

**Broomfield:**

A section of the fence line has been planted with native hedging plants.

There was some damaged caused by the recent storms, with some tree branches brought down as well as damage to a fence panel bordering the park.

The cricket square is coming on well and will be ready for the start of the season.

We should receive the replacement part for the damaged rope bridge in the play area over the next few weeks.

**Heritage Park:**

We have taken down and disposed the old goal on the training area as it was becoming unsafe.

Soil and turf removed during the Community Orchard project at Swanscombe Park is being used to fill in holes and dips at Heritage Park.

There are still ASB problems with motorbikes accessing the site and damaging grassed areas as well as being a danger to other park users. These are reported to the Police when they occur.

**Knockhall:**

The recent storms ripped the wooden roofing from the changing rooms and left it wedged in the adjacent trees. Parks staff managed to remove it from the trees and take it away. The roof is now part of an insurance claim. A number of branches also came down in the wind.

We are filling in holes and dips along the DS6 alleyway with turf and soil from the Community Orchard project.

As previously reported, contractors have taken down x3 diseased and unstable poplars along the fence line and x6 new trees have been planted in place of them.

One of the boot scrapers has broken and been removed with a new one having been ordered.

**Manor Park:**

As previously agreed x2 new trees have been planted to replace the x1 tree that was recently felled.

**Swanscombe Park:**

The Community Orchard area has now been planted and the ground will soon be prepared for sowing wildflower seeds.

The Community Garden and Picnic areas are progressing, with the remaining installation and planting scheduled to be completed soon.

As previously agreed, the new windows have been installed in the parks mess room and workshop and the flooring is due to be upgraded soon.

Despite intensive Autumn and Winter work to improve the Bowls Green surface there are still threadbare areas which we hope will improve as the warmer weather arrives. There is also daily damage to the green caused by foxes and squirrels.

Staff are making repairs to the wooden benches around the Bowls Green.

**Saxon Court:**

Pruning of the shrubs outside the park is due to be undertaken.

**Equipment / Staffing:**

Although they required some work, all three vans have been put through their MOT's.

The new ride-on mower has arrived and is being put to good use.

We are hoping to use the recent funding award to replace the aging bowls mower in the coming weeks.

**Recommended:**                      **To note.**

EXTRACT OF MINUTES

209/19-20. **TREE SURVEY (p).**

Further to minute 107/19-20, and the previous survey being undertaken in 2015. Members had been provided with the completed tree survey and the breakdown of the costs provided for the works highlighted in the survey.

Although the priorities of the works contained in the survey differed, members were asked to consider having all the works undertaken for practicality and best value i.e.

- It would ensure that all the Councils trees were at the same standard of safety and maintenance;
- The finances required were contained within the FRA. The 3 and 6 month priority works were covered within the specific Area Assessed within the FRA i.e. earmarked for the Tree Survey. The remaining works would be undertaken utilising funds held in contingency for other long term requirements;
- The costs could change/increase for any works not undertaken at this time;
- It would be more manageable to have the work undertaken at the same time.

Members discussed the survey and, for the reasons contained within the report, it was agreed to have all the works highlighted undertaken at the same time.

Members paid particular attention to Tree 6 in Swanscombe Park and whilst not wanting to see the removal of healthy trees it was agreed that, due to the damage being caused by the growth of the tree, that this tree should be felled. To mitigate this loss it was also agreed that x2 new trees should be planted in Swanscombe Park and that the Senior Groundsman/Gardener, in consultation with the tree consultant, should look into this and report back to the Committee.

Members' also discussed Tree 49 in Swanscombe Park and it was agreed that no action be taken at this time but that the tree should be monitored.

**Recommended:**

1. To note the contents of the survey and to agree to have the works contained in the survey undertaken as detailed above.
2. That the Senior Groundsman/Gardener, in consultation with the tree consultant, investigate the purchase and planting of x2 new trees within Swanscombe Park and report this back to the committee.



office@alltreeconsultancy.co.uk

EXTRACT FROM TREE EXAMIN

Tree ID	Common Name	Latin Name	Spread Radius (m)	Overall Condition	Observations	Works required	Priority
47	Ash	Fraxinus excelsior	5	Good		None at present	
48	Common or Black Elder	Sambucas nigra	4	Good		None at present	
49	Cedar of Lebanon	Cedrus libani	6	Fair	The tree has regularly had large limb failure. The tree is likely to fail again in adverse weather, eg wind or snow. Consider removal and replacement with a tree less likely to fail. Note. Seating has been put below the tree which may raise the possibility of injury	None at present	

**Key:** All measurements are estimated unless stated. Spread figures are approximate in metres. Age Class: (if used) NP = Newly Planted. Y = First Third of the expected life for the species. Med = Second Third of the expected life for the species. Mat = Final third of the expected life for the species. OM = Fourth Third of the expected life for the species ie Over Mature. Observations and Recommendations – Self explanatory. Significant deadwood = Dead wood greater than 50mm diameter and over 1 metre length. Works will be listed as Urgent: To be done as soon as practical. 3 Months: High priority works to be carried out within 3 months; 6 Months: Moderate works to be carried out within 6 months. Low Priority: to be done within 12 months. None = No works required, no target exists or is excluded. Inspection Frequency: will be governed by the level of risk and the Policy adopted. Where a Re Inspection is required within the normal schedule, it will be listed with a time frame. Interim inspections: These are required after periods of storm etc. No Action at Present = No Action required or specified.

Steve Launchbury Dip.Hort. (Kew) R.F.S.Cert  
Arb. Tech. Cert. (Arbor A.) Tech/Arbor A

01474 853749 07778 670560

Company N 565121

Vat No. 26 52885 72

'Lochinvar' Kingsingfield Road  
West Kingsdown Kent. TN15 6LH



## REPORT FROM TREE CONSULTANT

Cedrus libani (Ledar of Lebanon) is a tree that does not take kindly to high winds and other events like snow on the branches.

This tree in Swanscombe Park was commented on in the last tree survey as being susceptible to breakages in adverse weather. It was recommended then to either replace the tree or at least move the bench from nearby.

This is the second time that I know of that this tree has had significant damage, shedding limbs. On this event at the end of February, the top of the tree blew out and other branches have broken and are still lodged up in the crown, but the worst is that the lower branch broke off at approx. 3m height but in doing so, has fractured the base of the branch. The branch is at risk of breaking and falling, particularly if children attempt to climb the tree. It will not be good for anyone if somebody gets hurt.

It would be possible to just remove the branch and the broken branches in the crown. Doing so will leave a tree that has significant damage and disfigurement. The tree will, however, not be less at risk from heavy snow or wind.

The tree, having two major failures in the last three years or so WILL (not maybe,) have another failure in maybe not the next storm but when there is another strong enough wind. What I do not want is for a tree that is known and expected to fail again, be left in position.

The tree is situated in a park that is open to the public, including children. There is also a seat underneath that encourages people to linger there for a greater length of time.

As for the TPO, the tree appears to be absolutely on the perimeter line of the TPO. It is safer to assume that the intent is that the tree is protected, and therefore, permission has been applied to remove it, under a 'five-day notice'. The five-day notice is a notice of intent, where the DBC Tree Officer either accepts the application together with the photos sent or will go and have a look at the tree.

Either way, I expect the Tree Officer to agree to its removal, especially as two trees will be planted as replacements.

I believe that it is a prudent measure to remove the tree and replace it with more suitable types of trees.

In the first place, I will endeavour to find an alternative Cedrus deodara, which is similar, but a much safer, otherwise, an alternative species will be proposed.

Hope this helps.

Kind Regards

DBC response to 5 day notice.

**Subject: RE: 5 Day Notice**

Thank you for your email and 5 day notice to remove a Cedar tree at Swanscombe park. Our Tree Consultant notes:

'Based on the photos, I would accept the removal of the Cedar under the exemptions to the TPO legislation. Following removal of the tree the landowner is under a duty to plant a replacement tree, which I note in SL Tree Cares email below they intend to do, so I have no objections from an arboricultural perspective.'

We therefore accept the 5 day notice subject to the replacement tree planting as suggested.

Kind regards

Principal Planner  
**Development Management**

We have received a 5 day note to fell the cedar in question. We immediately sent this to our Tree Consultant who confirmed that the tree can be removed as an exception due to its damage and the risk it now poses to the public. The 5 day notice states:

'The Cedar has suffered major structural damage due to recent storm Eunice. Elements of the tree are highly likely to collapse and fail in a public setting. We intend to plant 2 appropriate replacement trees, approx size 8/10cm girth close by.'

There is a duty to plant a replacement tree and I note that the plan is to plant 2 replacement trees.

Whilst the loss of any tree is unfortunate, we also have a duty to consider the safety of the public and in this case, the structural defects of the tree were too severe to prevent its removal.

We therefore accept the 5 day notice subject to the replacement tree planting as suggested.

Swanscombe and Greenhithe Town Council  
 Council Offices, The Grove  
 Swanscombe  
 Kent  
 DA10 0GA

Date Sent: 28/02/2022  
**Quote information**  
 Account No: 2515  
 Quote No: SLT-211881  
 Surveyor: Steve Launchbury  
 Site Ref No: 2697  
 Order No:

**Quotation**

**Site Address** Swanscombe Park, Park Road, Swanscombe, Kent

Item No	Item	Work Description	Rate	Quantity	Value
	T49 Cedar in Swanscombe Park	Dismantle / fell to near ground level. Grind stump to approx 250mm below ground level.  Please note: SLT will submit a 5 Day Notice on acceptance of the quote.	N/A	N/A	£750.00

Total Value: £750.00  
 Vat(20%): £150.00  
 Total Inc Vat: £900.00

SL TreeCare Ltd  
 'Lochinvar'  
 Kingsingfield Road  
 West Kingsdown  
 Kent. TN15 6LH

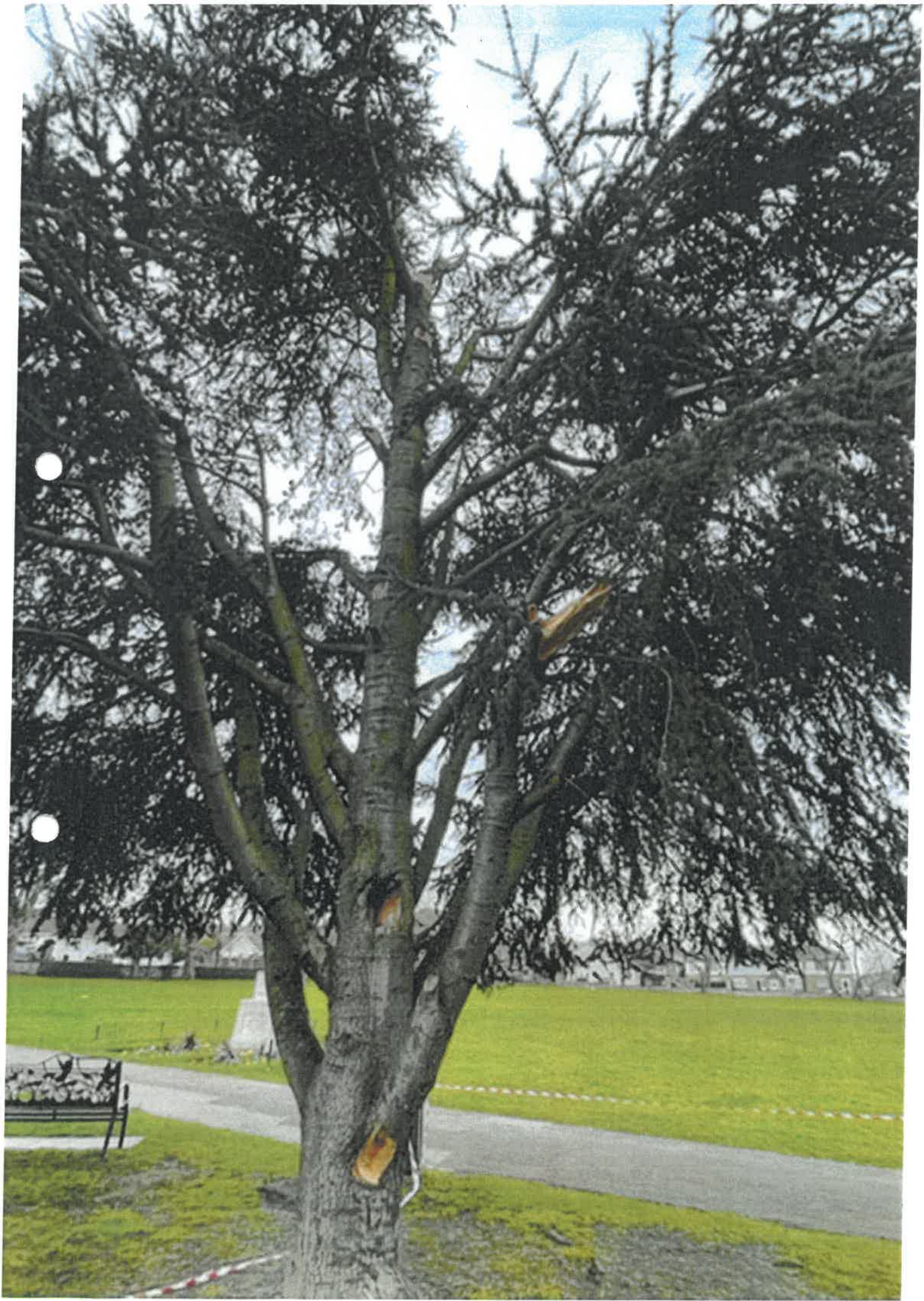
Steve Launchbury Dip Hort (Kew) R.F.S. Cert Arb.  
Tech. Cert (Arbor A.) TechArborA

01474 853749  
 0800 44 88 496











# AGENDA ITEM 7.2

RLA 16/3/22

- 28 February 2022

There have been some more complaints re the parking during the Tigers football matches. Could you remind me please what the TC are planning to mitigate some of these problems.

