

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 30th March 2021** at **7.30pm** when it is proposed to transact the following business:

Caroline Miles, Town Clerk
24th March 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 16th February 2021

4. ALLOTMENTS

4.1 To **note** the Owlsbury Fence report and **agree** any action

4.2 To **note** the Field Shelter report and **agree** any action

4.3 To **note** the Bee Keeping Agreement report and **agree** any action

5. CEMETERIES

5.1 To **note** the Herne Road Cemetery Biodiversity report and **agree** any action

5.2 To **note** the Summersales Burial Ground report and **agree** any action

5.3 To **note** the Wall of Remembrance report and **agree** any action

6. BIKE TRACK

6.1 To **note** the Bike Track report and **agree** any action

7. FOOTBALL PITCHES

7.1 To **note** the Officer's report and **agree** further action

8. HIRE OF AREA 1

8.1 To **note** the request and **agree** any action.

9. CANADA GREEN FOOTPATH

9.1 To **note** the request and **agree** any action.

10. MAST AT PALESGATE LANE

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

11. FINANCIAL MATTERS

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

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



AGENDA ITEM NUMBER: 4.1
MEETING DATE: 30th March 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Owlsbury Fence
PURPOSE OF REPORT: To present members with quotes for the new badger-proof fence at Owlsbury allotment site
SUPPORTING DOCUMENTS: Appendix A - CONFIDENTIAL (Quotes)
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

Background

SRC/26.01.2021 – 11351 9237 RESOLVED to investigate the cost of an underground badger proof fence.

Perimeter fence

The current deer fencing at Owlsbury allotment site extends around the perimeter but also includes a mid/internal section:



It is the officer's understanding that the internal section of fence was originally installed when the allotments were created in order to allow the smaller section to be set aside for future allotment use. However, demand for plots on the site meant that this area was put into use and is currently used for the smaller half-plots. There does not appear to be any reason to retain this part of the fence now that the whole site is in use; therefore, all the quotes provided have been for the installation of the perimeter fence only.

Quotes received

A summary of the quotes received is as follows:

QUOTE A - £16,948

QUOTE B - £19,400

QUOTE C – £22,245.46/£22,415.66*

*Cost if chestnut posts used

Full details of the quotes are included in Appendix A.



AGENDA ITEM NUMBER: 4.2
MEETING DATE: 30th March 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Field Shelter
PURPOSE OF REPORT: To update members regarding the field shelter at Owlsbury allotment site
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

Background

On 21st January 2020 the committee considered a proposal by Owlsbury Allotment Tenants Association (OATS) for a field shelter at the Owlsbury allotment site.

SRC/21.01.20 – 11159 8967 RESOLVED to agree to OATS applying for planning permission to install a field shelter on the Owlsbury allotment site subject to the design being approved by the committee

Planning permission

The tenants association has decided to progress the project in line with the committee's decision above and contacted the Assistant Town Clerk with regard to its application for planning permission. As part of the planning process, on 22nd March 2021 it formally served the council with a Notice informing it that the association is applying for planning permission.

If planning permission is not granted, the council may want to consider an application for a Lawful Development Certificate under The Town and Country Planning (General Permitted Development)(England) Order 2015, Sch. 2, Part 12. This would be at a cost to the council and would require agreement and approval from Wealden District Council that the field shelter was within the council's permitted development rights.

Licence

The council's solicitor has been contacted for advice regarding the next steps. If the tenants association receives planning permission, it is advised that the council then grant a licence to the association to enable the building to be erected, used and maintained. It is the solicitor's advice that a licence rather than a lease is used as it is more suited to a temporary building and does not create any issues associated with the disposal of allotment land.



AGENDA ITEM NUMBER: 4.3
MEETING DATE: 30th March 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Bee Keeping Agreement
PURPOSE OF REPORT: To request committee approval for a Bee Keeping Agreement
SUPPORTING DOCUMENTS: Annex A – Bee Keeping Agreement
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	The committee approves the use of the Bee Keeping Agreement for apiary users
2	

Background

The council's apiary is located at Owlsbury allotment site. The apiary has room for up to ten hives and currently has two users. Each space for a hive is charged at £10 per annum; as of March 2021 there are seven chargeable hives on site.

Bee keeping agreement

There is currently no formal agreement between apiary users and the council. An informal arrangement has been in place since the opening of the apiary whereby users annually provide the council officers with a copy of their bee keeping insurance and evidence they belong to a local, certified bee keeping group (e.g. High Weald Bee Keepers Association). The agreement included as Annex A is intended to formalise this arrangement.



Crowborough Town Council

BEE KEEPING AGREEMENT

Conditions and Procedures for keeping honey bees at Owlsbury Farm Apiary

Crowborough Town Council is keen to support bee keeping and believes that honey bees play an important role in the biodiversity of allotment sites and the wider environment.

Any person wishing to keep honey bees at the Owlsbury Farm Apiary must obtain the permission of the Council and is subject to the conditions detailed below.

RULES AND CONDITIONS

1. All persons seeking permission to keep bees shall be a member of the British Beekeepers Association or an affiliated local association. This membership must be renewed annually for the length of time the hives are at the apiary and the membership number provided to the council.
2. The beekeeper is required to hold a current insurance policy which provides specifically for beekeeping risks and includes Public Liability Insurance cover for a minimum of five million pounds (£5,000,000). Proof of this insurance must be provided to the council annually.
3. As a minimum, all beekeepers must have completed the Basic Bee Keeping Course run by the British Beekeepers Association (or one of its affiliates) and hold the British Beekeepers Association 'Basic Certificate' in beekeeping.
4. Hives may be sited in the designated apiary area only. Hives are not to be permitted on individual allotment plots.
5. All beekeepers must inform the council of the number of hives they intend to keep at the apiary; this will be used to issue the annual invoice. The council must be informed immediately if the beekeeper wishes to increase the number of hives.
6. The total number of hives on the site shall not exceed ten in total.
7. If the number of hives increases as a result of splitting in order to control swarming, and results in the maximum number of hives being exceeded, this is considered a temporary arrangement only and the number of hives must be reduced to the permitted maximum by the end of August.
8. Each hive shall be clearly marked with the beekeeper's name or initials so that it is clearly identifiable to the council.

9. Beekeepers must ensure that there is nothing at the apiary which could be used to vandalise a hive.
10. A beekeeper will not sell or advertise the sale of honey from the apiary or anywhere else on Owlsbury Farm Allotment Site.
11. Hives shall be inspected by the beekeeper a minimum of once per week during the swarming season (April to July), but appropriate attention shall be paid throughout the year. If swarming does occur, the beekeeper should encourage any nearby allotment tenants to keep their distance from the apiary until the swarm settles.
12. The beekeeper has a duty of care to the general public, council workers, allotment tenants or any other such person in the vicinity of the apiary, to ensure that their bees are properly controlled and do not cause undue concern or harm, or cause any nuisance.
13. Any complaint received by the council regarding a beekeeper or the apiary will be investigated. If upheld, it may result in the termination of this agreement and the beekeeper will be asked to remove their hives within 30 days of the termination notice.
14. Bees are susceptible to several infectious diseases, some of which are notifiable to DEFRA. Beekeepers must comply with this requirement, and with all subsequent requests from any government body. If a beekeeper suspects their honey bees have Notifiable Brood Diseases such as AFB/EFB they must report the issue immediately to the council and the National Bee Unit (NBU) to arrange for an inspector to assess the honey bees by contacting: National Bee Unit, Sand Hutton, York, YO41 1LZ nbu@apha.gsi.gov.uk 0300 3030094
15. The beekeeper is required to register all hives with the National Bee Unit's 'Beebase' (part of Defra). Guidance is available from their website: <http://www.nationalbeeunit.com>
16. If diseased bees are to be disposed of, advice should be taken from the National Bee Unit or the local beekeeping association, on appropriate disposal methods. National Bee Unit inspectors will supervise the destruction of bees and hives if required.
17. It is the responsibility of the beekeeper to ensure the council has their current contact details and the beekeeper agrees to attend the site immediately if contacted by the council regarding any problems or issues with their hives or bees.
18. The beekeeper must provide the council with details of a fully qualified stand-by beekeeper to deal with emergencies, such as swarming, in the absence or unavailability of the beekeeper.
19. The apiary will be visited by council officials as part of the allotment inspections; no council official will approach or touch an individual hive without the permitted beekeeper present.
20. The council reserves the right to terminate this agreement if the beekeeper fails to adhere to any of the stated conditions. If terminated, the beekeeper will be asked to remove their hives within 30 days of the termination notice.
21. The council reserves to close the apiary for any reason and at any such time as it sees fit. The tenant will receive 30 days' notice of any such closure and will be asked to remove any hives by this date.

