

Swanley Town Council
Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU
Tel: 01322 665855
www.swanleytowncouncil.gov.uk

SUMMONS

Date 29th August 2019

Dear Member

You are hereby summoned to attend a meeting of the **Town Council** at the **Council Chamber, St Marys Road on Wednesday 4th September 2019 at 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 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.

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. To receive Apologies for Absence
2. To receive Declarations of Interest
3. To approve as correct the Minutes of the Meetings held on Wednesday 3rd July 2019

4. To receive Minutes of Committees and approve recommendations contained therein
Development Control – 19th June 2019
Development Control – 3rd July 2019
Policy & Finance – 19th June 2019
5. **CHANGES TO COMMITTEE MEMBERSHIP**
Council to agree changes
6. **BIO- DIVERSITY POLICY**
To approve Bio-diversity policy – Report A
7. **ALCOHOL, DRUG AND SUBSTANCE ABUSE POLICY**
To approve Alcohol, Drug and Substance Abuse Policy, no changes recommended – Report B
8. **GRANT AID APPLICATIONS**
To consider a request for Grant Aid from Swanley Rangers and West Kent Mediation. (West Kent Mediation awarded £250 July 2018)
9. **NEW SPLASH AREA**
To approve the proposal of the new splash are for Swanley Park – Report C
10. **USE OF WOODLANDS FUNDING**
To approve the use of funding contained in CEO's report – Report D
11. **EXTENSION OF PARK CAFÉ LEASE**
To consider the extension of the Park Café lease by 3 years. Verbal report from the CEO.
12. **Mayors Communication**
To receive such communications as the Town Mayor may desire to lay before the Council (Councillors are reminded that no decision making may take place as a result of this item)
13. **Report from County and District Councillors**
(Councillors are reminded that no decision making may take place as a result of this item)

Date of next meeting – 2nd October 2019

Forthcoming Meetings - 18th September 2019 – Development Control
18th September 2019 – Policy & Finance

If you would like further information on any of the agenda items, please contact Mr Stephen Nash, on 01322 665855 or snash@swanleytowncouncil.gov.uk

Council Members:

Mayor Cllr L Dyball

Leader Cllr M Horwood

Cllr S Andrews

Cllr J Barnes

Cllr J Domigan

Cllr C Lee

Cllr A Skipper

Cllr L Ball

Cllr G Darrington

Cllr M Foster

Cllr V Letchford

Cllr J Tuckfield

Cllr C Barnes

Cllr P Darrington

Cllr J Griffiths

Cllr T Searles

Leadership Group

Cllr M Horwood

Cllr J Barnes

Cllr L Dyball

Cllr L Ball

Cllr P Darrington



Swanley Town Council has multiple Open Spaces and Parks which are used for the enjoyment of its residents, which support a range of flora and fauna alongside local wildlife.

Following the Natural Environment and Rural Communities Act 2006 every public authority must, in exercising its functions, have regard so far as it is consistent with the proper exercise of those functions for the purpose of conserving biodiversity.

This act means that parish and town councils can spend funds in conserving and promoting biodiversity objectives.

The object of this policy is to work towards enhancing and protecting the biodiversity of the parish of Swanley, including Swanley Village.

The Council will aim to improve the biodiversity of the area in the following ways:

- Manage its land using environmentally-friendly practices that will promote biodiversity
- Support local businesses in the adoption of low impact practices
- Support residents and local organisations activities to enhance and promote biodiversity with specific actions for the Development Control Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications
- The Council will lead on the development of a Neighbourhood Plan to promote appropriate and sustainable development in Swanley
- The Council will, whenever possible, consider the conservation and promotion of local biodiversity in all its activities, particularly with regard to the management of its open spaces
- The Council will aim to work in partnership with the development of environmentally friendly areas created by residents, local organisations and businesses
- The Council will raise awareness of environment and promote conservation projects in conjunction with SWANARA, Swanley Village Residents Association, Kent Wild Life and other similar groups.

Policy adopted by Full Council on Wednesday 4th September 2019 and to be reviewed in September 2022



ALCOHOL, DRUG & SUBSTANCE ABUSE POLICY

1. Policy Statement

- 1.1 Swanley Town Council is committed to maintaining the good health and wellbeing of its employees. The Council takes the view that any employee working while under the influence of alcohol or drugs constitutes a threat to the health and wellbeing of other employees, as well as customers, clients and visitors. It recognises that standards of work performance and behaviour may also be adversely affected whilst employees are under the influence, and that excessive or inappropriate use of alcohol and drugs may lead to the development of alcohol and drug related problems which become apparent at work, including absenteeism, presentism, lost time, accidents, impaired judgement and decision making and effects on working relationships.
- 1.2 The Town Council recognises that an alcohol problem may be an illness, which will be treated in the same way as other illnesses. It considers that such problems need to be identified at an early stage, and treated. The Council also considers that employees with alcohol and drugs problems should be encouraged to seek help, as set out below.
- 1.3 Employees have a responsibility to ensure that they do not consume alcohol or use substances inappropriately at any time when they intend to work before the effects have worn off. This includes periods when an employee is “on-call” or “on-standby” and is being paid accordingly, or following late night drinking and/or use of substances when the employee will be reporting for an early shift.
- 1.4 Any employee or member found to be supplying, producing, cultivating, using or keeping illegal drugs on Council premises will be committing an act of gross misconduct and will be dealt with through the Council’s disciplinary procedures or in accordance with the Members Code of Conduct.
- 1.5 This policy will apply to all employees, volunteers, agency staff and elected members, who will be required to comply. It will also apply to contractors working on the Council’s behalf, with appropriate clauses being included within contracts for works and services where felt appropriate.
- 1.6 In appropriate circumstances, this policy may be used in conjunction with other Town Council policies, such as Sickness Absence, Disciplinary and Capability.

