

PARKS REPORT
RLA – 30 JUNE 2022**Broomfield:**

The replacement part for the rope bridge has been delivered and fitted by parks staff.

Football pitch renovations have been completed.

Unfortunately, the cricket pitch was subject to ASB damage, carried out by motorbike users, in the Autumn. The repair work undertaken by parks staff has resulted in a good playing surface this season.

Several new trees have been planted in Broomfield this year but some of these have been broken by vandals.

A patch of Japanese Knotweed has encroached on the field from a neighbouring property. This has been treated and will be monitor for any further infestation. Although it is not their land Dartford Borough Council have been made aware of this.

A spring rocker in the play area has been damaged and is currently the subject of an insurance claim.

The outdoor gym equipment has been serviced by the supplier..

Heritage Park:

The installation of the replacement trim-trail equipment has been completed and the play area has re-opened.

Knockhall:

The large dips in the grass alongside the DS6 footpath have been filled in using the spoil from the Community Orchard.

Football pitch renovations have been completed.

The wooden roofing that was blown off during the storms is due to be replaced under an insurance claim.

Contractors were required to repair a leak under the changing rooms, and this will be monitored.

Repairs required to a shower unit and a door hinge are scheduled to be undertaken by a contractor.

The outdoor gym equipment has been serviced by the supplier.

Manor Park:

Playground maintenance, from the Annual Safety Inspection, will take place when replacement parts arrive.

Shrub pruning is currently taking place.

Swanscombe Park:

The Platinum Jubilee celebration in the park was very well received.

Both the Community Garden and Picnic Area were opened in April and the planting in the raised beds and the climbing plants growing up the arches are filling out well and are coming into flower.

The Community Orchard is producing fruit and the wildflowers have burst into flower in recent weeks.

Despite the difficulties experienced with the Bowls Green, the feedback from the club has been that it is playing well and that the additional work undertaken during Spring has paid off. Unfortunately, damage caused by foxes and squirrels continues.

Summer bedding has been planted in the War Memorial beds.

The flooring in the mess room and workshop have now been upgraded/replaced by contractors.

Benches around the Bowls Green have been repaired by the Parks Staff.

The Tennis Courts are still being well used.

Playground repairs and maintenance are scheduled to be undertaken by Parks Staff.

Saxon Court:

We are awaiting installation of the previously agreed new play equipment ("Rota Web Climber").

Equipment / Staffing:

As previously agreed, the recent funding received has been used to purchase a brand-new bowls mower £4,500.00 and a brand new walkover sprayer (£1,200.00). The residual funding will be used to purchase required had tools etc.

Recommended:

To note.



12 - Moderate Risk

Item: Climbing Frame
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Part Number: Delta Climber
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes
Total Findings: 3



Finding 1

The seat panels have been removed - Consider replacing missing components

Finding 2

Parts of the steel on this item have corroded excessively and the metal has perforated in places - Replacement parts no longer available, monitor for but recommend remove from service

Finding 3

There are gaps opening between the surfacing and the edge where chased into tarmac surface - Monitor for any further deterioration, consider installing concrete pin kerb edging

1982

8 - Low Risk

Item: Free Standing Slide
Manufacturer: Wicksteed Playgrounds
Surface Type: Wet Pour
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Total Findings: 4

Finding 1

The item fails to meet the requirements of BS EN 1176 Part 1 4.2.7.2 for head and torso entrapment in the steps, step handrails & guardrail - Monitor - No remedial work recommended

Finding 2

Paint condition - Consider treating the item


Finding 3

There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required

Finding 4

There are gaps opening between the surfacing and the edge where chased into tarmac surface - Monitor for any further deterioration, consider installing concrete pin kerb edging

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			Severity>>					
<p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p>								



ESTIMATED COST OF PARTS/WORKS.

LOCATION.	2021/2022
Knockhall Park	4,503.97
Manor Park	44.00
Swanscombe Park	??? Unknown until Knockhall work is done.
TOTAL	4,547.97

£3,500.00 budgeted 2021-2022
£1,500.00 general play equipment
£1,000.00 surfacing

- £ 498.75 for inspections

= £5,501.25 remaining.

