

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 23 SEPTEMBER 2021 at 7.00PM

**PRESENT:** Councillor Peter Harman – Chairman  
Councillor Emma Ben Moussa – Vice-Chairman  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Lesley Howes

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO

**ABSENT:** There were none

185/21-22. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The arrangements and constraints relating to the filming or recording of the meeting were explained.

186/21-22. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Anita Barham, due to other commitments.

An apology for absence was received from Councillor Linda Hall, due to other commitments.

An apology for absence was received from Councillor John Hayes, due to other commitments.

An apology for absence was received from the Senior Groundsman Gardener, due to medical reasons.

**RESOLVED:**

That the reasons for absence, for the above Town Councillors, be formally accepted and approved.

187/21-22. **SUBSTITUTES.**

There were none.

188/21-22. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

***As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.***

**189/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**190/21-22. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 20 JULY 2021.**

**Recommended:** That the Minutes of the Meeting held on 20 July 2021 were approved and signed as a true record.

**191/21-22. SENIOR GROUNDSMAN /GARDENER'S REPORT.**

Members were provided with a copy of the report which updated members on the work undertaken, by the Parks Department and the work planned for the future which included:

Broomfield Park, Eagles Road, Heritage Park, Knockhall Park, Manor Park, Swanscombe Park, Saxon Court, Valley View and Equipment.

**Recommended:** That the information be noted and that the Senior Groundsman Gardener be thanked for providing the report.

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

**192/21-22. OPEN AIR CINEMA UPDATE.**

Members were informed that the open-air cinema events were hosted on 24 and 26 August this year at Knockhall & Broomfield Parks respectively.

Prior to the events the Town Councils usual cinema screen contractor informed the Town Council that they were unable to screen the events due to their equipment being stolen.

An alternative supplier was sourced, and the screenings were very well attended.

It was explained to members that the alternative supplier operated with an LED screen system as opposed to an air screen, meaning they were not light dependant as to when films can be shown.

It is planned to use this supplier going forward with officers providing an online survey for residents to ascertain the preferred screenings times for 2023. This would be undertaken once the budget for this event is agreed within the estimates in January 2023.

**Recommended:** That the report is noted.

**193/21-22. DAMAGED TREE – MANOR PARK, SWANSCOMBE.**

Members were provided information and images showing a branch that had fell from a tree within manor park causing a health and safety concern to the footpath and highway within Swanscombe Street. The sections of fallen tree were removed and made safe.

The Town Council had the tree in question assessed by our approved Tree Surgeon and a copy of the recommendation was provided to Members.

This survey had identified that the tree was showing signs of internal decay and recommended that it be felled. This work had been agreed to be undertaken at a cost of £600.00+VAT, and would be funded from the normal tree budget, cost code 54.

**Recommended:** That the work suggested by the tree surgeon be approved and undertaken.

**194/21-22. OLD FIRE STATION CAFÉ UPDATE.**

During a routine Environmental Health (DBC) visit to the café in July 2021, an inspector had highlighted the low level of ventilation in the food preparation area. This was felt to be increasing the overall temperature in the kitchen and impacting on food storage.

The inspector had changed the food hygiene rating for the café from a 5 down to a 4.

Officers informed members that work was scheduled to be undertaken to install additional vents within this area to remedy the situation going forward.

**Recommended:** That the item be noted.

**195/21-22. COUNCIL OFFICE AND CAFÉ CHRISTMAS OPENING ARRANGEMENTS.**

Members were sent a calendar for the Council Offices and Café over the Christmas and New Year. Members were 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:** That the Council Offices and Café be closed on 29, 30 and 31 December 2021 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.

196/21-22. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Lorna Cross and seconded by Councillor Ann Duke;

**RESOLVED:**

That, 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 public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following items of business.

197/21-22. **GROVE HALL.**

Member considered the confidential report for the Grove Hall

**Recommended:**

That the proposal contained within the report be declined as the Grove Hall is currently in use and may be included in the Town Councils future plans for the site.

198/21-22. **THE SWANSCOMBE CENTRE – GCLL – UPDATE.**

Member discussed the confidential report for the Swanscombe Centre.

**Recommended:**

That the update be noted and that the Town Council welcome the suggestion of a residents forum for the users of The Swanscombe Centre to enable GCLL to gather public opinion and feedback.

There being no further business to transact the Meeting closed at 7.45 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)