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SWANSCOMBE & GREENHITHE TOWN COUNCIL

Recreation, Leisure & Amenities Committee

Councillor K G Basson (Chairman)
Councillor P M Harman (Vice-Chairman)

Councillor Ms L M Hall
Councillor J M Harman
Councillor A Harvey
Councillor Mrs A R Harvey
Councillor J B Harvey
Councillor J A Hayes
Councillor Ms L C Howes
Councillor B R Parry
Councillor B E Read
Councillor P J Scanlan

To all other Councillors: For information only

A Meeting of the above Committee will be held on

Thursday 9 April 2015 at 7.00pm

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

Graham Blew
Town Clerk

Dated: 1 April 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 5 February 2015 (*Town Council 16 February 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 **SPRING VALE WOODED AREA (p).**

Further to minute 408/14-15 the survey of the middle area (i.e. the trees that had not yet been surveyed) was undertaken and is attached for members' consideration. The contractor that undertook the survey has submitted a quote, to undertake the works highlighted, which is £1,820.00.

Members will note that there is only one works identified as being advised to be undertaken within 3 months. However as the Estimates took into account the need for tree works (there is sufficient funds within the tree budget for 2015 – 2016 to have all the work highlighted in the survey undertaken) Members are asked to agree accepting the quotation in its entirety.

Recommended: To agree to the works highlighted in the survey of the middle section to be undertaken as soon as possible.

7.2 TREE SURVEY (p).

Members previously agreed, minute 291/14-15, for quotations to be obtained for a Tree Survey to be undertaken on the Town Councils trees. The following quotations have been received using the specification attached:

Quote A		£995.00
Quote B		£1950.00
Quote C		£2327.00

Five arboriculture consultants were invited to submit quotations; 2 did not respond.

- Quote A – this contractor provides a survey but does not carry out any works highlighted themselves.
- Quote B did not attend on site but used Google maps to provide the quotation.
- Quote C is from a contractor that the Town Council has used before and has always proven to be reliable and competent.

Financial Regulation 11.1 (i) states *“The council shall not be obliged to accept the lowest or any tender, quote or estimate”*.

The Estimates for 2015 – 2016 took into account the need for a tree survey to be undertaken.

Recommended: To discuss and advise accordingly.

7.3 NEPTUNE PARK SHRUB CLEARANCE/CUTTING BACK.

This area was cleared in 2014 using a contractor and was planned to be maintained by our own Parks Department in the future. Unfortunately, due to being 1 member of staff short since November 2014 it has not been possible to carry out the required maintenance. The Senior Groundsman/Gardener has met 3 contractors on site and the following quotations have been obtained to have the area cut back as follows:

Quote A		£1,200.00
Quote B		£1,665.00
Quote C		£3,000.00

Recommended: To discuss and advise accordingly.

7.4 UNAUTHORISED USE OF KNOCKHALL RECREATION GROUND.

Further to minute 410/14-15 an invoice was raised and sent with a response to the MP's letter, dated 20 January 2015. The invoice was for uses of the pitch (between 29 November 2014 and 24 January 2015) totalling 5 x £80 = £400.00; no correspondence has been received.

Since then the following has been witnessed by our Parks Department on Saturdays between approximately 10.30am to 11.00am:-

Saturday 31 January 2015	2 men outside the park but do not think they went in to play.
Saturday 7 February 2015	4 men using the pitch, continued playing after Park Keeper informed them they should not be using the marked out areas.
Saturday 14 February 2015	No one using the marked out areas.
Saturday 21 February 2015	No one using the marked out areas.
Saturday 28 February 2015	No one using the marked out areas.
Saturday 7 March 2015	Men using the pitch but would not take the envelope from the Park Keeper (contained a copy of the invoice)
Saturday 14 March 2015	Senior Groundsman/Gardener gave envelope (contained a copy of the invoice) to a gentleman named Sinclair who was with a group of men and boys using the pitch. Sinclair asked if it was OK to use the areas between the fence and the pitch. The Senior Groundsman/Gardener advised him that this was fine and that the Town Council have no objection to the use of the non-marked out areas of the park.
Saturday 21 March 2015	The Parks Keeper witnessed the group using the non-marked out area at approximately 11.00am
Saturday 28 March 2015	The Parks Keeper witnessed the group using the non-marked out area at approximately 11.00am

NB. To date no correspondence has been received from anyone regarding this matter except the previously mentioned letter from the MP.

Recommended: To discuss and advise accordingly.

7.5 COMMUNITY CAFÉ, CHURCH ROAD, SWANSCOMBE.

During its considerations, at its meeting on 20 February 2015, the Cafe Working Group requested that the Recreation, Leisure & Amenities Committee consider endorsing the Council submitting a request to English Heritage to have the building listed/protected.

Recommended: To discuss and advise accordingly.

7.6 CHILDREN'S SUMMER ENTERTAINMENT – 2015 (p).

Please find attached details regarding the option of 3 packages for children's summer entertainment. The budget agreed in the estimates (Cost Centre 9, Cost Code 121) for this item was £2,000.00. The Town Clerk has also been successful in receiving £500.00 funding via the Kent County Council Member Community Engagement Grant Scheme 2015/2016. This additional funding is proposed to be used to have the most popular entertainment more than once over the summer period.

Recommended: To select which of the 3 options to use for the Summer Entertainment - 2015.

7.7 ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT.

Please find attached the results of the Annual Playground Safety Inspection. Due to the timescales involved it has not been possible to produce comments, where appropriate, as in previous years. To avoid delay members are asked to agree to the Town Clerk, in consultation with the Senior Groundsman/Gardener, in arranging for all the necessary works to be undertaken. This will not be over the amount budgeted for in the 2015 – 2016 estimates.

To help reduce the costs of some of the issues raised the Senior Groundsman/Gardener has agreed to arrange for a lot of the labour / manual element of the works to be undertaken "in-house". Items that are unable to be completed this way will need to be carried out by the contractor, the cost of which is a budgeted expense.

Recommended: To note the Annual Playground Safety Inspection Report and agree to the Town Clerk, in consultation with the Senior Groundsman/Gardener, in arranging for all the necessary works to be undertaken.

INFORMATION AVAILABLE IN THE OFFICE:

- Oast to Coast – Spring 2015.

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