

Minutes of a meeting of **CROWBOROUGH TOWN COUNCIL** held in the  
Town Hall, The Broadway, Crowborough on Tuesday 18<sup>th</sup> July 2017 at 7.30pm

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Present	Councillors	Quentin Burch	
		Peter Ellefsen	Mayor
		Martyn Garrett	Deputy Mayor
		Richard Jury	
		David Larkin	
		George Moss	
		Chris Moss	
		Kay Moss	(Also WDC)
		David Neeves	
		Alan Penney	
		Ron Reed	(Also WDC)
		Greg Rose	(Also WDC)
		Wendy Scrace	
		Matthew Street	
Sandra Timms			
Neil Waller*	(Also WDC)		
Also present		Cllr Sylvia Tidy	ESCC
		Cllr Jeannette Towey	WDC
		Andy Beams	Town Clerk
		Amanda Negus	Committee Clerk
		4 members of the public	

\*Denotes non attendance

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## **PUBLIC PARTICIPATION**

The neighbourhood watch co-ordinator for Western Road spoke to the meeting. In recent weeks there has been a significant increase in criminal damage, particularly to cars. All incidents have been reported to the Police, but with no visible presence residents feel they have been left wide open to future incidents.

2 members of the public left the meeting at 7.35pm.

## **APOLOGIES**

Cllr Neil Waller  
Cllr Philip Lunn       WDC  
Cllr Steve Isted       WDC  
Cllr Richard Stogdon   ESCC

## **DECLARATIONS OF INTEREST**

Cllr Greg Rose declared an interest as he is a neighbour of Crowborough Athletic Football Club at Alderbrook.

Cllr Peter Ellefsen declared an interest as he is a Trustee of the Crowborough Community Association which is a neighbour of Pine Grove.

Cllr David Larkin declared an interest as he is a Trustee of the Crowborough Community Association which is a neighbour of Pine Grove.

**MINUTES**

Minutes of the meeting held on the 23<sup>rd</sup> May 2017

- 8136 RESOLVED** that the Minutes of the meeting held on 23<sup>rd</sup> May 2017 as confirmed be signed by the Chairman.

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

The Town Mayor's and Deputy Town Mayor's Engagements

Noted.

**COMMITTEE MINUTES**

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

Communications and Events – 23<sup>rd</sup> May and 5<sup>th</sup> July 2017

- 8137 RESOLVED** to note the acts and proceedings of the Communications and Events Committee meeting held on 23<sup>rd</sup> May and 5<sup>th</sup> July 2017.

Environment – 23<sup>rd</sup> May and 31<sup>st</sup> May 2017

- 8138 RESOLVED** to note the acts and proceedings of the Environment Committee meeting held on 23<sup>rd</sup> May and 31<sup>st</sup> May 2017.

Finance and General Purposes – 23<sup>rd</sup> May and 4<sup>th</sup> July 2017

- 8139 RESOLVED** to note the acts and proceedings of the Finance and General Purposes Committee meeting held on 23<sup>rd</sup> May and 4<sup>th</sup> July 2017.

Personnel – 16<sup>th</sup> May and 23<sup>rd</sup> May 2017

- 8140 RESOLVED** to note the acts and proceedings of the Personnel Committee meeting held on 16<sup>th</sup> May and 23<sup>rd</sup> May 2017.

Planning and Development – 23<sup>rd</sup> May, 30<sup>th</sup> May, 19<sup>th</sup> June and 10<sup>th</sup> July 2017

- 8141 RESOLVED** to note the acts and proceedings of the Planning and Development Committee meeting held on 23<sup>rd</sup> May, 30<sup>th</sup> May, 19<sup>th</sup> June and 10<sup>th</sup> July 2017.

Sport, Recreation and Cemetery – 23<sup>rd</sup> May and 6<sup>th</sup> June 2017

- 8142 RESOLVED** to note the acts and proceedings of the Sport, Recreation and Cemetery Committee meeting held on 23<sup>rd</sup> May and 6<sup>th</sup> June 2017.

**RECOMMENDATIONS FROM COMMITTEE MEETINGS**

To adopt revised Financial Regulations and Standing Orders as recommended by the Finance and General Purposes committee on 4<sup>th</sup> July 2017

- 8143 RESOLVED** to adopt the revised Financial Regulations as recommended by the Finance and General Purposes committee on 4<sup>th</sup> July 2017.

