

Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU

Tel: 01322 611663

www.swanleytowncouncil.gov.uk

ESTATES AND FACILITIES

Date 12th April 2018

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 18th April 2018 from 7:30pm** or at the conclusion of the public participation session.



Mr S Nash
CEO / Town Clerk

PUBLIC PARTICIPATION

If required, the meeting will be preceded by a public participation period of up to 15 minutes at 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items with the permission of the Chairman / Mayor

RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting the public are allowed to record the Committee and Officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile phone devices to silent for the duration of the meeting.

MOBILE PHONES

Member of the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST**

- 3. MINUTES OF THE PREVIOUS MEETING**

To approve as correct the Minutes of the Meeting held on Wednesday 24th January 2018

4. CHANGES TO 1812 EVENT

To receive an update on changes to the event see report and layout

5. ESTATES AND FACILITIES MANAGER REPORT

To note the report and ask questions of the Manager

6. PARKS MANAGER

To note the report and ask questions of the Manager

7. DATE OF NEXT MEETING – 18th July 2018

If you would like further information on any of the agenda items, please contact Mr Steve Nash, on 01322 611663 or snash@swanleytowncouncil.gov.uk

Council Members:

(Chair) Cllr N Scott, (Vice Chair) Cllr J Barnes, Cllr C Barnes, Cllr P Darrington, Cllr E Komolafe, Cllr V Southern

CHANGES TO 1812

Report to Estates and Facilities 18th April 2018

Introduction

The 1812 event has proven very popular with residents over the last few years and was very well attended during 2017 with record numbers coming to enjoy the music and firework display. In looking to expand and grow the event further STC officers have been exploring options for making better use of the hired equipment available over the weekend. Cllrs were already made aware of plans to have a second day of music and to provide a different genre to attract a different demographic, but talks with the Leadership Group have prompted some additional changes. These changes are outlined below along with an intended site plan.

The title of the event will now be the **1812 Charity Festival** which as it suggest will help raise funds for local charities of the Mayors choice and become a legacy event for future Mayors.

The Funding

In seeking to cover the cost of the event and in providing an opportunity to raise funds for local charities it is planned to introduce the following charges on the night of the Firework Display.

1. Councillors will pay £10 each to gain access to the VIP marquee where they will also receive light refreshments. Access will be strictly controlled to ticket holders only.
2. Car Parking at the Top Car park will be £10 to discourage parking there, while parking in the lower car park will remain the same.
3. A donation bucket will be at each entrance to the park and be pre-advertised as donation only. We will NOT exclude residents refusing to pay
4. The second day of the event all attendees will also be asked for a donation at the entrances.

