

# Swanley Town Council

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

Tel: 01322 665855

[www.swanleytowncouncil.gov.uk](http://www.swanleytowncouncil.gov.uk)

## ESTATES AND FACILITIES

17<sup>th</sup> April 2019

Dear Member

A meeting of the above committee will be held at the Council Chamber, Civic Centre on **Wednesday 24<sup>th</sup> April 2019 from 7:30pm** or at the conclusion of the public participation session.



Mr S Nash  
CEO / Town Clerk

**Committee Members:** (Chair) Cllr N Scott, (Vice Chair) Cllr J Barnes, Cllr C Barnes, Cllr P Darrington, Cllr E Komolafe, Cllr R Morris, Cllr V Southern

### 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.

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### 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. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF INTEREST

### **3. MINUTES OF THE PREVIOUS MEETING**

To approve as correct the Minutes of the Meeting held on Wednesday 23<sup>rd</sup> January 2019.

### **4. PARKS MANAGER**

To comment on the report and ask questions of the Manager – Report A

### **5. NEW PURCHASES**

To note that the following items have been purchased to improve services:

- a. New security shutters for Olympic Bar cost £3490 + vat  
This will allow STC to rent out the room without a need for a member of staff
- b. New Water Slide for Park cost £2972.02  
This is a chargeable item and it is expected that there will be full cost recovery or better by the end of the season
- c. Mini Digger for Ground staff cost £6000  
This has allowed staff to carry out significant work much faster and will bring areas back into use much quicker such as the Rugby Pitch and Allotment Areas which generate income.
- d. New Disabled Play Equipment in Park cost £30,000 (£10,000 from CIL)  
This has been much needed and has received significant positive comments via social media.

### **6. ALLOTMENTS**

An additional 4 allotments have been created at the Park with another 4 planned as we meet the demand from residents.

### **7. STATUTORY NOTICE**

A notice has been received from the Forestry Commission advising us that there are Oak Processionary Moth Caterpillars in the vicinity of the Woodlands. They will be taking care of this with spraying but we must monitor from that point onward.

### **DATE OF NEXT MEETING – 17<sup>th</sup> July 2019**

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)

**To:** Estates & Facilities Committee

**From:** Ryan Hayman Park Director

**Date:** 24 April 2019

**Subject:** Estates & Facilities update

## **1. Purpose of report**

1.1 To inform the committee of any new projects, bookings or changes to operations.

## **2. Recommendations**

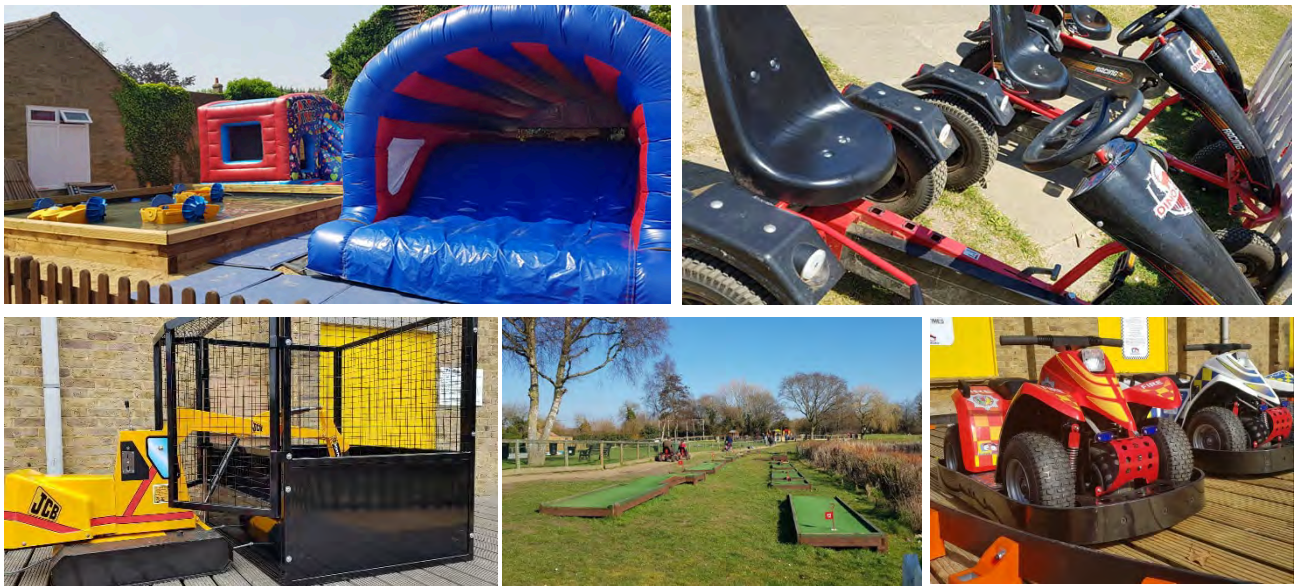
2.1 To accept the update report and note any new bookings/changes to operations.

