

CROWBOROUGH TOWN COUNCIL

To all Members of the **SPORTS, RECREATION & CEMETERY** Committee (with copies to all other members for information).

You are summoned to attend a remote meeting of the **Sports, Recreation & Cemetery** Committee on **Tuesday 26th January 2021** at **7.30pm** when it is proposed to transact the following business: -

Caroline Miles, Town Clerk
20th January 2021

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC
Access details for this remote meeting are available at
www.crowboroughtowncouncil.gov.uk or by telephoning 01892 652907

Questions from members of the public (15 minutes maximum)

Please note that in view of the confidential nature of the discussion of some items on this agenda, the press and public may be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

3.1 Minutes of the meeting of 24th November 2020

4. MEMORIAL TREE

4.1 To **note** the Memorial Tree report and **agree** any action

5. ALLOTMENTS

5.1 To **note** the Community Orchard report and **agree** any action

5.2 To **note** the Badger Survey report and **agree** any action

6. MEMORIAL BENCH REQUEST

6.1 To **note** the Memorial Bench report and **agree** any action

7. CEMETERIES

7.1 To **note** the Deed Surrender report and **agree** any action

7.2 To **note** the Memorial Safety report and **agree** any action

7.3 To **note** the Summersales report and **agree** any action

8. BIKE TRACK

8.1 To **note** the officer's report and **agree** any action

9. PALESGATE LANE

9.1 To **note** the officer's report and **agree** any action

10. GROUNDS WORK UPDATE

10.1 To **note** the officer's report.

11. FINANCIAL MATTERS

11.1 To **note** the finance report and **agree** any action

12. PLAYGROUND REPAIRS

12.1 To **note** the officer's report and **agree** any action

13. PUWER ASSESSMENTS

13.1 To **note** the officer's report.

14. COMMITTEE RE-STRUCTURE

14.1 To **note** the officer's report and **agree** any action

15. 2G PROPOSAL

15.1 To **note** the presentation by Crowborough Hockey Club and **agree** any action

16. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING



AGENDA ITEM NUMBER: 4.1
MEETING DATE: 26th January 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Memorial Tree
PURPOSE OF REPORT: An update on potential locations as requested by the committee

SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

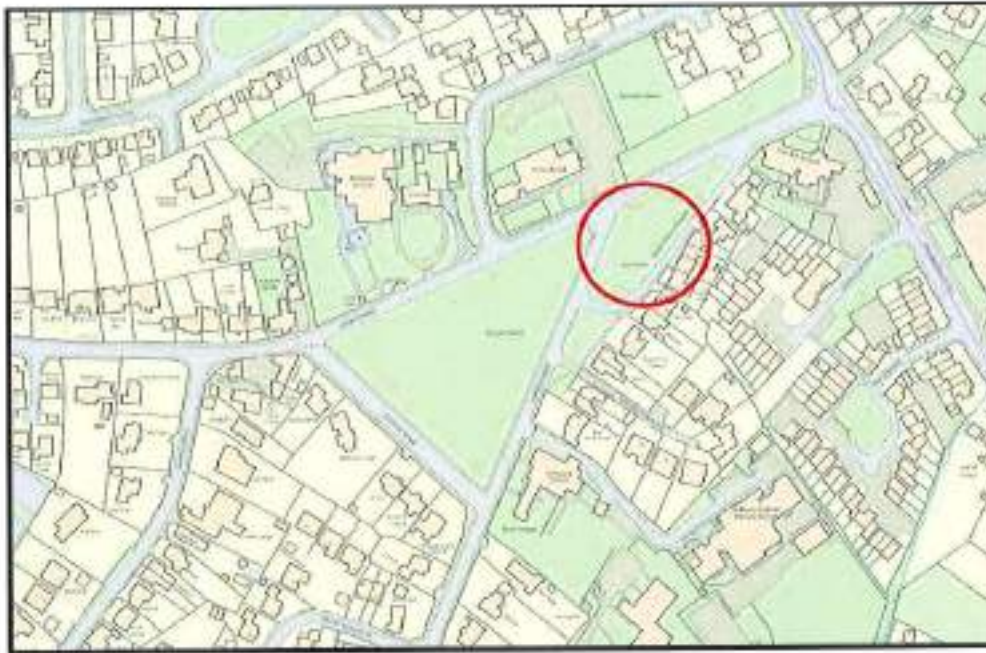
OFFICER RECOMMENDATIONS:	
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Background

At the Sport, Recreation and Cemetery Committee meeting on 24th November 2020 the committee requested that the Assistant Town Clerk liaise with Glenys Jones from the Bereavement Group regarding the group's preferred locations for the current memorial tree, or for a new tree.

Bereavement Group preferred location

As recorded in the minutes of the meeting of 24th November 2020, the Bereavement Group is keen that the memorial tree, or a new memorial tree, is planted on council land. In discussions following the November meeting, the group has expressed its preference that a tree is planted on Chapel Green, in the lower part of the green near to where the new rock snake installation will be sited (see map below – preferred location marked in red).

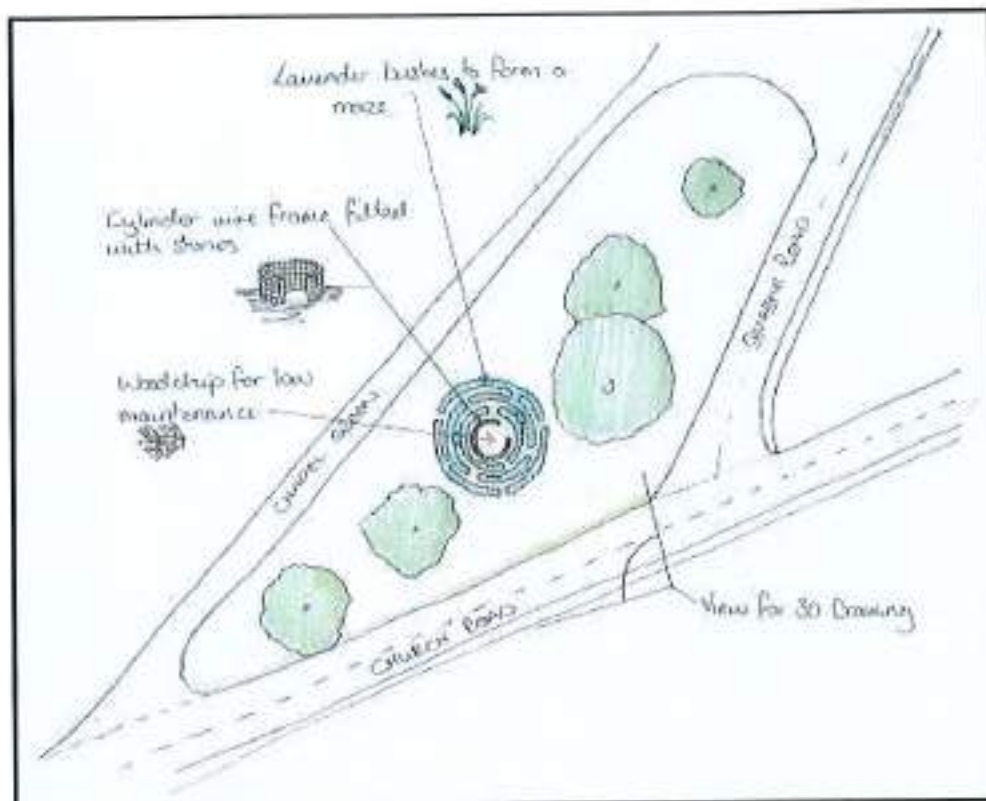


Bereavement Group's preferred location for memorial tree

This area currently houses several mature trees and will be the site of the rock snake installation in 2021. The photograph below gives an idea of the 12-metre diameter of the art installation in relation to this piece of land:



Photograph of lower Chapel Green with diameter of rock snake art marked



Artistic rendering of lower Chapel Green with the rock snake installation included

Alternate Chapel Green location

An alternate location to this lower part of the green may be the area marked in yellow below:



Map of Chapel Green with an alternate location marked in yellow

This area contains several wooden-edged flower beds; it may be possible to site a new tree, such as an acer or other such smaller tree, within one of these, although this will affect the symmetry of the planting within these beds. The area also contains several other trees interspersed between the wooden planters. There is a bench nearby for visitors to the tree, and it is alongside a hard surface pavement. Glenys Jones has confirmed the Bereavement Group would consider this a suitable place for a memorial tree.



Photograph of wooden flower beds adjacent to Chapel Green

Further alternate location

If the committee does not wish to plant another tree in or around Chapel Green, another possible location may be the green, planted area directly below the flagpole at Pine Grove Council Offices. Whilst it could not accommodate the existing memorial tree due to its potential size, there would be space for a new, smaller tree. The committee may wish to make a recommendation to Full Council that this site is used.



AGENDA ITEM NUMBER: 5.1
MEETING DATE: 26th January 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Community Orchard
PURPOSE OF REPORT: To inform members about a request to create a community orchard
SUPPORTING DOCUMENTS: Appendix A – Report from Community Working Group
Appendix B – DCLG Community Orchard Information Sheet
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
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Background

At the Sport, Recreation and Cemetery Committee meeting on 24th November 2020 a member of the public spoke and asked the committee to consider a request for a group to run a community orchard on the site at Owlsbury Allotments. The committee asked for a formal proposal to be submitted (see Appendix A) and for an officer's report to be produced.

A community orchard was previously considered for the site in 2014:

SRC/01.12.14 – 10067 **Owlsbury – to consider use of remaining land**

A report on community orchards had previously been circulated to Councillors. There are currently no grants available for the creation of community orchards. It was **AGREED** to plant two fruit trees by the wildflower meadow and the apiary.

It has not been possible to locate the report referred to in the minutes above.

Potential locations at Owlsbury

The proposal received from the community working group includes three possible locations:

1. In the area between car park and the fenced allotments
2. Within the existing deer fenced area, where no allotments have been allocated
3. In the field beside the allotments

IN THE AREA BETWEEN CAR PARK AND THE FENCED ALLOTMENTS



Photograph of the area between the car park and allotments

This area is open to the general public. It is very close to the car park and small mud track which will make visiting any orchard easier for people with accessibility problems. The car park gate is padlocked and the code only available to allotment tenants presently. This area also houses the compost toilet and used to contain the storage container (removed due to anti-social behaviour and theft of items contained in it).

WITHIN THE EXISTING DEER FENCED AREA (WHERE NO ALLOTMENTS HAVE BEEN ALLOCATED)



Photograph of fenced allotment area; empty plots to left of site (not shown)

This area is fenced and accessible only via a locked, coded gate; the code is given to tenants only and could not be given to general visitors. With the current fence/gate it would not be possible to access this part of the site without access to all allotments. Water does not currently exist in this part of the site.

IN THE FIELD BESIDE THE ALLOTMENTS



Photograph of field to the left of the fenced allotment area

This area is further from the car park and slightly less accessible. During a site visit late-December the area between the car park and this field was very wet (see photograph below). If this field were to be use for an orchard it would require a proper access path installing.



Photograph of grassed area between the car park and field (taken late December 2020)

Legal considerations

1. *Within the existing deer fenced area (where no allotments have been allocated)* – a lawyer with expertise in allotment law has been consulted for general advice regarding the use of this part of the site for a community orchard. It is their opinion that if the Council wished to appropriate part of the allotment site (i.e. more than one or two plots) to use as a community orchard it would have to show that there was no demand for allotments now or in the foreseeable future. If this was the position, then an application would have to be made to the Secretary of State for the change of use. The establishment of an orchard would be a permanent change in the use of the land (as this area has been specifically allocated for allotments and is subject to allotment laws).
2. *Either in the area between the car park and fenced allotments or in the field beside the allotments* – the planning department at Wealden District Council has been consulted for general advice as this site falls within the High Weald Area of Outstanding Natural Beauty. The advice received was that an orchard would fall within the definition of agricultural use of land which does not require planning permission (it is deemed 'not development' under Section 55 of the Town and Country Planning Act 1990). The fact that it would be a 'community' orchard would not affect its status as agricultural.
3. *Legal Agreement* – As suggested in the attached proposal from the community working group, the group would need to formalise itself as a charity, non-profit or other such organisation and the council would need to enter into a legal agreement for the lease of this land. If the committee wishes to proceed with the project it may want to consider employing a specialist in allotment law to draw up the agreement.
4. *Fees* – The committee would need to consider what fees would be chargeable to the group (i.e. the cost of drawing up a legal agreement), plus what charges would apply for the lease of the land or any other such agreement.

Other considerations

1. Owlsbury allotment site is the most remote of the council's allotments and has suffered in the past from anti-social behaviour and theft. Should a community orchard be set up in this area, the council would not be able to guarantee security on an open-access site in this location. During the preparation of this report, a community orchard scheme already established in East Sussex was contacted with several questions. This group confirmed that they have suffered problems with scrumping and anti-social behaviour (such as people walking dogs through the orchard and not picking up dog mess).
2. If events are to be held at the orchard (i.e. during harvest time) this will impact on the car parking available to allotment tenants.
3. The council would have to take advice as to whether items could be sold (such as apple juice) from the orchard whilst still remaining 'agricultural'; any community building, shed or other such structure would be subject to planning permission.

Proposal for Crowborough Community Orchard

Introduction

The proposal for a community orchard in Crowborough comes at a time when more people are wanting to connect with the natural world and grow food. There is also an urgent need for projects that enhance biodiversity, added to which there is unused space at the Owlsbury site which was intended for community use.

Initial conversations about developing a community orchard at Owlsbury generated immediate interest and a zoom meeting resulted in a working group ready to take the idea forward. This paper was prepared by that working group.

What is a community Orchard?

In the last 30 years or so hundreds of community orchards have been established across the country. The idea is to create an orchard that is planted and tended by members of the local community for the benefit of their community. Local examples can be found at Rotherfield (on the Millennium Green, at [Ringmer](#) and at [Brighton](#)).

A community orchard tackles many issues at once.

