

Broomfield:

Cutting and chipping of shrub beds has been completed.

The damaged "Springer" piece of play equipment has been replaced (undertaken as an insurance claim).

A flower bed within the area used by Cygnets Pre-School has been cleared and prepared and will be used by the children to plant their own bulbs.

Approximately 400 tree whips have been planted to extend the area along the boundary that has been planted out.

The paving slab path within the Grove Hall compound has been re-set by the parks staff to ensure it is not a trip hazard.

Eagles Road:

The wooden perimeter fence is scheduled to have work undertaken on the posts (concrete spurs installed).

Knockhall:

The cross bar storage area under the changing rooms has had a new hatch made and installed by the parks staff.

Approximately 150 tree whips have been planted out, with canes and mesh protectors, along the boundary either side of the changing rooms.

Swanscombe Park:

The door to the old wooden bowls pavilion has been replaced by the parks staff.

All the flower beds have been stripped, prepared, and planted out with winter plants.

During the period of snow, the parks staff utilized the timer by preparing and painting the mess room and workshop.

The entrance door to the messroom has had a tin covering fabricated, fitted, and painted by the 3 parks staff.

Anti – moss treatment has been applied to the tennis courts.

Saxon Court:

Play ground maintenance / repairs have been undertaken by the parks staff.

The large area of shrubs adjacent to the play area (behind the bus stop) have been cut back.

Equipment / Staffing:

During the wet weather the parks staff have serviced all the tools/machinery.

Miscellaneous:

Obviously, a lot of time was taken up gritting and clearing snow during the second week of December.

Recommended:

To note.

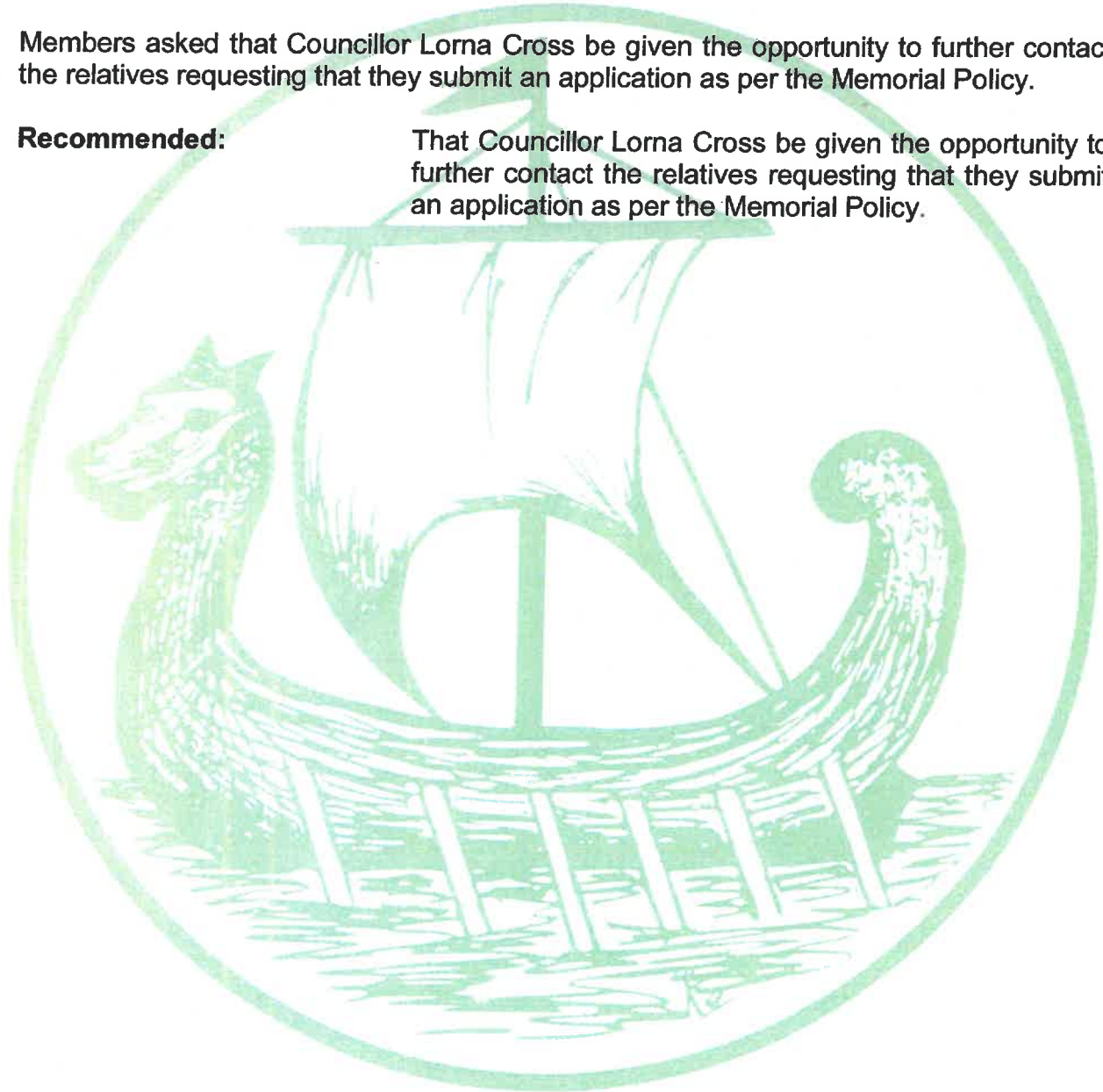
299/22-23. **“MEMORIAL” IN HERITAGE PARK.**

At the previous meeting, minute 198/22-23, Members had agreed for this item to be deferred, and the memorial left in situ, whilst final attempts were made to identify the family concerned and request that they apply for a memorial as per the Town Council Memorial Policy.

Members asked that Councillor Lorna Cross be given the opportunity to further contact the relatives requesting that they submit an application as per the Memorial Policy.