Non Charity Funding

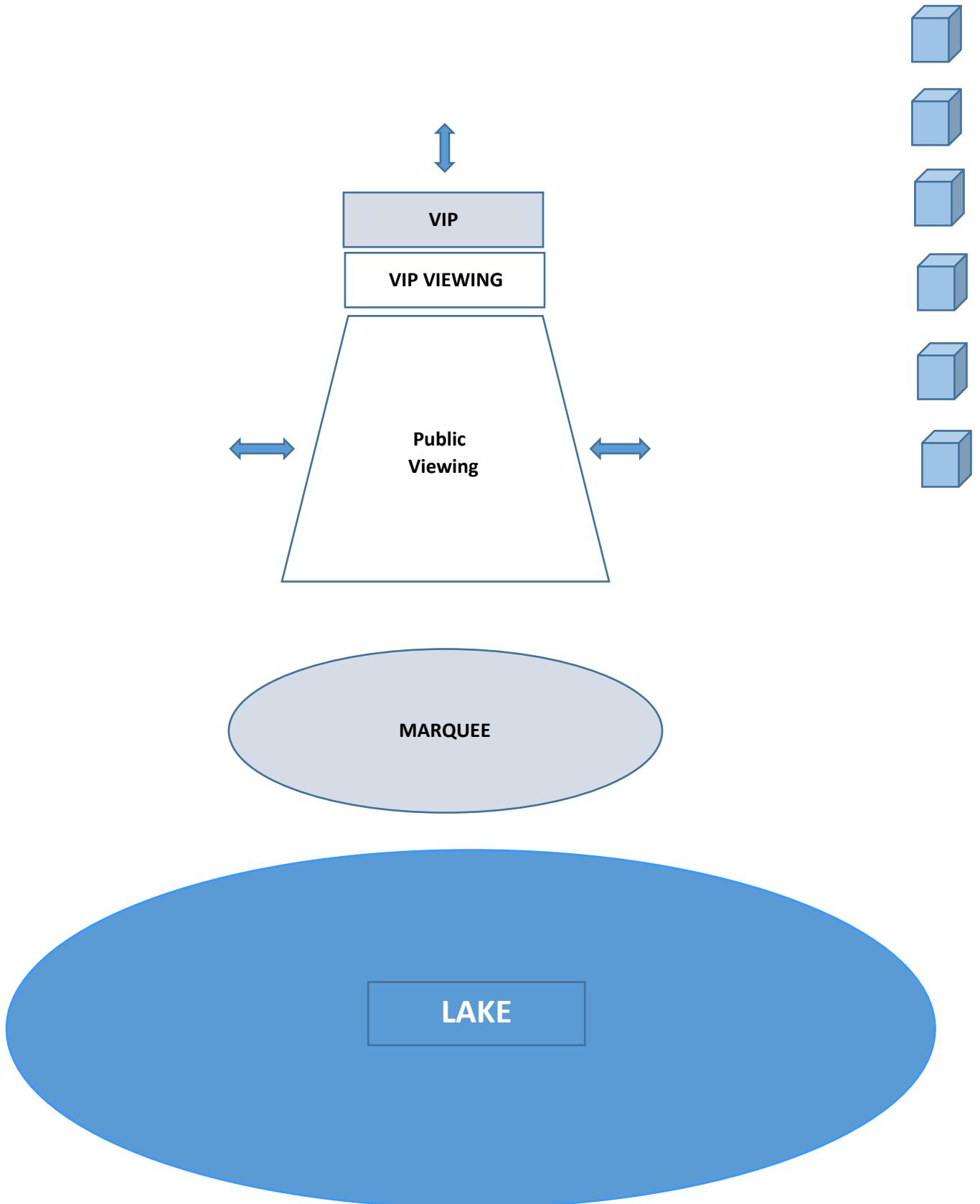
All funding from Bar Sales, Food Vendors, Glow Sticks, Stalls, Rides, Car Parking and Displays will be used to offset the cost of the event itself and will not form part of the charitable donation after the event.

These changes will not prevent local residents from attending the event and enjoying the evenings entertainment, but will help support local charities for the future.

Organising Officers are confident the event will continue to grow and develop and it may be possible to attract additional income via sponsors, grants and exhibitors to further reduce cost to STC in putting on the event in the future.

LAYOUT 1812 CHARITY FESTIVAL - 2018

Stall Area



To: Estates and Facilities Committee – 18th April 2018

By: Estates and Facilities Manager

Subject: Update since the last meeting

Recommendation: To note this report and to consider any recommendations

1. New Vehicle

The new truck was delivered on the 5th April, a Ford Transit Tipper with double cab which is a more modern, fit for purpose vehicle which will help the Estates Technicians carry out their existing duties and tasks more efficiently.



We have also purchased a Golf cart/ Utility vehicle for use within the park to enable the Park Rangers to carry out some of their duties with ease.

2. Rental Incomes

We now have most of the Licenses to Occupy or lease agreements issued.

This includes the most recent one to a small company called New Generation Data who are renting the Faldo Room at the Olympic, and hopefully in the next month or so we will be issuing a License to Richard Hook who will be setting up an Archery centre on the old Golf Driving Range which will match the income we lost when the Range pulled out last year.

All licenses are being collated into an electronic copy on the E drive and paper copy for easy reference.

The Micro Brewery at Station Road have a licencing hearing on the 18th April when they hope they will finally be granted their license and can then start trading.

3. Land Ownership

We are in the process of collating a file on the network will hold all Title deeds attached to areas of STC ownership. Part of this process includes checking some areas of dispute such as the patches of

land on the Waterton Estate. These were still held by Taylor Wimpey although the 20 year period of commuted maintenance they had paid came to an end in December 2017. After eventually making contact with someone from Taylor Wimpey who knew a past history on this it now sits with the legal teams to get signed over to us.

