

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 4th October 2016 at 7.30pm when it is proposed to transact the following business:-

Town Clerk - 28th September 2016

ALL MEETINGS ARE OPEN TO THE PUBLIC

1. PUBLIC PARTICIPATION

Members of the public are invited to put questions or to draw relevant matters to the Council's attention, prior to the commencement of business. This is for a period of up to fifteen minutes and shall be limited to three minutes per person.

2. APOLOGIES

3. DECLARATIONS OF INTEREST

4. MINUTES

4.1 Meeting – 2nd August 2016

5. UPDATE ON MATTERS OUTSTANDING

- 5.1 Improvements to the stadium at Alderbrook – report from Locum Town Clerk
- 5.2 Outside fitness equipment update – report from Locum Town Clerk
- 5.3 New Pitches at Palesgate Lane – report from Locum Town Clerk
- 5.4 Blocked Toilets at Goldsmiths, Wolfe and Alderbrook – report from Locum Town Clerk

6. GOLDSMITHS RECREATION GROUND

6.3. Model Boating Lake – reports from Dan Colborne and Barry Kemp and both to attend the meeting with costs for chemicals and application, and to be available for discussion

7. SUMMERSALES

7.1. Burial Ground Development – report from David Carden

8. FINANCE

- 8.1 Management Reports to 31st July and 31st August 2016
- 8.2 To review Charges for 2017-18 – background papers attached to the agenda
- 8.3. Cost of replacing two tennis nets – to follow

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

10. To consider if to resolve Pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 whether 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

11. CONFIDENTIAL CONTRACTURAL MATTERS

- 11.1 Goldsmiths Changing Rooms – report from David Carden
- 11.2 Goldsmiths Running Track – report from David Carden
- 11.3 Summersales Groundworks update – report from David Carden

5. UPDATE ON MATTERS OUTSTANDING

5.1 Improvements to the stadium at Alderbrook – report from Locum Town Clerk

5.1.1. Following a meeting with Tony Bowen and Andy O'Brien about an excessive water bill received by the Club, the Locum Town Clerk discussed the outstanding matter of additional land requirements if the 3G proposal is to move forward.

5.1.2. A second set of plans are due shortly but in the meantime, it was verbally confirmed that they would need an additional 12 metres along the whole length of the existing fence [approximately 140m].

5.1.3. If it is possible to grant this extension then the two existing grass pitches would be reduced in size to 9 x 9 but would still be suitable for juniors.

5.1.4. Additional information transpired that this is now one Club with seniors and juniors forming the whole with one main committee over-seeing all activities. In effect this means that the juniors would also be able to play on the 3G area if it is constructed.

5.1.5. The next step for the Town Council to identify sufficient land in order to approach Fields in Trust to see if it is possible to do another land swap for the additional land required for the 3G project to proceed.

5.2 Outside fitness equipment update – report from Locum Town Clerk

5.2.1. The Council has now received two separate plans from the Jarvis Brook Community Association regarding the equipment to be placed on the Jarvis Brook recreation ground.

5.2.2. The first one from Carolyn Wickens is for the Table Tennis Table to be placed between the MUGA [Multi-use Games Area] and the second is from Steve Oliver and shows the Green Gym (copies attached to this agenda)

5.3 New Pitches at Palesgate Lane – report from Locum Town Clerk

5.3.1. This project is proceeding along the lines as discussed at the last meeting.

5.4 Blocked Toilets at Goldsmiths, Wolfe and Alderbrook

5.4.1. This continues to be a problem with the toilets and it has been suggested that perhaps an outside specialist company could be employed to lock/unlock, clean and maintain all toilets.

5.4.2. Prices for providing this service will be investigated so the matter can be considered at the budget cycle of meetings in November/December.

7. SUMMERSALES

Burial Ground Development – report from David Carden

- 7.1 The purpose of this report is to inform the Committee of developments since their last meeting. Members will recall that at that meeting held on Tuesday 2 August 2016 it was agreed that Cemetery Development Services be appointed to undertake the landscape engineering design and burial plan for Summersales Burial Ground (Minute 7818 refers).

7.2. Subsequently Cemetery Development Services have been appointed and the development schedule enclosed at Appendix 1 has been agreed by the Locum Projects Manager in consultation with the Chairman of the Committee. Members will note that construction could start on site as early as March 2017.

7.3. RECOMMENDATION

The contents of this report be noted.

8. FINANCE

8.2 To review Charges for 2017-18

8.2.1 There is disparity between the charges for football pitches and the enclosed chart shows the current charges to different clubs.