2. Definitions

- 2.1 **Dependence** – a compulsion to continue taking a drug in order to feel good or avoid feeling bad. When this is done to avoid physical discomfort or withdrawal it is known as physical dependence. When it has a psychological aspect (the need for stimulation or pleasure to escape reality) it is known as psychological dependence (ISDD, 1996)
- 2.2 **Addiction** – implies that a drug dependency has developed to such an extent that it has serious detrimental effects on the user. (ISDD 1996).
- 2.3 **Recreational Drug Use** – using a controlled drug in a social way for leisure or pleasure. This implies that drug use has become part of a person's lifestyle even though they may only take drugs occasionally.
- 2.4 **Drug misuse** – is taken to mean using drugs in a socially unacceptable way.
- 2.5 **Drug abuse** – using drugs in a harmful way.
- 2.6 **Inappropriate use** – using a drug or alcohol in a way that affects individuals ability to do their job effectively, reporting for work, working or attempting to work whilst impaired through drink or drugs, dispensing, distributing, manufacturing, possessing, using, selling or offering to but or sell a controlled drug.
- 2.7 **Problem use** – any drinking or substance use which interferes with an offering to but or sell a controlled drug.
- 2.8 **Presenteeism** – Being in work physically but where performance is reduced below an individual's usual capacity.
- 2.9 **Medication** – Some over the counter and prescription medicines can affect someone's ability to work safely and productively, if there is any doubt the Occupational Health Adviser should be contact for advice.

3. Procedures and Arrangements

- 3.1 The Council will encourage and support employees experiencing difficulty with the use of alcohol or drugs to access appropriate professional support and treatment. They will be treated in a fair and consistent manner and will not be discriminated against. This may include the provision of paid sick leave for any agreed treatment.
- 3.2 The Council may consider any acts of misconduct arising out of inappropriate use of alcohol or drugs, or failure to implement this policy, under its disciplinary procedure, depending on the individual. However, the Council may agree to suspend disciplinary action in cases of misconduct where an employee agrees to follow a suitable course of action, including treatment.

- 3.3 Swanley Town Council, via this policy, will not permit any employee to remain at work, or carry out work on behalf of the Council or to report for work whilst under the influence of alcohol or drugs.
- 3.4 Elected members must not return to or engage in plenary debates or formal Council business following any consumption of alcohol, excluding hospitality and civic engagements when they do not envisage returning to resume Council business.
- 3.5 Any member of staff or elected member who is known to be or strongly suspected of being at work while under the influence of alcohol or drugs will be deemed to be in breach of this policy and will be asked to leave the premises. Arrangements will be made for them to be taken home if this is considered necessary.

4. Responsibilities

4.1 Managers

It is the responsibility of all managers to:

- Take action if an employee is known to be or strongly suspected of being at work while under the influence of alcohol or drugs;
- Take action if an employee is identified as having a work problem which may be associated with alcohol or drugs consumption or if an employee identifies their self as having a drink or drugs related problem. Guidance for managers has been developed as an appendix to this policy, as shown in Appendix C.
- Ensure that the Alcohol and Drugs Use Policy is brought to the attention of all new and existing staff.
- Ensure that information on specialist agencies that may be able to help an individual with an alcohol or drug related problem is available to employees as appropriate.

4.2 Employees

It is the responsibility of all employees to:

- Comply with requirements set out in the drugs and alcohol policy;
- co-operate fully with professional help and support once a problem has been identified;
- encourage any colleagues who they may believe to be suffering from an alcohol or drug related problem to seek help.

5. Support & Counselling

- 5.1 Advice and support will be made available to employees with an alcohol or substance related problem even though the problem may not yet be affecting their performance. Employees will be assured that this will be offered on a confidential basis.

- 5.2 Employees who suspect or know they have an alcohol or drugs related problem are encouraged to seek help voluntarily. This may be accessed via a number of sources:
- Access to counselling services (number available from Deputy Executive Officer)
 - GP or a specialist external agency
 - Occupational Health Provider.
- 5.3 Where an employee is offered and accepts the opportunity to seek assistance and/or treatment/counselling, that employee will take leave which will be treated as sickness absence within the terms of the appropriate sick pay scheme, or paid leave of absence where appropriate.
- 5.4 Occupational Health Provide will determine, in consultation with the manager, the employee and their representative, whether it is appropriate to continue in their current job role, or whether consideration must be given to finding suitable alternative employment on a temporary or permanent basis within the Council. This may be reviewed on the employee's return to work/completion of treatment where consideration will be given as to whether it is in the best interest of the individual and the organisation to do so.
- 5.5 If an employee refuses to acknowledge there is a problem, or refuses to accept help, a timescale will be set for improvement in behaviour or performance. At the end of this period, the disciplinary procedure will be used if there is not a satisfactory improvement.
- 5.6 Having accepted help, and addressed the alcohol/substance related problem, the employee's normal career prospects will not be impaired.

6. Rehabilitation

- 6.1 The Council recognises that it may take an employee a period of time to re-adjust during treatment or rehabilitation. During this period, the manager and employee should work closely and full support should be given to the employee.
- 6.2 If further problems arise during the process of rehabilitation, or there is evidence of a relapse, each case will be considered on its merits, with involvement from the Occupational Health Provider in an attempt to ascertain how much more treatment/rehabilitation time is required for full recovery. Further treatment or rehabilitation time may be given in order to help the employee recover fully, at the discretion of the Town Council.

7. Disciplinary Procedure in Relation to the Policy

- 7.1 Employees who, because of the inappropriate use of alcohol or substances behave in a manner contrary to the standards of safety,

conduct and capability required by the Council will be dealt with in accordance with the Council's Disciplinary Procedures.

- 7.2 Employees who are identified as having an alcohol or substance related problem/illness, and decline to seek assistance or who discontinue a course of treatment before completion, and who fail to achieve a satisfactory level of work performance, will be dealt with in accordance with the Council's Disciplinary Procedures.
- 7.3 There may become a stage where the Council has supported an individual to the standard of a reasonable employer, and disciplinary action may still be appropriate due to continued inappropriate use of substances.
- 7.4 It may be necessary for the Council to make special arrangements to ensure the employee does not put them, others, or indeed the Council at risk. In such cases it may be necessary to transfer the employee on a temporary or even permanent basis to another area of work. This would take place after full consultation with the employee and the employee's representative.

8. Training/Awareness/Education

- 8.1 Advice and information will be made available to all staff on:-
 - The types of drugs and alcohol;
 - their effects;
 - problems associated with alcohol and substance misuse;
 - signs and symptoms of persons under the influence;
 - support for managers.