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Martin Harding

From: SLTreeCare Ltd <office@sl-treecare.co.uk>
Sent: 04 May 2022 11:47
To: Martin Harding
Cc: office@sl-treecare.co.uk
Subject: RE: Update: Replanting at Swanscombe Park

[WARNING] This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Martin

Apologies for the delay in answering.

It seems a dead loss as to being able to get a replacement Cedar of any sensible size at the moment.

The possible types of tree to choose from that I saw at the end of March are as per the pictures attached.

1. Persian Iron Wood (Parrotia) has excellent autumn colour
2. Crab apple (Malus) that has good flowers and large edible apples
3. Flowering Cherry (Prunus, good for its blossom)
4. Himalayan Birch (Betula) with bright white bark

All the above trees are suitable, as indeed a wider selection still.

As usual, the trees are subject to availability and replacement types may have to be provided.

It is becoming more difficult to maintain getting a nice tree suitable for public planting under £400 (incl vat) each. As things continue, its only likely to get more so.

As to planting, they are container grown trees and as such they can be planted at any time, BUT, they MUST be watered according to the schedule I can provide.

Kind Regards,
Steve Launchbury



01474 853749

0800 44 88 496

From: Martin Harding [mailto:rfo@swanscombeandgreenhithetowncouncil.gov.uk]
Sent: 22 April 2022 16:10

SWANSCOMBE PARK



**SWANSCOMBE
AND GREENHITHE
TOWN COUNCIL**
"TAKING PRIDE IN OUR TOWN"

1



①

400.00

PARROTIA persica 'Bella' 35L 10/12cm GIRTH
Persian Ironwood



1811030438829

Deciduous tree with large beech-like leaves. dark red or purple tinted when young. Dark red autumn colour. Dark red tufts.

UK Plant Passport
A. PARROTIA persica 'Bella'
C. 211022-14MABSTK

B. 113682
D. NL

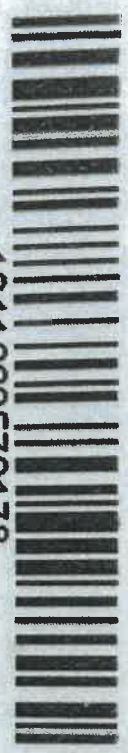
2



2

325.00

MALUS 'Veitch's Scarlet' 35L 10/12cm GIRTH
Ornamental crab apple with green leaves. Large oval plum-coloured fruits on long stalks.

