

# 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

17<sup>th</sup> January 2019

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 23<sup>rd</sup> January 2019 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 17<sup>th</sup> October 2018

**4. PARKS MANAGER**

To comment on the report and ask questions of the Manager – Report A

**DATE OF NEXT MEETING – 17<sup>th</sup> April 2019**

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 & Facilities Committee

**REPORT A**

**From:** Ryan Hayman Park Manager

**Date:** 23 January 2019

**Subject:** Estates & Facilities 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 new bookings/changes to operations.

### **3. Background and information**

#### **3 Swanley Park**

##### **3.1 Winter Close Down –**

This year a new schedule was created, with staff working



together to get the Park close-down completed in a timely manner.

The Inflatables, Hand Boats, JCB Digger, Battery Cars, Deck Chairs, Dino Karts and Lake Boats were placed in storage by the end of October. To prolong the life of the Tree Trek, the CEO and Park Manager agreed to keep the frame in place until next season.

3.2 The Great Outdoors – We are delighted to welcome this popular business to Swanley Park. This has been a real coup for the Council to secure this long-term booking ahead of local competition. The Sales Manager and Park Manager worked tirelessly to ensure negotiations passed seamlessly. Furthermore, the Assistant Park Manager did a great job installing the fence on a tight timescale. An agreed start date of 1<sup>st</sup> December 2018 was set and this is when the organisation moved in. The activity is all year round, trading 10am – 12pm weekdays in the winter and incorporating afternoons and weekends in the summer. They are currently averaging 30 users each morning. These are additional clients who would not normally be using the Park. Unfortunately, there has been some vandalism to the site, although attempts are being made to guard against this in the future.



3.3 Appointment of Assistant Park Manager – On 1<sup>st</sup> December George Brooker was promoted to the role of Assistant Park Manager. This was a reflection of the hard work that this member of staff had achieved to date. It is hoped that the role will provide additional cover for the Park Manager for holidays, sickness or training. Supervisors and Park Rangers will be unaffected and will still be in place seasonally for operational purposes.

#### 3.4 New Activities Planned –

3.4.1 Inflatable Waterslide – A new fence has been erected in the vacant space between the Tree Trek and Pool Plant Room. This will house the waterslide, the opening for this activity is scheduled for April.



3.4.2 Mini Golf – The old Mini Golf has reached the end of its useable life. This is a potential loss of income to the Council of £7345.19. Therefore a new Mini Golf course will be required which is currently being looked into.

#### 3.4.3 The Island

The idea is to cut down and remove the rotten trees, and shrubs which are a hazard to the local wildlife. The island might then be used for other activities and this reduction should also benefit the water levels in the lake.

3.4.3 Racing Track – A large battery car track is needed to meet the demand of visitors. We are exploring options for this provision and the rental company have agreed to assist with some of this funding.

3.4.4 BBQ Area – A constant issue at the Park is disposable BBQ's. Although they are banned from the Park many visitors still bring them onsite. This is dangerous in the summer, especially during heatwaves. However, by providing a safe space to BBQ we can allow visitors to enjoy the benefits of this activity. It may be possible to use the second section of island and fence the area to ensure it is private. The estimated cost for this is £2000.



#### 3.5 Maintenance –

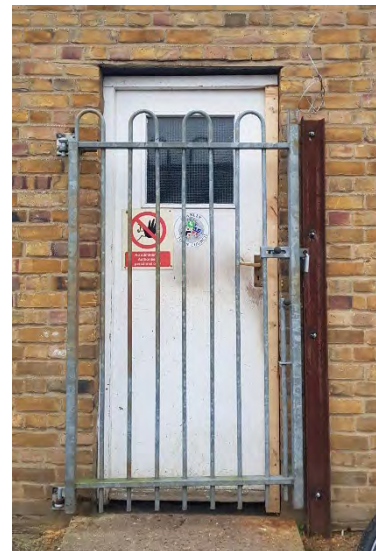
3.5.1 Barn – The barn roof has finally been replaced, the work was complete just before Christmas.

The old back entrance has been blocked up and now includes an area for a fire exit to be introduced. The next step is for new flooring to be laid to make the building more usable. The rugby club have also secured funding to install additional shower units.