- It is a way of enhancing biodiversity and providing a carbon sink
- It provides healthy outdoor activity for young and old, building social cohesion
- It provides organic, locally grown food at zero food miles
- Heritage varieties of fruit trees can be saved for future generations
- It helps local people improve their diet
- Green spaces, especially trees, help promote better mental health
- An opportunity is provided for children to learn where their food comes from
- Local people can learn new skills: how to plant and prune trees, how to cook and preserve fruit etc.
- It provides a simple way for people to get involved in growing their own food - even if they cannot take on the bigger commitment of an allotment

Why Owlsbury?

The Owlsbury site provides a good location for a community orchard in Crowborough. Traditional orchards are a priority habitat in the UK Biodiversity Action Plan and we can help recreate that important habitat in Crowborough. The council owns land which was procured for allotments and other community activities, although less than half of the site is used for allotments. The Owlsbury allotments have provided a core of interested people who will help ensure the trees are looked after; 15 allotment holders have already expressed an interest in getting involved.

The site already includes a car park, toilet and a water supply.

The location has the support of the Owlsbury Allotments Tenants Society (OATS) and those who keep bees at the site.

Site location

We have identified three possible locations for the orchard at the Owlsbury site, these are marked on the aerial view of the site:

- A. In the area between car park and the fenced allotments.
- B. Within the existing deer fenced area, where no allotments have been allocated.
- C. In the field beside the allotments.

Location inside the fenced area has the advantage of offering the young trees extra protection from deer, but the disadvantage of being behind a locked gate. A new gate to the open field would be needed and additional fencing inside, so that the public could freely access the orchard without being able to access the allotments.

A combination of the options above may be possible, for example a few trees near the car park and a bigger area in the side field.

What is needed to establish the orchard?

- The group of people behind this proposal will formally constitute into an organisation (probably called "Crowborough Community Orchard") that will be responsible for the orchard.
- Funds need to be raised by that group. We are already identifying various sources of grants and hope that local businesses and organisations may be willing to sponsor the initiative.
- The group expects to take expert advice on planning: sourcing appropriate varieties and laying out the orchard according to best practice. We are keen to include heritage Sussex varieties such as Ashdown Seedling, Eastbourne Pippin or Green Custard.
- The group will arrange public liability insurance along with carrying out the appropriate risk assessments, and meeting health & safety requirements.
- The group expects to liaise with local schools and other education providers to encourage use of the orchard by children. The Outdoor Education adviser at ESCC is keen to get involved.
- Ongoing maintenance such as watering and pruning will provide opportunities for local education. Annual celebrations (National Apple Day on October 21st for example) provide opportunities for local festivities.

What is needed from Crowborough Town Council?

We would like the active support of the council and permission to use up to one acre of the 16 acre site for this purpose, free of charge. This will need to be formalised at some point so there is clear, legal permission to use the site. Whichever location is chosen we shall also need access to a water point, so would appreciate the council facilitating this.

We would like the council's input on deciding the best position on the site and support with promotion through the council's regular channels.

We hope that the council will want to sponsor some of the trees, perhaps under the community grants scheme.

Timeline

Our intention is to spend 2021 raising awareness, generating funds and making plans with a view to the first trees being planted in winter 2021/2. This ties in with various national tree planting campaigns and links can be made with those.

Resources

There are many useful resources available including local expertise from the Rotherfield Community Orchard

- The Community Orchard Handbook, published by Common Cause
- The Orchard Project – a national charity dedicated to the creation, restoration and celebration of community orchards <https://www.theorchardproject.org.uk/>.
- The National Fruit Collection is at Brogdale Farm in Kent <https://www.brogdalecollections.org/>
- Government Guidance – is provided at <https://www.gov.uk/government/publications/community-orchards-a-how-to-guide>

David Martin and the community orchard working group

December 2020



Community orchards How to guide

setting up your own community orchard



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Introduction

The Government recognises the value for communities of green spaces – parks, orchards, allotments, gardens etc – and, as part of the localism and decentralisation agenda, has committed to measures that will enable individuals and communities to gain access to the land they need. Whether your ambitions are to create or conserve a community orchard or get together with neighbours to maintain the local park or playground where you walk your dogs or just relax with friends and family or play with your children, our suite of guides, on topics such as allotments, playgrounds and nature reserves etc, will help you make the most of the green space in your local area.

This guide is aimed at helping community groups conserve or create community orchards. A compendium of case studies has been produced to illustrate the great work that is going on in communities around community orchards and provide you with some inspiration. These case studies will be updated as new information becomes available.

www.communities.gov.uk/publications/communities/orchardscasestudies



Community orchards

What are community orchards?

An orchard is a collection of fruit and, sometimes, nut trees often planted among grass full of wild flowers. Just as traditional orchards were often the centre of village life and a cornerstone of the rural economy, community orchards are excellent places for people to come together to plant and cultivate local and unusual varieties of fruit trees and to use as the focal point for community activities such as Apple Day (see link below), open air plays, picnics, story-telling events or festivals or as a green haven in which to relax and wind-down.

www.England-in-particular.info/cg/appleday/index.html

Thought should be given to the layout of your orchard. Common Ground, the organisation that initiated the idea of community orchards, has plenty of advice on this subject (*Community Orchards Handbook. Common Ground/Green Books, 2011*). The orchard should be open to the whole community, not just those playing a part in its management.

www.England-in-particular.info/



What can I use the orchard for?

In 2007, traditional orchards were designated as a priority habitat in the UK Biodiversity Action Plan because of the wildlife – a variety of flora and fauna – that can be supported by this environment – insects, birds, bees, bats, foxes and small mammals as well as wild flowers. Indeed, some community groups choose to keep bees on their orchard to pollinate the fruit trees. In addition to keeping bees for honey production, orchards can protect bumblebees simply by creating a habitat for them to exist. Both honey bees and bumblebees are beneficial in pollinating orchards. The value of bees in pollinating agricultural crops has been estimated between £120-200m per year but they are susceptible to diseases which can kill them. More information about how community orchards can help with bee-health can be found on the Department for Environment, Food and Rural Affairs' web site:

www.defra.gov.uk/food-farm/crops/bee-health/

Community orchards are frequently used as an educational resource for local schools and children – see **St Ann's Community Orchard** case study for more information about child-friendly activities. However, community orchards are a great opportunity for everyone to learn new skills – fencing, wildlife watching, horticultural skills gained from pruning and maintenance of the fruit trees and jam and fruit juice making skills, for example, once the fruit is picked. **Bloomfield, New Mills and Waltham Abbey** orchards case studies give examples of some of the activities open to volunteers.

How do I start an orchard?

The first step is to identify land you want to use for your community orchard. Community orchards can be set up almost anywhere – on or near school grounds, in hospitals grounds, around residential care homes, on council land or land around social housing, on town greens, on derelict sites, alongside paths and on the edge of forests, as well as on allotments and open ground. A good example of an orchard being established in an under-used area of a park is **South Park Community Orchard** detailed in the accompanying compendium of case studies.



Link to case studies www.communities.gov.uk/publications/communities/orchardscasestudies

If you are experiencing difficulty in finding out what land may be available for your community orchard, you may choose to ask your council about land that is available for sale in your area, and visit the following:

- **Landshare**, an exchange website for people who want to grow their own fruit and/or vegetables and those with land to spare – anything from a small garden plot to considerable acres of land:

www.landshare.org.uk

- **The Place Station**, which is a web site that introduces owners of land and buildings across the UK to social and community entrepreneurs with ideas for transforming their local area:

www.theplacestation.org.uk

- The Federation of City Farms and Community Gardens are also developing a **Community Land Advisory Service** designed to act as a trusted intermediary and broker between landowners and community groups:

www.communitylandadvice.org.uk

Where you have identified land that you want to buy which is of great importance to the life of the community, (which could include school playing fields, forest-/woodland, other green space etc), community organisations can nominate it for the local authority to list as an “asset of community value”. Once listed, the proposed Community Right to Buy provisions in the Localism Bill (currently being debated in Parliament) will provide a greater opportunity for you to bid for the land when it is put up for sale. The Community Right to Buy will come into force by April 2012 at the earliest.

Alternatively, you could approach the Asset Transfer Unit which provides expert advice, guidance and support to local people and organisations who want to take ownership and/or management of under-used land and buildings. DCLG has funded the Asset Transfer Unit to develop practical guide for community groups wishing to take on the management of their local public space.

atu.org.uk/Support/toolkits/communityspaces

There are also local orchard groups in most parts of the country who can provide advice and assistance.

A number of community groups have developed an interest through a desire to improve nearby derelict land (e.g. **Butterfield Green Community Orchard**). If you are interested in



Link to case studies www.communities.gov.uk/publications/communities/orchardscasestudies

doing this, you may be able to exercise the new Community Right to Reclaim Derelict Land (where it is publicly owned). Where you are thinking of using derelict land, you should check the soil first for contaminants -either the land may not be appropriate for use as an orchard or the contaminants may cost a considerable amount to clear.

If you live close to a traditional orchard that is not being maintained, you might want to approach the owner and offer to develop the orchard for the use of the community for the foreseeable future. Your local authority may be able to help if you are unsure who the orchard belongs to. The owner may want to make the agreement formal and you could use a 'meanwhile lease' for this purpose. Locality, a network of development trusts, social action centres and community enterprises helping people to set up locally owned and led organisations, have developed meanwhile lease templates to assist with the production of legal documents, which owners and community groups/individuals can adapt for their own purposes. A meanwhile lease agreement may also be helpful if you are looking to lease land from a hospital or residential care home, or to develop your orchard on forest/woodland. Whilst few groups are likely to be as lucky as **Ringmer Community Orchard** to whom land was donated by a local farmer, it is always worth approaching such individuals as they may be willing to support you in other ways.

www.meanwhile.org.uk/useful-info

Alternatively, where the management of an orchard is a service provided by a local authority, for example as part of the management of a green space, community bodies will soon be able to challenge to manage that orchard by using the Community Right to Challenge.

We have provided a separate document detailing additional measures you can use to get access to the land you want:

www.communities.gov.uk/publications/communities/greenspacehelp

Community groups can create additional interest in their community orchard through holding Apple Days on or around 21 October or by applying for the Green Flag Community Award scheme. The Green Flag Award is the national quality standard for parks and green spaces. It is run as an annual, peer reviewed, voluntary award scheme. The scheme rewards high standards of management and maintenance of publicly accessible green spaces in England and Wales and the commitment and skill of those involved in creating those spaces. The related Green Flag Community Award recognises the achievements of community groups that own or manage spaces. DCLG currently provides the majority of the scheme's funding. The scheme recognises the achievements of community groups that own or manage public spaces and helps to ensure quality management on an on-going basis.

www.keepbritaintidy.org/GreenFlag/Awards/CommunityAward/Default.aspx



Link to case studies www.communities.gov.uk/publications/communities/orchardscasestudies

St Ann's, South Park, Butterfield Green and New Mills community orchards, Sunnyside Rural Trust and Waltham Abbey Gardens Orchard are all Green Flag Community Award winners. Although there is normally an entry fee to help cover the judging expenses and administration of the scheme, for 2010-2011, applications from community managed spaces were free.

Will I need planning permission?

Statutory allotments, growing plots (i.e. non statutory allotments), and orchards would generally be classed as agricultural in planning terms. The use of land for the purposes of agriculture does not require specific planning permission – see Section 55 of the *Town and Country Planning Act 1990*, (the 'TCPA'). Using land for agricultural purposes is defined in paragraph (a) of Section 336 to the TCPA.

However, not all uses related to agriculture are classed as 'agricultural'. For example, an orchard run primarily for education purposes and public events is likely not to be classed as agricultural, and therefore planning permission to change to this use from another would generally be required. It is for the Local Planning Authority, in the first instance, to determine what the use of land is on a case by case basis and whether, what is proposed, would bring about a material change of use. If you are unsure about whether an intended use would constitute development, you should discuss this with your local planning authority.

You may also need to discuss tree protection with your local planning authority. Trees in orchards may be protected by tree protection orders (TPOs) or because they are in a conservation area and the authority's consent may be required before working on those trees.

Where can I get funding to start my orchard?

Natural England, Environmental Stewardship: An agri-environment scheme that provides funding to farmers and other land managers in England:

www.naturalengland.org.uk/ourwork/farming/funding/es/default.aspx

Department for Environment, Farming and Rural Affairs, Tree Planting Grants: Groups that are interested in planting trees may apply for grant funding from today. Projects will be encouraged in areas of greatest need. So far, around 25 per cent of applications to DEFRA have been for community orchards:

www.defra.gov.uk/news/2010/12/02/tree-plant/

Details on how community groups can apply for funding can be found at:

thebigtreeplant.direct.gov.uk/funding.html

The attached information also provides links to additional, potential sources of funding:

www.communities.gov.uk/publications/communities/greenspacefunding



Sources of additional information and guidance

Common Ground:

www.England-in-particular.info/orchards/o-comm2.html

Federation of City Farms and Community Gardens:

www.farmgarden.org.uk/home/local-food-project/growing-trends/631-community-orchards

Orchard Network:

www.orchardnetwork.org.uk/

Green Flag Award Scheme:

www.keepbritaintidy.org/GreenFlag/

Woodland Trust:

www.woodlandtrust.org.uk/en/planttrees/community-orchard/Pages/community-orchards.aspx

The Campaign for Real Farming:

www.campaignforrealfarming.org/2010/06/community-orchards/

The National Trust:

www.nationaltrust.org.uk/main/w-chl/w-countryside_environment/w-nature/w-nature-orchard-restoration.htm



AGENDA ITEM NUMBER: 5.2
MEETING DATE: 26th January 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Badger Survey
PURPOSE OF REPORT: To inform members of the outcome of the badger survey
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
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Background

Resolution 9181 (Sport, Recreation and Cemetery meeting, 24th November 2020) commissioned a consultant to carry out a badger survey at Owlsbury Allotments to determine whether there is a badger sett within the allotment site or nearby.

Survey Results

The survey was carried out in December 2020 and the following is from the memorandum report supplied by the consultant:

Methodology The survey area included the allotments site and surrounding fields and footpaths. The survey was conducted in accordance with the methodologies cited in 'Surveying Badgers' Cresswell, Harris & Jefferies (1989). All signs of badger activity such as setts, worn pathways, breaches through boundary fences or hedges, bedding trails, guard hairs), footprints, snuffle holes and used latrines were searched for and recorded when found.