## **3. Background and information**

### **3 Swanley Park**

#### **3.1 Park Set Up**

All activities and attractions are set up and in place for the open season. Thanks to the swift and appropriate pack away at the end of last season, all the equipment was protected from winter damage. The Park was partially opened in February and fully opened in April.



#### **3.2 Splash Pool Refurbishment**

The pool has been completely resurfaced and is now operational. The work has been undertaken over winter and there were many challenges during this period. The refurbishment was broken down into four major steps.

Step 1 – Removed surface layers and discovered large cracks in the base.



Step 2 – Reinforced and repaired cracks



Step 3 – Water tight and smooth surface finish



Step 4 – Three coats of paint and pool set up ready for season



### 3.3 The Plunge

Swanley Park's first waterslide is now in place and is fully operational. A new area was created near the Splash Pool, but this does not take away any room for pool users. The Plunge has already proved to be a hit and has regularly outperformed the other attractions in terms of income and users. A Facebook campaign marketing the new arrival was seen by over 50,000 people. We are already anticipating the activity to be one of the Park's most popular attractions.



### 3.4 Disabled Friendly Playground Equipment

A brilliant and inclusive addition to Swanley Park has been the installation of two disabled friendly playground pieces. A swing and roundabout have been located in the main playground. These have been hugely popular and received numerous compliments from users. Unfortunately, there have been a number of vandalism attempts. Kent Police have been informed and the Park staff are doing regular checks to ensure the equipment is being respectfully used.



### 3.5 February Half-Term

The Park had a successful Half-Term. The partial opening included; The Boating Lake, Mini Golf, Bouncy Castle Zone, Café and The Great Outdoors. The weather was generous and this led to increased visitors to the Park. This in-turn led to a 5 fold increase in revenue when compared to Half-Term February 2018.



### 3.6 Easter Holidays

The Park opened fully on the 6<sup>th</sup> of April. Unfortunately, the weather for the first week of the holidays was mostly wet. However, despite this our Nerf War activities once again proved popular with many sessions selling out. DNG Bouncy Kingdom started trading at the Park on 13<sup>th</sup> April for one week. The Easter holidays provide an important time to be able to train new staff at the Park. This is on-going but to date has proved to be successful.

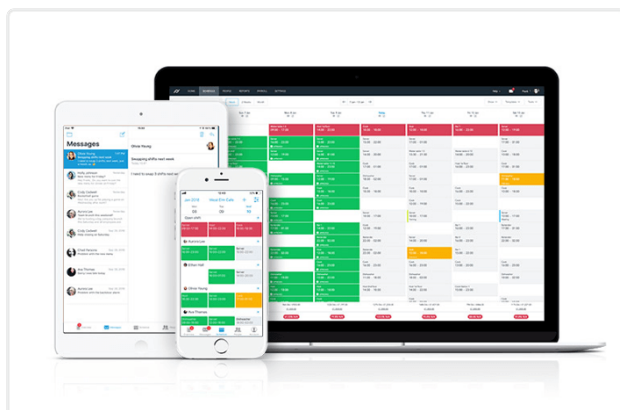


### 3.7 Recruitment

The Park Director had almost 100 applicants directly contact him for a job as a Park Ranger. A high proportion of these where interviewed with 15 successful candidates being offered employment for the upcoming season.

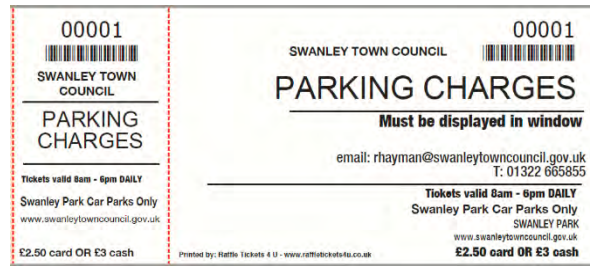
### 3.8 Human Resource Software

A new piece of software has been introduced at Swanley Park. The Park Director has experience in the Planday service from his previous employment. He is therefore confident it will help; record keeping, accountability, reduce administrative duties and improve information and communication channels between employees. Councillors can request to see the software by appointment with the Park Director. If successful Planday could easily be introduced to all Town Council employees.



