

PARKS REPORT
RLA - 6 OCTOBER 2022

Broomfield:

Further damage occurred to the Spring Rocker which had been reported to the Town Councils insurance company.

Graffiti on benches was cleared.

Pitch repairs have been undertaken and made ready for the new season.

Sections of the fence by Monarch Autos were damaged by ASB and have been repaired by the Parks Dept.

The gate spring had been replaced at the play area.

The trees around the Town Council Offices and Grove Hall have been lifted ahead of the return of the Pre-School.

A damaged entrance barrier has been repaired by contractors.

Eagles Road:

Fencing at front of play area is weakening and the Town Council may need to consider replacing (possibly bow top?)

Heritage Park:

DSTC had undertaken their annual community day on Friday 15 July. The girls had painted x 2 bench areas, and litter picked, along footpath DS6 from the Swanscombe Centre to Knockhall Road.

Clearance work had been undertaken on the approach to the pond area.

The footpaths have been strimmed and shrub beds maintained.

Unfortunately, there were fires within the park during the hot/dry weather and the access gate had to be cut by the Fire Service, this has been repaired by a contractor and x2 new Fire brigade padlocks have been purchased. Thankfully all of the incidents were minor and contained to relatively small areas, with no damage to infrastructure.

The alley at Childs Crescent has been cut back and cleared.

Minor repairs were carried out to the play equipment.

The Parks Dept. are replacing the fence posts at the front/side of the Leisure Centre.

Knockhall:

Shrub clearance had been undertaken around the old garage block area.

The wooden roof on changing rooms is/has been replaced by contractors (part of insurance claim).

An issue with a leak at the rear of the changing rooms has been resolved by contractors.

A further branch dropped along the line of Poplar trees which has been cleared.

Manor Park:

The parts highlighted in the Annual Safety Inspection (shackles) have been replaced.

Fox holes have been an issue (where a tree was felled and have required constant re-filling).

Swanscombe Park:

Work was continuing to maintain the new community spaces, including additional water to deal with the extreme weather conditions.

The shrubs in the old rose beds have been cut back.

Istead Rise Bowls Club have painted the large metal fence in the Bowls Green area.

Graffiti on the perimeter wall has been cleared/cleaned.

X2 new trees in the Community Garden have been snapped and one of the rose arches damaged. The benches in the Picnic Area were also moved and "stacked up".

X3 sections of the perimeter fence have been replaced by contractors, but unfortunately one section has already been damaged.

The first cut has been undertaken in the wildflower meadow. This has been timed to ensure all seeds from the existing plants have dispersed.

The "Old Toilet Block" was the victim of a small fire (ASB) at approximately 2.45pm on 25 September 2022. Parks Staff are assessing the required repairs to see if this can be carried out in-house.

Saxon Court:

The new piece of play equipment (rota-web climber) has been installed.

Hedge/shrub cutting back has been undertaken.

Valley View:

One of the two Horse Chestnuts trees adjacent to the garage block have been assessed as dead and a report was commissioned. As the area is covered by a TPO permission from Dartford Borough Council (DBC) was applied for and granted and the tree was felled on 8 August 2022.

The replacement tree has been ordered, following agreeing with DBC, and will be planted at a location agreed between the Tree Surgeon and Senior Groundsman Gardener.

Equipment / Staffing:

All x3 vans are booked in for their annual full services in October.

x2 Groundsmen // Gardeners attended a one day "Introduction to Playground Inspection for Local Councils" event on 21 September 2022.

Recommended:

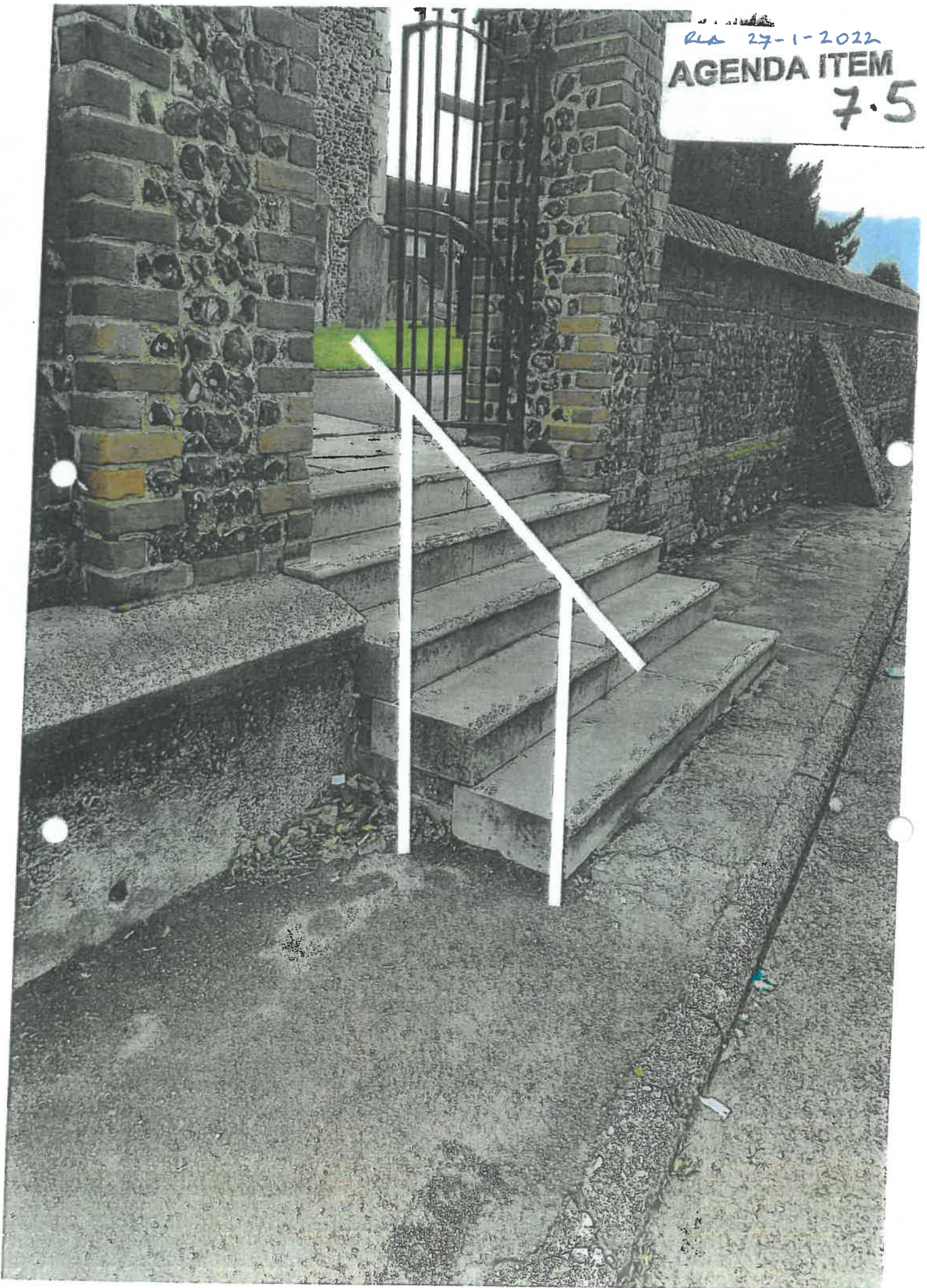
To note:

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AGENDA ITEM
7.1
RA 06 / 10 / 22