Petham Allotment society have been asked to provide evidence of the agreement for their occupancy of that parcel of land without a fee being paid to STC who are the Title owners.

4. Future Projects and Maintenance

We are now fully responsible for all maintenance / repairs to the Oaks clinic after NHSPS have reviewed the NHS services operating from there and have pulled their blanket maintenance cover.

Appendix A shows a schedule of works that have been completed and works that need to be carried out in the near future as and when funds are available across the estate.

5. The Woodlands.

The sale of the Woodlands is progressing and we are waiting for confirmation on contracts.

6. Azalea Drive Bus Shelters

The Bus Shelters have been refurbished including new viewing panels installed. They also now are used to advertise STC events, functions and amenities. We are going to do a similar project to the bus stop on the London Road next to the Lullingstone Pub.



7. Maintenance Officer

Using WKHA's back to work scheme we have now recruited Daniel Perfect as part time maintenance officer. At the moment he is working a 24 hour week but in the near future this will probably evolve in to a full time position. He works across all areas of the Estate picking up minor repairs and maintenance issues.

8. Supporting Events

On top of the everyday duties carried out by the Estates technicians we will be busy supporting all the various events the council will be putting on this year, quietly getting on with early morning set ups and late evenings packing away, coupled with more early mornings litter picking and clearing debris to return the areas back to clean tidy state for everyone to enjoy as usual.

Appendix A - Scheduled Works

Area	Works To Be Carried Out	Date Planned	Issues	Completed
Swanley Park Play Area	Repairs to Roundabout & Cradle Swing	2 week Window from 3rd July	Parts Being imported !!!!	Yes 19th Aug
Swanley Park Play Area	Repairs to other Items	Jul-17	Awaiting response from Fenland	Yes 6th Sept
Petham Play Area	Repairs to Play Equip.	Aug-17	Funding	Yes 27th Sept
Swanley Recreation Ground	Repairs to Play Equip.	Sep-17	Funding	Completed October 17
Swanley Park Sports Pitch Area	Work Required to Bring Playing Surface up to Scratch	July-Sept. 2017	Funding & Time. Now the season has started we will have to wait till spring 2018 to verti drain, re soil & seed	
Olympic	Boiler Replacement	2nd & 3rd October	Acquiring 3 Quotes , Asbestos to be Removed and Funding	7th October
Olympic	2nd Part of Heating / Mains Water supply works	?	Funding	
Olympic	Decorating	May-17	Funding	
Olympic & Alexandria Suite	Deep Clean of Kitchen	26th,27th,28th October		Yes
Archer Way	Install handrail	Jul-17	Items purchased awaiting time to install	Yes
Replacement Fridge/Freezer for Alex Kitchen	The one they have is U/S		£1200 - £1500 for a cheap less efficient one	
New Barn Road	Install new Park Signpost	June/July 2017	Awaiting space in schedule to Install	June 20th
Parks Yard	Prepare for Athletics club move to Workshop.	Jul-17	Finish building Step & remove Steel Guider	Yes
Swanley Park	Drain Survey	Jun-17	To Investigate invert levels are correct before going out to tender for Sewage connection	Yes
Swanley Park	Connect toilets to Mains drains	when funding allows	Get connected to alleviate the need and cost of Cesspit	
Swanley Park Lake	Repair Leak	2017/18	Funding. Very large scale job. Finding companies to carry out such works	
Swanley Park Toilets	Various Maintenance & Repairs	June/July 2017	On going repairs	
Town Centre	Replace Xmas Tree Base	Before 25th Nov 2017		Yes
Tree Survey across whole estate	Before end of year	Between £700 & £1200		Yes Jan 18
Splash pool	Repairs to surfaces	Before April 2018		Yes 13/14 March
Olympic	CCTV to be replaced	As soon as Possible	Funding	
Swanley Park	Tree Trek Ladder Repair to broken string	As soon as Possible		Feb-18
Swanley Park	Build Paddle Boat Pool	WC 26th Feb	Weather and man power	30th March

