

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE  
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 23  
MARCH 2023 at 7.00PM

**PRESENT:** Councillor Peter Harman – Chairman  
Councillor Emma Ben Moussa – Vice-Chairman  
Councillor Anita Barham  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Linda Hall  
Councillor Lesley Howes

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
Dan Usher – Senior Groundsman/Gardener

**ABSENT:** There were none

450/22-23. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

451/22-23. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor John Hayes due to other commitments.

**RESOLVED:**

That the reason for absence, for the above Town Councillor, be formally accepted and approved.

452/22-23. **SUBSTITUTES.**

There were none.

453/22-23. **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.***

454/22-23. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk advised members that Play Place were undertaking Easter Half Term activity sessions with CAS at the Old Fire Station. Consent had been granted for the use of Broomfield Park for the outdoor elements of these sessions.

**455/22-23. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 18 JANUARY 2023**

**Recommended:** That the Minutes of the Meeting held on 18 January 2023 were approved and signed as a true record.

**456/22-23. 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 which included:

Broomfield Park, Eagles Road, Heritage Par, Knockhall Park, Manor Park, Swanscombe Park, Saxon Court, Equipment/Staffing and Miscellaneous.

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

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

**457/22-23. "MEMORIAL" IN HERITAGE PARK.**

Further to minute 385/22-23, Members considered the "Application for a Memorial", and, after discussion, it was agreed that the application for placement of the memorial plaque be approved, and that the family provide the plaque to the Town Council to be affixed to one of the benches opposite the location where it had previously been placed.

**Recommended:** That the application form be approved, and the plaque placed within the Heritage Park as detailed.

**458/22-23. REQUEST FROM SWANSCOMBE TIGERS FC – FOLDING METAL GOALS FOR JUNIOR PITCHES.**

Members considered the report detailing the request from Swanscombe Tigers FC, and the financial implications for the Town Council.

**Recommended:** That the Town Council contribute, as detailed in the report, towards the purchase of the folding metal goals (to be used on match days only) on the x3 Junior pitches the Town Council currently operates.

**459/22-23. INSTALLATION OF DOUBLE GATES AT REAR OF GROVE HALL COMPOUND.**

Members considered the report, including the quotations received, for the installation of a double gate at the rear of the Grove Hall compound.

**Recommended:** That Quote A be selected to undertake the works.

**460/22-23. GANG MOWING.**

Further to minutes 166/20-21 and 272/21-22, and in accordance with Financial Regulation 11.1 (iv) (and in consultation with the Chairman of Finance and General Purposes Committee) a continuation contract for gang mowing in 2023 had been signed.

**Recommended:** That, in accordance with Financial Regulation 11.1 (iv), the action in agreeing the contract for gang mowing of the Town Councils areas for 2023 be endorsed.

**461/22-23. UNAUTHORISED CUTTING OF TREES – BROOMFIELD PARK, SWANSCOMBE.**

The Town Council had recently been made aware of unauthorised work having been undertaken on x4 healthy Wild Cherry trees within Broomfield Park.

The incident had been reported to the Police and a PCSO had attended the site and identified the x2 houses that had arranged for the works to be undertaken.

A letter had been sent to both houses responsible advising them that no works were allowed to be undertaken on Town Council property/trees without the written consent of the Town Council and failure to adhere to this may result in legal proceedings. For having the works undertaken to advise them that no works were allowed to be undertaken on Town Council property/trees without the written consent of the Town Council and failure to adhere to this may result in legal proceedings.

Members discussed the need to review the existing Tree Management Policy to include the potential for a financial penalty for unauthorised tree works. It was agreed that the following wording be inserted into the policy and that the policy be reviewed at the Annual General Meeting (AGM) in May for endorsement:

*“Following the discovery of unauthorised tree works, an inspection would be undertaken by the Town Councils approved Tree Surgeon. The cost of the inspection, and any resulting works undertaken to ensure the health of the tree, would be invoiced to the person/s who undertook the original unauthorised works.”*

**Recommended:**

1. That the actions taken in dealing with this matter be endorsed.
2. That the Town Councils Tree Management Policy be reviewed at the AGM in May to endorse the insertion of the wording as detailed.

**462/22-23. UPDATE ON ELECTRIC VEHICLE CHARGING POINT (EVCP) USAGE AT THE GROVE AND THE SWANSCOMBE CENTRE CAR PARKS.**

Members discussed the updated usage figures supplied by Kent County Council

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



463/22-23. **EXCLUSION OF PRESS AND PUBLIC.**

MOVED BY Councillor Ann Duke and seconded by Councillor Anita Barham.

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the public and press leave the meeting during consideration of the following item(s).

No members of the press or public were present during discussion of the following item of business.

462/22-23. **INGRESS PARK COMMUNITY CENTRE – UPDATE.**

Members were informed that officers had worked with DBC Planning and a meeting, on-site, between them and Crest had been scheduled for 5 April 2023.

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

There being no further business to transact the Meeting closed at 7.40 pm.

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