

Minutes of the **ANNUAL STATUTORY MEETING** of **CROWBOROUGH TOWN COUNCIL**  
held in the Town Hall, The Broadway, Crowborough on Tuesday 22<sup>nd</sup> May 2018 at 7.30pm

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|              |             |   |                                       |
|--------------|-------------|---|---------------------------------------|
| Present      | Councillors | Quentin Burch<br>Peter Ellefsen<br>Martyn Garrett<br>Richard Jury<br>David Larkin<br>Chris Moss<br>George Moss<br>Kay Moss (Also WDC)<br>David Neeves<br>Alan Penney<br>Ron Reed (Also WDC)<br>Greg Rose (Also WDC)<br>Wendy Scrace<br>Matthew Street<br>Sandra Timms<br>Neil Waller (Also WDC) |                                       |
| Also present |             | Cllr Sylvia Tidy<br>Andy Beams<br>Amanda Negus<br>3 members of the public   | ESCC<br>Town Clerk<br>Committee Clerk |

\*Denotes non attendance

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### **ELECTION OF TOWN MAYOR**

The candidates gave a short speech and a vote was taken. It was

**8389 RESOLVED** to elect Cllr Greg Rose 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 Peter Ellefsen with a past Mayor's badge and thanked him for his service in the role.

Cllr Greg Rose said he was honoured to be elected as Mayor, particularly as a man married to a man. His Husband will be known as the Mayors Consort.

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

**8390 RESOLVED** to elect Cllr Martyn Garrett as Deputy Town Mayor. Cllr Martyn Garrett said he is pleased to be working alongside Cllr Greg Rose.

### **APOLOGIES**

|                      |      |
|----------------------|------|
| Cllr Richard Stogdon | ESCC |
| Cllr Steve Isted     | WDC  |
| Cllr Jim Hollins     | WDC  |

## DECLARATIONS OF INTEREST

Cllrs Kay Moss, Ron Reed, Greg Rose and Neil Waller declared an interest in the Mead House car park agenda item as they are also Wealden District Councillors.

Cllr Matthew Street declared an interest in the Mead House car park agenda item because the company he works for potentially has a financial interest.

Cllr Peter Ellefsen declared an interest in the Mead House car park agenda item because he is the Town Council appointed Trustee and Director of the Crowborough Community Association.

Cllr George Moss declared an interest as he is married to a Wealden District Councillor.

Those members listed above were given special dispensation by the Clerk to discuss and vote on the item.

## COMMITTEES

To review and adopt Standing Orders and Financial Regulations (attached to agenda)

- 8391 RESOLVED** to re-adopt the Standing Orders and Financial Regulations unchanged until the amended Standing Orders and Financial Regulations can be reviewed by the Finance and General Purpose Committee (F&GP).

Any comments by Members to be forwarded to the Clerk prior to the next F&GP meeting.

To agree Delegation Arrangements and Terms of Reference for Committees (attached to agenda)

- 8392 RESOLVED** to accept Delegation Arrangements and Terms of References for Committees including the amendments listed below:

Planning and Development – Responsibility for the Street Naming Policy to be added.

Communications and Events – To remove the Policy of Hiring CTC Marquees as it was resolved to never hire out the marquees.

Personnel – Responsibility for the following policies to be added:

- Adverse Weather
- Bullying and Harassment
- Child Protection and Vulnerable Persons
- Confidential Reporting (Whistleblowing)
- Disciplinary
- Email and Internet Usage
- Equal Opportunities Statement
- Grievance
- Health and Safety
- Member Officer Relations Protocol
- Performance Management Scheme
- Sickness and Absence
- Staff Long Service Awards
- Training and Development

To agree membership of committees

**8393 RESOLVED** to agree committee memberships as follows:

**Communications and Events**

|                |              |                |              |          |
|----------------|--------------|----------------|--------------|----------|
| Martyn Garrett | Kay Moss     | David Neeves   | Alan Penney  | Ron Reed |
| Greg Rose      | Wendy Scrace | Matthew Street | Sandra Timms |          |

**Environment**

|               |                |                |              |              |
|---------------|----------------|----------------|--------------|--------------|
| Quentin Burch | Peter Ellefsen | Martyn Garrett | Richard Jury | Kay Moss     |
| David Neeves  | Alan Penney    | Ron Reed       | Greg Rose    | Wendy Scrace |
| Sandra Timms  |                |                |              |              |