Results A main badger sett was identified [SPECIFIC LOCATION REDACTED TO AVOID DISTURBANCE TO THE SETT – general location identified as 'in the fields surrounding the allotment site']. The sett consisted of ten entrances, eight of which showed signs of recent use, including fresh spoil and badger hairs. Several latrines and mammal paths were identified between the sett and the allotments. Breaches surrounding the allotment perimeter fence were also identified, although these had been blocked with sand and gravel. No badger setts were identified within the allotment perimeter fence. The habitats surrounding the site comprise of semi-improved grassland, broadleaved woodland and water bodies. These habitats provide optimal foraging and sett building opportunities for badgers.

Discussion The results of the survey indicate badgers are accessing the allotment site by breaching the perimeter fence. Due to the location of the main sett [SPECIFIC LOCATION REDACTED], and the likelihood of other setts in the surrounding habitats, it is considered that a sett closure is impracticable. It is therefore recommended that the perimeter fence is improved to reduce the opportunities for badgers to breach. Suggested methods for improving the fence could include installing an electric fence along the bottom or installing a sub-terranean fence that runs at least 0.5m below ground with a 0.3m return. Electric fences should only be installed by a suitably qualified agricultural specialist with knowledge of the correct voltage and installation requirements without causing potential harm to other wildlife.

Solutions for the allotment site

The consultant recommends improving the perimeter fence, either electrically or with a better badger-proof fence. The fence at the allotment site has already been identified as requiring replacement in 2021 and the committee has allocated money in the 2021-22 budget to carry out this work.



AGENDA ITEM NUMBER: 6.1
MEETING DATE: 26th January 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Memorial Bench Request
PURPOSE OF REPORT: To inform members of a request to place a memorial bench on council land
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	To place a memorial bench at either Adam Field or Herne Road Cemetery
2	

Background

A request has been received to site a memorial bench on council land.

Preferred locations

As the first choice of the applicant was Chapel Green, which is currently full, other locations were requested and four other suggestions were received from the applicant:

[In order of preference]



1. Canada Green
2. Adam Field
3. Goldsmiths Recreation Ground
4. Herne Road Cemetery

The applicant's preferred locations have been visited to assess the state of any benches already installed. Information is as follows:

CANADA GREEN

<i>Current benches</i>	2
<i>Number requiring replacement</i>	Nil
<i>Space for further bench</i>	Yes
<i>Further information</i>	The current benches are linked to The Royal British Legion. This area is specifically dedicated to fallen Canadian soldiers.



ADAM FIELD

<i>Current benches</i>	Nil (picnic benches only)
<i>Number requiring replacement</i>	N/A
<i>Space for further bench</i>	Yes
<i>Further information</i>	<p>Possible sites may include adjacent to the play park:</p>  <p>Or, along the boundary hedge overlooking Walshes Park:</p> 

GOLDSMITHS RECREATION GROUND

<i>Current benches</i>	13
<i>Number requiring replacement</i>	Nil
<i>Space for further bench</i>	Yes
<i>Further information</i>	<p>Possible sites may include overlooking the running track:</p> 

HERNE ROAD CEMETERY

<i>Current benches</i>	10
<i>Number requiring replacement</i>	Nil
<i>Space for further bench</i>	Yes
<i>Further information</i>	<p>Possible sites include unused concrete plinth:</p>  <p>Or, along the boundary hedge near the newer section of graves:</p> 

Information in support of this application

The following information has been supplied by the applicant in support of their request for a bench in memory of Derek and Sue Sivers:

INFORMATION FOR THE COMMITTEE:

Please use this space to tell the committee why you would like to place a memorial bench in the town.

Derek Sivers was born and grew up in Crowborough. He enlisted in the Royal Sussex Regiment and served in many places around the world including Aden, Northern Ireland and Cyprus. As well as his army service, Derek was a Scout Leader and he was awarded the British Empire Medal. On his retirement from the army he came back to Crowborough and lived in Alderbrook for nearly thirty years. He was a committed Christian and a founding member of the Crowbrough Community Church. He was also an active member of the Bonfire Society. Derek was born in 1941 and died in 2017.

Sue Sivers was born in Tunbridge Wells, grew up in Blackham, and then moved to Crowborough. Sue was very active in local organisations including the Women's Section of the Crowborough branch of the Royal British Legion, the Friends of Montargis, and the Crowborough Bonfire Society. Derek and Sue married quite late in life in 2003 and, as Sue was an only child, she treated Derek's family as her own. Sue was born in 1947 and died in 2020.

Given their life long association with Crowborough and their involvement in local organisations, it seems to me appropriate that their lives should be commemorated by a memorial bench in Crowborough.

Because of Derek's military career and Sue's involvement in the Royal British Legion, Canada Green would be a fitting location for a memorial bench.



AGENDA ITEM NUMBER: 7.1
MEETING DATE: 26th January 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Deed Surrender
PURPOSE OF REPORT: To inform members of a request from an Exclusive Right of Burial holder
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

Background

During November 2020 the Memorial Safety Testing has been undertaken at Herne Road Cemetery. Nineteen memorials were identified as Category 2 or 3. Where contact information was held, the holders of the Exclusive Right of Burial for each of these plots was contacted and asked to arrange for the memorial to be made safe.

Exclusive Rights of Burial are granted for 75 years. At the end, or any time during, this period the holder can extend the deed. If the holder chooses not to extend it, the grave space returns to the council. In addition, Cemetery Regulation 16 states:

16. Where no interment has taken place, the owner of the EROB may surrender it to the Council and receive payment as determined by the Council at the time. No refund will be made where the EROB has lapsed or will lapse before the expiration of ten years.

Request for a return of a grave space

Following the memorial safety inspection, the memorial on grave space 3709, EROB deed number Q285 (granted 16.07.1990) was laid down. The memorial has since been removed. The holder of the EROB would now like to surrender the deed for this grave, returning the plot to the council and relinquishing any right to the Exclusive Right of Burial for this plot:

Dear Mrs Street,

I have received the Memorial Safety Programme letter pertaining to Grave Space 3709.

I now make a request to hand back the deed to the Council, and understand that I will have no further rights with regard to this grave space.

Yours sincerely, [REDACTED]

The deed holder is not seeking any payment for the return of the deed/grave space.

As stated at the start of this report, the Cemetery Regulations cover a deed returning to the council at the end of the granted period (75 years), and during the granted period if the grave space is unused. There is currently no guidance on returning a grave during the granted period when the grave space has been used for an interment.

The Institute of Cemetery and Crematorium Management (ICCM) has been contacted for advice in this matter. The ICCM states that it is possible for the deed to pass back to the council via a Form of Assignment (which the Assistant Clerk can arrange) but that there is no particular benefit to the council from agreeing to this surrender as the deed will return to the council anyway on expiry in 45 years and it will not be easy for the council to re-lease the grave space when an interment has taken place. It should be noted that graves returned at the end of the 75-year lease will also likely have been used for interments.



AGENDA ITEM NUMBER: 7.2
MEETING DATE: 26th January 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Memorial Safety
PURPOSE OF REPORT: To inform the committee of the outcome of the recent memorial safety testing
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

Background

The memorial safety testing originally planned for April 2020 had to be postponed due to lockdown, as the testing required two people present. It was rescheduled and took place in November 2020.

Summary of testing

The consultant undertook a risk assessment and visual testing. This identified 69 graves which required further investigation. When tested they were categorised as follows:

CATEGORY 1 (no action required) – 50
CATEGORY 2 (requires stake/band) – 11
CATEGORY 3 (requires laying down) – 8

Contacting deed holders

Where a memorial was categorised a Category 2 or 3 a letter was sent to the deed holder, in line with the Memorial Safety Policy, requesting that the holder contacts the council office and arranges for the memorial to be made safe. Of the letters sent, only two responses have been received.

Ten of the nineteen deeds do not have sufficient information to send a letter; for example, deeds are listed as being granted to an 'executor' (no name given), or give an incomplete or out-of-date address. Many of these deeds date back to the early 1900s.

Below is a list of the seventeen plots where it has not been possible to contact the deed holder:

	DEED GRANTED	CATEGORY	ACTION TAKEN
1	No information	2	Stake/band
2	1960	2	Stake/band
3	No information	2	Stake/band
4	1920	2	Stake/band
5	No information	2	Stake/band
6	No information	2	Stake/band
7	1924	2	Stake/band
8	1918	2	Stake/band
9	1949	2	Stake/band
10	1951	2	Stake/band
11	1951	2	Stake/band
12	1921	3	Laid down
13	1929	3	Laid down
14	1944	3	Laid down
15	No information	3	Laid down
16	1996	3	Laid down
17	1982	3	Laid down

Category 2 Memorials

In line with the council's Memorial Safety Policy, where the holder of the Exclusive Right of Burial does not contact the council within the twelve-week period, and no repair is arranged for the memorial, a temporary support will remain in place until the advised re-inspection date, up to a maximum of eighteen months. At the end of the eighteen-month period, the memorial will be treated as a Category 3 memorial and laid down.

Category 3 Memorials

In line with the council's Memorial Safety Policy, where the holder of the EROB does not contact the council within the twelve-week period, and no repair is arranged for the memorial, the memorial will remain laid flat until such time as the holder of the Exclusive Right of Burial contacts the council. Therefore, unless the deed holders of the six memorials listed above contact the council, these memorials will be laid down permanently.

Grave top-up

The consultant's assessment identified that there were several graves within the cemetery that had significantly subsided and were presenting a potential hazard. It is the council's responsibility to ensure that the cemetery is a safe place to visit, therefore, a maintenance programme has commenced to top-up subsided graves.



AGENDA ITEM NUMBER: 7.3
MEETING DATE: 26th January 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Summersales
PURPOSE OF REPORT: To inform the committee of project progress
SUPPORTING DOCUMENTS: Appendix A – CONFIDENTIAL Proposed Tender Pack
Appendix B - Summersales Spend to Date
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	To accept the recommendation of the Summersales Working Group
2	

Background

Work on the project is progressing well; the contractor is currently waiting for drier, spring weather to carry out some of the final tasks of Phase 2. The site now has water and electricity connections.

Contemplation Building

Phase 3 of the project will involve the construction of the Contemplation Building and the surfacing of the spine road/turning circle (postponed from Phase 2). The tender pack has been drawn up by the council's project managers and approved by the working group. It is attached here for the committee's consideration.

Working Group recommendation: To approve the tender pack for the contemplation building and to commence the tender process on receipt of written approval of the minor material amendment from Wealden District Council.

Project Spend to Date

The project commenced in 2012 with the purchase of the land for the burial ground. A summary of spending is attached in Appendix B.

Submission of plans	Walden District Council	87.58	54/02/2017						87.58								
Cemetery Development	Cemetery Development Services	2135.00	31/03/2018						2135.00								
Stability Works	Road Publishing Services	130.16	27/03/2019						130.16								
Planning Application Fees	Walden District Council	117.00	06/02/2019						117.00								
Door Fence (bracket purchase only)	Turf Fencing	8893.81	34/02/2019						8893.81								
Design Work for Heater	Cemetery Development Services	3350.00	38/02/2019						3350.00								
Variantion 1	Agrifactors	24250.00	11/07/2019						14330.00								
Variantion 2 (incl. levelling work)	Agrifactors	38940.58	12/08/2019						28840.58								
Variantion 3 (incl. additional retaining pile drainage work)	Agrifactors	22450.94	04/09/2019						22450.94								
Project management and contract administration	Cemetery Development Services	4800.00	16/09/2019						4800.00								
Variantion 4	Agrifactors	32208.05	09/10/2019						32066.85								
Variantion 5	Agrifactors	19074.06	14/11/2019						19074.06								
Walden 4 Inc. installation door fence, 20% grid for car ghy)	Agrifactors	93493.15	14/02/2020						38455.15								
Walden 4	Agrifactors	22045.27	13/03/2020						22045.27								
Project management (Phase 2)	Cemetery Development Services	4500.00	31/07/2020						4500.00								
Main gate	Agrifactors	1465.00															
Fencing, cobble and gabions	Agrifactors	7093.08															
Woods clearance (enclosed)	USPW	8187.91	14/07/2020						76.93	8187.91							
Contract to works	South East Water	78.92	19/11/2019						78.92								
ISS Management Service	Mark Hamper	1375.00	05/02/2020						1375.00								
Water Sign	South East Water	3105.74	05/02/2020						3105.74								
Stumps, 3x6x6, 2x6x6, 2x6x6	Brushy Grove	47.14	28/02/2020						47.14								
Carris, 2x6x6	Crestale	308.80	05/03/2020						308.80								
Tree posts for main gate	Engshwood	395.05	13/03/2020						395.05								
Planning App (Building)	Agrifactors	317.00	20/05/2020							317.00							
Design work for building	Cemetery Development Services	6000.00	19/12/2020							6000.00							
ISS outstanding work contract auto										8000.00							
TOTAL PAID TO DATE		544263.88					88914.08	565.10	6187.69	7564.60	3232.86	319.00	14879.97	18481.87	169864.34	19634.91	428179.87



AGENDA ITEM NUMBER: 8.1
MEETING DATE: 26th January 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Bike Track
PURPOSE OF REPORT: To provide information on the next steps for the project
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	To commission a planning consultant regarding an application for outline planning permission for the bike track
2	

Background

At the committee's meeting on 29th September 2020, it reiterated its commitment to the bike track project.

SRC/29.09.20 – 11280 It was agreed that provision for the bike track would be allocated in the budget for 2021/22.

Available funds for the project are now as follows:

SOURCE	AMOUNT (£)
Lottery Grant (already awarded)	10,000
S106 Restricted Use monies	6,958
S106 Southdown Warehousing	34,338.78 (or any part thereof)
EMR (from 2019-20 budget)	9,900
2020/21 budget remaining	10,000
2021/22 budget agreed	15,000
TOTAL	86,196.78

Planning Permission

The project will require planning permission if it exceeds 4 metres in height or 200 cubic metres capacity. The plans previously viewed and preferred by the committee would exceed this.