Recommended:

That Councillor Lorna Cross be given the opportunity to further contact the relatives requesting that they submit an application as per the Memorial Policy.



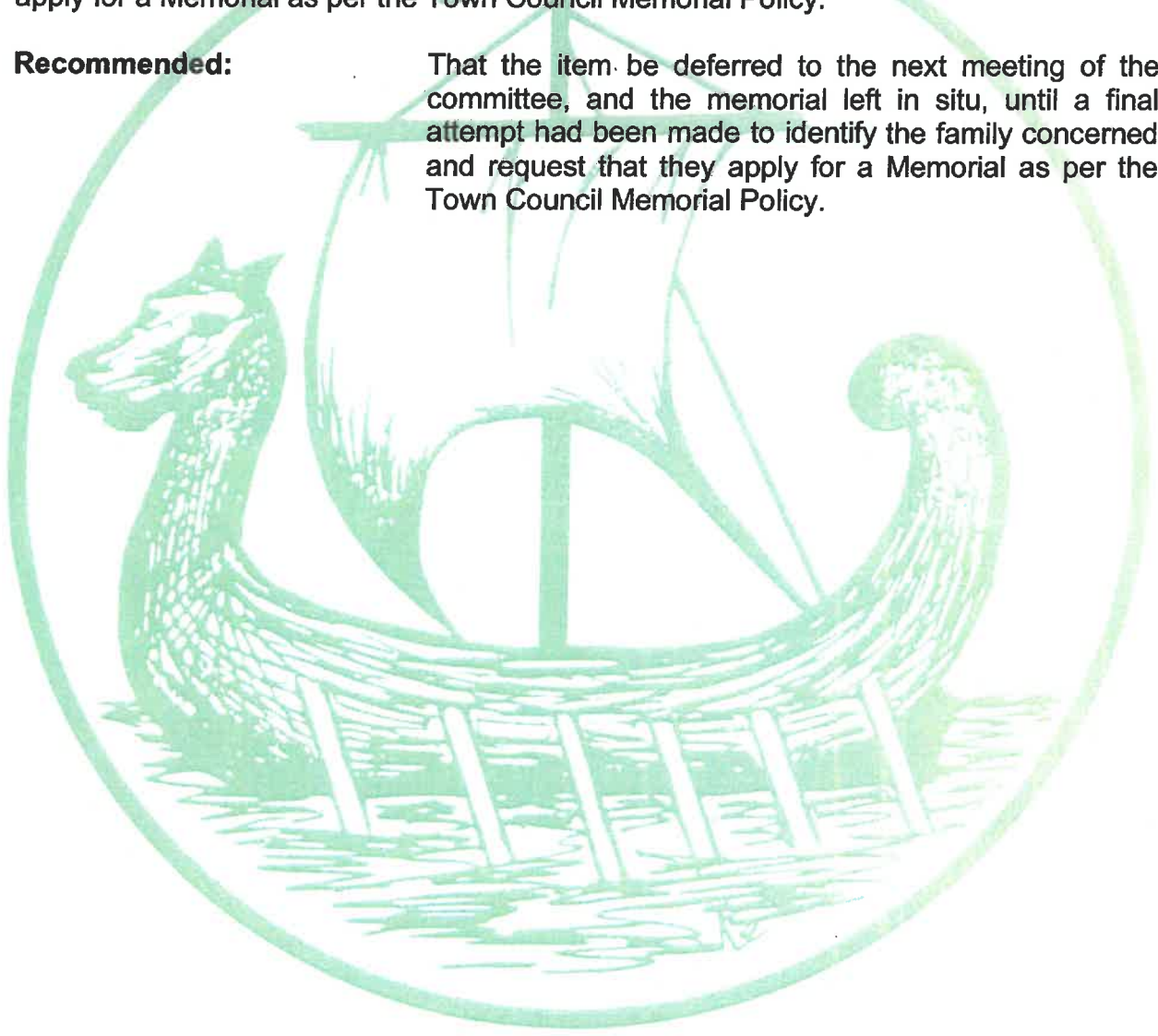
198/22-23. "MEMORIAL" IN HERITAGE PARK.

At the previous meeting, minute 84/22-23, Members were informed that someone had placed a "memorial" in the Swanscombe Heritage Park which the Town Council had not received any prior requests or been contacted about.

Members considered how to deal with this issue, and after discussion, it was agreed that Councillors Lorna Cross, Ann Duke and Peter Harman would contact the local churches and Kent Registrars in an attempt to identify the family concerned and request that they apply for a Memorial as per the Town Council Memorial Policy.

Recommended:

That the item be deferred to the next meeting of the committee, and the memorial left in situ, until a final attempt had been made to identify the family concerned and request that they apply for a Memorial as per the Town Council Memorial Policy.