8.2.2 Cemetery charges are attached as a separate report.

8.3 The cost of replacing the two tennis nets will be available at the meeting.

11. CONTRACTUAL MATTERS

11.1 GOLDSMITHS CHANGING ROOMS

11.1.1 The purpose of this report is to inform the Committee of developments since this matter was last considered by Council at the meeting held on 12 July 2016 and to propose a course of action for their consideration. Members will recall that at that meeting it was agreed that David Carden, the Locum Projects Manager, be requested to review all documentation with particular reference to previous Committee decisions (Minute 7791 refers).

11.1.2 The schedule below is a summary of previous Committee decisions and actions that were undertaken without authority by officers no longer in the employment of the Town Council. The following orders were issued to Watts Construction.

A) Upgrade Referees Changing Room **£7,401**

(SRC Resolution 7555, 06/10/15).

B) Re-tiling showers area and supply and fit two inline extractor fans **£3,912**

(Not considered or agreed by SRC)

C) Replace floor tiles and remaining wall tiles **£7,102**

(Considered by SRC but rejected on 07/06/16)

11.1.3 A meeting has subsequently been held with Watts Construction who has been most helpful over this situation and is willing to be flexible once a decision on the way forward is agreed by the Committee. They also expressed their concerns over the apparent lack of cohesion with the project.

11.1.4 Although it is appreciated why the original project to upgrade the referees changing rooms was agreed it is a large expense for a facility which would appear to be little used. It is suggested that a higher priority is to replace defective tiling and install extractor fans in order to bring the basic level of provision up to an acceptable standard. If the Committee agree to this approach it can be achieved at a lower cost of **£3,912** (January 2016 price) and the contractor is willing to waive the orders issued for A) above. It is recommended that the upgrading of the referees room is deferred pending further discussions with users as to what is actually required. Anecdotally referees do not use the showers and prefer to leave the facility and change at home.

11.1.5 RECOMMENDATION

The Committee is recommended to defer the order for the referees room upgrade and undertake the tiling and extractor fan work as outlined above.

11.2. GOLDSMITHS RUNNING TRACK – report from David Carden

11.2.1 The purpose of this report is to inform the Committee of developments since this matter was last considered by the Committee at the meeting held on 2 August 2016 and to consider subsequent developments. Members will recall that a meeting was to be held between the Working Party, David Carden and Crowborough Runners on 4 August 2016.

11.2.2 The meeting was reasonably positive and although the running club aspire to a full synthetic track and associated facilities they understand the practicalities of funding and the covenants on the site. It was agreed that the Town Council would seek an updated quotation for a two lane synthetic track from Miroadrubber, on receipt of which the running club would consult its membership to ascertain the level of support for a financial contribution towards the cost of an upgraded facility.

11.2.3 Unfortunately it has not been easy in seeking a further quotation from Miroadrubber and the employee that dealt with the project previously had left the company and no records of the original survey and quotation could be found. In fact, the Town Council had to provide a range of information. At the time of writing this report Miroadrubber has arranged for two sub-contractors to re-survey the site and provide revised quotations. These will be reported at the meeting.

11.2.4 RECOMMENDATION

The views of the Committee will be sought at the meeting.

11.3 SUMMERSALES GROUNDWORKS – report from David Carden

11.3.1 The purpose of this report is to inform the Committee of developments since this matter was last considered by the Committee at the meeting held on 2 August 2016 and to consider a proposed resolution for this matter. David Carden had a site meeting with a representative of C.J.Thorne, the original contractor, on 15 September. The aim of the meeting was to resolve all outstanding issues regarding the original contract. Prior to this meeting there had been a difference of opinion between Councillor Peter Ellefsen and the former Operations Manager as to the level of work that still needed to be undertaken by Thorne's. At the meeting David Carden was in possession of their respective reports. Councillors will be aware that the retention sum had been erroneously paid to C.J. Thorne.

11.3.2 The meeting was positive and Thorne's were given a copy of the various points outlined by Councillor Ellefsen in his report. They have been asked to provide an elemental cost justification with appropriate explanations and agreed to do so. One item that still had not been undertaken was the installation of the new fencing. The contractor will be undertaking this work when the vegetation has died back, so that better access to the true fence line can be achieved. This is not an uncommon approach

11.3.3 Unfortunately no such records were kept by the Council at the time of on-site variations being agreed verbally. However, Thorne's are a well-known and respected local contractor and do keep contract records. It is unusual for a Council to have to ask a contractor to undertake such a piece of work, but credit to Thorne's as they have agreed to do so as they value their long and positive working relationship with Crowborough Town Council. The meeting concluded by Thorne's hoping to be able to resolve this matter to the Council's satisfaction and that they would be considered for future contracts.

11.3.4 Due to David Carden's prior holiday commitment the response had not been received from C.J.Thorne at the time of writing the report. It was arranged for their response to be enclosed at Appendix 1 for the Committee's consideration, but without comment from David [if received]

11.3.5 RECOMMENDATION

The views of the Committee will be sought at the meeting.