Acceptance of tenancy

I hereby accept and agree to abide by the above rules and conditions for keeping honey bees at the Owlsbury Farm Apiary, and understand that failure to observe any of them will result in the termination of this agreement:

NAME:

ADDRESS:

.....

EMAIL:

TELEPHONE NUMBER:

SIGNATURE:

DATE:

AGREED BY TOWN CLERK:

DETATILS OF QUALIFIED, ALTERNATE BEEKEEPER TO BE CONTACTED IN AN EMERGENCY IF I AM UNAVAILABLE:

NAME:

ADDRESS:

.....

EMAIL:

TELEPHONE NUMBER:

FOR OFFICE USE ONLY:

INFORMATION REQUIRED	DATE RECEIVED
Copy of bee keeping public liability insurance certificate	
BBKA Membership number and details of the local association of which you are a member.	
Evidence that tenant has attended a BBKA Basic Bee Keeping course (copy of certificate)	
Contact details of stand-by arrangements of an alternative beekeeper who can be contacted in emergency	
Number of hives to be sited at the apiary	



AGENDA ITEM NUMBER: 5.1
MEETING DATE: 30th March 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Biodiversity at Herne Road Cemetery
PURPOSE OF REPORT: To provide information to aid members discussion on biodiversity
SUPPORTING DOCUMENTS: Annex A – Resident’s report
Annex B – Wildflower Area report June 2020
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	
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Background

At the committee’s meeting of 26th January 2021 a resident spoke in the public participation section regarding plants and biodiversity at Herne Road Cemetery. The committee agreed to discuss this as a future agenda item and asked the resident to forward any information for consideration (included here as Annex A).

The Council’s duty

The council must ‘have regard to’ [consider] biodiversity when carrying out any of its functions.

Natural Environment and Rural Communities Act 2006 S.40 (1) “[The] public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity.”

Spring/summer 2020

An informal, unauthorised project to create a wildflower area by a member of staff had resulted in a report to this committee at its meeting on 30th June 2020 (included here as Annex B). At the time of the report/meeting in June, two formal complaints had been received regarding the longer, grassed area. The committee considered the report and the minutes of the meeting record the following:

Crowborough Town Council

Sport, Recreation and Cemetery Committee – 30 March 2021

Briefing title: Management of Herne Road Cemetery

Contact for enquiries: [REDACTED]

Summary: This briefing seeks to inform Councillors of the national ecological value of Herne Road Cemetery and requests that the Council considers making changes to the management of the cemetery to reflect this.

1.0 Context

- 1.1 The Sussex Botanical Recording Society has been monitoring plants at cemeteries and churchyards in East and West Sussex since 2016. Herne Road Cemetery was first assessed in 2017 by the project co-ordinator and I re-recorded it last year. The site is extremely diverse, with 148 species of plants identified during the 2020 survey (see Appendix 1).
- 1.2 The key issue here is the number and abundance of specific indicator species such as Field Wood-rush, Knapweed and Devil's-bit Scabious. These confirm that the cemetery is unimproved grassland – it hasn't been ploughed or had fertiliser applied to it. Species-rich unimproved grassland like this is now extremely rare in the UK and is a priority habitat under the UK Biodiversity Action Plan (BAP). The Joint Nature Conservation Committee citation for Lowland Meadows within the UK BAP states:
- A wide-ranging approach is adopted in this plan to lowland grasslands treated as lowland meadows. They are taken to include most forms of unimproved neutral grassland across the enclosed lowland landscapes of the UK. In non-agricultural settings, such grasslands are less frequent but additional examples may be found in recreational sites, church-yards, roadside verges and a variety of other localities.*
- Unimproved neutral grassland habitat has undergone a remarkable decline in the 20th century, almost entirely due to changing agricultural practice. It is estimated that by 1984 in lowland England and Wales, semi-natural grassland had declined by 97% over the previous 50 years. Losses have continued during the 1980s and 1990s and have been recorded at 2–10% per annum in some parts of England.*
- Recent conservation survey findings in Britain and Northern Ireland reveal that the impact has been pervasive, and an estimated extent of less than 15,000ha of species-rich neutral grassland surviving today in the UK is given in the Habitat Statement.*
- 1.3 The Government's biodiversity strategies and policies emphasise the fundamental role that all public bodies have in protecting and enhancing biodiversity. *Biodiversity 2020*, published by Defra in 2011, discusses the need to promote taking better account of the values of biodiversity in public sector decision-making; and states that local action for biodiversity is essential for achieving national objectives.
- 1.4 Our planet is facing an ecological crisis, with an estimated 150-200 species becoming extinct every day. Action to support wildlife is very popular and CTC could capitalise on this.
- 1.5 An active cemetery cannot be managed as a nature reserve. However, there are many cemeteries and churchyards managed to achieve a successful balance between respect for the bereaved and nature conservation and some local examples are given below.

Battle Cemetery (designated a Local Wildlife Site in 1993 for high numbers of orchids)

Battle Town Council manages the older areas of the cemetery as wildflower meadows, with paths cut through them. In autumn, the meadow areas are cut, and the seeds are spread by hand across other areas of the cemetery to encourage wildflowers. The judges for the South & South East in Bloom Competition described the wildflower areas as 'exceptional' when the cemetery was awarded 'Cemetery of the Year 2015'. The Town Council work with local groups to produce wildlife leaflets, tree trails and run bat and wildflower walks etc. The newer areas of the cemetery are cut regularly.



Uckfield Cemetery (Local Wildlife Site)

The older areas of Snatts Road Cemetery (South) are managed as conservation areas by Uckfield Town Council, although this is also partly to relieve pressure on the operations team. Sections are managed in rotation, with one at a time being left uncut for two years. Operations staff are not aware of complaints being received regarding this practice. The photos below from February show both Section S, the current area left uncut, and Section J, which is the next area that will be left for conservation.



Hellingly Cemetery (Local Wildlife Site)

The cemetery is managed by Hellingly Parish Council and designated wildflower areas are just given a single cut in autumn; the rest of the cemetery is mown regularly.



St John's Churchyard, Crowborough

The closed churchyard, the older half of the graveyard and the woodland areas are all managed for conservation, and the grass around newer, visited graves is cut regularly. All conservation management is undertaken by members of the church community on a voluntary basis. Regular grass-cutting is contracted out.



2.0 Proposals

2.1 It is proposed that the Council considers making some changes to the way the older sections of the cemetery are managed, in order to help conserve the areas of species-rich unimproved grassland. The Council will likely want to consult its Ranger or a professional ecologist in this respect, however the following suggestions are offered:

- Reduce the frequency of cutting across the older areas, whilst maintaining tightly mown paths for access. The photos below show the abundance of wildflowers which appear when areas are left uncut for a relatively short period of time.



- Leave some areas of grassland uncut through the year, followed by a cut or strim in autumn. For example, there are two areas of public burials in the NE corner of the cemetery, one illustrated below, where there are very few headstones. They could be managed as wildflower areas without affecting many visible grave plots. The mix of fine grasses and wildflowers means that areas left uncut won't grow particularly tall, no more than a foot or so.



- Removing the cuttings from any annual cuts is important to keep fertility low, but this could be undertaken by volunteers.
- Older grave plots with just wildflowers growing on them could be left uncut.
- Where holes are filled with soil, avoid the current practice of sowing a standard grass seed mix. Either leave the existing plants to colonise or sow an equivalent wildflower/grass mix.
- One block south of the chapel contains the rarest plants in the cemetery – Rough Hawkbit, Devil's-bit Scabious and Burnet-saxifrage. It would be ideal if this area could also be subject to a single autumn cut.

