

**FULL COUNCIL 4<sup>th</sup> OCTOBER 2017  
7:30PM THE CIVIC CENTRE**

**MINUTES**

**Present:** Mayor Cllr Ball, Leader Cllr Morris, Deputy Leader Cllr Dyball, Cllr Horwood, Cllr Darrington, Cllr Hogg, Cllr Komolafe, Cllr Searles, Cllr Southern, Cllr Willingale

**Officers:** CEO Steve Nash,  
Democratic Services Officer Barb Playfoot,

The Mayor asked for one minute silence in remembrance of Ex Cllr Ken Wooldridge and Alex Walker

**Public Session:** Cllr Ball asked if there were any questions, there was one regarding the Park Closure times and he agreed that the question could be asked at Point 7

1. **To receive Apologies for Absence**  
Cllr L Gaire, Cllr S Gaire, Cllr N Scott, Cllr C Barnes, Cllr J Barnes, Cllr J Halford
2. **To receive Declarations of Interest**  
None
3. **To approve as correct the Minutes of the Meeting held on Wednesday 6<sup>th</sup> September 2017**  
**AGREED**
4. **To receive Minutes of Committees and approve recommendations contained therein:**  
Development Control DATE: 20<sup>th</sup> September 2017  
Policy & Finance DATE: 20<sup>th</sup> September 2017  
**AGREED**
5. **ANNUAL RETURN**  
To note the Annual Return has been signed off by the Auditors (Report A)  
**RESOLVED – Accept Report A**
6. **POTENTIAL CLOSURE OF SNOOKER FACILITIES**  
To approve the CEO's recommendation for the closure of the Snooker Room (Report B)  
The CEO explained that all members of the Snooker club had been written to and to date had no adverse comments had been received  
**RESOLVED – The CEO's recommendation for the closure of the Snooker Room is approved**

## 7. PARK CLOSURE TIMES

To approve the gate closure times listed (Report C)

A member of the public asked if the park was breached would the cost of repairs etc. out way the savings made on staff wages. The CEO explained that there would be physical safeguards in place to prevent breaches and the costs of dealing with such breaches would not amount to the cost saving shown in Report C.

**RESOLVED – The park gate closure times is approved**

## 8. NEIGHBOURHOOD PLAN

To approve the start of the Neighbourhood Plan and allow the CEO to seek external funding for this process.

**RESOLVED – The CEO is authorised to seek external funding for this process and identify partners**

## 9. LOCAL PLAN

To agree a response to SDC Local Plan Consultation

<https://www.sevenoaks.gov.uk/issuesandoptions> a hard copy is available in the main office

There was considerable discussion regarding the SDC Local plan Consultation the following points were agreed

- Raise the point that Swanley should stand alone and not be grouped with several rural areas
- STC support the regeneration of brownfield sites but maintain the protection of Green belt at all costs even in exceptional circumstances.
- Support other areas within the SDC who are endeavouring to preserve their Green Belt areas i.e. 'Which way is Westerham'
- SDC only has 7% of its land to develop over the 4 urban areas and STC must ensure redevelopment is shared equitably
- Sustainable expansion to include Medical, Education, Facilities for the disabled, road infrastructure

**RESOLVED – The CEO will respond to SDC covering the points above.**

## 10. Mayors Communication

The Mayor reported that it had been a quiet few weeks but he had spent the evening with the Air Cadets Swanley – 593 Squadron

30<sup>th</sup> September – Attended a Civic Service in Broadstairs with the Deputy Mayor – Cllr Dyball

He also reminded all that the Mayors Charity Ball will be held on the 21<sup>st</sup> October and tickets were still available and Fireworks Night will be held on the 6<sup>th</sup> November.

## 11. Report from County and District Councillors

Cllr Horwood reported that he recently met with ASDA regarding the collection of abandoned shopping trollies around Swanley and asked when they were going to put restrictions in place to prevent people taking them away from the store. Originally ASDA had agreed that the restrictions would be in place by May/June 2017 this has not been actioned and assured Cllr Horwood that they would be in place by Christmas 2017. He also asked ASDA to make a contribution towards the new Christmas lights, they were unable to make any cash contribution but would consider providing toys for the Santa's Grotto or purchasing their own lights.