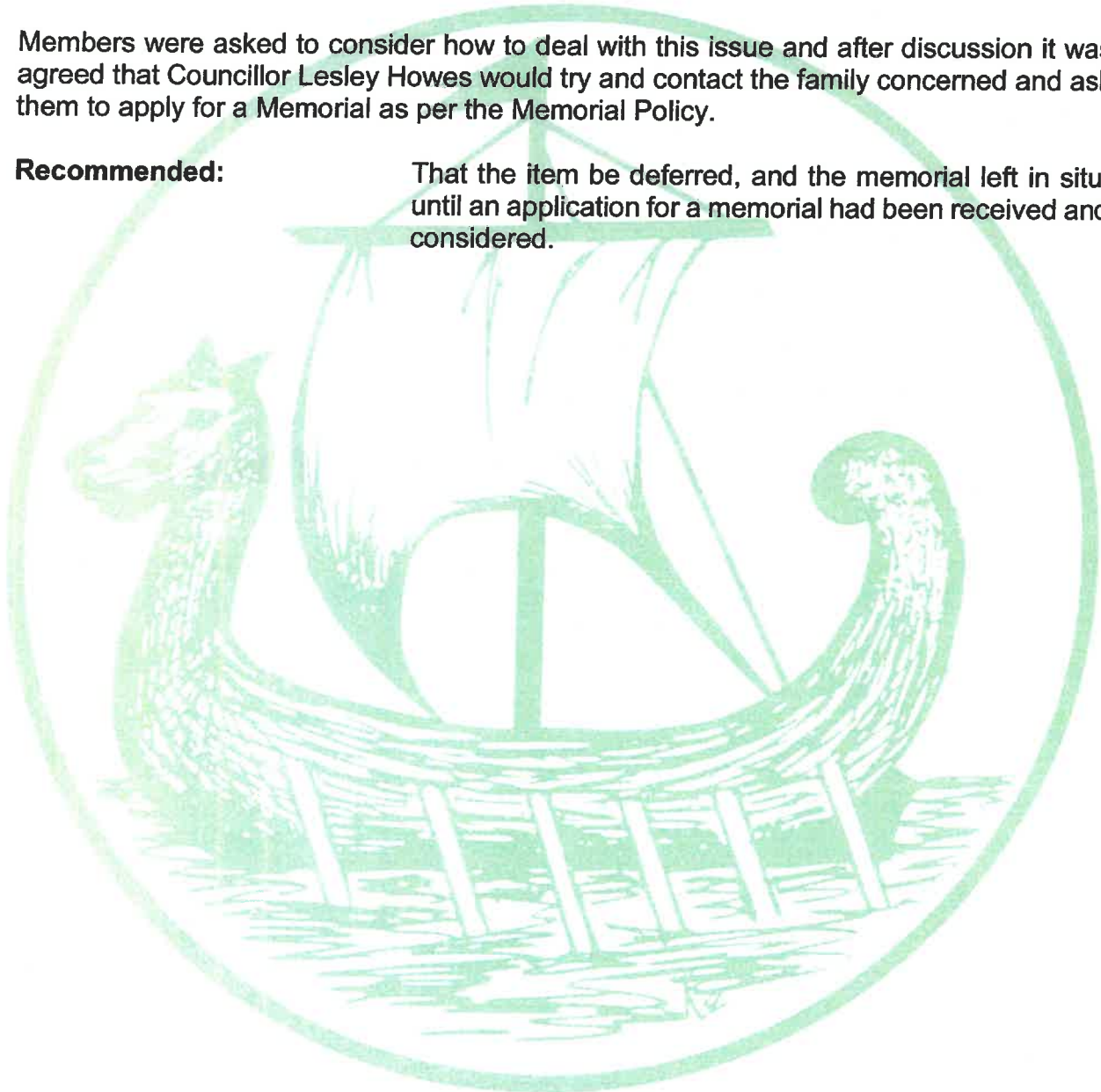
EXTRACT OF MINUTES

84/22-23. **“MEMORIAL” IN HERITAGE PARK.**

Officers had been informed that someone had placed a “memorial” in the Swanscombe Heritage Park. The Town Council had not received any prior requests or had not been contacted regarding this.

Members were asked to consider how to deal with this issue and after discussion it was agreed that Councillor Lesley Howes would try and contact the family concerned and ask them to apply for a Memorial as per the Memorial Policy.

Recommended: That the item be deferred, and the memorial left in situ, until an application for a memorial had been received and considered.



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AGENDA ITEM

RA 30/6/22

and 06/10/22

and 24/11/22 and 18/1/23

7.9





MEMORIAL POLICY.

(This Policy was reviewed by the full Council at its AGM held on 19 May 2022 , minute 20/22-23)

Swanscombe and Greenhithe Town Council recognises the wish for memorials and will consider a memorial on land owned or managed by them. The Town Council will consider requests for memorials on an individual basis and retains the absolute right to refuse or limit the number of memorials.

OBJECTIVES:

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial;
- To establish responsibility for the maintenance, repair and replacement of memorials;
- To ensure that memorials are not out of place in the area in which they are situated;
- The content of this policy may be revised/amended as necessary at the absolute discretion of the Town Council.

GENERAL:

- All applications for memorials must be made using the Memorial Application form;
- All memorials must be paid for by the applicant prior to purchase and installation by the Town Council. Swanscombe and Greenhithe Town Council will inform the applicant of the price/cost on receipt of a completed application form;
- Swanscombe and Greenhithe Town Council will attempt to accommodate the wishes of the applications but it may limit the number of memorials in a particular area;
- Swanscombe and Greenhithe Town Council accepts no responsibility if a memorial is damaged, vandalised or stolen;
- Swanscombe and Greenhithe Town Council reserves the right to remove memorials at any time;
- Swanscombe and Greenhithe Town Council will only permit memorials to individuals who have lived in Swanscombe and Greenhithe and whose families' have given written consent (to be supplied by the applicant) or, in exceptional circumstances, a historic event. Applications for pets/animals will NOT be considered;
- Memorials will be limited to benches and trees. No additional mementos (vases, statues, flowers, wreaths, balloons or other ornamentation etc.), shall be permitted on or around the memorial. These will be removed without reference to the original applicant.

MEMORIAL POLICY.

(This Policy was reviewed by the full Council at its AGM held on 19 May 2022 , minute 20/22-23)

MEMORIAL BENCHES:

- Benches must be of the type specified by Swanscombe and Greenhithe Town Council in order to be co-ordinated with any other benches already situated in the intended location or to fulfil health and safety or access requirements;
- Swanscombe and Greenhithe Town Council will be responsible for all installation works;
- Memorial plaques fitted to benches will be supplied and fitted by Swanscombe and Greenhithe Town Council;
- A maximum of two memorial plaques per bench will be allowed;
- The inscription on the plaque must be agreed/approved with Swanscombe and Greenhithe Town Council (Town Clerk) and there will be a limit to the number of words (*a person's name, a suitable statement, single line and inoffensive text, text to run horizontally along the plaques widest point, dates if desired*);
- Swanscombe and Greenhithe Town Council will maintain the bench within its maintenance programme and budget;
- The total cost of installation of a memorial bench will be dependent on the type of bench allowed and the fittings required. Swanscombe and Greenhithe Town Council will purchase the bench, all materials and supply labour for installation and will be reimbursed by the applicant.