Installed 30 / 8 / 22

PLA 27-1-2022
AGENDA ITEM
7.5



EXTRACT OF MINUTES

AGENDA ITEM 7.2
RLA 06/10/22

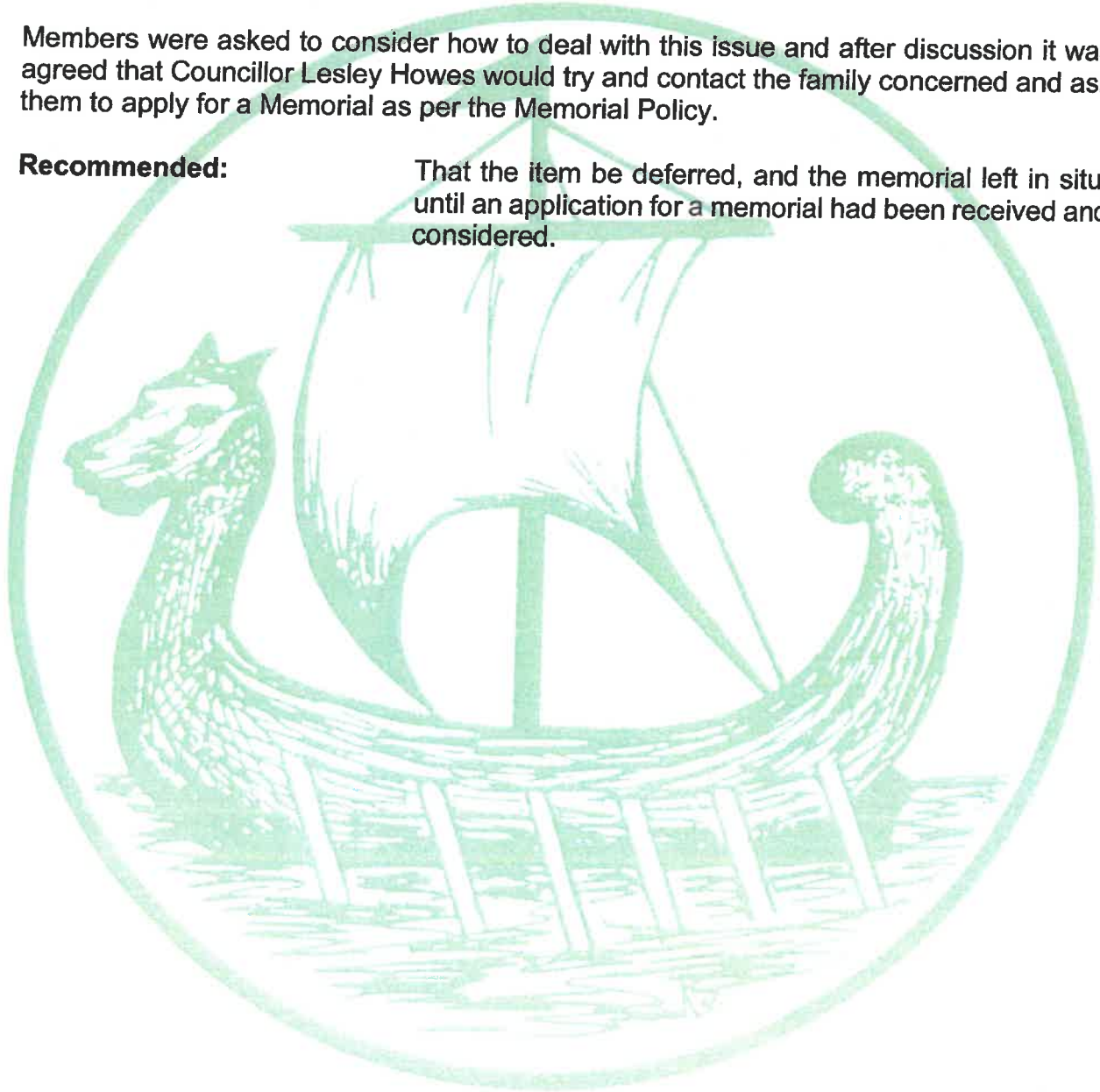
84/22-23. **"MEMORIAL" IN HERITAGE PARK.**

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 05/10/22
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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ENVIRONMENTAL ACTION PLAN WORKING GROUP MEETING –
NOTES FROM 7 SEPTEMBER 2022 AT 6.35PM

Present: Cllr Ann Duke
Cllr Peter Harman
Cllr Lesley Howes

AGENDA ITEM
RLA 06/10/22 7.3

Apologies: Cllr Emma Ben Moussa
Cllr Linda Hall

Also Present: Graham Blew – Town Clerk
Martin Harding – ATC/RFO

1. Members were provided with a copy of the notes from the last Working Group meeting on 3 March 2022. These were noted including the actions taken forward to this meeting.
2. Members agreed that the finalised action plan should be underpinned by a Strategy Statement which would state that 'The Town Council has formulated this Action Plan to facilitate its goal of reducing its carbon footprint'.

Members discussed several points that would formulate a draft Action Plan (list attached). Officers would now take these away and put together an analysis report including, the environmental and financial implications, before reporting back to the Working Group. Once finalised the draft Action Plan would be put to the Recreation, Leisure & Amenities Committee for endorsement.

Actions to be taken:

- That officers would now take the draft list of points raised to formulate an Action Plan and put together an analysis report including the environmental and financial implications before reporting back to the Working Group.

