

Minutes of a meeting of **CROWBOROUGH TOWN COUNCIL** held in the  
Town Hall, The Broadway, Crowborough on Wednesday 17<sup>th</sup> July 2018 at 7.30pm

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Present	Councillors	Quentin Burch	
		Peter Ellefsen	
		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	Mayor (Also WDC)
		Wendy Scrace	
		Matthew Street	
Sandra Timms *			
Neil Waller *	(Also WDC)		
Also present		Andy Beams	Town Clerk
		Cllr Richard Stogdon	ESCC
		Cllr Sylvia Tidy	ESCC
		Cllr Jeanette Towey	WDC
		2 members of the public	

\*Denotes non attendance

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The meeting opened with a prayer.

### **APOLOGIES**

Apologies were received from Cllrs George Moss, Sandra Timms and Neil Waller. Cllr Richard Stogden sent apologies for his expected late arrival due to attendance at another meeting.

### **DECLARATIONS OF INTEREST**

As per the meeting on 22<sup>nd</sup> May 2018, the following Members were granted a dispensation by the Town Clerk to discuss the agenda item relating to Mead House and Bluebell Wood car park:

Cllrs Kay Moss, Ron Reed and Greg Rose in their capacity as Wealden District Councillors.  
Cllr Matthew Street as the company he works for potentially has a financial interest.  
Cllr Peter Ellefsen as the Town Council appointed Trustee and Director of the Crowborough Community Association.

**MINUTES**Minutes of the meeting held on the 20<sup>th</sup> June 2018

- 8471 RESOLVED** that the minutes of the meeting held on 20<sup>th</sup> June 2018 as confirmed be signed by the Chairman.

To discuss future content of minutes and supporting documents

Cllr Rose explained that a member of the public had suggested that more detail of discussions taking place during meetings should be included in the minutes. Additionally, a Member had requested important attachments relating to items discussed should be included with the minutes.

Members discussed the suggestions and agreed generally that the content of the minutes was sufficient, as they were to record decisions, and that additional attachments should be agreed between the Chairman of the meeting and the Clerk as required. A proposal to include brief reasoning for decisions to be included in the minutes was not seconded.

**TO RECEIVE REPORTS OF MEMBERS**To note the report regarding the year-end figures and agree any action

Cllr Burch reminded Members that he had circulated the minutes of the latest Ashdown Forest Parish Liaison meeting.

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

Cllr Towey (WDC) updated Members with the major changes in the local plan relating to Crowborough, which included a change to the development boundaries and an increase in the proposed number of houses from 300 to 360. The majority of the increase in numbers was anticipated from windfall sites. The Local Plan goes to Full Council tomorrow then there will be an 8 week consultation period.

The District Council are pursuing a commercialisation strategy with the aim to be self-sufficient by 2021/22 and no longer reliant on Government grants.

Members asked what influence WDC have in relation to penalising Kier during the final year of their contract, as performance standards appear to have deteriorated substantially across the District. Cllr Towey confirmed that every missed bin collection should be reported as this allowed WDC to trigger penalty clauses in the contract. Funds raised through these fines have been used to employ other contractors to clear recycling sites.

Cllr Tidy (ESCC) reported that Full Council continue to make a number of difficult decisions relating to the provision of services in the economic climate. The 'State of the County' report shows a loss of spending power of £82.2m over the next three years. Plans to raise council tax would offset part of this, but further savings of £46.4m are needed.

It remains the intention of ESCC to continue to support vulnerable people wherever possible, and lobbying is taking place to draw attention to understanding the demographic of East Sussex and the particular problems an aged population brings. This has been part of the reasoning behind recent decisions regarding grass cutting and tip closures.

Cllr Stogdon (ESCC) pointed out that East Sussex has the highest population of over 85 year olds, who are likely to have more significant health issues.

ESCC's Local Authority Pension Fund is in the process of being pooled with 11 other funds. The passively managed assets have been pooled already, and the actively managed assets are under review by the Financial Services Authority.

Cllr Kay Moss declared an interest in this item as a member of the Pension Fund.

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

Cllr Kay Moss stated that she and Cllr Garrett had attended a parish panel meeting where a resident provided an email response stating that the Town Council had turned down the offer of funding for the Community Warden. The Town Council had written to the PCC's office but had not yet received a reply.

Cllr Kay Moss asked why the updated visioning document had not yet been presented to Full Council, which it was recorded Cllr Larkin was going to prepare. Cllr Larkin stated that this had not yet been completed as he had felt it would be better to wait until the Pine Grove position was certain, and to take into account the emerging local plan.

### **TOWN MAYOR AND DEPUTY TOWN MAYOR'S ENGAGEMENTS**

The list of engagements had been circulated prior to the meeting and was noted. Cllr Rose outlined his aim to visit every organisation which the Town Council had given a grant to at some point during the year.

Cllr Rose reported that if anyone had any suggestions for awards or royal garden party invitations, they could send them to him and he would forward to the Lord Lieutenant for consideration.

Cllr Rose also reminded Members that his chosen charities for the year were Crowborough Acorns for Cancer Research and Clued-Up.

### **COMMITTEE MINUTES**

Members received the acts and proceeding of the following committee meetings:

- **Communications & Events** – 20<sup>th</sup> March and 15<sup>th</sup> May 2018
- **Environment** – 10<sup>th</sup> April 2018
- **Finance & General Purposes** – 6<sup>th</sup> March 2018
- **Personnel** – 14<sup>th</sup> November 2017
- **Planning & Development** – 8<sup>th</sup> May, 21<sup>st</sup> May and 11<sup>th</sup> June 2018

- **Sport, Recreation & Cemetery** – 5<sup>th</sup> April 2018

It was noted that additional Personnel meetings held since November were not mentioned and these would be included on the next agenda.