### 3.9 Car Park Tickets

A new car park ticket has been introduced into the Park this season. The new ticket is much more secure from a fraudulent perspective, as they contain individual barcodes which cannot be duplicated. The Park Director now has the ability to conduct random ticket scanning checks, which are undertaken daily.



### 3.10 Staffing Structure

The staffing structure has been improved to help elevate the excessive TOIL gathered by the Park Director. Last year this was over 600 hours above and beyond normal contractual requirements. Therefore, a Park Manager and an Apprentice Team Leader have been appointed. These employees will concentrate on the day to day operations of Swanley Park.

### 3.11 Swanley Park Spring Clean

The Grounds team work hard to maintain Swanley Park. However, some areas in the Park have been left to get somewhat wild over the years. Therefore, it was decided that a spring spruce up would help tackle these areas. 7 volunteers and 2 staff assisted on two afternoons and provided some fantastic transformations.



### 3.12 Railway Update – Credit Peter Jackson

Since January 2019 we have replaced 130 metres of track, with new rail and sleepers as part of our “forth bridge” continued approach of keeping on top of track work.

The main station has received all new fencing and station lights are also being fitted. In the main station the life expired water tower outer shell has been replaced and new water tank and pipe work to the platforms also fitted.

The main road crossing has also seen some major repairs with the cracked and dangerous concrete dug out, new rail and wooden boards for vehicle crossings fitted. If this proves to be successful then the other parts of the crossing will be made like this.

We continue our work to repair the buildings we are leasing. With new windows fitted to the workshop. Insulation fitted to the roof and parts of the roof which need further repair work. In addition, some of our coach bodies were approaching being life expired, and these have been replaced.

We decided to do an additional charity day on the 31<sup>st</sup> March 2019, raising money for an engine built in 1800's "Welsh Pony". The weather was against us but we did manage to raise £180.00 for FFESTINIOG Railway Society.

General improvements will continue over 2019, with the hope of returning our hardest working engine back to service this year. While we continue the rebuild of one our resident steam engines 'Owd Rosie', both projects are being fully done in house in the workshop.

At the end of March we installed a new upgraded alarm system to help increase our internal security, especially after the recent break in and theft at other miniature railways including one in Gravesend.



On Sunday 14th April we are advertising a "new member's day" in the hope to increase our membership and to obviously assist in the ongoing operation, maintenance and improvement to the railway.

### 3.13 Swanley Park Café Update

A new pergola was installed in time for February Half-Term. In addition to this, new paving was placed to the front and side of the Café. This area now looks renewed and ready for the season ahead. An extension to the Café is scheduled to take place from May. This will see work begin on a new kitchen and larger customer seating area. It is hoped the area will be ready for next season.





#### 4 Swanley Sports Forum

The latest Sports Forum meeting was held on 04<sup>th</sup> April 2019 and was once again well attended with 12 members present. Since its inception the organisation, which is chaired by the Park Director, has provided crucial support to Swanley's sports clubs. Besides from being an opportunity to provide information and network, the Forum has secured for its members; First Aid Training, Nutrition & Health Training, Sporting Equipment, Football Kits, New Club Websites, Lending of Equipment, Grants and Partnerships.

#### 5 Grounds Work

Grass cutting season has commenced and the team have been working hard to provide the best possible service to local residents. Likewise, de-weeding of problematic areas has been started. Furthermore, on a number of occasions our staff have been called out to clean up fly tipping around the Town. In addition to these tasks, normal duties have been on-going such as; setting up for sporting events, litter picking, cleaning changing rooms, tree & hedge maintenance, bowls green cutting and nature reserve maintenance.

Contractual work has been successfully undertaken and we have received positive messages from land owners about the quality of work provided. A large amount of work has also been provided to help establish old and new plots at the allotments.

Above and beyond these regular commitments, the team recently played a pivotal role in creating a Croquet course which will be a new activity for the community and is provided at Swanley Recreation Ground.



#### 4. Reasons for recommendations

4.1 This report does not contain any decisions to be made; it just provides information to be noted.

#### 5. Conclusions

5.1 As highlighted in this report, we continue to aim to maximise the use of our facilities, whilst also generating additional income for the Council.

Ryan Hayman

Park Director