

Minutes of a meeting of the **CROWBOROUGH TOWN COUNCIL** held at the Council Offices, Pine Grove, Crowborough on Tuesday 12th March 2024 at 7.30pm

Present	Councillors	Alison Arthur	(also WDC)
		Peter Bucklitsch	
		Jane Clark	(also WDC)
		Suzanne Dixon	
		Martyn Everitt	(also WDC)
		Martyn Garrett	
		Paul Goddard*	
		David Hedges	
		Richard Jury	
		Kay Moss	
		Beverly Pashley	
		Alan Penney*	
		Simon Ryder	
		Matthew Street	Mayor
Neil Waller			
Natalie Whittle	Deputy Mayor		
Also present		Caroline Miles	Town Clerk
		Tracie White	Minute Taking Administrator
		Cllr Philip Lunn	ESCC Councillor
		Cllr Andrew Wilson	WDC Councillor
		Cllr Gareth Owen-Williams	WDC Councillor

1 member of public in the chamber

*Denotes non attendance

PUBLIC PARTICIPATION

A member of public addressed the town council to sincerely thank members for awarding him with a Civic Award.

A member of public left the meeting at 19:33hrs.

PRAYER

The Mayor opened the meeting with a prayer.

APOLOGIES

Cllr Paul Goddard

Cllr Alan Penney
Cllr Johanna Howell

DECLARATIONS OF INTEREST

None

MINUTES

Minutes of the Council meeting held on 9th January 2024

10446 RESOLVED that the minutes of the meeting held on 9th January 2024 as confirmed be ratified by the Chairperson.

TO RECEIVE REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Standing Orders were suspended at 19:36hrs

A member enquired whether the 10% of WDC lottery funds due to be paid out to worthy causes had been determined yet. Cllr Gareth Owen Williams agreed to report back on this.

A member enquired why the 'Fix My street' application had closed a call logged without the work taking place. Cllr Philip Lunn agreed to investigate the matter.

Members requested that the County Council report contain more information specific to how Crowborough is being supported.

Members acknowledged the quality of the road repairs on Crowborough Hill.

Cllr Philip Lunn addressed members with regards to utility companies being charged for access to carriageways to encourage them to group works together where possible. He also asked the town council to help advertise the county council campaign to find foster carers. It was agreed that if a digital copy be submitted, the council could share the campaign on its social media pages.

Standing Orders were reinstated at 19:45hrs

Cllr Bucklitsch arrived at 19:47hrs.

TO RECEIVE REPORTS FROM CTC COUNCILLORS ON OUTSIDE BODIES

The report was noted.

TO ANSWER QUESTIONS FROM COUNCILLORS

A member enquired whether the Ashdown Forest parking figure raised was profit. The representative confirmed this to be the case.

COMMITTEE MINUTES

To receive the acts and proceedings of the following committee meetings

The following committee minutes were received and noted:

Allotments and Cemeteries – 28th November 2023
 Communication and Events – 17th October 2023
 Environment – 5th December 2023, 13th February 2024
 Finance & General Purposes – 12th December 2023
 Personnel – 28th November 2023
 Planning & Development – 8th January, 29th January, 19th February 2024

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

To note the Town Mayor's and Deputy Mayor's engagements

The engagements were noted.

The Mayor's report was noted. The Mayor confirmed that Crowborough Rotary Club/Community Forum has match funded the £500 town council grant for the refugee camp.

TO AUTHORISE THE SEALING OF DOCUMENTS

10447 RESOLVED to authorise the following Grants of Exclusive Rights of Burial:

CERTIFICATE	NAME	GRAVE SPACE
Q1189	John Suter	M/3006B
Q1190	Sharon Chamberlain	M/3014B
Q1191	Pauline Trotter	M/3024B
Q1192	Alan Wilmshurst & Alison Wilmshurst	M/3035B
Q1193	Roy Lang	GRW3
Q1194	Lulu Turner -Townsend & James Turner-Townsend	M/3045B

FINANCIAL MATTERS

To note the payments made in January and February 2024

The January and February payments were noted.

To review the Councils' internal controls for committee 'consideration and approval.

The officer's report was noted as was the resolution made by the F & GP committee. It was agreed that statements 2,5,6 and 7 of the Annual Governance Statement had been complied with.

10448 RESOLVED to approve the Internal Controls Policy.

To note the current Income and Expenditure position

The Income and Expenditure report was noted.

To note the committee's Earmarked Reserves

The Earmarked Reserves position was noted.

COUNCIL WALKABOUT

To note the officer's report and agree any action

The report was noted. Members discussed organising an 'I Care for Crowborough' campaign similar to one held in 2015 to encourage members of the public and local groups to participate in an event to invoke the civic pride in the town. The event aim would be to clean up the town by clearing litter, weeding, cleaning signage. It was recommended that the event be held in 2025 as this marks 120 years since the founding of the parish council.

