Swanley Town Council

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ESTATES AND FACILITIES

MINUTES
Wednesday 21st January 2026

Present:

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

Officers: Chief Executive Officer (CEO) – Ryan Hayman
Senior Executive Assistant – Adele Farrier
Executive Assistant – Marisa Levy
Venues Manager – Kerina Hunt
Parks & Open Spaces Manager – George Brooker
Assistant Manager, Operations & Administration – Jack Furniss
Swanley Link Manager – Shelley Filippi

Also Present: Cllr P Brown, Cllr J Ettridge, Cllr J Ferrari,

Public: None present.

MEETING COMMENCED: 19:38

12404 APOLOGIES FOR ABSENCE
None

12405 DECLARATIONS OF INTEREST
Cllr J Ettridge has an allotment at Petham Court

12406 MINUTES OF PREVIOUS MEETING
To approve as correct the minutes of the meeting held on 22nd October 2025.
APPROVED AND SIGNED

12407 VENUE MANAGER REPORT – APPENDIX A
To receive and comment on the report.
NOTED

Venue Manager advised that the low income from the bar is due to the prices at the venues remaining unchanged until recently. Last week the prices for the Alexandra Suite were increased and going forward there will be a slight increase to the Olympic prices. She also confirmed that to meet with recent costs increase they now have a midweek wedding package on offer.
Cllr Dyball comment that that last year's pantomime, Aladdin, was not as popular as previous shows, like Cinderella. The manager responded by confirming that this year's pantomime will be Sleeping Beauty. Overall pantomime costs have gone up but the company we use are still cheaper, and to ensure it remains cost effective to customer there will only be the one showing.
Venues Manager concluded that repair works on the men's toilets at the Olympic will be completed by second week of February. Quotes for the reception area at the Alexandra Suite are underway but at the moment other projects will take precedence.

The Venues Manager was thanked for her report.

12408 PARKS AND OPEN SPACES MANAGER REPORT – APPENDIX B

To receive and comment on the report.
NOTED

Cllr Brown commented that the path around the park is muddy and was advised that we are awaiting the next round of CIL monies to be allocated which will go towards a new footpath. The Parks Manager has started to obtain quotes to see what we can expect in terms of costings for the project. The current material used, gravel, is high maintenance and we are looking at more cost-effective alternatives.
Cllr Dyball added that her walking group had benefited from the tree roots being sprayed white to make them more visible and safer for the walkers, but this is not a sustainable solution as it gets worn and degraded by the weather. Other options suggested to cover the roots may be more of a trip hazard.

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

20:00 George Brooker left the meeting

12409 SWANLEY LINK MANAGER REPORT

To introduce new Swanley Link Manager.
NOTED

No report as the CEO introduced the new Swanley Link Manager, Shelley Filippi who started on 14th January 2026. Shelley gave a brief introduction about herself.
CEO advised of recent power outage that affected the Link, along with the Oaks Surgery and Aldi.

20:03 George Brooker returned to the meeting

CEO gave update on the Café at the Link and has at the beginning of February regarding the Licence to Occupy which will tie in with the main lease in building which will be under review in 2029.

12410 NEIGHBOURHOOD OPERATIVE REPORT – APPENDIX C

To receive and comment on the report.
NOTED
Cllr G Darrington commented on the continued good job that Paul Sharrad is doing within the town and this was echoed by Cllr Dyball who noted that giving Paul the new

van has been ‘a huge step forward’ in allowing him to collect the trollies as seen and fly tipping as is reasonable rather than having to report and wait for a response.

12411 RIGHT TO BID – APPENDIX D

To submit a response to Sevenoaks District Council.

NOTED

The response was discussed at the meeting and Cllr N Scott requested it is confidential.

DATE OF NEXT MEETING – Wednesday 22nd April 2026

MEETING CLOSED AT: 20:35

SIGNED: **22/04/2026**

Cllr S Durden
Chair of Estates and Facilities