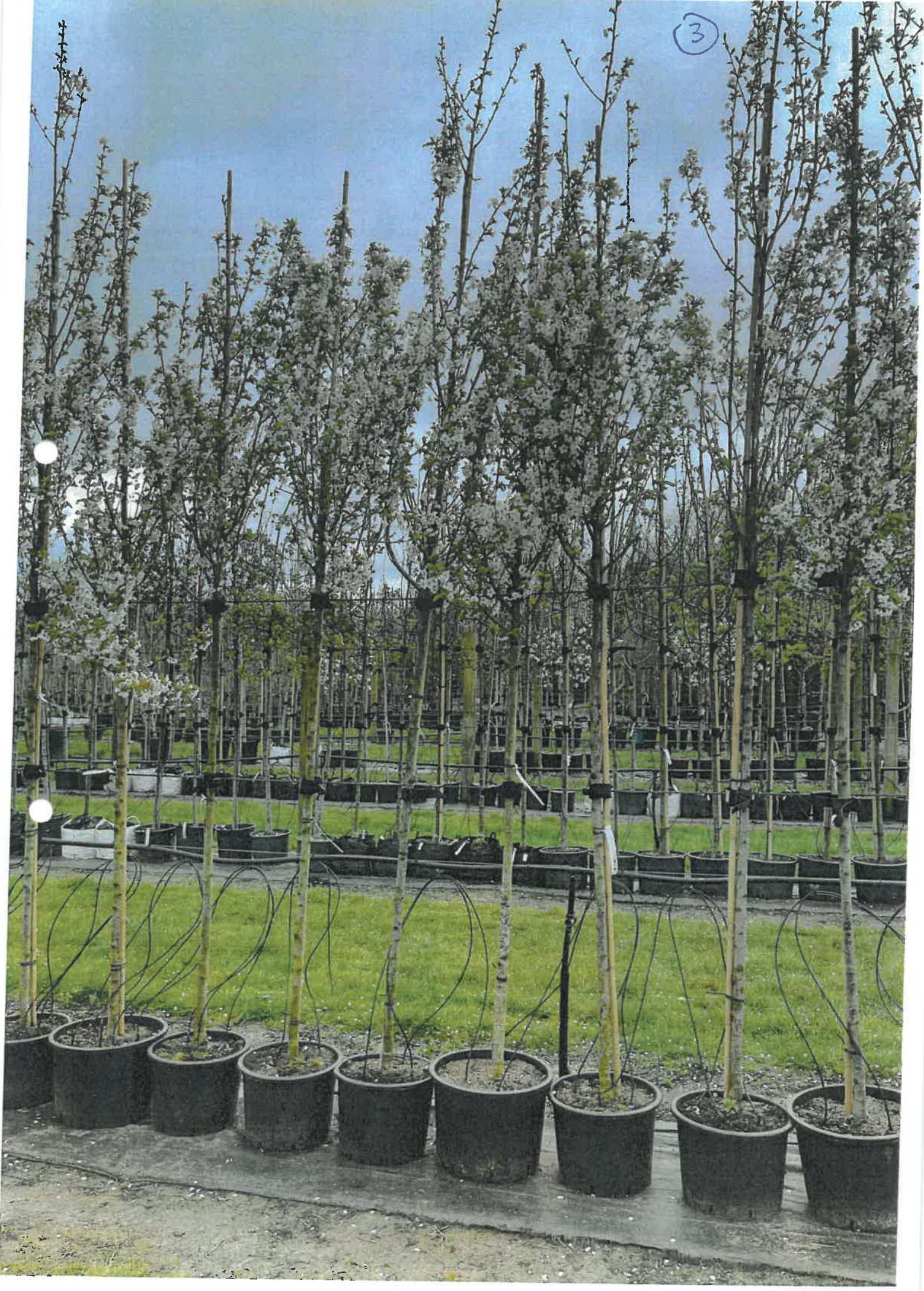


1811030570178

UK Plant Passport
A. MALUS 'Veitch's Scarlet'
C. 211022-14MABSTK

B. 113
D. NL

3



3

375.00

PRUNUS 'Umineko' Container Grown Selected Standard 10/12cm *GIRTH*

Flowering Cherry 'Umineko'

Narrow and columnar in habit. Single white flowers are produced in April. Great autumn foliage colour. Height 10-15m



1811030485717

Plant Passport

A. PRUNUS 'Umineko'
C. 220318-2MABSTK

**PZ-XANTPR

B. GB-113682
D. NL



4

180.00

BETULA utilis jacquemontii 'Doorenbos' 45L Feathered 6/8cm GIP
Himalayan White Birch

A beautiful selection with peeling bright white bark. Has an upright habit and produces mid green leaves that turn yellow in autumn.



1 11030518101

UK Plant Passport

A. **BETULA utilis jacquemontii 'Doorenbos'**
1811030518101

B. 113682
D. NL

1

Parrotia persica grows swiftly when young, maturing in gardens to 30 m (98 ft) tall and 8–15 m (26–49 ft) broad, multi-stemmed and naturally somewhat congested but prunable to a single trunk up to 150 cm (59 in) in diameter. The bark is smooth, pinkish-brown flaking/peeling to leave a mosaic of cinnamon, pink, green, and pale yellow patches in a similar manner to plane trees. The leaves are alternate, ovoid, often slightly lop-sided, 6–15 cm (2–6 in) long and 4–10 cm (2–4 in) across, with wavy margins; they are glossy green, turning in autumn to a rich purple to orange and brilliant red, often on the same tree.

The flowers are somewhat similar to witch-hazel flowers but dark red; they are likewise produced in late winter on bare stems, but differ in having only four rounded sepals with no petals; the stamens are however fairly conspicuous, forming a dense red cluster 3–4 mm ($\frac{1}{8}$ – $\frac{3}{16}$ in) across. The fruit is a two-parted capsule containing two seeds, one in each half



2

Apple trees are typically 4–12 m (13–39 ft) tall at maturity, with a dense, twiggy crown. The leaves are 3–10 cm (1.2–3.9 in) long, alternate, simple, with a serrated margin. The flowers are borne in corymbs, and have five petals, which may be white, pink, or red, and are perfect, with usually red stamens that produce copious pollen, and a half-inferior ovary; flowering occurs in the spring after 50–80 growing degree days (varying greatly according to subspecies and cultivar).



