Swanley Town Council

Civic Centre, St Marys Road, Swanley, Kent, BR8 7BU
Tel: 01322 611663
www.swanleytowncouncil.gov.uk

ESTATES AND FACILITIES

MINUTES
Wednesday 22nd October 2025

Present:

Members	Present	Apologies	Reason
Chair: Cllr S Durden	✓		
Deputy Chair: Cllr L Dyball		✓	Annual Leave
Cllr G Darrington	✓		
Cllr P Darrington	✓		
Cllr M Horwood	✓		
Cllr C Morgan	Absent		
Cllr C Prestedge	✓		
Cllr N Scott	Absent		
Cllr R Wood	✓		

Officers: Chief Executive Officer (CEO) – Ryan Hayman
Senior Executive Assistant – Adele Farrier
Senior Executive Assistant – Megan Campbell
Executive Assistant – Marisa Levy
Venues Manager – Kerina Hunt
Parks & Open Spaces Manager – George Brooker
Swanley Link Manager – Claire Cormack

Also Present: Cllr P Brown, Cllr J Ferrari, Cllr L Taylor, Cllr E Uttley

Public: None present.

MEETING COMMENCED: 19:02

12398 APOLOGIES FOR ABSENCE
Cllr L Dyball

12399 DECLARATIONS OF INTEREST
None

12400 MINUTES OF PREVIOUS MEETING
To approve as correct the minutes of the meeting held on 16th July 2025.
APPROVED AND SIGNED

12401 VENUE MANAGER REPORT – APPENDIX A
To receive and comment on the report.
NOTED

Kerina advised that a new Quiz Master has been appointed for the Olympic, and participation has increased to ten teams. A charity quiz night in aid of Alzheimer's will be held on Friday, 14th November.
The venue has already secured four wedding bookings for 2026 and is in the process of revising the wedding packages, as the current Twilight Package has proven to be time intensive. Dry hire bookings remain popular, and recruitment is underway for additional venue staff.
The lack of bookings for the Mayor's Charity Ball indicated that traditional dinner dances are declining in popularity, and it was suggested that alternative formats be considered for future fundraising events.

The Venues Manager was thanked for her report.

12395 PARKS AND OPEN SPACES MANAGER REPORT – APPENDIX B
To receive and comment on the report.
NOTED

It was reported by George that Swanley once again achieved success at the South and South-East in Bloom Awards, retaining the Gold Award for Swanley Park and receiving Silver Gilt in the other categories.
Cllr Horwood enquired whether feedback had been provided following the judging; this was confirmed, and George advised that the feedback would be used to inform improvements for next year, although some additional investment may be required.
Cllr Brown congratulated the park team on their increased revenue, which has risen by just over 19%.
Cllr Durden commended the park for donating £4,000 to the local Beams charity, which was raised through proceeds from the SEN sessions at the splash pool.

The Park and Open Spaces Manager was thanked for his report.

12402 SWANLEY LINK MANAGER REPORT – APPENDIX C
To receive and comment on the report.
NOTED

Claire reported that the library had held a successful event to celebrate its 50th anniversary, which was well attended and positively received.
During the period that the café remains closed, Claire has encouraged local groups to continue using the café space for meetings, bringing their own refreshments in the meantime. This initiative ensures that community groups can continue to meet and that residents do not miss out on this valuable social lifeline.
Further demonstrating the proactive work of the library staff, Claire's report included a positive news story highlighting how the team has supported individuals in need.
Regarding the café, Swanley Town Council is awaiting receipt of the full lease from Kent County Council, which must be reviewed before the café can be restocked and staffed.
As this was Swanley Link Manager's final meeting, Claire was formally thanked by the CEO for her dedication and hard work over the years at The Link. Her position has been offered to a successful candidate, and confirmation of acceptance is pending.

The Swanley Link Manager was thanked for her report.

12403 NEIGHBOURHOOD OPERATIVE REPORT – APPENDIX D

To receive and comment on the report.

NOTED

From Paul's report it was noted that there had been a large increase in the number of trollies collected and going forward the CEO advised that we are looking at a strategy for a quicker collection.

DATE OF NEXT MEETING – Wednesday 21st January 2026

MEETING CLOSED AT: 19:23

SIGNED: **21/01/2026**

Cllr S Durden
Chair of Estates and Facilities