- 2.2 In addition, there is a colony of House Sparrows living in the eaves of the cemetery chapel. This bird is a priority species under the UK Biodiversity Action Plan and measures should be taken to protect the nesting location. In addition, studies by Imperial College London and others demonstrate that short grassland provides relatively poor feeding for house sparrows; whereas a diversity of vegetation heights, longer grass and wildflowers provide a greater abundance of invertebrates and seeds. Managing some areas of the cemetery for conservation would also benefit this rapidly declining species.
- 2.3 Ashdown Primary School has recently created a Forest School education area on their land opposite the cemetery. There is great potential for linking both sites in terms of biodiversity and education. For example, the charity Caring for God's Acre provides extensive education resources for use in older burial grounds.

3.0 Financial Considerations

- 3.1 Reducing cutting frequencies will not noticeably reduce revenue costs as CTC uses an in-house workforce, however it will free up staff resources to spend more time in other locations. The use of volunteers could further reduce the staff resources needed. Signage to highlight that some areas are being managed for wildlife could mirror the low-cost laminates used for other notices within the cemetery.

Appendix 1 – list of plants recorded in 2020 (UGI score shows unimproved grassland indicator species)

Common Name	Latin Name	Frequency	UGI score
Annual Meadow-grass	<i>Poa annua</i>	Occasional	
Ash	<i>Fraxinus excelsior</i>	Rare	
Beech	<i>Fagus sylvatica</i>	Frequent	
Bittersweet	<i>Solanum dulcamara</i>	Rare	
Black Bryony	<i>Tamus communis</i>	Rare	
Black Medick	<i>Medicago lupulina</i>	Occasional	
Blackthorn	<i>Prunus spinosa</i>	Rare	
Bluebell	<i>Hyacinthoides non-scripta</i>	Rare	
Bracken	<i>Pteridium aquilinum</i>	Occasional	
Bramble	<i>Rubus fruticosus agg.</i>	Frequent	
Broad Buckler-fern	<i>Dryopteris dilatata</i>	Occasional	
Broad-leaved Dock	<i>Rumex obtusifolius</i>	Occasional	
Broad-leaved Willowherb	<i>Epilobium montanum</i>	Occasional	
Bugle	<i>Ajuga reptans</i>	Frequent	
Bulbous Buttercup	<i>Ranunculus bulbosus</i>	Rare	
Burnet-saxifrage	<i>Pimpinella saxifraga</i>	Occasional	1
Cat's-ear	<i>Hypochaeris radicata</i>	Frequent	
Charlock	<i>Sinapsis arvensis</i>	Rare	
Cherry Laurel	<i>Prunus laurocerasus</i>	Occasional	
Cleavers	<i>Galium aparine</i>	Occasional	
Cock's-foot	<i>Dactylis glomerata</i>	Occasional	
Columbine	<i>Aquilegia vulgaris</i>	Rare	
Common Bent	<i>Agrostis capillaris</i>	Frequent	
Common Bird's-foot trefoil	<i>Lotus corniculatus</i>	Occasional	1
Common Couch	<i>Elytrigia repens</i>	Frequent	
Common Dog-violet	<i>Viola riviniana</i>	Frequent	
Common Field-speedwell	<i>Veronica persica</i>	Rare	
Common Fleabane	<i>Pulicaria dysenterica</i>	Rare	
Common Knapweed	<i>Centaurea nigra</i>	Occasional	1

Common Name	Latin Name	Frequency	UGI score
Common Mouse-ear	<i>Cerastium fontanum</i>	Frequent	
Common Nettle	<i>Urtica dioica</i>	Occasional	
Common Ragwort	<i>Senecio jacobaea</i>	Rare	
Common Soft-brome	<i>Bromus hordeaceus</i>	Occasional	
Common Sorrel	<i>Rumex acetosa</i>	Frequent/LA	
Creeping Bent	<i>Agrostis stolonifera</i>	Occasional	
Creeping Buttercup	<i>Ranunculus repens</i>	Frequent	
Creeping Cinquefoil	<i>Potentilla reptans</i>	Occasional	
Crocus species	<i>Crocus sp.</i>	Occasional	
Curled Dock	<i>Rumex crispus</i>	Rare	
Daffodil species	<i>Narcissus sp.</i>	Occasional	
Daisy	<i>Bellis perennis</i>	Frequent	
Dandelion	<i>Taraxacum agg.</i>	Occasional	
Devil's-bit Scabious	<i>Succisa pratensis</i>	Occasional	2
Downy Birch	<i>Betula pubescens</i>	Occasional	
Elder	<i>Sambucus nigra</i>	Occasional	
False Oat-grass	<i>Arrhenatherum elatius</i>	Rare	
Fat-hen	<i>Chenopodium album</i>	Rare	
Field Forget-me-not	<i>Myosotis arvensis</i>	Occasional	
Field Horsetail	<i>Equisetum arvense</i>	Occasional	
Field Maple	<i>Acer campestre</i>	Rare	
Field Wood-rush	<i>Luzula campestris</i>	Abundant	1
Fox-and-cubs	<i>Pilosella aurantiaca</i>	Occasional	
Foxglove	<i>Digitalis purpurea</i>	Rare	
Garden Privet	<i>Ligustrum ovalifolium</i>	Occasional	
Garlic Mustard	<i>Alliaria petiolata</i>	Occasional	
Germander Speedwell	<i>Veronica chamaedrys</i>	Occasional	
Glaucous Sedge	<i>Carex flacca</i>	Rare	
Goat Willow	<i>Salix caprea</i>	Rare	
Grape Hyacinth	<i>Muscari armeniacum</i>	Rare	
Great Mullein	<i>Verbascum thaspus</i>	Rare	
Great Willowherb	<i>Epilobium hirsutum</i>	Rare	
Greater Bird's-foot-trefoil	<i>Lotus pedunculatus</i>	Frequent	1
Greater Plantain	<i>Plantago major</i>	Occasional	
Greater Stitchwort	<i>Stellaria holostea</i>	Rare	
Ground-ivy	<i>Glechoma hederacea</i>	Rare	
Groundsel	<i>Senecio vulgaris</i>	Rare	
Hawthorn	<i>Crataegus monogyna</i>	Frequent	
Hazel	<i>Corylus avellana</i>	Occasional	
Heath Speedwell	<i>Veronica officinalis</i>	Occasional	
Hedge Bindweed	<i>Calystegia sepium</i>	Occasional	
Herb-Robert	<i>Geranium robertianum</i>	Occasional	
Hoary Willowherb	<i>Epilobium parviflorum</i>	Occasional	
Holly	<i>Ilex aquifolium</i>	Frequent	
Honeysuckle	<i>Lonicera periclymenum</i>	Occasional	
Ivy	<i>Hedera helix</i>	Frequent	
Knotgrass	<i>Polygonum aviculare</i>	Rare	
Lesser Celandine	<i>Ficaria verna</i>	Rare	
Lesser Hawkbit	<i>Leontodon saxatilis</i>	Occasional	
Lesser Stitchwort	<i>Stellaria graminea</i>	Frequent	
Lesser Swine-cress	<i>Lepidium didymum</i>	Rare	
Lesser Trefoil	<i>Trifolium dubium</i>	Frequent	
Lime	<i>Tilia x europaea</i>	Occasional	
Lords-and-Ladies	<i>Arum maculatum</i>	Rare	
Male-fern	<i>Dryopteris filix-mas</i>	Rare	
Marsh Thistle	<i>Cirsium palustre</i>	Rare	
Meadow Buttercup	<i>Ranunculus acris</i>	Rare	
Meadow Vetchling	<i>Lathyrus pratensis</i>	Occasional	
Mexican Fleabane	<i>Erigeron karvinskianus</i>	Occasional	