9. Implementation

- 9.1 Managers will ensure that a copy of this policy will be made available to new and existing employees.
- 9.2 Applicants for posts within the Council will be made aware of the Alcohol, Drugs and Substance Abuse Policy prior to interview. The adoption of this policy will represent an "incorporated term" in all employees' contracts of employment, having been the subject of consultation with workplace representatives during its formulation.
- 9.3 This policy will be reviewed by the Town Council every two years or as and when legislation changes, whichever is the more frequent.

26th October 2016

THE LEGAL POSITION

1. The Council has a duty under the **Health & Safety at Work etc Act 1974 (HSW Act)** to ensure, as far as is reasonably practicable the health, safety and welfare at work of all employees.
2. There is also a duty under the **Management of Health & Safety at Work Regulations 1999**, to assess the risks to the health and safety of employees. The Council is concerned that the good health of all staff, working efficiently, and safety are maintained and that the Council's public image is not damaged by incidents related to alcohol or substance misuse.
3. The **Road Traffic Act 1988** states that any person who, when driving or attempting to drive a motor vehicle on a road or other public place, is unfit to drive through drink or drugs shall be guilty of an offence. An offence is also committed if a person unfit through drink or drugs is in charge of a motor vehicle in the same circumstances.
4. it is an offence under the Misuse of Drugs Act 1971 for any person knowingly to permit the production, supply or use of controlled substances on their premises except in specified circumstances (e.g. when they have been prescribed by a doctor or registered healthcare professional).

POSSIBLE SIGNS OF SUBSTANCE MISUSE

Any substance misuse can cause severe problems, not only for the individual and their family, but also for fellow employees and clients. These problems may become apparent in some or all of the ways described below.

Line Managers should fully understand however that the symptoms displayed by the individual may have some cause other than a substance misuse problem.

Work Performance

Poor decision making

Absences from post, perhaps more than normally required

Overlong breaks

Decrease in concentration – jobs take longer, require greater effort

Difficulty in recalling instructions and detail

Decline in quality and quantity of work, effort cannot be sustained

Increase errors in judgement

Increased fatigue

Loss of interest in work

General unreliability unpredictability

Improbable excuses for poor performance

Accidents

Increase in accident rate in work

Accidental injury while not in work

Poor relationships with colleagues

Over reaction to real or imagined criticism

Unreasonable resentments

Irritability

Complaints from fellow workers

Borrowing money from colleagues

Avoidance of line manager and/or colleagues

Individual Behaviour

Reporting to work smelling of alcohol

Increasingly unkempt appearance

Decline in personal hygiene

Non Attendance

Unusually high sickness levels

Multiple instances of unauthorised weekends or days off

Excessive lateness

Leaving early

Unauthorised breaks

Unexplained absences from duty

GUIDANCE FOR MANAGERS AND ASSISTANCE FOR EMPLOYEES

1 Identifying a Problem

- 1.1 Research suggests that the workplace is an appropriate place to create an environment in which individuals who misuse alcohol, drugs or other substances can be encouraged to make decisions to change their behaviour. Job loss or retention can often be a prime motivating factor.
- 1.2 *Substance misuse* may come to the attention of a line manager in several ways, and all Managers should be alert to the possibility within their staff group. A list of some of the possible manifestations of an alcohol or substance misuse problem may be found in Appendix B.
- 1.3 Managers will receive training and support in recognising signs of *substance abuse*.
- 1.4 Employees should also be aware that they do not need to wait to be advised by their line manager before seeking help for any problem. An individual may recognise themselves that they have a problem before it comes to the attention of their line manager. In this situation employees are actively encouraged to seek help.

2 Problem identified through General Observation

- 2.1 Where a line manager reasonably suspects a potential *substance misuse* problem in an employee through general observation, they are obliged to explore the matter further.
- 2.2 The line manager should discuss their concerns with the employee, honestly and sympathetically, while understanding that these symptoms may also have some other cause. During these discussions line managers should always offer help and assistance to the employee through this policy. At the same time the manager should remind the employee of their personal and professional responsibility in this area when reporting for duty.

3 Problem identified through matters of a disciplinary nature

- 3.1 Employees may come to notice as having a problem with substance misuse through matters of a disciplinary nature. Employees who may have a substance misuse problem cannot be excused from complying with accepted standards of conduct, and health and safety.
- 3.2 The aim of this policy is to identify early problems of *substance misuse*, and provide appropriate help and support to employees before their problems lead to breaches of disciplinary rules. However, employees need to be aware that where a serious offence is committed, they will be subject to the Council's Disciplinary Policy. This does not preclude the possibility of evidence of a *substance misuse* problem being offered in mitigation at a disciplinary hearing.

- 3.3** Employees with a *substance misuse* problem who are subject to the Council's Disciplinary Procedure will continue to be offered help through the Alcohol, Drug and Substance Abuse Policy.
- 3.4** In situations where an employee's misuse of alcohol, drugs or other substances, leads to the loss of qualifications required for their job, employment may be terminated or where appropriate, redeployment may be sought.

AVAILABLE ASSISTANCE

- 4.1** The offer of help will normally commence with referral to a professional counsellor. The Counsellor will offer support and advice to the employee on a confidential basis.
- 4.2** In some circumstances it may be more appropriate or more acceptable for a line manager or their employee to directly contact an external agency for support and assistance. In this situation it is appropriate for the line manager to request from the chosen agency, written confirmation of the employee's acceptance and continued attendance for treatment.
- 4.3** Employees who wish to voluntarily seek help for a *substance misuse* problem are encouraged to contact the Counsellor directly. A contact number for the Counsellor can be obtained from the Deputy Executive Officer.
- 4.4** Employees should also be encouraged to seek help and advice from their GP.
- 4.5** In cases of management referral to the Occupational Health provider, a written assessment of the individual's fitness for duty will be sent to the Deputy Executive Officer, unless the referral is of the Deputy Executive Officer, when this will be sent to the Executive Officer.
- 4.6** Any offer of help will be made with the understanding that if necessary the employee will be granted paid leave to undergo counselling or treatment. If the employee is unable to attend or return to work during the course of their treatment, then such leave will be treated as sick leave. However, if the employee is well enough to attend work, only requiring release from duty for treatment, paid leave may be granted.
- 4.7** If an employee has taken a period of sick leave following identification of a *substance abuse* problem, the employee will be able to return to the same post unless this would be inconsistent with the long term resolution of the employee's *substance misuse* problem. When a return to the same post is not advisable, consideration will be given to redeployment if appropriate.