**Finance and General Purposes**

|               |                |                |              |             |
|---------------|----------------|----------------|--------------|-------------|
| Quentin Burch | Peter Ellefsen | Martyn Garrett | David Larkin | Chris Moss  |
| Kay Moss      | Greg Rose      | Matthew Street | Sandra Timms | Neil Waller |

**Personnel**

|               |                |            |             |              |
|---------------|----------------|------------|-------------|--------------|
| Quentin Burch | Martyn Garrett | Chris Moss | George Moss | Kay Moss     |
| David Neeves  | Alan Penney    | Ron Reed   | Greg Rose   | Wendy Scrace |
| Sandra Timms  | Neil Waller    |            |             |              |

**Planning and Development**

|                |              |              |            |             |
|----------------|--------------|--------------|------------|-------------|
| Martyn Garrett | Richard Jury | David Larkin | Chris Moss | George Moss |
| Alan Penney    | Greg Rose    |              |            |             |

Cllrs Kay Moss and David Neeves were appointed as reserves to the Planning and Development Committee with the understanding that members would send apologies as soon as possible to allow the reserve members time to research the applications.

**Sports, Recreation and Cemetery**

|                |                |                |              |              |
|----------------|----------------|----------------|--------------|--------------|
| Quentin Burch  | Peter Ellefsen | Martyn Garrett | Richard Jury | George Moss  |
| Kay Moss       | David Neeves   | 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***

The Mayor thanked all the outgoing Chairmen for their hard work over the past year.

**TOWN COUNCIL MEETING SCHEDULE**

To agree the proposed meeting schedule for 2018/2019 (attached to agenda)

**8394 RESOLVED** to accept the proposed meeting schedule for 2018/2019 with the exception of the Planning and Development meeting on the 5<sup>th</sup> November which is to be rescheduled.

**APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

To agree representatives of outside bodies

**8395 RESOLVED** to appoint representatives to outside bodies as follows:

| <b>ORGANISATION</b>                            | <b>No. OF CTC MEMBERS</b> | <b>2018/19 REPRESENTATIVES</b>   |
|--|---------------------------|--|
| Ashdown Forest Liaison Panel                   | 1                         | Quentin Burch  |
| Citizens Advice Bureau                         | 1                         | Peter Ellefsen   |
| Clued-Up Info                                  | 2                         | Kay Moss<br>Greg Rose  |
| Crowborough Community Association              | 1                         | Peter Ellefsen   |
| East Sussex ALC Ltd                            | 2                         | Martyn Garrett<br>David Larkin   |
| Crowborough Fair Trade                         | 3                         | Alan Penney<br>Kay Moss<br>David Neeves                                  |
| Parish Planning Panel                          | 1                         | Richard Jury/Chris Moss  |
| Sir Henry Fermor School Trustees               | 2                         | Martyn Garrett<br>Kay Moss<br>(Appointed 15.03.16 for a three year term) |
| Society of Friends of Montargis                | 1                         | Greg Rose  |
| Strengthening Local Relationships              | 2                         | Ron Reed<br>Richard Jury   |
| Tree Warden                                    | 1                         | Colin Stocks   |
| Uckfield Railway Line Parishes Committee       | 1                         | John Coleman   |
| Wealden District Association of Local Councils | 2                         | Kay Moss<br>Martyn Garrett   |
| Wealdlink                                      | 1                         | Ron Reed   |

**MINUTES**Minutes of the meeting held on the 10<sup>th</sup> May 2018

**8396 RESOLVED** that the Minutes of the meeting held on 10<sup>th</sup> May 2018 as confirmed be signed by the Chairman.

To note the minutes of the Annual Town Meeting and to discuss items that may be passed to the appropriate committee for consideration (attached to agenda)

The minutes were noted and the subject of disabled access at Crowborough railway station will be discussed by the Environment Committee.

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

The Mayor's engagements (attached to agenda)

The engagements were noted and Cllr Peter Ellefsen commented how much he enjoyed attending various events as Mayor over the last year.