MEMORIAL TREES:

- Memorial plaques will NOT be permitted on or near trees. Existing plaques will remain;
- Trees will be chosen by Swanscombe and Greenhithe Town Council in discussion with the applicant to fit the planting scheme for the area. The applicant will be notified of the tree species to be planted;
- The planting of trees may not be possible in some areas;
- Swanscombe and Greenhithe Town Council will charge for the tree, stake, guard and planting labour. The tree will be maintained by Swanscombe and Greenhithe Town Council in line with its maintenance programme and budget.
- The applicant is to be responsible for the first 12 months maintenance of a memorial tree

MEMORIAL POLICY.

(This Policy was reviewed by the full Council at its AGM held on 19 May 2022 , minute 20/22-23)

APPLICATION FOR A MEMORIAL.

Applicants **MUST** read the Swanscombe and Greenhithe Town Council policy on memorials prior to making an application.

Please complete the form and return by post to Swanscombe and Greenhithe Town Council, Council Offices, The Grove, Swanscombe, Kent, DA10 0GA

Applicants Name:

Applicants telephone number:

Applicants email address:

Applicants home address:

Have you read our Memorial Policy :

Applicants signature:

Date of application:

REQUESTED MEMORIAL TYPE: Bench without plaque / Bench with plaque / Tree

DETAILS OF MEMORIAL (e.g. plaque inscription):
Please give details below.

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Recreation Facility Charges 2023-24



AGENDA ITEM 7.2

20/12/23

Football



Per season	- £860.00
Per season mini-pitch	- £430.00
Per game (occasional use)	- £96.00

Cricket



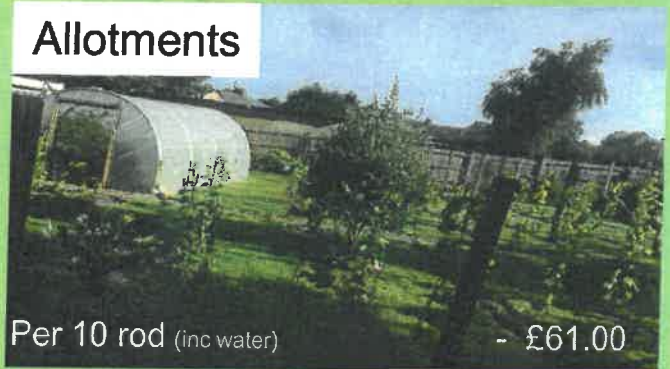
Per season	- £1095.00
Per game	- £115.00

Bowls



Occasional	- £5.50
Hire of Woods	- £5.50

Allotments



Per 10 rod (inc water)	- £61.00
------------------------	----------

Church Road Hall



Per hour (regular)	- £18.50
Per hour (casual)	- £19.50
<u>Social Events</u>	
Per hour	- £29.50

Town Council

Community Hall



<u>Meetings</u>	
Per hour (regular)	- £22.50
Per hour (casual)	- £23.50
<u>Social Events</u>	
Per hour	- £33.50

Hire of Parks



Local Organisation	- £91.00
Per Day – Commercial use	- £187.00

Community Café Confidential Room

Old Fire Station Café



Per hour (regular)	- £13.50
Per hour (casual)	- £14.00



RECREATION FACILITY CHARGES 2023 –24

2022/23

<u>BOWLING GREEN:</u>	Occasional	£5.50
	Hire of Woods	£5.50
<u>CRICKET:</u>	Season	£1,095.00
	Occasional	£115.00
<u>FOOTBALL:</u>	Per season	£860.00
	Per season mini-pitch	£430.00
	Per game (occasional use)	£96.00
<u>ALLOTMENTS:</u>	Per 10 rod + £1.50 if water supplied	£61.00
<u>HIRE OF PARKS:</u>	Local Organisation	£91.00
	Per Day - commercial use	£187.00
<u>CHURCH ROAD HALL:</u>	<u>Meetings</u>	
	Per hour for regular bookings	£18.50
	Per hour for casual bookings	£19.50
	<u>Social Events</u>	
	Per hour - Monday to Sunday inclusive	£29.50
	Cygnets Playgroup	£14.00
<u>HERITAGE COMMUNITY HALL:</u> (For Walk Tall)	<u>Meetings</u>	
	Per hour for regular bookings	£22.50
	Per hour for casual bookings	£23.50
	<u>Social Events</u>	
	Per hour - Monday to Sunday inclusive	£33.50
	FOSHP	£16.50
<u>TOWN COUNCIL OFFICES COMMUNITY HALL:</u>	<u>Meetings</u>	
	Per hour for regular bookings	£22.50
	Per hour for casual bookings	£23.50
	<u>Social Events</u>	
	Per hour - Monday to Sunday inclusive	£33.50
	Cygnets Pre-School	£16.50
<u>COMMUNITY CAFÉ CONFIDENTIAL ROOM:</u>	Per hour for regular bookings	£13.50
	Per hour for casual bookings	£14.00

(A)

AGENDA ITEM

7.3

From: Connor Quirk <Connor.Quirk@remus-mgmt.co.uk>

Sent: 05 October 2022 15:46

Subject: RE: Reply: Knockhall Recreational Ground, DA9 9HJ

RLA

8/1/23

Hello xx,

Thank you for your prompt response to my email.

I understand the trees were very much in situ prior to the development being built. It does seem odd that they aren't on my managed land but I can only go off of the conveyance plan I've been provided.

I've raising the points you said about the fence, light and planting to the developer to see if it was them or the owner of the property. I believe the development is 2 years old now, so I'd likely assume this is the home owners doing.

From: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>

Sent: 05 October 2022 15:31

To: Connor Quirk <Connor.Quirk@remus-mgmt.co.uk>

Subject: Reply: Knockhall Recreational Ground, DA9 9HJ

Importance: High

Dear Mr Quirk,

Many thanks for your email.