- 29 November 2021

Hi, I am messaging in regards to the parking situation along Knockhall road. I believe this situation has been brought to your attention on more than one occasion but you have yet failed to act.

I understand you let the football pitches to swanscombe tigers, and they, or the players of the away team find it acceptable to park inconveniently, on corners of roads, blocking local residents in and making the daily life of residents difficult.

This is an accident waiting to happen, to pull out of ingress gardens on Sunday I had to go back lewes and forwards 6 times to align myself in the correct position to not hit a parked car, as 4 were parked on corners.

I dread to think how an emergency vehicle could make it to someone in need

Your lack of care for your community is simply unforgivable. I do not understand why you rent these pitches knowing you are unable to provide parking.

The community regularly has to deal with traffic jams cause by the area we love, and it appears that your lack of though, and lack of care does not help, but contributes to the issue.

I do believe Sunday football to be important for children, but parking should be provided and a traffic warden deployed, to ensure the safety and well-being of residents is maintained

I look forward to hearing from you.

- 21 November 2021

I am a resident of Knockhall Road, opposite the park, I have noticed there have been complaints from a small amount of vocal people on Facebook lately, about parking on Sundays for football.

**Whilst the parking does become congested, I think this is fine for a few hours on a Sunday for children to play sport. I have no issue as long as people park safely, which the majority do and matches are spread out sensibly.**

**What concerns us is that persistent complaining from these individuals is going to cause permanent parking restrictions to be enforced for residents? This would not be fair as for the rest of the week parking is fine, and restrictions by the park would only cause residents to park in neighbouring roads.**

Would appreciate if you could confirm if there are any plans to introduce parking restrictions by the park?

The way parents are parking on a Sunday for the football at Knockhall Park is ridiculous, firstly its unsafe for crossing the road as pedestrian, if a child runs outs it will be the drivers fault. Secondly my sons car was hit as he was trying to pull out of Ingress Gardens because neither party could see. Why can they not park in the park? So many times I've had to reverse all the way back down the road. Next there are vans and a massive lorry that parks regularly on the junction of London Road and Knockhall Road again very dangerous. Causing limited visibility as you are trying to pull onto a busy road, then turning into knockhall if there's a queue your rear end is left hanging on London Road.

There is a load of ways this can be solved by having them double park in front of my car in ingress gardens by the garages blocking me in why I'm on call is not suitable every Sunday is the same I have to walk to the park ask them to move there car making me late for work every Sunday being that I'm a on all recovery driver for Kent police I feel my job is more important than a football match that since starting back up had done nothing but make issues for the locals. There is a football field in Craylands that £100000 was spent on marking sure the skull site and it's never used witch is a waste of tax payers money. I feel that a car park needs to be out in at the park before we all club together to sign a petition to stop football full stop. Parking is a ongoing issues on the estate as xxx xxx will tell you but restricting disability scooters from using footpaths is not the way to leave this as there using roads.

Parking issues again with knockhall road and cars blocking my car in at ingress gardens this is now getting to be a joke that you are still not doing anything regarding this and we would like this sorted before we ask for football to stop at knockhall road park due to no parking. There is 3 disabled people on the estate who can not use the public footpath due to parking on the curb wheelchair and pushchairs also have to use the road this is a safety concern and needs to be actioned not ignored

- 19 October 2021

Hello

We have had further instances of anti-social parking in Knockhall road again this weekend.

Cars parked on corb=ners and the pavement and even on the give way lines at the top of Ingress Gardens

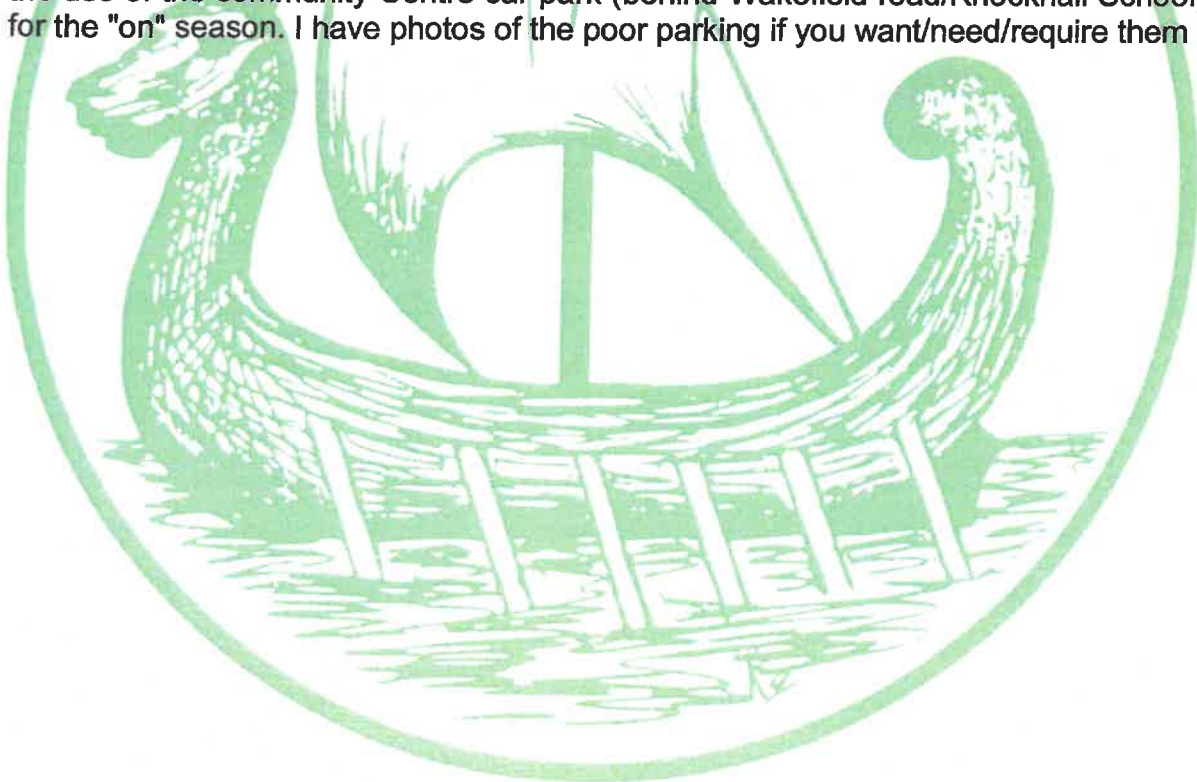
I have been advised to keep emailing so that there are records of this happening.

Also in reference to your reply from my previous email I have done some quick research I noticed that Swanscombe park has a "hard" parking area adjacent to the children's play area. Is this park used for football on a Sunday as it is local and may be an alternative for the Tigers instead of Knockhall park? I also assume that you H and S have passed this parking area as safe for use (as they would need to in knockhall if the pitch side parking were reinstated).

Also there could be additional parking if the "service" road at the park were flattened and opened for parking on a Sunday.

- 11 October 2021

Hi. We are suffering from terrible parking and access issues in Knockhall road/Ingress Gardens/Wakefield road on Sunday mornings. This seems to be an issue being caused by Swanscombe Tigers using the football pitch in Knockhall Park. they claim that the access road to the parking area (in the park) is un driveable and that the access gate is never opened for them and that the parking area provided is unsuitable as it is grass and there has been too much rain. Parents are parking on the corners (literally) of Ingress Gardens and Knockhall road. They are also parking on the pavement outside the park (not leaving passing room for buggies and wheelchair users. They are also parking on both sides of Wakefield road and Knockhall road (not leaving enough room for ambulance or fire engine access. The "click" bus only just got through a gap on Sunday last as I followed it in my car. We need something to be sorted out regarding this ongoing issue. One suggestion could be the use of a different ground (until repairs are done to the entrance road or on a more permanent basis) or the use of the community Centre car park (behind Wakefield road/Knockhall School) for the "on" season. I have photos of the poor parking if you want/need/require them



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**FOOTBALL PITCH HIRE: BROOMFIELD RECREATION GROUND / KNOCKHALL RECREATION GROUND (delete as required).****FOR: SATURDAY PM  
SUNDAY AM / PM (delete as required).****AGENDA ITEM 7.3**  
RLA 16/3/22**CONDITIONS OF HIRE – 2021 - 2022.**

Use of Town Council pitches and associated facilities are at the individuals and Clubs own risk. The Town Council will not be liable for any damage or injury caused whilst using the pitches and/or associated facilities. **A copy of the clubs Public Liability Insurance Certificate must be provided prior to any fees being paid, without this the pitches are unable to be hired. In addition, the Town Council will need to see the clubs COVID-19 risk assessment clearing showing how they will operate in line within guidelines (should this be required).**

- **HIRE FEES MUST BE PAID IN FULL BY 31 JULY 2021.**

Hire of the pitches for 2021 - 2022 season at £820.00 per season for adult teams and £410.00 for teams using the mini-pitch (this is non-refundable). Games to be played within the season, which commences 4 September 2021 and ends on 24 April 2022 and the fee payable is for a maximum of 13 games and 1 pre-season friendly game. Double headers will be counted as x2 games against a team's allocation. There will be no additional charge for any games which the Town Council cancels. This agreement is for the hire of pitches on match days only and does not include the provision of any training facilities.

The friendly game must be played, subject to availability and during the 2 weeks **PRIOR** to the commencement of the Season. Please contact the Council Offices on 01322 385513 to make the booking at least 5 working days before the game. Fixture lists **MUST** be forwarded in good time prior to games being played. If fixtures are not received play may be cancelled with no refund given. Additional fixtures can sometimes be arranged by contacting the Town Council Office at least 5 working days in advance and will be charged at the occasional pitch hire fee set for the season. The Town Council reserves the right to allocate pitches for occasional use.

Teams sharing pitch hire allocation do so on the understanding they play home and away alternately with the team they are sharing with. Club Secretaries should contact any / all Clubs sharing their pitch with regard to the fixtures, it is the Club Secretaries responsibility to liaise with their relevant league and ensure fixtures are appropriate to the allocated pitch hire arrangements for their team. Any deviations from the pitch hire allocations may be treated as an occasional hire request and be subject to the prior payment of the appropriate charge. Games cancelled, by teams/clubs, at short notice (less than 48 hours) will be counted towards the allocated games contained in this agreement.

Ground Staff's decisions regarding the fitness of pitches for play are final, and are not to be contested, and **MUST** be complied with.

Clubs play on the pitches allocated to them – if that pitch is unfit the match is postponed unless a free pitch is available and **ONLY** with the prior express permission of the Senior Groundsman / Gardener and Parks Staff.

Each Home Team is to sign for equipment taken from the garage and erect and take down the necessary equipment before and after each game. **Each Home Team is responsible for ensuring the pitch, and surrounding area, is left in a neat and tidy manner and must clean up and dispose of all excess litter/mess.** Boots are not to be cleaned in the changing rooms or showers. Home teams are responsible for ensuring all changing rooms are left in a reasonable condition, using the cleaning equipment provided. Teams using Broomfield must ensure that equipment is stored in the garage to the Park Staffs satisfaction and to enable the Park Staff to be able to lock the garage.

**All Home teams are responsible for any changing room keys used for their fixture/s** and these **MUST** be returned after each fixture. All items left in the changing rooms are done so entirely at the individual/owners risk and are only covered by the individual's personal insurance arrangements.

Please be aware that home teams are required to supply their own pegs for securing the goal nets, these are not provided by the Town Council. If nets are to be left up for a following game that club must have a delegate in attendance at the finish of the previous game to sign for the responsibility of the nets or the nets will be taken down.

Clubs using Knockhall are to collect keys from Swanscombe Park and return them to the Town Council member of staff / contractor on duty. Users of Knockhall full size pitch **MUST** ensure that equipment is stored correctly enabling the posts etc, to be easily removed from under the changing rooms.

