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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 25 June 2026 at 7.00pm

**at: The Council Offices, The Grove, Swanscombe,
Kent, DA10 0GA.**

Graham Blew

Graham Blew
Town Clerk

Dated: 19 June 2026

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.

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 7.12 onwards.

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 12 March 2026 (*Full Council 29 January 2026*). (*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 SAXON COURT PLAY EQUIPMENT (p).

On 19 April 2026 a resident submitted the attached enquiry regarding the Saxon Court Play Equipment. The Senior Groundsman sourced the attached quote for the replacement of worn ropes at Saxon Court. The 2026 - 2027 budget has allocated £5,250 for playground equipment across all sites.

Recommended: That the item be noted and the replacement ropes be purchased and installed.

7.2 MUSIC LICENCE – COMMUNITY HALLS (p).

The attached invoice, and email correspondence, has been received from PPL PRS Ltd for the annual renewal of its Music Licence (PRS and PPL) for the period 2026–2027. This totals £1,662.78 including VAT and covers both Council Community Halls, background music, fitness/dance classes (approximately 156 per year), and

occasional music use by church groups. Members are asked to consider whether the Council should continue to provide both PRS and PPL licences for all users, or only the PRS licence (which is the Council's responsibility), with individual hirers obtaining their own PPL licences where required.

The Assistant Town Clerk contacted local Parish Councils to enquire as to how they operate their music licences and the attached response was received from a neighbouring Parish Council.

Recommended: To consider cost versus responsibility split and decide the preferred licensing approach for 2027 - 2028.

7.3 CHILDRENS SUMMER ENTERTAINMENT.

The Assistant Town Clerk has met with representatives from GCLL to discuss possible arrangements for the 2026–2027 Summer Entertainment Programme. It has been agreed that GCLL will host the listed activities in the attached schedule. In addition, GCLL has committed £500 of funding to support the provision of laser tag activities.

The Town Council has also received the remaining 25% payment from the previous Tesco Stronger Starts funding application, totalling £375. This funding is proposed to be used to support additional children's entertainment activities as part of the wider summer programme, alongside the partnership with GCLL.

Recommended: To note the update and support the proposed use of the available funding to enhance the summer entertainment offer for children and families.

7.4 HERITAGE PARK – POND SITE.

Officers have met with Northwest Kent Countryside to discuss future plans for the pond site and Heritage park as a whole. A proposal for an audio trail, updates to signage within the park and a lower maintenance redesign of the pond site have been discussed. Funding for these projects will continue to be sourced, with further updates in due course.

Recommended:

1. That the update be noted.
2. To agree to a lower maintenance redesign of the pond area.

7.5 FLAG SCHEDULE - REVIEW (p).

Members are asked to review the current flag schedule, consider adding a Union Flag to be raised on D-Day and agree a final version. The current Flag Schedule was last reviewed on 24 July 2025 (minute 138/25-26).

Recommended: That the flag schedule be reviewed and finalised.

7.6 DARTFORD SCIENCE & TECHNOLOGY COLLEGE (DSTC) – COMMUNITY DAY 17 JULY 2026.

DSTC have contacted the Town Council to ask if we would like to take part in the Community Day again (from 10am to 2pm).

The Parks Dept. are looking at constructing bird boxes and bee boxes with the students as this was very popular last year and is an activity that can be undertaken whatever the weather conditions.

Recommended: That the item be noted.

7.7 REQUESTS TO USE TOWN COUNCIL PARKS.

The Salvation Army have submitted requests to use of Swanscombe park for a Youth Summer Pop Up event as detailed.

- Swanscombe Park – Wednesday 5 August 2026 from 5:30pm to 8:30pm for approximately 70 people.

Completed Event Notification Forms and a copy of the Public Liability Insurance Cover have been provided. These events have successfully been held in previous years without any issues (minute 438/24-25).

Recommended: To agree to the requests.

7.8 REQUEST FROM SWANSCOMBE TIGERS FC – CHARITY FOOTBALL MATCH

On 20 April 2026 the Swanscombe Tigers FC submitted a request to hire a pitch at Broomfield Park with access to the portaloos for a charity match event on 5 September 2026. The completed Event Notification Form and Public Liability Insurance have been provided. A risk assessment is still awaited.

Recommended: Provided a suitable risk assessment is submitted a minimum of two weeks prior to the event, that the request be granted.

7.9 THE SWANSCOMBE CENTRE – PERFORMANCE OF SERVICES UPDATE (p).

The Finance Director GCLL has provided the Annual Report and signed audited accounts for 2025.

Recommended: That the item be noted.

7.10 DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members are requested to delegate authority to the Town Clerk/RFO (if in post) or the Assistant Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk/RFO (if in post) or the Assistant Town Clerk will consult with the Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk/RFO (if in post) or the Assistant Town Clerk) be delegated authority to conduct the normal business if the council during the recess period

7.11 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.

7.12 THE SWANSCOMBE CENTRE – PERFORMANCE OF SERVICES UPDATE (p).

Further to minute 505/25-26 the Finance Director GCLL has provided the latest Performance of Services Report which includes details for Finance and Attendances.

Recommended: That the item be noted.

INFORMATION IN THE OFFICE.

- Allotment & Leisure Gardener – Issue 2 2026



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