10449 RESOLVED to approve that an 'I Care for Crowborough' event be held in 2025 to mark 120 years of the Parish Council being founded, with the event being facilitated by the Communication & Events Committee.

SPONSORSHIP

To consider the motion submitted and agree further action

Members noted the motion. It was agreed that a working group be set-up to create a draft Sponsorship Policy which would be brought back to Full Council for consideration.

10450 RESOLVED to approve a sponsorship policy working group and agree its membership as follows: Cllrs Alison Arthur, Peter Bucklitsch, Suzanne Dixon, Martyn Everitt, David Hedges, Simon Ryder, Neil Waller, and Natalie Whittle.

Cllr Philip Lunn left the meeting at 20:11hrs

PINE GROVE

To review the Pine Grove report and agree any action

Members noted the report.

- 10451 RESOLVED** to award the cleaning contract to MTS for an initial period of one year with a further three-year contract to be awarded if the company provides a good service.

It was noted that Drain Aways quote was more detailed in the works specified. Drain Away also carried out a CCTV survey of the drainage whilst on site.

- 10452 RESOLVED** to accept the quote from Drain Away & Son Ltd for £24,600 to carry out the drainage work in the council offices.

YOUTH AMBASSADOR BOARD

To consider the proposal for a Youth Ambassador board and agree any action

Members noted the proposal from the Vision Document Working Group.

- 10453 RESOLVED** to approve the appointment of a Youth Ambassador Board and that a budget of £500.00 is earmarked from the vision document budget for the body. The co-opt panel to select 3 remaining candidates to be come from the Vision Document Working Group.

WDC DRAFT LOCAL PLAN

To consider the WDC Draft Local Plan and agree any action.

Members discussed the draft plan and agreed that the Town Council needs to officially respond to it. Several questions arose from the details documented.

Standing Orders suspended at 21:00hrs

A WDC councillor advised members that the consultation process opens on 15th March 2024 and runs to 4th May 2024. There is a consultation meeting scheduled to take place in Crowborough Community Centre on 20th April where residents can make their views known.

It was agreed that an extraordinary Council meeting take place following the consultation day to prepare the town council's response to the consultation. It was recommended that a WDC officer be invited to the meeting to answer questions that the town council may have.

Standing Orders reinstated at 21:04hrs

- 10454 RESOLVED** to hold an Extraordinary Full Council meeting to consider the draft local plan on Tuesday 23rd April at 19:30hrs.

DRAFT BUSINESS PLAN

To note the draft Business Plan and agree any action

The Mayor addressed the council as Chairperson of the Business Plan working group. The draft plan will be submitted to each committee to remove or to add projects to the document. Once that phase is completed the plan will be reviewed by the working group. The RFO will then complete the financial information which will be reviewed by the F & GP committee before the draft Business Plan comes before Full Council. It was noted that the plan is on track to be submitted to Full Council at its meeting on the 10th September.

Cllr Jane Clark left the meeting at 21:10hrs

CLIMATE CHANGE POLICY

To review the Climate Change Policy and agree any action

It was noted that the Climate Change policy has had a positive impact on the way the council conducted its business.

From the S & R committee's decision to install a new play park at Jarvis Brook manufactured from recycled materials to the Environment committee's change on policy regarding hedge cutting and the Communication and Events policy on single use plastic, the Climate Change Policy was being reflected throughout every committee.

A member expressed disappointment with the progress in terms of the feasibility report. It was noted that council had asked the officer to contact a local company in November 2023 but unfortunately the quote received was far in excess of the original quote submitted to the council. This delayed the appointment of the company to carry out the feasibility study. The feasibility study is currently being conducted on the 7 sites.

- 10455 RESOLVED** to accept the Climate Change policy as submitted with the next review to take place in 2025.

COMPOSTING

To note the composting report and agree any action

It was agreed that a further cost /benefit analysis should be carried on option 3. A full report to be submitted by the Operations Manager to Full Council at a later date.

PROTOCOL AT FULL COUNCIL MEETINGS

To consider the motion submitted and agree any action

The report was noted.

10456 RESOLVED that members are no longer required to stand when speaking at Full Council meetings.

CCTV POLICY

To note the CCTV policy and agree action

10457 RESOLVED to accept the CCTV policy as submitted.

The Mayor moved to hear urgent matters next due to the confidential nature of agenda item 22.

URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA

None.

2 WDC councillors left the meeting at 21:37hrs.

10458 RESOLVED that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that 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.

WOLFE COTTAGE

To note the confidential report and agree any action

The report was noted, and the clerk instructed to liaise with the agent.

10459 RESOLVED to instruct the clerk to liaise with the agent as directed by the council.

The meeting closed at 21:43hrs