Meeting Closed: 7.00pm

DRAFT ENVIRONMENTAL ACTION PLAN
ENVIRONMENTAL ACTION PLAN WORKING GROUP
7 SEPTEMBER 2022

The following are items listed for potential inclusion on a draft Environmental Action Plan:

Education

- That the Town Council would both actively promote its own actions in reducing its carbon footprint, and any advice or schemes available to the wider community to aid in making the town greener.
- This promotion would be undertaken via the Town Councils website and social media feeds.

Procurement / Contracts / Waste

- That, where possible, the Town Council ensure when purchasing items these are the most environmentally friendly (low carbon) options possible and are recyclable.
- That, where possible, any contracts issued are to suppliers that are either local, therefore minimising commuting distance, or from environmentally friendly contractors i.e., those that use electric vehicles.
- That a review would be undertaken of the Town Councils current waste management, with a view to making it more environmentally

Reducing Electricity Use

- That the Town Council replace lighting fixtures, at the point they fail, with LED or the lowest energy option available on the market.
- That staff are reminded about switching off both lights and equipment when they are not in use.

Buildings

- That any new buildings constructed with the Town Councils involvement are undertaken with a target of being as low carbon as design, technology and resources allows, this is with the aim of being an example to the wider community.
- That the practicality, environmental impact and cost of retrofitting its existing buildings with environmentally friendly technology (solar, heat pumps & insulation etc) is explored.

Vehicles / Plant

- That the Town Councils fleet of vehicles / equipment are replaced, when required, with the lowest carbon option suitable for the task.

Trees / Hedging

- That the Town Council continues to actively plant new trees where space allows and areas of hedging, on land it owns, to both promote areas for nature and reduce carbon levels within the town.

ENVIRONMENTAL ACTION PLAN WORKING GROUP MEETING –
NOTES FROM 30 JUNE 2022 AT 6.15PM

Present: Cllr Emma Ben-Moussa
Cllr Ann Duke
Cllr Linda Hall
Cllr Lesley Howes

Apologies: Cllr Peter Harman

Also Present: Graham Blew – Town Clerk
Martin Harding – ATC/RFO

1. Members were provided with a copy of the notes from the last Working Group meeting on 3 March 2022. These were noted including the actions taken forward to this meeting.
2. Members reviewed the output from the KALC Carbon Calculator undertaken by officers. MH explained that the Town Council was not a large generator of carbon but that the exercise had highlighted that Electricity and Gas were the two largest contributors. LCH provided feedback from a recent KALC event where it had been recommended that formulating an action plan to review what measures could be taken. The event had also suggested that members review Frome Town Councils website as they had created a carbon reduction plan worth looking at.

MH explained the research work that was ongoing for the new Community Hub regarding sourcing solar, heat pumps etc to attempt to make the building carbon neutral.
3. MH explained the quotation recently secured through a KCC procurement exercise. The quotation provided was for 20 panels with battery storage for the Town Council offices. This was the maximum allowed within the matrix of the procurement exercise, but MH explained the expected electricity generation would cover less than a quarter of the buildings current use. It was reiterated that this exercise had highlighted the current indicative costs for solar at this building
4. Members agreed that no recommendation would be taken forward at this stage, but that a draft Action Plan for environmental change would be put together by the Working Group to then be considered by the appropriate committee.

Actions to be taken:

- That, during recess, Member's formulate lists of items that can be included on a draft Action Plan. These will be fed into the next Working Group meeting for officers to take away and cost.

Meeting Closed: 6.50pm



Serving Parish & Town Councils in Kent

Council Name	Swanscombe and Greenhithe Town Council
Baseline Year	2019/20
Footprint iteration	1 (baseline)
Footprint version	Version 1 of iteration 1

Carbon metrics	Unit	Tonnes CO ₂ e
Per FTE employee	10	5.4
Per £100k Council Income	£600,000	9.0