The Town Council will look into the ownership of this area but it is noted that the trees were in situ long before the development and the conveyance plan you provided shows that any development would have been fully aware of both the topography and proximity of the surrounding tree line when choosing the location of its development.

We do notice that there appears to be a wooden fence and plants that have been installed alongside the garage at Parkwood and even a standing light/lamp, as well as new plants that have been planted in the grassed area (attached).

Would it be reasonable to assume that whoever installed these did so on their own land?

Yours sincerely,

Administration Assistant

Swanscombe & Greenhithe Town Council | Council Offices |

From: Parks <Parks2@dartford.gov.uk>
Sent: 04 October 2022 14:07
Subject: CONFIRMATION of Trees - In Dangerous Condition request - CML Ref : 312928

Good afternoon,

The below message has come into us but the tree referred to is not on our land. Its marked as Knockhall Playing Field, which I understand may come under your jurisdiction.

Kind Regards
The Parks Team
Waste & Parks Department
Dartford Borough Council
Civic Centre
Home Gardens
Dartford
Kent DA1 1DR

📍 Parkwood Hill
Greenhithe
Kent

DA9 9YD

===== ISSUE LOCATION ===== Street
Record Parkwood Hill Greenhithe Kent

===== ISSUE DETAILS =====
Reported Before: NO Previous Call Ref:

Category: Trees - In Dangerous Condition Trees - In Dangerous Condition - Trees need cutting back risk to life and property one came down friday evening needs removing. The biggest risk is to my garage at 📍 Parkwood Hill

Those trees are a danger to property and risk to life. Winds on 01/10/2022 one has fallen luck this one did not cause any damage. They need cutting back access from Parkwoodhill number 23

