

Minutes of a meeting of the **SPORT AND RECREATION** Committee held at the Council Offices, Pine Grove, Crowborough on Tuesday 11<sup>th</sup> July 2023 at 7.30pm

Present	Councillors	Jane Clark*	
		Martyn Everitt	Vice Chairperson
		Martyn Garrett	
		Richard Jury	
		Kay Moss	Chairperson
		Beverly Pashley	
		Matthew Street	
		Natalie Whittle	
Also present		Caroline Miles	Town Clerk
		Peter Cunnington	Operations Manager
		Tracie White	Minute Taking Administrator

Nine members of public in the council chamber

\*Denotes non attendance

## **PUBLIC PARTICIPATION**

A member of public addressed the committee regarding an application for a memorial bench at Chapel Green. The bench would be in memory of Neville Stone BEM, for services to the Royal British Legion and Crowborough and District Veterans and Supporters Association (CDVSA). In addition, in memory of Donald James Catt an RAF pilot who died crashing into the house known as Cranford on Chapel Green and Miss Ella Coomber a maid-companion at the house.

Members enquired where the funds for the bench would come from and whether the application was to add to those in existence or replace a dilapidated one. The member of public confirmed that £550.00 has been raised to date and that they will take guidance from the council with regards to replacing an existing bench if required.

The Chairman of Crowborough Athletic Football club addressed the committee to request a change in condition of the terms of their lease, particularly in relation to Clause 4.6 Alienation. He stated that removal of the condition would allow CAFC to grow and support the demand for football across all ages and fitness levels, for both competitive and leisure purposes.

Members asked whether the requirement was solely for football usage and whether it was to support Crowborough based Clubs. The member of public confirmed that this would be the case.

A member of Crowborough Cricket Club thanked the committee, working group and officers for the hard work that has taken place to date, to plan for the new community pavilion in Wolfe Rec.

The Chairperson moved to hear Items 1,2 and 3, followed by items 6.2, 14 and 11 first due to members of the public present with an interest in these items.

## **APOLOGIES**

Cllr Jane Clark

## **DECLARATIONS OF INTEREST**

Cllr Kay Moss declared a personal interest in Item 8 as she is a neighbour to the site.

Cllr Matthew Street declared a personal interest in Item 7 as a member of All Saints congregation.

Cllr Martyn Everitt declared a personal interest in Item 7 as a member of All Saints congregation.

Cllr Bev Pashley declared a personal interest in item 11 as she lives near the site.

## **MINUTES**

Minutes of the Sport and Recreation Committee meeting held on the 2<sup>nd</sup> and 16<sup>th</sup> May 2023

- 10194 RESOLVED** that the minutes of the Sport and Recreation Committee meetings held on 2<sup>nd</sup> and 16<sup>th</sup> May 2023 as confirmed be ratified by the Chairperson.

## **WOLFE RECREATION GROUND**

To note the report and the presentation on the proposed Wolfe Pavilion building and agree further action.

An overview of Pavilion options was presented by the Architect. Option A is the larger of the two proposals. This includes all the specifications originally requested by the committee, including additional space on the ground floor to provide a club room and bar/kitchen area. To achieve all of this, the projected costs would be over budget at approximately 1.1 million pounds. This does not include consultancy and other fees. Option B does not have space for a separate club room and bar/kitchen area but comes in on budget at £800,00 plus fees.

Both options are environmentally friendly using air source heating and a native meadow roof. The ground floor is as vandal proof as possible without the loss of aesthetics. The use of concrete blocks and gabion walls are robust, natural, and cost effective. The roof height has been kept low to avoid being overbearing to neighbouring properties. Both options provide a café facility on the first floor.

Two members of the public left the chamber at 19.55pm.

## **MEMORIAL BENCH APPLICATION**

To note the memorial bench application and agree any action.