**RESOLVED** to adopt the revised Standing Orders as recommended by the Finance and General Purposes committee on 4<sup>th</sup> July 2017.

To note recommendations of Finance and General Purposes Committee to change internal auditor

- 8144 RESOLVED** to note the recommendation of the Finance and General Purposes Committee to change the internal auditor.

To adopt the Street Naming Policy as recommended by the Planning and Development Committee on 30<sup>th</sup> May

- 8145 RESOLVED** to adopt the Street Naming Policy as recommended by the Planning and Development Committee on 30<sup>th</sup> May 2017.

To decide whether to adopt the Drone Code and which, if any, areas of Town Council land will be available for Drone flying, as discussed by the Environment and SRC Committees

A member of public entered the meeting at 7.45pm.

To avoid the risk of children being filmed, the risk of accidental injury and consequent liability claims and distress to wildlife it was

- 8146 RESOLVED** to ban the flying of all drones over CTC land. The CTC website will be updated with this information.

#### **TO ANSWER QUESTIONS FROM COUNCILLORS**

A concern was raised regarding the increased use of drink and drugs and resulting vandalism and antisocial behaviour throughout Crowborough, since the PCSO presence was removed from the Town. During Friday and Saturday evenings when Operation Blitz is running, the offenders disperse but re-gather once the Police have moved on.

A meeting has recently taken place between the Town Clerk, Beacon Academy, Cllr Kay Moss and ESCC Cllr Sylvia Tidy and Sussex Police regarding these issues. The Police do not have any money to fund more officers. They are trying to address the problems by working smarter with the community to use local intelligence. All crimes must be reported to the Police as the size of the problem is being disguised by a drop in the figures of crimes reported. The newly appointed Crowborough Community Warden, CTC Environment Warden and Brighter Crowborough can all help by advising the Police which areas relevant waste such as alcohol bottles is collected from. If packaging is identified as coming from particular stores, the Police can target them in regards to underage drinking. Beacon Academy have agreed to identify offenders from CCTV images wherever possible. It is also imperative that Crowborough residents join Operation Blitz which is aimed at targeting these specific issues (see attached information).

WDC have also held a similar meeting with Sussex Police.

Despite the above measures and because of the extent of the problem, Councillors want to support residents in any way they can, so it was

- 8147 RESOLVED** to write to the Chief Constable of Sussex Police regarding Policing in Crowborough and the ways the residents are being impacted.

## **TO RECEIVE REPORTS OF MEMBERS**

Cllr Greg Rose reported the South East in Bloom judging went well yesterday. The judges gave pointers of small things that could be improved upon for next year. The results will be announced at the awards ceremony on 21<sup>st</sup> September.

Cllr Kay Moss reported that Kate Graham; East Sussex Fire & Rescue Service (ESFRS) Community Support Advisor (Road Safety) for Wealden borough is keen to revive speed watch groups in Crowborough. Even if people are just standing in high visibility jackets with clipboards it helps to slow down traffic and encourage the wearing of seatbelts etc.

The Town Clerk has also liaised with Kate Graham and the Withyham Deputy Parish Clerk regarding working together in promoting road safety.

Cllr David Neeves advised that as a community volunteer, speed watch is something he can become involved with. Cllr Greg Rose will pass names of volunteers to Cllr Neeves. Volunteers need to be willing to work in different areas in Crowborough, not just their own road.

NALC are reviewing the requirements for the annual Parish meeting. This may give some more flexibility when considering changes for the Crowborough Town Conference.

Cllr Alan Penney reported that it is the 10<sup>th</sup> Anniversary of Fairtrade fortnight next year. It will be celebrated between 26 February – 12 March 2018. Crowborough Fairtrade have asked for CTC to add their support and promote on the CTC website.

Cllr Peter Ellefsen commented that it was lovely to receive reports from all the Councillors regarding the organisations they represent CTC at. It would be good in future to have a brief written summary ahead of Full Council meetings so things don't get forgotten.