3

Prunus incisa, the **Fuji cherry**,^[3] is a species of flowering plant in the family Rosaceae, which gets its scientific name from the deep incisions on the leaves. It is an endemic species in Japan and grows wild in Kantō, Chūbu and Kinki regions. It is also called Fuji cherry because it grows especially heavily around Mount Fuji and Hakone.^[4] A dainty slow-growing, early white-flowering cherry, this century-old cultigen from Hondo



4

Himalayan birch, ***Betula utilis* var. *jacquemontii***, is a popular and extremely ornamental silver birch. Native to the Himalayas, it is medium-sized with an open habit and pyramidal shape. It bears almost shimmering white bark, which peels each year to reveal a fresh layer beneath.



AGENDA ITEM
7.3
RLA 30/6/22



15-6-22



18-7-2020

AGENDA ITEM

RLA 30/6/2022

7.4

FOOTBALL PITCH ALLOCATION 2022 - 2023

PITCH:	DAY & TIME:	LAST YEAR	SEASON 2022 - 2023
B/FIELD:			
Pitch 1	Saturday pm	Dartford Celtic FC	VACANT
		Dartford Celtic Reserves FC	VACANT
Pitch 2	Saturday pm	S/Tigers Veterans	S/Tigers Veterans
		VACANT	VACANT
Pitch 1	Sunday am	S/Tigers U16 (black)	S/Tigers U16
		S/Tigers U16 (yellow)	S/Tigers U17
	Sunday pm	VACANT	VACANT
		VACANT	VACANT
		S/Tigers U15 (yellow)	VACANT
Pitch 2	Sunday am	S/Tigers Men's	S/Tigers Mens
		S/Tigers Men's Reserves	S/Tigers U21's
	Sunday pm	S/Tigers U13	VACANT
		VACANT	VACANT
Mini Pitch (80 x 50)	Sunday am	S/Tigers U11 (Yellow) S/Tigers U11 (Black) S/Tigers U11 (Stripes) S/Tigers U12 S/Tigers U12's Girls	S/Tigers U11 (Black) S/Tigers U11 (Yellow) S/Tigers U12 (Black) S/Tigers U12 (Yellow) S/Tigers U12 (Stripes) S/Tigers U13 (Girls)
Mini Pitch (40 x 30)	Sunday am	S/Tigers U7 (Yellow) S/Tigers U7 (Black) S/Tigers U8 (Yellow) S/Tigers U8 (Black) S/Tigers U8 Girls	S/Tigers U7 S/Tigers U8 (Black) S/Tigers U8 (Yellow) S/Tigers U8 (Stripes)

FOOTBALL PITCH ALLOCATION 2022 - 2023

K/HALL:			
	Saturday pm	VACANT	VACANT
		VACANT	VACANT
	Sunday am	S/Tigers U14	Under 13
		S/Tigers U15	Under 15
	Sunday pm	S/Tigers U17	Under 14
		S/Tigers U21	VACANT
Mini Pitch (60 x 40)	Sunday am	S/Tigers U9 Yellow S/Tigers U10 Yellow S/Tigers U10 Girls S/Tigers U11 Girls	S/Tigers U9 (Black) S/Tigers U9 (Yellow) S/Tigers U10 (Black) S/Tigers U10 (Yellow)

- New Teams for 2022/2023 highlighted.

LLA 30/6/22

Event Notification Form



SWANSCOMBE AND GREENHITHE TOWN COUNCIL
"TAKING PRIDE IN OUR TOWN"

What happens to my information?

This form is an application to undertake an event on land owned by Swanscombe and Greenhithe Town Council. Your event notification form and public liability certificate will be considered by the Town Council in order to determine whether the event can take place.

Time Limits – Any notification form would be required to be received a minimum of 14 weeks prior to any event taking place, except minor events when the required notice period will be a minimum of 4 weeks. This must enable time for the information to be considered by an appropriate meeting of the Town Council.