Members discussed the request. It was agreed that despite there already being many benches on Chapel Green the link with the site was so great that the bench could not be located on any other sites. It was agreed that a bench could be positioned next to an existing

bench to try to alleviate the issue of the site being lined by benches. It was noted that there should be a halt on any applications for a bench on Chapel Green at this time.

Members agreed that the bench could be sited next to the bench located at 54 but towards the apex of Chapel Green.

- 10195 RESOLVED** to accept the application for a memorial bench on Chapel Green, with the bench to be sited to next to the bench at location 54 and towards the point of Chapel Green. A halt will be placed on applications for additional benches to be placed on Chapel Green.

Two members of public left the meeting at 20:08hrs.

#### **REQUEST FROM CAFC**

To note the request from CAFC and agree any action.

Members agreed to the request on the basis that the additional use is to be football based. CAFC will be required to pay for the fees involved for the amendments to the lease.

Members asked the club to note that as the land is owned by Fields in Trust ratification of the trustees, Full Council, would be required. The next trustees meeting will be taking place on the 19<sup>th</sup> September.

- 10196 RESOLVED** that an amendment to the lease between Crowborough Town Council and CAFC is permitted to allow the facility to be sublet for football-based activities only, with the fees incurred for changes to the lease to be covered by CAFC.

Five members of public left the chamber at 20:12hrs.

#### **FINANCIAL MATTERS**

To note the Finance report and agree any action.

The chairperson noted that the Health and Safety budget has been exceeded and explained that this is due to increased costs of risk assessments for equipment use. It was suggested that the budget is increased in future years to accommodate this.

The Income and Expenditure report was noted.

The Earmarked Reserves report was noted.

#### **LIME KILN**

To note the request from Jarvis Brook Sports Club and agree further action.

Cllr Matthew Street declared a personal interest as his son is a member of Jarvis Brook Football club.

Members discussed the proposal to install additional fencing and agreed to the request.

- 10197 RESOLVED** to approve the request from Jarvis Brook Football Club to erect a chain link fence along the forest boundary of pitches two and three with JBFC covering all costs involved.

### **WOLFE RECREATION GROUND**

To note the request from Crowborough Bowls Club and agree any action.

Members expressed their disappointment that no quotes have been received for the works to the pathways and that no members had attended the meeting. It was noted that the Club had received a considerable amount of money to carry out works to the building. This was despite the maintenance and the upkeep of the building being the sole responsibility of the club. It was agreed to reject the club's request for further funds.

To note the report and the presentation on the proposed Wolfe Pavilion building and agree further action.

Members were in agreement that Option A was the best option as it provides a separate function space and bar for the cricket club and other hirers. Unfortunately, the council does not have the funds for Option A. Members noted that whilst the council will receive more in the way of CiL funds which could be earmarked for the building, it would want to be able to fund other important projects in the Town. It was furthermore noted that if members opted for Option A the Council may find itself in a position whereby it would have to raise the precept considerably in the coming years to fund the shortfall.

Option B, whilst not providing the downstairs separate function room and bar would be a more realistic option in terms of affordability. Members discussed giving the Cricket Club exclusive use of the café area. It was noted that as CiL funds are being used to part fund the project the building must be open for use for the whole community.

It was investigated that the café facility will be leased in a similar way to the kiosk at Goldsmiths, with the town council retaining authority over the required hours of trading.

Members asked that the working group investigate options for the cricket club and other hirers to have a separate meeting /function space within Option B. This could be utilising the café as a club room for regular hirers. The working group to report back to the committee.

It was noted that moving the building further towards the cottage would free up space to the left of the building. This could be utilised for a seating area or, looking to the future, for a further extension.

