

Swanley Town Council

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

Tel: 01322 611663

www.swanleytowncouncil.gov.uk

ESTATES AND FACILITIES

MINUTES

Wednesday 19th April 2017

Present: Chair Cllr Scott, Cllr Southern, Cllr J Barnes, Cllr Darrington

Also Present: Cllr Morris, Cllr Dyball, Cllr Hogg, Cllr Ball

Officers: CEO Steve Nash,
Civic Manager Toni Roast,
Estates & Facilities Manager Dan Sutton,
Responsible Finance Officer Steve Innes,
Democratic Services Officer Barb Playfoot

1. APOLOGIES FOR ABSENCE

Cllr C Barnes, Cllr E Komolafe

2. DECLARATIONS OF INTEREST

None

3. MINUTES OF THE PREVIOUS MEETING

To approve as correct the Minutes of the Meeting held on Wednesday 8th February 2017

APPROVED

4. ATHLETICS CLUB – Report A

Cllr Southern thanked the CEO on his work which resulted in the relocation of the Athletics club

NOTED

5. SWANLEY RUGBY CLUB- Report B

Councillor Hogg enquired if the Rugby Club will be paying hire fees, the CEO informed the meeting that the Rugby Club had 3 months grace to allow them to build up their membership then will be paying the same fees as the football hiring's. The committee asked if they could be informed of the first home game date so they could lend their support.

NOTED

6. SWANLEY PARK UPDATE & REQUEST – Report C

The CEO asked for £6000 as opposed to the original request of £4200 to purchase 8 new Pedal Boats. Cllr Hogg asked about staffing of the park, the CEO confirmed that the park now had 20 casual staff and would recruit more for the summer period.

NOTED and EXPEDITURE APPROVED

7. OLMPIC DRIVING RANGE – Report D

Deferred to next meeting

NOTED

8. OPEN SPACES REPORT

The CEO had met with Sevenoaks District Council officers to discuss a number of items and as a result the CEO and Estates Manager will now be reviewing our play areas and Sevenoaks play areas to look at a more joined up approach to replacements and maintenance of items.

9.

NOTED

DATE OF NEXT MEETING: 19th July 2017

Meeting closed at 20.55

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

Council Members:
Mayor Cllr Ball

Conservative:
(Chair) Cllr Scott, (Vice Chair) Cllr Southern, Cllr Horwood, Cllr C Barnes,
Cllr Searles

Labour:
Cllr Hogg

Independent:
Cllr S Gaire

**Report to Estates and Facilities
Movement of Athletics Club**

Report A

Introduction

The Athletics Club have been located in the park since 1990 and had sole use of part of the café building which extends back into the yard. During this time they have installed a small kitchenette and showers to meet the needs of their members and provide some welfare facilities. The building is used once a week at present on a Wednesday and remains used for storage only for the remaining time when no activities are taking place. However during the year their events will attract as many as 700 runners which is good for the town and good for the park in raising awareness of what STC provide.

Current arrangements

Under existing arrangements the Athletics Club have been paying £110 per quarter for the use of the building with no other out goings. STC have been wholly responsible for electric and water costs during this time although general maintenance has been the responsibility of the club. Against commercial costings the rental charged barely covers the cost of electric and water and provides virtually no income against rental.

Change of Use

The CEO has been talking to the Athletics Club and agreed with them that they will vacate the building for a new room within Swanley Park's service yard. The current café provider has been looking to expand the existing facilities for improved provision of services and to create a larger kitchen and seating area along with an appropriate increase in rental and had identified the Athletics Club room. In addition the café provider has agreed to allow other food and activity providers into the park during weekends and during other organised events throughout the year. (The current lease held by the café provider allows for the café to be the sole provider during our biggest event in the park) This too will provide additional revenue to the council throughout the year while also supporting other existing users to the park.

CURRENT INCOME		
	Quarterly	Annually
Athletics Club	£110	£440
	Total	£440
FROM JULY 2017	Subject to availability	
Athletics Club	0 (till 2018)	0 (till 2018)
Café Rental Increase	£500	£2000
DNG	£720	£2880 (from April)
STC & others	£720	£2880
	Total	£7760

Supporting Existing Groups

While it is not the intention of council officers to remove grass roots organisations from STC facilities it is essential that there is a business case behind every hiring and letting where STC offer facilities to others. The CEO has met with the club and offered support in grant finding and a reduction in rent for a period of time to facilitate this move and to give the Athletics Club the confidence that they remain a wanted service with the park and the town.

New Arrangements

In order that the Athletics Club are not unduly penalised for having to move from their existing club house the CEO has agreed a years free rental of the new club room (£440) which will be at the end of the railway shed. STC will also provide a storage unit to the Athletics Club, being the recycled shipping container that is currently down near the football fields which has been agreed by the Scouts. The CEO will issue a License to Occupy rather than a Lease which will give STC much more control over the occupation of its premises. In year 2 of the clubs occupation of the building their rent will be re-started at an appropriate level likely to be in excess of £100 per month or £1200 per annum which will be a significant and more appropriate income than currently provided.

Explanation

Current Rental	£440 per annum
New Income and Rental Fees	£7760 per annum

The Athletics Club will move buildings but there will be no loss of space to them as they are then provided a separate meeting room and storage area within 30m of their current facility. It has been agreed that the club will move out by the end of July which will allow works to start ready for the end of this season or start of the next

Introduction

A new Rugby Club has been started in Swanley and they will be entering their first competition in just a few weeks at a 'Touch Rugby Event' which is a great way to start out. There is a great deal of expertise within the club already with many of the committee members having previous experience of setting up clubs, coaching and playing. The club is currently made up of adults but is committed to quickly forming a youth section and has already put into place a number of policies and registration with the RFU.