1. Contact Information

Name of event organiser	David Lubendo		
Organisation	CXK Ltd.		
Registered charity	Yes	If yes please provide number: 1120755	
Street Address	CXK, The Old Court, Tufton Street Ashford Kent		
Postcode	TN23 1QN		
Telephone Number	01233 224244		
Mobile Number	07904 876882		
E-Mail Address	Davidlubendo@cxk.org		

2. Your Proposed Event

Event Name	Get Reconnected: Family Day & Taster Sessions			Monday
Date(s) of event	Start date	25/07/2022	End date	25/07/2022
Proposed times of event	Start time	10:00am	End time	03:00pm
Location of event	Broomfield Park			

May the details supplied in 2 above be used for publicity purposes or given to interested parties?

- a) Yes No
- b) If yes, which name and contact details can we release?

Has the event taken place before?	<input type="checkbox"/> Yes	If yes, please state when:
	<input checked="" type="checkbox"/> No	

Description of Event	As part of Reconnect funding and to build on the work we have been doing in Dartford we will be delivering a range of taster sessions/family days across Maidstone, Gravesham and Dartford. The aim of this project is to provide young people and their families and friends a space where they can come together and socialise whilst having the opportunity to try out a range of activities. Activities are free and designed for people to come along and have fun, to support their health and wellbeing, and give them an experience of activities which they might not have had the chance to take part in before. We will have workshops in photography, circus, boxing, Indian drumming, bracelet making.
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What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?

X 19

3. Programme of Activities

Programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)

Time	Activity
11:00 AM 02:00 PM	Mini 5-A-side football / kickball
11:00 AM 02:00 PM	Broochet making workshop
11:00 AM 02:00 PM	Sandwich making workshop

4. Waste management

Will your event require the site to be cleaned?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Who will undertake this?	CXK Staff, we will have bin bags and take our rubbish with us.	
Will your event require the use of toilets?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How will these be provided?	Currently in discussion with the Pavilion Sports and Community Social Club, to have access to their premises.	

5. Parking

Will your event require car parking?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Where will this be provided?	Additional parking will not be required.	
How will this be managed?	N/A	

6. Utilities

Will your event require a power supply?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
How will this be provided?	N/A	

8. Traders / Stall Holders

2.2a Details of any traders/commercial traders and charity stalls that will be at the event, please ensure that you check any safety documentation of traders (please continue on a blank sheet of paper if required)

Name of Organisation	Concession Type

9. Sale of Alcohol

If you are selling alcohol at the event, please explain below how you will manage the sale of alcohol.

Please note a Temporary Events Notice will be required.

N/A

10. Catering Requirements (Food, drink, water)

For each catering supplier/food stall that is attending the event, please provide the following information:
Please continue on a separate sheet where necessary.

Name of Business	N/A
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	
Name of Business	N/A
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	

Notes Section / any further comments (please continue on a blank sheet of paper if required):

The majority of the activities for a side mini football, kickball and bocce ball making will be provided by us, CXX. We are in discussion with an endian drumming instructor on delivering a workshop for us. But it's not confirmed.

What happens next?

Your application will be considered by members of the Town Council at the next appropriate meeting.

The Town Council may request additional information in relation to your event.

The Town Council will require copies of a Risk Assessment for the event as well as any appropriate public liability insurances prior to the event taking place.

Name (printed)	DAVID SENA LUBENZO
Date	05.05.2022

If you have any queries regarding completing this form please contact: info@swanscombeandgreenhithetowncouncil.gov.uk or telephone 01372 385513
Please keep a copy of this form for your own records.



POLICY FOR USE OF TOWN COUNCIL PARKS / OPEN SPACES.
BY EXTERNAL ORGANISATIONS

B

(This Policy was adopted by the Recreation, Leisure & Amenities Committee on 19 Sep 2019, minute 211/19-20.)

1. EVENT CATEGORIES AND DEFINITIONS.

1.1 An activity will be formalised into an event, in its own right, when it reaches one or more of the following trigger points:

- The activity introduces any formalised infrastructure, using an area which would impact on public use, for example gazebos, tables and chairs.
- Whether the event attendees are likely to exceed 20 in number, and will therefore use space, which will not be available to those not attending the event.
- Includes a fee to enter.
- A transaction to buy or sell a service or goods is involved.

