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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 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 Mrs L D McFadden
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 24 September 2015 at 7.00pm

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

Graham Blew
Town Clerk

Dated: 16 September 2015

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 25 June 2015 (*Town Council 9 July 2015*).
6. **SENIOR GROUNDSMAN/GARDENER'S REPORT (p).**

Please see the attached report.

Recommended: To discuss and advise accordingly.

7. **TOWN CLERK'S REPORT.**

7.1 **SURFACING IN BROOMFIELD PLAY AREA (p).**

Further to minute 520/14-15 quotations were sought and obtained to resurface the areas within the Broomfield play area.

There is currently £6,875.00 in the Financial Risk Assessments for the replacement of safety surfacing.

£10,000.00 was included in the 2015 – 2016 budget (Cost Centre 4, Cost Code 49) for a piece of new equipment or the replacement of the swings at Knockhall and Saxon Court which could be used.

At the previous meeting (25 June 2015) members requested that arrangements be made for the Chairman or Vice-Chairman to visit sites where the soft surfacing contained in the quotes had been used before and that the Senior Groundsman / Gardener contact the contractors to clarify the size of the areas required to be re-surfaced and that this then be re-submitted to the Committee.

There were no sites in the close proximity where the surfacing had been used.

One of the quotes was revised and a new quote was obtained from another supplier and these are enclosed.

Unfortunately the Town Councils application for funding to the "Awards for All" Big Lottery Fund was unsuccessful.

To assist members the following are attached:-

- Quotations received.
- Extract of the Annual Safety Inspection report
- Photographs

Recommended: To discuss and advise accordingly.

7.2 TREE SURVEY (p).

Further to minute 515/14-15 (9 April 2015) the attached tree survey has been undertaken, also attached is a breakdown of the costs provided for the works highlighted in the survey. These costs are within the amount taken into account when setting the estimates for 2015 – 2016 (Cost Centre 4, Cost Code 54).

Although the priorities of the works contained in the survey differ members are asked to consider having all the works undertaken for practicality and including the following reasons:

- It would ensure that all the Councils trees were at the same standard of safety and maintenance;
- The finances required were specifically budgeted for and are available;
- The costs would 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.

7.3 PARKS EQUIPMENT.

Further to minute 101/15-16, the Senior Groundsman/Gardener has advised that the cost for purchasing a new rotary mower would be approximately £1,100 and the cost for purchasing x 2 cylinder mowers would be approximately £7,000.

The Responsible Financial Officer (RFO) has advised that there are sufficient funds available within the FRA budget for Parks Establishment if members wished to proceed with these purchases.

Recommended: To discuss and advise accordingly.

7.4 COMMUNITY HALLS – CONDITIONS OF HIRE (p).

Suggested amendments to the Conditions of Hire are attached for members' consideration and formal approval. Condition 3e has been amended and in place since early July as it was becoming more and more apparent that the Caretakers were not being given reasonable opportunity to clean the halls between bookings. Members are asked to consider if they think the suggested amendments are appropriate.

Recommended: To discuss and advise accordingly.

7.5 PILOT LOCAL WARDEN SUPPORT OFFICER SCHEME.

Further to minutes 25/15-16 and 83/15-16 the Kent Association of Local Councils (KALC) have informed the Town Council that only 2 applications were received for the 12 pilots. As a result the Pilot Scheme has been put on hold while the Working Group revisit the Recruitment Campaign and timetable.

Recommended: To note.

7.6. HERITAGE COMMUNITY HALL – NEW TABLES AND CHAIRS.

The estimates for 2015–2016 included funds for the purchase of new tables and chairs at the Heritage Community Hall and these were duly ordered and received in July 2015. The Caretaker has reported very positive comments from the users of the hall. Due to the size and layout of the hall a table and chair trolley were purchased to make it easier for hirers to manoeuvre the furniture (which should also reduce the possibility of damage to the floor). This has incurred an over spend of £447.70 which the RFO has confirmed is available from the FRA budget for the Heritage Community Hall.

Recommended: To note.

7.7 HERITAGE COMMUNITY HALL TELEPHONE LINE.

Further to minute 54/15-16 the Town Clerk has contacted the pre-school that uses the hall who have agreed to take on the rental for the telephone line to the hall (it is for incoming calls only). At the time of printing there were issues with transferring the line over to a new customer, the pre-school were going to try and liaise with / contact the supplier to see if they could reach an agreement with them.

Recommended: To endorse the actions of the Town Clerk.

7.8 MAINTENANCE OF DOORS TOWN COUNCIL OFFICE BUILDING (p).

The first set of double doors (electronic) to the hall have a fault which means the right hand side door does not operate.

The main door (electronic) has faults at the hinges.

The contractor that maintains the doors has supplied the attached report on both of these matters.

The Town Clerk has spoken to the pre-school that uses the hall and they would have no objection to the first set of double doors to the hall having the automation removed.

The RFO has confirmed that there are sufficient funds within the Long Term Maintenance budget contained in the FRA's for the Town Council Offices and Community Hall.

Recommended: To discuss and advise accordingly.

7.9. COMMUNITY CAFÉ – UPDATE (p).

Further to the previous update, minute 106/15-16 (25 June 2015) the attached figures show the takings of the café from 2010 - 2011 to date.

Recommended: To note.

7.10 CAPACITY BUILDING FUND 2015 (p).

Further to minute 480/14–15 confirmation has been received from Dartford Borough Council that the funding bid has been approved.

Recommended: To note.

7.11 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.

7.12 PAVILION – UPDATE.

A verbal update will be given at the meeting.

Recommended: To note.

INFORMATION AVAILABLE IN THE OFFICE:

- Allotment & Leisure Gardener – Issue 3, 2015.
- Wild Kent – Kent Wildlife Trust – summer 2015.
- Action with Communities in Rural Kent – Oast to Coast – summer 2015.

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