Cllr Horwood also reported that KCC in conjunction with Public Health England were about to start work on refurbishing the dropped kerbs in the White Oak Ward (Russet

Way to Northview) by adding a tactile surface to the existing dropped kerbs and adding additional ones where required to make it safer for the visually impaired and disabled to move around. He added that he would now pursue the same agreement for the other Swanley wards. Cllr Darrington congratulated Cllr Horwood on achieving a positive result.

## 12. Forthcoming Meetings

Policy & Finance  
Development Control  
Estates & Facilities

7:30pm Wednesday 18<sup>th</sup> October 2017  
After 7:30pm Wednesday 18<sup>th</sup> October 2017  
After 7.30pm Wednesday 18<sup>th</sup> October 2017

## 13. DATE OF NEXT MEETING

7:30pm Wednesday 1<sup>st</sup> November 2017

**Meeting closed at 20.24**

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)

### Council Members:

Mayor Cllr L Ball  
Leader Cllr R Morris  
Deputy Leader Cllr L Dyball  
Cllr C Barnes  
Cllr J Barnes  
Cllr P Darrington  
Cllr L Gaire  
Cllr S Gaire

Cllr J Halford  
Cllr M Hogg  
Cllr M Horwood  
Cllr E Komolafe  
Cllr N Scott  
Cllr V Southern  
Cllr T Searles  
Cllr H Willingale



## **Introduction**

The Snooker Room has previously enjoyed a large membership with a previous history identifying 2000 historic members, but now that has dwindled to less than 71 and appears to be declining further. There is an annual subscription paid for membership of £22 (around £1562 per annum) alongside a reduced table use cost this currently averages out to an income of £437.50 per month.

## **Function Room Hire**

Just one of the small conference rooms down stairs provides a monthly income of around £800 + which is above the income currently provided by the Snooker Room.

## **Suggestion**

The Snooker Room should be closed and adapted for use as a 'Meeting Room' and Function Facility which would allow us to generate additional income. With a larger room available this should also improve the income for the Olympic as a whole with a much more flexible building.

## **Adaptation**

There will be a need to provide some windows for the room which will again enhance it as a usable facility. This need not be done immediately and can wait until budgets become available for this purpose along with additional equipment which will be required such as PowerPoint, screens, laptops and ramps. We will review the room use for new activities and have the fire regulations updated along with other inspections to ensure compliance.

**Recommendation: That as soon as practical the Snooker Room is converted for use as a Conference / Function Room and that the Snooker Tables are sold for best price or disposed of.**



## Snooker Membership:

The annual membership fees are as follows:

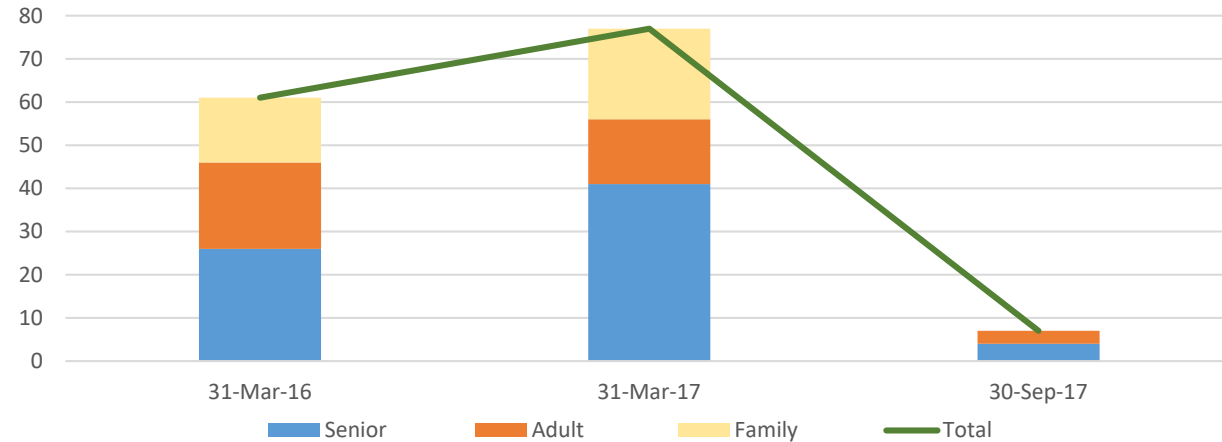
Senior	£11.00
Adult	£22.00
Junior	£11.00
Family	£33.00

Whilst there are 186 names recorded on the membership spreadsheet, the actual number of members is much less.

