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SWANSCOMBE & GREENHITHE TOWN COUNCIL

Recreation, Leisure & Amenities Committee

Councillor K G Basson (Chairman)
Councillor P M Harman (Vice-Chairman)
Councillor Mrs A E D Barham
Councillor Mrs S P Butterfill
Councillor Ms L M Cross
Councillor Ms L M Hall
Councillor J A Hayes
Councillor Ms L C Howes
Councillor Mrs M B Kelly
Councillor D J Mote
Councillor B R Parry
Councillor B E Read

To all other Councillors: For information only

A Meeting of the above Committee will be held on

Thursday 21 June 2018 at 7.00pm

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

**Graham Blew
Town Clerk**

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.

Dated: 14 June 2018

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 22 March 2018 (*Town Council 26 April 2018*).
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 REQUEST TO HIRE BROOMFIELD PARK FOR FUN DAY – SWANSCOMBE TIGERS FC (p).

The attached request has been received to hold a Fun Day in Broomfield Park on 8 July 2018.

To assist members with their consideration the following information is enclosed:-

- A. Request from Swanscombe Tigers FC;
- B. Diagram indicating area to be used;
- C. Risk Assessments supplied by Swanscombe Tigers FC;
- D. Insurance details supplied by Swanscombe Tigers FC;
- E. Terms and Conditions supplied by Town Council and agreed to by Swanscombe Tigers FC.

Recommended: To discuss and advise accordingly.

7.2 FOOTBALL PITCH ALLOCATION (p).

Further to minute 569/17-18 (22 March 2018 RLA) please find attached a copy of the football pitch allocations for the 2018 - 2019 football season.

Recommended: To note the pitch allocations for 2018 – 2019.

7.3 CHRISTMAS LIGHTS 2018 - 2020 (p).

Following the completion of the 3 year contract with the current supplier for Christmas lighting, 3 quotations have been sourced to deliver the lights from 2018.

Each company were provided the same specification requesting that the contract run for a three year period and it includes the inspection of all existing electrics.

To assist members the following photographs of lighting options have been attached.

	Option 1	Option 2
Quote A	£5,045 per annum	£4,905 per annum
Quote B	£3,435 per annum rising to £3,585 in years 2 & 3	£3,616 per annum rising to £3,766 in years 2 & 3
Quote C	£3,500 per annum	NA

Recommended: To select which quote to use for Christmas Lights 2018 – 2020.

7.4 REQUEST TO PLACE MEMORIAL PLAQUE ON BENCH – MANOR PARK (p).

After the sad passing of a resident recently the attached request was received to place a memorial plaque on one of the benches at Manor Park.

Recommended: To discuss and advise accordingly.

7.5 MEMORIAL POLICY (p).

The above request has highlighted the need to have a Memorial Policy in place and members are asked to consider adopting the attached draft Policy.

Recommended: To adopt the Memorial Policy.

7.6 REQUEST TO PROVIDE REFRESHMENTS AT TOWN COUNCIL OPEN AIR CINEMA EVENTS (p).

We have received the attached request from a local catering company to provide refreshments at the Town Councils Open air Cinema Events.

Members are asked to consider whether they would like to approve the request.

Recommended: To discuss and advise accordingly.

7.7 DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members are requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess 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 WORKING GROUP – UPDATE (p).

The Working Group were due to meet on 31 May 2018 to discuss the information provided by Crest regarding the parking availability at the IPCC. Unfortunately there were insufficient attendees to obtain quorum so the meeting was unable to proceed.

Officers discussed the information from Crest with members of the Working Group and the attached letter was sent to Crest, dated 31 May 2018. To date no response has been received.

Recommended:

1. That the item be noted.
2. That the actions of the Town Clerk be endorsed.

7.10 STRATEGIC BUILDING PORTFOLIO REVIEW WORKING GROUP – UPDATE AND RECOMMENDATION (p).

Further to minute 193/17-18 (21 September 2017) the Working Group met on 13 April 2018 to consider what, if any, recommendation/s they would like the Recreation, Leisure & Amenities Committee to consider.

The Working Group have submitted the attached confidential report.

Recommended:

That the Working Group be adjourned until January 2019 and the Regeneration & Quality Sub-Committee be requested to engage EDC developers on the management of their new community facilities (Option 1 of the confidential report).

INFORMATION IN THE OFFICE.

- Allotment & Leisure Gardener – Issue 2, 2018



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Swanscombe and Greenhithe Town Council Website:
<http://www.swanscombeandgreenhithe town council.gov.uk>

