prepare a full briefing paper with options and cost comparisons for the next meeting of the full council.

#### **RANSOMWARE PROTECTION**

It was agreed to further investigate the need for ransomware protection, including installation costs and the number of year's protection covered by the quote. The Town Clerk informed members that some of the ICT team from Wealden District Council would be visiting the Town Hall the next day and he would seek their opinion as to the value of purchasing the ransomware protection. If satisfactory answers are given, it was agreed to go ahead with the purchase of the suggested software licences.

#### **TO AUTHORISE THE SEALING OF DOCUMENTS**

##### Grants of Exclusive Rights of Burial

- 8090** **RESOLVED** to authorise the following grants of exclusive right of burial:

<b>Certificate</b>	<b>Name</b>	<b>Grave space</b>
1025	Nicola Gail DADSWELL	GRH71 AND GRH72
1026	Patricia Heather HEMSLEY	2427

**RESOLVED** that this Council excludes the public and press from this meeting on the grounds of the confidential nature of the business to be transacted. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960 section1.

County and District Councillors and members of the public left the meeting.

#### **DISPOSAL OF OLD COMMUNITY HALL, PARK ROAD**

##### To receive offers and agree preferred purchaser

Members discussed the absence of an overage clause within both offers received. It was agreed to request the preferred bidder include a clause which allows for the Town Council to receive a 50% share of any monies received over the accepted offer price should the accepted bidder resell the site undeveloped within five years.

- 8091** **RESOLVED** to accept the offer of the highest bidder with the conditions as agreed above.

**PINE GROVE**

To receive update from Pine Grove Working Group and agree any recommendations

Cllr George Moss gave a verbal update to Members following the recent meetings of the working group. A key point had been reached where a number of decisions were needed to allow the project to move forward, and Members were given the details behind each of the working groups' recommendations.

**8092 RESOLVED** to agree the following actions with regard to Pine Grove:

- That in principle, the Town Council will move into the floor previously occupied by the WDC chambers, subject to further analysis of the comparative running costs on each site
- That the lease main details be agreed on an internal repairing basis, on a 25 year term with a 10 year break clause for either party
- That shared maintenance costs for inclusion in the lease be based on a percentage share of the floor space between all parties sharing the building
- That MacConvilles be formally appointed as project managers, extending their existing agreement to include RIBA stages 5-7
- That as per MacConvilles recommendations, professional teams be appointed to complete the detailed surveys and commence the design stage

**URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING**

None

The meeting closed at 9.45pm