Common Name	Latin Name	Frequency	UGI score
Montbretia	<i>Crocasmia x crocosmiiflora</i>	Rare	
Mouse-ear Hawkweed	<i>Pilosella officinarum</i>	Abundant	
Oxeye Daisy	<i>Leucanthemum vulgare</i>	Frequent	
Pale Persicaria	<i>Persicaria lapathifolia</i>	Rare	
Pedunculate Oak	<i>Quercus robur</i>	Occasional	
Pendulous Sedge	<i>Carex pendula</i>	Rare	
Perennial Rye-grass	<i>Lolium perenne</i>	Rare	
Perforate St. John's-wort	<i>Hypericum perforatum</i>	Rare	
Petty Spurge	<i>Euphorbia peplus</i>	Occasional	
Pignut	<i>Conopodium majus</i>	Rare	
Pineappleweed	<i>Matricaria discoidea</i>	Rare	
Potato	<i>Solanum tuberosum</i>	Rare	
Prickly Heath	<i>Gaultheria mucronata</i>	Rare	
Prickly Sowthistle	<i>Sonchus asper</i>	Occasional	
Primrose	<i>Primula vulgaris</i>	Occasional	
Procumbent Pearlwort	<i>Sagina procumbens</i>	Occasional	
Procumbent Yellow-sorrel	<i>Oxalis corniculata</i>	Occasional	
Purple Toadflax	<i>Linaria purpurea</i>	Rare	
Quaking-grass	<i>Briza media</i>	Occasional	2
Raspberry	<i>Rubus idaeus</i>	Rare	
Red Clover	<i>Trifolium pratense</i>	Occasional	1
Red Dead-nettle	<i>Lamium purpureum</i>	Occasional	
Red Fescue	<i>Festuca rubra</i>	Abundant	
Ribwort Plantain	<i>Plantago lanceolata</i>	Frequent	
Rosebay Willowherb	<i>Chamerion angustifolium</i>	Occasional	
Rough Hawkbit	<i>Leontodon hispidus</i>	Occasional	
Rough Meadow-grass	<i>Poa trivialis</i>	Frequent	
Rowan	<i>Sorbus aucuparia</i>	Occasional	
Scarlet Pimpernel	<i>Anagallis arvensis</i>	Rare	
Selfheal	<i>Prunella vulgaris</i>	Occasional	
Sheep's Sorrel	<i>Rumex acetosella</i>	Frequent	
Short-fruited Willowherb	<i>Epilobium obscurum</i>	Rare	
Silver Birch	<i>Betula pendula</i>	Occasional	
Slender Speedwell	<i>Veronica filiformis</i>	Occasional	
Smooth Hawk's-beard	<i>Crepis capillaris</i>	Occasional	
Smooth Sowthistle	<i>Sonchus oleraceus</i>	Occasional	
Soft Lady's-Mantle	<i>Alchemilla mollis</i>	Rare	
Soft-rush	<i>Juncus effusus</i>	Rare	
Spindle	<i>Euonymus europaeus</i>	Rare	
Spotted Laurel	<i>Aucuba japonica</i>	Occasional	
Spotted Medick	<i>Medicago arabica</i>	Occasional	
Sweet Vernal-grass	<i>Anthoxanthum odoratum</i>	Abundant	1
Sycamore	<i>Acer pseudoplatanus</i>	Rare	
Thyme-leaved Speedwell	<i>Veronica serpyllifolia</i>	Occasional	
Tormentil	<i>Potentilla erecta</i>	Rare	
Tutsan	<i>Hypericum androsaemum</i>	Rare	
Wall Cotoneaster	<i>Cotoneaster horizontalis</i>	Rare	
Wavy Bitter-cress	<i>Cardamine flexuosa</i>	Occasional	
Western Red Cedar	<i>Thuja plicata</i>	Occasional	
White Clover	<i>Trifolium repens</i>	Occasional	
White Stonecrop	<i>Sedum album</i>	Frequent	
Wild Strawberry	<i>Fragaria vesca</i>	Rare	
Wild Teasel	<i>Dipsacus fullonum</i>	Rare	
Wood Avens	<i>Geum urbanum</i>	Occasional	
Wood Forget-me-not	<i>Myosotis sylvatica</i>	Occasional	
Wood Sage	<i>Teucrium scorodonia</i>	Occasional	
Wood-sorrel	<i>Oxalis acetosella</i>	Frequent	
Yarrow	<i>Achillea millefolium</i>	Frequent	
Yew	<i>Taxus baccata</i>	Frequent	

Common Name	Latin Name	Frequency	UGI score
Yorkshire-fog	<i>Holcus lanatus</i>	Abundant	

Agenda item 4.3

SRC 30.06.2020

Herne Road Cemetery - Ranger's Wildflower Area

Background

In 2017 the council's Ranger noticed some orchids growing in the grass at the cemetery and considered it appropriate to allow them to continue to flower rather than cutting them down as part of the usual cemetery grass cutting schedule. During the rest of the season the Ranger noted wildflower seeds in the area and considered it of high biodiversity value.

Over the following seasons the Ranger arranged for the area to remain un-mowed in order to promote wildflowers and to provide a resource for butterflies and bees. Additionally, he liaised with a local volunteer who carried out a survey on the area [Sussex Botanical Recording Survey]. The area in question is highlighted in blue on the photograph below.

Current situation

At the present time, the area as marked above has been left un-mowed. Pathways have been mowed to some of the graves where this was specifically requested (for example, if a relative was visiting the cemetery and saw a member of the grounds staff team) or in the case of the plots managed by the War Graves Commission.

The Ranger considers that the number of wildflowers has increased, and the area is also now being frequented by a Bullfinch (a nationally threatened bird species). The survey undertaken by the Sussex Botanical Recording Society notes a grass species which does not appear on any of their other databases for Crowborough.



Ranger's proposal

The Ranger proposes that this informal, unagreed trial is now agreed formally by the committee and allowed to continue for the rest of this season. Signs could be placed in the area explaining the trial.

Additionally, in the autumn he would provide the committee with a report containing recommendations for future management of this as a wildflower area. This report would contain information on the national 'Living Churchyards' scheme.

Considerations to note

When considering formalising this trial, the Assistant Town Clerk would like to draw the committee's attention to the following:

1. The Ranger reports positive feedback has been received on site; however, two formal complaints have also been received in recent weeks.
2. This area of the cemetery is not unused; it is full of graves - many simply do not have memorials on them. In the current situation, it would be extremely difficult for any relative visiting the cemetery to locate the grave of a loved one in the longer grass.
3. The longer grass would make re-opening graves for interments in this area more difficult. It would be more difficult for the gravedigging contractor to locate and then dig the grave. The graves in this section are still in use; it is not an unused area of the cemetery.
4. Cemetery grass cutting is a difficult and divisive issue every summer. Each year the office receives complaints that the cemetery is not cut enough and equally that it is cut too much. Grave owners in this 'wildflower area' may express concern as to why their graves are being treated differently to other graves in the cemetery.
5. This is an urban cemetery; cutting the grass neatly has been part of this cemetery for decades.
6. There is a lower section of the cemetery (bordering the lower part of the allotment site) which is not currently used for interments. If the committee wishes to continue the trial, but in a location without any graves, this area could be used.



SRC/30.06.20 – 11228 Members expressed annoyance that a project had commenced without consultation and that procedure had not been followed in this instance. Ideas for projects from staff members are welcome but those ideas should be discussed and approved by committee in the normal manner. It was noted that Herne cemetery is not a closed cemetery and visitors would find it upsetting if they could not find the graves of loved ones due to the long grass. The cemetery at Herne has a formal layout and there should be consistency in cutting grass. All burial areas should be treated equally in terms of grass cutting. Members were not averse to a wildflower area, but it should not be created in an area that is full of graves. Members agreed that the proposed area for a wildflower area, which was at the bottom of cemetery and bordering the lower area of the allotment, would be suitable as it was not in use.

9053 RESOLVED to cut and strim around the graves at Herne cemetery as has been carried out in the past and that a trial wildflower area is created in the lower, unused area of the cemetery.