If the committee wants to seek **full planning permission**, detailed plans would be required. If it was to commission a specialist bike track design company to produce a detailed design for this, it would potentially face three issues:

1. For transparency, that company could not itself then bid for the project
2. As such specialised constructions, each company will use different materials and designs; working to that provided by another specialised company would put them at a disadvantage when they bid.
3. Detailed plans usually form part of tender bids, but the council would not want to issue or award a tender if it does not have planning permission (as it would be liable for the contract even if permission was denied).

Considering the above, Wealden District Council was consulted for some general advice regarding planning permission for this project, which is summarised as follows:

This project may benefit from an application for **outline planning permission** initially, using an illustrative layout to seek to establish the principle of development and issues such as access to the site and parking. Outline permission would allow the committee to reserve all matters of detail (i.e. means of access, scale, appearance, layout and landscaping). If granted, the outline permission could then be used within the tender pack to receive bids. The tender would then need to be awarded, and a final detailed design agreed upon by the committee and forwarded to WDC as a reserved matters application (in this scenario, the committee would award the tender, then submit detailed plans which may or may not be approved. The council would be liable for the contract in any case).

It should be noted that this general advice received does not imply permission will or would be granted if this advice was followed.

If the committee is interested in pursuing outline planning permission in the manner suggested above, it may want to consider seeking independent advice from a planning consultant in order to avoid any potential problems and to ensure the best, most appropriate application is submitted. The committee confirmed its commitment to this project at its meeting on 29th September 2020 and consulting a professional in this way could help expediate the project and save time by ensuring the application is well-written and correctly submitted.

Tender Pack

The production of the tender pack for this project will require specialist expertise as it involves construction. A quote has been sought for an independent company to write the pack on behalf of the council. The cost of producing the specification/pack and answering bidders' questions during the process is £1,400. A further service, reviewing/scoring the tenders and making recommendations is available from £600 (dependent on number of applications received). Research to date has only identified one company to provide this service.



AGENDA ITEM NUMBER: 9.1
MEETING DATE: 26th January 2021
COUNCIL/COMMITTEE: SRC
TITLE: Palesgate Lane Stables
PURPOSE OF REPORT: Demolition of Stables
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Operations Officer

OFFICER RECOMMENDATIONS:	
1	It is the Officers recommendation that the Council follow the advice of Core Surveys and remove all asbestos from the site.
2	It is the Officers recommendation that the Stables are fully demolished, and the site is cleared allowing for a composting area and organised burn site.
3	It is the Officers recommendation that the HERAS fencing is removed once work is complete and Chestnut post and rail is installed.

A concern was raised over persons gaining access to the stables at Palesgate lane and using them for antisocial behaviour. This prompted the stables area being enclosed by HERAS fencing (currently hired at a weekly cost of £58.50) to prevent further access. At the same time concerns were raised over the possibility of asbestos being present in the stables and the health implications this could have. A survey was carried out by CORE Surveys to determine if any asbestos was present and the remedial action required.

The survey conclusively determined that white asbestos is present in both the wall and roof panels of the stables. It varies in condition from stable to breaking up. The detailed report recommends that it is necessary to remove all asbestos from the site and dispose of correctly. This is not something that can be carried out internally and requires a specialist company. I am currently awaiting a quote from Core Surveys to carry out this work.

It is of the Officers opinion that once the walls and roof panels are removed the structural integrity of the stables will be weakened and therefore unsafe to leave in the frame state. The site is currently used for burning of green waste such as hedge cuttings and small fallen trees.

If the stables were removed completely from the site then the entire site could be cleared and used for a mixture of burning green waste and creating a composting area for leaves and grass cuttings. The HERAS fencing could then be removed and a post and rail fence installed to differentiate the site from the rest of the land used by JBFC.

The costs of the post and rail fencing is approximately £1,500 for 100meters of fence.

The cost of the composting bay would be approximately £300.00

Dismantling the stables frame could be carried out by the ground staff at no cost.

The HERAS fencing will cost the Council £3,042 annually to keep in place.

1. It is the Officers recommendation that the Council follow the advice of Core Surveys and remove all asbestos from the site.
2. It is the Officers recommendation that the Stables are fully demolished, and the site is cleared allowing for a composting area and organised burn site.
3. It is the Officers recommendation that the HERAS fencing is removed once work is complete and Chestnut post and rail is installed.

P.Cunnington

07/01/21



AGENDA ITEM NUMBER: 10.1
MEETING DATE: 26th January 2021
COUNCIL/COMMITTEE: SRC
TITLE: Grounds work Update
PURPOSE OF REPORT: Inform Councillors of grounds work
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Operations Officer

OFFICER RECOMMENDATIONS:	
1	
2	

Boating Lake:

Questions were raised by the Boating club about potentially delaying the start of work until after the summer along with filling the pond with tap water to prevent it being out of use for several months whilst filling naturally. These questions have been raised with the contractor and the club will be kept up to date with the guidance given from the contractor.

Grounds work:

Despite having a restricted number of staff for some time the ground staff have worked very hard in challenging times. A selection of the work completed is:

- Hedge cutting across all sites,
- Building a green waste bay at Herne Allotments,
- Minor playground repairs including topping up Wolfe playground with 28cubic meters of woodchip,
- Installation of a new fence at Wolfe playground
- Various training courses,
- Topping up hundreds of grave spaces at Herne Cemetery to ensure they are safe,
- Assisting the ranger in the reserves and woodland.

Work has also started on tidying up the Wolfe yard to improve the welfare facilities such as a specific locker area and cleaner staff room.

Selling of assets:

An eBay account has been set up and the equipment is being readied to be photographed and put up for auction. As soon as time allows the approved equipment will be listed online for sale. Enquires were made as to the possibility of repairing and converting the John Deere ride on mower to one that could be used by the ranger instead of purchasing the one he requested from the Environment committee. It was suggested that the machine required by the ranger would need to collect grass cuttings. To repair the current John Deere and make it suitable to carrying out these works would involve replacing the cutting deck and getting a collection system installed, which due to the age and condition of the machine was not deemed cost effective. An exact price was not known, however it was expected to be in the region of £8-10,000.



AGENDA ITEM NUMBER: 11.1
MEETING DATE: 26th January 2021
COUNCIL/COMMITTEE: SRC Committee
TITLE: Finance Report
PURPOSE OF REPORT: This report covers C&E's current income and expenditure against budget and Earmarked Reserves (EMR) position. Only significant variances have been reported on.
SUPPORTING DOCUMENTS: Appendix 1 – Income & Expenditure Report
Appendix 2 - Earmarked Reserves
CONTACT OFFICER: RFO

OFFICER RECOMMENDATIONS:	
1	The Committee is RECOMMENDED to: (1) Note the Committee's current income and expenditure position. Appendix 1. (2) Note this Committee's Earmarked Reserves. Appendix 2.

2. Income and Expenditure

- 2.1 Attached as Appendix 1 is the Income & Expenditure report for this Committee to date. There has been very little movement this year so far due to Covid 19. **Any recent significant variances are shown in bold**
- 2.2 Grounds Maintenance (301)
2.2.1 No significant variances to report
- 2.3 Whitehill Centre (310)
2.3.1 1000 – Income will be reduced due to Covid 19
2.3.2 4335 – Security, Fire & Alarms – an overspend to budget due to the purchasing of fire blankets not previously budgeted for as well as weekly alarm testing at £20 per week which is required under H&S regulations

- 2.4 Wolfe Recreation Ground (311)
 - 2.4.1 1000/1002/1008/1010 – Income expected to be lower due to Covid 19
 - 2.4.2 4807 – Water and Sewerage – Anticipated costs will be around £2700 which is £1800 more than the budgeted figure which had been estimated due to previous difficulties with the billing by Castle Water (previous supplier)
 - 2.4.3 **4335 – Security, Fire & Alarms – an overspend due to a new electricity panel not previously budgeted for**
 - 2.4.4 **4801 - Refuse & Hygiene – increased costs from Biffa – this contract will be reviewed to see if alternative providers offer better value**

- 2.5 Goldsmiths Recreation Ground (312)
 - 2.5.1 1002/1007/1008/1016 - Income expected to be lower due to Covid 19
 - 2.5.2 4323 – Changing rooms – predicted to go over budget by about £500 due to work required to the boilers
 - 2.5.3 **4807 – Water & Sewerage – Increased costs not budgeted**

- 2.6 Alderbrook Playing Fields (313)
 - 2.6.1 1002/1050 - Income expected to be lower due to Covid 19
 - 2.6.2 4807 – Water and Sewerage – Anticipated costs will be around £3500 which is £1000 more than the budgeted figure which had been estimated

- 2.7 Jarvis Brook Recreation Ground (314)
 - 2.7.1 1002 – Income from JD Sports £520 has been posted incorrectly and will be moved out to 402

- 2.8 Limekiln Recreation Ground (315)
 - 2.8.1 **4041 – Grounds Maintenance – security fencing costs not budgeted for**

- 2.9 Capital projects SRC (390)
 - 2.9.1 1101 - £10,000 received from community Fund Grant

- 2.10 Silver Jubilee recreation ground (401)
 - 2.10.1 No significant variances to report

- 2.11 Other areas and Open spaces (402)
 - 2.11.1 1002 - Income expected to be lower due to Covid 19
 - 2.11.2 1002 - Income from JD Sports £520 has been posted incorrectly and will be moved from 314

- 2.12 Allotments (410)
 - 2.12.1 No significant variances to report
 - 2.12.2 Income will exceed budget by about £750

- 2.13 Cemetery (601)
 - 2.13.1 No significant variances to report

3. Earmarked Reserves

3.1 This Committees EMR are attached as Appendix 2.

3.2 Committee is asked to consider if Earmarked Reserves are still required and if not, the amount will be transferred back to the General Reserve.

3.3 Committee is asked to consider whether any known underspends from 2020/2021 will be Earmarked towards future costs. Possible areas identified:

301/4039 – Capital Purchases

301/4308 – Childrens Play Area

312/4308 – Childrens Play Area

RFO

18/01/2021

Crowborough Town Council

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Detailed Income & Expenditure by Budget Heading 18/01/2021

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Sport, Recreation & Cemetery</u>								
<u>301 Grounds Maintenance</u>								
1006 Income-Sale of Assets	750	0	0	0			0.0%	
Grounds Maintenance :- Income	<u>750</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
4020 Telephone & Postage	2,624	1,950	2,800	650		650	75.0%	
4039 Capital Purchases	14,369	0	25,000	25,000		25,000	0.0%	
4177 Contingency	19,320	1,162	5,000	3,838		3,838	23.2%	
4253 Vehicle Costs	9,050	5,564	14,000	8,436		8,436	39.7%	
4254 Fuel and Oils	8,145	4,128	11,000	6,872		6,872	37.5%	
4255 Equipment	11,551	4,789	5,000	211		211	95.8%	
4260 Equipment Maintenance	737	714	1,000	286		286	71.4%	
4308 Children's Play Areas	957	6,950	20,000	13,050		13,050	34.7%	
4309 Workshops/yard/chemical store	2,222	1,087	2,000	913		913	54.3%	
Grounds Maintenance :- Indirect Expenditure	<u>68,973</u>	<u>26,343</u>	<u>85,600</u>	<u>59,257</u>	<u>0</u>	<u>59,257</u>	<u>38.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(68,223)</u>	<u>(26,343)</u>	<u>(85,600)</u>	<u>(59,257)</u>				
6001 plus Transfer from EMR	8,257	0						
Movement to/(from) Gen Reserve	<u>(59,966)</u>	<u>(26,343)</u>						
<u>310 Whitehill Centre</u>								
1000 Income-Hire of Halls	9,401	2,734	9,000	6,266			30.4%	
Whitehill Centre :- Income	<u>9,401</u>	<u>2,734</u>	<u>9,000</u>	<u>6,266</u>			<u>30.4%</u>	<u>0</u>
4012 Rates	2,887	1,909	2,190	281		281	87.2%	
4250 Buildings Maintenance	1,440	3,116	4,000	884		884	77.9%	
4335 Security, Fire & Alarms	265	1,016	350	(666)		(666)	290.3%	
4800 Caretaking/ Cleaning	840	371	800	429		429	46.4%	
4805 Electricity	473	216	500	284		284	43.3%	
4806 Gas	1,666	222	2,200	1,978		1,978	10.1%	
4807 Water and Sewerage	478	(88)	400	488		488	(21.9%)	
Whitehill Centre :- Indirect Expenditure	<u>7,248</u>	<u>6,762</u>	<u>10,440</u>	<u>3,678</u>	<u>0</u>	<u>3,678</u>	<u>64.8%</u>	<u>0</u>
Net Income over Expenditure	<u>2,154</u>	<u>(4,028)</u>	<u>(1,440)</u>	<u>2,588</u>				
<u>311 Wolfe Recreation Ground</u>								
1000 Income-Hire of Halls	300	0	100	100			0.0%	
1002 Income-Recreation Grounds	460	25	460	435			5.4%	
1008 Income-Kiosk	417	313	417	104			74.9%	