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

WDC Cllr Jeannette Towey reported:

- The Joint Waste Partnership who manage the Kier contract have mutually agreed an early exit date of 26<sup>th</sup> June 2019. Work has been started on finding a replacement.
- Ashdown Business Park – two more sites have been sold and two more are in negotiation.
- WDC have made half a million in savings this year. The majority of their spending is with East Sussex companies.
- An English language proficiency test for taxi drivers is being introduced and a maximum age requirement for the cabs themselves. There is to be a consultation about the increasing fares.

ESCC Cllr Sylvia Tidy reported:

- The Chief of ESFRS advised ESCC that new equipment has been ordered and existing checked. He confirmed they have suitable height ladders for all buildings in the area. All tower blocks are being checked, forty three have been done so far. Schools are being checked. Sprinklers can be put on outside of buildings if necessary.
- The Crowborough Cross traffic lights have been looked at and reports submitted. The London Road side is way out of kilter. Every time cars come out of St Johns Road the traffic light senses a lull in the traffic and thinks it can change, which is why it changes so quickly. Solutions are being worked on.

## FINANCIAL MATTERS

To note payments for period 1<sup>st</sup> April to 12<sup>th</sup> July 2017 (attached to agenda)

The Town Clerk is investigating a payment query raised by Councillors.

**8148 RESOLVED** to note payments for the period 1<sup>st</sup> April to 12<sup>th</sup> July 2017.

To note internal auditors report (attached to agenda)

**8149 RESOLVED** to note auditors report.

## TO AUTHORISE THE SEALING OF DOCUMENTS

### Grants of Exclusive Burial Right

**8150 RESOLVED** to authorise the following grants of exclusive right of burial:

<b>Certificate</b>	<b>Name</b>	<b>Grave space</b>
1020	Joan REECE	GRH105 and GRH106
1027	Jessica Franklin TAYLOR	3565
1028	Robert TAYLOR	GRH69 and GRH70

## ITEMS FROM CHAIRMEN'S MEETING

To adopt operational standards (attached to agenda)

**8151 RESOLVED** to adopt Crowborough Town Council Standards as presented.

To discuss timings of council and committee meetings

After discussing the pros and cons of changing meeting times it was **Agreed** to leave the timings unchanged to encourage working members in the future who may have to commute for work and be unable to attend any earlier in the evening.

Planning and Development Committee meetings on a Monday can be difficult for one Councillor. The possibility of an alternative day to be discussed at next committee meeting.

To agree dress code for council and committee meetings

Following discussions of different dress code options it was **Agreed** not to have a formal dress code, so as not to deter any possible new members.

To discuss the principle of making our own recording of council and committee meetings

If CTC were to take their own recording of meetings it would ensure there is a definitive record in case of Freedom of Information enquiries after the date.

Councillors **Agreed** it was a good idea for residents to know what happens at meetings if they are unable to attend in person. The Clerk will investigate feasibility and costs of audio recording, audio visual recording and publishing on the CTC website.

Cllrs Sylvia Tidy and Jeannette Towey left the meeting at 9pm.

**ELECTRONIC COMMUNICATIONS**

To note the report of the Town Clerk and decide on the recommendations (attached to agenda)

**Agreed** to accept recommendation of using electronic communication for agendas and minutes.

**8152 RESOLVED** the service of summons can be undertaken by email as stated in Standing Order 3 (b) i.

**8153 RESOLVED** to accept recommendation for Councillors to have individual .gov email addresses set up.

**SANGS / ADAM FIELD**

To decide on the revised request from Wealden District Council regarding access across Town Council land (attached to agenda)

Cllrs Kay Moss, Greg Rose and Ron Reed declared an interest as they are also WDC Councillors.

To provide an additional access to the park and therefore assist Alderbrook residents it was

**8154 RESOLVED** to release to WDC the proposed access route between Adams Field and Walshes Park and the land within 3 metres of it.

Concern was raised whether the Adam Field lease would be renewed in the future and because of the importance of this play area to Alderbrook residents it was

**8155 RESOLVED** to ask WDC if this land becomes up for sale if CTC could be given first refusal on buying it and for a price to do so.

**GENERAL POLICY DECISIONS**

To note the report of the Town Clerk and decide on the options with regard to use of CCTV images (attached to agenda)

The Police have advised that all cameras act as a deterrent. Wildlife cameras can even be used. Funding for additional cameras can be applied for from the Safer Wealden Partnership. The new Community Warden will be able to help with reviewing the locations of cameras. It was

**Agreed** in principal that CTC will prosecute offenders using CCTV images.

The Clerk will investigate procedures and policies.

