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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## Recreation, Leisure & Amenities Committee

Councillor K G Basson (Chairman)  
Councillor P M Harman (Vice-Chairman)

Councillor Ms L M Hall  
Councillor J M Harman  
Councillor A Harvey  
Councillor Mrs A R Harvey  
Councillor J B Harvey  
Councillor J A Hayes  
Councillor Ms L C Howes  
Councillor B R Parry  
Councillor B E Read  
Councillor P J Scanlan

To all other Councillors: For information only

**A Meeting of the above Committee will be held on**

**Thursday 25 September 2014 at 7.00pm**

**at: The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.**

Graham Blew  
Town Clerk

Dated: 18 September 2014

## AGENDA

1. To receive Apologies for Absence.
2. Substitutes.
3. Declarations of Interest in Items on the Agenda.

***At the Chairman's discretion the meeting will be adjourned at this point to accept questions from the public.***

4. Items as Deemed Urgent by the Chairman / matters arising from previous minutes and their position on the Agenda (for discussion/information only, not for decision).
5. To confirm the Minutes of the Meeting held on 26 June 2014 (*Town Council 10 July 2014*).
6. **BALL GAMES IN BROOMFIELD PARK – UPDATE** (p).

Further to the Vice-Chairman meeting with one of the two residents, that had raised this matter, on 4 June 2014 and also further to minute 59/14-15 a site meeting was held on 3 July 2014 which was attended by Cllr's Mrs S P Butterfill, J A Harvey, P J Scanlan, one of the two the residents, the Town Clerk and Senior Groundsman/Gardener. At this meeting it was agreed that the Recreation, Leisure & Amenities Committee be asked to consider replacing a Prunus (Cherry) tree that had died with a similar variety and sized tree but that this replacement be located between two other trees to discourage these being used as a "goal" by children playing football in that area of the park.

Since 5 July 2014 the Parks Department have been monitoring this area and the data collated is attached for members' consideration.

**Recommended:** That the dead Prunus (cherry) tree be replaced with a similar species and size and that the replacement be located between the two trees as was agreed and marked at the site meeting held on 3 July 2014.

7. **SENIOR GROUNDSMAN/GARDENER'S REPORT** (p).

Please see the attached report.

**Recommended:** To discuss and advise accordingly.

## **8. TOWN CLERK'S REPORT.**

### **8.1 DISPOSAL OF OLD TRACTOR.**

As was previously agreed the old tractor was disposed of, in accordance with S/O 14.2, by sealed bid (6 were received) and in consultation with the Chairman and Vice-Chairman of the Recreation, Leisure & Amenities Committee.

**Recommended:** To note.

### **8.2 LEISURE CENTRE CAR PARK – CCTV COVERAGE (p).**

The Town Council are responsible for the maintenance of the car park and have been informed that recent occasions of anti-social behaviour are unable to be recorded on the CCTV as the trees and shrubs obscure the coverage of the cameras. Members are asked to consider what action they would like to take regarding this matter.

**Recommended:** To discuss and advise accordingly.

### **8.3 ALKERDEN LANE ALLOTMENTS (NEW BURIAL GROUND) – RENT REVIEW (p).**

As per the Lease of the site the rent is reviewed every three years in line with the increase in the Retail Prices Index. This has resulted in the rent increasing from £55.00 to £59.93 which the Town Clerk, on behalf of the Town Council has signed a memorandum for.

**Recommended:** To note and endorse the actions of the Town Clerk in dealing with this matter.

### **8.4 DISPLAY ENERGY CERTIFICATE (DEC) (p).**

The Town Council are required to have DEC tests carried out on the Council Office Building (over 500m square useful floor space). The Town Council also has to have an inspection of its Air Conditioning Systems undertaken.

Both of these have now been completed and a copy of the DEC is attached for members' information (the original is displayed in the Town Council notice board in the foyer).

**Recommended:** To note.

### **8.5 HERITAGE COMMUNITY HALL – BLINDS (p).**

The blinds in the Heritage Community Hall are very old and worn and require replacing. This was taken into account when setting the estimates for 2014 – 2015 with a sum of money allocated. It has proved very difficult to obtain quotes for having

this work undertaken but the attached quote has been provided and members are asked to agree having this work undertaken.

**Recommended:** To agree to have the work undertaken as per the quotation.

**8.6 LOCAL WILDLIFE SITES IN KENT – ALKERDEN LANE PIT, SWANSCOMBE (p).**

The attached letter from Kent Wildlife Trust has been received confirming that they still regard the site's status as a Local Wildlife Site.

**Recommended:** To note.

**8.7 COMMUNITY HALLS – CHRISTMAS EVE AND NEW YEARS EVE.**

Members are asked to consider making it a Policy that requests for evening hall hire on Christmas Eve and New Year's Eve are not taken. There have been no booking request in the last 8 years for these nights and it is felt that due to the nature of these days that it would prove difficult to get caretaker cover for these nights.

**Recommended:** To agree that no evening hall hire bookings for Christmas Eve or New Year's Eve are taken.

**8.8 CRAYTOTS PRE-SCHOOL – SMALL POND (p).**

The attached letter has been received after it was noticed that a small pond had been installed at the rear of the Heritage Community Hall.

**Recommended:** To decide whether to allow the small pond to remain or not.

**8.8(a) REQUEST FOR SITE CLEARANCE AT SWANSCOMBE NATIONAL NATURE RESERVE (p).**

Natural England (NE) sent the attached request to carry out clearance work (two sections) for a Quaternary Research Association meeting (similar work was carried out for a previous visit in 1995. In the Clerk's absence, and in consultation with the Chairman of the Recreation, Leisure & Amenities Committee, the Responsible Financial Officer signed the consent form on behalf of the Town Council.

**Recommended:** To endorse the actions taken in agreeing to this request.

**8.9 EXCLUSION OF THE PRESS AND PUBLIC.**

TO RESOLVE: That, under Section 100A (4) of the Local Government Act 1972 (as amended), the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information.

**8.10 RIGHT OF ACCESS TO REAR OF HERITAGE COMMUNITY HALL AND CRAYLANDS LANE ALLOTMENTS – UPDATE (p).**

Please see the attached confidential report.

**Recommended:** To note the current situation and to discuss and advise on how the Council should proceed.

**8.11 THE PAVILION – BOILERS AND SHOWERS (p).**

Please see the attached confidential report.

**Recommended:** To note the current situation and to discuss and advise on how the Council should proceed.

**8.12 COMMUNITY CAFÉ – COMPUTERS (p).**

Please see the attached confidential report.

**Recommended:** To de-commission the PC's as detailed in the email from the IT Contractor.

**INFORMATION AVAILABLE IN THE OFFICE:**

- Allotment and Leisure Gardens – Issue 2 2014
- Celebrations (EllenorLions Hospices) – Spring 2014
- Wild Kent (Kent Wildlife Trust) – Spring 2014

Swanscombe and Greenhithe Town Council Website:  
<http://www.swanscombeandgreenhithetc.kentparishes.gov.uk/>