

**CROWBOROUGH TOWN COUNCIL**

To all Members of the **SPORT, RECREATION and CEMETERY** Committee (with copies to all other Members for information).

You are summoned to attend a Meeting of the **SPORT, RECREATION and CEMETERY** Committee to be held at The Town Hall, The Broadway, Crowborough on Tuesday 6<sup>th</sup> October 2015 at 7.30pm when it is proposed to transact the following business:-



Town Clerk  
30<sup>th</sup> September 2015

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**ALL MEETINGS ARE OPEN TO THE PUBLIC**

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Questions from members of the public (15 minutes maximum)

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
3. **MINUTES**
  - 3.1 **Meeting – 4<sup>th</sup> August 2015**
4. **UPDATE ON MATTERS OUTSTANDING**
  - 4.1 **Pilmer Road Allotments – polytunnels**  
*The polythene has been installed on the second polytunnel.*
  - 4.2 **Pilmer Road Allotments – rest area/toilet/storage facility (7425)**  
*Groundwork is being undertaken in-house to complete this area.*
  - 4.3 **Goldsmiths Recreation Ground – play equipment (7475)**  
*The replacement play unit for the sandpit has been installed.*
5. **RUNNING TRACK**
  - 5.1 **Report from working party**
6. **GOLDSMITHS RECREATION GROUND**
  - 6.1 **Skatepark lighting**
  - 6.2 **Upgrade of changing rooms – phase two**
7. **WOLFE RECREATION GROUND**
  - 7.1 **Repairs to play equipment**
  - 7.2 **Update on work to water supply**

8. PROVISION OF FEMININE HYGIENE AND NAPPY WASTE BINS
9. HERNE ROAD CEMETERY
  - 9.1 Maintenance of graves and memorials
10. FINANCE
  - 10.1 Management Reports to 31<sup>st</sup> July and 31<sup>st</sup> August 2015
11. SUMMERSALES
  - 11.1 Report on progress of Phase One – entrance and car park
  - 11.2 Consider tenders for Phase Two – internal track and overflow car park
12. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA

## **Report for Sport, Recreation and Cemetery Committee meeting 6<sup>th</sup> October 2015**

### **5. RUNNING TRACK**

#### **5.1 Report from working party**

Site visits to the athletics facility at Paddock Wood have been undertaken. A verbal report will be given at the meeting.

### **6. GOLDSMITHS RECREATION GROUND**

#### **6.1 Skatepark lighting**

To light the skate park to a safe level (average 100 lux over the whole area) and without shadow, 4 x 8m columns will be required, each carrying 2 x floodlights or 2 x LED floodlights. Ballpark quotes from three companies (one of which visited the site) indicate that the cost of all lighting equipment and installation is likely to be around £20,000.

The cost of providing a power source (a metered supply taken from the street light supply on the site, a spur from the main electrical supply to the Leisure Centre, which passes close to the skate park, or from the Leisure Centre itself) is likely to be an additional £10,000.

#### **6.2 Upgrade of changing rooms – phase two**

Phase Two of the improvements to the changing rooms will create a larger referee's room and provide a shower facility. Attached is a plan detailing the proposed works; building regulations have been approved.

Two quotations have been received and a third is due.

### **7. WOLFE RECREATION GROUND**

#### **7.1 Repairs to play equipment**

A number of repairs are required to the following play equipment for older children:

- Zip wire – new cable and reset frame
- Giant swing – new bearing
- Spika – new bearing

The zip wire and giant swing have been disabled for safety reasons pending the repairs. A quotation of £4993.48 + VAT has been received for all the work to be undertaken at the same time. For comparison, replacing the cable alone would cost £2101. If the quotation for all the work is accepted, the existing committed expenditure of £2101 for a new cable will be replaced by the new order. Repairing the equipment will result in overspend on this cost centre.

#### **7.2 Update on work to water supply**

Emergency work was carried out following notification of a water leak by a representative of South East Water. A new pipe is scheduled to be installed by mid-October. Officers continue to liaise with South East Water and Southern Water regarding the water charges due to the leak and this will be finalised once the work has been completed.