**APPLICATION FOR GRANT AID
FOR COMMUNITY GROUPS AND ORGANISATIONS**

**A COPY OF THE TOWN COUNCIL'S GRANT AID POLICY STATEMENT IS ATTACHED
AND YOU ARE ADVISED TO READ THIS BEFORE COMPLETING THE FORM**

PART 1 – YOUR ORGANISATION

Name of Organisation

SWANLEY RANGERS FC

Name of Contact

DAVID HUNT

Address of Contact

1A HEATHWOOD GARDENS

SWANLEY

KENT

Postcode:BR87HL

Telephone No

Daytime

07737808608

Evening

01322614648

Please outline briefly the activities of the Organisation

We are looking for a sponsor for kits for our x2 New teams (U7's)

Total Number of members/volunteers/children in the group

200+

Of these, how many resident in the Swanley Parish

120+

Membership Subscription (if any)

£20 a
Month

Meeting Admission Fees if any

0

Where and how often does the group meet?

The club meet Tuesday/Saturday and Sunday's

PART 2 – GRANT REQUEST ORGANISATION

Cost of equipment/expenses etc (x2 New kits and footballs etc)	£600
Grant Required	£250

Please indicate below the purpose for which grant aid is required and then complete Section A or B. **(Please tick one box only)**

Capital Expenditure eg purchase of equipment, repair work etc (Complete section A)	£250
Revenue Costs eg membership/volunteer expenses, outings etc (Complete section B)	£350
Setting up expenses ie if your group is in its first year of operation (Complete section B)	£600

A. CAPITAL EXPENDITURE

Please give details below

X2 Kits = £500
X2 sets of balls = £100

Please attach to this application form a written quote or example of the item for which expenditure is proposed (photocopied details would be acceptable).

B. REVENUE EXPENDITURE/SETTING UP COSTS (Please give details below)

As above
We have 14 teams and 2 clubs including girls only academy
We are affiliated to the KENT FA and selkent
We currently run from
Horizon Primary Academy + Parkwood Halls School

We are also on Swanley Rec

PART 3 – STRATEGIC OBJECTIVES

Please indicate which of Swanley Town Council's strategic objectives will be supported by the expenditure

- | | Please tick |
|--|--------------------------|
| 1. Managing the Council's resources effectively | <input type="checkbox"/> |
| 2. Creating and Maintaining a Quality Environment | <input type="checkbox"/> |
| 3. Making the Parish a Safer Community | <input type="checkbox"/> |
| 4. Encouraging Improvements to Health and Well Being | <input type="checkbox"/> |
| 5. Promoting and Encouraging a more Prosperous Community | <input type="checkbox"/> |
| 6. Championing the Community's needs and interests | <input type="checkbox"/> |

Please state briefly why you believe the expenditure supports these policy objectives.

Note: Large grants can only be considered if the expenditure supports (1) of the above

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

Please state balances in hand

Please give details of estimated expenditure for the forthcoming year, itemizing separately any anticipated capital expenditure INCLUDING or ADDITIONAL TO this application.

We are affiliated to the Kent FA and Selkent
We have 14 football teams going into the coming season
U7'S – U14's
Girl's only football academy
Baby Swans 3-5 Years

Over 200 children

How much has the group raised through its own efforts eg fundraising

£350

Has the Organisation applied to another source(s) for grant aid e.g. Sevenoaks District Council, Kent County Council or an affiliated National Body?

YES/**NO**

If 'Yes', please give precise details of this application, including whether a response has been received and attaching correspondence if necessary.

We were granted £250 in 2017 towards equipment

Please give details of any previous grant awards made by Swanley Town Council including the years in which the grants were made, the amount and whether they were for capital or revenue expenditure.

We were granted £250 in 2017 towards equipment

Please ensure all relevant documentation is enclosed with this application. The omission of such documentation will delay consideration of your application.

CHECKLIST (All relevant parts of form completed)

- Form Signed
- Audited Accounts
- Expenditure for ensuing year
- Written quote or details of capital item

- Any other supporting documentation referred to in your application

I declare that, to the best of my knowledge and belief, the above information is correct.

Signature.....*D Hunt*..... Date.....11/07/2019.....

Please return this form to:

Barb Playfoot, Democratic Services Officer
Swanley Town Council, The Civic Centre, St Mary's Road, SWANLEY, Kent. BR8 7BU.

If you have any queries, please contact Barb Playfoot on 01322 611663



**APPLICATION FOR GRANT AID
FOR COMMUNITY GROUPS AND ORGANISATIONS**

**A COPY OF THE TOWN COUNCIL'S GRANT AID POLICY STATEMENT IS ATTACHED
AND YOU ARE ADVISED TO READ THIS BEFORE COMPLETING THE FORM**

PART 1 – YOUR ORGANISATION

Name of Organisation

West Kent Mediation

Name of Contact

Amanda Bell

Address of Contact

Knole Academy, Bradbourne Vale Road, Sevenoaks

Postcode: TN13 3LE

Telephone No

Daytime

01732 469696

Evening

Please outline briefly the activities of the Organisation

To provide a free, confidential, independent mediation service to anyone living in West Kent, who may be involved in disputes or interpersonal conflict, particularly where such conflicts results or may lead to act of violence, vandalism, racial abuse or the break down of relations within the community. Helping them to understand alternative lifestyles, cultures and sexual orientation within the community.

Total Number of members/volunteers/children in the group

35

Of these, how many resident in the Swanley Parish

All of our volunteers work within the parish of Swanley

Membership Subscription (if any)

Nil

Meeting Admission Fees if any

Nil

Where and how often does the group meet?