Footprint Element	Input Data Unit (actual or estimate for 12 mths)	Input Data	Scope	Carbon Footprint tCO ₂ e	%	Scope	Scope Sub-Totals	Scope %
Heating Oil	Litres	-	1	0.000	0.00%			
Liquid Propane Gas (LPG)	Litres	-	1	0.000	0.00%			
Gas	kWh (units)	101,009	1	18,501	34.2%	Scope 1	24.2	44.8%
Petrol (inc. fuel for tools)	Litres	1,439	1	3,156	5.85%			
Diesel	Litres	1,001	1	2,515	4.66%			
Red Diesel	Litres	-	1	0.000	0.00%			
Electricity	kWh (units)	79,634	2	16,909	31.33%	Scope 2	16.9	31.3%
Staff Commuting: Petrol/diesel car	Miles	10,575	3	2,918	5.41%			
Staff Commuting: Hybrid	Miles	-	3	0.000	0.00%			
Staff Commuting: Plug-In Hybrid	Miles	-	3	0.000	0.00%			
Staff Commuting: Electric Vehicle	Miles	-	3	0.000	0.00%			
Water Supply	Cubic meters of water consumed)	2,927	3	0.436	0.81%			
Waste: Materials separated for recycling	kg	104	3	0.002	0.00%			
Waste: Organic (food and drink waste)	kg	16,062	3	0.144	0.27%			
Waste: Organic (green waste)	kg	5,250	3	0.047	0.09%			
Business mileage: Councilors petrol/diesel car	Miles	905	3	0.250	0.46%			
Business mileage: Councilors Hybrid	Miles	-	3	0.000	0.00%			
Business mileage: Councilors Plug-in Hybrid	Miles	-	3	0.000	0.00%			
Business mileage: Councilors Electric Vehicle	Miles	-	3	0.000	0.00%			
Business mileage: Council staff petrol/diesel car	Miles	3,763	3	1.038	1.92%	Scope 3	12.9	23.9%
Business mileage: Council staff Hybrid	Miles	-	3	0.000	0.00%			
Business mileage: Council staff Plug-in Hybrid	Miles	-	3	0.000	0.00%			
Business mileage: Council staff Electric Vehicle	Miles	-	3	0.000	0.00%			
Grid Electricity: Transmission & Distribution	Miles	-	3	0.000	0.00%			
Well-to-Tank (WTT) Heating Oil	n/a (auto-calculated)	-	3	1.496	2.77%			
WTT Liquid Propane Gas (LPG)	n/a (auto-calculated)	-	3	0.000	0.00%			
WTT Gas	n/a (auto-calculated)	-	3	0.000	0.00%			
WTT: Petrol	n/a (auto-calculated)	-	3	3.167	5.87%			
WTT: Diesel	n/a (auto-calculated)	-	3	0.883	1.64%			
WTT: Red Diesel	n/a (auto-calculated)	-	3	0.810	1.53%			
WTT staff commuting	n/a (auto-calculated)	-	3	0.000	0.00%			
WTT business mileage (councilors)	n/a (auto-calculated)	-	3	0.767	1.42%			
WTT business mileage (council staff)	n/a (auto-calculated)	-	3	0.068	0.12%			
Wastewater	n/a (auto-calculated)	-	3	0.273	0.51%			
Total	n/a (auto-calculated)	-	3	0.796	1.48%			
Total				54.0	100%		54.0	100%
Transport related emissions				12.5	23.1%			