Resolution 9053

In line with this resolution, grass cutting at Herne Road Cemetery takes place across the whole site. The grass cutting schedule is weather-dependent but generally takes place between April and October, approximately every two weeks.

Resolution 9053 gave approval for the Ranger to create a trial wildflower area in the lower, unused area of the cemetery, however, no work has commenced on this area to date and the project will now be passed to the council's new Ranger who started work on 15th March 2021.



Area approved for wildflower trial at Herne Road Cemetery



AGENDA ITEM NUMBER: 5.2
MEETING DATE: 30th March 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Summersales Burial Ground
PURPOSE OF REPORT: To inform members of recommendations from the Summersales Working Group
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Assistant Town Clerk

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

Background

Cemetery Development Services [CDS] is the contract administrator for the current, and upcoming, phase of the Summersales project.

Hedging for family plots

The Assistant Town Clerk visited the site a few weeks ago and was concerned that not all the expected planting had gone in. CDS has now confirmed that, whilst the hedging for the family plots was on the planting plan that went out to tender for Phase 2, the actual plants were not listed in the tender document. This means that no tender submissions included the pricing for hedging this area. A quote has been sought from Agrifactors [the council's contractor for the current phase of works].

Working Group Recommendation: The Summersales Working Group recommends to the SRC Committee that it approves a spend of up to £7,200 for Agrifactors to supply and plant the hedging to the family plots when the plants are available as a variation to its current contract.

Quantity Surveyor and Principal Designer

In order to move forward with the next phase of works at Summersales Burial Ground, the council will need to employ a Quantity Surveyor and Principal Designer. CDS performs these roles for the current phase of works (Quantity Surveyor, current phase at a cost of £7,500)

and Principal Designer, current phase at a cost of £2,200) and has provided quotes for Phase 3. The Summersales Working Group has considered these quotes and has made the following recommendations:

Working Group Recommendation: The Summersales Working Group recommends to the SRC Committee that that it accept the quote from Cemetery Development Services to act as Quantity Surveyor for the next phase of the project at a cost of £7,800

Working Group Recommendation: The Summersales Working Group recommends to the SRC Committee that that it accept the quote from Cemetery Development Services to act as Principal Designer for the next phase of the project at a cost of £928.13



AGENDA ITEM NUMBER: 5.3
MEETING DATE: 30th March 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Wall of Remembrance
PURPOSE OF REPORT: To request members close the Wall of Remembrance to applications from non-EROB holders
SUPPORTING DOCUMENTS: Appendix A – Wall of Remembrance photographs
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	With immediate effect, permits for plaques on the wall of remembrance will only be granted to applicants who hold the Exclusive Right of Burial for a plot in the old garden of remembrance.
2	With immediate effect, permits will be limited to one plaque per plot.

Background

The Wall of Remembrance houses single or double plaques adjacent to the [old] Garden of Remembrance. All plaques require a permit to be granted, however, applicants do not need to hold an Exclusive Right of Burial in order to apply to erect a plaque on the wall.

Remaining space

There are currently 48 empty pre-purchased plots in the [old] Garden of Remembrance. There is a maximum of 67 spaces remaining on the Wall of Remembrance (28 suitable for small plaques only; 39 suitable for large plaques).

Whilst it is possible that not all the 48 remaining pre-purchased plots will request a plaque, it is an outcome that needs to be considered. In addition, some graves already in use may request a plaque if they have not already done so.





AGENDA ITEM NUMBER: 6.1
MEETING DATE: 30th March 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Bike Track
PURPOSE OF REPORT: To provide members with the quote from a planning consultant
SUPPORTING DOCUMENTS: CONFIDENTIAL Appendix A - Quote
OFFICER CONTACT: Assistant Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

Background

SRC/26.01.2021 – 11352 9241 RESOLVED to commission a planning consultant regarding an outline application for the bike track

Quote

As requested by the committee a quote has been sought for a planning consultant (attached here as Appendix A). This quote is provided in line with Financial Regulation 11.1 (a) iii.

The consultant will obtain quotes for an architect (to draw the plans for the planning application) and a transport consultant (to provide information/evidence for the planning application) and will instruct these professionals on behalf of the council. It should be noted that additional fees will be incurred for these services. It could reasonably be expected that this would incur a cost of approximately £500-750 for an architect and £1-1,500 for a transport consultant.



AGENDA ITEM NUMBER: 7.1
MEETING DATE: 30th March 2021
COUNCIL/COMMITTEE: SRC
TITLE: Football Pitch Maintenance
PURPOSE OF REPORT: To decide on how to maintain the Councils football pitches.
SUPPORTING DOCUMENTS:
CONTACT OFFICER: Operation Manager

OFFICER RECOMMENDATIONS:	
1	For a gold standard of maintenance to be carried out at the Goldsmiths allotment pitch in 2021/22 budget and at Lime Kiln main pitch in 2022/23 budget
2	For a silver standard of maintenance to be carried out at Lime Kiln main pitch in 2021/22 budget.
3	For a bronze standard of maintenance to be carried out on all football pitches going forward.

Councillors requested at the SRC meeting on the 24th November 2020 that the Clerk discussed with the two football clubs in the town as to which two football pitches they would like maintained at a higher standard. From these discussions the two pitches highlighted were:

Lime Kiln main pitch (middle pitch)

Alderbrook secondary pitch (next to stadium)

Both pitches serve the individual football clubs primarily and therefore do not benefit the community overall. The Grounds Management Association (GMA) survey did not include Alderbrook site as the upkeep of these pitches is the responsibility of the football club and not the Council. Therefore, it does not seem appropriate to progress further with improvements on the Alderbrook pitch. The main pitch at Lime Kiln is the responsibility of the Council to maintain although it is far out of the town and the income gained from the pitch is minimal in comparison to the costs involved in maintaining it to a high standard. The football club at Lime Kiln have in previous years self-funded a lot of improvement work to the pitches to try and improve them.

On reviewing the report completed by the GMA and the work involved. The costs and work involved has been broken down to a pitch by pitch level. There are many general tasks in which the grounds team can carry out in house with little to no cost involved.

Goldsmiths Running Track Pitch														
110 x 70 Yards														
	Verti-Drain (200mm depth)	Mega Silt	Grass Cut (30-40mm)	Brush	Quadroplay	Herbicide	Scarify	Overseeding (40gm2)	Top Dressing	Fertilise Nitrogen	Fertilise Potassium	Fertilise Phosphorous	Sand banding	Cost
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£0.00
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£6,978.00
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£39,627.00

MOD

MOD Pitch																
80 x 50 Yard																
	Verti-Drain (200mm depth)	Mega Silt	Grass Cut (30-40mm)	Brush	Quadroplay	Control Moles	Clean outfall	Herbicide	Scarify	Overseeding (40gm2)	Top Dressing	Fertilise Nitrogen	Fertilise Potassium	Fertilise Phosphorous	Sand banding	Cost
Bronze	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£700.00
Silver	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£9,989.00
Gold	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£27,944.00

WOLFE

Wolfe Main Pitch														
110 x 70 Yards														
	Verti-Drain (200mm depth)	Mega Silt	Grass Cut (30-40mm)	Brush	Quadroplay	Herbicide	Scarify	Overseeding (40gm2)	Top Dressing	Fertilise Nitrogen	Fertilise Potassium	Fertilise Phosphorous	Sand banding	Cost
Bronze	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£0.00
Silver	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£7,156.00
Gold	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A

Lime Kiln Lower Pitches (Total of 2)													
110 x 60 & 100 x 60 yards													
Verti-Drain (200mm depth)	Mega Slit	Grass Cut (30-40mm)	Brush	Quadroplay	Herbicide	Scarify	Overseeding (40gm ²)	Top Dressing	Fertilise Nitrogen	Fertilise Potassium	Fertilise Phosphorous	Sand banding	Cost
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£0.00
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£12,810.00
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	N/A	N/A

