

# Swanley Town Council

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

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[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

## ESTATES AND FACILITIES

Date 12<sup>th</sup> July 2018

Dear Member

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



Mr S Nash  
CEO / Town Clerk

**Committee Members:** (Chair) Cllr N Scott, (Vice Chair) Cllr J Barnes, Cllr C Barnes, Cllr P Darrington, Cllr E Komolafe, Cllr R Morris, Cllr V Southern

### PUBLIC PARTICIPATION

If required, the meeting will be preceded by a public participation period of up to 15 minutes in total at 7:30pm. Members of the public are also entitled to speak, during the meeting, on agenda items only and with express permission from the Chairman / Mayor. Those wishing to speak on an Agenda item must indicate this during Public Participation.

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### 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 18<sup>th</sup> April 2018

**4. ESTATES AND FACILITIES MANAGER REPORT**

To comment on the report and ask questions of the Manager

**5. PARKS MANAGER**

To comment on the report and ask questions of the Manager

**6. DATE OF NEXT MEETING – 17<sup>th</sup> October 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](mailto:snash@swanleytowncouncil.gov.uk)

**To: Estates and Facilities Committee – 18<sup>th</sup> July 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**

Due to the issues with the Ford Transit model we currently leasing, we are in the process of trying to return the vehicle and terminate the lease contract so we can purchase a more reliable vehicle.

**2. Fire and Legionella Risk Assessments**

These have now been carried out and the Fire Emergency plans have been rolled out through each venue. There are some minor works to be carried out on the back of the Fire Risk Assessments. A monitoring regime needs to be put in place for the Legionella and the best way for this would be a mix of external contractor and internal monitoring. Legionella awareness training would be required for some staff.

**3. Rental Incomes**

All the Licenses to Occupy or lease agreements linked to income have now been issued.

The Micro Brewery at Station Road formally opened on the 2<sup>nd</sup> of July with a visit from Sir Michael Fallon and has been received very well by local residents.

Unfortunately due to the proposal for the Suns Basketball centre at the Olympic the Archery centre have pulled out.

**4. Land Ownership**

We are still waiting for final searches to be completed on the land areas on the Waterton Estate before the title deed can be finalised and signed over from Taylor Wimpey

Petham Allotment society have provided the evidence of the agreement for their occupancy of that parcel of land without a fee being paid to STC and a formal tenancy lease (without fee) is now being drafted by the solicitors.

**5. Future Projects and Maintenance**

We have started major works to the back section of the boating lake to help with the annual problem of dropping water levels. We expect this to take up to 3 to 4 weeks involving various staff so unfortunately some other smaller projects like the flower planter proposed and supported by Councillor Horwood will have to be put on hold temporarily.

We hope to carry out verti-draining on the rugby pitch and some sandboxing by the end of August to make a start in the regeneration of the pitch area and then after the 2018/19 season has finished the intention is to carry out more works including top grading and seeding.

We are looking at the costs to take over the grass cutting contract throughout Swanley from the KCC. If we secure the contract it is hoped we can deliver a higher standard of maintenance throughout the town. Alongside the KCC grass cutting contract we are also looking to secure a contract to provide ground maintenance for CBRE, the KCC contract alone will require an additional member of staff to be recruited but with the revenue from both contracts the position/salary will be fully covered.

**6. The Woodlands.**

The sale of the Woodlands is progress.

**7. Bus Shelters**

Following the successful advertising and regeneration of the Azalea Drive bus stops we are planning a similar thing for the one at end of Station Road by the Lullingstone pub. But again this will be delayed due to works at the lake.

Area	Works To Be Carried Out	Date Planned	Issues	Completed
Swanley Park Play Area	Repairs to Roundabout & Craddle 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	<b>Funding</b>	Yes 27th Sept
Swanley Recreation Ground	Repairs to Play Equip.	Sep-17	<b>Funding</b>	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	?	<b>Funding</b>	
Olympic	Decorating	May-17	<b>Funding</b>	
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	<b>Funding.</b> Very large scale job. Finding companies to carry out such works	See item below
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	YES June 2018
Swanley Park	Tree Trek Ladder Repair to broken string	As soon as Possible		Feb-18