Detailed Income & Expenditure by Budget Heading 18/01/2021

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1009 Income- Bowls	364	364	364	(0)			100.1%	
1110 Income-Pavilion	3,000	0	3,000	3,000			0.0%	
1111 Income-Cottage	11,680	9,950	11,700	1,750			85.0%	
Wolfe Recreation Ground :- Income	16,421	10,652	16,041	5,389			66.4%	0
4011 Service Charges	2,617	0	0	0		0	0.0%	
4012 Rates	3,928	3,593	4,125	532		532	87.1%	
4020 Telephone & Postage	558	432	550	118		118	78.5%	
4041 Grounds Maintenance	6,729	1,388	3,000	1,612		1,612	46.3%	
4303 Pavilion/bar/changing	8,429	3,993	8,500	4,507		4,507	47.0%	
4307 Cottage	3,479	2,675	5,000	2,326		2,326	53.5%	
4308 Children's Play Areas	0	134	500	366		366	26.8%	
4310 Wolfe Kiosk	0	167	800	633		633	20.8%	
4326 Toilet/Kiosk	1,387	0	0	0		0	0.0%	
4335 Security, Fire & Alarms	505	821	800	(221)		(221)	136.8%	
4652 CCTV	0	208	250	42		42	83.3%	
4801 Refuse & Hygiene	1,166	4,207	4,310	103		103	97.6%	
4807 Water and Sewerage	1,736	1,572	900	(872)		(672)	174.7%	
4912 Wolfe Toilet	0	423	1,700	1,277		1,277	24.9%	
Wolfe Recreation Ground :- Indirect Expenditure	30,533	19,612	30,235	10,623	0	10,623	64.9%	0
Net Income over Expenditure	(14,112)	(8,960)	(14,194)	(5,234)				
312 Goldsmiths Recreation Ground								
1002 Income-Recreation Grounds	991	1,653	1,800	147			91.8%	
1007 Income- Caravan Site	18,627	5,402	18,600	13,198			29.0%	
1008 Income-Kiosk	833	0	1,000	1,000			0.0%	
1016 Income-Petanque	90	200	90	(110)			222.2%	
Goldsmiths Recreation Ground :- Income	20,541	7,255	21,490	14,235			33.8%	0
4011 Service Charges	183	0	0	0		0	0.0%	
4022 Insurance	31	0	0	0		0	0.0%	
4041 Grounds Maintenance	550	2,020	5,000	2,980		2,980	40.4%	
4308 Children's Play Areas	237	579	10,000	9,421		9,421	5.8%	
4321 Petanque Club & Car Park	52	0	3,500	3,500		3,500	0.0%	
4323 Changing Rooms	9,289	3,688	4,000	312		312	92.2%	
4326 Toilet/Kiosk	6,276	3,500	8,500	3,000		3,000	53.8%	
4335 Security, Fire & Alarms	0	135	500	365		365	27.0%	
4807 Water and Sewerage	108	469	100	(369)		(369)	469.0%	
4963 Boating Lake	136	168	500	334		334	33.2%	
Goldsmiths Recreation Ground :- Indirect Expenditure	16,860	10,557	30,100	19,543	0	19,543	35.1%	0
Net Income over Expenditure	3,681	(3,302)	(8,610)	(5,308)				

Detailed Income & Expenditure by Budget Heading 18/01/2021

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
313 Alderbrook Playing Fields								
1002 Income-Recreation Grounds	805	0	805	805			0.0%	
1050 Income-Miscellaneous	4,000	0	0	0			0.0%	
Alderbrook Playing Fields :- Income	<u>4,805</u>	<u>0</u>	<u>805</u>	<u>805</u>			<u>0.0%</u>	<u>0</u>
4041 Grounds Maintenance	5,237	74	2,700	2,626		2,626	2.7%	
4807 Water and Sewerage	2,458	2,913	2,500	(413)		(413)	116.5%	
Alderbrook Playing Fields :- Indirect Expenditure	<u>7,695</u>	<u>2,987</u>	<u>5,200</u>	<u>2,213</u>	<u>0</u>	<u>2,213</u>	<u>57.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,890)</u>	<u>(2,987)</u>	<u>(4,395)</u>	<u>(1,408)</u>				
314 Jarvis Brook Recreation Ground								
4013 Lease - annual charge	1,100	1,100	1,100	0		0	100.0%	
4041 Grounds Maintenance	100	375	1,000	625		625	37.5%	
Jarvis Brook Recreation Ground :- Indirect Expenditure	<u>1,200</u>	<u>1,475</u>	<u>2,100</u>	<u>625</u>	<u>0</u>	<u>625</u>	<u>70.2%</u>	<u>0</u>
Net Expenditure	<u>(1,200)</u>	<u>(1,475)</u>	<u>(2,100)</u>	<u>(625)</u>				
315 Limekiln Recreation Ground								
1002 Income-Recreation Grounds	4,860	3,970	5,360	1,390			74.1%	
1120 Income- Rechargeable	9,100	0	0	0			0.0%	
Limekiln Recreation Ground :- Income	<u>13,960</u>	<u>3,970</u>	<u>5,360</u>	<u>1,390</u>			<u>74.1%</u>	<u>0</u>
4041 Grounds Maintenance	33	534	250	(284)		(284)	213.8%	
4499 Rechargeable expenses	10,920	0	0	0		0	0.0%	
Limekiln Recreation Ground :- Indirect Expenditure	<u>10,953</u>	<u>534</u>	<u>250</u>	<u>(284)</u>	<u>0</u>	<u>(284)</u>	<u>213.8%</u>	<u>0</u>
Net Income over Expenditure	<u>3,007</u>	<u>3,436</u>	<u>5,110</u>	<u>1,674</u>				
390 Capital Projects - SRC								
1101 Income-Grants Received	0	10,000	0	(10,000)			0.0%	
Capital Projects - SRC :- Income	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>				<u>0</u>
4316 Pump Track	100	0	10,000	10,000		10,000	0.0%	
4920 Summersales	165,984	19,815	254,000	234,185		234,185	7.8%	
Capital Projects - SRC :- Indirect Expenditure	<u>166,084</u>	<u>19,815</u>	<u>264,000</u>	<u>244,185</u>	<u>0</u>	<u>244,185</u>	<u>7.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(166,084)</u>	<u>(9,815)</u>	<u>(264,000)</u>	<u>(254,185)</u>				
6001 plus Transfer from EMR	116,500	0						
Movement to/(from) Gen Reserve	<u>(49,584)</u>	<u>(9,815)</u>						

Detailed Income & Expenditure by Budget Heading 18/01/2021

Month No: 10

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
401 Silver Jubilee Recreation Gnd								
4041 Grounds Maintenance	214	90	300	210		210	29.9%	
Silver Jubilee Recreation Gnd :- Indirect Expenditure	214	90	300	210	0	210	29.9%	0
Net Expenditure	(214)	(90)	(300)	(210)				
402 Other Areas and Open Spaces								
1002 Income-Recreation Grounds	761	22	260	238			8.4%	
1050 Income-Miscellaneous	26	29	0	(29)			0.0%	
Other Areas and Open Spaces :- Income	788	51	260	209			19.5%	0
4011 Service Charges	0	0	0	0		0	0.0%	
4041 Grounds Maintenance	3,053	71	2,700	2,629		2,629	2.6%	
4408 Palesgate Lane Land	0	300	2,000	1,700		1,700	15.0%	
4407 Adams Field	0	184	500	316		316	36.7%	
4408 Chapel Green	0	248	400	152		152	62.1%	
4476 M O D Park	185	310	9,000	8,690		8,690	3.4%	
4805 Electricity	39	8	100	92		92	7.7%	
4807 Water and Sewerage	42	9	0	(9)		(9)	0.0%	
Other Areas and Open Spaces :- Indirect Expenditure	3,329	1,129	14,700	13,571	0	13,571	7.7%	0
Net Income over Expenditure	(2,542)	(1,079)	(14,440)	(13,361)				
410 Allotments								
1001 Income-Allotments	11,128	9,318	8,500	(818)			109.6%	
1101 Income-Grants Received	(2,555)	0	0	0			0.0%	
Allotments :- Income	8,573	9,318	8,500	(818)			109.6%	0
4011 Service Charges	61	0	0	0		0	0.0%	
4015 IT Support	169	0	175	175		175	0.0%	
4403 Allotment Upkeep	3,141	3,152	8,000	4,848		4,848	39.4%	
4807 Water and Sewerage	1,596	1,682	2,100	418		418	80.1%	
Allotments :- Indirect Expenditure	4,968	4,834	10,275	5,441	0	5,441	47.0%	0
Net Income over Expenditure	3,695	4,484	(1,775)	(6,259)				
601 Cemetery								
1003 Income-Grave Spaces	36,806	29,285	37,000	7,715			79.1%	
1004 Income-Cemetery Miscellaneous	6,745	2,685	8,000	5,315			33.6%	
Cemetery :- Income	43,551	31,970	45,000	13,030			71.0%	0
4012 Rates	2,067	2,174	2,170	(4)		(4)	100.2%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4015 IT Support	340	0	290	290		290	0.0%	
4017 Health & Safety	1,371	1,431	3,100	1,669		1,669	46.2%	
4041 Grounds Maintenance	3,103	1,995	2,500	505		505	79.8%	
4500 Burials	8,458	6,536	9,000	2,464		2,464	72.8%	
4502 Chapel	630	188	1,800	1,412		1,412	11.7%	
4801 Refuse & Hygiene	351	0	0	0		0	0.0%	
4805 Electricity	65	61	180	119		119	33.7%	
Cemetery :- Indirect Expenditure	16,384	12,384	18,840	6,456	0	6,456	65.7%	0
Net Income over Expenditure	27,167	19,586	26,160	6,574				
900 Restricted - Section 106								
9060 S106-Wolfe Play Equipment	2,868	0	0	0		0	0.0%	
Restricted - Section 106 :- Indirect Expenditure	2,868	0	0	0	0	0		0
Net Expenditure	(2,868)	0	0	0				
6001 plus Transfer from EMR	2,868	0						
Movement to/(from) Gen Reserve	0	0						
902 Earmarked SRC								
4652 CCTV	1,380	0	0	0		0	0.0%	
Earmarked SRC :- Indirect Expenditure	1,380	0	0	0	0	0		0
Net Expenditure	(1,380)	0	0	0				
6001 plus Transfer from EMR	1,380	0						
Movement to/(from) Gen Reserve	0	0						
Sport, Recreation & Cemetery :- Income	118,790	75,949	106,456	30,507			71.3%	
Expenditure	338,688	106,521	472,040	365,519	0	365,519	22.6%	
Net Income over Expenditure	(219,898)	(30,573)	(365,584)	(335,011)				
plus Transfer from EMR	129,005	0						
Movement to/(from) Gen Reserve	(90,893)	(30,573)						
Grand Totals:- Income	118,790	75,949	106,456	30,507			71.3%	
Expenditure	338,688	106,521	472,040	365,519	0	365,519	22.6%	
Net Income over Expenditure	(219,898)	(30,573)	(365,584)	(335,011)				
plus Transfer from EMR	129,005	0						
Movement to/(from) Gen Reserve	(90,893)	(30,573)						

<u>Nominal Code</u>	<u>Cost Centre</u>	<u>Earmarked Reserves</u>	<u>Opening Balance</u> 01/04/2020	<u>In</u>	<u>Out</u>	<u>Balance as at</u> 18/01/2021	<u>Committed</u>	<u>Projected</u>
315		<u>Sports, Recreation & Cemetery</u>						
9046	902	Summersales	122,886			122,886		122,886
9047	902	Allotments	10,085			10,085		10,085
9048	902	Equipment/vehicle Replacement	44,918			44,918		44,918
9050	902	Play Equipment	46,425			46,425		46,425
9065	902	Health & Safety	4,000			4,000		4,000
4113	902	Wolfe Pavilion	22,570			22,570		22,570
		Buildings Maintenance	3,500			3,500		3,500
		Wolfe Drainage	10,000			10,000		10,000
		Goldsmiths band banding	13,000			13,000		13,000
		Fields in Trust land	1,090			1,090		1,090
		Pump Track	9,900			9,900		9,900
315		SRC Total	288,374	0	0	288,374	0	288,374



AGENDA ITEM NUMBER: 12.1
MEETING DATE: 26th January 2021
COUNCIL/COMMITTEE: SRC
TITLE: Playground repairs
PURPOSE OF REPORT: Inform Councillors of repairs to playgrounds
SUPPORTING DOCUMENTS: Quotes
OFFICER CONTACT: Operations Officer

OFFICER RECOMMENDATIONS:	
1	It is the Officers recommendation that all three repairs are carried out at the same time to save on costs and that the budget used is 4308/301.
2	

Kompan were approved to carry out a quarterly inspection and repair programme on all playgrounds at the last SRC meeting. Since this meeting they have been instructed to start the inspections and we are awaiting the first full report. Each report will be provided to SRC for your information on the current condition of the playgrounds.

Before they carried out the first inspection they were asked to investigate the work required to repair the big swing at Wolfe and the zip lines at Wolfe, Goldsmiths and Adams Field as these require specific attention. From this inspection the following faults were found and repairs required.

Wolfe Playground:

Large Group Swing – The main swing joint is in need of replacement and cannot be used safely in its current condition.

Zip Line – The wire cable needs replacing as worn, the spring stopper needs replacing as worn beyond repair.

All the work at Wolfe can be carried out at a cost of £4,963.56 excluding installation. Installation is £1,500 however if all three sites are completed at the same time this can be reduced to £500.

Goldsmiths Playground:

Zip Line – The spring stopper needs replacing as worn beyond repair.

All the work at Goldsmiths can be carried out at a cost of £809.89 excluding installation. Installation is £1,500 however if all three sites are completed at the same time this can be reduced to £500.

Adams Playground:

Zip Line – The spring stopper needs replacing along with other internal parts.

All the work at Adams can be carried out at a cost of £810.30 excluding installation. Installation is £1,500 however if all three sites are completed at the same time this can be reduced to £500.

The total cost for all repairs carried out at the same time is £8,083.75 ex vat. If they are carried out separately then the total cost would be £10,083.75 ex vat.

It is recommended that is the Councillors approve the expenditure then it comes from 4308/301 Children's Play Areas. After deducting the £8k expenditure there will still be approximately £5,000 remaining to allow for further repairs identified in the quarterly inspections.

As this is a specialist area to get companies to carry out the repairs and Councillors have already approved for Kompan to complete the maintenance on the playgrounds no further quotes have been gained.

It is the Officers recommendation that all three repairs are carried out at the same time to save on costs and that the budget used is 4308/301.