### **8. PROVISION OF FEMININE HYGIENE AND NAPPY WASTE BINS**

There have been a number of incidents where items of feminine hygiene and nappies have caused blockages in the public toilets at Wolfe Recreation Ground and Goldsmiths Recreation Ground. This has resulted in emergency call-outs to resolve the issue at £136 +VAT per visit.

Currently, the Council has feminine hygiene bins at Whitehill, the pavilion at Wolfe Recreation Ground and the Town Hall and this costs £110.20 + VAT per month.

A quotation is being obtained to retain the existing facilities and add the following items:

Wolfe Recreation Ground

- 1 nappy bin in public toilet
- 1 feminine hygiene bin in public toilet

Goldsmiths Recreation Ground

- 1 nappy bin in disabled cubicle (this has the nappy changing facilities)
- 1 feminine hygiene bin in disabled cubicle

## 9. HERNE ROAD CEMETERY

### 9.1 Maintenance of graves and memorials

As the local burial authority, Crowborough Town Council has a duty of care under LACO (Local Authorities' Cemeteries Order 1977) and under the Health and Safety at Work Act 1974 to ensure the safety of anyone visiting Herne Cemetery. A guidance and best practice document published by the Ministry of Justice in 2009 advises that all memorials be risk assessed on a rolling basis and action taken to minimise any risk. Where possible, the advice is for memorials to be repaired rather than to be laid flat or cordoned off due to the detrimental visual effect on the cemetery.

A survey of the grave spaces has been conducted and any issues identified prioritised. Where possible, the exclusive rights holders were written to, requesting that they arrange remedial work. For many grave spaces, however, it is not possible to trace the exclusive rights holder or any of their family and, in the case of the oldest parts of the cemetery, which date from 1901, exclusive rights were not issued. In these cases the responsibility for repair or remedial action rests with the Town Council. The alternative is to lay the headstones and crosses flat on the ground.

A memorial mason has visited the site and advised on those memorials deemed to be high risk within three of the oldest and most characterful sections of the cemetery; there are 26 sections of the cemetery. This has resulted in a list of 12 memorials requiring urgent repair, and 10 items on a 'B' list to be monitored.

A quotation for repairs is as follows:

Repair of 1 – 11 memorials	£150 – £195 each (+ VAT) depending on complexity and extent of repair required
Day rate for 12 memorials	£1,500 - £2,000 (£125 - £167 each)
Repair of 50 memorials	£6,000 – £7,800 (£120 – £156 each)

Remedial work is required to be carried out to modern NAMM standards (National Association of Memorial Masons). Memorials installed since 1990 should comply with the NAMM Code of Practice and are unlikely to present a safety risk.

There is a sum of £1500 for an information board 4605/601; this item could be deferred and this budget used if it is decided to undertake repairs as opposed to laying unsafe memorials on the ground.

### Recommendation

*Where an unsafe memorial has been identified, and it is not possible to trace the owner of the grave space, the Council will follow the advice received from a memorial mason for remedial work to high risk monuments.*