Swanley Park	Build Paddle Boat Pool	WC 26th Feb		30th March
Olympic Roof Leak	ASAP	£800 - £1500		YES 01/02/2018
Footbal Changing rooms	Repairs to roof to stop ingress of water	when funding allows	Major ingress of water for several years. But needs dealing with thus 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	????	Intermitent problem but some minor repairs required soon.	
Alexandra Suite And changing rooms	Investigate how to get reliable hot water from Solar heating sytem		Working on Immersion heaters primarily at moment	
Azalea Drive Bus Stops	Refurb and Signage	Feb-18	Tidy up and refurbish. Put advertising posters up	YES 27/02/2018
Estates Team	Replacement van required	Apr-18	Old one Unservicable	05/04/2018
Park Toilets	Refurbishment of Toilets primarily the Disabled	Before new season if possible	Time.	Yes June 2018
Civic Centre	Investigate and fix the heating system	before next winter	Unreliable and un servicable 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 Armend Forces day 2018	Requested to supply PA sytem and others. Quoted £1386.00	
Bowls Green	Annual Maintenace 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	Completed June 2018
Oaks Surgery	Repairs to lift	w/c 09/04/18	Lift out of service	Completed
London Road	Replace Olympic Sign			YES
Oaks Surgery	Works to emergency lighting	02/07/2018	Awaiting 3 replacment fittings that were sent in wrong. iSecure dealing with this.	
Station Road Bus Stop	Replace 2 section Perspex and install advertising posters		Work load	
Swanley Park	Build daming either end, Dig out rear section, fit liner, refill lake	w/c 09/07/18	Man power and machinery , appx 3-4 weeks work to carry out. Cost of liner.	

Swanley Park, pool area.	Rotavate section where trees were removed and turf over.	w/c 02/07/18	Rotavated, Turfing on hold untill 30/07/18	
Swanley Park Lake	Remove bushes around boating lake as per SN instructions	w/c 09/07/18		
Various locations	Fit new perspex fronts and pin boards to notice boards	TBA	Workload	
Woodlands	Clear bushes and Hedges back from neighbouring fences	w/c 16/07/2018 (TBC)	Workload	
Wested Lane	Build Planter By Entrance sign	w/c 23/07/18 (TBC)	Workload	
<b>Parks</b>	Storage box to bolt onto Golf Cart.	TBA		
<b>Parks</b>	Improve lips on access ramps to park for disabled access	TBA	Will need to be dug out on edge to form lip.	
<b>Alexandra</b>	All 3 urinals in mens toilet are block	05/07/2018	Dan replaced block waste traps	05/07/2018
<b>Alexandra</b>	All 3 urinals in mens toilet are block	10/07/2018	Pipework further down line needs jetting clear.	10/07/2018
<b>Alexandra</b>	Light in disabled toilet not working properly		Kerina to get Ben to sort as only starter to be changed	
<b>Pavilion</b>	Top of Bar needs to be sorted	TBA	Needs to be looked and quoted for.	
<b>Alexandra</b>	Tiling in Kitchen	TBA	Nedds to be looked at an assessed.	
<b>Pavilion</b>	Walls and doors to be painted ???	TBA	Spoke to Kerina as this is non urgent , just a request to tidy area up at some point.	
<b>Alexandra</b>	Light continuously on in gents loo.	TBA	Check if its on PIR sensor/ Non urgent	
<b>Olympic</b>	Doorbell not workin	TBA		
<b>Olympic</b>	Freezer lock broken	TBA	Replacement part required	
Olympic	Replace strip lights in cellar and bottom of stairs	TBA	Replacemant lamps required	
Olympic	Replace broken toilet seat in staff/boxing club toilet	TBA	New seat Required	
Civic Centre	Maintenance and repairs to fire doors and other items as highlighted in FRA	TBA	Cost and time	
Olympic	Maintenance and repairs to fire doors and other items as highlighted in FRA	TBA	Cost and time	
Alexandra	Maintenance and repairs to fire doors and other items as highlighted in FRA	TBA	Cost and time	

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
Remove Xmas Tree Spraying Tree & Hedge Maintenance General Duties   Gas/Boiler Inspections ALL Venues	Bowls Green Maintenance Tree & Hedge Maintenance Machinery Maintenance Checks General Duties inc. Benches.	Grass Cutting Starts Wildlife Area Maintenance Bowls Green General Duties  Quarterly Play Ground Inspections  Annual Ice machine/cooler Servicing Olympic 6 Month Lift Inspection	Grass cutting All Areas Bowls Green General Duties   Annual Intruder & Fire Alarm Service (iSecure)	Take Down Goal Posts Swanley In Bloom Grass Cutting All Areas Tree Inspection Road Tax Citroen Van MOT - Citroen Van  PEAT Testing Olympic & Alexandra	Grass Cutting All Areas General Duties Goal Posts Down   Quarterly Playground Inspections  Civic Centre 6 month Lift inspection Oaks surgery 6 Month lift inspection
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Grass Cutting Hedge Cutting General Duties  Goal Posts Up  Armed Forces Day.  Sewage pump servicing	Grass Cutting Hedge Cutting General Duties  1812 Night	Grass Cutting Hedge Cutting General Duties  Goal Posts Up Quarterly Playground Inspections Olympic 6 Month Lift Inspection	Close up Bowls Green Grass Cutting Hedge Cutting  General Duties	Grass Cutting Hedge Cutting Tree Work  General Duties	Tree Work Hedge Cutting General Duties Annual Playground Inspections Annual Fire Extinguisher Inspections ALL Venues Landlords Gas Safety Inspection. Olympic Flat Civic Centre 6 month Lift Inspection Oaks surgery 6 Month lift inspection

Dates for Inspections are months when due. Specifics need to be booked in.