- 10198 RESOLVED** to approve Option B with the structure being moved as close to the cottage as planning will allow.
- 10199 RESOLVED** to approve the release of £9,200 to Mackellar Schwedt architects for works carried out with funds to be taken from EMR 315 902/9026.
- 10200 RESOLVED** to approve the release of £2,500 to Mackellar Schwedt architects for principal design services work stage 3. Funds to be taken from EMR 315 902/9026.
- 10201 RESOLVED** to approve the release of up to £5,000 for a quantity surveyor to provide a cost estimate of approved building drawings. Funds to be taken from EMR 315 902/9026.

To note the report on the wall at the playground and agree further action.

The report was noted. Members agreed to approve the quote from JJ Brickwork with monies to be taken from code 319/9060 900.

- 10202 RESOLVED** to approve the quote from JJ Brickwork Ltd at a cost of £11,400.00 with monies being taken from 319/9060 900.

To note the report and tenders received for Wolfe Tractor Shed refurbishment and agree any action.

Members discussed the tractor shed refurbishment. The tender process had produced quotes that far exceeded the expected £40,000 figure. It was noted that that there was only £9000 in the EMR for the project. Funds to be earmarked would occur only if there were sufficient underspends at the end of the financial year. The clerk to investigate with the RFO a means to clearly identify the committed expenditure in the income and expenditure reports.

It was agreed that the refurbishment must take place as the current facilities are below standard. Members agreed that the Clerk and the Operations Manager hold post tender meetings with both tender applicants to ascertain the cost saving options available and findings to be reported back at an Extraordinary Sports and Recreation meeting.

It was noted that neither contractor has stated or made allowance for chlorination, L8 testing (tap temperatures), fire alarm testing, demonstrations to clients and O&Ms. Any meeting with the contractor should include discussions regarding this.

It was agreed that the Operations Manager and the Clerk attend post tender meetings and that an extraordinary meeting is convened to consider the outcome.

It was agreed that Full Council should be approached to release funds of up to £100,000 from the General reserves for the project.

## **CHAPEL GREEN**

To note the request from All Saints Church and agree further action.

Members considered the request from All Saints Church to hold an outdoor carol concert on Chapel Green on Tuesday 19<sup>th</sup> December 2023 from 19:30hrs to 20:30hrs.

It was agreed that this could take place.

- 10203 RESOLVED** to approve the request from All Saints Church to host an outdoor carol concert on Chapel Green on 19<sup>th</sup> December 2023 from 19.30 hrs – 20.30hrs.

## **GOLDSMITHS RECREATION GROUND**

To note the Queen's Cherry Tree report and agree any action.

The report was noted. A member suggested that the Forestry Commission is contacted to establish whether any cherry trees are still available for free. If that is not the case, then the cherry trees should be purchased using cost code 312/4041.

The officer to investigate the two cherry trees being replaced FOC by the forestry commission in the first instance.

- 10204 RESOLVED** to approve the purchase of two cherry trees with funds being taken from 312/4041.

To note the report on Goldsmiths changing rooms and agree further action.

It was noted that the following questions were to be raised with the service provider as there was insufficient clarity in the information provided, with regards statutory tests, to what is included in the price:

It was noted that Fairs and Green had quoted £620.00 pa for pressure relief valve testing, but this was not included in the price quoted by LW Burt.

LW Burt has quoted £140.00 for the Total Dissolvable solids testing but Fairs and Green had not included a price for a TDS test.

It was noted that in line with the climate change policy local business should be considered in the first instance.

It was agreed that Fairs and Green should be appointed for a three-year period to service the boiler and the plumbing system at Goldsmiths changing rooms.

- 10205 RESOLVED** to appoint Fairs and Green for a three-year period to service the boiler and the plumbing system at Goldsmiths changing rooms.

## **VEHICLES**

To note the report on the purchase of new vehicles and agree any action.

Members discussed whether to purchase a second tractor to assist with the increasing workload. It was agreed that due to concerns over costs the council continue with hiring a tractor for a six-month period as per the arrangement for last year.

Members noted the report on the proposal regarding the purchase of an additional van due to the increase in the size of the team. It was agreed that to allow flexibility, and to maximise the use of staff time, the council should purchase a second-hand hybrid vehicle.