We hold four Trustee meetings a year rotating between Swanley and Sevenoaks. We hold at least two yearly volunteer support meetings(CPD) in low cost hall hire within the district.

PART 2 – GRANT REQUEST ORGANISATION

Cost of equipment/expenses etc	
Grant Required	£600

Please indicate below the purpose for which grant aid is required and then complete Section A or B. **(Please tick one box only)**

Capital Expenditure eg purchase of equipment, repair work etc (Complete section A)	<input type="checkbox"/>
Revenue Costs eg membership/volunteer expenses, outings etc (Complete section B)	<input checked="" type="checkbox"/>
Setting up expenses ie if your group is in its first year of operation (Complete section B)	<input type="checkbox"/>

A. CAPITAL EXPENDITURE

Please give details below

--

Please attach to this application form a written quote or example of the item for which expenditure is proposed (photocopied details would be acceptable).

B. REVENUE EXPENDITURE/SETTING UP COSTS (Please give details below)

A contribution towards travelling expenses for volunteer mediators, supervision fees for volunteer mediators, hall hire for joint mediation meetings. A contribution towards our publicity fees i.e. leaflets, posters, website and social media.

PART 3 – STRATEGIC OBJECTIVES

Please indicate which of Swanley Town Council’s strategic objectives will be supported by the expenditure

Please tick

- 1. Managing the Council’s resources effectively
- 2. Creating and Maintaining a Quality Environment
- 3. Making the Parish a Safer Community
- 4. Encouraging Improvements to Health and Well Being
- 5. Promoting and Encouraging a more Prosperous Community
- 6. Championing the Community’s needs and interests

Please state briefly why you believe the expenditure supports these policy objectives.

Note: Large grants can only be considered if the expenditure supports (1) of the above

PART 4 – TO BE COMPLETED BY ALL APPLICANTS

Please state balances in hand

£36746

Please give details of estimated expenditure for the forthcoming year, itemizing separately any anticipated capital expenditure INCLUDING or ADDITIONAL TO this application.

ESTIMATED EXPENDITURE 19/20	
Salaries, pension and NI	42000
Staff expenses and training	800
Office rent/rates	3360
Volunteer expenses and training	2000
Office supplies/marketing	2000
Telephone, postage & IT	950
Accountancy, insurance & legal	3550
Hall hire	700
Subscriptions & sundry	850
TOTAL	56210

How much has the group raised through its own efforts eg fundraising

All funding applied for

Has the Organisation applied to another source(s) for grant aid e.g. Sevenoaks District Council, Kent County Council or an affiliated National Body?

YES/NO ~~X~~

If 'Yes', please give precise details of this application, including whether a response has been received and attaching correspondence if necessary.

Sevenoaks District Council	4800
West Kent Housing	5100
Henry Smith	4000
Sevenoaks Town Council	750
Edenbridge Town Council	400
WFSouthall Trust	2000

Please give details of any previous grant awards made by Swanley Town Council including the years in which the grants were made, the amount and whether they were for capital or revenue expenditure.

15/16 received £250 revenue
17/18 received £250 revenue
18/19 received £400 revenue

Please ensure all relevant documentation is enclosed with this application. The omission of such documentation will delay consideration of your application.

CHECKLIST (All relevant parts of form completed)

- Form Signed
- Audited Accounts
- Expenditure for ensuing year
- Written quote or details of capital item
- Any other supporting documentation referred to in your application

I declare that, to the best of my knowledge and belief, the above information is correct.	
Signature..... 	Date.....09/07/19

Please return this form to:

Barb Playfoot, Democratic Services Officer
Swanley Town Council, The Civic Centre, St Mary's Road, SWANLEY, Kent. BR8 7BU.

If you have any queries, please contact Barb Playfoot on 01322 611663



DEVELOPMENT PLAN

Splash Pool

Summary

This document will outline the development opportunities that can be exploited at Swanley Park and how best to proceed with regards to the Splash Pool area.

A breakdown of the costs and potential income will be considered before advantages and disadvantages are outlined.

Finally, recommendations are made to Swanley Town Council for consideration.

Introduction

Contained within this report are three options for the Splash Pool Area at Swanley Park.

For balance, three options have been provided for the Pool Area. However, it is worth noting that options 2 & 3 are not really options as they are not only unambitious but are also failing to deliver upon Swanley Town Council's overall business plan. Failure to deliver on **option 1** will harm and limit the Parks potential, alongside reducing its ability to turn profit. Each of these projects are mutually supportive to one another, without the pool the Park, as we know it today, it would be likely to close within a relatively short timeframe.

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Splash Pool Area Development

Option 1 – Expanded Pool and Surrounding Area



Main Advantages;

1. Retain amenity
2. New and compliant operating system
3. New water features
4. Secure and safe flooring
5. Disabled user friendly
6. Larger to cope with demand
7. Renewed paths
8. Larger grass area to cope with demand
9. Larger Handboat Pool
10. £40,000 increase in park profitability to £59,421.79
11. Good marketable new attraction which demonstrates a growing park

Main Disadvantages;

1. Initial Cost
2. Slightly increased on-going costs

Income

Total Park income 2018/19 - £247,204.40

Additional visitor income - £45,000

Total - £292,204.40

Expenditure

Redevelopment Cost- £324,422.83

Total Park expenses 2018/19 - £227,482.61

Additional Chemical Cost - £300

Additional Refuge Cost - £2500

Additional Cess Pit Cost - £2000

Additional Water Rates - £500

Total - £557,205.44

Total losses for year 1 are £265,001.04. After the redevelopment costs the Council can expect annual profits of £59,421.79. This would be based on a 25% increase in visitors due to a 75% increase in the Splash Pool with an additional 26% increase in the overall grass area to help manage with the additional visitor numbers. This will be achieved by moving the fence line out towards the lake further, renewing and moving the paths and rearranging the activities of; The Plunge, The Great Outdoors, Tree Trek and Handboat Pool.