**General Duties Include:**

Litter clearing & Bins  
Dog Bins  
Reactive Jobs  
Up Keep of Flower Beds

Cleaning Changing rooms  
Weekly Play ground Inspections  
Tools & Plant Maintenance  
Tennis Nets

Up Date Banners  
Line Marking  
Mowing of bowls green twice a week

**5 year Electrical Inspection due 2019**

**To:** Estates & Facilities Committee  
**From:** Ryan Hayman Park Manager  
**Date:** 18 July 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 New Activities – Our new bouncy zone has proven to be a real hit, April – June has seen a sharp income rise. The inflatables have been relocated from the decking to behind and next to the hand boat pool. This was to make room for the introduction of a race track and battery cars. These are coin operated, meaning they do not need fulltime staff supervision. The cars came to us for free, as part of a shared lease agreement, which involves splitting the income 50/50 between Swanley Town Council and Leisure Matic. These have provided additional income at no cost to the Council.



Another new activity is being installed on 19<sup>th</sup> July. A JCB sit on digger ride will be placed next to the race track on the decking. Once again in partnership with Leisure Matic, the ride has come to us for free and will follow the same agreement as the battery cars. These new attractions have not stopped the hand boat pool from being popular, an activity which made little over £50 last year has already brought in an income in excess of £2000.

3.1.2 Inflatable Safety – With the recent headlining incidents, it is worth noting how the inflatables at Swanley Park are kept safe. They are secured and clipped in place on each handle, these tethered points are bolted and anchored down under ground level. The castles are deliberately not over inflated. They have both passed the safety check PIPA and are risk assessed annually. In addition, a daily inspection is undertaken and recorded.

PIPA Inspection Report																																																																		
Report No:	0001	Site Name:	Swanley Park																																																															
Report Date:	07 May 2018	Site Address:	Swanley Park, Swanley, Kent, TN11 1JG																																																															
Client:	Swanley Park	Inspected By:	Paul Hurrell																																																															
<table border="1"> <thead> <tr> <th colspan="2">Inspection Details</th> <th>Inspection Status</th> </tr> <tr> <th>Item</th> <th>Notes</th> <th>Pass/Fail</th> </tr> </thead> <tbody> <tr><td>1</td><td>General Safety</td><td>Pass</td></tr> <tr><td>2</td><td>Structural Integrity</td><td>Pass</td></tr> <tr><td>3</td><td>Electrical Safety</td><td>Pass</td></tr> <tr><td>4</td><td>Fire Safety</td><td>Pass</td></tr> <tr><td>5</td><td>First Aid</td><td>Pass</td></tr> <tr><td>6</td><td>Signage</td><td>Pass</td></tr> <tr><td>7</td><td>Weathering</td><td>Pass</td></tr> <tr><td>8</td><td>Anchor Points</td><td>Pass</td></tr> <tr><td>9</td><td>Handles</td><td>Pass</td></tr> <tr><td>10</td><td>Entrances</td><td>Pass</td></tr> <tr><td>11</td><td>Exit Points</td><td>Pass</td></tr> <tr><td>12</td><td>Internal Structure</td><td>Pass</td></tr> <tr><td>13</td><td>External Structure</td><td>Pass</td></tr> <tr><td>14</td><td>Ground Anchors</td><td>Pass</td></tr> <tr><td>15</td><td>Wind Ties</td><td>Pass</td></tr> <tr><td>16</td><td>Material Quality</td><td>Pass</td></tr> <tr><td>17</td><td>Age of Structure</td><td>Pass</td></tr> <tr><td>18</td><td>Previous Repairs</td><td>Pass</td></tr> <tr><td>19</td><td>Overall Condition</td><td>Pass</td></tr> </tbody> </table>				Inspection Details		Inspection Status	Item	Notes	Pass/Fail	1	General Safety	Pass	2	Structural Integrity	Pass	3	Electrical Safety	Pass	4	Fire Safety	Pass	5	First Aid	Pass	6	Signage	Pass	7	Weathering	Pass	8	Anchor Points	Pass	9	Handles	Pass	10	Entrances	Pass	11	Exit Points	Pass	12	Internal Structure	Pass	13	External Structure	Pass	14	Ground Anchors	Pass	15	Wind Ties	Pass	16	Material Quality	Pass	17	Age of Structure	Pass	18	Previous Repairs	Pass	19	Overall Condition	Pass
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### 3.1.3 Green Space Improvements