Lime Kiln Upper Pitches (Total of 3)														
80 x 50 Yards & 60 x 40 Yards														
Verti-Drain (200mm depth)	Mega Slit	Grass Cut (30-40mm)	Brush	Quadroplay	Herbicide	Scarify	Overseeding (40gm ²)	Top Dressing	Fertilise Nitrogen	Fertilise Potassium	Fertilise Phosphorous	Mole Draining	Sand banding	Cost
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£0.00
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£8,947.00
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£54,299.00
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	£16,290.00

REVIEW

By setting the three standards of maintenance to the pitches, Bronze standard can be easily attained in house by our own grounds team without any additional costs (bar MOD due to Moles and outfall needing clearing). This is a standard that would give overall improvement to all the pitches by improving drainage and condition of the pitches in general. It would not however address any of the issues associated with the weeds and grass condition which could only be improved by contracting out the additional work that Silver includes. At this time, it is financially possible to attain bronze across all sites, it would be ideal if the town could achieve two pitches to a Gold standard over the next two years. Although the initial cost of getting a pitch to a Gold standard is large the annual maintenance thereafter reduces substantially. For example. The initial cost of Gold for Goldsmiths allotment pitch is circa £30,000. However, the annual maintenance after this will reduce to circa £13,500 to keep the pitch at this standard. The same applies to Lime Kiln main pitch as the initial Gold cost is circa £23,000. However, the ongoing annual maintenance is circa £10,500 to maintain a Gold standard.

In the previous financial years, the following income was gained from hire of our recreation grounds.

	2019/20	2020/21
Wolfe Recreation Ground	£460	£25
Goldsmiths	£991	£1653
Alderbrook	£805	£0
Lime Kiln	£4860	£3970
Other areas (inc MOD)	£761	£22

From the previous income generated the Council will never recoup the money spent each year on the maintenance, however by improving the pitches it is both giving the residents of Crowborough pitches that are of a high standard and increasing the likelihood of increased bookings on the pitches by Clubs outside the area to bring additional income to the town.

CONCLUSION

In conclusion it is the officer's opinion that the Council should have a total of two pitches to a gold standard. These should be Goldsmiths Allotment Pitch and Lime Kiln Main Pitch. To spread the cost of the work required, Goldsmiths Allotment Pitch should be carried out in the 2021/22 Financial year. Lime Kiln Main pitch should be carried out in 2022/23 financial year. To start making improvements on the Lime Kiln Main Pitch, Silver standard should be sought in the 2021/22 financial year. All other pitches should be maintained at a Bronze standard moving forward.

This results in an anticipated cost of the following over the next five years:

Pitch	2021/22	2022/23	2023/24	2024/25	2025/26
Goldsmiths Allotment	£30,878	£13,500	£13,500	£13,500	£13,500
Remaining Goldsmiths	£0	£0	£0	£0	£0
Lime Kiln Main	£7,828	£23,142	£10,418	£10,418	£10,418
Remaining Lime Kiln	£0	£0	£0	£0	£0
Wolfe	£0	£0	£0	£0	£0
MOD	£700	£400	£400	£0	£0
Total	£39,406	£37,042	£24,318	£23,918	£23,918

The money remaining in 2020/21 budgets could be earmarked and are as follows:

Budget	Amount
4041/311 Wolfe Ground Maintenance	£1,612
4041/312 Goldsmiths Ground Maintenance	£2,980
4041/313 Alderbrook Ground Maintenance	£2,626
4041/402 Other areas Ground maintenance	£2,629
4476/402 MOD	£8,690
Total	£18,537

The budgets set for 2021/22 are as follows:

Budget	Amount
EMR Wolfe Drainage (less already committed to planned work)	£6,840
EMR Goldsmiths Sand Banding	£13,000

4041/311 Wolfe Ground Maintenance	£3,000
4041/312 Goldsmiths Ground Maintenance	£5,000
4041/313 Alderbrook Ground Maintenance	£2,754
4041/315 Lime Kiln Ground Maintenance	£250
4041/402 Other areas Ground Maintenance	£2,700
4476/402 MOD	£500
Total	£34,044

It is therefore recommended by the Operations Manager that the Committee;

AGREE to maintaining a 'Gold' standard of Goldsmiths Allotment Pitch from 2021 and Lime Kiln Main pitch from 2022.

AGREE to maintaining a 'Silver' standard of Lime Kiln Main pitch in 2021.

AGREE to maintaining a 'Bronze' standard of all other pitches that the Town Council are responsible for.

If this work is approved by the committee, three quotes will be gained for the work required for the Gold and Silver standards. Due to time constraints required in starting work (Herbicide in April) would the Committee consider authorising up to a specific amount that once the quotes are obtained, the Clerk or Operations manger may decide on which one to use.



AGENDA ITEM NUMBER: 8.1
MEETING DATE: 30th March 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Hire of Area 1
PURPOSE OF REPORT: To consider the request from an organisation to hire Area 1 for consecutive days.
SUPPORTING DOCUMENTS:
OFFICER CONTACT: Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

The following resolution was made on the 2nd April 2019 by the Sports, Recreation and Cemetery Committee:

8712 RESOLVED to restrict the use of area 1 for half or whole day events, 3 events per year and one event per month during the months of June, July and August.

CTC has received a request from the Trinity Theatre Group to hire Area 1 on the 25th, 26th and 27th June from the hours of 10.am to 11pm. Due to the Covid restrictions the group has been limited in its' choice of venue to hold its' Summer production. There would be a charge by the group to view the production.

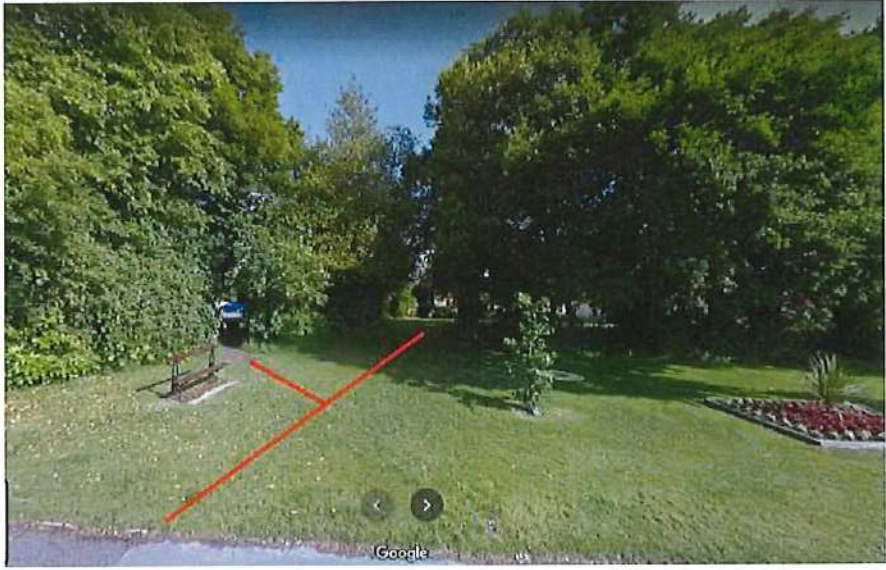
The committee is asked to consider the request on a one-off basis. There are no bookings for area 1 in June, July or August 2021.

Dear Councillors

Please see the attached photos related to the above. The footpath through Canada Gardens is used by elderly and other residents of the Glebelands through to Chapel Green and the local shops opposite the White Hart public house. The problem is that the footpath is not completely surfaced through to Church Road. Those who use the Church Hall carpark also access the Chapel Green and the local Fermor School via that area near the bench seat. Is there a small works budget that could complete this access across that small area shown by red lines on the photo. It is also the footpath access to the memorial garden from chapel green. If the Council agree that this should be completed with a hard surface stopping the muddy slippery state and soil erosion that it is today then perhaps they could obtain estimates to see likely cost. If necessary contributions could be asked from the residents, church hall carpark users, and Royal British Legion.

I hope you will be able to consider this requested.