To note the report of the Town Clerk and decide on the options with regard to maintaining un-owned land (attached to agenda)

- 8156 RESOLVED** to assess any un-owned piece of land in need of maintenance on an individual basis and for the Clerk to refer the decision to the appropriate committee.

#### **TRUSTEES OF ALDERBROOK PLAYING FIELDS**

To note the minutes of the meeting and decide if suitable land is available for FIT land swap

Concern was raised that Crowborough Athletic Football Club (CAFC) have not consulted with its neighbours about its plans. Although the understanding is that planning permission is not required therefore consultation is not obligatory, there will still be an increase in traffic which will impact on Alderbrook residents. If the project were to be referred to WDC as a Lawful Development application, although not planning permission, residents would have the opportunity to comment.

To prevent Fields in Trust limitations being imposed on existing CTC recreational land and restricting future projects it was

- 8157 RESOLVED** to ask CAFC to investigate and buy a suitable piece of land themselves to offer as a swap to Fields in Trust.

#### **EMERGENCY PLANS**

To note the draft Emergency Plan and agree next steps for completion (attached to agenda)

To ensure there are local contingency plans in place for Crowborough until the emergency services arrive and takeover it was

- 8158 RESOLVED** for CTC to put an emergency plan in place.

- 8159 RESOLVED** for the Communications and Events committee to take responsibility for the plan.

To agree measures for emergency out of hours contact

- 8160 RESOLVED** to pass the decision on measures for an emergency out of hours contact to the Personnel Committee.

#### **PINE GROVE**

To note the update from the working group (attached to agenda)

The Clerk is meeting with the Library tomorrow to advise project timescale of when they would need to move out of the building and discuss temporary provision for them.

CTC is VAT registered, but Pine Grove as a building was opted out of VAT by WDC. To enable VAT to be claimed back on the building element of the project it was

- 8161 RESOLVED** to opt the Pine Grove building back into VAT.

An Agreement to Lease is a simplified document until the full lease details have been agreed. It gives Basepoint a certain amount of security and enables a working agreement.

- 8162 RESOLVED** to authorise the clerk to sign the Agreement to Lease.

To note the Town Clerk report on moving the Town Council offices and decide on the recommendations (attached to agenda)

To consolidate running costs it was **Agreed** in principle for the Town hall to be moved to Pine Grove subject to approval of refurbishment costs.

Councillor visits to Pine Grove to be arranged by the Clerk to enable plans to be decided on and costs to be obtained.

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

The meeting closed at 10.07pm.



## Community Messaging System – In The Know

If you would like to receive community messages from Wealden District Police, please complete the form below and email it to [district.wealden@sussex.pnn.police.uk](mailto:district.wealden@sussex.pnn.police.uk).

Alternatively you can register an account yourself by visiting [www.intheknow.community](http://www.intheknow.community) and following the instructions.

If you would also like to join Operation Blitz, detailed below, either indicate this on the form or if registering your own account, look for the ‘Anti-Social Behaviour’ tick box under Community Interests.

Operation Blitz is a scheme run by Wealden’s Policing Team to address youth anti-social behaviour (ASB). It specifically targets those being disruptive, causing a general nuisance, or committing crime often as a result of alcohol and/or drugs. A team of officers are assigned to the Operation which runs every Friday and Saturday between the hours of 6pm till midnight (hours may increase during summer school holidays). Subscribers receive an email each week prior to the start giving them a number to call to report youth ASB directly to the Blitz Officers, without the need to go via 101. The number is changed each week, according to Officers on duty, and is therefore only for use during the Operation’s hours and only for incidents of this type. The number is for members only and is not intended to be shared with others. During the Operation hours the dedicated team of Officers also patrol the known ‘hot spots’ in the district, between responding to reports. An update on each weekend’s activity is provided in the community message the following week.

**Name**

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...

**Organisation / Agency (if applicable)**

.....  
...

**Email address**

.....  
...

**Full address and postcode (ensures you receive the correct district messages. After initial sign-up, further districts can be added)**

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