

Minutes of a meeting of the **SPORT, RECREATION & CEMETERY** Committee held in the Town Hall, The Broadway, Crowborough on Tuesday 5<sup>th</sup> December 2017 at 7.30pm

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Present	Councillors	Peter Ellefsen Martyn Garrett Richard Jury George Moss Kay Moss David Neeves Alan Penney* Ron Reed Greg Rose Wendy Scrace Matthew Street Sandra Timms* Neil Waller*	Chairman  Vice – Chairman
Also present		Andy Beams Amanda Negus Daniel Colborne 12 members of the public	Town Clerk Committee Clerk Ranger

\*Denotes non attendance

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## **PUBLIC PARTICIPATION**

A member of the public spoke about narcotics and their prolific use in all walks of society.

## **APOLOGIES**

Cllr Martyn Garrett for late arrival  
Cllr Alan Penney  
Cllr Sandra Timms

## **DECLARATIONS OF INTEREST**

None.

## **MINUTES**

Minutes of the meeting held on the 3<sup>rd</sup> October 2017

**8257 RESOLVED** that the Minutes of the meeting held on 3<sup>rd</sup> October 2017 as confirmed be signed by the Chairman.

Updated action list

No feedback has been received since the bench at Canada Green was relocated.

Noted.

**PUMP TRACK**

To review design and cost projections for project and agree next steps (attached to agenda)

The parents who originally proposed the pump track addressed the committee about the concept for very young children (ages approx. 4-6 years). Balance bikes are an effective way for children to learn to ride without falling off too much.

Asphalt is the preferred option for maintenance, safety and durability.

Residents of High Cross Fields expressed their concerns regarding parking in the road and noise levels if teenagers use the track in the evening.

The Clerk to invite Steve Scott in to look at designs and assess possible funding opportunities particularly as child fitness is very high on the Government agenda. The parents proposing the project will also try and fundraise towards it and will forward indicative designs with costings to Cllrs.

**8258 RESOLVED** to set aside £200 towards initial design costs and to move the project forward.

6 members of the public left the meeting at 8.05pm.

**BOATING LAKE**

To review Ranger report and agree any actions (attached to agenda)

The Ranger explained his report and the issues regarding the boating lake. The Ranger recommends option B; to concrete the bottom of the pond. Actual quote is £8,800.

To concrete the pond it would need to be drained end of Dec/beginning of Jan. Average rainfall should more or less fill the pond by Easter for the start of the boating season. Pump hire for a day would be approx. £60.

Chemical management/dye products have been investigated but there are several reasons why they would be unsuitable in this situation:

- Risk to dogs and children if entering/drinking from the pond.
- Only tested for safety on fish not amphibians.
- The water would have to be jet black to be effective therefore wouldn't be able to see if any weeds were growing, or rubbish to remove.
- Water depth may not always be minimum depth required.

If concrete with fibres were used it would reduce the minimum depth to 75mm and also reduce the cost slightly as 100mm was allowed for in the quote.

**8259 RESOLVED** to spend up to £9k on concreting the boating pond this winter using funds from contingency.

The Ranger and 4 members of the public left the meeting at 8.24pm.

**CEMETERIES**

To agree addition of Cllr Sandra Timms to the Summersales Working Group

**8260 RESOLVED** to agree the addition of Cllr Sandra Timms to the Summersales Working Group.

To note verbal update from the Summersales Working Group and agree any recommendations

Cllr Peter Ellefsen gave a verbal report:

- Phase 2 – next year - will cost approx. £120,000. It includes completing roads, adding a turning circle, preparing the land with drainage etc.
- Phase 3 – year after next - will cost approx. £160,000. It includes building a timber frame contemplation room for religious or non-religious services and a maintenance building for equipment storage.
- Revenue can be expected from the sale of family plots, which should help off-set some of the phase 3 costs.
- The idea of grazing on the top field has been dropped due to poor access and low return. Consequently a saving of approx. £9,000 on expected fencing costs can be made.
- It has been decided toilets will be needed, mains sewerage or environmental options to be investigated.
- A design freeze has been set for the 16<sup>th</sup> March 2018.
- The CDS tender document is comprehensive but still requires some work.
- The attenuation pond may need some re-working.
- A timeline will be produced to move the project forward.

To note report and estimates for cemetery memorial checking equipment and agree any actions (attached to agenda)

**8261** **RESOLVED** to use Cemetery Memorials earmarked reserves of £1,500 to buy the memorial management equipment requested.

**BYELAWS**

To review the existing byelaws and agree any changes (attached to agenda)

Correspondence had been received from a member of the public regarding dogs running on the running track and a discussion regarding dogs took place.

An additional sign asking for dogs to be kept on leads has been requested by the Alderbrook Residents Association for the bottom of Adam Field, near the Walshes Park entrance as currently there is only a sign at the top, this was agreed to.

**8262** **RESOLVED** to accept byelaws as presented with the additional points below to be included:

- No drones to be permitted on CTC land.
- Dogs not to be allowed on the Goldsmiths running track, skatepark or within any of CTC's gated children's play areas.