It was agreed that the Operations Manager could have delegated powers to purchase a second-hand vehicle provided that three quotes are obtained in respect of similar used vehicles. The following criteria must also apply to ensure a like for like comparison: A mileage limit of up to 10,000 per year, that the vehicle is no older than 3 years and that a 3-year warranty is taken out with the vehicle purchased.

- 10206 RESOLVED** to approve giving the Operations Manager delegated powers to purchase a second hand, hybrid custom van, up to the value of £35,000.00 with the funds being taken from cost centre 315/9049/902 and to continue with the hire of the tractor for a further year.

## **JARVIS BROOK**

To note the report on the playground roundabout and agree any action.

Members discussed options regarding the style of roundabout to be utilised and the monies available for the project. It was agreed that roundabout proposed by the supplier Kompan

was the best option. Members asked that the roundabout provided is red in colour if this colour option is the same price as the lime green roundabout quoted for.

- 10207 RESOLVED** to purchase the roundabout proposed by Kompan at a cost of £11,848.10 for Jarvis Brook recreation ground with monies being taken from cost centre 4308/314 with the residue being taken from 4308/301.

### **FOOTBALL FOUNDATION**

To note the report on funding for football pitches on Town Council land.

A member asked that if the committee agreed to enter into the agreement with the Football Foundation that the football pitches should not be used for any future events. It was noted that the stipulation would remove the flexibility needed if, due to unforeseen circumstances, a council event would need to be moved to an alternative site on Goldsmiths. This stipulation would also impact on the current site used for the council's annual firework displays.

It was noted that C & E should consider budgeting for work to be carried out on Eridge field to improve the drainage and the gradient of the site to minimise the use of the football pitches being used for events in the future.

- 10208 RESOLVED** approve to accept the terms and conditions and accept the funding from the Football Foundation to maintain the Town Council pitches for a six-year period with funds being taken from cost centre EMR 315/90/9042.

### **ROCK TRAIL**

To note the report on the rock trail at Chapel Green

The report was noted.

- 10209 RESOLVED** to approve the planting of additional laurel trees to complete the rock trail with monies being taken from cost code 4041/402.

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

A member enquired whether a long-term plan for the use of Eridge Field could be considered at a future Sports and Recreation meeting. The clerk advised that this should be discussed under a Communication and Events agenda.

A member noted that the bench next to the skate park in Jarvis Brook has disappeared. The Operations Manager agreed to have this investigated. Enquiries were made regarding the removal of Japanese knotweed at Jarvis Brook recreation ground. The operations manager confirmed that a long-term programme was already in place to eliminate the invasive species.

- 10210 RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted.

To note the confidential report from the Wolfe Pavilion Working Group

It was noted that the lease with the Cricket Club was due to expire in 2024. Due to the redevelopment of the pavilion the Council could not offer a new lease and therefore a s25 notice had to be served on the club. The club had requested a new 50-year lease on the cricket square, as opposed to the current ten-year lease, as this would enable funding opportunities.

**10211 RESOLVED** to serve a section 25 notice on Crowborough Cricket Club to end the lease agreement on ground f, redevelopment, of the Landlord and Tenant Act 1954 as the reason for doing so.

**10212 RESOLVED** to offer Crowborough Cricket Club a new 50-year lease for the cricket square for the five months of the cricket season. The lease to include a 10-year mutual break clause, a charge of £100.00 per calendar month with 5 yearly rent reviews. The cost of drawing up the lease to be borne by Crowborough Cricket Club.

**10213 RESOLVED** to offer Crowborough Cricket club the sum of £8000.00 without prejudice as statutory compensation for the loss of their lease due to the closure of the pavilion.

It was noted that the temporary accommodation provided for the club for the cricket season would need to be re-negotiated before the beginning of the cricket season in 2024.

The meeting closed at 22.15hrs.