– Work has just began at removing the hedges next to the boating kiosk, in front of the lake. This has vastly improved the area and means park users can enjoy views from a previously obscured bench view. In addition, the hedges where pulling in already depleted levels of water from the lake. Removing these helps restore the lake to sufficient volumes. The



area behind the island has already dried out, staff have been working flat-out to build a temporary dam. This will be in place whilst water is being pumped into the lake from the Thames Water supply point. This area is being dug deeper for the future benefit of being able to store high quantities of water. Other work around the Park includes general; hedge trimming, cutting, line marking and watering the many new plants around the Park. Furthermore, the forestry commission visited on 11/07/18, to inspect tree health, we are awaiting the results.

3.1.4 Toilets – Reacting to some constructive feedback from previous years, we have now introduced two extra female cubicles. These are in the shared baby changing facility. In previous years, either one or both had been closed off for public use. This was deemed unsupportable in the wake of visitor feedback. Minor work was required to make these suitable for use. Furthermore, our disabled facility has been revamped, which has created a wider and safer space for the user.

3.1.5 Additional Parking – A new and professional layout was introduced in May. This system allows for the smooth passage of higher volumes of traffic and eases the burden on local roads. A new road was created to create two – way traffic, with staff and signs aiding the process further. These changes have led to no visitors being turned away, since its introduction.



3.1.6 CCTV – A new CCTV system has been installed in the Park. This will be directly connected to the CEO and Park Manager for instant access. The system has replaced broken old equipment and has included one additional camera to cover the inflatable and hand boat zone.

3.1.7 Candy Floss – There is a new attraction stall at Swanley Park selling a wide variety of candy floss flavours. The Park receives 10% of the takings, which is proving a success to date. The stall holder has made a real effort decorating the hut, which is extremely eye catching.



3.1.8 Park Events – Happy's Circus was a resounding hit with the local residents. The opening night was a charity function supporting Cllr Dyball's chosen charity, We Are Beams. They raised £285 on the night and gave the children a great show to watch for free. In addition to this, the other shows pulled in an average of 250 audience members per show, across 5 days and 7 shows. The Council received all Car Parking fees, and 5% from ticket sells. DNG Bouncy Kingdom visited the Park over both Bank Holidays and paid a third of their takings to the Council. Kent Fire and Rescue visited the Park in June, this was a great opportunity to raise awareness and educate the community in fire safety. Various, schools and club organisations have booked at the Park for activity sessions led by our staff. Every Thursday at 10am, has seen the continued health walks led by Cllr Dyball. Number have been steadily increasing and the sessions are proving an important social aspect as well as health. Every Sunday, Swanley Rugby Club have launched Mini Rugby sessions, 10am – noon.





3.1.9 Park Map – Our first attraction map has been created, this is placed down by the bottom car park and by the top car park, as well as being online. Visitors have already commented on the usefulness of the map.



3.1.10 Green Flag – Swanley Park is proud to announce that we have successfully been awarded the Green Flag 2018-2019. We scored 20 marks higher than in previous years. The judges noted vast improvements across the board after last year’s failure. An award ceremony is due to be held on 19<sup>th</sup> July at Hackney Town Hall. The complementary judges suggested the Park Manager to become a Green Flag judge.



3.1.11 Record Breaking - Swanley Park saw its busiest day ever during the Bank Holiday Monday with nearly 5000 visitors throughout the day and nearly double in takings beating all previous records.

The weather played its part, but new activities and better advertising are certainly having their impact on the number of visitors being seen in the park now every day of the week.

The Park also welcomed its first mystery shopper that day, scoring highly across all areas. The only issue stated was that it was too busy.

3.1.12 Railway Update - The Railway has refitted a closed for business board to the bottom station that has now lasted longer than previous attempts, and it has not been vandalised as yet. The improved fencing has now been finished around the station and the area by the houses. A new signal gantry is presently under construction to improve the look of the station area. The gantry will be in position the other end of the points to the main station, and is based on full size designs but with a SNBR logo incorporated. This should be finished and in place during the summer holidays. The summer gala preparations are going well, with buses, a few miniature traction engines and a few stalls all attending along with 3 visiting engines.



3.1.13 Swanley Café Update – New iced coffees are now on sale at the Café. These are already becoming a must buy for Park users. The first BBQ of the year was set up in June and provided visitors with tasty burgers and hot dogs. Finally, visitors can now purchase child swimwear from the toy section of the Café.



#### **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