Olympic Roof Leak	ASAP	£800 - £1500		Feb-18
Football Changing rooms	Repairs to roof to stop ingress of water	when funding allows	Major ingress of water for several years. But needs dealing with this year before Changing rooms become unsafe.	
Football changing rooms	Refurbishment of Changing rooms	when funding allows	Ceilings have wet rot in them now and are becoming unsafe as electrics are damp now as well.	
Pavilion And Alexandra Suite	Repairs to Heating	????	Intermittent problem but some minor repairs required soon.	
Alexandra Suite And changing rooms	Investigate how to get reliable hot water from Solar heating system		Working on Immersion heaters primarily at moment	
Azalea Drive Bus Stops	Refurb and Signage	Feb-18	Tidy up and refurbish. Put advertising posters up	27/02/2018
Estates Team	Replacement van required	Apr-18	Old one Unserviceable	05/04/2018
Park Toilets	Refurbishment of Toilets primarily the Disabled	Before new season if possible	Time.	
Civic Centre	Investigate and fix the heating system	before next winter	Unreliable and un serviceable heating	
Alexandra Suite Toilets	Refurbishment	ASAP	Looking dated and dirty	9/4/18
Swanley Park	Replacement power post by bandstand	Before 1812 night 2018	Existing post unsafe and power supply needs upgrading Quoted £4k / £5K	
Pavilion	32 amp External power supply installed	Before Armed Forces day 2018	Requested to supply PA system and others. Quoted £1386.00	
Bowls Green	Annual Maintenance before season starts	Apr-18	General Work plus new seeding to areas	Apr-18
Alex/Civic	Major repairs to sewage system	ASAP	The pumped system has broken down completely through years of non maintenance	AWAITING QUOTES
Oaks Surgery	Repairs to lift	W/C 9/4/18	Lift out of service	

To: Estates & Facilities Committee
From: Ryan Hayman Park Manager
Date: 18 April 2018
Subject: Update

1. Purpose of report

1.1 To inform the committee of any new projects, bookings or changes to operations.

2. Recommendations

2.1 To accept the update report and note any information contained within.

3. Background and information

3.1 Swanley Park

3.1.1 Hand Boat Pool – The Mini Boats were purchased last year but were underutilised. This resulted in the boats being placed into storage for the remainder of the year. In response to this a mini hand boat pool has been built on the site of the old race track.



3.1.2 Inflatable Castle – In March, the old castle was inspected by the relevant regulator for safety. This inspection failed the castle and meant it could not be used commercially. In reaction to this we have created a bouncy castle zone. This is already proving to be a big hit and has radically improved the look of the area.



3.1.3 Boating Lake – A new type boat can be seen on the lake for the first time in years. We have launched the Indian/Canadian Style Canoes and are trailing them with the possibility of expanding the fleet if they prove to be popular. This year we are also introducing 'Fast-Track', this pass will allow visitors to enter faster queues, at an additional price.



3.1.4 Tree Trek – The tree trek, has been rebuilt and moved for the third consecutive year. This year it has been placed within the Splash Park Area but towards the back. This should prove to be the optimum position for it, as it is in the public view, but it is not taking up sort after space around the Splash Pool. The play piece has been removed and a few trees have been cut to create this space. A new fence has been erected and play bark has been used to build a mound up to the entrance ladder.



3.1.5 Splash Pool Area – The pool has been professional repaired this year and has also seen a fresh coat of paint. This is all despite the challenging and changing weather fronts we have been faced with. The pool has been operational for the April holidays and a new operator's course is being booked to train more staff on how to use the pool plant room.



3.1.6 Mini Golf – Disappointingly there was a loss of approximately half of our putters after last summer. It is hoped, with the golf returning to its original layout, that customers will be more inclined to return the putter as they are nearer the kiosk. In addition, with the course in this position, we expect more visitors to notice and use it.



3.1.7 Dino Karts – These have been repaired and brought out for action during the Easter holiday break.

3.1.8 Deck Chairs – Last year's income was disappointing and this was predominately due to the lack of structure in selling the chairs. A new system is in place for 2018 and income should reflect this.

3.1.9 Car Parking – Both car parks started charging again in March. New display tickets have been purchased, which must be displayed on the dashboard. Additionally, new body cameras have been bought. This will provide security to our car park attendants. Lastly, we have launched a new annual car-parking pass which at the price of £100 entitles the user to unlimited parking throughout the season.