PARKWOOD HILL
DA9 9YD



H. M. LAND REGISTRY

NATIONAL GRID PLAN

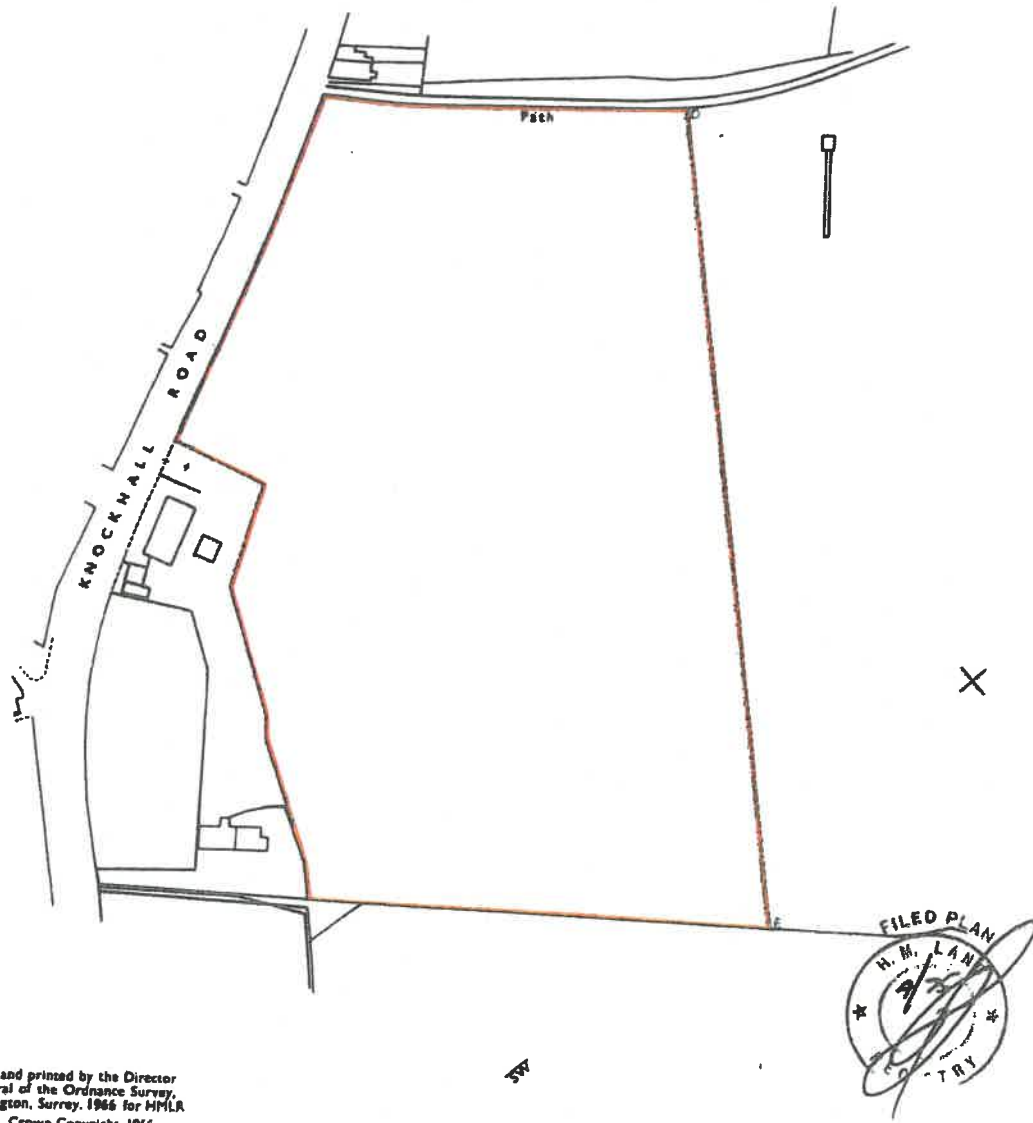
TQ 5974 NW

KENT

Scale 1/1250

DAITFORD DISTRICT

SWANSCOMBE PARISH



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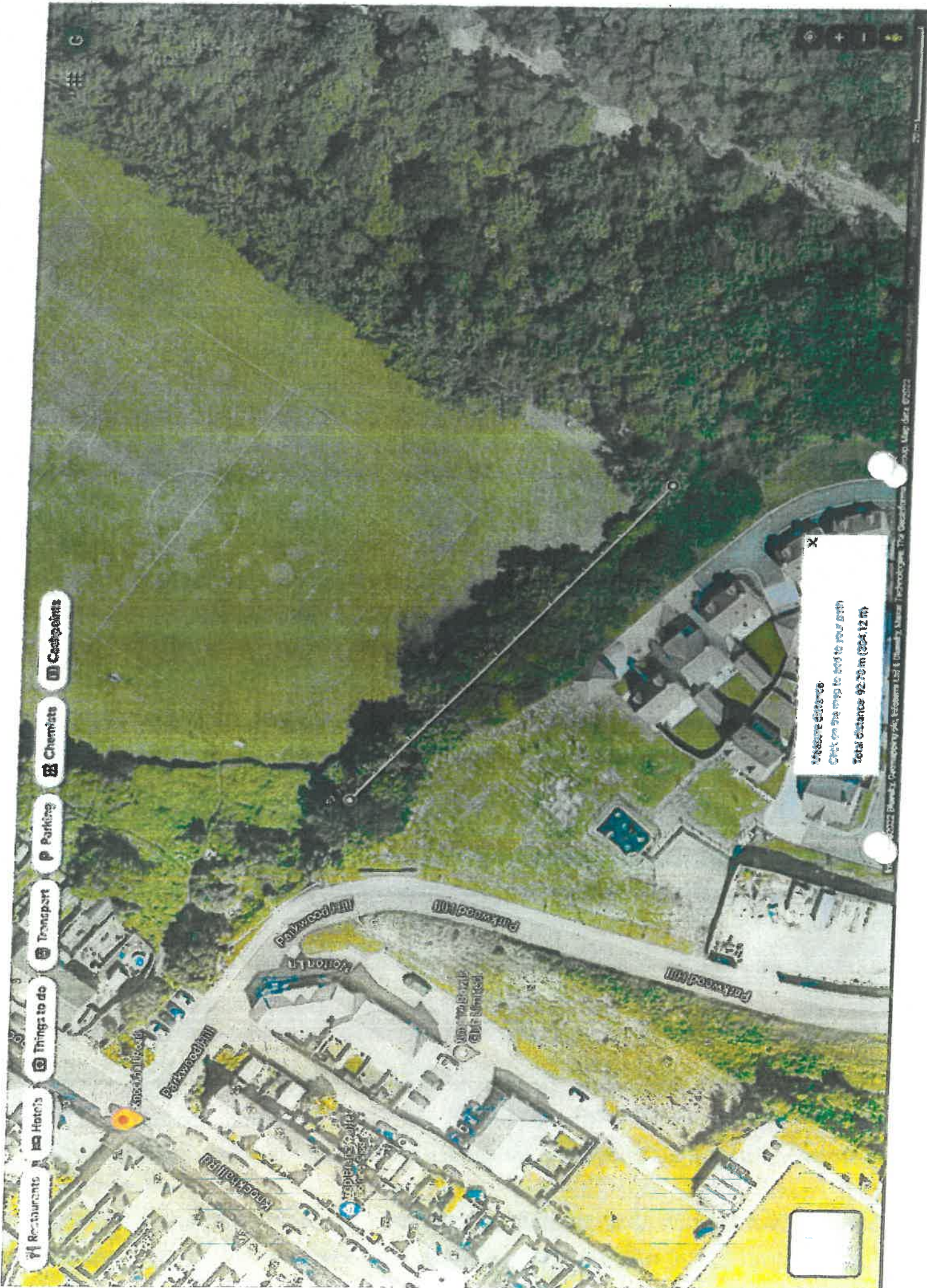
Untitled Map

Write a description for your map.

Legend

- In Me Beauty
- Knockhall recreational ground
- Lifeline Cars Limited
- Polygon 4





- Restaurants
- Hotels
- Things to do
- Transport
- Parking
- Chemists
- Landmarks

Measure distance
Click on the map to add to your path
Total distance: 92.76 m (304.12 ft)







SURVEY / REPORT

Customer No: SWANS01
Report No: 800822
14/10/2022

Mr Graham Blew
Swanscombe and Greenhithe Town Council
The Grove
Swanscombe
Kent
DA10 0GA

Tree Inspection Report

Swanscombe and Greenhithe Town Council

Woodland between Knockhall Recreation Ground
and Parkwood Estate

October 2022



Conducted by

Dip.Hort. (Kew) R.F.S.Cert Arb. Tech. Cert. (Arbor A.) TechArbor A



Arboriculture
ASSOCIATION
Technique No. 11684

Tree Safety Survey Inspection Report for Swanscombe and Greenhithe Town Council

Date of inspection: 14th October 2022

The Survey is a tree safety survey within the Woodland between Knockhall Recreation Ground and Parkwood Estate.

The woodland is on a steep bank between Knockhall Recreation ground, and the new Parkhill estate below.

Other works may be listed that may be classed as prudent works to limit future problems.

Trees are plotted on a map to assist locating the trees. The tree sizes and locations on the map are to be taken as indicative to aid identification.

Where trees may be in large groups or woodland, they may be shown as groups on the map and only trees of direct interest to the survey shown within the group.

Tree locations may be listed as High Risk to Low Risk as appropriate. Normally in Council owned properties, wherever the public may access will be classed as High Risk unless otherwise stated.

Particular care is required alongside roads, outside schools, play areas and places where the public congregate.

Particular care is required for trees in these areas, especially after storms or other serious weather events. It is recommended that trees in High Risk areas be checked after such events and any remedial action taken as necessary.

In case of any doubt as to the safety of any trees, it is advisable to have the trees inspected by a professional who can advise on a course of action if required.