AGENDA ITEM NUMBER: 10.1
MEETING DATE: 30th March 2021
COUNCIL/COMMITTEE: Sport, Recreation and Cemetery
TITLE: Mast at Palesgate Lane
PURPOSE OF REPORT: To review the rental paid to CTC on the mast at Palesgate Lane.
SUPPORTING DOCUMENTS: None
OFFICER CONTACT: Town Clerk

OFFICER RECOMMENDATIONS:	
1	
2	

At the Sports Cemetery and Recreation committee meeting on the 21st March 2011 it was resolved to renew the lease for the mast at Palesgate Lane for a further 20 years at a rental of £4,600 per annum incorporating a rent review every 5 years. The rent review did not take place in 2016.

The committee is asked to consider whether it wishes to increase the rent for the Palesgate Lane mast for the coming five years and if so, to decide on the increase per annum.



AGENDA ITEM NUMBER: 11
MEETING DATE: 30th March 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.
This report also recommends some key areas of underspends for Earmarking towards future costs and an update of the expenditure analysis for Summersales.
SUPPORTING DOCUMENTS: Appendix 1 – Income & Expenditure Report
Appendix 2 - Earmarked Reserves
Appendix 3 – Summersales Analysis
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. Approve earmarking underspends (3) Note the analysis of expenditure on Summersales. Appendix 3.

2. Income and Expenditure

- 2.1 Attached as Appendix 1 is the Income & Expenditure report for this Committee to date. **Any recent significant variances are shown in bold**
- 2.2 Grounds Maintenance (301)
- 2.2.1 **To note the funds received from the sale of assets**
- 2.2.2 **4039 – Capital Purchases – this money has been allocated to a new vehicle which will not be ready until July. Therefore, this will be accrued from this year's expenses**

- 2.2.3 4177 – Contingency – an overspend mainly due to an Ash Tree Survey at £1412 and Disposal of Cladding Lime Kiln £2718 which had been previously agreed
- 2.2.4 4253 – Vehicle Costs It is recommended to earmark the unspent budget of £6,500, for future vehicles and equipment costs
- 2.2.5 4254 – Fuel and Oil underspent It is recommended to earmark the unspent budget of £6,000, for future vehicles and equipment costs
- 2.2.6 4308 – Childrens Play Area underspent by approximately £12,000. It has already been agreed to Earmark any underspends
- 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
 - 2.4.5 4303 – Pavillion – Works have been agreed but not yet carried out so funds will be accrued from this year’s expenses.
- 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
 - 2.5.4 4309 – Childrens Play Area underspent by approximately £8,000. It has already been agreed to Earmark any underspends
 - 2.5.5 4321 – Petanque Club & Car Park – Budgeted £3,500 for a new barrier which has not yet been replaced. It is recommended to earmark £3,500
 - 2.5.6 4326 – Toilet/Kiosk - It is recommended to earmark the unspent budget of £2,000, for future spends
- 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
2.11.3 4476 MOD Park – It is recommended to earmark underspends of £8,000

2.12 Allotments (410)
2.12.1 No significant variances to report
2.12.2 Income will exceed budget by about £750
2.12.3 4403 – Allotment Upkeep - It is recommended to earmark underspends of £3,500

2.13 Cemetery (601)
2.13.1 No significant variances to report
2.13.2 4502 – Chapel - It is recommended to earmark underspends of £1,000

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:

310/4253	Vehicle Costs	£6,500
310/4254	Fuel and Oil	£6,000
312/4321	Petanque Club & Car Park	£3,500
312/4326	Toilet & Kiosk	£2,000
402/4476	MOD Park	£8,000

410/4403	Allotment Upkeep	£3,500
610/4502	Chapel	£1,000

The earmarked funds recommended in this report will only be done if there are:

- a) sufficient underspends in the nominal code/ cost center / SRC budget and
- b) there are sufficient underspends in the overall Council budget

4. Summersales

- 4.1 Appendix 3 shows the latest expenditure analysis on the Summersales project. This shows the breakdown of the costs covering Phase 1 – coloured in grey – which had previously been identified as purchase of land.

RFO

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Detailed Income & Expenditure by Budget Heading 17/03/2021

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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	11,773	0	(11,773)			0.0%	
1103 Income-insurance	0	133	0	(133)			0.0%	
Grounds Maintenance :- Income	750	11,907	0	(11,907)				0
4020 Telephone & Postage	2,624	2,340	2,600	260		260	90.0%	
4039 Capital Purchases	14,369	0	25,000	25,000		25,000	0.0%	
4177 Contingency	19,320	6,120	5,000	(1,120)		(1,120)	122.4%	
4253 Vehicle Costs	9,050	6,990	14,000	7,010		7,010	49.9%	
4254 Fuel and Oils	8,145	4,547	11,000	6,453		6,453	41.3%	
4255 Equipment	11,551	5,154	5,000	(154)		(154)	103.1%	
4260 Equipment Maintenance	737	965	1,000	35		35	96.5%	
4308 Children's Play Areas	957	7,700	20,000	12,300		12,300	38.5%	
4309 Workshops/yard/chemical store	2,222	2,084	2,000	(84)		(84)	104.2%	
Grounds Maintenance :- Indirect Expenditure	68,973	35,900	85,600	49,700	0	49,700	41.9%	0
Net Income over Expenditure	(68,223)	(23,993)	(85,600)	(61,607)				
6001 plus Transfer from EMR	8,257	0						
Movement to/(from) Gen Reserve	(59,966)	(23,993)						
<u>310 Whitehill Centre</u>								
1000 Income-Hire of Halls	9,401	2,734	9,000	6,266			30.4%	
Whitehill Centre :- Income	9,401	2,734	9,000	6,266			30.4%	0
4012 Rates	2,087	2,121	2,190	69		69	96.8%	
4250 Buildings Maintenance	1,440	3,169	4,000	831		831	79.2%	
4335 Security, Fire & Alarms	265	1,216	350	(866)		(866)	347.4%	
4800 Caretaking/ Cleaning	840	371	800	429		429	46.4%	
4805 Electricity	473	259	500	241		241	51.8%	
4806 Gas	1,666	731	2,200	1,469		1,469	33.2%	
4807 Water and Sewerage	478	(39)	400	439		439	(9.9%)	
Whitehill Centre :- Indirect Expenditure	7,248	7,827	10,440	2,613	0	2,613	75.0%	0
Net Income over Expenditure	2,154	(5,094)	(1,440)	3,654				
<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%	

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Detailed Income & Expenditure by Budget Heading 17/03/2021

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1008 Income-Kiosk	417	417	417	0			99.9%	
1009 Income- Bowls	364	364	364	(0)			100.1%	
1110 Income-Pavilion	3,000	0	3,000	3,000			0.0%	
1111 Income-Cottage	11,880	10,945	11,700	755			93.5%	
Wolfe Recreation Ground :- Income	16,421	11,751	16,041	4,290			73.3%	0
4011 Service Charges	2,617	0	0	0		0	0.0%	
4012 Rates	3,928	3,992	4,125	133		133	96.8%	
4020 Telephone & Postage	558	528	550	22		22	95.9%	
4041 Grounds Maintenance	6,729	1,544	3,000	1,456		1,456	51.5%	
4303 Pavilion/bar/changing	8,429	6,102	8,500	2,398		2,398	71.8%	
4307 Cottage	3,479	2,963	5,000	2,037		2,037	59.3%	
4308 Children's Play Areas	0	208	500	292		292	41.6%	
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	861	600	(261)		(261)	143.5%	
4652 CCTV	0	250	250	0		0	100.0%	
4801 Refuse & Hygiene	1,166	4,852	4,310	(542)		(542)	112.6%	
4807 Water and Sewerage	1,736	1,057	900	(157)		(157)	117.4%	
4912 Wolfe Toilet	0	423	1,700	1,277		1,277	24.9%	
Wolfe Recreation Ground :- Indirect Expenditure	30,533	22,946	30,235	7,289	0	7,289	75.9%	0
Net Income over Expenditure	(14,112)	(11,195)	(14,194)	(2,999)				
312 Goldsmiths Recreation Ground								
1002 Income-Recreation Grounds	991	1,653	1,800	147			91.8%	
1007 Income- Caravan Site	18,627	18,631	18,600	(31)			100.2%	
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	20,484	21,490	1,006			95.3%	0
4011 Service Charges	183	0	0	0		0	0.0%	
4022 Insurance	31	0	0	0		0	0.0%	
4041 Grounds Maintenance	550	2,176	5,000	2,824		2,824	43.5%	
4308 Children's Play Areas	237	1,932	10,000	8,068		8,068	19.3%	
4321 Petanque Club & Car Park	52	0	3,500	3,500		3,500	0.0%	
4323 Changing Rooms	9,289	4,498	4,000	(498)		(498)	112.4%	
4326 Toilet/Kiosk	6,276	4,010	6,500	2,490		2,490	61.7%	
4335 Security, Fire & Alarms	0	175	500	325		325	35.0%	
4807 Water and Sewerage	106	89	100	11		11	89.1%	
4963 Boating Lake	136	166	500	334		334	33.2%	
Goldsmiths Recreation Ground :- Indirect Expenditure	16,860	13,047	30,100	17,053	0	17,053	43.3%	0
Net Income over Expenditure	3,681	7,437	(8,610)	(16,047)				