For the year end 31 March 2016, the number of paying members recorded was 61; this increased to 77 for the year ended 31 March 2017.

So for this year (six months to September 2017) the number is just seven. There has been a handful of members who have re-joined but the membership spreadsheet has not been updated.

### Nr of Members



<u>Date</u>	<u>Senior</u>	<u>Adult</u>	<u>Family</u>	<u>Total</u>
31-Mar-16	26	20	15	61
31-Mar-17	41	15	21	77
30-Sep-17	4	3	0	7*

\* Forecast to half year ended 30 September 2017



## Snooker Income:

The income generated from the snooker membership and table hire has decreased each year: the income for the year ended 31 March 2015 was £22,217 (not able to split between membership / hire).

Since that time, the annual income has steadily reduced, with a forecast revenue stream of £5,250 for the year ended 31 March 2018.



<u>Date</u>	<u>Membership</u>	<u>Hire</u>	<u>Total</u>
31-Mar-16	1,017.50	16,248.99	17,266.49
31-Mar-17	1,228.00	8,467.15	9,695.15
31-Mar-18	91.67	5,250.00	5,250.00 *

\* Forecast to year ended 31 March 2018



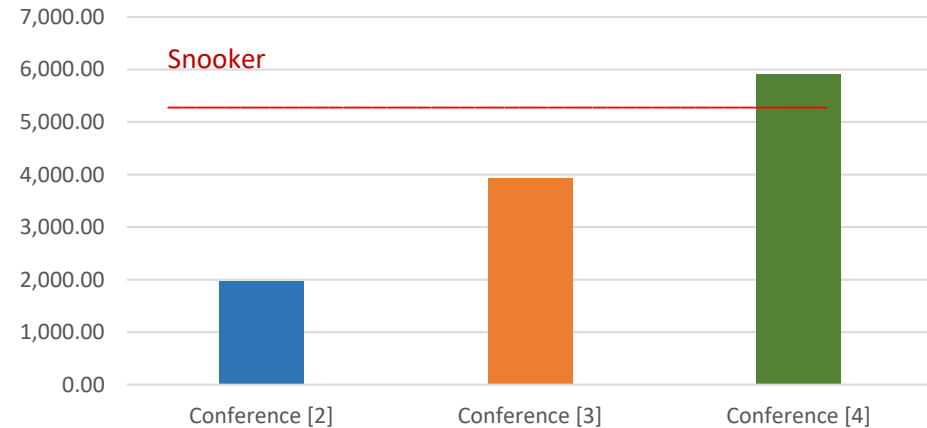
## Income: Snooker vs. Conference

Given that over the past few years the income generated from Snooker has decreased and will even out at around £5,250 per year, it is viable to source conference income in its place.

The income shown assumes the following conferences each month in the Olympic. The price structure is as follows <sup>[1]</sup>:

<u>Venue</u>	<u>Full Day</u>	<u>Half Day</u>
Charlton Room	150.00	100.00
Hendry Room	130.00	80.00
Reardon Room	90.00	65.00

<sup>[1]</sup> Average £82.00 per half day



<u>Income Stream</u>	<u>Income</u>
Snooker <sup>[1]</sup>	5,250.00
Conference <sup>[2]</sup>	1,968.00
Conference <sup>[3]</sup>	3,936.00
Conference <sup>[4]</sup>	5,904.00

<sup>[2]</sup> 2nr half-day Conference each month

<sup>[3]</sup> 4nr half-day Conference each month

<sup>[4]</sup> 6nr half-day Conference each month

### **Introduction**

The park barriers to the Car Parks are currently opened at 8am and closed at 8pm which requires a member of staff to attend for this period. There is obviously a cost to this and from the end of October there will be a greatly reduced income from the park which would cover this cost. To assist in reducing costs further it is recommended that the barriers be opened at the same time in the morning but that the barriers close earlier.

### **Opening**

The responsibility for opening the park barriers be transferred to the Ground Staff in the morning. This would have little impact on their existing activities and would mean other staff could start later saving on average £37.50 per week and £150 per month.

### **Closing**

There is no saving at present on the closing times if staff are to be employed to lock down the park at 8pm although a similar saving could be made if the parking were to be restricted during the winter months. If the lower car park were to be closed at 4pm the upper car park could be left open for cars only (high barrier in place) throughout the night.

