

## **CROWBOROUGH TOWN COUNCIL**

To the Members of Crowborough Town Council

You are summoned to attend a meeting of **CROWBOROUGH TOWN COUNCIL** to be held at the Council Offices, Pine Grove, Crowborough on **Tuesday 23<sup>rd</sup> April 2024** at 7.30 pm when it is proposed to transact the following business:

**Caroline Miles, Town Clerk**  
**17<sup>th</sup> April 2024**

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MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC

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### **Questions from members of the public (15 minutes maximum)**

Members of the public are welcome to address the committee on items listed in this agenda. Please note that those addressing the committee shall not speak for more than 3 minutes. Once public question time has concluded members of the public will not be allowed to interrupt the meeting. Council meetings are meetings held in public but are not public meetings.

**1. PRAYER**

**2. APOLOGIES**

**3. DECLARATIONS OF INTEREST**

**4. MINUTES**

4.1. To **resolve** that the minutes of the Council meeting held on 12th March 2024 be taken as read, confirmed as a correct record, and ratified by the Chairman

**5. WDC DRAFT LOCAL PLAN**

5.1 To **consider** the draft Local Plan and agree further action

**6. DRAINAGE WORK PINE GROVE**

6.1 To **note** the officer's report and agree further action.

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



**AGENDA ITEM NUMBER:** 5.1  
**MEETING DATE:** 23<sup>rd</sup> April 2024  
**COUNCIL/COMMITTEE:** Full Council  
**TITLE:** WDC Local Plan  
**PURPOSE OF REPORT:** To review the draft of the Wealden Local Plan  
**SUPPORTING DOCUMENTS:** None  
**OFFICER CONTACT:** Town Clerk

<b>OFFICER RECOMMENDATIONS:</b>	
<b>1</b>	
<b>2</b>	

Wealden District Council approved the draft of the Wealden Local Plan at an extraordinary meeting of Full Council on 9<sup>th</sup> February 2024.

The Consultation on the Draft Wealden (Regulation 18) Local Plan is being conducted from Friday 15<sup>th</sup> March 2024 to Friday 10<sup>th</sup> May 2024

Members agreed at the Full Council meeting on the 12<sup>th</sup> March that an extraordinary meeting of the Council take place to prepare the Town Council's response to the consultation.

The local plan can be accessed by clicking on the link below.

<https://www.wealden.gov.uk/planning-and-building-control/planning-policy/wealden-local-plan/>

Members are asked to consider a response to the document.



**AGENDA ITEM NUMBER:** 6.1  
**MEETING DATE:** 23<sup>rd</sup> April 2024  
**COUNCIL/COMMITTEE:** Full Council  
**TITLE:** Drainage work Pine Grove  
**PURPOSE OF REPORT:** To consider the options and quotes for replacement flooring after drainage work has been completed.  
**SUPPORTING DOCUMENTS:**  
**OFFICER CONTACT:** Town Clerk

<b>OFFICER RECOMMENDATIONS:</b>	
<b>1</b>	
<b>2</b>	

As members are aware the drainage work to Pine Grove council offices is being carried out from Monday 29<sup>th</sup> April. Due to the nature of the work the council offices will have to be closed during the day. Although telephone calls to the council will still be answered, the general public will not be able to access the town council reception. Staff will be working from home whilst the work is being carried out. Evening council meetings will take place as scheduled as the contractors have been asked to place a trench guard over the works once they have completed work for the day.

The resolution made by Full Council on the 21<sup>st</sup> November 2023 regarding the drainage work is as follows.

*CTC/21.11.23 – 12122*

**10337 RESOLVED** to accept Option 3 (to remove all internal pipework from the manhole and relay a bigger pipe underground through the building to the main drain in the car park, then relaying the pipework within the manhole) and give the Operations Manager delegated authority to spend up to £25,000 from EMR 323/9071/901 and to proceed with the work once further quotes have been obtained.

The cost for the above work will be £20,500 ex vat. The resolution does not include the works to the floor to allow for replacement flooring or the flooring itself.

As the offices would need to be closed whilst the levelling, screeding of the floor, and the flooring is laid it would minimize disruption if the work could be carried out directly after the drainage work has been completed. However, the council cannot guarantee that the drainage contractors can finish on the date specified so whilst ideal, this may not be possible. The council must also ensure that evening council meetings can take place as scheduled.

As the floor is subject to moderate traffic, stains and mud are a problem. The carpet tiles therefore require a deep clean every six months at a cost of £200.00.

Quotes have therefore been requested for both carpet tile replacement and a vinyl replacement. 6 companies were approached but only two have responded.

The four options for replacement are:

**Option 1:** To replace the kitchen, cleaner’s cupboard and existing, only placing new tiles where the tiles have had to be removed from the top corridor. The concern with this option is that new tiles will not exactly match the existing ones.

**Option 2:** To replace all carpet tiles on the top section of the corridor and vinyl in the kitchen and cleaners' cupboard. This option would reduce the concern of tiles not matching but the top corridor and bottom corridor would look different.

**Option 3:** To replace all carpet tiles on the top and bottom sections and stairs of the corridor and vinyl in the kitchen and cleaner’s cupboard. This option would remove all risk of carpet tiles looking different from one another.

**Option 4:** It has been found that having carpet tiles in the public corridor with public toilets means they get dirty very quickly and never properly clean up. Therefore, an option to replace all the corridor carpet tiles with vinyl has been provided which would reduce the issue of dirt in the corridor.

	Option 1	Option 2	Option 3	Option 4
Duncan Edwards - Crowborough - Please Note: <b>Existing carpet tiles we Crowborough Town Council will remove from site and dispose</b>	Emailed 16/4/24	£3362.50 + VAT	£4,466.66 + VAT	£5,245.83 + VAT requires 5 working days on site
Pennells Carpets - Heathfield - In the Kitchen - only replacing the vinyl where existing vinyl is (not including the carpet area)	£1,259.38 + VAT	£2,214.30 + VAT	£3,486.84 + VAT	£4,203.83 + VAT + £525.00 + VAT for nosing's on stairs (£4,728.83 + VAT)

The council is asked to consider the quotes submitted. Funds for the work can be taken from EMR 323/9071/901