P.Cunnington

07/01/21

Enc. Quotes

Sales - Quote

Mr. Peter Cunnington
 Crowborough Town Council
 Council Offices
 Pine Grove
 Crowborough, East Sussex
 TN6 2NA

Quote No. 5Q257808-3
 Sell-to Contact No. 42416
 Quote Date 24-11-2020
 Expiration Date 24-12-2020

Sales Support Kerry Bowers
 E-Mail kberbow@kompan.com
 Phone No. 01908 207 429

Project Name ENN15024 Wolfe Rec

No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Amount
INSTALL SPECIAL	Install parts at Wolfe Rec based on all 3 sites done on the same day Cableway parts needed following inspection	1	Pieces	500.00		500.00
F87205-99	SERVICE KIT BACKSTOP SPRING	1	Pieces	560.00	40.00	336.00
OME-2229575	CABLE 12 MM X 36 M	1	Pieces	1,100.00	40.00	660.00
F87204-99	SERVICE KIT TROLLEY EN	1	Pieces	620.00	40.00	372.00
Giant Swing parts needed following inspection						
A260545-99	KONDORNEST 130 COMPL 1-POINT SUSPENSION	1	Pieces	5,060.00	40.00	3,036.00
200701506032	CYLINDRIC HEAD SCREW M6X32 ISO4762 A2	4	Pieces	2.00	40.00	4.80
OBVRS106000	SHACKLE 06X12 S5	4	Pieces	8.00	40.00	19.20
400106	SELF-LOCKING NUT 6 MM STAINLESS	4	Pieces	1.00	40.00	2.40
OBV-5209000	U-BOLT CHAIN END M10	4	Pieces	20.00	40.00	48.00
FREIGHT	Freight	1	Pieces	485.16		485.16
Total GBP Excl. VAT						5,463.56
20% VAT						1,092.71
Total GBP Incl. VAT						6,556.27

Payment Terms Net 30 days

Payment Terms: Please refer to our terms & conditions

Customer responsible for offloading; however KOMPAN can provide a quotation for a Hiab delivery upon request.

Thank you for giving KOMPAN the opportunity to provide you with a quotation. This quote is valid for 30 days and if you have any questions, please do not hesitate to contact us.

If the Payment Terms state Prepayment, please be aware, that your order will not be manufactured before Prepayment has been received.

Sales - Quote

Mr. Peter Cunningham
Crowborough Town Council
Council Offices
Pine Grove
Crowborough, East Sussex
TN6 2NA

Quote No. SQ257809-3
Sell-to Contact No. 42416
Quote Date 24-11-2020
Expiration Date 24-12-2020

Sales Support Kerry Bowers
E-Mail kerrybow@koman.com
Phone No. 01908 207 429

Project Name ENN15069 Goldsmiths Play Area

No.	Description	Quantity	Unit of Measure	Unit Price	Discount %	Amount
F87205-99	SERVICE KIT BACKSTOP SPRING	1	Pieces	560.00	40.00	336.00
EN-REPCON	OME-2688475 TOOL TO TENSION	1	Pieces	371.42857		371.43
INSTALL SPECIAL	INSTALL PARTS SUBJECT TO ALL 3 SITES INSTALLED ON THE SAME DAY	1	Pieces	500.00		500.00
FREIGHT	Freight	1	Pieces	102.46		102.46
Total GBP Excl. VAT						1,309.89
20% VAT						261.97
Total GBP Incl. VAT						1,571.86

Payment Terms Net 30 days

Payment Terms: Please refer to our terms & conditions

Customer responsible for offloading; however KOMPAN can provide a quotation for a Hiab delivery upon request.

Thank you for giving KOMPAN the opportunity to provide you with a quotation. This quote is valid for 30 days and if you have any questions, please do not hesitate to contact us.

If the Payment Terms state Prepayment, please be aware, that your order will not be manufactured before Prepayment has been received.

Sales - Quote

Mr. Peter Cunningham
Crowborough Town Council
Council Offices
Pine Grove
Crowborough, East Sussex
TN6 2NA

Quote No. SQ257810-2
Sell-to Contact No. 42416
Quote Date 24-11-2020
Expiration Date 24-12-2020

Sales Support Kerry Bowers
E-Mail kerbow@koman.com
Phone No. 01908 207 429

Project Name ENN15068 Adam's Field Cableway Service

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
EN-CALOO LTD	parts for Monster cableway Fitness and Playground Equipment Aerial runway internal nylon finger protector(Please note Qty 4 required per trolley) Aerial runway internal nylon finger protector for cable trolley (Please note Qty 4 required per trolley) seat replacement aerial runway 3 m brake spring	1	Pieces	730.00	730.00
INSTALL SPECIAL	Order related installation	1	Pieces	500.00	500.00
FREIGHT	Freight	1	Pieces	80.30	80.30
				Total GBP Excl. VAT	1,310.30
				20% VAT	262.06
				Total GBP Incl. VAT	1,572.36

Payment Terms Net 30 days

Payment Terms: Please refer to our terms & conditions

Customer responsible for offloading; however KOMPAN can provide a quotation for a Hiab delivery upon request.

Thank you for giving KOMPAN the opportunity to provide you with a quotation. This quote is valid for 30 days and if you have any questions, please do not hesitate to contact us.

If the Payment Terms state Prepayment, please be aware, that your order will not be manufactured before Prepayment has been received.



AGENDA ITEM NUMBER: 13.1
MEETING DATE: 26th January 2021
COUNCIL/COMMITTEE: SRC
TITLE: PUWER Assessments
PURPOSE OF REPORT: Inform Councillors of findings of PUWER assessments
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Operations Officer

OFFICER RECOMMENDATIONS:	
1	
2	

PUWER Assessments:

It was identified as part of the Health and Safety Improvements the Council need to make that to comply with the Provision and Use of Work Equipment Regulations, all of the equipment we use needed to be assessed in terms of safety of the condition and to complete a generic risk assessment for each piece of equipment. This is a very labour intensive process to initially complete and therefore an external consultant was instructed to carry out the assessment on our behalf.

The consultant attended Wolfe yard along with an expert in machinery to assess the equipment. It was a very productive day and they have provided a lot of useful information for the Council in moving forward with getting up to the required standard. Improvements suggested were items such as vehicle and machinery pre use checks, a maintenance schedule, training on the correct set up and use of equipment and dynamic risk assessing of tasks by the ground staff. All of this can be achieved in the short term through training and producing documents for recording of the checks. In the long term this can be improved upon by creating a digital version which the ground staff can record using tablets.

Out of the meeting several pieces of equipment were identified as unsafe to use and they recommended they were immediately condemned until the repairs had been made. The following is a list of all the equipment condemned:

- Verti Drain – PTO Cover missing, safety cage broken, not set up correctly for proper use.
- Dan's Grass Flail – Safety cover broken and held by improper screws.
- John Deere out front ride on mower – PTO Cover broken in three pieces, blades extremely blunt, belt safety cover not secure

- Water Bowser – Wheel cover held up by bungy cord, brake test not carried out
- Chipper – Safety feature not working to stop the engine properly (to be sold)
- Vehicle jack – Requires 6 monthly LOLER inspection by insurance company.

Whilst the equipment is not required immediately, it will be needed in the forthcoming months and therefore repairs will be carried out as soon as possible. Some of the work can be carried out in house by our own staff, however more complex repairs will involve having specialists involved.

All of these issues would be preventable and identified a lot sooner before they became unsafe by having a proper method of conducting equipment inspections.

We are currently awaiting the full findings of the PUWER assessments to establish further work required and measures needing to be taken.

P.Cunnington

04/01/21



AGENDA ITEM NUMBER: 14.1
MEETING DATE: 26th January 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Committee Restructure
PURPOSE OF REPORT: Proposal to re-structure the SRC committee and to create an additional committee.
SUPPORTING DOCUMENTS: Appendix A. Appendix B.
OFFICER CONTACT: Town Clerk

OFFICER RECOMMENDATIONS:	
1	That a recommendation to Full Council is made to restructure the Sports, Recreation & Cemetery Committee as proposed in this report.
2	

It has become apparent that the level of work and decision making relating to the SRC committee in its current form is problematic. The committee may feel that it does not have adequate time to fully discuss items due to the very full agendas. Please find committee Terms of Reference at **Appendix A** where members can find a comparison against Terms of Reference for other committees.

The SRC committee is also undertaking several projects which include the Council's flag ship project: Summersales Cemetery. The Bike Track project is underway and there are two other projects in the pipeline; Wolfe Pavilion and a possible 2G pitch for Crowborough. In addition to this the amount of work and thus decisions required in respect of CTC's allotments and Herne Cemetery has intensified.

It is proposed therefore that another committee, a Cemeteries and Allotments Committee, is created to deal with all related aspects concerning the ongoing Summersales cemetery project, Cemeteries in general and CTC's allotment areas. This would be a natural division of work as the Assistant Clerk has management responsibility for the Cemeteries and Allotments and is project managing the Summersales Cemetery project.

In removing these aspects from the SRC committee The Sports and Recreation Committee would become the Sports and Recreation Committee. It is not envisaged that this action would result in a reduction in the number of meetings per year. It is advised that the Sports and Recreation Committee continue to meet 6 times year as the Terms of Reference for that committee would still be comprehensive.

It is proposed that the newly formed Cemeteries and Allotments Committee would meet 3 times per year. There may be extraordinary meetings called in addition to this if a decision is required to facilitate the smooth running of the Summersales Cemetery project.

Please find attached **Appendix B** showing the budget for SRC. Budget codes would need to be re-assigned as follows:

<u>Budget Code</u>	<u>Current Committee</u>	<u>Proposed Committee</u>
All 410 Allotments	SRC	Allotments and Cemeteries
All 601 Cemetery	SRC	Allotments and Cemeteries
390/4920 Summersales	SRC	Allotments and Cemeteries
All remaining Codes	SRC	Sports and Recreation

Members to consider recommending to Full Council the creation of a new Committee, The Cemeteries and Allotments Committee, and that the Sports Recreation and Cemeteries committee becomes the Sports and Recreation Committee.



**DELEGATION ARRANGEMENTS for STANDING
COMMITTEES and OFFICERS**

**TERMS OF REFERENCE for COMMITTEES AND WORKING
GROUPS**

SCHEME OF DELEGATION

SUMMARY

1. Subject to the observance of decisions of the Council on matters of principle or policy, the Council's powers and duties shall be delegated to the Standing Committees, as permitted under the Local Government Act 1972 s 101, in accordance with the approved Terms of Reference unless otherwise stated.
2. In order to maintain a working council on a day to day basis, certain officer delegations can also be approved by Council.

Committees

3. Standing Committees will operate within approved Standing Orders, Financial Regulations, other policy documents and procedures and approved budgets in the areas detailed in the following pages. The Council may revoke powers delegated to Standing Committee by resolution.

Officers

4. Officers will operate within approved Standing Orders, Financial Regulations, other policy documents and procedures and approved budgets.
5. Officers will need to be aware that financial delegation can be broken down into three elements:
 - (a) Revenue expenditure which allows the Council to continue business uninterrupted - delegated to Officers and reported through the monthly management reports.
 - (b) Capital expenditure - which is always decided by Committee or Council.
 - (c) New items, whether they are considered Revenue or Capital - will always be decided by Committee or Council.

Following these simple rules will enable the Officers to maintain business continuity but also ensure elected Members have overall control of major spending decisions.

6. To comply with Financial Regulation 4.5 which allows the Clerk [but this could be another Officer] to incur expenditure on behalf of the Council up to £5,000 plus VAT for any repair, replacement or other work which is of such extreme urgency that it must be done at once.
7. To report all such action to the next meeting of the appropriate Committee or Council.

1. Terms of Reference - Communications and Events Committee

- 1.1 To monitor the implications of communications and events within the council's forward planning documents and make recommendations for revisions if required.
- 1.2 To decide which events will be held for the enjoyment of residents of Crowborough and visitors to the town to promote Crowborough, apart from statutory and civic events which remain a function of the Full Council.
- 1.3 To organise events such as the following:
 - Boundary Walk
 - Summer Fair
 - Sussex Day
 - Firework night
 - Carol Service
 - Town Conference
 - Christmas Event
 - Carnival, civic and twinning receptions
- 1.4 To attend to printed and electronic communication including the following:
 - Website
 - Newsletter
 - Town guides/maps
 - Annual Report
- 1.5 To consider maintenance and storage of Frank Humphry.
- 1.6 To consider applications for civic and commemorative awards.
- 1.7 To consider arrangements for the flying of flags.
- 1.8 To support the proposals in the town's Visioning Document.
- 1.9 To support the proposals in the Council's Adopted Business Plan.

2. Terms of Reference – Environment Committee

- 2.1 To monitor the implications of highways, transport and environmental items within the council's forward planning documents and make recommendations for revisions if required.
- 2.2 To be responsible for the council's involvement with all highways, transport and environmental issues and to review and respond to consultations/communications.
- 2.3 To consider the appearance of the town and implement improvements. To provide and/or maintain the following:
 - street furniture (bus shelters, benches, litter bins/litter collection)
 - notice/poster boards
 - town signs
 - floral arrangements
 - dog waste bins
 - wooden fingerposts
- 2.4 To consider crime prevention measures including liaison with the Police and the provision of CCTV cameras.
- 2.5 To monitor and promote public transport services and to encourage sustainable transport.
- 2.6 To maintain street lighting.
- 2.7 To manage the Council's amenity land including:
 - The Ghyll
 - Country Park
 - Bluebell Wood
 - Palesgate Lane Land adjacent to the Ghyll, including the woodland
- 2.8 To promote a culture of safety by risk assessments and compliance with current health & safety procedures.
- 2.9 To investigate the acquisition of land for environmental protection and amenity uses.
- 2.10 To consider the use of Section 106 monies to meet the transport and environmental needs of the town.
- 2.11 To support the proposals in the town's Visioning Document.
- 2.12. To support the proposals in the Council's Adopted Business Plan.

3. Terms of Reference - Finance and General Purposes Committee

- 3.1 To monitor the financial implications of forward planning.
- 3.2 To be responsible for the corporate management of the Council and administrative services including the following:
 - accounting services
 - audit
 - accommodation
 - legal services
 - servicing of loans
- 3.3 To be responsible for the democratic representation of the Council including the following:
 - elections
 - Members' allowances
 - Mayor's Fund
- 3.4 To ensure the Council's standing orders, financial procedures and risk management are adequate and reviewed on a regular basis.
- 3.5 To provide grants to community organisations.
- 3.6 To support the proposals in the town's Visioning Document.
- 3.7 To support the proposals in the Council's Adopted Business Plan.