Calculator version	4
Status	FINAL
Date	15/11/2021

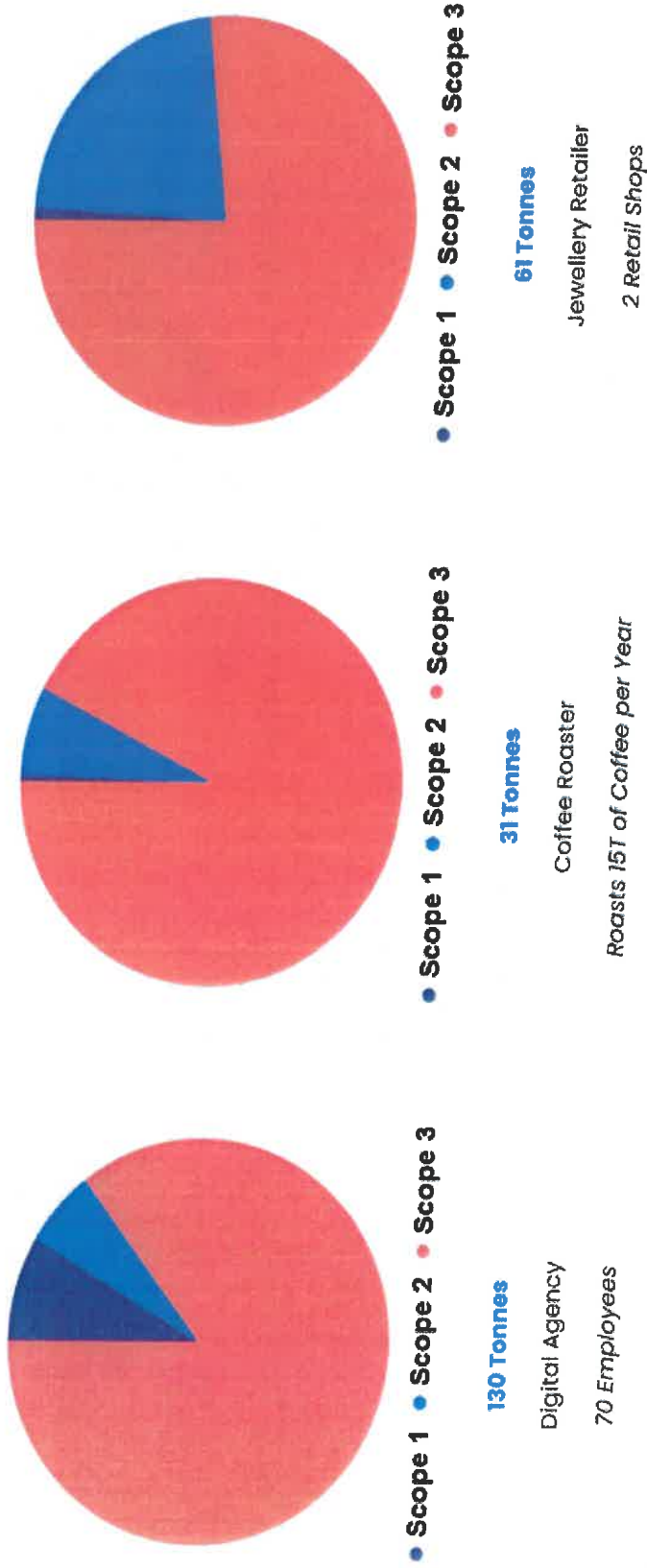
ONLY FOR USE BY KALC MEMBERS - DO NOT CIRCULATE

Data taken from the small99.co.uk website comparing net-zero data for small businesses

Example Footprints

Before we get stuck in, we've included some example real carbon footprints to give an idea of what they look like. In the article we explore the sheer lack of data at a industry level for SME data, however we hope these give some context of what different businesses may look like.