**COMMITTEE MINUTES**

**8397 RESOLVED** to adopt the acts and proceedings of the following committee meetings:

Planning and Development – 19<sup>th</sup> March and 9<sup>th</sup> April 2018

Environment – 30<sup>th</sup> January 2018

Sports, Recreation and Cemetery – 6<sup>th</sup> and 20<sup>th</sup> February 2018

Communications and Events – 12<sup>th</sup> December 2017

**TO RECEIVE REPORTS OF MEMBERS** (attached to agenda)

It was noted that the Community Centre were advertising for someone to run the café. Cllr Peter Ellefsen advised that there is now a promising interim solution in place for the next few months.

**TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS**East Sussex County Council (ESCC)

Cllr Sylvia Tidy congratulated the new Mayor and thanked the previous Mayor.

She has been asked by residents when grass cutting will start. She confirmed that Crowborough is on the rota to be done in late June. Cllr Tidy is displeased that Crowborough, being such a large town had been left so late, when even the Ashdown Forest verges have been cut. The grass at Alderbrook is now higher than the planters that the Community Association work so hard to make look nice.

An ESCC officer advised the Clerk that Crowborough should get one cut at the beginning of the season from the old contract and two further cuts from the new contract. The Clerk and Cllr Sylvia Tidy will investigate further.

There is now a safety issue at junctions; in Forest Rise bollards are now covered by grass. The Eridge Gardens junction with the A26 needs cutting as drivers can't see cars coming up the road.

The A26 has been patched by Lidl's and is much better, but there is still more to be done. In some cases the underneath layers of the road need attention, rather than the surface. Croft Road and Whitehill Road will be major works and the funds need to be built up.

A motion was brought to Full Council for the Chairman of ESCC to be called a Chair. After discussion it was agreed that official papers will say Chairman and the actual Chairman can decide what they would like to be called.

Wealden District Council (WDC)

Cllr Greg Rose advised that the Wealden Local Plan will be published at the end of June. Full Council will consider at the 18<sup>th</sup> July meeting and it can then go to public consultation. The Habitats Assessment will be published the same day.

WDC were advised that an 8.7% decrease in crimes has been recorded. The Sussex Police and Crime Commissioner was asked if this is because there has been a cut in reported crimes.

Additional Council houses are being built throughout Sussex.

Universal credit will be rolled out to Crowborough on 2nd July. There will be two outreach clinics, one in Crowborough and one in Hastings.

Kiers performance for rubbish collection is patchy and there are fears it will continue to the end of the contract. Cllrs Greg Rose and Kay Moss have made representations to the Portfolio holder to address. Sanctions against Kier will be considered next week.

Concerns have been raised over the closure of the Uckfield and Forest Row waste sites and the extra pressure this will put on Crowborough. A request for longer opening hours have been put to ESCC.

Cllr Greg Rose has raised questions regarding the Mead House car park planning application. A paper has been promised answering all the questions. If fault can be found with the application process any WDC Cllr on the Scrutiny committee can call it in. So far, Cllr Greg Rose has been unable to find any fault.

ESCC Cllrs Sylvia Tidy and Richard Stogdon have asked Nus Ghani to pass their letter onto the Secretary of State regarding a request to call the application in. Cllrs Sylvia Tidy and Richard Stogdon have been unable to make their representations as they wanted and have received conflicting answers. They asked if CTC Cllrs could write/email to Nus Ghani supporting them.

Cllr Sandra Timms left the meeting at 8.42pm.

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

Crowborough Town Council's congratulations were extended to the new Duke and Duchess of Sussex on their marriage. A 12ft American Red Oak tree will be planted on Chapel Green on Sussex Day and a plaque will be unveiled to commemorate the occasion.

A member of the public left the meeting at 8.44pm.

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

##### **Grants of Exclusive Burial Right**

**8398** **RESOLVED** to authorise the following grants of exclusive right of burial:

| <b>Certificate</b> | <b>Name</b>            | <b>Grave space</b> |
|--------------------|------------------------|--------------------|
| 1047               | Maureen Elen BRISLEY   | 3506               |
| 1049               | Pauline BOOKHAM        | 3527               |
| 1050               | Linda HOLLANDS         | 3547               |
| 1051               | David John Michael LEE | GRH68              |
| 1052               | Joan FORWARD           | GRH123 and GRH124  |
| 1053               | Kay Valerie PEARSON    | GRH64              |

## **PINE GROVE**

To note reports from Pine Grove Working Group and agree any recommendations

Negotiations with Regus over the lease being returned to an incubator easy in, easy out type lease are ongoing but should be concluded by the end of this week.