Some 'Dragons Teeth' and a drop down bar can be installed at minimal cost to ensure no access to the rest of the park and that the park is properly protected from potential 'Joy Riders'.

**Recommendation: That the ground staff take on responsibility for opening the park and that the upper car park ONLY remain open during the winter months.**

**Annual Saving: £1800**



### **Introduction**

The idea of Neighbour Plans is to encourage councils to engage with local residents and identify areas of concern relating to a variety of topics such as Education, Transport Highways and Community Facilities to name a few. It was also to allow town and parish councils to benefit from an increased CIL allowance which fortunately is not applicable in Sevenoaks District as SDC have agreed to supply the full amount of 25% without the need for a Neighbourhood Plan. The most valid reason for a Neighbourhood Plan is that it allows local councils and their residents to describe where they would be happy to accept new developments within the town and what type of development they would prefer. This information can then go forward in a Neighbourhood Plan and can also be adopted as 'Supplemental Planning Information' for potential developers.

### **Additional Benefits**

The process for creating a Local Plan is lengthy and can take on average 2-3 years when done correctly and engaging with residents as fully as possible. Regular public and theme group meetings, publication of information, statistical data and other requirements are needed to compile such plans. The role of town and parish councils is to co-ordinate these activities and not to influence the direction of any theme group and to record things in an open and transparent way.

### **Costs**

The cost of such a project can be significant when hiring rooms, advertising events, producing information and the use of consultants and members of staff. These costs can be significantly reduced where local resources are available and Swanley Town Council has many of these already, with usable conferencing facilities, a regular new letter, website and social media sites. Swanley Town Council is already providing a range of community events and activities which allow the council to engage with residents and this could be utilised further with the collection of data.

For a town of this size a Neighbourhood Plan is likely to cost between £20 -25,000 but with existing resources in place the cost to Swanley Town Council would be closer to £15,000. There are currently grants available toward these cost from Locality <http://locality.org.uk/projects/building-community/> of £9000 plus an additional £6000 if there are local difficulties or technicalities to overcome. Other grants can be obtained in support of these types of project from County and District Council and from the National Lottery. Such grants ensure full cost recovery for the town council and can be secured before the projects begin.

The document attached to this report gives time lines and partner information to explain in brief how a Neighbourhood Plan might run out over the period of the project.

**Recommendation: That the CEO seek funding to take the Neighbourhood Plan forward**

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## **Costs**

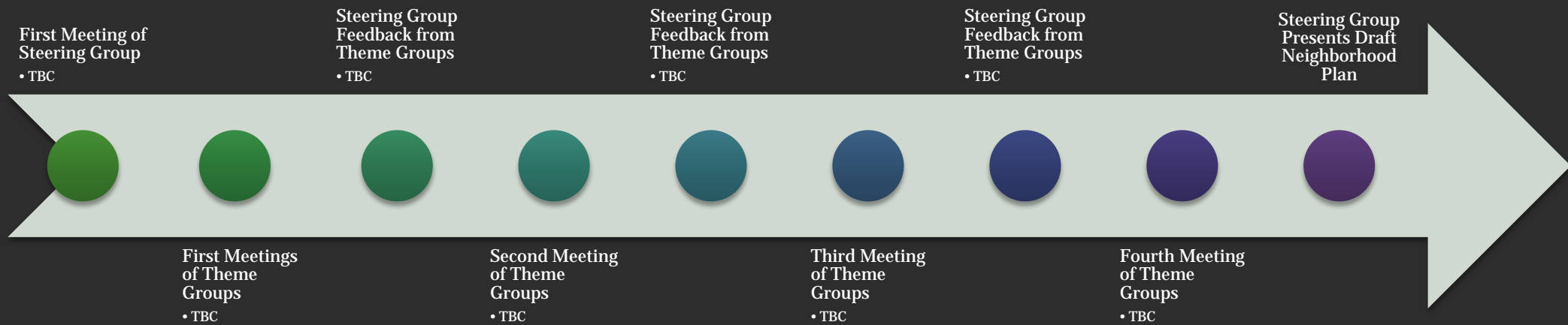
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**Recommendation: That the CEO seek funding to take the Neighbourhood Plan forward**

# 2017-2019



# Swanley Town Neighborhood Planning



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