## **SCHEDULES AND REPAIRS**

To note updated playground maintenance schedule (attached to agenda)

An additional column showing status changes has been included on the schedule.

A bin was set alight at the weekend by Goldsmiths skatepark (since the schedule was sent out) which has damaged the new fence and tarmac.

Noted.

To note updated building maintenance and servicing schedule (attached to agenda)

Noted.

To note the quotations for works and agree actions (attached to agenda)

The Goldsmiths height barrier will be left as it is, as still currently functional.

Cllr Martyn Garrett entered the meeting at 8.54pm

### **8263 RESOLVED:**

- To mark up lines on Goldsmiths running track and parking bays in the petanque car park.
- To replace/repair fence and gates around netball court at Goldsmiths.
- To repair drains at Alderbrook clubhouse car park.

### **8264 RESOLVED** to authorise the Clerk to spend up to £5,000 to repair the roof at Wolfe Pavilion above the electricity room.

The electrical tests due in 2018, as listed, will be completed from next years budget.

To note the vehicle and equipment report and agree any actions

The Town Clerk explained he and the Head Groundsman had looked at all the vehicles to work out life expectancy and servicing costs. Costs will be obtained for purchasing and leasing a replacement transit to see which option is the most cost effective.

The Head Groundsman has identified nine pieces of equipment that are no longer used. He will assess the condition of them and obtain re-sale values. The sale of the items can then be proposed to Full Council.

## **CHARGING SCHEDULE**

To review existing letting/hire charges and agree any changes for 2018/19 (attached to agenda)

Maintenance costs of football pitches and allotments and comparisons of rental charges in surrounding area to be obtained. Deposits for allotments to be considered. To be included on next agenda.

## **FINANCE**

To note income and expenditure to date and material variances (attached to agenda)

Noted.

To note updated s.106 list (attached to agenda)

Noted.

To agree committee budget for recommendation to Full Council (attached to agenda)

Points raised and amendments to budget required:

- Income from Petanque is included within Goldsmiths Income - Recreation Grounds.
- The maintenance of Adam Field is included within Other Areas and Open Spaces – Grounds Maintenance.

A member of the public left the meeting at 9.20pm

- Wolfe tennis courts maintenance is included within Grounds maintenance.
- Telephone, Postage & Alarm refers to the radios.
- Whitehill Grounds Maintenance actually refers to the maintenance of the building. This doesn't include services as they come under Service Charges.
- Other Areas and Open Spaces – Service Charges – the water bill for Chapel Green used to be included in Grounds Maintenance.
- £250 to be moved from Bowls area to Wolfe Grounds Maintenance.
- Goldsmiths Changing Rooms - reduce from £6,000 to £1,000 contingency. A lot of work has been done recently so the higher amount shouldn't be needed.
- Boating pond concreting will take place this year so reduce next years budget to £500 as higher maintenance costs won't be needed.
- Jarvis Brook Grounds Maintenance anticipated increase is because of damage caused over the last year.

Capital Projects:

- Summersales – allocate £120,000.
- Wolfe Pavilion/bar/changing – The building has lots of issues and is not really fit for purpose. To be included in the business plan to start planning a replacement. Allocate £10,000 in the budget for Wolfe Pavilion.

£25,000 S.106 money from Rose Cottage, Blackness Road could be used towards building a new pavilion. Propose this to Full Council.

Ask Steve Scott if grant funding is available and if he could help the hockey and cricket clubs also to apply for different funds that the council isn't eligible to.

Need to check with Sport England and the clubs themselves that use Wolfe as to what level they are playing at, as certain facilities are required according to the level of play.

Clerk to provide a breakdown of what is included within each code to Cllrs.

Updated budget plan including amendments attached to minutes.

To review committee earmarked reserves and agree any actions (attached to agenda)

- Equipment Replacement – has been spent on the new tractor.
- Running Track – has been spent.
- Cemetery Memorials – agreed to spend earlier in this meeting. (Resolution 8261)

Everything else to remain as listed.

Clerk to investigate costs of resurfacing the tennis courts at Wolfe Rec.

**8265 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.

A member of the public left the meeting at 9.42pm.

## **REVIEW OF FACILITIES AND ARRANGEMENTS**

To review the confidential report and agree any actions (attached to agenda)

A lease is being drawn up for the Petanque Club. Health & Safety responsibilities need to be considered. To be included on next Sport, Recreation & Cemetery (SRC) agenda.

Cllr Kay Moss advised the committee that correspondence had been received from Crowborough Runners making several requests. Members discussed these and agreed a response to be sent by the Deputy Clerk.

The Clerk to invite the kiosk lessees to next SRC meeting with business information relating to opening times.

## **URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING and/or INCLUSION ON A FUTURE AGENDA**

The outdoor fitness equipment for Goldsmiths has been ordered, Deputy Clerk to advise when installation will take place.

A vandal proof shelter is to be considered in the future for Jarvis Brook recreation ground, possibly using Western Road S.106 monies.

The Clerk is attending the Jarvis Brook Residents Association meeting next Wednesday.

The meeting closed at 10.03pm.