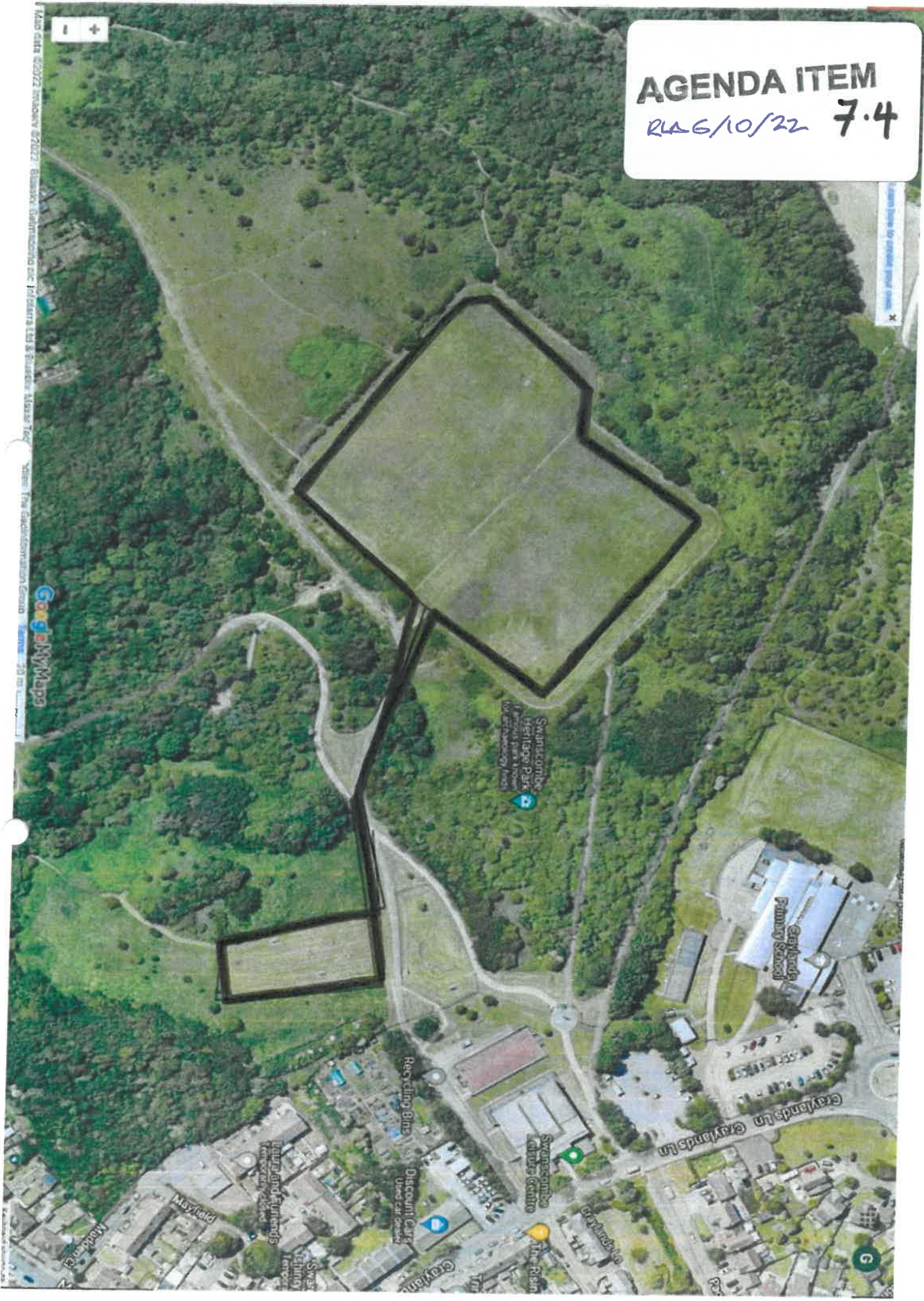
Note how much Scope 3 accounts for their total footprint. In all examples, Scopes 1+2, which are most commonly reported, account for less



Anonymous data supplied by C-Free. All figures are in CO2e.

All figures include Scope 1 and 2 emissions, and also include Scope 3 from a select number of sources*.