4. Terms of Reference - Personnel Committee

4.1 To support the town clerk in staffing matters including:

- appointments
- appraisals
- training and development
- health & safety

4.2 To approve staff pay and conditions.

4.3 To consider and monitor relevant policies and procedures, for example:

- Adverse Weather
- Anti-fraud and anti-corruption
- Bullying and Harassment
- Child Protection and Vulnerable Persons
- Confidential Reporting (Whistleblowing)
- Disciplinary
- Email and Internet Usage
- Equal Opportunities Statement
- Grievance
- Handling complaints from members of the public
- Health and Safety
- Member Officer Relations Protocol
- Performance Management Scheme
- Sickness and Absence
- Staff Long Service Awards
- Training and Development

4.4 To make recommendations to the Full Council on the appointment of the Town Clerk.

4.5 To support the proposals in the town's Visioning Document.

4.6 To support the proposals in the Council's Adopted Business Plan.

Terms of Reference - Planning and Development Committee

- 5.1 To monitor the implications of planning and development within the Council's forward planning documents and make recommendations for revisions if required.
- 5.2 To consider all planning applications submitted by Wealden District Council and East Sussex County Council and make representations. To be aware of planning policy and supplementary planning documents when responding to applications.
- 5.3 To review planning and enforcement appeals and submit additional representations if required.
- 5.4 To report planning enforcement matters to the relevant authority.
- 5.5 To comment on licensing applications if appropriate.
- 5.6 To review documents, consultations and other matters regarding planning and make representations as required.
- 5.7 To liaise with Wealden District Council and developers to consider the appropriate type of housing including low cost housing schemes
- 5.8 To encourage appropriate economic development for the benefit of the town whilst being aware of the immediate environment and impact on residential dwellings.
- 5.9 To encourage the use of environmental initiatives for all development, for example the installation of porous surfacing and energy efficiency measures.
- 5.10 To make recommendations regarding street naming.
- 5.11 To support the proposals in the town's Visioning Document.
- 5.12 To support the proposals in the Council's Adopted Business Plan.

6. Terms of Reference - Sport, Recreation and Cemetery Committee

- 6.1 To monitor the implications of sport, recreation and cemetery items within the Council's forward planning documents and make recommendations for revisions if required.
- 6.2 To be responsible for the maintenance and improvement of recreation grounds owned or managed by the Council:
 - Goldsmiths
 - Wolfe
 - Alderbrook
 - Jarvis Brook
 - Limekiln
 - Silver Jubilee
 - Adams Close
 - M.O.D.
 - Land at Palesgate Lane (areas adjacent to the road)
- 6.3 To be responsible for maintenance and improvement of amenity areas including but not limited to:
 - Chapel Green
 - Canada Green
 - War Memorial
 - Whitehill Centre
- 6.4 To manage and maintain the cemetery, chapel and garden of remembrance.
- 6.5 To manage the land and develop a cemetery at Summersales.
- 6.6 To manage the Council's allotments.
- 6.7 To liaise with the caravan and camping organisation as required.
- 6.8 To liaise with groups and organisations regarding recreation facilities.
- 6.9 To promote a culture of safety by risk assessments and compliance with current health & safety procedures.
- 6.10 To be responsible for leases/agreements for users of Town Council land and property and conduct an annual review of fees/facilities including fees for the cemetery.
- 6.11 To investigate the acquisition of land for amenity, recreation and other uses.
- 6.12 To consider the use of Section 106 monies to meet the recreation needs of the town.
- 6.13 To support the proposals in the town's Visioning Document.
- 6.14 To support the proposals in the Council's Adopted Business Plan.

Sports, Recreation & Cemetery Draft Budget.

Code	Budget	Budget 2019/20	Approved Budget 2020/21	Projected Budget 2021/22	Projected Budget 2022/23	Projected Budget 2023/24	Change	Information
301	Grounds Maintenance							
	Income		(650)					Income stem from scrap metal and equipment to be sold that isn't used
4020	Telephones, Postage	2,340	2,600	2,650	2,703	2,757	1.9%	
4039	Capital Purchases	25,000	25,000	30,000	25,000	25,000	20.0%	Replace Jutes Truck 20/21 New Truck 21/22
4177	Contingency	10,000	5,000	5,000	5,000	5,000	0.0%	
4253	Vehicle Maintenance	14,000	14,000	12,000	12,360	12,731	-14.3%	Reflects actual costs
4254	Fuel and Oils	12,000	11,000	10,000	10,200	10,404	-9.1%	Fuel costs reduced due to battery operated machinery
4255	Equipment	15,150	5,000	5,000	5,000	5,000	0.0%	
4260	Equipment Maintenance	1,000	1,000	1,000	3,000	3,000	700.0%	Equipment needed replacing
4308	Children's Play Areas	20,000	20,000	40,000	50,000	20,000	200.0%	New play area at Goldsmiths (21/22), Wolfe (22/23)
4309	Workshops/yard/chemical store	1,000	2,000	3,000	1,100	1,100	50.0%	New lighting plus general tidy up of yard required
	Expenditure	99,890	85,600	115,000	114,861	84,992	57.7%	
310	Wholesale Costs							
1000	Income - Hire of Halls	(8,500)	(5,000)	(5,000)	(5,000)	(5,000)	-44.0%	Reduction due to Covid
	Income	(8,500)	(5,000)	(5,000)	(5,000)	(5,000)	-44.0%	
4011	Rates	2,184	2,150	2,300	2,414	2,535	5.0%	£2037 this year+5%
4250	Bulldozing Maintenance	5,000	4,000	4,000	4,162	4,245	2.0%	incl cleaning & alarms last year R4-6410 BOILER SERVICE-100
4335	Security Fire & Alarms	-	340	1,800	1,632	1,655	85.7%	225 annual fire main £240 emergency lights PAT TESTING 60 = fire alarm testing £1040
4800	Carpeting/ Cleaning	-	800	814	832	849	2.0%	£50 Hygiene+£07pa cleaning
4805	Electricity	-	500	525	550	570	5.0%	Based on Previous year
4806	Gas	-	2,700	2,744	2,289	2,335	2.0%	Based on Previous year
4807	Water and sewerage	-	400	408	416	424	2.0%	Based on Previous year
	Expenditure	9,384	10,440	11,872	12,295	12,603	34.7%	
	Net Expenditure	884	1,440	6,973	7,295	7,608	584.2%	

Sport, Recreation & Cemetery Draft Budget

Code	Budget	Budget 2019/20	Approved Budget 2020/21	Projected Budget 2021/22	Projected Budget 2022/23	Projected Budget 2023/24	Change	Information
311	Wolfe Recreation Ground							
1000	Income - Hire of Halls	(102)	(100)	(100)	-	-	0.0%	Poling Station
	Income - Recreation Grounds	(462)	(460)	(460)	(460)	(460)	0.0%	As per current lease
1008	Income - Kiosk	(417)	(417)	(417)	(417)	(417)	0.0%	As per current lease- annual
1009	Income - Bowls	(364)	(364)	(364)	(364)	(364)	0.0%	As per current lease
1110	Income - Pavilion	(3,000)	(3,000)	(3,000)	(3,000)	(3,000)	-66.7%	As per current lease
1111	Income - Cottage	(11,700)	(11,700)	(11,700)	(11,700)	(11,700)	0.0%	£975 per month
	Income	(16,041)	(16,041)	(16,041)	(15,941)	(15,941)	-12.5%	
4012	Rates	4,048	4,128	4,200	4,410	4,631	1.8%	Currently £3,928
4020	Telephone, Postage	600	550	588	599	611	6.8%	CCTV Phone line £48pm
4041	Grounds Maintenance	9,000	9,000	9,000	9,000	9,000	0.0%	Waste & Alarms removed to own code
4505	Pavilion / bar / changing	8,500	8,500	18,500	6,500	8,500	117.6%	Elec £4650, gas £650, £900 cleaning, £10k needed for essential works or replace
4807	Cottage	5,000	5,000	5,000	5,000	5,000	0.0%	Management fees, utilities and repairs
4926	Children's Play Areas	1,000	500	3,000	3,000	3,000	900.0%	£2k yearly for woodchip + £1k for general repairs
4976	Kiosk		800	-	-	-	-100.0%	Lease £900
4935	Security Fire & Alarms		600	6,000	625	660	900.0%	300 Ravi-88 services £50 fire ext-115 intruder alarm+ e. light test£50. New alarm system
4632	CCTV		250	250	250	250	0.0%	coles cables £20.83pm CCTV
4801	Refuse & Hygiene		4,310	4,316	4,484	4,574	2.0%	£650-£158 cesspool 2000 haul away + biffa3000pa
4807	Water and sewerage		800	2,040	2,040	2,081	122.2%	estimate no accurate figures
4912	Wolfe Toilet	3,300	1,700	1,700	1,700	3,700	0.0%	£740 Cleaning+£650 initial
	Expenditure	38,443	36,235	48,634	39,408	39,996	60.9%	
	Net Expenditure	22,402	14,154	34,559	17,667	18,055	143.7%	

Sport, Recreation & Cemetery Draft Budget

Code	Budget	Budget 2019/20	Approved Budget 2020/21	Projected Budget 2021/22	Projected Budget 2022/23	Projected Budget 2023/24	Change	Information
332	Goldsmiths Recreation Ground							
1002	Income - Recreation Grounds	(2,200)	(2,800)	(1,800)	(1,800)	(1,800)	0.0%	Football income down due to less regular users no CT
1007	Income - Caravan Site	(18,229)	(18,800)	(18,800)	(18,800)	(18,800)	0.0%	£13,229 base rent + 5% of site fees. Inc ITP is 22/23 then 5yrs
1008	Income - Kiosk	(1,000)	(1,000)	(1,000)	(1,000)	(1,000)	-100.0%	Currently no tenant
1016	Income - Pettinge	(200)	(30)	(200)	(200)	(200)	121.2%	£2,000pa
	Income	(21,629)	(21,630)	(20,800)	(21,000)	(21,000)	-4.1%	
4041	Grounds Maintenance	18,000	5,000	5,000	5,000	5,000	0.0%	Allow £1M money for sand banding
4308	Children's Play Areas	10,000	10,000	10,000	10,000	10,000	50.0%	£15k for repairs
4321	Petaneous Club & Car park	500	500	500	500	500	-85.7%	New Barrier required
4323	Changing Rooms	2,400	4,000	5,000	5,100	5,200	25.0%	Incl cleaning £1,765pa, water610, gas 120+ 800 electrics, Emergency Lighting £2k
	Toilet		30,000	5,000	5,000	5,000		Refurbishment needed - expenses to be split from kiosk?
4326	Kiosk	4,400	6,500	0	1,000	1,000	-100.0%	£29,454 cleaning, £600 lease costs, elec £1000, initial £566 need refurbishing
4335	Security Firs & Alarms		500	600	600	600	20.0%	25 pat testing 300 H&S RA-240 e light test
4807	Water & Sewage		100	200	200	200	100.0%	estimate
4963	Boating Lake	100	500	10,500	500	500	2000.0%	Assessment required but know a new pump is needed
	Expenditure	37,300	29,800	56,300	27,400	27,502	90.3%	
	Net Expenditure	15,671	8,110	35,700	5,900	5,902	340.2%	
333	Altenbrook Playing Fields							
3002	Income - Recreation Grounds	(722)	(805)	(805)	(805)	(805)	0.0%	Based on current rates - £543 clubhouse / £262 pool
	Income	(722)	(805)	(805)	(805)	(805)	0.0%	
4041	Grounds Maintenance	4,000	2,700	2,754	2,859	2,865	2.0%	water split
4807	Water & Sewage	4,000	3,500	3,600	3,672	3,743	44.0%	estimate
	Expenditure	4,000	3,200	6,354	6,481	6,611	22.3%	
	Net Expenditure	3,278	4,395	5,549	5,676	5,806	26.3%	

Sport, Recreation & Cemetery Draft Budget

Code	Budget	Budget 2019/20	Approved Budget 2020/21	Projected Budget 2021/22	Projected Budget 2022/23	Projected Budget 2023/24	Change	Information
314 Jarvis Brook Recreation Ground								
4033 Leases - Annual Charge	3,100	3,100	3,100	3,100	3,100	3,100	0.0%	Unchanged
4043 Grounds Maintenance	3,500	3,000	3,000	3,000	3,000	3,000	0.0%	
Expenditure	2,600	2,100	2,100	2,100	2,120	2,140	0.0%	
315 Limekiln Recreation Ground								
1002 Income - Recreation Grounds	(5,350)	(5,350)	(5,350)	(5,350)	(5,350)	(5,350)	0.0%	Mat rental £1,150 quarterly, Limekiln £28000, Paleogists £500ea
Income	(5,840)	(5,360)	(5,360)	(5,360)	(5,360)	(5,360)	0.0%	
4041 Grounds Maintenance	250	250	250	250	250	250	0.0%	
Expenditure	250	250	250	250	250	250	0.0%	
Net Expenditure	(5,110)	(5,110)	(5,110)	(5,110)	(5,110)	(5,110)	0.0%	
390 Capital Projects - SBC								
4113 Wolfe Pavilion	10,000	10,000	10,000	10,000	10,000	10,000	RDN/01	Earmark current year underspends
4016 Pump Track	10,000	10,000	10,000	15,000	-	-	50.0%	Goldsmiths- Approx £70k- budget re-fundraising +£10k
4020 Summerhalls	130,000	254,000	254,000	60,000	60,000	60,000	-76.4%	£34,000 required for expenditure 2020/21 + £240,000 Contemplation Building - £150,000 to come from DL 21/23 Maintenance building £65k
Expenditure	140,000	264,000	264,000	75,000	70,000	70,000	-67.8%	
601 Silver Jubilee Recreation Ground								
4041 Grounds Maintenance	300	300	300	300	300	300	0.0%	
Expenditure	300	300	300	300	300	300	0.0%	

Sport, Recreation & Cemetery Draft Budget.