Equipment will be checked after each match and Clubs using the facilities will be charged for any loss or damage. If you need to discuss any requirements for refreshments / catering / functions etc. then please use the following contacts: Telephone: 07949 176823, Email: [thepavilion2019@outlook.com](mailto:thepavilion2019@outlook.com)

Should the 2021 – 2022 season be curtailed as a result of the Coronavirus, the Town Council will refund the football pitch hire, that the clubs have paid, for each full month of fixtures that are lost. This will be calculated based on the pitch fee for the 2021 – 2022 season, being divided by the number of full months of the season (8, September to April), and then multiplied by the number of lost months.

This will be refunded when the season has officially been cancelled / ended by the leagues. Please be aware no refund will be given for lost fixtures should the league enable them to be played at a later date.

**THE TOWN COUNCIL RESERVE THE RIGHT TO CANCEL THIS HIRE AGREEMENT AT ANYTIME, WITHOUT ANY REFUND, SHOULD IT DECIDE THAT THE CONDITIONS CONTAINED IN IT ARE NOT BEING MET BY THE TEAM/CLUB HIRING THE FACILITIES OR THE CONDUCT OF PLAYERS FROM THE TEAM SIGNING THIS AGREEMENT FALLS BELOW THE STANDARD EXPECTED BY USERS OF THE TOWN COUNCILS FACILITIES.**

**PLEASE RETAIN FOR YOUR RECORDS**

**PLEASE COMPLETE AND RETURN**

**FOOTBALL PITCH HIRE: BROOMFIELD RECREATION GROUND / KNOCKHALL RECREATION GROUND (delete as required).**

**FOR: SATURDAY PM  
SUNDAY AM / PM (delete as required).**

Signed .....

On Behalf of .....Football Club

Category (age/gender) of team.....

Name and contact telephone number  
of League football team will be playing in.....

• **CONTACT DETAILS:**

Name:	
Address:	
Contact Telephone Number (Mobile):	
Email Address:	

**Swanscombe and Greenhithe Town Council cares to ensure the security of personal data they process and hold. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: [www.swanscombeandgreenhithetowncouncil.gov.uk](http://www.swanscombeandgreenhithetowncouncil.gov.uk) for further information)**



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## DRAFT CONTRACT FOR MINI - PITCHES

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

**MINI - FOOTBALL PITCH HIRE: BROOMFIELD RECREATION GROUND / KNOCKHAL RECREATION GROUND (delete as required).**

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**FOR: SATURDAY PM  
SUNDAY AM / PM (delete as required).**

**CONDITIONS OF HIRE – 2021 - 2022.**

1. In these terms and conditions (T&C's):

**"the council"** means: Swanscombe and Greenhithe Town Council.

**"the event"** means: the sporting fixture.

**"the facilities"** means: all property of, or under the control or management of, the council, which may be the subject of a hire agreement, and includes sports and any associated equipment.

**"the Clerk"** means: the Town Clerk or in his absence the Assistant Town Clerk.

**"the hire"** means: the use of facilities or land by agreement with the council.

**"the hirer"** means: the person/s entering into the hiring agreement with the council.

**"the hiring"** means: the agreement to use the sports ground/facilities.

**"sports facilities"** means: the sports pitches and items supplied by the council.

2. The T&C's will apply to the hire of the sports facilities.

(a) The person signing the application form will be deemed to be the hirer and will be responsible for complying with the conditions of the hiring agreement.  
If the hiring is being made by a legally constituted club/association or other incorporated organisation, the agreement form must be signed by a person duly authorised by the club/association or organisation named on the agreement form. In the case of a constituted club/association its current trustees will also be deemed to be the hirer and they will all be jointly and severally liable under the hiring agreement.

(b) The hirer must be over 18 years of age.

(c) The agreement to hire facilities will only come into existence when a completed agreement form has been signed and returned to the council and confirmation has been given by the council. Agreements are only valid once full payment has been made to the council.

(d) These T&C cannot be changed verbally by a councillor or council officer; any changes must be confirmed in writing by the Clerk.

3.

(a) The hirer must be responsible for ensuring that all those attending the activity comply with all reasonable instructions of the authorised council officers/contractors/tenants in charge of the facilities, all relevant council bylaws; any Acts of Parliament relating to or regulating the use including current equality and safeguarding legislation including the use of photographic or video recording equipment.

(b) The hirer must make suitable arrangements for the proper supervision of the activity to ensure that the responsibilities under clause 3 (a) are met.

- (c) **Each Home Team is responsible for ensuring the pitch, and surrounding area, is left in a neat and tidy manner and must clean up and dispose of all excess litter/mess.**

The hirer must also take all precautions necessary to ensure that:

No inconvenience or annoyance is caused to users of other land or facilities belonging to the council, owners or occupiers of neighbouring properties or the general public.

No injury or damage is caused to or is reasonably likely to be caused to people using the facilities or the users of other land/facilities belonging to the council or owners or occupiers of neighbouring properties or the public or any personal property.

- (d) The Clerk will decide whether the requirements of clauses 3 (a) (b) and (c) of this clause have been complied with.

4. The hirer must ensure:

- (a) vehicles of any sort must not be parked or left on any area other than official designated car parks, or where the council permits.
- (b) If any public address equipment and/or other amplifying equipment is to be used prior written consent must be obtained from the council. The equipment must not cause annoyance or nuisance to occupiers of surrounding property or the to the public.

5.

- (a) The hirer must take all appropriate measures to ensure that no negligence or damage, either directly or indirectly is caused to any facilities.
- (b) The hirer agrees to pay the council, within 14 days of receipt of a written demand, compensation for any damages or negligence caused in breach of 5 (a). The Clerk will reasonably assess the amount of compensation, this will be the cost of repairing the damage, or cleaning mess left behind together with any actual or estimated loss of income to the council because of damaged facilities. The decision of the Clerk will be final.

6. The hirer will be deemed to have accepted that all facilities were in good and safe condition unless the hirer has specifically and clearly brought any defects to the notice of an authorised council officer, contractor, or tenant before the commencement of use. The hirer must rely on their own inspection. Any complaint connected with the hiring or use of any facilities must be made in writing to the council within five working days of the problem being encountered.

7.

- (a) No charge can be made by the hirer, or any other person(s) attending, watching, or taking part in any event without first having obtained written consent from the Clerk. Any application for written consent must give full details of the charges to be made and how the proceeds of the charges are to be used.
- (b) For the purposes of these conditions a charge will be deemed to be made when money is demanded or paid for admission to, or participation in, any event programmes for an event or other goods are sold, a collection of money or goods is made, a raffle or lottery of any sort is held.

- 8.
- (a) The council reserves the right for any of its authorised officers/contractors to enter the hired facilities at any time, to ensure the conditions of hire are being complied with.
  - (b) If an authorised officer/contractor on visiting the hired facilities reasonably believes the hirer has not taken, or is not taking, the action necessary to fulfil their responsibilities under clause 3 or any action has been taken, or is being taken, in connection with the activity for which prior written consent of the Clerk is required under the T&C's and that prior written consent has not been obtained or cannot be produced then that authorised officer/contractor can, at their discretion either require the hirer to take any necessary action or cancel that booking and require the hirer and everyone else using the facilities to vacate them immediately. No fees are refundable to the hirer by the council in respect of a booking cancelled this way.

Any correspondence sent to the hirer via email or post will be deemed to be received. The hirer is responsible for notifying the council in writing of any change of home or email address. The council accepts no liability or responsibility for any loss or damage arising from failure to comply with this condition.

10. Use of Council pitches and associated facilities are at the individuals and Clubs own risk. The Council will not be liable for any damage or injury caused whilst using the pitches and/or associated facilities. **A copy of the clubs Public Liability Insurance Certificate must be provided prior to any fees being paid, without this the pitches are unable to be hired.**

• **HIRE FEES MUST BE PAID IN FULL BY 31 JULY 2021.**

11. Hire of the pitches for **2021-2022 season at £920.00 per season for adult teams and £410.00 for teams using the mini-pitch (this is non-refundable)**. Games to be played within the season, which commences **4 September 2021** and ends on **24 April 2022** and the fee payable is for a maximum of 13 games and 1 pre-season friendly game.
12. Double headers will be counted as x2 games against a team's allocation. There will be no additional charge for any games which the Council cancels. This agreement is for the hire of pitches on match days only and does not include the provision of any training facilities, changing rooms or toilets.
13. The friendly game must be played, subject to availability and during the 2 weeks **PRIOR** to the commencement of the Season. Please contact the Council Offices on 01322 385513 to make the booking at least 5 working days before the game. Fixture lists **MUST** be forwarded in good time prior to games being played. If fixtures are not received play may be cancelled with no refund given. Additional fixtures can sometimes be arranged by contacting the Town Council Office at least 5 working days in advance and will be charged at the occasional pitch hire fee set for the season. The Council reserves the right to allocate pitches for occasional use.
14. Teams sharing pitch hire allocation do so on the understanding they play home and away alternately with the team they are sharing with. Club Secretaries should contact any / all Clubs sharing their pitch with regard to the fixtures, it is the Club Secretaries responsibility

to liaise with their relevant league and ensure fixtures are appropriate to the allocated pitch hire arrangements for their team. Any deviations from the pitch hire allocations may be treated as an occasional hire request and be subject to the prior payment of the appropriate charge. Games cancelled, by teams/clubs, at short notice (less than 48 hours) will be counted towards the allocated games contained in this agreement.

15. The Councils decision regarding kick off times is final.  
The Councils Parks Staff / authorised contractor's decisions regarding the fitness of pitches for play are final, and are not to be contested, and **MUST** be complied with.
16. Clubs play on the pitches allocated to them – if that pitch is unfit the match is postponed unless a free pitch is available and **ONLY** with the prior express permission of the Senior Groundsman / Gardener and Parks Staff.

~~Each Home Team is to sign for equipment taken from the garage and erect and take down the necessary equipment before and after each game. Boots are not to be cleaned in the changing rooms or showers. Home teams are responsible for ensuring all changing rooms are left in a reasonable condition, using the cleaning equipment provided. Teams using Broomfield must ensure that equipment is stored in the garage to the Park Staffs satisfaction and to enable the Park Staff to be able to lock the garage.~~

~~All Home teams are responsible for any changing room keys used for their fixture/s and these MUST be returned after each fixture. All items left in the changing rooms are done so entirely at the individual/owners risk and are only covered by the individual's personal insurance arrangements.~~

16. Please be aware that home teams are required to supply their own pegs for securing the goal nets, these are not provided by the Council. If nets are to be left up for a following game that club must have a delegate in attendance at the finish of the previous game to sign for the responsibility of the nets or the nets will be taken down.
17. Clubs using Knockhall are to collect keys from Swanscombe Park and return them to the Council member of staff / contractor on duty. ~~Users of Knockhall full size pitch MUST ensure that equipment is stored correctly enabling the posts etc, to be easily removed from under the changing rooms.~~

If you need to discuss any requirements for refreshments / catering / functions etc. then please use the following contacts: Telephone: 07949 176823, Email: [thepavilion2019@outlook.com](mailto:thepavilion2019@outlook.com)

~~Should the 2021—2022 season be curtailed as a result of the Coronavirus, the Town Council will refund the football pitch hire, that the clubs have paid, for each full month of fixtures that are lost. This will be calculated based on the pitch fee for the 2021—2022 season, being divided by the number of full months of the season (8, September to April), and then multiplied by the number of lost months.~~

~~This will be refunded when the season has officially been cancelled / ended by the leagues. Please be aware no refund will be given for lost fixtures should the league enable them to be played at a later date.~~

**THE COUNCIL RESERVE THE RIGHT TO CANCEL THIS HIRE AGREEMENT AT ANYTIME, WITHOUT ANY REFUND, SHOULD IT DECIDE THAT THE CONDITIONS CONTAINED IN IT ARE**



**NOT BEING MET BY THE TEAM/CLUB HIRING THE FACILITIES OR THE CONDUCT OF PLAYERS FROM THE TEAM SIGNING THIS AGREEMENT FALLS BELOW THE STANDARD EXPECTED BY USERS OF THE TOWN COUNCILS' FACILITIES.**

**PLEASE RETAIN FOR YOUR RECORDS**



**PLEASE COMPLETE AND RETURN**

**1 - FOOTBALL PITCH HIRE: BROOMFIELD RECREATION GROUND / KNOCKHA  
RECREATION GROUND (delete as required).**

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**FOR: SATURDAY PM  
SUNDAY AM / PM (delete as required).**

Signed .....

On Behalf of .....Football Club

Category (age/gender) of team.....

SWANSCOMBE AND GREENHITHE TOWN COUNCIL.

Name and contact telephone number  
of League football team will be playing in.....