**PARK ACTIVITIES
EASTER HOLIDAYS**

**MONDAY 2 & 9 APRIL
NERF WARS**
11.00am - 12.00pm & 1.00pm - 2.00pm

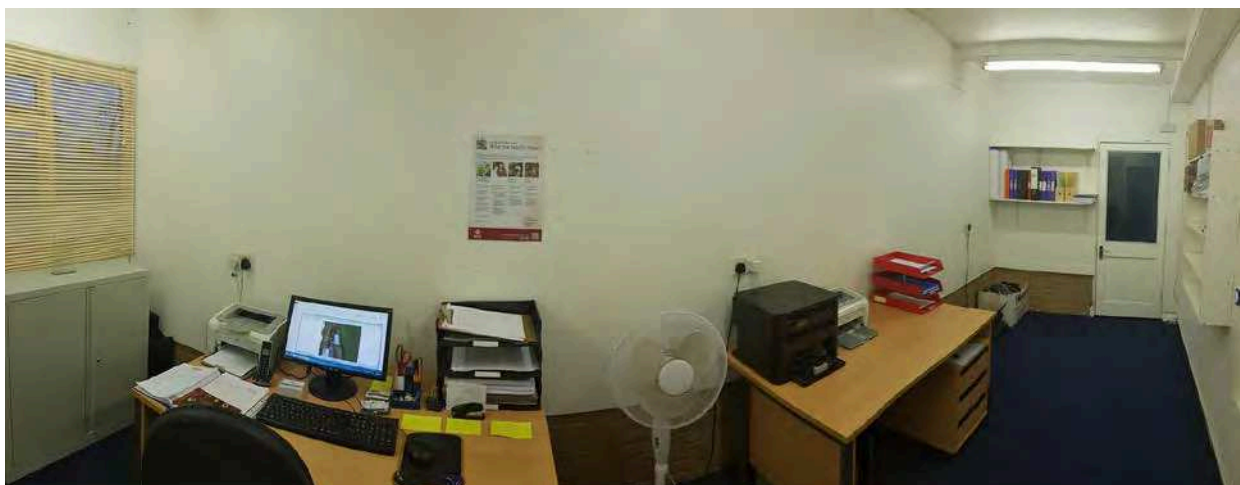
**WEDNESDAY 4 & 11 APRIL
SURVIVAL SKILLS**
11.00am - 12.00pm & 1.00pm - 2.00pm

**FRIDAY 6 & 13 April
NERF WARS**
11.00am - 12.00pm & 1.00pm - 2.00pm

12 places available for each session.
£5 per person paid in advance
To book your place Call 01322 665 655

3.1.10 Parties – New party packages were introduced, both Survival and Nerf parties have added additional income to the Park. It is hoped that these new streamlined versions of these parties will increase profitability. Already we are seeing a significant uptake on Nerf Parties. In addition we ran half-term activities which proved popular despite the weather!

3.1.11 Parks Office – A new office has been established at the Park. This has been formed in the old storage building to the side of the Bungalow. A general re-organising of the administration has been undertaken and working procedures set up to adhere to these.



3.1.13 Health & Safety – Numerous Risk Assessments, Method Statements and Fire Safety checks have been produced and have highlighted issues at the Park. These are being rectified promptly. Such as the installation of firefighting equipment and a fire drill procedure produced.



3.1.14 New Events – Tickets for Happy's Circus have gone on sale across the Council's sites; Swanley Park, The Olympic, The Alexandra Suite and The Link. Two bands have been booked into the new folk festival, as part of the 1812 weekend. DNG traded between March 30th and April 15th as part of the Half Term activities. Additionally, on the 31st March, an Easter egg hunt was hosted by local charity.



Making Miracles provided a great event and raised in excess of £2000 for services such as professional trauma and bereavement support. Lastly, Swanley Rugby Club held their Presidents Match at Swanley Park on 7th April. They beat Edenbridge 35 - 10 to remain top of the division.

3.1.15 General Improvements – A cross-functional improvement strategy is being adhered to, under the guidance of the Park Manager action is being taken to implement changes for the future benefit of Swanley Park.



Marketing is being further exploited and Social Media is playing a significant role in this, the Park aims to have 10,000 'Likes' by the end of the financial year 18-19. Maps are being created to assist visitors and advertise the site more effectively, these will be in the form of leaflets and 'You are here boards'. In addition banners have been put up to aid customer traffic movements.