Accommodation

The Club will start training on the fields at the rear of Swanley Park / New Barn lane and hope to establish some more permanent facilities there in the future, such as toilets and changing facilities. As an independent club they could attract funding toward a club house in the future which could provide another community hall for the area, although this may be some time away. The CEO has some knowledge of grant applications and will work with the Club and Councillors in the future to develop the site to its maximum potential. Initially STC will provide an old Shipping Container on the site for the storage of equipment which we have available in Swanley Park Yard at present.

Facilities

A set of Rugby posts have been ordered to encourage use of the site and a grant application has been made to cover the costs of pitch hire, provide some levelling to the pitch and look at improving the drainage. The club are also looking to provide some portal lighting for evening session later in the year which will allow for more hiring's to take place.

Conclusion

A new club in the town and another opportunity for people to engage in sport as either, spectator, volunteer or participant is good news. The club have asked for permission to use the Swanley Logo on their shirts which will further promote Swanley to a wider audience. As the club grows in size there is room for expansion on the current site and it will provide valuable rental income for STC for the future along with cross generational participation.

For more information
Contact CEO Steve Nash

Introduction

The activity operations have now been taken over by STC and while staff are working well it has still not yet included all activities because of staff availability. The weather has helped in increasing visitor number with around 2000 visitors a day over the holiday and at weekends. There are also positive comments being received via e mail and social media which is very pleasing to see.

Car Parking

The availability of car parking remains an issue at this time with such large numbers and the CEO has taken steps to utilise additional space to the rear of the existing overflow car park and next to the football fields. There are two main reason for this:

- First. By moving the cars further away from the front car park staff will be able to get cars off of New Barn Lane much quicker as there will be less congestion at the entrance. This is an annual complaint which affects local residents and will demonstrate STC's commitment to improve services.
- Second. It will increase the revenue from car parking significantly which will offset the cost of repairs required through increased traffic at this time of year and allow improved parking to be introduced next year.

New Activities

There are new activities being provided to attract more visits and include:

- **New Electric Bikes:** 3 new bikes have been purchased with a plan to purchase 3 more before the summer break at a cost of £109 each. The fees charged will cover the cost of the bikes and at the end of the season the bikes will be offered for sale at around £30 each and replaced with new bikes for next year. The track has been re-marked to look like a raceway and some additional 'road signs' will be added to give it a 'Race Track Feel'.
- **Survival Parties:** These will be provided in the wooded area in the park and children up to the age of 16 will be shown survival skills and techniques. Parties will last around 3 hours and will be offered throughout the year. The hope is that at the end of the season (Sept) that these activities will be sold to local schools and clubs in addition to parties. This will provide additional revenue to cover staff costs which will allow continuous improvement of STC community resources.
- **Kids Paddle Boats:** New paddle boats just for young children have been introduced and a boomed area provide on the shallow section of lake. The hope is that this will alleviate the pressure on the larger boats which are now reducing in number because of damage and wear and tear.
- **Boules:** In providing an activity for all ages the CEO would like to build a 'Pentanque Square' in the park on the lower section of park next to New Barn

Lane. The cost is minimal and the work could be carried out by our own grounds staff over just a few days.

Requirements

There is urgent need for more boats as the existing flotilla is reducing in number while demand continues to increase. The CEO would like to purchase 6 new boats immediately at a cost of £700 each = £4200 and can be covered from existing budgets and new income streams.

Income

The income for the park is looking very promising with £19,200 taken as of 12th April 2017. As a comparison with what was reported by last years Concession company they suggested they had taken £30,000 in the first quarter of 2016. With new activities available to schools during term time it is hoped that STC will see the real costs of operating Swanley Park directly.

Conclusion

This is STC's first year of directly running services at the park and there is still more potential to be realised and partnerships to be formed. There are large scale events which could be brought to Swanley and the Park provides a fantastic opportunity for this, including: concerts, races, competitions and school trips. With support from councillors and staff the residents of the town will reap the rewards of a fantastic local facility.

Any questions

Contact CEO Steve Nash

**Driving Range at Olympic
Report to Estates and Facilities
19th April 2017**

Report D

Introduction

The Driving Range at the Olympic has currently been provided as a Concession with an annual rental being payable to STC. Its mode of operation has changed several times over a number of years, moving from The Olympic building into its own on site office. Some substantial investment has been made to install Putting Areas, Lighting and a Covered area with office at the site by the Concession owner who now wishes to relinquish the lease.

Lease Agreement

The lease still has a number of years left to run but the owner of the lease has decided that he no longer wishes to run the business and wants to look after his own and families health. The lease fee is paid twice a year with the first payment for 2017 having been paid last month and the next payment due in September. There is little benefit in pursuing lease fees for the remainder of the year as the taking back of the lease by STC allows for many more opportunities at this time. The CEO had therefore agreed in consultation with the Leadership Group that now financial penalties would be applied.

Arrangements

The Driving Range will have been taken back on Tuesday 18th April but will cease to operate immediately as STC do not have the staff to with all goods removed from site belonging to the Lessee. Items which are on hire or hire purchase will also be removed from the site and only equipment wholly owned by the Lessee will remain on site.

Equipment

There are a large number of Golf Clubs which are being left for STC along with balls. In addition STC will be left a Kawasaki utility vehicle which will be moved to Swanley Park to assist the staff running activities there allowing them to move equipment faster.

Conclusion

STC officers will publicise the closure of the Driving Range on the Web Site and Social Media pages and put up signs at the Driving Range to advise members of the public. A report will be prepared for councillors to look at the potential of the site in the future.

Any questions

Contact CEO Steve Nash