AGENDA ITEM
RLA 6/10/22 7.4



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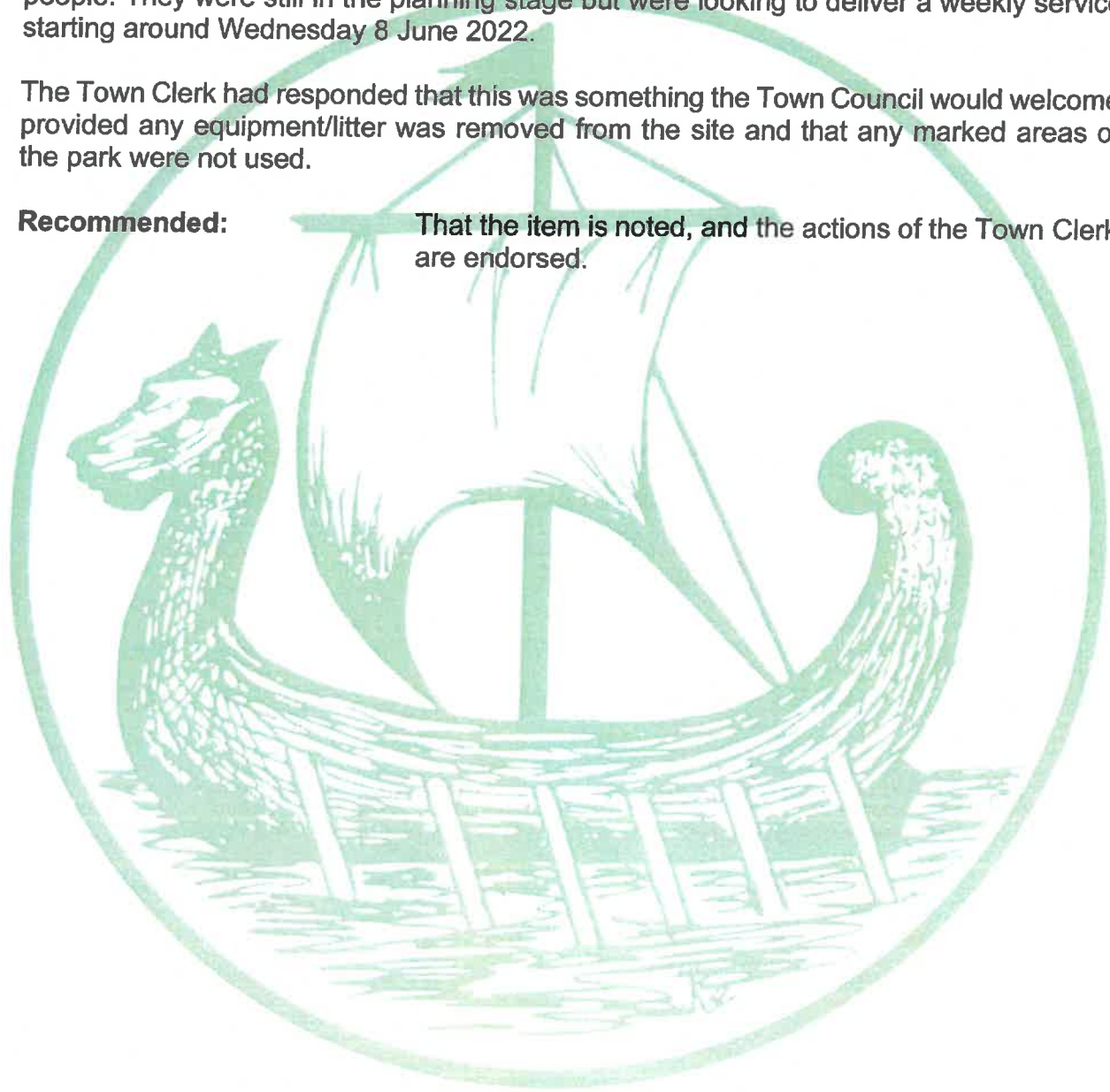
EXTRACT OF MINUTES

82/22-23. **YOUTH HUB OUTREACH PROJECT (KENT COUNTY COUNCIL).**

The Youth Hub Delivery Manager for the Dartford District had contacted the Town Council to advise that they wished to re-instate the outreach project whereby they come in their outreach van and park alongside Broomfield Park and engage/work with the young people. They were still in the planning stage but were looking to deliver a weekly service starting around Wednesday 8 June 2022.

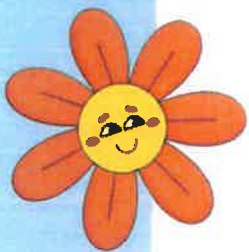
The Town Clerk had responded that this was something the Town Council would welcome provided any equipment/litter was removed from the site and that any marked areas of the park were not used.

Recommended: That the item is noted, and the actions of the Town Clerk are endorsed.



The Bridge 4 Young People's Mobile Youth Hub

Swanscombe - Broomfield park
every Thursday 6:00 to 8:00 pm



Starting from
13 OCT



Games. Snacks. Sports and more!



t: 01689 867366
e: info@playplace.org
w: www.playplace.org

**Where
Everyone
Counts**

**Youth Konnects is coming to...
Knockhall Park**

**Thursdays
5.30pm - 7.30pm**

Knockhall Park, Greenhithe, DA9 9HE

Hot dogs and drinks are available.
For young people aged 8+

Are you interested in music, media, games consoles, filming, photography, sport and craft?

Come and meet our youth workers and see our 'Youth Konnect' van at the park for your chance to get involved, have a go, meet new people and maybe even learn something new.





t: 01689 867366
e: info@playplace.org
w: www.playplace.org

**Where
Everyone
Counts**

Youth Konnects is coming to... Broomfield Park

Tuesdays 6pm - 8pm

Broomfield Park, Swanscombe, DA10 0GA

Hot dogs and drinks are available.
For young people aged 8+

Are you interested in music, media, games consoles, filming, photography, sport and craft?

Come and meet our youth workers and see our 'Youth Konnect' van at the park for your chance to get involved, have a go, meet new people and maybe even learn something new.