Detailed Income & Expenditure by Budget Heading 17/03/2021

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	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	4,805	0	805	805			0.0%	0
4041 Grounds Maintenance	5,237	191	2,700	2,509		2,509	7.1%	
4807 Water and Sewerage	2,458	3,216	2,500	(716)		(716)	128.6%	
Alderbrook Playing Fields :- Indirect Expenditure	7,695	3,407	5,200	1,793	0	1,793	65.5%	0
Net Income over Expenditure	(2,890)	(3,407)	(4,395)	(988)				
314 Jarvis Brook Recreation Ground								
4013 Lease - annual charge	1,100	1,100	1,100	0		0	100.0%	
4041 Grounds Maintenance	100	531	1,000	469		469	53.1%	
Jarvis Brook Recreation Ground :- Indirect Expenditure	1,200	1,631	2,100	469	0	469	77.7%	0
Net Expenditure	(1,200)	(1,631)	(2,100)	(469)				
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	13,960	3,970	5,360	1,390			74.1%	0
4041 Grounds Maintenance	33	1,120	250	(870)		(870)	448.0%	
4499 Rechargeable expenses	10,920	0	0	0		0	0.0%	
Limekiln Recreation Ground :- Indirect Expenditure	10,953	1,120	250	(870)	0	(870)	448.0%	0
Net Income over Expenditure	3,007	2,850	5,110	2,260				
390 Capital Projects - SRC								
1101 Income-Grants Received	0	10,000	0	(10,000)			0.0%	
Capital Projects - SRC :- Income	0	10,000	0	(10,000)				0
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	166,084	19,815	264,000	244,185	0	244,185	7.5%	0
Net Income over Expenditure	(166,084)	(9,815)	(264,000)	(254,185)				
6001 plus Transfer from EMR	116,500	0						
Movement to/(from) Gen Reserve	(49,584)	(9,815)						

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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	388	300	(88)		(88)	129.2%	
Silver Jubilee Recreation Gnd :- Indirect Expenditure	214	388	300	(88)	0	(88)	129.2%	0
Net Expenditure	(214)	(388)	(300)	88				
402 Other Areas and Open Spaces								
1002 Income-Recreation Grounds	761	22	260	238			8.4%	
1050 Income-Miscellaneous	26	609	0	(609)			0.0%	
Other Areas and Open Spaces :- Income	788	631	260	(371)			242.5%	0
4011 Service Charges	0	0	0	0		0	0.0%	
4041 Grounds Maintenance	3,053	424	2,700	2,276		2,276	15.7%	
4406 Palesgate Lane Land	0	1,718	2,000	282		282	85.9%	
4407 Adams Field	0	823	500	(323)		(323)	164.6%	
4408 Chapel Green	0	444	400	(44)		(44)	110.9%	
4476 M O D Park	195	428	9,000	8,572		8,572	4.8%	
4805 Electricity	39	9	100	91		91	9.3%	
4807 Water and Sewerage	42	9	0	(9)		(9)	0.0%	
Other Areas and Open Spaces :- Indirect Expenditure	3,329	3,854	14,700	10,846	0	10,846	26.2%	0
Net Income over Expenditure	(2,542)	(3,224)	(14,440)	(11,216)				
410 Allotments								
1001 Income-Allotments	11,128	9,451	8,500	(951)			111.2%	
1101 Income-Grants Received	(2,555)	0	0	0			0.0%	
Allotments :- Income	8,573	9,451	8,500	(951)			111.2%	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	4,462	8,000	3,538		3,538	55.8%	
4807 Water and Sewerage	1,596	962	2,100	1,138		1,138	45.8%	
Allotments :- Indirect Expenditure	4,968	5,424	10,275	4,851	0	4,851	52.8%	0
Net Income over Expenditure	3,605	4,027	(1,775)	(5,802)				
601 Cemetery								
1003 Income-Grave Spaces	36,806	38,685	37,000	(1,685)			104.6%	
1004 Income-Cemetery Miscellaneous	6,745	2,815	8,000	5,185			35.2%	
Cemetery :- Income	43,551	41,500	45,000	3,500			92.2%	0
4012 Rates	2,067	2,415	2,170	(245)		(245)	111.3%	

Detailed Income & Expenditure by Budget Heading 17/03/2021

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Committee Report

	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	290	290	0		0	100.0%	
4017 Health & Safety	1,371	1,877	3,100	1,224		1,224	60.5%	
4041 Grounds Maintenance	3,103	2,408	2,500	92		92	96.3%	
4500 Burials	8,458	9,698	9,000	(698)		(698)	107.8%	
4502 Chapel	630	188	1,600	1,412		1,412	11.7%	
4801 Refuse & Hygiene	351	0	0	0		0	0.0%	
4805 Electricity	65	68	180	112		112	37.8%	
Cemetery :- Indirect Expenditure	16,384	16,943	18,840	1,897	0	1,897	89.9%	0
Net Income over Expenditure	27,167	24,557	26,160	1,603				
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%	
9042 Youth Projects	0	2,200	0	(2,200)		(2,200)	0.0%	
9049 Equipment/Vehicle Replacement	0	(58)	0	58		58	0.0%	
9050 Play Equipment	0	595	0	(595)		(595)	0.0%	595
Earmarked SRC :- Indirect Expenditure	1,380	2,737	0	(2,737)	0	(2,737)		595
Net Expenditure	(1,380)	(2,737)	0	2,737				
6001 plus Transfer from EMR	1,380	595						
Movement to/(from) Gen Reserve	0	(2,142)						
Sport, Recreation & Cemetery :- Income	118,790	112,427	106,456	(5,971)			105.6%	
Expenditure	338,688	135,039	472,040	337,001	0	337,001	28.6%	
Net Income over Expenditure	(219,898)	(22,612)	(365,584)	(342,972)				
plus Transfer from EMR	129,005	595						
Movement to/(from) Gen Reserve	(90,893)	(22,017)						

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	118,790	112,427	106,456	(5,971)			105.6%	
Expenditure	338,688	135,039	472,040	337,001	0	337,001	28.6%	
Net Income over Expenditure	<u>(219,898)</u>	<u>(22,612)</u>	<u>(365,584)</u>	<u>(342,972)</u>				
plus Transfer from EMR	129,005	595						
Movement to/(from) Gen Reserve	<u>(90,893)</u>	<u>(22,017)</u>						

<u>Nominal Code</u>	<u>Cost Centre</u>	<u>Earmarked Reserves</u>	<u>Opening Balance</u>	<u>In</u>	<u>Out</u>	<u>Balance as at</u>	<u>Committed</u>	<u>Projected</u>
			<u>01/04/2020</u>			<u>17/03/2021</u>		
315		Sports, Recreation & Cemetery						
9046	902	Summersales	122,886			122,886		122,886
9047	902	Allotments	10,085			10,085		10,085
9049	902	Equipment/vehicle Replacement	44,918			44,918		44,918
9050	902	Play Equipment	46,425		595	45,830		45,830
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	595	287,779	0	287,779