Code	Budget	Budget	Approved	Projected	Projected	Projected	Change	Information
	2019/20	2020/21	2021/22	2022/23	2023/24			
403								
Income - MCD	(250)	(250)	(250)	(250)	(250)		0.0%	MCD £250.
Income	(250)	(250)	(250)	(250)	(250)		0.0%	
4041	3,000	2,700	2,700	2,700	2,700		0.0%	
4406	2,000	2,000	2,000	2,000	2,000		0.0%	
4407	500	500	500	500	500		0.0%	ESS access rights- Maint + lease of land £26
4408	400	400	400	400	400		0.0%	Electricity £100 + £300 stand pipe
4476	500	9,000	9,000	9,000	9,000		-94.4%	EMR stand banding 2020/21 / pitch maintenance
4805	100	100	100	100	100		0.0%	meter cabinet (Carnale Green) £100- water feature
Expenditure	5,000	14,700	6,200	6,200	6,200		-57.6%	
Net Expenditure	5,340	14,440	5,940	5,940	5,940		-56.9%	
410								
Income - Allotments	(8,500)	(8,500)	(9,000)	(9,000)	(10,000)		5.9%	Fees review for 22/23.
Income	(8,500)	(8,500)	(9,000)	(9,000)	(10,000)		5.9%	
4011	1,100	-	-	-	-			was water only
4015	0	175	180	185	180		2.9%	Software £170pa
4608	8,000	8,000	20,000	8,000	8,000		150.0%	PA, ESS+ EG fire ext. Deer fencing round Oubbery
4807	9,100	2,100	2,143	2,185	2,229		2.0%	estimate
Expenditure	9,100	10,275	22,322	10,370	10,414		117.2%	
Net Expenditure	600	1,775	13,322	1,370	414		650.5%	

Sport, Recreation & Cemetery Draft Budget

Code	Budget	Budget 2015/16	Approved Budget 2021/22	Projected Budget 2021/22	Projected Budget 2022/23	Projected Budget 2023/24	Change	Information
601 Cemetery								
1003 Income - Grave Spaces	(27,600)	(27,600)	(37,000)	(37,740)	(38,495)	(39,245)	2.0%	Summanials
1004 Income - Cemetery Misc.	(5,000)	(5,000)	(8,000)	(8,300)	(8,600)	(8,900)	2.0%	
Income	(32,600)	(32,600)	(45,000)	(46,040)	(47,095)	(48,145)	2.0%	
4012 Refuse	1,992	1,992	2,170	2,455	2,585	2,715	13.3%	Currently £2415
4015 IT Support	-	-	290	300	300	300	3.4%	£290 RBS
4017 HR5	-	-	3,100	3,250	3,418	3,585	5.0%	Memorial safety testing £2500 + notice £100+ £100 8a
4041 Grounds Maintenance	3,500	2,500	2,500	2,500	2,500	2,500	0.0%	whistle bin lifts £23per?
4500 Burials	10,100	9,000	9,000	9,000	9,000	9,000	0.0%	Dependant on number of burials. Current contractor inc 20%
4502 Chapel	500	3,000	600	600	600	600	-62.5%	clearing £500m- needs redecorating Ceiling outsourced- £11 fee protect.
4805 Electricity		180	180	180	180	180	0.0%	Electricity
Expenditure	14,092	18,040	18,298	18,584	18,884	19,184	-2.0%	
Net Expenditure	(15,068)	(25,140)	(27,602)	(28,234)	(28,670)	(29,100)	5.0%	
5RC Expenditure	365,499	371,540	392,793	401,972	411,151	420,330	-16.7%	
5RC Income	(99,612)	(106,616)	(100,966)	(104,794)	(108,622)	(112,450)	-5.2%	
5RC Expenditure Over Income	265,887	264,924	291,767	297,178	302,529	307,880	-20.1%	

Crowborough Community 2G pitch

Crowborough Town Council – Sport, Recreation and
Cemetery Committee Presentation

26th January 2021

—Content—



Introduction



What are we asking for?



Why do we need it?

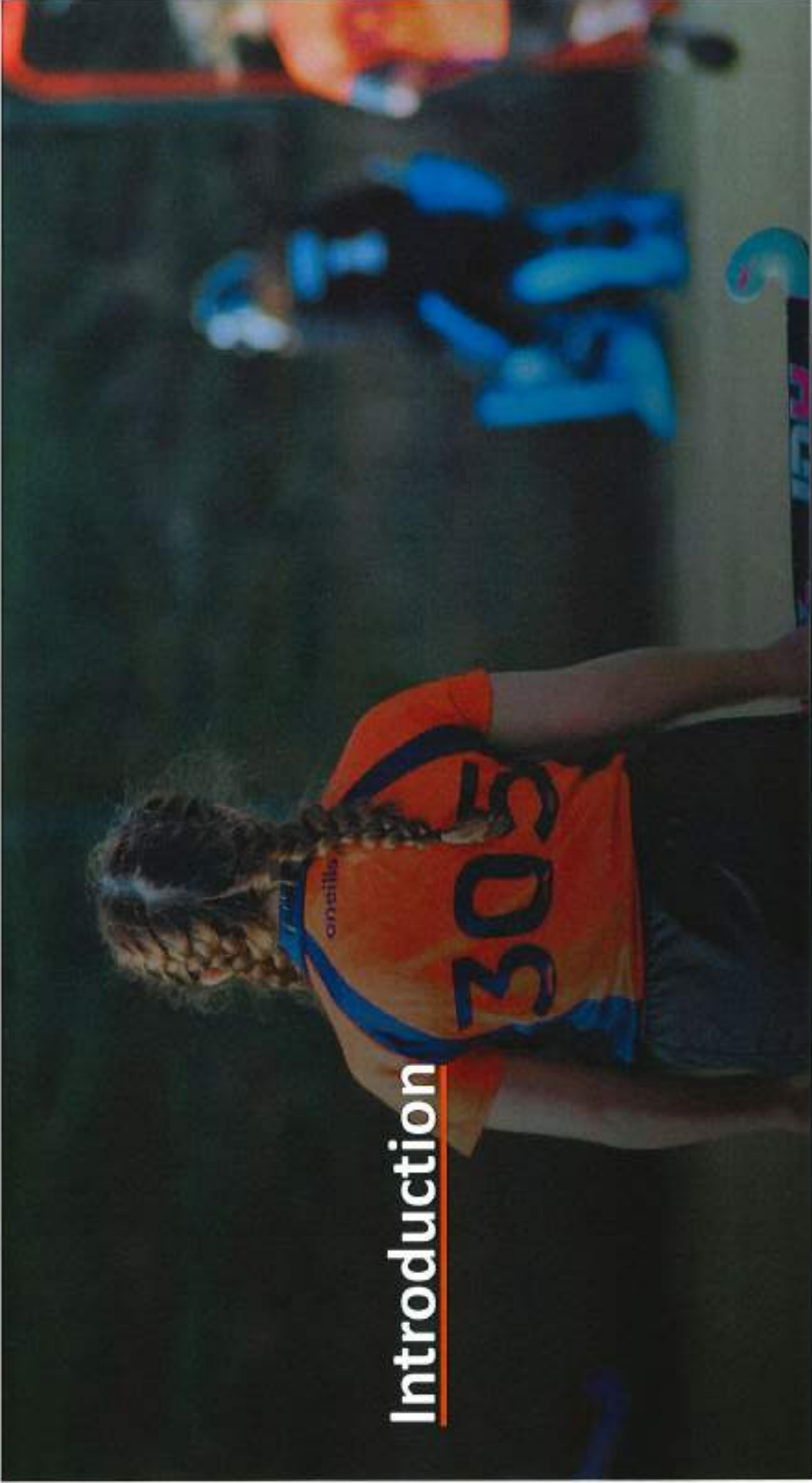


Cost, return and funding



Any Questions?

Introduction



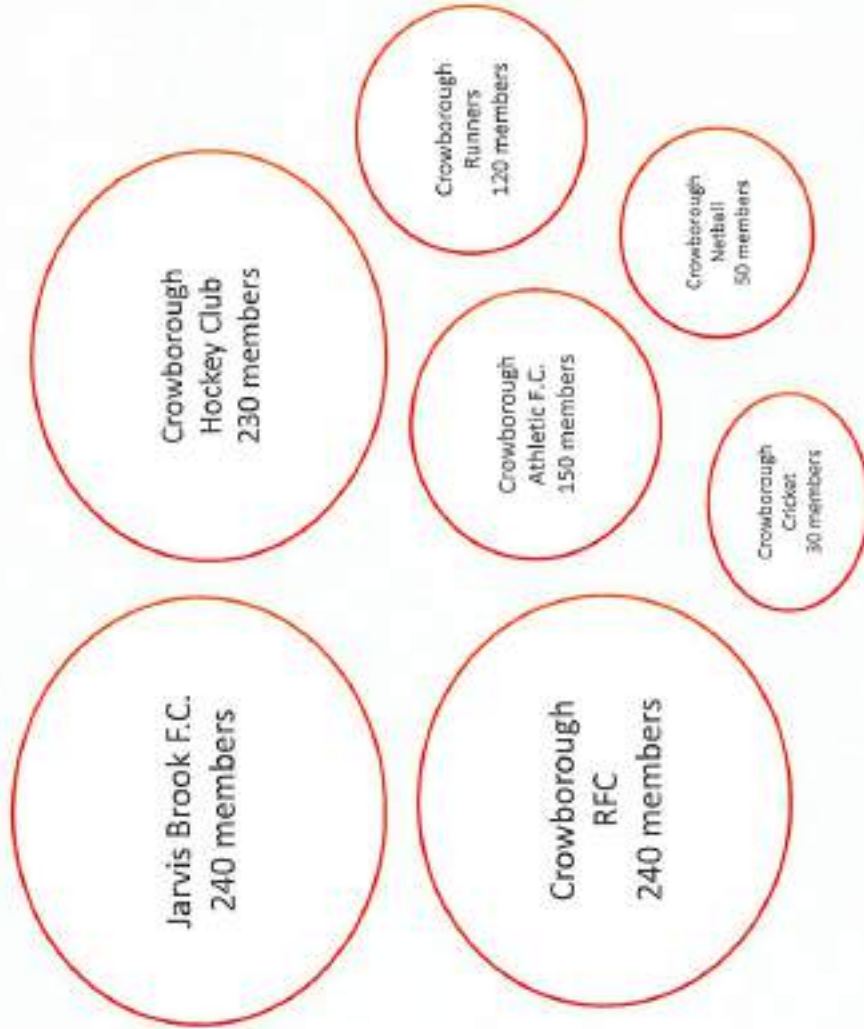
Introduction

- Crowborough Hockey Club is now in its 52nd season.
- Our members range from 5 to 70 years old. We have 80 adult players and 150 under 18s, who play across the following teams:
 - Mens 1st, 2nd, 3rd
 - Ladies 1st, 2nd
 - Ladies VETS
 - Development boys
 - Development girls
 - Boys under 12s
 - Girls under 12s
 - Boys under 10s and under 8s
 - Girls under 10s and under 8s
- At these numbers the club is the largest it has ever been. Under normal circumstance we hold training and match play at Beacon. We use the Woolf Rec as our club house and hold a number of events throughout the year, a particular favourite being our annual dinner dance.
- As a club we regularly run charity events for causes we have connections to. Over the last few years we have helped the following charities:
 - Hospice in the Weald, Virtual lockdown Hockeython - £1,800
 - Help for Heroes Hockeython - £10,000
- We are run by a committee of 10 volunteers, all of which are passionate about growing our club and ensuring its future for the generations of the town.



Introduction

How do we compare to other clubs in our community



What we are asking for?



—A Crowborough Community 2G multi sports pitch

- We are specifically requesting a 2G pitch for our community - not to be confused with a 3G pitch. The difference is the grass is a lot shorter and therefore it isn't suitable for football or rugby. Instead it lends itself to a number of different sports – namely, hockey, netball and cricket.
- The size of this 2G pitch is 91.40m in length and 55m in width (with the addition of around a metre run off all the way around).
- We have spoken to both Crowborough Netball and Crowborough Cricket who are exploring the suitability of this surface for their sports. However it is specifically designed for these 3 sports so we are confident that the facility can be a multi-sport centre.
- Ideally, we would like an onsite club house.





Why do we need it?

Why?

- Due to pitch availability and the demands from multiple clubs (including football), we are only able to book Beacon Astro for 2 hours mid-week for training. This means all adults train together for 1 hour and all development for 1 hour. This is not enough. Our 1st X1 teams play at Sussex premier level and struggle to compete because we cannot offer the training. We have the people and club infrastructure to do this we just do not have the facilities.
- Hockey is an all year sport with main leagues being played for 8 months through the winter, we are severely restricted by the number of games we can put on and by the level of training we can deliver because we do not have suitable floodlights at Beacon. Areas of the pitch remain in darkness despite the additional mini floodlights we set up. This also means that we have to hire an additional pitch for some home matches – currently the nearest available pitch is in Lingfield, Surrey. We also believe that with a dedicated facility we could offer more opportunities to play through the summer months as well as run holiday activities for local children.



Why?



- The Beacon astro was laid in 1995, with a 10 year life span. We are now 16 years past this lifespan and the pitch is showing signs of wear and tear, particularly from footballers playing on the surface with studs. The drainage has also deteriorated which has on occasion caused the pitch to flood and become unplayable until the surface is cleaned. Beacon has no intention of replacing the pitch in the next 5-10 years.
- With more people moving out of London and the size of Crowborough growing we are seeing larger numbers joining the club year on year than ever before. We are looking to increase to 3 women's teams next season, but will struggle on pitch availability. We would also like to be able to offer disability hockey for the community. Walking hockey could also be offered to older people.
- We have a number of juniors playing in the county teams. Due to the lack of pitch time we can offer many leave to bigger clubs like East Grinstead or Eastbourne to progress. We want to keep our home grown talent in Crowborough. Most recently we have lost the England girls under 16 goalkeeper to East Grinstead.

Cost, return and funding



—Cost, Return and Funding

Cost

- The cost of a 2G pitch is anywhere between £400,000 - £800,000.
- This is reliant on a number of factors including ground work needed, final finish of playing surface and whether there is a club house on site.
- The upkeep of an astro turf is approximately £3,000 per annum for lines, any loose seams, moss growth or repair.
- The lifespan of a new astro turf is 20-25 years. Depending again on the surface laid it costs between £50,000 - £70,000 to relay the pitch.

Return

- Crowborough Hockey Club currently spends £18,000 per annum on renting out Beacons astro. We would be looking to increase our pitch time by 25% so we would anticipate spending £22,000 per annum on pitch hire.
- Crowborough Netball and Crowborough Cricket club have also expressed an interest in using the facilities.

Funding

- Crowborough Hockey Club has £30,000 set aside now to contribute to a new pitch. We pledge to be able to contribute another £20,000 minimum through fundraising over the next 3-5 years.
- Crowdfunding
- National lottery funding
- Sports England funding

Any Questions?