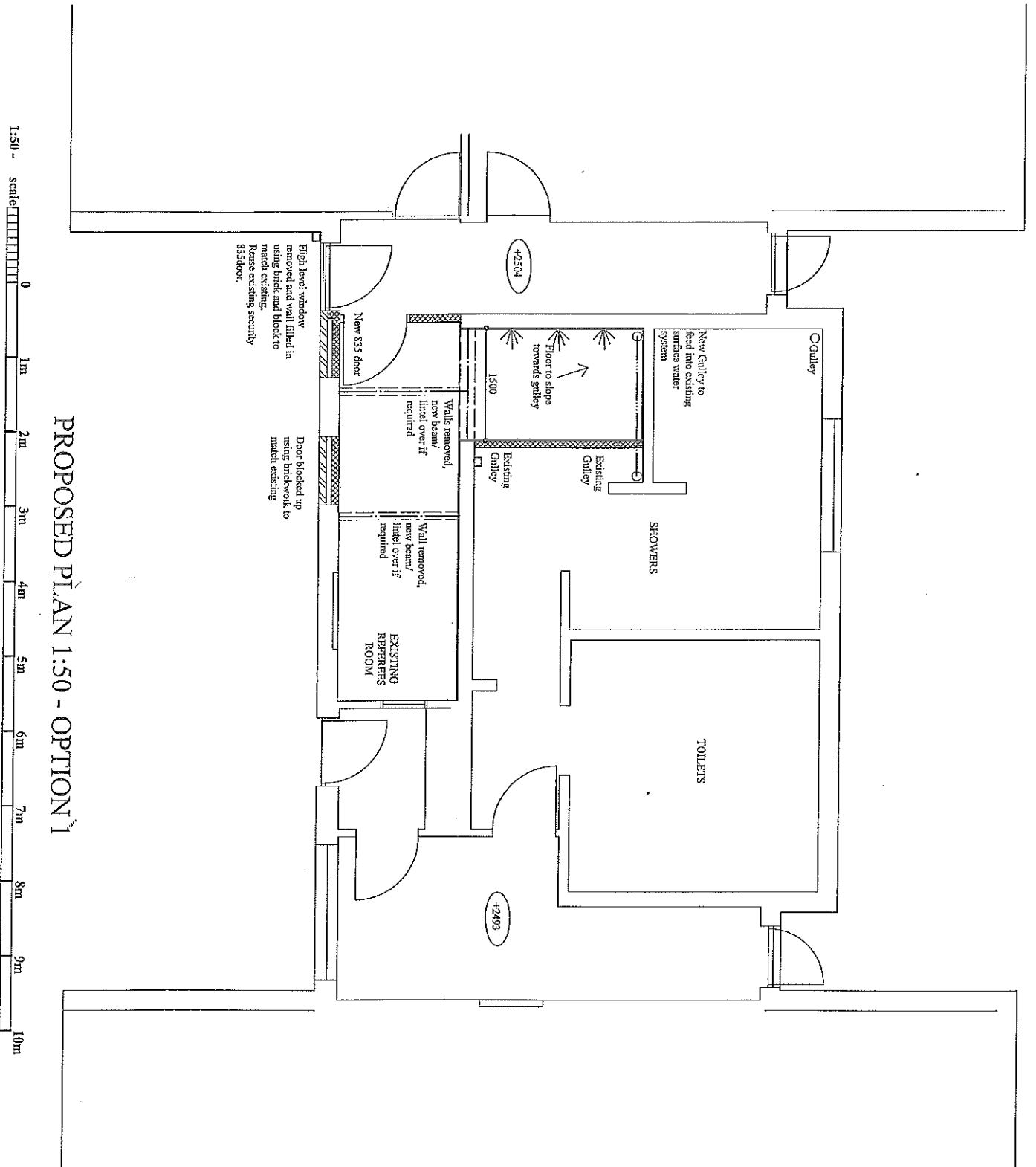
## **11. SUMMERSALES**

### **11.1 Report on progress of Phase One – entrance and car park**

The entrance off London Road has been constructed and the work has started on the car park.

### **11.2 Consider tenders for Phase Two – internal track and overflow car park**

Please see attached documentation.



ALTERNATIVES  
**GOLDSMITH**  
 CHANGING ROOMS  
 CROWBOROUGH

Proposed Plan  
 Option 1  
 PLAN

DATE	AMEND.	DRG. NO
MAY 2015		151918
SCALE		02

1390  
**ME CASSAM**  
 ASSOCIATES  
 ARCHITECTURAL  
 CONSULTANTS

Beacon Chambers  
 1 Eridge Road  
 Crowborough  
 East Sussex TN6 2SJ  
 T : 01392 654144  
 F : 01392 668585  
 E : [action@cassam-associates.co.uk](mailto:action@cassam-associates.co.uk)  
 W : [www.cassam-associates.co.uk](http://www.cassam-associates.co.uk)