The inspection assesses the trees on the basis of a Visual Tree Inspection, taking into account the root area, the base of the trunk, structure and condition of the trunk and main scaffold of the tree. Other features such as buds, leaf density of the canopy and any defects visible will be noted.

The initial inspection is carried out from the ground only with basic tools such as a metal probe, plastic sounding hammer and binoculars. Cavities that are accessible from the ground may be probed where necessary and a sounding hammer used to assess the extent of the cavity.

No climbing aerial inspections or ground excavations are done on the initial survey.

Further inspection methods from climbing to specialist Tomography may be recommended as a result of the initial survey.

It is worth noting that no tree can ever be declared entirely safe. Trees are living organisms, reacting to their surroundings, actions of others and the environment. Factors such as weather, pests and diseases and human activities all will influence the safety as well as the health of the tree.

It is not practical to take all possible eventualities and exclude or prevent them from happening. However, regular inspections and prudent works will reduce these risks to a very low level.

For this report, the type of tree is listed, the maturity and overall condition.

Comments and recommendations are then made as to what may be wrong and what works are required.

These works are given a priority ranging from immediate (the Council will be notified even before the report is completed if works are required immediately), within one month, to usually 3, 6 or 12 months.

The report is valid for one year unless otherwise expressly stated. This does not take into account the effect of outside agencies – storms, mechanical damage, eg a vehicle damage, or other non foreseeable incidents.

Individual trees to be highlighted from the report schedule are discussed below:

Tree number and details

The trees at the base of the bank are the particular trees that pose the greatest threat.

T2 Sycamore, Dead, likely to fail. Fell

T4 Sycamore, Dead, likely to fail. Fell

T8 Two Sycamores close together. Poor condition, likely to fail.

T7 Fallen stem, already failed, requires removal

The above trees are recommended to have the works carried as soon as practical.

Trees alongside the garage, T 5 and G6, totalling approx 5 Oak trees have branches that are low over the new garage.

It would be prudent to reduce these branches away from the roof. Suggested timescale is 3 months, though this can be varied as required.

T9 – T15. The majority of the remaining trees are trees along the top of the bank. These trees contain deadwood as well as have low oppressive crowns over the recreation ground. These trees are recommended to have their crowns raised to approx 5m above the recreation ground as well as deadwood affecting the recreation ground removed.

The overhanging tree works can be carried out as required.

It is recommended that the works identified in the report be carried out to maintain as safe an environment as practical for the public.

An annual inspection is recommended to monitor changes and early signs of problems in the trees.

An earlier inspection may be required after adverse weather or other unforeseen events.

For clarity works are prioritized in months from the date of the report, or if not safety critical listed 'As required'.

TPO's etc

The Dartford Council web site shows that there are no Tree Preservation Orders or Conservation Area affecting the site.

Please see attached file Tree Location 2022.pdf for a digital map file that can be expanded on the screen and printed out as appropriate.

An overview map is provided at the end of this report.

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Tree Survey Data

Trees are identified with Orange Tree Marker Paint and located on a Tree Location Map

Tree no	Species	Comment	Recommendations	Priority months
1	Sycamore	Dead branch resting on the fence over the salt bin	Remove dead branch	ASAP
2	Sycamore	Large dead tree (orange cross). Also large dead branch lodged in adjacent tree (orange dot)	Fell dead tree. Remove large dead branch from adjacent tree.	ASAP
3	Oak	Broken dead branches at approx 4m	Remove dead branches	ASAP
4	Sycamore	Large dead tree. Note wasp nest in bank 4m to the rear.	Fell dead tree. Care required for the new planting nearby.	ASAP
5	Oak	Tree on bank with dead branch and one branch over the garage roof.	Remove the dead branch. Remove the branch over the garage roof	3
6	Oak	Group of 4 trees adjacent to the garage. Crowns close to and over the garage.	Remove overhang from the lower branches over the garage.	3
7	Dead fallen	Dead ivy clad fallen stem	Clear	
8	Sycamore x 2	Both trees poor quality. Dead stem on the roadside. Both trees have decay at the base and trunk	Fell both trees	ASAP
9	Oak	Low crown over the recreation ground	Raise crown to approx 5m	As required
10	Elm	Leaning on fence and low over the recreation ground. Also fallen branch resting on the fence	Cut back to boundary. Remove fallen branch	As required
11	Oak	Low crown over the recreation ground. Significant deadwood affecting the recreation ground. Also Elm against fence overhanging recreation ground	Raise crown to approx 5m. Remove significant deadwood. Cut Elm back to boundary	As required
12	Oak	Low branch over the recreation ground	Remove low branch	As required
13	Oak	Large low branch and significant deadwood over the recreation ground.	Remove large low branch and significant deadwood affecting the recreation ground	As required
Tree no	Species	Comment	Recommendations	Priority

				months
14	Oak	Large low branch and smaller branches and dead wood on adjacent tree over the recreation ground	Remove large low branch and other branches to lift the crown to approximately 5m	As required
15	Oak	Low branch over the recreation ground.	Remove the low branch over the recreation ground	As required
16	As	Mature Ash within the recreation ground. Declining with much minor deadwood. Likely to be onset of Ash Dieback. Tree condition is Fair at the time of the inspection.	Re inspect in 12 months	12

