

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 18 NOVEMBER 2021 at 7.00PM

**PRESENT:** Councillor Emma Ben Moussa – Vice-Chairman in the Chair  
Councillor Ann Duke  
Councillor Linda Hall  
Councillor Peter Harris (substituting for Councillor Peter Harman)  
Councillor John Hayes  
Councillor Lesley Howes

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO

**ABSENT:** There were none

262/21-22. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The arrangements and constraints relating to the filming or recording of the meeting were explained.

263/21-22. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Anita Barham, due to other commitments.

An apology for absence was received from Councillor Lorna Cross, due to other commitments.

An apology for absence was received from Councillor Peter Harman, due to medical reasons.

An apology for absence was received from the Senior Groundsman Gardener, due to medical reasons.

**RESOLVED:**

That the reasons for absence, for the above Town Councillors, be formally accepted and approved.

264/21-22. **SUBSTITUTES.**

Councillor Peter Harris substituted for Councillor Peter Harman.

265/21-22. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

***As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.***

**266/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**267/21-22. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 23 SEPTEMBER 2021.**

**Recommended:** That the Minutes of the Meeting held on 23 September 2021 were approved and signed as a true record.

**268/21-22. SENIOR GROUNDSMAN /GARDENER'S REPORT.**

Members were provided with a copy of the report which updated members on the work undertaken, by the Parks Department and the work planned for the future which included:

Broomfield Park, Eagles Road, Heritage Park, Knockhall Park, Manor Park, Swanscombe Park, Saxon Court, Valley View and Equipment.

**Recommended:** That the information be noted.

**TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.**

**269/21-22. TREE WORKS – KNOCKHALL PARK, GREENHITHE.**

Members had been provided with a report from the Town Councils approved Tree Surgeon for the row of poplar trees at the rear of Knockhall Park bordering Craylands Gorge. This had been commissioned as x2 large branches had fallen, neither during a period of high winds.

The survey had identified that x3 trees required felling due to signs of internal decay. A further large branch was required to be removed to prevent additional damage. The work had been quoted to cost £4,800.00+VAT and it was proposed to members to be fund these works from the tree survey money contained within the Financial Risk Assessments.

The Town Council had also sought, and been provided with, a quotation to replace the x3 felled trees with x6 replacements. This would be at a cost of £2,250+VAT and it was proposed to members to fund these from the money allocated (£3,000 per year over the next 5 years) for replacement trees within the normal tree budget (Cost Code 54).

Members discussed the species and placement of the replacement trees and agreed that this would be based on the availability and recommendation of the Town Councils approved Tree Surgeon.

**Recommended:** That the recommendation of the Town Councils approved Tree Surgeon for the tree works at Knockhall Park, including the sources of funding for these works and the expenditure to plant the replacements, as detailed be agreed.

**270/21-22. NEW COMMUNITY SPACES – SWANSCOMBE PARK.**

Members were advised that the previously agreed x6 fruit trees were planted to begin a community orchard adjacent to the proposed new family picnic area with all x6 having been planted either in dedication or sponsored.

Members considered a draft of a dedication plaque that would be installed on the old score board within the community orchard to signify who the trees had been planted for.

Members were updated on the ongoing work to install the various new benches, bins, raised beds and panels within the community garden and family picnic area. Members considered, and proposed, some minor context and grammatical changes, to draft signage to be placed in the entrance way to these new community spaces. It was also clarified that the signs would be produced in a similar size and font to those already placed at the Town Councils play areas.

It was also recommended to Members, to reduce the chance of damage during the wet seasons, that the family picnic area, community garden and community orchard are officially opened in Spring 2022 when all planting will be in place and the areas would be ready to use.

**Recommended:**

1. That the wording for the dedication plaque to be placed in the community orchard be agreed.
2. That the names and wording, including the minor context and grammatical changes, for the signage to be placed on the new community spaces within Swanscombe Park be agreed, and that these would be of a similar size and font to the existing signs within the Town Councils play areas.
3. That the x3 new community spaces within Swanscombe Park be officially opened in Spring 2022.

**271/21-22. DISPOSAL OF TOWN COUNCIL ASSET – TRACTOR.**

Members were advised that the tractor had been used minimally for minor sports ground maintenance and preparation.

The vehicle is currently valued at between £9,000 and £12,000 sold as second hand.

Members discussed the recommendation to dispose of this vehicle, should a suitable value be obtained, and were informed that the funds generated from any sale would then be put into the specialist equipment budget within the Finance Risk Assessment. This would enable officers to discuss with the Parks Department any alternative, more appropriate, equipment needed.

**Recommended:**

That the sale of the tractor be agreed and delegated to the Town Clerk.

272/21-22. **GANG MOWING.**

Further to minute 166/20-21 and in accordance with Financial Regulation 11.1 (iv) (*and in consultation with the Town Mayor and Chairman of Finance and General Purposes Committee*), a continuation of the contract for gang mowing in 2022 had been signed.

**Recommended:** That, in accordance with Financial Regulation 11.1 (iv), the contract for gang mowing of the Town Councils areas for 2022 be approved.

273/21-22. **SUGGESTIONS FOR 2022 - 2023 ESTIMATES.**

Further to minute 223/21-22 (*full Council 7 October 2021*) any suggestions members may have for items to be considered for the 2022 - 23 Estimates need to be sent to the ATC/RFO by no later than 24 November 2021. This will enable items to be forecast and included on the agenda for the Full Council meeting on 9 December 2021, for further consideration.

**Recommended:** That the item be noted.

There being no further business to transact the Meeting closed at 7.30 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)