### **RECOMMENDATIONS FROM COMMITTEE MEETINGS**

To adopt the revised Standing Orders as recommended by the Finance & General Policy Committee

- 8472 RESOLVED** to adopt the Standing Orders as recommended

To consider the proposal from the Communications & Events Committee to allow Crowborough Heritage Group to sign out artefact items to collate an off-site inventory

Cllr Kay Moss reported that at the Summer Fair, the Heritage Group had one of the fireman's helmets on display, which had previously been thought lost by the Council. Cllr Street agreed to follow this up with the Heritage Group and report back to the Council.

- 8473 RESOLVED** to allow the Crowborough Heritage Group to sign out artefact items to collate an off-site inventory

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

Grants of Exclusive Burial Right

- 8474 RESOLVED** to authorise the following grants of exclusive right of burial:

<u>CERTIFICATE</u>	<u>NAME</u>	<u>GRAVE SPACE</u>
1054	Elizabeth STACEY	GRH125 & GRH126
1055	Sandra Jane WESTGATE	GRH59 & GRH60
1056	Angela BAINS	3567
1057	Margaret Claire CORDELL	GRH57 & GRH58
1058	Sandra Ann SHOOBRIDGE	GRH61 & GRH62

### **POLICIES**

Code of Conduct

- 8475 RESOLVED** to re-adopt the Code of Conduct as circulated

Complaints Procedure

- 8476 RESOLVED** to re-adopt the Complaints Procedure as circulated

## **CROWBOROUGH DEMENTIA FORUM**

### To discuss meeting to be held at the Town Hall on 12<sup>th</sup> October 2018

Cllr Rose reported that having attended the forum meeting on 21<sup>st</sup> June, a request had been made to use the Town Hall for an event on 12<sup>th</sup> October, which would include a small number of stalls and an advisory service. Members discussed the request and agreed to support the proposal.

## **TOWN HALL**

### To discuss plans for the Town Hall after the move to Pine Grove

Members discussed the need to assess the options for the existing Town Hall site and agreed a general remit for a working group to be set up to explore the options and present the findings to Full Council.

- 8477** **RESOLVED** to set up a Town Hall Working Group consisting of Cllrs Burch, Ellefsen, Chris Moss, Larkin, Neeves, Reed and Rose.

## **BLUEBELL WOOD CAR PARK**

### To review response from WDC and agree any further action

Members had received a copy of the acknowledgement of the Town Council's letter of 24<sup>th</sup> May regarding the site. Cllr Rose reported that following a conversation with Cllr Roy Galley of WDC, that a request had been made for a more positive response from the Town Council supporting the principle, and that as a result, WDC would commit to funding the parking spaces.

Members discussed the situation and agreed that if WDC committed to fund the parking spaces, the Town Council would support their proposal.

- 8478** **RESOLVED** to write to WDC to state that the Town Council welcomed the proposals for additional parking in the crescent car park and request their commitment to fund the work. It was also agreed to take the opportunity to confirm the anticipated transfer date of the Bluebell Wood and Community Centre to the Town Council.

## **INTELLECTUAL PROPERTY**

### To review advice received and agree any action

Cllr Ellefsen outlined the request for advice had been based on the use of the Town Council's logo by a local group, without appearing to have obtained consent to do so. Members discussed the current use by groups and whether this was an issue worth pursuing, or to discuss again in the future if the need arises.

No proposal was made to take action at this time.

## **FINANCIAL MATTERS**

To note payments for period 15<sup>th</sup> March to 11<sup>th</sup> July inclusive

Members noted the payments.

To note reserves position after transfers agreed in resolution 8455

Members noted the reserves position.

To consider the transfers to earmarked reserves requested by the SRC Committee on 5<sup>th</sup> April

**8479** **RESOLVED** to make the transfers as detailed in the committee minutes of 5<sup>th</sup> April.

To consider the transfers to earmarked reserves requested by the Environment Committee on 10<sup>th</sup> April

**8480** **RESOLVED** to make the transfers as detailed in the committee minutes of 10<sup>th</sup> April.

To consider moving unspent PWLB loan funds from 2017/18 to earmarked reserves and agree to do the same for 2018/19

**8481** **RESOLVED** to transfer the unspent PWLB loan funds for 2017/18 and to note to do the same for 2018/19 at year end.

To discuss and agree the use of any fixed term deposits

**8482** **RESOLVED** to request the Town Clerk to prepare options for discussion and a decision at the F&GP meeting scheduled for 4<sup>th</sup> September 2018.

**8483** **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.

To review and consider the recommendations form Cllr Waller's report concerning year end balances

Members agreed that the necessary changes had already been implemented.

## **URGENT MATTERS**

Cllr Rose advised Members that the scheduled Personnel meeting for Friday 20<sup>th</sup> July was to be moved to Tuesday 24<sup>th</sup> July. There would also be an extraordinary Full Council meeting that evening to pass the necessary resolution to apply for the amended PWLB loan, which had to now be split into two separate applications due to the delay in drawing down the second part, originally agreed in 2015.

Members agreed that until confirmation was received from the PWLB, the lease and contract agreements should remain unsigned.

Cllr Burch requested that an agenda item to add funds to the election reserve be added to the next agenda.

The meeting closed at 9.00pm.