Year 1 (Loss) – (£265,001.04)

Per Annum Thereafter – £59,421.79

Option 2 – Replace Like for Like



Main Advantages;

1. Retain amenity
2. Retains park profitability at current level
3. New and compliant operating system
4. New water features
5. Secure and safe flooring

Main Disadvantages;

1. Low capacity
2. Initial cost
3. Not disabled user friendly
4. Not as cost efficient as option 3

Income

Total Park income 2018/19 - £247,204.40

Total - £247,204.40

Expenditure

Redevelopment Cost- £274,759.33

Total Park expenses 2018/19 - £227,482.61

Total - £502,241.94

Total losses for year 1 are £255,037.54. After the redevelopment costs the Council can expect annual profits of £19,721.79. This would be neither an improvement nor a decline in profitability. This is because the pool is still limiting the amount of users who can use the facility and thus limiting the overall park users.

Year 1 (Loss) – (£255,037.54)

Per Annum Thereafter – £19,721.79

Option 3 – Close Splash Pool Area

Losses

Park Activities - £109,000

Café/Ice Cream Income - £33,000

Swanley New Barn Railway - £6000

Infill Pool - £50,000

Total - £198,000

Savings

Development – £342,422.83 (Option 3) or £274,759.33 (Option 2)

Pool Chemicals - £1500

Water Rates - £2500

Staffing - £20,000

Cess Pit - £8000

Refuge - £10,000

Training - £500

Total – £384,922.83 (Option 3) or £317,259.33 (Option 2)

Total losses are estimated to be at £198,000 and £148,000 per annum after year 1. Total savings are estimated to be at £384,922.83 (Option 3) or £317,259.33 (Option 2) and £42,500 per annum after year 1.

Year 1 Saving – £186,922.83 (Option 3) or £119,259.33 (Option 2)

Per Annum Thereafter (Loss) – (£105,500)

This is a direct consequence of failing to replace the Splash Pool Area. It is estimated the park will lose 60% of its visitors.

100% of visitors surveyed voted the Splash Pool in their favourite attractions. Danson Park has a water feature area and would likely benefit from an increased footfall should the area close. The Café and Railway may be unsustainable with decreased visitor numbers and may possibly face closure entirely in the long-term.

Main Advantages;

1. Short-term saving of £186,922.83 (Option 3) or £119,259.33 (Option 2)

Main Disadvantages;

1. Long-term losses of £105,500 per annum
2. Loss of community asset

Key

- Attractions
- Paths
- Fence Line
- Non Attraction Areas
- Gates
- Splash Pool

Map Zone 1 – 2020



Map Zone 2 – 2020

Key

- Attractions
- Paths
- Fence Line
- Non Attraction Areas
- Gates
- Splash Pool



Recommendation

I would not recommend that option 3 is chosen, this would have a detrimental on the future of the park and would reflect poorly on Swanley Town Council.

I would also not recommend option 2, this is because it does not sufficiently cope with current demand levels and also fails to be inclusive for disabled users.

I would recommend that **option 1** is chosen. This yields the best possible profitability for the Council whilst also keeping the amenity open for use and inclusive for all. The larger pool and surrounding area responds directly with the number 1 request by park users for a bigger pool. The system will be compliant, safer and more efficient. Visitor numbers would be likely to increase by 25% but would be comfortably catered for by an even larger increase to the grassed surrounding area. Overall, the Council can expect to see an annual profit of around £59,421.79. These are the reasons for my recommendation.

Priorities List

1. Splash Pool Development
2. Toilet Extension & Refurbishment
3. Drainage Connection
4. Indoor Soft Play
5. New Mini Golf
6. Lake Repairs & Improvements
7. Recycling Bins Introduced
8. Path Improvements
9. Park Access Changes
10. Island Community Project
11. Community Garden

Report to Full Council

1. Introduction

The sale of the Woodlands site will provide STC with a range of options in using the funds provided from this sale, this document sets some of the options for spending, refurbishment and investment of these funds. While they are set out in a loose order of priority Councillors may wish to review these priorities to meet other local needs both current and future. There is also an opportunity to work in partnership with other agencies to deliver new projects and seek joint funding or seek grant funding to provide greater range to spending needs. The sale will release around £3.1 million with legal fees and taxes to be taken from this figure and we may only spend this income on Capital items New or Capital items Existing.

If STC is to use this funding effectively it needs to look to its current operations and where additional spending will improve existing services or allow staff to operate more productively to increase existing income streams and decrease areas of expenditure. For areas of Income the key areas are:

2. Initial use of funding:

Pay off KCC land charge	£530,000
Increase reserves	£500,000

Total £1.03 million

- Alexandra Suite
- Olympic
- Swanley Park Concessions
- Station Road
- The Oaks
- Petham Farm

3. Expenditure Areas Include:

- Paying Off Loan (Land Charge)
- Increase Reserves
- Parks and Open Spaces
- Play Areas
- New Sources of Revenue

4. Outstanding Finance

The first item to note is the 'Loan Repayment' (KCC Land Charge) which is attached to the Woodlands and owed to KCC. This has been agreed at £530,000 by KCC currently although there are costs to be applied for legal fees which will be less than £10,000.

4.1 This loan is transferable and could be put on another of the Town Council properties of a similar value. If that is done it would mean Swanley Town Council would be unlikely to pay off the original loan and it could be possible that at some time in the future KCC could recognise this and write off the original debt under the 'One Council Rules'. However, this is also not guaranteed, and would continue to attract interest. Not paying the land charge could provide an **additional £530,000** to go toward another investment opportunity such as additional housing or possibly a franchise.

This repayment could be transferred to another of our sites and never be repaid if councillors were minded to use this for another purpose or other income source. **Potentially any additional income generated could then be used to pay off the loan over a period of time**, eventually leaving us with a debt free asset.

5. Reserves

The reserves for the Town Council should be increased to a higher level. The usual recommendation from Auditors is for 6 months running costs or 30% of the annual turnover of the organisation and would place this figure at around £500,000 leaving a working capital of around £2 million.

Return Financial Stability First

6. Buildings

The Alexandra Suite and other parts of the building need some essential works carried out if they are to remain commercially viable and to avoid further degradation of the fabric of the building. Amongst items requiring attention are:

- a. Changing rooms – Compliance with Health and Safety (heating required) £10,000
- b. DDA Compliance / Self Opening Doors (£10,000)
- c. New windows at the Alexandra Suite (£18,000)

7. Civic Offices

New windows are about to be fitted within the current budget 2019-20 but some funding will need to be allocated to bring the building fully up to standard, including: Roof Repairs, accessible doors on Alex, drain clearance, external lighting and CCTV.