1.2 Events will then be classified by type or scale.

2. EVENT TYPE.

2.1 Local Community/Charity Events: Community events are those which are organised by Swanscombe & Greenhithe based local charities (including the local branch of national charities) or community groups in support of the Swanscombe & Greenhithe community. Any monies raised are to be for the sole benefit of the group or charity organising the event. If fees are being levied for community or third sector stallholders, the organisers must inform the Town Council as part of the application process.

2.3 If the event involves corporate sponsorship and/or commercial stalls the organiser must inform the Town Council, as part of the application process. All charities will be required to provide a UK charity number. The Council will normally waive fees for use of the Parks / Open Spaces by charity and community groups, subject to the provisos above.

2.4 Commercial Events: This category includes any events where the organiser intends to generate a profit. Such events are typically open to the public, but in some cases, may require the public to pay an entrance fee to participate or enter a closed area. Although there is a fee structure for the use of the Parks / Open Spaces the Town Council reserves the right to negotiate another price, subject to the agreement of the Town Clerk, where the event will have major impact on the Park / Open Space and / or its surroundings, or has the potential to generate a substantial commercial return.

2.5 Corporate events: These can be team building, brand events or private functions by commercial organisations, which will involve the closure of areas of the Park / Open Space to the general public. The fees for such an event will be subject to negotiation and final agreement by the Town Clerk. Officers will ensure that the public still have access to recreational space in the Park / Open Space, whilst the event is on.

3. EVENT SCALE

Please see Table 1 (page 4 of 4).

POLICY FOR USE OF TOWN COUNCIL PARKS / OPEN SPACES.
BY EXTERNAL ORGANISATIONS

4. EVENTS WHICH WILL NOT NORMALLY BE GRANTED PERMISSION.

4.1 Any event which is deemed to contravene the terms and conditions for the use of the Park / Open Space, including:

- Any event which is likely to have an unacceptable impact on the infrastructure or fauna and flora of the Park / Open Space.
- Where adequate documentation, regarding details of the event and health and safety provisions, are not provided.
- Where an event fundamentally changes its nature having already completed the application process.
- Any event, which fails to implement any recommendations made by the Town Council.
- Any event which would be detrimental to public order.
- Any event, which discriminates against any of the protected characteristics, as set out in the Equality Act 2010.
- Any event using non-domesticated animals for performance purposes.
- Any event where the organisers have not signed the set terms and conditions for hire, before the event.
- Any event where organisers have previously not adhered to agreed terms and conditions or safety requirements.
- Any events considered likely to have a detrimental impact on the Town and / or wider community.

5. GENERAL PRINCIPLES.

5.1 The following principles will apply to the use of the Parks / Open Spaces for events:

- No more than one event will be allowed in a Park / Open Space concurrently, unless otherwise agreed by the Town Council.
- The majority of events will be expected not to start before 10.00am and finish by no later than 7.00pm.
- There is a general presumption against major or large events happening in the Parks / Open Spaces on consecutive weekends.

6. APPLICATION PROCESS.

6.1 Anybody wishing to stage an event in a Park / Open Space must complete an Event Notification Form to be submitted to the Town Council at least 14 weeks prior to the event, except for minor events which require at least 4 weeks.

7. EVENT SAFETY.

7.1 All events must have a risk assessment, an event management plan, insurance cover and / or necessary licences. Failure to provide any of these documents, or the submission of documents which are deemed not fit for purpose, will lead to the event being refused / cancelled.

POLICY FOR USE OF TOWN COUNCIL PARKS / OPEN SPACES.
BY EXTERNAL ORGANISATIONS

8. NOISE CONTROL.

- 8.1 Event organisers are reminded of the need to minimise disruption to nearby residents', particularly in terms of noise. Organisers must provide the Town Council with a contact person and telephone number, in case complaints are received, concerning noise from their events and will be expected to take measures to investigate and address complaints promptly and provide the Town Council with copies of all correspondences relating to any complaints.

If an event is using amplified sound, the event organiser should provide a risk assessment which includes details of the proposed sound sources (location and type), details of the predicted noise levels which may arise, and details of proposed mitigation measures (if any) to the Town Council.