• **CONTACT DETAILS:**

Name:	
Address:	
Contact Telephone Number (Mobile):	
Email Address:	

*Swanscombe and Greenhithe Town Council cares to ensure the security of personal data they process and hold. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: [www.swanscombeandgreenhithe town council.gov.uk](http://www.swanscombeandgreenhithe town council.gov.uk) for further information).*

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DRAFT CONTRACT FOR SENIOR PITCHES

B

SWANSCOMBE AND GREENHITHE TOWN COUNCIL.

**SENIOR FOOTBALL PITCH HIRE: BROOMFIELD RECREATION GROUND / KNOCKHAL RECREATION GROUND (delete as required).**

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**FOR: SATURDAY PM  
SUNDAY AM / PM (delete as required).**

**CONDITIONS OF HIRE – 2021 - 2022.**

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1. In these terms and conditions (T&C's):

**"the council"** means: Swanscombe and Greenhithe Town Council.

**"the event"** means: the sporting fixture.

**"the facilities"** means: all property of, or under the control or management of, the council, which may be the subject of a hire agreement, and includes sports and any associated equipment.

**"the Clerk"** means: the Town Clerk or in his absence the Assistant Town Clerk.

**"the hire"** means; the use of facilities or land by agreement with the council.

**"the hirer"** means: the person/s entering into the hiring agreement with the council.

**"the hiring"** means: the agreement to use the sports ground/facilities.

**"sports facilities"** means: the sports pitches and items supplied by the council.

2. The T&C's will apply to the hire of the sports facilities.

(a) The person signing the application form will be deemed to be the hirer and will be responsible for complying with the conditions of the hiring agreement.

If the hiring is being made by a legally constituted club/association or other incorporated organisation, the agreement form must be signed by a person duly authorised by the club/association or organisation named on the agreement form. In the case of a constituted club/association its current trustees will also be deemed to be the hirer and they will all be jointly and severally liable under the hiring agreement.

(b) The hirer must be over 18 years of age.

(c) The agreement to hire facilities will only come into existence when a completed agreement form has been signed and returned to the council and confirmation has been given by the council. Agreements are only valid once full payment has been made to the council.

(d) These T&C cannot be changed verbally by a councillor or council officer; any changes must be confirmed in writing by the Clerk.

3.

(a) The hirer must be responsible for ensuring that all those attending the activity comply with all reasonable instructions of the authorised council officers/contractors/tenants in charge of the facilities, all relevant council bylaws; any Acts of Parliament relating to or regulating the use including current equality and safeguarding legislation including the use of photographic or video recording equipment.

(b) The hirer must make suitable arrangements for the proper supervision of the activity to ensure that the responsibilities under clause 3 (a) are met.

- (c) **Each Home Team is responsible for ensuring the pitch, and surrounding area, is left in a neat and tidy manner and must clean up and dispose of all excess litter/mess.**

The hirer must also take all precautions necessary to ensure that:

No inconvenience or annoyance is caused to users of other land or facilities belonging to the council, owners or occupiers of neighbouring properties or the public.

No injury or damage is caused to or is reasonably likely to be caused to people using the facilities or the users of other land/facilities belonging to the council or owners or occupiers of neighbouring properties or the public or any personal property.

- (d) The Clerk will decide whether the requirements of clauses 3 (a), (b) and (c) of this clause have been complied with.

4. The hirer must ensure:

- (a) vehicles of any sort must not be parked or left on any area other than official designated car parks, or where the council permits.
- (b) If any public address equipment and/or other amplifying equipment is to be used prior written consent must be obtained from the council. The equipment must not cause annoyance or nuisance to occupiers of surrounding property or to the public.

5.

- (a) The hirer must take all appropriate measures to ensure that no negligence or damage, either directly or indirectly is caused to any facilities.
- (b) The hirer agrees to pay the council, within 14 days of receipt of a written demand, compensation for any damages or negligence caused in breach of 5 (a). The Clerk will reasonably assess the amount of compensation, this will be the cost of repairing the damage, or cleaning mess left behind together with any actual or estimated loss of income to the council because of damaged facilities. The decision of the Clerk will be final.

6.

The hirer will be deemed to have accepted that all facilities were in good and safe condition unless the hirer has specifically and clearly brought any defects to the notice of an authorised council officer, contractor, or tenant before the commencement of use. The hirer must rely on their own inspection. Any complaint connected with the hiring or use of any facilities must be made in writing to the council within five working days of the problem being encountered.

7.

- (a) No charge can be made by the hirer, or any other person(s) attending, watching, or taking part in any event without first having obtained written consent from the Clerk. Any application for written consent must give full details of the charges to be made and how the proceeds of the charges are to be used.
- (b) For the purposes of these conditions a charge will be deemed to be made when money is demanded or paid for admission to, or participation in, any event programmes for an event or other goods are sold, a collection of money or goods is made, a raffle or lottery of any sort is held.

- 8.
- (a) The council reserves the right for any of its authorised officers/contractors to enter the hired facilities at any time, to ensure the conditions of hire are being complied with.
  - (b) If an authorised officer/contractor on visiting the hired facilities reasonably believes the hirer has not taken, or is not taking, the action necessary to fulfil their responsibilities under clause 3 or any action has been taken, or is being taken, in connection with the activity for which prior written consent of the Clerk is required under the T&C's and that prior written consent has not been obtained or cannot be produced then that authorised officer/contractor can, at their discretion either require the hirer to take any necessary action or cancel that booking and require the hirer and everyone else using the facilities to vacate them immediately. No fees are refundable to the hirer by the council in respect of a booking cancelled this way.
- Any correspondence sent to the hirer via email or post will be deemed to be received. The hirer is responsible for notifying the council in writing of any change of home or email address. The council accepts no liability or responsibility for any loss or damage arising from failure to comply with this condition.
10. Use of Council pitches and associated facilities are at the individuals and Clubs own risk. The Council will not be liable for any damage or injury caused whilst using the pitches and/or associated facilities. **A copy of the clubs Public Liability Insurance Certificate must be provided prior to any fees being paid, without this the pitches are unable to be hired.**

• **HIRE FEES MUST BE PAID IN FULL BY 31 JULY 2021.**

- 11.
- (a) ~~Hire of the senior pitches for 2021-2022 season is at £2000 per season for 4 teams and £4000 for teams using home pitch (this is non-refundable). Games to be played within the season, which commences 4 September 2021 and ends on 24 April 2022 and the fee payable, is for a maximum of 13 games and 1 pre-season friendly game.~~
  - (b) Double headers will be counted as x2 games against a team's allocation. There will be no additional charge for any games which the Council cancels.
  - (c) This agreement is for the hire of pitches on match days only and does not include the provision of any training facilities.
  - (d) If the changing rooms and/or toilet facilities are unavailable for any reason home teams will be offered the option of terminating their agreement with a pro-rata refund or playing their fixtures with a partial refund to reflect the loss of these facilities, the level of refund is to be set by the Council and is non-negotiable.
- 12.
- (a) The friendly game must be played, subject to availability and during the 2 weeks **PRIOR** to the commencement of the Season. Please contact the Council Offices on 01322 385513 to make the booking at least 5 working days before the game. Fixture lists **MUST** be forwarded in good time prior to games being played and must include the details of the opposition. If fixtures are not received play may be cancelled with no refund given. Additional fixtures can sometimes be arranged by contacting the Town Council Office at least 5 working days in advance and will be charged at the occasional pitch hire fee set for the season.

(b) The Council reserves the right to allocate pitches for occasional use.

13. Teams sharing pitch hire allocation do so on the understanding they play home and away alternately with the team they are sharing with. Club Secretaries should contact any / all Clubs sharing their pitch with regard to the fixtures, it is the Club Secretaries responsibility to liaise with their relevant league and ensure fixtures are appropriate to the allocated pitch hire arrangements for their team. Any deviations from the pitch hire allocations may be treated as an occasional hire request and be subject to the prior payment of the appropriate charge. Games cancelled, by teams/clubs, at short notice (less than 48 hours) will be counted towards the allocated games contained in this agreement.
14. The Councils decision regarding kick off times is final. Councils' Park Staff / authorised contractor's decisions regarding the fitness of pitches for play are final, and are not to be contested, and **MUST** be complied with.
15. Clubs play on the pitches allocated to them – if that pitch is unfit the match is postponed unless a free pitch is available and **ONLY** with the prior express permission of the Senior Groundsman / Gardener and Parks Staff.
16. Each Home Team is to sign for equipment taken from the garage and erect and take down the necessary equipment before and after each game. **Each Home Team is responsible for ensuring the pitch, and surrounding area, is left in a neat and tidy manner and must clean up and dispose of all excess litter/mess.** Boots are not to be cleaned in the changing rooms or showers. **Home teams are responsible for ensuring all changing rooms are left in a reasonable condition, using the cleaning equipment provided.** Teams using Broomfield must ensure that equipment is stored in the garage to the Park Staffs satisfaction and to enable the Park Staff to be able to lock the garage.  
**All Home teams are responsible for any changing room keys used for their fixture/s and these MUST be returned after each fixture.** All items left in the changing rooms are done so entirely at the individual/owners risk and are only covered by the individual's personal insurance arrangements.
17. Please be aware that home teams are required to supply their own pegs for securing the goal nets, these are not provided by the Council. If nets are to be left up for a following game that club must have a delegate in attendance at the finish of the previous game to sign for the responsibility of the nets or the nets will be taken down.
18. Clubs using Knockhall are to collect keys from Swanscombe Park and return them to the Town Council member of staff / contractor on duty. Users of Knockhall full size pitch **MUST** ensure that equipment is stored correctly enabling the posts etc, to be easily removed from under the changing rooms.

If you need to discuss any requirements for refreshments / catering / functions etc. then please use the following contacts: Telephone: 07949 176823, Email: [thepavilion2019@outlook.com](mailto:thepavilion2019@outlook.com)

~~Should the 2021 – 2022 season be curtailed as a result of the Coronavirus, the Town Council will refund the football pitch hire, that the clubs have paid, for each full month of fixtures that are lost. This will be calculated based on the pitch fee for the 2021 – 2022 season, being divided by the number of full months of the season (8, September to April), and then multiplied by the number of lost months.~~



SWANSCOMBE AND GREENHITHE TOWN COUNCIL.

This will be refunded when the season has officially been cancelled / ended by the leagues. Please be aware no refund will be given for lost fixtures should the league enable them to be played at a later date.

THE COUNCIL RESERVE THE RIGHT TO CANCEL THIS HIRE AGREEMENT AT ANYTIME, WITHOUT ANY REFUND, SHOULD IT DECIDE THAT THE CONDITIONS CONTAINED IN IT ARE NOT BEING MET BY THE TEAM/CLUB HIRING THE FACILITIES OR THE CONDUCT OF PLAYERS FROM THE TEAM SIGNING THIS AGREEMENT FALLS BELOW THE STANDARD EXPECTED BY USERS OF THE COUNCILS' FACILITIES.

**PLEASE RETAIN FOR YOUR RECORDS**

**PLEASE COMPLETE AND RETURN**

FOOTBALL PITCH HIRE: BROOMFIELD RECREATION GROUND / KNOCKHALL RECREATION GROUND (delete as required). Formatted: Indent: Left: -1.5 cm, Hanging: 5.25 cm

FOR: SATURDAY PM  
SUNDAY AM / PM (delete as required).

Signed .....

On Behalf of .....Football Club

Category (age/gender) of team .....

Name and contact telephone number  
of League football team will be playing in .....

• CONTACT DETAILS:

Name:	
Address:	
Contact Telephone Number (Mobile):	

Email Address:	

*Swanscombe and Greenhithe Town Council cares to ensure the security of personal data they process and hold. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: [www.swanscombeandgreenhithe town council.gov.uk](http://www.swanscombeandgreenhithe town council.gov.uk) for further information).*

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**CRICKET PITCH HIRE: BROOMFIELD RECREATION GROUND.  
CONDITIONS OF HIRE – 2021.**

Use of Town Council pitch and associated facilities are at the individuals and Clubs own risk. The Town Council will not be liable for any damage or injury caused whilst using the pitch and/or associated facilities. **A copy of the clubs Public Liability Insurance Certificate must be provided prior to any fees being paid, without this the pitch is unable to be hired. In addition the Town Council will need to see the clubs COVID-19 risk assessment clearing showing how you will operate within guidelines.**

**HIRE FEES MUST BE PAID IN FULL BY 30 APRIL 2021.**

Hire of the pitches for 2021 season at £1043.00 per season (this is non-refundable). Games to be played within the season, which commences 1 May 2021 and ends on 29 August 2021 and the fee payable is for up to 13 games. There will be no additional charge for any games which the Town Council cancels.

Fixture lists **MUST** be forwarded in good time prior to games being played. If fixtures are not received play may be cancelled with no refund given. Additional fixtures can sometimes be arranged by contacting the Town Council Office at least 5 working days in advance and will be charged at the occasional pitch hire fee of £110.00 per game. The Town Council reserves the right to allocate pitches for occasional use.

Teams sharing pitch hire allocation do so on the understanding they play home and away alternately with the team they are sharing with. Club Secretaries should contact any / all Clubs sharing their pitch with regard to the fixtures, it is the Club Secretaries responsibility to liaise with their relevant league and ensure fixtures are appropriate to the allocated pitch hire arrangements for their team. Any deviations from the pitch hire allocations may be treated as an occasional hire request and be subject to the prior payment of the appropriate charge. Games cancelled, by teams/clubs, at short notice (less than 48 hours) will be counted towards the allocated games contained in this agreement.

Ground Staff's decisions regarding the fitness of pitches for play are final, and are not to be contested, and **MUST** be complied with. In the event of bad weather, Club Secretaries are requested to contact the Senior Groundsman / Gardener before 2.00pm on the Friday before the fixture to ensure the pitch will be available for the weekend (01322 383302 or 07736 255774).

**Each Home Team are responsible for ensuring the pitch and surrounding area are left in a neat and tidy manner and must clean up and dispose of all excess litter/mess. Home teams are responsible for ensuring all Portable toilets are left in a reasonable condition, using the cleaning equipment provided.**

**All Home teams are responsible for any keys used for their fixture/s and these MUST be returned after each fixture.**

**Should the 2021 – 2022 season be curtailed as a result of the Coronavirus, the Town Council will refund the Cricket pitch hire, that the clubs have paid, for each full month of fixtures that are lost. This will be calculated based on the pitch fee for the 2021 – 2022 season, being**

divided by the number of full months of the season (May to September), and then multiplied by the number of lost months.

This will be refunded when the season has officially been cancelled / ended by the leagues. Please be aware no refund will be given for lost fixtures should the league enable them to be played at a later date.

**THE TOWN COUNCIL RESERVE THE RIGHT TO CANCEL THIS HIRE AGREEMENT AT ANYTIME, WITHOUT ANY REFUND, SHOULD THE CONDITIONS CONTAINED IN IT FAIL TO BE MET BY THE TEAM/CLUB HIRING THE FACILITIES.**

Signed .....

On Behalf of .....Cricket Club

Name and contact telephone number of the League the cricket team will be playing in.....

• **CLUB CONTACT DETAILS:**

Name:	
Address:	
Contact Telephone Number (Mobile):	
Email Address:	

**CRICKET PITCH HIRE: BROOMFIELD RECREATION GROUND.****FOR: SATURDAY / SUNDAY.****CONDITIONS OF HIRE – 2022.**

1. In these terms and conditions (T&C's):

**“the council”** means: Swanscombe and Greenhithe Town Council.

**“the event”** means: the sporting fixture.

**“the facilities”** means: all property of, or under the control or management of, the council, which may be the subject of a hire agreement, and includes sports and any associated equipment.

**“the Clerk”** means: the Town Clerk or in his absence the Assistant Town Clerk.

**“the hire”** means; the use of facilities or land by agreement with the council.

**“the hirer”** means: the person/s entering into the hiring agreement with the council.

**“the hiring”** means: the agreement to use the sports ground/facilities.

**“sports facilities”** means: the sports pitches and items supplied by the council.

2. The T&C's will apply to the hire of the sports facilities.

(a) The person signing the application form will be deemed to be the hirer and will be responsible for complying with the conditions of the hiring agreement.

If the hiring is being made by a legally constituted club/association or other incorporated organisation, the agreement form must be signed by a person duly authorised by the club/association or organisation named on the agreement form. In the case of a constituted club/association its current trustees will also be deemed to be the hirer and they will all be jointly and severally liable under the hiring agreement.

(b) The hirer must be over 18 years of age.

(c) The agreement to hire facilities will only come into existence when a completed agreement form has been signed and returned to the council and confirmation has been given by the council. Agreements are only valid once full payment has been made to the council.

(d) These T&C cannot be changed verbally by a councillor or council officer; any changes must be confirmed in writing by the Clerk.

3.

(a) The hirer must be responsible for ensuring that all those attending the activity comply with all reasonable instructions of the authorised council officers/contractors/tenants in charge of the facilities, all relevant council bylaws; any Acts of Parliament relating to or regulating the use including current equality and safeguarding legislation including the use of photographic or video recording equipment.

(b) The hirer must make suitable arrangements for the proper supervision of the activity to ensure that the responsibilities under clause 3 (a) are met.

(c) **Each Home Team is responsible for ensuring the pitch, and surrounding area, is left in a neat and tidy manner and must clean up and dispose of all excess litter/mess.**

The hirer must also take all precautions necessary to ensure that:

No inconvenience or annoyance is caused to users of other land or facilities belonging to the council, owners or occupiers of neighbouring properties or the public.

No injury or damage is caused to or is reasonably likely to be caused to people using the facilities or the users of other land/facilities belonging to the council or owners or occupiers of neighbouring properties or the public or any personal property.

- (d) The Clerk will decide whether the requirements of clauses 3 (a), (b) and (c) of this clause have been complied with.

4. The hirer must ensure:

- (a) vehicles of any sort must not be parked or left on any area other than official designated car parks, or where the council permits.
- (b) If any public address equipment and/or other amplifying equipment is to be used prior written consent must be obtained from the council. The equipment must not cause annoyance or nuisance to occupiers of surrounding property or to the public.

5.

- (a) The hirer must take all appropriate measures to ensure that no negligence or damage, either directly or indirectly is caused to any facilities.
- (b) The hirer agrees to pay the council, within 14 days of receipt of a written demand, compensation for any damages or negligence caused in breach of 5 (a). The Clerk will reasonably assess the amount of compensation, this will be the cost of repairing the damage, or cleaning mess left behind together with any actual or estimated loss of income to the council because of damaged facilities. The decision of the Clerk will be final.

6.

The hirer will be deemed to have accepted that all facilities were in good and safe condition unless the hirer has specifically and clearly brought any defects to the notice of an authorised council officer, contractor, or tenant before the commencement of use. The hirer must rely on their own inspection. Any complaint connected with the hiring or use of any facilities must be made in writing to the council within five working days of the problem being encountered.

7.

- (a) No charge can be made by the hirer, or any other person(s) attending, watching, or taking part in any event without first having obtained written consent from the Clerk. Any application for written consent must give full details of the charges to be made and how the proceeds of the charges are to be used.
- (b) For the purposes of these conditions a charge will be deemed to be made when money is demanded or paid for admission to, or participation in, any event programmes for an event or other goods are sold, a collection of money or goods is made, a raffle or lottery of any sort is held.

- 8.
- (a) The council reserves the right for any of its authorised officers/contractors to enter the hired facilities at any time, to ensure the conditions of hire are being complied with.
  - (b) If an authorised officer/contractor on visiting the hired facilities reasonably believes the hirer has not taken, or is not taking, the action necessary to fulfil their responsibilities under clause 3 or any action has been taken, or is being taken, in connection with the activity for which prior written consent of the Clerk is required under the T&C's and that prior written consent has not been obtained or cannot be produced then that authorised officer/contractor can, at their discretion either require the hirer to take any necessary action or cancel that booking and require the hirer and everyone else using the facilities to vacate them immediately. No fees are refundable to the hirer by the council in respect of a booking cancelled this way.
9. Any correspondence sent to the hirer via email or post will be deemed to be received. The hirer is responsible for notifying the council in writing of any change of home or email address. The council accepts no liability or responsibility for any loss or damage arising from failure to comply with this condition.
10. Use of Council pitches and associated facilities are at the individuals and Clubs own risk. The Council will not be liable for any damage or injury caused whilst using the pitches and/or associated facilities. **A copy of the clubs Public Liability Insurance Certificate must be provided prior to any fees being paid, without this the pitches are unable to be hired.**
- **HIRE FEES MUST BE PAID IN FULL BY 23 APRIL 2022.**
- 11.
- (a) Hire of the pitch for **2022** season is at **£1069.00** per season (this is non-refundable). Games to be played within the season, which commences **30 April 2022** and ends on **28 August 2022** and the fee payable, is for a maximum of 13 games.
  - (b) Double headers will be counted as x2 games against a team's allocation. There will be no additional charge for any games which the Council cancels.
  - (c) This agreement is for the hire of pitches on match days only and does not include the provision of any training facilities.
  - (d) If the changing rooms and/or toilet facilities are unavailable for any reason home teams will be offered the option of terminating their agreement with a pro-rata refund or playing their fixtures with a partial refund to reflect the loss of these facilities, the level of refund is to be set by the Council and is non-negotiable.
- 12.
- (a) Fixture lists **MUST** be forwarded in good time prior to games being played and must include the details of the opposition. If fixtures are not received play may be cancelled with no refund given. Additional fixtures can sometimes be arranged by contacting the Town Council Office at least 5 working days in advance and will be charged at the occasional pitch hire fee set for the season of £113.00.
  - (b) The Council reserves the right to allocate pitches for occasional use.

13. Teams sharing pitch hire allocation do so on the understanding they play home and away alternately with the team they are sharing with. Club Secretaries should contact any / all Clubs sharing their pitch with regard to the fixtures, it is the Club Secretaries responsibility to liaise with their relevant league and ensure fixtures are appropriate to the allocated pitch hire arrangements for their team. Any deviations from the pitch hire allocations may be treated as an occasional hire request and be subject to the prior payment of the appropriate charge. Games cancelled, by teams/clubs, at short notice (less than 48 hours) will be counted towards the allocated games contained in this agreement.
14. The Councils decision regarding start times is final. Councils' Park Staff / authorised contractor's decisions regarding the fitness of pitches for play are final, and are not to be contested, and **MUST** be complied with.
15. Clubs play on the strip allocated to them – if that strip is unfit the match is postponed unless a free strip is available and ONLY with the prior express permission of the Senior Groundsman / Gardener and Parks Staff.
16. **Each Home Team is responsible for ensuring the pitch, and surrounding area, is left in a neat and tidy manner and must clean up and dispose of all excess litter/mess.** Boots are not to be cleaned in the changing rooms or showers. Home teams are responsible for ensuring all changing rooms are left in a reasonable condition. All Home teams are responsible for any changing room keys used for their fixture/s and these MUST be returned after each fixture. All items left in the changing rooms are done so entirely at the individual/owners risk and are only covered by the individual's personal insurance arrangements.

If you need to discuss any requirements for refreshments / catering / functions etc. then please use the following contacts: Telephone: 07949 176823, Email: [thepavilion2019@outlook.com](mailto:thepavilion2019@outlook.com)

**THE COUNCIL RESERVE THE RIGHT TO CANCEL THIS HIRE AGREEMENT AT ANYTIME, WITHOUT ANY REFUND, SHOULD IT DECIDE THAT THE CONDITIONS CONTAINED IN IT ARE NOT BEING MET BY THE TEAM/CLUB HIRING THE FACILITIES OR THE CONDUCT OF PLAYERS FROM THE TEAM SIGNING THIS AGREEMENT FALLS BELOW THE STANDARD EXPECTED BY USERS OF THE COUNCILS' FACILITIES.**



**PLEASE RETAIN FOR YOUR RECORDS  
PLEASE COMPLETE AND RETURN**

**CRICKET PITCH HIRE: BROOMFIELD RECREATION GROUND**

**FOR: SATURDAY / SUNDAY**

Signed .....

On Behalf of ..... Cricket Club

Category (age/gender) of team.....

Name and contact telephone number  
of League cricket team will be playing in.....

• **CONTACT DETAILS:**

Name:	
Address:	
Contact Telephone Number (Mobile):	
Email Address:	

*Swanscombe and Greenhithe Town Council cares to ensure the security of personal data they process and hold. This is done through appropriate technical measures and relevant policies. Data is kept for the purpose it was collected for and only for as long as is necessary. (See our Privacy Notice & Retention Policy online at: [www.swanscombeandgreenhithe town council.gov.uk](http://www.swanscombeandgreenhithe town council.gov.uk) for further information).*

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PLA 16/3/22  
AGENDA ITEM  
7.5

# EcoPoint

Balancing our carbon footprint with **Allstar**

This is to certify that

## Swanscombe and Greenhithe Town Council

---

has demonstrated its commitment to enhancing the natural environment by balancing its residual carbon footprint with woodlands created under the Allstar EcoPoint Scheme.

As a result, new woodland totalling 5,184,231 trees and covering 11,189 acres are being created and protected by Forest Carbon on behalf of Allstar and its EcoPoint members. Swanscombe and Greenhithe Town Council, has contributed 11 trees to this total in 2021.

Over the next 100 years these trees will provide significant multiple benefits to society, including carbon dioxide capture totaling approximately 5 tonnes, habitat for biodiversity, flood mitigation, cleaner rivers and air, recreation space and employment creation.

**Certified COPY**

**FOREST  
CARBON**

  
**allstar**  
business solutions

  
Woodland  
Carbon CO<sub>2</sub>e

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AGENDA ITEM

7.6

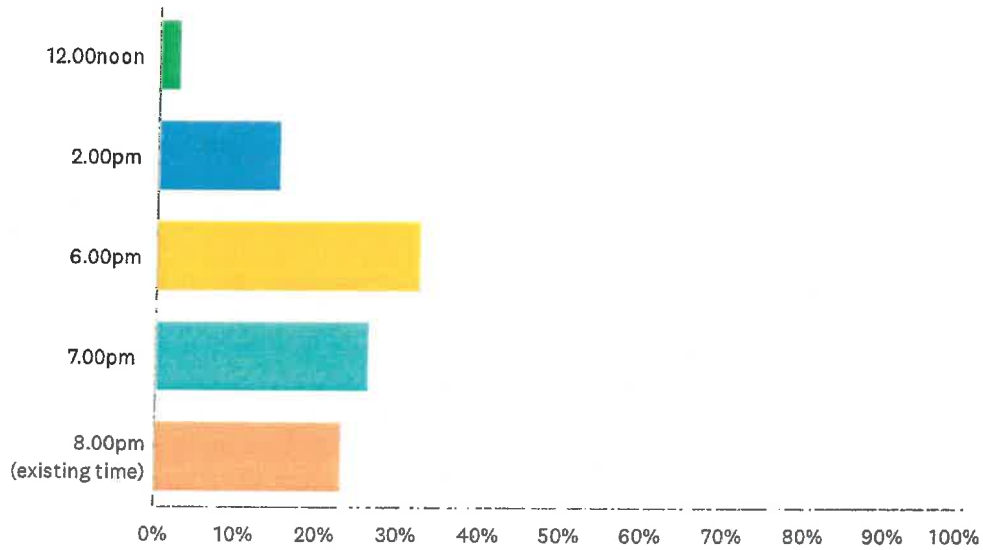
RD 16/3/22





**Q1 When the Town Council hosts its cinema events in 2022 which time would you prefer to attend (please select only one of the options):**




Answered: 159 Skipped: 0



ANSWER CHOICES	RESPONSES	
12.00noon	2.52%	4
2.00pm	15.09%	24
6.00pm	32.70%	52
7.00pm	26.42%	42
8.00pm (existing time)	23.27%	37
<b>TOTAL</b>		<b>159</b>














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JULY 2022						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24 <b>WEEKEND</b>	25	18 	27  Dizzy Lolly	28  Outdoor Cinema	29	30 <b>WEEKEND</b>

SUMMER ENTERTAINMENT 2022 (p)

# AUGUST 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 <b>WEEKEND</b>	1  Summer of Sport Kick up Sports	2  Summer of Sport Bodyblitz Fitness	3  Mrs Roundabout	4	5  Summer of Sport Darford FC	6 <b>WEEKEND</b>
7 <b>WEEKEND</b>	8	9  Summer of Sport Fleet Gymnastics	10  Laser Tag	11	12	13 <b>WEEKEND</b>
14 <b>WEEKEND</b>	15  Summer of Sport Kick up Sports	16  Summer of Sport Dragon Spirit	17  Multi Sports	18	19	20 <b>WEEKEND</b>
21 <b>WEEKEND</b>	22	23  Summer of Sport Dragon Spirit	24  Climbing Wall	25  Outdoor Cinema	26  Summer of Sport Darford FC	27 <b>WEEKEND</b>
28 <b>WEEKEND</b>	29 <b>BANK HOLIDAY</b>	30	31	1	2	3 <b>WEEKEND</b>

ENVIRONMENTAL ACTION PLAN WORKING GROUP MEETING –  
NOTES FROM 3 MARCH 2022 AT 6.15PM

**AGENDA ITEM**

RLA 16/3/22

7.11

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

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

The ATC/RFO explained the process of compiling the KALC Carbon Calculator and what could be achieved with the output.

Members felt that the process was worthwhile both to assess the Town Councils current carbon footprint including what changes we could make and help to feed into the wider picture of climate change.

**Actions to be taken:**

- That officers complete the KALC Carbon Calculator using the benchmark year of 2019 – 2020.
- That the next meeting of the Working Group be called when sufficient data has been compiled enabling this to be reviewed.

Meeting Closed: 6.30pm

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## KENT ASSOCIATION OF LOCAL COUNCILS: GUIDANCE ON INPUT DATA NEEDED FOR ACCOUNTING FOR SCOPE 1-3 CARBON EMISSIONS

### Contents

1. Project overview
2. Introduction
3. How to get started
4. Use of emission factors
5. The baseline year
6. Guidance on data gathering
7. Help and support

### 1. Project overview

#### ***Background***

Kent Association of Local Councils (KALC) is aware that many councils have now declared a Climate Emergency and have adopted Net Zero 2050 as the guiding policy for decarbonisation.

To support further action in these areas KALC has commissioned a carbon footprint calculator that can be used by councils to measure their carbon footprint. This is the first step in responding to Net Zero 2050 and will help support the development of Carbon Reduction Strategies (and associated actions plans) that will lead to actual reductions in greenhouse gas (GHG) emissions.

***NOTE: This guidance and the associated carbon calculator excel document are designed for the use of KALC members only and should not be shared elsewhere without permission from the Central Team.***

#### ***Organisational boundary***

The carbon footprinting process is driven by a boundary that is 'drawn' around an organisation. Those emissions that fall within this boundary are therefore included in a carbon footprint. This boundary will be different for each organisation and varies considerably according to the nature of the business, the scope of the project, data availability, the level of control that an organisation has over its emissions, and the level of complexity that can be successfully handled.

To ensure consistency, and to avoid overcomplication, we therefore suggest that you restrict your boundary as follows:

- The direct emissions (e.g. from petrol, gas, electricity, waste, etc) from your organisation:
  - Exclude the wider community.
  - Exclude activities that take place under leases (or other similar arrangements) where the third-party controls emissions (e.g. the third-party pays for their gas, electricity, etc and not the council).

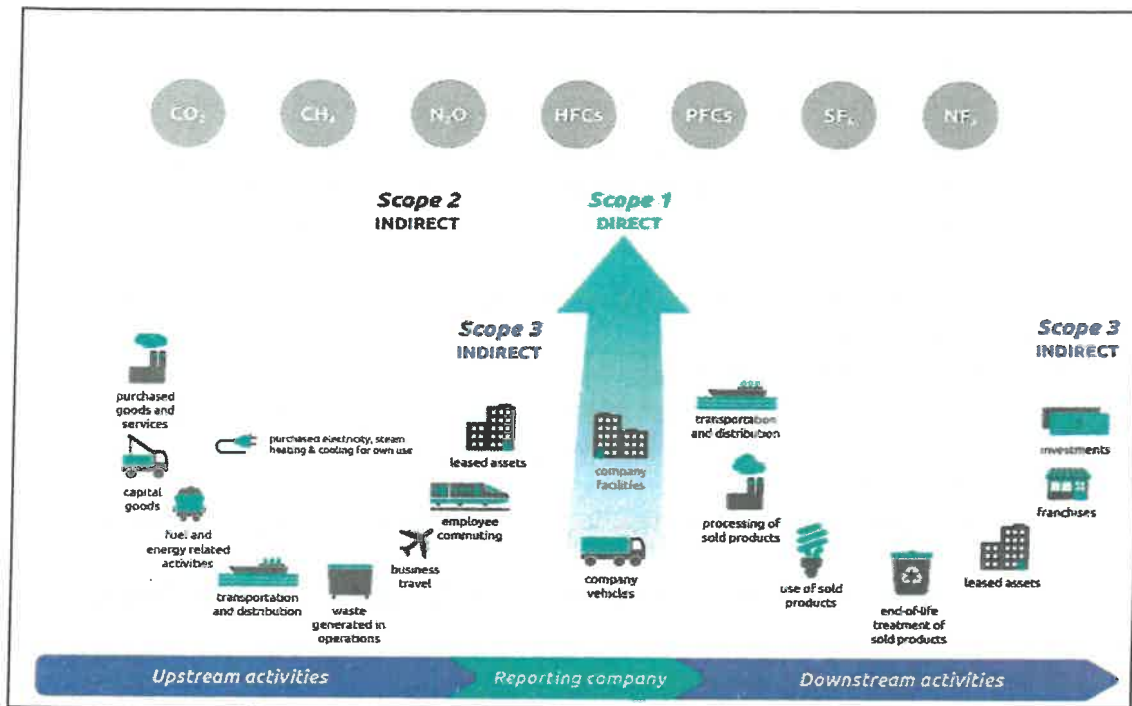
- Exclude the emissions from organisations that you share facilities with.

In terms of emission 'scopes', best practice indicates the following:

- Included all Scope 1 (fossil fuels) and Scope 2 (grid electricity) emissions.
- Included as much of Scope 3 (e.g. supply-chain) that is practicable and where the emissions sources are 'significant' relative to Scope 1 and 2.

Scope 1 to 3 cover a wide range of emission sources, as shown in the following diagram. For this project we are proposing to cover Scope 1 and 2, and part of Scope 3. The individual footprint elements are as follows:

- **Scope 1:**
  - Heating Oil
  - Liquid Propane Gas (LPG)
  - Grid Gas
  - Fleet: Petrol (inc. fuel for tools)
  - Fleet: Diesel
  - Fleet: Red Diesel (if used)
- **Scope 2:**
  - Grid Electricity
- **Scope 3 (n.b. items in italics do not require input data):**
  - Staff Commuting (fossil fuelled or hybrid, plug-in hybrid, electric)
  - Water Supply
  - Waste: Materials separated for recycling
  - Waste: Organic (food and drink waste)
  - Waste: Organic (green waste)
  - Business mileage: Councillors and council staff (fossil fuelled or hybrid, plug-in hybrid, electric)
  - Wastewater (only applicable if connected to main sewer)
  - *Well-To-Tank (WTT)*
    - *Staff commuting* (fossil fuelled or hybrid, plug-in hybrid, electric)
    - *business mileage councillors/staff* (fossil fuelled or hybrid, plug-in hybrid, electric)
    - *Heating Oil*
    - *Liquid Propane Gas (LPG)*
    - *Grid Gas*
    - *Fleet: Petrol (inc. fuel for tools)*
    - *Fleet: Diesel*
    - *Fleet: Red Diesel (if used)*
  - *Grid Electricity: Transmission & Distribution*



### Who should complete a carbon footprint?

There is great diversity in the size and function of parish and town councils, and whilst all councils broadly follow the same guiding principles, the relevance and need for carbon footprinting is variable.

We therefore suggest that councils ask themselves a few simple questions, the response to which determine whether a carbon footprint exercise would be suitable.

- Questions:
  - Does your council use grid utilities such as gas, electricity and water?
  - Does your council undertake 'business mileage' (i.e. mileage incurred for council business in either private or pool/fleet vehicles)?
  - Does your council occupy a physical location (e.g. an office, a community building)?
  - Does your council operate any 'fleet' vehicles?
  - Does your council generate any waste (either directly from an office or indirectly from land management and allotments)?

If the answer to any of the above is yes then it is likely that your council is generating climate change emissions that can be measured. If this is the case, we would encourage you to proceed with a carbon footprint.

If the answer to above question is no, then it is likely that your council operates wholly from 'remote' or home/domestic locations. If this is the case then the associated climate change emissions associated are considered to be outside the organisational boundary that we have established for this project, in which case a carbon footprint is not required. Of course, all councils have a wider role to play, and the need to promote and support carbon reduction activities in the community applies to all councils regardless of whether a carbon footprint is generated as part of this project.

### What the tool includes

The Excel tool includes the following:

- **A carbon footprint calculator with embedded calculations:**
  - Data entry is required for up to 15 emission sources.
  - A further 10 emission sources are automatically calculated.
  - The calculator automatically provides summary data, including sub-totals for each scope.
- **Graphs:**
  - Four automatically generated graphs have been provided in the second tab (worksheet).
- **Example carbon reduction pathway:**
  - The third tab provides a table and graph showing how the carbon footprint might be reduced assuming a 10% year-on-year reduction.
- **Conversion factors:**
  - The carbon footprint emissions factors are included in the fourth tab for reference only.
  - This data is needed for the embedded calculations and should not be altered.

The tool has not been locked or protected in any way. Therefore, please take care when using the tool, and only enter data in to the highlighted cells. If you have any difficulties with using the tool please get in touch with the central team for support.

## **2. Introduction to tool**

On first glance at the Excel tool and this document it may look like a complicated exercise, but at its heart is a relatively straightforward and logical (but possibly time consuming) data collection exercise, followed by data input that will automatically generate the level of carbon emissions.

This guidance is designed to act as a brief and basic guide on how data should be gathered, manipulated and analysed in order to create a GHG inventory.

This document is based on recent practical experience and was informed primarily by guidance provided by the GHG Protocol (GHGP). However, it is not exhaustive and the user may choose to consult additional material and/or seek support from the central team.

While the task of assembling data for a GHG inventory seems daunting it is in fact a relatively straightforward task, but one that needs sufficient time. It is unlikely that one person can collect all of the data required for a GHG inventory. As such, the preparation of an inventory is likely to require the following expertise:

- A lead person or project manager who is responsible for and who oversees the process.
- Support from Council members and other staff (if applicable). The Council may also consider setting up a Climate Change Committee to provide support.

It is unlikely that you will need external support for this task. All of the data input should already be recorded by your council, and only annual totals are needed.

Some of the data required will need to be sourced from suppliers, particularly utility companies. This may require, therefore, the collation of paper records and/or access to online accounts.

GHG emissions are categorised into three groups or 'scopes' by the GHGP (which is the most widely-used international GHG accounting method):

**KENT ASSOCIATION OF LOCAL COUNCILS**





- **Scope 1 (Direct):** Direct emissions from owned or controlled sources.
- **Scope 2 (Indirect):** Indirect emissions from the generation of purchased electricity, steam, heating and cooling consumed by the reporting company.
- **Scope 3 (Indirect):** All other indirect emissions that occur in a company's value chain.

The GHG Protocol *requires* a business to separately account and report on Scope 1 and 2 emissions at a minimum. However, some Scope 3 emissions are applicable to a local council, and in the interest of accounting for as much of the carbon footprint as possible, this guidance includes some Scope 3 emissions.

The GHGP indicates that Scope 3 is optional but states that some may want to include Scope 3 activities that "...relevant to their business and goals, and for which they have reliable information."

The benefit of accounting for relevant Scope 3 emissions is that it highlights the potential for additional emission reduction activities over and above those that might be introduced for Scope 1 and 2.

Furthermore, by including some Scope 3 emissions local councils can demonstrate that they have gone further than the minimum required. For example, the reason why business travel and employee commuting has been included is because the emissions from these activities might be large relative to the Scope 1 and Scope 2 emissions (n.b. for some businesses Scope 3 emissions can be by far the largest component of a carbon footprint).

Finally, it should be noted that this guidance is for the **first iteration** of your council's carbon footprint. The first iteration will be based on data from 2019 (or 2019/20) which will become the baseline year.

Best practice indicates that carbon footprints should be undertaken annually as part of the yearly accounting cycle. This may not suit all organisations, and bi-annual footprints are also acceptable for small organisations with relatively small carbon footprints.

### **3. How to get started**

The level of difficulty in obtaining data will vary from council-to-council. Some may have relatively advanced accounting systems that enable the user to interrogate, for example, utility bills and mileage claims, whereas others might be more reliant on paper records.

We would encourage councils to start with utility bills as the footprint process may well require the manual capture of information and subsequent adjustment so that the data can be 'fitted' to the baseline year.

Given the need to involve several people, it is recommended that the lead person organises a short introductory session that focuses on the contents of Excel data collection tool. This meeting should be used to:

- **Establishing the need to gather and collate data for the baseline year:**
  - For the first iteration the baseline year is 2019 (or 2019/20).
- **Allow questions to be raised and dealt with at an early stage:**
  - General support will be provided by the central team.
  - The central team can provide additional one-to-one support if needed.
- **Allocation of a responsible person for each area of data.**
- **Setting of suitable timescales and end-points for delivery of data:**
  - This is particularly important as some datasets will take longer to gather than others.

We are confident that the guidance provided by the central team should in itself be sufficient to enable you to complete the baseline footprint. However, some councils might want to read more widely on this subject, in which case we would recommend starting with guidance provided by the GHGP.

The three GHGP documents shown below provide detailed guidance and should help answer most questions on data sources, collection and analysis methods. Note that guidance on GHG inventories is widely available on the internet, and there is a risk of being overwhelmed. We therefore encourage councils to restrict their reading to official GHGP guidance in the first instance (before searching more widely), and seek support from the central team sooner rather than later.

	<p><b>Scope 1 &amp; 2</b></p> <p><a href="https://ghgprotocol.org/sites/default/files/Guidance_Handbook_2019_Final.pdf">https://ghgprotocol.org/sites/default/files/Guidance_Handbook_2019 Final.pdf</a></p>
	<p><b>Scope 3 (calculation guidance)</b></p> <p><a href="https://ghgprotocol.org/sites/default/files/standards/Scope3_Calculation_Guidance_0.pdf">https://ghgprotocol.org/sites/default/files/standards/Scope3 Calculation Guidance 0.pdf</a></p>
	<p><b>Scope 3 (corporate value chain guidance)</b></p> <p><a href="https://ghgprotocol.org/sites/default/files/standards/Corporate-Value-Chain-Accounting-Reporting-Standard_041613_2.pdf">https://ghgprotocol.org/sites/default/files/standards/Corporate-Value-Chain-Accounting-Reporting-Standard_041613_2.pdf</a></p>

#### 4. Use of emission factors

We have used the latest version of the Government's carbon emission factors which can be found at:

<https://www.gov.uk/government/collections/government-conversion-factors-for-company-reporting>

The Excel tool provided embeds the relevant emission factors so that all calculations have been automated. All you need to is input the data in the correct cells and the carbon footprint will calculate automatically.

## **5. The baseline year**

The central team encourages councils to select 2019 or 2019/20 as the baseline year for the first iteration of their carbon footprints. This can either be based on a calendar year (Jan to Dec) or financial year (Apr 2019 to Mar 20). Whichever calendar basis is used for the first iteration of their GHG inventory, the council should maintain this basis for all subsequent iterations to ensure comparability between different inventories.

## **6. How to gather and enter data**

This section will consider each dataset separately and provide basic guidance on how to identify, gather, collate, manipulate and analyse it so it can be used for carbon footprinting purposes.

The Excel tool has several data entry points (as described in the introduction to this guidance). It is possible that not all of the above will apply to a council, in which case the data entry area can be left blank. **Note: If an activity took place, but no data exists for that activity, councils should create an estimate rather than leave the cell blank.**

The Excel tool can, for example, be used as a repository for carbon footprint data and act as the main source of carbon data for a variety of reporting and business purposes. The data will also be useful in the preparation of Carbon Reduction Strategies and associated action plans and should assist councils in testing ideas and estimating the impact of specific carbon reduction activities.

### **Note:**

- The data entry area for each element usually starts at cell C11.
  - Only enter data (where applicable) in the highlighted cells.
- Each council therefore needs to:
  - Manipulate their raw data so that it is suitable for use in the tool.

### ***6.1 Utilities (gas, LPG, electricity, water, oil)***

This dataset focuses on the three main grid utilities plus oil and LPG where applicable. Calculations for Well-to-Tank (WTT), wastewater and electricity transmission and distribution have also been included in the tool, and these will self-calculate from the input data. These additional calculations factor-in upstream Scope 3 emissions that are associated with the extraction and processing of fuels/energy required for utilities.

It is possible that councils would need to refer to paper records to obtain the required data. If this is the case then the effort required to locate, capture and organise the input data could be considerable. Councils should therefore ascertain the degree of access to this data early in the footprinting process.

Even if data is available from electronic or online sources it may still take time to build the required dataset. In all cases it is the volume or amount of the commodity being used that is required:

- **Gas and electricity:** kWh (kilowatt hour) – also referred to as ‘units’
  - Includes energy used for charging electric vehicles
- **Oil and LPG (Liquid Propane Gas, Calor gas or bottled gas):** Litres
- **Water:** m<sup>3</sup> (cubic meters)

It is common for utility bills to span extensive periods of time. As such, it is possible that bills span years, in which case not all the consumption shown on a bill needs to be recorded. In this situation councils would need to pro-rata the bill so that only usage in the baseline year is included. We have not provided a method for this pro-rata process, and councils should use their judgement to adjust data so that it fits the baseline period (i.e. Jan to Dec 2020, 1<sup>st</sup> Apr 2019 to 31<sup>st</sup> Mar 20).

Once the data has been collated, checked and adjusted, the annual total should be entered into the correct cell in Column C.

### **6.2 Business Mileage (Councillors and Council Staff)**

This category includes emissions from the use of passenger vehicles by councillors and employees for work purposes. The mode of transport has been limited to passenger vehicles (i.e. cars) to simplify the process. Whilst other forms of transport may be used, most business mileage is undertaken by car, and this mode has more emissions than for example bus or train travel. By limiting this element to cars, the calculator will capture the most significant source of emissions.

The input data required is in miles and councils should use their judgement to determine how this can be calculated. The input, for example, might come from mileage records or expenses claims. Alternatively, a council might estimate to the total annual mileage from a representative sample of data (rather than an entire years' worth of records).

Whichever approach is used it is important that the resulting input data is credible. It is also important that you record your method so that it can be replicated in the future (n.b. this applies to all data collection covered in this guidance).

The most likely method of data collection involves interrogation of expense and reimbursement systems. If this data is not collected, then councils might decide to include this in future so that the accuracy of the footprint is improved in future iterations. This may require adding new questions on distance travelled and mode of transport to travel or expense forms submitted by employees

Collecting travel data from all employees may not be feasible. In such a case, councils may extrapolate from a representative sample of employees to the total business travel of all employees.

Once the data has been collated, checked and adjusted, the annual total should be entered into the correct cell in Column C.

Finally, a WTT emission has been included and will automatically calculate for you based on the input data.

### **6.3 Staff commuting**

This category includes emissions from the transportation of employees between their homes and their worksites. Emissions from employee commuting may arise from different modes of transport, and this again adds complexity to the calculation task. Therefore, we have again defaulted to cars as the default transport mode.

We suggest that councils use the following method to calculate commuting mileage. For each member of staff that commute by petrol or diesel car:

- Return trip distance travelled (miles) between home and regular place of work.
  - Multiplied by
- The number of days worked per week on average.

- Multiplied by
- The average number of working weeks per year.

For example:

- 10 miles return trip per day, for 3 days per week, for 45 weeks of the year
- Annual distance =  $10 \times 3 \times 45 = 1,350$  miles

Once the data has been collated, checked and adjusted, the annual total should be entered into the correct cell in Column C.

#### **6.4 Vehicle fleet fuel**

This dataset focuses on vehicles that are used by the council to fulfil its business. These are vehicles that are owned/leased by the council and for which it pays fuel for.

Data should be taken from refuelling records, either via the use of a fuel card or account, or via expenses claims.

- Regardless of the recording method councils should account for energy used within the 12-month period covered by the baseline.
- The vehicles using the fuel may be owned, hired or leased, and may be allocated to individuals or 'pooled' for general use. Regardless of who owns the vehicle or how they are used, each council should account for the fuel that is used in the vehicles to deliver council business.
- All fuel used should be accounted for, including fuel that is used for commuting (e.g. if vehicles are allocated to individual staff).
- If an electric vehicle is used and charged at the council premises, this energy will be included in the electricity data.
- Fuel used in tools and machinery, regardless of where it is purchased, should also be accounted for and allocated to the petrol, diesel or red diesel categories.

Once the data has been collated, checked and adjusted, the appropriate emission factor should then be selected and applied to the cells that are used to calculate the carbon footprint (in tonnes of CO<sub>2</sub>e). In the example provided the emission factor used for diesel and petrol was the 'average biofuel blend'.

Whilst the method included in the Excel tool does not take into account the efficiency of the vehicle in which the fuel is used, it is acceptable and we suggest that councils adopt this approach. However, more refined approaches may be available, and councils may choose to use them if they see fit.

Once the data has been collated, checked and adjusted, the annual total should be entered into the correct cell in Column C.

Finally, WTT emissions have been included and will automatically calculate for you based on the input data.

#### **6.5 Waste**

Estimates for the weight of the following waste stream should be calculated:

- Waste: Materials separated for recycling
- Waste: Organic (food and drink waste)
- Waste: Organic (green waste)

Input data may come from your waste provider, or from estimates based on the type of bins used and their frequency of filling/collection.

Estimating the weight of waste can be difficult and we expect this data to be estimates at best. Online tools are available to help with this task, such as this tool from London Recycles:

<https://londonrecycles.co.uk/business/calculator/>

Whichever method you use, input the total for each waste stream in kilograms.

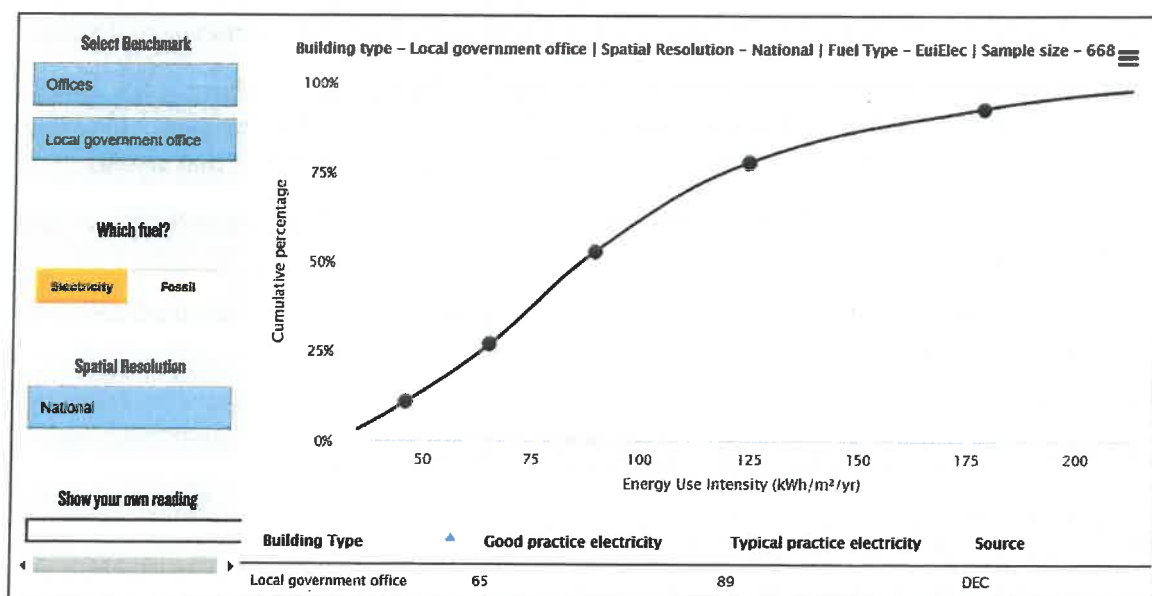
### 6.6 Estimating energy use in shared offices/shared buildings

Section 5.1 describes the *preferred* method for energy data. We are aware, however, that some councils are co-located with other organisations and may therefore not have full visibility of their share of the overall energy costs for the building in which they reside.

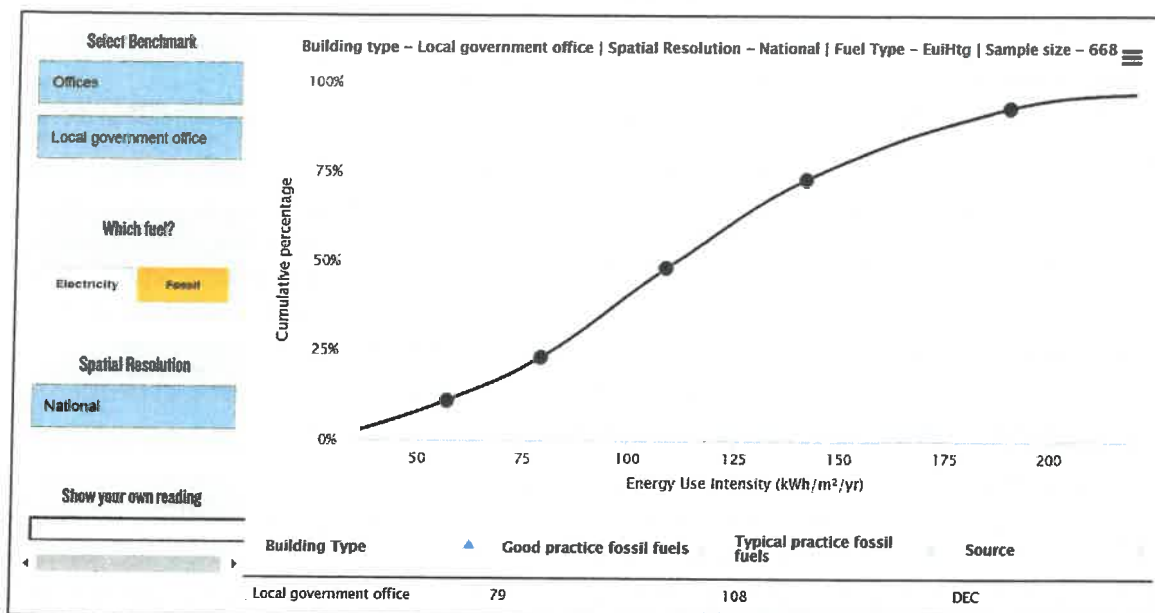
Therefore, for electricity and fossil fuels (grid gas, oil) an energy ‘benchmarking’ method can be used. This relies on energy benchmarks provided by CIBSE, and to use this method, you will need to know the area (in square meters) occupied by your office(s). Once you have this data, you can then apply a benchmark for electricity and fossil fuel consumption. For example:

- **Electricity:**
  - Area of office
  - Multiplied by typical benchmark for a local government office @ 89 kWh/m<sup>2</sup>
  - e.g. 100 x 89 = 8,900 kWh/year
- **Fossil:**
  - Area of office
  - Multiplied by typical benchmark for a local government office @ 108 kWh/m<sup>2</sup>
  - e.g. 100 x 108 = 10,800 kWh/year

The following graphs show the range of benchmarks provided by CIBSE. If, for example, you consider your office to be particularly energy efficient, you could adjust the benchmark towards the lower end of the scale (i.e. towards the ‘good practice’ end of the curve).



### CIBSE energy benchmarks for electricity consumption in local government offices



### CIBSE energy benchmarks for fossil fuels consumption in local government offices

We cannot provide a benchmarking method for all utilities, but the same principles could be applied to other utilities that you do not have direct sight or control of.

Ultimately please use your best judgement. A good estimate is better than nothing, and your first carbon footprint can be updated in the future if you are able to obtain new/better input data.

## 7. Help and support

The central team will be available to support councils as they undertake their first carbon footprint. The team has developed a good understanding of gathering and analysis information for GHG inventories and as such they can provide one-to-one support if required. To do this please contact the central team in the normal manner.

We would suggest that any questions are posed via email in the first instance as this will help the team organise support in the most efficient way. For example, if several councils require the same support, it may be possible to organise an online workshop.

## 8. Use of this Guidance and the Carbon Footprint Calculator

Please note that this Guidance Note and the Carbon Footprint Calculator have been produced for KALC for use by its member councils. Permission should be sought from KALC (e-mail [chief.executive@kentalc.gov.uk](mailto:chief.executive@kentalc.gov.uk)) before any other organisations can use this Carbon Footprint Calculator.

## KALC: CARBON CALCULATOR QUICK START GUIDE

### Step 1. Decide baseline year

Either 2019 (Jan to Dec 2019) or 2019/20 (Apr 1 2019 to Mar 31 2020). Whichever calendar basis is used, the council should maintain this basis for all subsequent iterations to ensure comparability.

### Step 2. Gather input data

The carbon tool includes the following 14 elements. For each one that applies to your council, gather the data for the baseline year and calculate the total used for that year:

- Heating Oil / Liquid Propane Gas
- Gas / Petrol / Diesel / Red Diesel
- Electricity
- Staff Commuting
- Water Supply
- Waste: Materials separated for recycling
- Waste: Organic (food and drink waste)
- Waste: Organic (green waste)
- Business mileage: Councillors
- Business mileage: Council staff

If data is not available for an applicable element, you should create a suitable estimate. Excluding an element due to a lack of data is not recommended as it would create an inaccurate result.

### Step 3. Enter input data

Most cells in the tool are locked and data can only be entered in the yellow cells. For each applicable element, enter the **annual total** in the relevant cell. Take care to enter the data in the correct unit.

Council Name		2019 (or 2019/20)		 Serving Parish & Town Councils in Kent			
Baseline Year	Footprint Iteration	1 (baseline)	e.g. version 1 of Iteration 1				
Carbon metrics	Unit	Tonnes CO <sub>2</sub> e					
Per FTE employee		#DIV/0!	#DIV/0!				
Per £1000 Council Income		#DIV/0!	#DIV/0!				
Footprint Element	Input Data Unit (actual or estimate for 12 mths)	Input Data	Scope	Carbon Footprint t CO <sub>2</sub> e	Scope	Scope Sub-Totals	Scope 2
Heating Oil	Litres		1	0.000	#DIV/0!		
Liquid Propane Gas (LPG)	Litres		1	0.000	#DIV/0!		
Gas	kWh (units)		1	0.000	#DIV/0!	Scope 1	0.0
Petrol (inc. fuel for tools)	Litres		1	0.000	#DIV/0!		
Diesel	Litres		1	0.000	#DIV/0!		
Red Diesel	Litres		1	0.000	#DIV/0!		
Electricity	kWh (units)		2	0.000	#DIV/0!	Scope 2	0.0
Staff Commuting: Petrol/diesel car	Miles		3	0.000	#DIV/0!		
Staff Commuting: Hybrid	Miles		3	0.000	#DIV/0!		
Staff Commuting: Plug-in Hybrid	Miles		3	0.000	#DIV/0!		
Staff Commuting: Electric Vehicle	Miles		3	0.000	#DIV/0!		
Water Supply	Cubic meters of water consumed		3	0.000	#DIV/0!		
Waste: Materials separated for recycling	kg		3	0.000	#DIV/0!		
Waste: Organic (food and drink waste)	kg		3	0.000	#DIV/0!		
Waste: Organic (green waste)	kg		3	0.000	#DIV/0!		
Business mileage: Councillors petrol/diesel car	Miles		3	0.000	#DIV/0!		
Business mileage: Councillors Hybrid	Miles		3	0.000	#DIV/0!		
Business mileage: Councillors Plug-in Hybrid	Miles		3	0.000	#DIV/0!		
Business mileage: Councillors Electric Vehicle	Miles		3	0.000	#DIV/0!		
Business mileage: Council staff petrol/diesel car	Miles		3	0.000	#DIV/0!		
Business mileage: Council staff Hybrid	Miles		3	0.000	#DIV/0!	Scope 3	0.0
Business mileage: Council staff Plug-in Hybrid	Miles		3	0.000	#DIV/0!		
Business mileage: Council staff Electric Vehicle	Miles		3	0.000	#DIV/0!		
Grid Electricity: Transmission & Distribution	n/a (auto-calculated)		3	0.000	#DIV/0!		
Vet-to-Tank (VTT) Heating Oil	n/a (auto-calculated)		3	0.000	#DIV/0!		
VTT Liquid Propane Gas (LPG)	n/a (auto-calculated)		3	0.000	#DIV/0!		
VTT Gas	n/a (auto-calculated)		3	0.000	#DIV/0!		
VTT: Petrol	n/a (auto-calculated)		3	0.000	#DIV/0!		
VTT: Diesel	n/a (auto-calculated)		3	0.000	#DIV/0!		
VTT: Red Diesel	n/a (auto-calculated)		3	0.000	#DIV/0!		
VTT staff commuting	n/a (auto-calculated)		3	0.000	#DIV/0!		
VTT business mileage (councillors)	n/a (auto-calculated)		3	0.000	#DIV/0!		
VTT business mileage (council staff)	n/a (auto-calculated)		3	0.000	#DIV/0!		
Wastewater	n/a (auto-calculated)		3	0.000	#DIV/0!		
<b>Total</b>				<b>0.0</b>	<b>#DIV/0!</b>		<b>0.0</b> #DIV/0!

There are two other worksheets in the tool which can be used by your council:

- Standard graphs/figures (automatically generated)
- Suggested carbon reduction trajectory (automatically generated)

### Step 4. Further guidance, help and support

Please refer to the full guidance from more detail on how to use the carbon footprint tool. The central team will be available to support councils as they undertake their first carbon footprint. We suggest that questions are posed via email in the first instance as this will help the team organise support in the most efficient way. **Please note that this Guidance Note and the Carbon Footprint Calculator have been produced for KALC for use by its member councils. Permission should be sought from KALC (e-mail [chief.executive@kentalc.gov.uk](mailto:chief.executive@kentalc.gov.uk)) before any other organisations can use this Carbon Footprint Calculator.**



PUBLIC TOILET WORKING GROUP MEETING –  
NOTES FROM 3 MARCH 2022 AT 7.30PM

**AGENDA ITEM**

RLA 16/3/22

7.12

Present: Cllr Emma Ben-Moussa  
Cllr Lorna Cross  
Cllr Ann Duke  
Cllr Peter Harman  
Cllr Lesley Howes

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

1. The Town Clerk asked members to consider the Terms of Reference (ToR) for this Working Group.

Members agreed that the ToR be:

'To ascertain the feasibility of any long-term solution for the provision of public toilets in open spaces and parks'.

2. Members considered the scope of information that the Working Group would need to ascertain the feasibility.

Members initially agreed that public toilets meant all users of the park and to keep this as a separate concern from the facilities offered to sports pitch hirers at both Knockhall Park and Broomfield Park.

Members felt that the process was complex given the history of vandalism that had occurred to previous public toilets. It was also noted that there were limited public toilets in other open spaces across the Dartford Borough.

The process that members discussed was to consider the following steps:

The need / demand for public toilets  
The locations needed  
The design in relation to the need and expected users  
The cost and ongoing maintenance considerations

Members agreed that any designs would need to be fully inclusive to all public toilet users and also provide changing facilities.

Actions to be taken:

- A. That officers research and provide different design options including materials, locking mechanisms, sustainability (solar and composting) and self-cleaning.
- B. That members consider the need and location for the next meeting with a view to matching this to potential designs.

Meeting Closed: 7.50pm

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