The Rugby club will then be able to use the building as a club house, it is also the desire to make the space useable as a community asset. The space will be multifunctional and by available to local groups and The Great Outdoors, as well as our own Park parties.

3.5.2 Access – Security within the yard has been improved with new feather boarded gates and dropping locks brought into place. In addition, a secondary metal bar door has been added to the Groundsman Hut and mesh has been attached to the Shed. All locks have also been upgraded.



3.5.3 Wet Area – Work has stopped on the breaking up of the splash pool while quotes are being compiled for the area to be refurbished. A screed will be used for the base and this will then have a water proof paint applied to it. In addition, £10,000 of CIL funding has been approved for new play equipment for the disabled and will include the introduction of a ramp so disabled users can use the pool freely.

3.6 Annual Events – The following events are scheduled to take place this coming year;

18<sup>th</sup>/20<sup>th</sup>/22<sup>nd</sup> February: Half Term Activities

20<sup>th</sup> April: Making Miracles Charity Egg Hunt

9<sup>th</sup> June: We Are Beams Charity Colour Dash

10<sup>th</sup> /11<sup>th</sup> July: Luna Cinema

20<sup>th</sup>/21<sup>st</sup> July: SNBR Gala Days

26<sup>th</sup>/27<sup>th</sup>/28<sup>th</sup>: Happy's Circus

23<sup>rd</sup> August: 1812 Fireworks

24<sup>th</sup> August: Folk Festival

We hope to add to this year's events calendar with the introduction of a colour dash and the Parks Manager would welcome Councillors opinions on this yet more events are likely to be added throughout the year.

3.7 Green Flag Award – We have once again applied for the Green Flag Award. Our application has been accepted and this year we will be mystery shopped by the judges. St Mary's Recreation Ground has been applied for separately and will be entered for the first time. This has also been accepted with a full judging due to take place between March and June.

3.8 – Bradley Smith is now leading the Grounds Team in a Supervisor role on a trial basis but will be directly responsible to the Park Manager. The team have been busy ensuring the local area has been maintained to a high standard. They are also in the process of moving Swanley Rugby Club, who had been playing temporarily at St Mary's Recreation Ground. The club have been working with the Park Manager and Owner of Hextable Old School Field about relocating to the site. Work starts week commencing 7<sup>th</sup> January 2019 and involves; securing the posts, cutting and marking the pitch. The pitch at Swanley Park will be retained for junior rugby.



3.9 Park Opening – A partial opening has been set for 18<sup>th</sup> February (Weather Dependent). The full opening has been set for 6<sup>th</sup> April.

### 3.10 Swanley New Barn Railway (SNBR)

The annual SNBR 1<sup>st</sup> January charity day was the most well attended day ever ran. With £2,000 being raised for the Alzheimer's charity. The event saw all three of the railway working steam engines in service along with two visiting steam engines (one from Essex the other from Hampshire).

The day was a huge success, with over 90 service trains run, and due to queues at both stations empty trains (1 in 3) being sent to the car park station to ease the queuing time.

The total of £2,000 smashed the previous record, which was just over £1,000 raised. With £1,895 raised in donations, and a private donation after the event taking the total to a nice round £2,000.

The comments received on Facebook after the event have been fantastic. Below is a picture of the second train of the day leaving the top station.

After we had closed, several of our volunteers cleared rubbish from the park, which was by then dark, and cleaned the toilets to ensure that the park was as clean as the day started.

Obviously the mild weather had a huge bearing on the popularity of the event, and we hope that next year we have equally as nice weather.



Credit Peter Jackson (SNBR)

### 3.11 Cafe

The Great Outdoors has helped create new business for the Café during a season which is normally quiet. In all previous years the Café has not opened between, November – March. This year they have traded in the December and January holidays and weekends. They also anticipate opening on weekends throughout February as well as the whole week of half term, and then into the summer every day. This is only positive as the area is available for all to use and warm up in if required. The Café are looking into a range of improvements, such as an awning and patio area out the front. They will be liaising directly with the CEO and Park Manager with regards to any alterations.

## 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