**POLICY FOR USE OF TOWN COUNCIL PARKS / OPEN SPACES.
BY EXTERNAL ORGANISATIONS**

**TABLE 1
EVENT SCALE**

Classification of proposed event.	Size and definition of event.	Number permitted in financial year.
Major	<p>Likely to be over 1,000 attendees at any one time.</p> <p>Will involve a large footprint (up to 30% of the park / open space area).</p> <p>A potential need for ground reinstatement.</p> <p>Major impact on surrounding area.</p> <p>Temporary structures with a build / take down period of up to 3 days.</p>	2
Large	<p>Likely to be between 500 and 1000 attendees at any one time.</p> <p>Will involve a footprint of up to 20% of the park / open space.</p> <p>Impact on the surrounding area.</p> <p>May need some ground reinstatement.</p> <p>Temporary structures with a build / take down period of 1 or 2 days.</p>	3
Medium	<p>Between 50 and 500 attendees at any one time.</p> <p>Footprint of up to 10% of the park / open space.</p> <p>Unlikely to involve any reinstatement of ground.</p> <p>Temporary structures with a build / Take down period of 1 day.</p>	12
Small	<p>Likely to be no more than 49 attendees at any one time.</p> <p>Minimal use of the park / open space area.</p> <p>Unlikely to have any impact on surrounding areas.</p> <p>Minimal impact on the park.</p> <p>Minimal infrastructure.</p>	At the Town Councils discretion.
Minor	<p>Any event which does not meet the criteria above but does meet the event criteria as set out in 1.1.</p>	At the Town Clerks discretion.



From: David Lubendo <DavidLubendo@cxk.org>
Sent: 16 May 2022 16:14
To: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>
Subject: RE: REPLY: Use of the Ground Space Outside the Pavilion

[WARNING] This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hi Rebecca,

I hope you are well.

1. You have indicated in your Event Notification Form that you intend to set up a 5 a side pitch for mini football / kickball. I have attached again the area available to hire within Broomfield Park, can you indicate how this pitch would fit into the allocated space? We will use 1/3 of the marked space adjacent to the pavilion..
2. Can you advise how the 5 a side pitch would be marked out (cones, flags etc) and by whom? The area will be marked by us CXK using cones. Me or one of our engagement workers/youth workers will be leading the activity.
3. You have indicated in your form that you would not need any additional parking on the day. Please be aware that the park has no dedicated parking for it. Could you advise how many vehicles you would be bringing to site on the day, whether any would be staying on site during the event? Also please advise where you would expect any participants to park? We will have 2 to 3 cars from CXK staff who will park at the Pavilion on the day and we will be staying for the entirety of the event. As for participants, we noticed that there is a car park by the park, and we will be giving refunds to those who pay to park and attend the event.
4. On the form you have stated that you are in discussions with the Pavilion Community Sports & Social Club regarding access to toilets. Can you please let us know how far progressed these discussions are and what your alternative provision is should these not be available? I have spoken to Karen and the venue is available, we have agreed for CXK to use the Pavilion, I am waiting to get the booking form.
5. On question 2 of the form, you indicate that the information regarding the event cannot be used for advertising. Could you clarify how the event will be advertised, where it will be advertised and how this would be promoted / pushed to local residents? The event is targeted to our service users and their family and friends as well as other organisations working in the district of Dartford with NEET young people and young people with ASC. Our events are being promoted through our partners, service users and we also have a targeted campaign on social media.

6. Will the taster days be pre-booked in order to control attendance numbers (you have indicated 60 on the form), or is it open to all? If so how will queuing etc for activities be managed on the day? As stated on question 5 we are targeting specific young people and their family and friends, Taster days can be pre-booked and those pre-booking will be directed to an Eventbrite page where they can register their interest and tell us that they will attend /planning to attend. Because we are also advertising on social media we are aware that some people will not pre-book. Having an indoor and outdoor space gives us the flexibility to direct people to different activities. As for managing queuing (which we are not expecting to have) we will have enough CXK staff present on the day to manage the movement of people.

7. The Town Council would need to see a copy of your Public Liability Insurance confirming that you are covered for all of the activities you propose to undertake. