

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 21 JUNE 2018 at 7.00PM

PRESENT: Councillor K G Basson (Chairman)
Councillor Mrs S P Butterfill
Councillor Ms L M Hall
Councillor J A Hayes
Councillor Ms L M Howes
Councillor B R Parry

ALSO PRESENT: Graham Blew - Town Clerk
Martin Harding – Assistant Town Clerk/RFO
Dan Usher – Senior Groundsman/Gardener
Sarah Rawlinson - Youth and Community Engagement Officer for Swanscombe, Greenhithe and Ebbsfleet

ABSENT: There were none

56/18-19. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

57/18-19. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Mrs A E D Barham, Ms L M Cross, P M Harman, Mrs M B Kelly, D J Mote and B E Read.

58/18-19. **SUBSTITUTES.**

There were none.

59/18-19. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor K G Basson declared a prejudicial interest in item 7.1 – Request to hire Broomfield Park for Fun Day-Swanscombe Tigers FC, as he is Chairman of Swanscombe Tigers FC.

Councillor K G Basson declared a prejudicial interest in item 7.2 – Football Pitch Allocation 2018 - 2019, as he is Chairman of Swanscombe Tigers FC.

The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.

In response to enquiries, regarding item 7.1, Councillor K G Basson clarified that up to date insurance would be in place for the event and that the 5-a-side football games were only for ages U7 to U13.

60/18-19. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

61/18-19. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 22 MARCH 2018.

Recommended: That the Minutes of the Meeting held on 22 March 2018 were approved and signed as a true record.

62/18-19. SENIOR GROUNDSMAN /GARDENER'S REPORT.

The Senior Groundsman/Gardener went through the report which updated members on the work undertaken, by the Parks Department and also the work planned for the future which included:

Swanscombe Park, Broomfield Park, Knockhall Park, Heritage Park, Valley View, Grove Hall, General and staff.

Recommended: That the report be noted.

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.

Having already declared a prejudicial interest Councillor K G Basson left the chamber and took no part in the discussion r decision of the following two items.

63/18-19. ELECTION OF CHAIRMAN FOR FOLLOWING TWO ITEMS.

It was duly proposed, seconded and agreed;

Recommended: That Councillor Mrs S P Butterfill be Chairman for the following two items

64/18-19. REQUEST TO HIRE BROOMFIELD PARK FOR FUN DAY – SWANSCOMBE TIGERS FC (p).

Members considered the details and information supplied by Swanscombe Tigers FC with the request to hire Broomfield Park for a Fun Day on 8 July 2018.

Recommended: That the request be agreed with Swanscombe Tigers FC marking the pitches out, as per their request and in the area indicated within their request.

65/18-19. FOOTBALL PITCH ALLOCATION.

Further to minute 569/17-18 (22 March 2018 RLA) members considered the football pitch allocations for the 2018 - 2019 football season.

Recommended: That the pitch allocations for 2018 – 2019 be noted.

66/18-19. CHRISTMAS LIGHTS 2018 - 2020

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

Each company had been provided with the same specification requesting that the contract run for a three year period and that it included the inspection of all existing electrics.

To assist members' photographs of lighting option designs were provided.

Recommended: That Quotation B (option 1) be used for the Christmas Lights 2018 – 2020.

67/18-19. REQUEST TO PLACE MEMORIAL PLAQUE ON BENCH – MANOR PARK (p).

After the recent sad passing of a resident a request had been received to place a memorial plaque on one of the benches at Manor Park.

Recommended: That the request be agreed.

68/18-19. MEMORIAL POLICY (p).

The above request had highlighted the need to have a Memorial Policy in place and members were asked to consider adopting the draft Policy provided.

Members asked that the following be included in the Policy:-

- Only memorials for individuals who have been residents of Swanscombe and Greenhithe and whose families have given written permission be permitted.
- The applicant is responsible for the first 12 months maintenance of a memorial tree.

Recommended: That the Memorial Policy, to include the additions above, be agreed and adopted.

69/18-19. REQUEST TO PROVIDE REFRESHMENTS AT TOWN COUNCIL OPEN AIR CINEMA EVENTS.

A request had been submitted, by a local catering company, to provide refreshments at the Town Councils Open Air Cinema Events in August 2018.

Recommended: That the request be agreed.

70/18-19. 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

71/18-19. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor J A Hayes and seconded by Councillor Mrs S P Butterfill;

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 item of business.

72/18-19. INGRESS PARK COMMUNITY CENTRE WORKING GROUP – UPDATE (p).

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

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

Members received the update information supplied by Crest, dated 20 June 2018. In noting this information Members asked that this matter be considered again by the 20 September 2018 Recreation, Leisure & Amenities Committee meeting to give a definitive decision on the Town Councils position regarding this matter as a whole.

Recommended:

1. That the item be noted.
2. That the actions of the Town Clerk in compiling and sending the letter be endorsed.
3. That the Recreation, Leisure & Amenities Committee consider this matter at its next meeting to give a definitive decision on the Town Councils position regarding this matter as a whole.

73/18-19. **STRATEGIC BUILDING PORTFOLIO REVIEW WORKING GROUP – UPDATE AND RECOMMENDATION (p).**

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

Members discussed and considered the confidential report submitted by the Working Group.

Members were informed that the Chairman and Vice-Chairman of the Regeneration & Quality Sub-Committee were scheduled to meet with Paul Boughen, EDC for a informal introductory meeting regarding Community Buildings on 2 July 2018.

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).

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

Signed: _____
(Chairman)

Date: _____