Woodland strip between Knockhall Rec Ground and Parkwood Estate

SCALE: 1:200
 @ A1

DATE: 14/10/2022

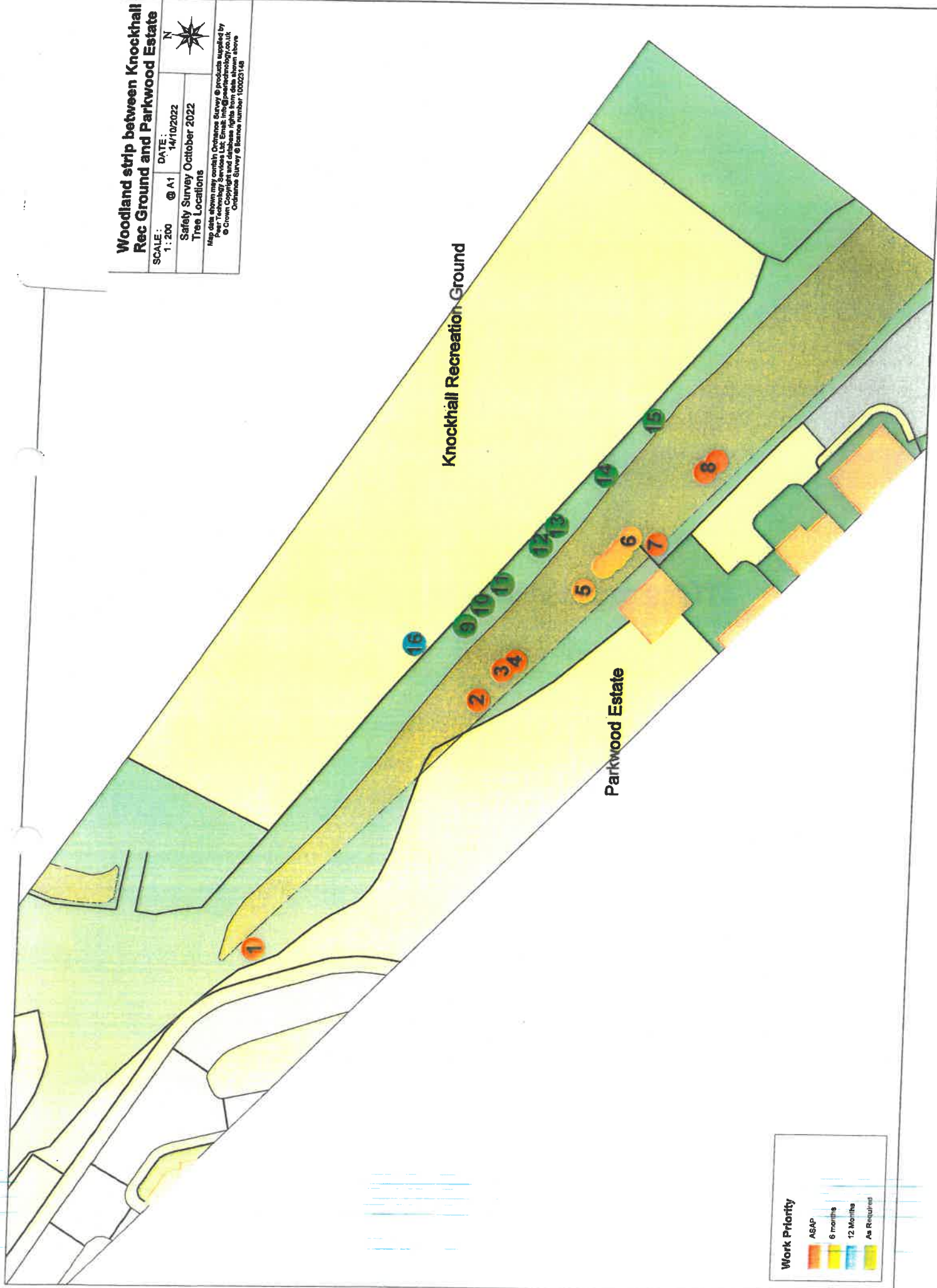
Safety Survey October 2022
 Tree Locations



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Knockhall Recreation Ground

Parkwood Estate



Work Priority

Red	ASAP
Yellow	6 months
Blue	12 Months
Green	As Required

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D

QUOTE

Swanscombe and Greenhithe Town Council
Mr Graham Blew
Council Offices, The Grove
Swanscombe
DA10 0GA

Date Sent: 18/10/2022
Quote information
Account No: 2515
Quote No:
Surveyor:
Site Ref No: 2954
Order No:

Quotation

Site Address Knockhall Recreation Ground, Knockhall Road, Swanscombe, DA9 9HJ

Item No	Item	Work Description	Rate	Quantity	Value
	T1, T2, T3, T4, T7 and T8	Works as described in ATC Tree Report 800822	N/A	N/A	£1,040.00
	T5 and G6	Works as described in ATC Tree Report 800822	N/A	N/A	£320.00
	T9, T10, T11, T12, T13, T14 and T15	Works as described in ATC Tree Report 800822	N/A	N/A	£800.00

Total Value: £2,160.00
 Vat(20%): £432.00
 Total Inc Vat: £2,592.00



Registered in England No.

31 Registration No.

Swanscombe and Greenhithe Town Council
Mr Graham Blew
Council Offices, The Grove
Swanscombe
DA10 0GA

Date Sent: 17/10/2022

Quote information

Account No: 2515

Quote No:

Surveyor:

Site Ref No: _____

Order No:

Dear Mr Graham Blew

Site Address: Knockhall Recreation Ground, Knockhall Road, Swanscomber, DA9 9HJ

Thank you for providing us with an opportunity to prepare a quotation for the works we recently discussed concerning the site detailed above.

All tree work undertaken by us conforms to British Standard BS3998 "Recommendations for Tree Work 2010". Please ensure you read our Terms and Conditions of contract, which will apply to the works undertaken, including disputes and late payment charges.

All above ground waste produced as a result of our activities, will be removed from site unless otherwise stated. Any stump grindings will be left tidy on site unless otherwise stated.

Acceptance of this quotation confirms your agreement to abide by our terms and conditions of contract, a copy of which is attached for your reference. This quotation is valid for 3 months (Ex VAT value) and is based on the site conditions observed on the day of inspection. Any site alterations made after our initial inspection date, that may affect operational logistics, particularly access, may in turn affect this quotation. It is the responsibility of the client to inform us before work commences, of any site alterations that may affect operational logistics.

I attach a detailed schedule of works and proof of Insurance. I trust that the information provided is sufficient in response to your request and we look forward to being of service to you in the near future.



Registered in England No.

Vat Registration No.