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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## Recreation, Leisure & Amenities Committee

Councillor Emma Ben Moussa - Chairman  
Councillor Peter Harris – Vice-Chairman  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Lesley Howes  
Councillor Dawn Johnston  
Councillor Hazel Stephens  
Councillor Elizabeth Wickham

To all other Councillors: For information only

**A Meeting of the above Committee will be held on**  
**Thursday 13 November 2025 at 7.00pm**  
**at: The Council Offices, The Grove, Swanscombe,**  
**Kent, DA10 0GA.**

Graham Blew  
Town Clerk

Dated: 6 November 2025

**Due to the confidential nature of the business to be transacted the Press and Public will be excluded from the meeting for item 7.6.**

*Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.*

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.  
Tel: (01322) 385513 Fax: (01322) 385849



## AGENDA

1. To receive Apologies for Absence (*Local Government Act 1972, s.85*).
2. Substitutes.
3. Declarations of Interest in Items on the Agenda (*Localism Act 2011, s.31*).
- \* ***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***
4. Items as Deemed Urgent by the Chairman / matters arising from previous minutes and their position on the Agenda (for discussion/information only, not for decision).
5. To confirm the Minutes of the Meeting held on 18 September 2025 (Full Council 23 October 2025). (*Local Government Act 1972, Sch 12, Para 41(1)*).

### 6. **SENIOR GROUNDSMAN/GARDENER'S REPORT (p).**

Please see the attached report.

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

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

#### 7.1 **INGRESS PARK COMMUNITY CENTRE – PROJECT UPDATE (p).**

Attached for members information is a task chart and timeline for the work outstanding in relation to the opening of the Ingress Park Community Centre.

Members will note that the work currently being undertaken remains the completion of the site works by Crest.

Following this the finalisation of the legal process can be executed, and the remainder of the Town Councils work can be undertaken.

The earliest opening date is fluid and changes if, and when, earlier tasks are delayed in any way.

**Recommended:** To note the update.

## 7.2 ESTIMATES FOR 2026 – 2027.

As Members are aware, Officers began work on the Annual Estimates for 2026 – 2027 earlier in the year. This committee is asked to consider whether any financial considerations need to be made ahead of the next part of the budget setting process.

The Town Council meeting on 11 December 2025 will need to consider the draft Annual Estimates 2026 – 2027 which will then pass to be approved and endorsed by the full Council in January 2026 before setting the Precept and Tax Base for the 2026 – 2027 financial year.

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

## 7.3 COUNCIL OFFICE AND CAFÉ CHRISTMAS OPENING ARRANGEMENTS (p).

Attached is a calendar for the Council Offices and Café over the Christmas and New Year. Members are asked to consider when they wish the office and café to be closed over the festive period. Officers have been consulted and have no objection to using annual leave entitlement to cover any periods of closure.

**Recommended:** To agree the opening days of the offices and café over the festive period with a notice being displayed, in advance, advising Members of the Public of the closures. As per previous years a relevant message would also be recorded for the Council Office answer machine for this period.

## 7.4 NEW TREES AT MANIOR PARK.

Previously x3 new Horse Chestnut trees were planted at Manor Park to replace the mature trees that were required to be felled (minute 380/23-24).

Unfortunately, these x3 trees were the subject of anti-social behaviour and the Town Council agreed to replace them (minute 77/24-25).

x2 of the x3 replaced trees were pulled out of the ground and recovered by the Parks Dept. week commencing 13 October 2025.

Members are asked to consider whether they wish to replace the x2 trees which would be at an approximate cost of £400.00

**Recommended:** To discuss and advise accordingly.

## 7.5 EXCLUSION OF THE PRESS AND PUBLIC.

TO RESOLVE: 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 press and public leave the meeting during consideration of the following item.

## 7.6. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) DRAFT PROPOSAL SCALE OF CHARGES 2026 FOR THE SWANSCOMBE CENTRE (p).

Further to minute 253/24-25 and in accordance with the Management Agreement (Section 28), the Head of Operations, GCLL, has advised of the proposed Scale of Charges for 2026 and has included the current charges for information.

**Recommended:** To agree the proposed Scale of Charges for 2026, submitted by GCLL, for The Swanscombe Centre.

### INFORMATION IN THE OFFICE.

- Allotment & Leisure Gardener – Issue 4 2025.



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Swanscombe and Greenhithe Town Council Website:  
<http://www.swanscombeandgreenhithe town council.gov.uk>