8. The Olympic

The heating system has recently been repaired at a cost of £15,000 but requires additional works to provide a proper water supply and reduce the need for water tanks, along with:

- a. Complete Redecoration (£10,000)
- b. DDA compliance (self opening doors) (£10,000)
- c. Change of layout upstairs (create larger room – dividable) (£8000)

d. Changes to water supply (£50000)

9. Swanley Park

The Park has some significant areas of work needed which in turn will generate additional income and will also reduce costs. It is likely these ideas will be expanded on over the coming months as staff get a better understanding of the services people would like to see and the likely footfall which could be generated, but include:

- a. Connect cess pit to main sewers (Costs £80,000) savings annually £20,000
- b. New Boats cost £15,000 annual income from boats £88,000
- c. Soft Play Area in Barn (£80,000) With all expenditure items listed above STC needs to provide a 'Replacement Fund' both to replace park equipment but to also replace machinery and undertake repairs to buildings and play areas.
- d. The splash area is the biggest draw to the park and needs complete re-build with initial quotes suggesting £280-320,000 but if we are to capitalise on our other investments in the park this is an absolute must.

Secure new and existing funding stream

10. Purchase of Housing

The following suggestion would provide additional income streams above what could be obtained by savings investments and provide valuable commercial and residential needs for Swanley Town. The quickest and best return on investment would be.

Purchase Housing

With £2 million STC could purchase 6 or more residential properties to rent out at Commercial Rates. As a 'Cash Buyer' the town council could expect to purchase at least 6 x 3 bedroom houses at around £330,000 each renting out for around £1200 pm each = £7200 per month

Option One

Buy 6 houses like this and there would be a minimum of £7200 per month of sustainable income. Putting aside £1000 per month for repair and maintenance for the future it would still provide an annual income of £74,400 which in turn would provide working capital for projects or allow borrowing of around £1.5 - £2 million for much larger projects which in turn would provide additional revenue i.e. a new surgery, extensions to buildings, new buildings, more houses. (£3 million on fixed rate £52,407.71) (£3 million on EIP is £67,200 half year payments.

It should also be considered that a number of smaller houses or flats could also be obtained to provide equal or additional revenue. i.e. currently 2 bedroom flats and houses are rented at an average of £1100 per month in Swanley but the purchase price for this type of home is cheaper at around £250,000. On this basis 3 bedrooms at £1300

pm would generate £3900 per month (purchase price £990,000 or 4 smaller properties at £1100 would generate £4400 (purchase price £1m)

Cash is KING we could obtain much better purchase prices

11. New Housing Development for affordable or social housing.

Option Two

STC currently has land which could be used for a number of micro developments (less than 20 houses) around the town. This includes an opportunity to use land behind Downsview School and at the End of St Marys Road and High Firs. There is a company prepared to come in a carry out these works on behalf of the town council at no cost to the council.

Three: provision of housing for a 'Local Residents Purchase Scheme' this means STC building houses which can only be sold to local residents, now and in the future. Residents need to prove a link to Swanley with friends and family living here and ordinarily the house price represents only 75% of the market value. This also makes them more affordable for local residents while allowing for profit against rising housing markets.

Four: Any of the above done in partnership with another authority or West Kent Housing or other.

Partnership funding spreads the funds further

12. Additional Funding

There is currently still funding available via the CIL funding which we receive directly and CIL funding which we can apply for as a grant. Given the substantial finances which will be available to this council in the near future there is a good opportunity for STC to obtain close to 50% funding for some projects. In effect cutting the cost in half an allowing STC to stretch this funding out and complete more projects than this funding will allow.

a. External Providers

Basketball

The Basketball Facility proposed for The Olympic site **could** realise an income of £20-40,000 pa on a rental and profit share agreement. While this will not be realised within the next 24 months it should be factored in now as having a significant impact on all Town Council activities and future revenue.

b. Franchise Opportunity

There are a number of Franchise Opportunities available in the UK which would provide some local employment, make use of an existing shop or premises to help re-vitalise the town centre and provide a return on investment. These could be catering franchises or something like jewellery shop, printers, stationary or similar, all of which are lacking in town at this moment in time. By investing in a shop/outlet in the town centre STC could act as a catalyst for future investors.

c. The Oaks Surgery

The Surgery needs updating and expansion in order to meet the future needs of local doctors. The Cedars and the Oaks are committed to Amalgamation in the future to provide a better service but require 2300sq2m of space. To provide this it is likely that a complete new build will be required with an estimated cost of around £7-8 million. However, STC might provide this at a reduced cost of £3.8 million by using a steel framed building. Once in place this would provide an annual minimum income of £160,000 per annum.

Summary

If STC sit on the funding in a Bank until it is needed, it will generate around £36,000 a year but when we spend the funding, it is gone. A new build project would then take up to a year or more to start to provide STC with any income at all (we will lose £36,000 in year one).

By purchasing houses now as a cash buyer STC would get the best deal, would produce instant income of £74,400 a year to invest in projects that are ready **now** and have £2million of assets. But more importantly STC would be sat on new assets which would be worth more than £2 million in the next 2-3 years.

This additional income described above, backed with the future income against a new Surgery will put us in a very strong position to secure a loan of £3 million from PWLB without putting any financial strain on STC finance. It will in fact still leave STC with a good profit against investments. But worst case scenario, if STC had to sell the properties to free up £2 million it could do that quite quickly and probably realise another profit against sales. But STC would have already made £168,000 over two years to complete many of our other projects through the suggested income.

Each of these projects are currently eligible for CIL funding which could reduce expenditure by 50%. With this level of income secured through the housing income, a reduction of up to £150,000 of expenditure on the park and additional income against all other venues plus and increased minimum of £40,000 from a new surgery, it is highly likely that Swanley Town Council would be able to secure a £3 million loan from PWLB as a contribution toward a new Surgery. The net effect would provide an income above

expenditure and will have secured an additional £2 - £8 million of assets (6 houses and a new surgery).