ESCC have confirmed, as thought, that a serviced office style lease does not fit the criteria for the grant and loan agreed.

Cllr Sandra Timms returned to the meeting at 8.47pm.

## **MEAD HOUSE CAR PARK**

To note correspondence from the WDC Portfolio Holder for Economic Development & Waste Management and further supporting documentation and to agree further action (attached to agenda)

A discussion took place including the following points:

- The loss of long stay parking is significant and will affect workers and residents of the town centre.
- The Mead House spaces were paid for by Waitrose to recompense the spaces they took for their own car park. The location was temporary but the spaces were to be relocated permanently.
- WDC should fund the replacement spaces.
- CTC had previously resolved to accept the extra spaces in Bluebell Wood, funded by WDC.
- Section 9 of the Conditional Contract between WDC and CTC states the land that will be sold to CTC and this includes the Bluebell Wood. Would CTC therefore be responsible for the car park once built on CTC land?
- It appears WDC are stripping assets from Crowborough to reinvest in Hailsham.
- The separate issue of residential properties being built close to the Community Centre has not been addressed.
- The Ranger was thanked for his report.

**8399 RESOLVED** to respond to WDC's letter advising that there should be no nett loss of parking in the town centre, WDC should fund additional parking and the allocation of long or short stay spaces should be discussed with CTC.

## **CTC BUSINESS PLAN**

To note the draft Business Plan and to agree further action

After some discussion regarding the draft Business Plan, the Clerk will re-write it as a priority.

## **STAFFING MATTERS**

### To note update on staffing matters

There was nothing to update.

### To consider staff application to join the Council pension scheme

Historically councillors had to approve pension scheme applications, but now because of auto enrolment it is not a requirement. The Personnel Committee will continue to be notified.

## **CHARITABLE ACCOUNTS**

### To note the report on the implementation of charitable accounts and trustee meetings and to agree further action

- 8400** **RESOLVED** to pay £1,250 from budget code 101/4058 (Legal and professional fees) for a solicitor to create a memorandum of understanding between each of the trusts and the council.

## **THE GENERAL DATA PROTECTION REGULATION**

### To note the report on the Town Councils preparations for the General Data Protection Regulation and to agree further action

The Clerk will appraise the current situation as to how compliant CTC is and report back to the Finance and General Purpose Committee. A decision can then be made for the next step.

## **UNIVERSAL CREDIT**

### To note the correspondence from the Department of Work and Pensions in response to the Deputy Clerks letter of the 7<sup>th</sup> February (attached to agenda)

The Clerk has since received a list of security questions to answer from the DWP regarding the Town Hall being used as an outreach office. The Library and Clued-Up Info were suggested as possibly more appropriate locations.

- 8401** **RESOLVED** pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the press and public 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 and they were asked to leave.

Two members of the public and Cllr Sylvia Tidy left the meeting at 9.18pm.

## **PINE GROVE**

It was advised to the Chairman of the Pine Grove Working Group (PGWG) that the new Regus lease had been received, but it needs to be looked at in detail.

A decision will be made about future progress once the lease and finances have been assessed.



## FINANCIAL MATTERS

To discuss the proposal that Crowborough Town Council appoint an independent auditor to conduct a complete and thorough audit of its accounts for the financial year 2017/18 and, if agreed, to decide the source of funding for the associated fees and a maximum amount (attached to agenda)

The benefits of either a full accounts audit or a balance sheet audit were discussed and it was

**8402 RESOLVED** to commission a balance sheet audit to be paid for from general reserves up to a cost of £5,000. To be carried out by an independent auditor.

If necessary a more detailed audit can be carried out at a later date.

To note bank reconciliation checks for January, February and March 2018 (attached to agenda)

Cllr Richard Jury clarified that he is verifying that the balances match on the Bank Reconciliation Statement and the actual bank statement. He is not doing a detailed bank reconciliation check.

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

The accounts will be sent to councillors for months 11 and 12. Month 1 will also be sent, but it must be noted that although the Spend column is correct, the Budget column is not yet up to date.

There was a request for committed expenditure to be reinstated.

Councillors are to be given a copy of the approved budget.

To ensure full RBS functionality, it was suggested that Karen from RBS trains the new Finance Administrator.

The meeting closed at 10.01pm.