Human Resources is being actively supported through the Park Manager's previous experiences and knowledge. For instance; outdated training is being brought into date, a communication platform will be utilised, record keeping is being improved, and nationally recognised qualifications are being offered to employees as part of a continual reward and performance improvement program. 13 Park Rangers have been recruited after some end of year staff turnaround.

Financial studies are going to be undertaken by the Park Manager to ensure the viability of all activities provided at the Park. This evidence will then state the highest and lowest profitable areas, which in turn could be actioned upon.

Information Technology is having a growing influence on all aspects of life. Suitable areas may need to adapt new systems to ensure efficiency is optimum. As part of this CCTV systems will be reviewed in May. This will be an on-going investigative project for the Park Manager.

Operations and the general day to day running of the Park are being continually monitored and changed where deemed necessary. For instance, job sheets have been introduced for Rangers and a Supervisor sheet is in the process of being created. This is all part of the overall introduction of empowerment and being responsible for own working practices.

3.1.16 Swanley New Barn Railway Statement -

The Railway opened on the 1st January for Alheimers Society with a steam engine only service. The railway raised over £400 for the charity. The event was well attended, with a few visiting steam engines aiding the society fleet. The entire day was operated on a donations basis with no fares taken, but donations collected. The Café also opened for the event, ensuring tea, coffee and refreshments were available to the public.



The Railway is continuing to look at how to replace the falling down and leaking loco-shed after Sevenoaks District Council rejected the last planning application for being on green belt land. The society are looking at what options can be done to either replace or repair the shed in the short to medium term. Peter Jackson.

3.1.17 Swanley Café – The Café are once again trading 7 days a week, since February.

Improvements to the Café have been undertaken with the replacement of the smashed window from last year. The Café themselves have re-decorated internally and moved the glass presentation unit to a more customer facing position.



3.1.18 Prices – 2018/2019 Park Prices



SWANLEY PARK PRICE LIST*

(NEW!) INDIAN CANOE £6 FAMILY /£3 INDIVIDUAL |
PEDALO £7 FAMILY /£3 INDIVIDUAL |
CANOE £3 INDIVIDUAL|
ROWING BOAT £7 FAMILY /£3 INDIVIDUAL|

*Terms and Conditions: Boating Sessions are for 30 minutes sessions. Bouncy Castle Zone and Hand Boat Pool Sessions are 10 minutes. The Tree Trek is two laps around the course. A family pass means 2 adults and 2 children.

The top section of the price list features a light blue sky with a smiling sun and white clouds. Below the sky is a green grassy field with a cartoon illustration of a man in a red shirt and dark pants, a woman in a white dress, and a brown dog walking together. The text is in bold, with 'NEW!' items highlighted in red.



SWANLEY PARK PRICE LIST*

(NEW!) BOUNCY CASTLE ZONE £ 2.50 |
(NEW!) HAND BOAT POOL £ 2 |
(NEW!) FAST TRACK £15 FAMILY / £5 INDIVIDUAL |
(NEW!) ANNUAL CAR PARK PASS £100 |
(NEW!) NERF WAR PARTY £100 / 10 CHILDREN / 1 HOUR |
(NEW!) DUCK FEED £0.50 |

TREE TREK £3 |
DINO KARTS £4 |
DECK CHAIRS £2 |
MINI GOLF £5 FAMILY/£2 INDIVIDUAL |
SURVIVAL PARTY £150 10 CHILDREN 2 HOURS |

*Terms and Conditions: Boating Sessions are for 30 minutes sessions. Bouncy Castle Zone and Hand Boat Pool Sessions are 10 minutes. The Tree Trek is two laps around the course. A family pass means 2 adults and 2 children.

The bottom section of the price list features the same light blue sky, smiling sun, and white clouds as the top section. Below the sky is a green grassy field with a cartoon illustration of a man in a red shirt and dark pants, a woman in a white dress, and a brown dog walking together. The text is in bold, with 'NEW!' items highlighted in red.

4. Reasons for recommendations

4.1 This report does not contain any decisions to be made; it just provides information to be noted.

5. Conclusions

5.1 As highlighted in this report, we continue to aim to maximise the use of our facilities, whilst also generating additional income for the Council.

Ryan Hayman

Park Manager