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SWANSCOMBE & GREENHITHE TOWN COUNCIL

Recreation, Leisure & Amenities Committee

Councillor Sue Butterfill - Chairman
Councillor Peter Harman - Vice-Chairman
Councillor Anita Barham
Councillor Emma Ben-Moussa
Councillor Lorna Cross
Councillor Linda Hall
Councillor John Hayes
Councillor Lesley Howes

To all other Councillors: For information only

A Meeting of the above Committee will be held on

Thursday 19 September 2019 at 7.00pm

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

**Graham Blew
Town Clerk**

Dated: 12 September 2019

Due to the confidential nature of the business to be transacted the Press and Public will be excluded from the meeting from item 7.9 onwards.

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.

A G E N D A

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 20 June 2019 (*Town Council 11 July 2019*).
6. **SENIOR GROUNDSMAN/GARDENER'S REPORT (p).**

Please see the attached report.

Recommended: That the report be noted.

7. **TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.**

7.1 **TREE SURVEY (p).**

Further to minute 107/19-20, and the previous survey being undertaken in 2015, the attached tree survey has been completed and the breakdown of the costs provided for the works highlighted in the survey are included. The cost for the Tree Survey are within the Financial Risk Assessment (FRA) budget and have been allocated over the last 3 years.

Although the priorities of the works contained in the survey differ members are asked to consider having all the works undertaken for practicality and best value i.e.

- It would ensure that all the Councils trees were at the same standard of safety and maintenance;
- The finances required are contained within the FRA. The 3 and 6 month priority works are covered within the specific Area Assessed within the FRA i.e. earmarked for the Tree Survey. The remaining works could be undertaken utilising funds held in contingency for other long term requirements;
- The costs could change/increase for any works not undertaken at this time;
- It would be more manageable to have the work undertaken at the same time.

Financial Regulation 10.3 would permit the Council to have the work undertaken by the contractor that supplied the survey.

Recommended: To note the contents of the survey and to agree to have the works contained in the survey undertaken as detailed above.

7.2 ENVIRONMENTAL ACTION PLAN.

The Chairman has asked members to consider the best way for the Council to review that its facilities are both used and operated environmentally friendly.

Recommended: To discuss and advise accordingly.

7.3 POLICY FOR USE OF TOWN COUNCIL PARKS / OPEN SPACES (p).

The Terms of References for the Recreation, Leisure & Amenities Committee includes *“To exercise the functions of the Council in controlling the operation and provision of facilities in relation to recreation grounds, parks open spaces...”*

Members are asked to recommend adopting the attached draft Policy for Use of Town Council Parks / Open Spaces.

Recommended: To finalise and adopt the Policy.

7.4 EVENT NOTIFICATION FORM (p).

Further to minute 154/19-20 the Recreation, Leisure & Amenities Committee are asked to formalise a finalised document for endorsement by the Town Council.

Recommended: To finalise the Event Notification Form for endorsement by the Town Council.

7.5 COMMUNITY EVENT (p).

At full Council on 11 July 2019 (minute 155/19-20) it was agreed that the Recreation, Leisure & Amenities Committee be asked to consider forming a Working Group to organise and undertake a Community Event in Broomfield Park next year (2020).

Nb. Working Groups.

- Number of members to be between 3 or 5;
- Quorum for a Working Group to meet is 3 members;
- The RLA need to agree the Terms of Reference for the Working Group.

Recommended: That the membership of a Community Event Working Group be agreed.

7.6 LEISURE CENTRE OPENING HOURS (p).

Condition 8.1.2 of the Management Agreement requires Gravesham Community Leisure Limited (GCLL) to.... *“Not to open the Leisure Centre outside of the opening hours without the Town Councils consent which may be refused”*.

During the recess period the Managing Director, GCLL submitted the attached request to amend the opening hours, this was put to the Chairman who agreed to the request.

Recommended: To endorse the actions taken in agreeing to the request to amend the opening hours.

7.7 COUNCIL OFFICE AND CAFÉ CHRISTMAS OPENING ARRANGEMENTS (p).

Attached is a calendar for the Council Offices and Café over the Christmas and New Year. Members are asked to consider when they wish the office and café to be closed over the festive period. Officers have been consulted and have no objection to using annual leave entitlement to cover any periods of closure.

Recommended: To agree the opening days of the offices and café over the festive period with a notice being displayed, in advance, advising Members of the Public of the closures. As per previous years a relevant message would also be recorded for the Council Office answer machine for this period.

7.8 EXCLUSION OF THE PRESS AND PUBLIC.

TO RESOLVE: Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that, because of the confidential nature of the business to be transacted, the press and public leave the meeting during consideration of the following item.

7.9 INGRESS PARK COMMUNITY CENTRE UPDATE (p).

Please see the attached confidential update.

Recommended: That the item be noted.

7.10 FURTHER REQUEST FROM WALK TALL (p).

Please see the attached confidential update.

Recommended: That the item be noted.

INFORMATION IN THE OFFICE.

- Allotment & Leisure Gardener – Issue 3, 2019



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