In order to assess the needs of the council and demonstrate best use of the funding available a score system has been devised below and set into a matrix. While the current order and rationale has been determined by the CEO and Officers there may be other considerations that councillors might like to include.

The Scoring is based on: Return on Investment / Saving 40%, Community Need 20%, Council Need 10%, Health and Safety 10%, Future Benefits 10% Other 10%

Order	Project	Cost	Weight	Comments
1	Splash Area	£324,000	100%	STC provide the splash area for free but this is probably the single biggest pull to the park for visitors in the area. Without this area it is highly likely that profits from every other activity would reduce significantly. But STC must increase the size of the area to add capacity to the area which in turn will encourage more people. STC currently now get regular complaints that it is too busy.
2	Park Drainage	£80,000	100%	This will provide Full Cost recovery around the 4 year mark and is much needed to help further attract visitors to the park.
3	Soft Play area inside Barn at Swanley Park	£80,000	100%	This will provide additional employment and activities within the park providing all year round provision and allow for extra income to be generated via the existing café provision. Full cost recovery in 4-6 years.
4	Housing at Commercial Rates	£2 million	100%	This expenditure will provide an annual return of £86,400pa or £7200 per month which will generate sustainable income for the council or allow it to take on additional loans for other provision. STC also retain ownership of £2 million worth of assets.

5	The Oaks Surgery	£3 million contribution	100%	The total estimated cost of the project is around £7-8 million with minimum return of around £160,000 pa annum the council would take 25 years to recover this cost. The alternative would be to purchase a steel framed building with a cost of £3.8 million. In order for this project to progress partnership funding must also be obtained via CCG, Doctors and CIL. These additional grants and contributions would be likely to reduce the annual rental that STC would obtain on the building. There is a potential income from U & I the Developers who will be obliged to make a contribution to this through CIL obligations.
6	Alexandra Suite	£49,000	60%	Each item is difficult to quantify but current profits are around £90,000 per annum. If STC is to maintain this level of income or better it must invest in modernisation so a return would be estimated at 2 years. The roof, windows and lighting requires upgrading.
7	Olympic	£53,000	60%	Profits are only now being realised at the Olympic but just like the Alexandra Suite STC must invest or lose business. If current profit is averaged out it provides for £48,000 above expenditure which would provide a return on investment within 2 years. Flooring, roofing and electrics require an upgrade as soon as viable.
Current losses to consider				
9	The LINK	£48,000		SDC will withdraw the last year of funding at the end of this financial year bringing the total loss of revenue to STC to £48,000. This is a significant amount of funding which needs to be covered. STC has currently reduced staffing costs in the LINK and increased responsibility of existing staff but new income streams MUST be brought forward.

Time Line Expectations

Project	1-3 Months	3-6 months	6-9 months	9-12 months	12-15 months	15-18 months	18-21 months	21-24 months	24-27 months	27-31 months	Income
Housing Income	£7200	£28,800	£50,400	£72,000	£93,600	£115,200	£136,800	£158,400	£180,000	£201,600	£201,600
Drainage					Paid For Saving £20,000pa						
Soft Play				Paid For providing additional employment and income							
Alex			Paid For Securing £90,000pa								
Olympic			Paid For Securing £48,000pa								
Oaks Surgery								Funding Request			
New Boats		Paid For Providing £80,000pa									
Splash Area									Paid for with 50% CIL contribution		

Recommendations

1. That building the new Splash area is confirmed to proceed once funding is available from the Woodlands.
2. That the purchase of a number of properties as described proceeds once funding from the Woodlands has been obtained. Any initial offers to purchase, and proceeding with purchasing by the Chief Executive must be agreed with the Leadership Team.
3. That drainage works start to increase the number of toilets at Swanley Park and connect to mains sewage.
4. That on completion of the house purchases a loan is sought from PWLB to have a new surgery built at a cost of around £3.8 million.
5. That the loan to KCC is not paid off but instead invested in additional property and that income to be used to pay the loan off over 25 years, on the condition that a 0% interest rate is secured.
6. All other projects to be brought forward as income is provided through all rentals

Income			Time Line											
Description	Venue	Amount (Annually)	Month3	Month6	Month9	Month12	Month15	Month18	Month21	Month24	Month27	Month30	Month33	Month36
Housing	Town Council	86,400.00	21,600.00	21,600.00	21,600.00	21,600.00	21,600.00	21,600.00	21,600.00	21,600.00	21,600.00	21,600.00	21,600.00	21,600.00
Profit	Alexandra Suite	90,000.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00	22,500.00
Profit	The Olympic	48,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Profit	Swanley Park	20,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
		244,400.00	61,100.00	122,200.00	183,300.00	244,400.00	305,500.00	366,600.00	427,700.00	488,800.00	549,900.00	611,000.00	672,100.00	733,200.00

Expenditure

Project	Venue	Cost														
New Boats	Swanley Park	15,000.00	15,000.00	-	-	-	-	-	-	-	-	-	-	-	-	15,000.00
Drainage	Swanley Park	80,000.00	-	-	80,000.00	-	-	-	-	-	-	-	-	-	-	80,000.00
Soft Play	Swanley Park	80,000.00	-	-	-	80,000.00	-	-	-	-	-	-	-	-	-	80,000.00
New Pool	Swanley Park	350,000.00	-	-	-	-	-	-	-	-	-	-	350,000.00	-	-	350,000.00
Various	Alexandra Suite	53,000.00	-	5,000.00	9,000.00	9,000.00	10,000.00	10,000.00	10,000.00	-	-	-	-	-	-	53,000.00
Various	The Olympic	78,000.00	-	5,000.00	9,000.00	10,000.00	18,000.00	18,000.00	18,000.00	-	-	-	-	-	-	78,000.00
		656,000.00	15,000.00	10,000.00	98,000.00	99,000.00	28,000.00	28,000.00	28,000.00	-	-	-	350,000.00	-	-	656,000.00
	Balance		46,100.00	97,200.00	60,300.00	22,400.00	55,500.00	88,600.00	121,700.00	182,800.00	243,900.00	305,000.00	16,100.00	77,200.00		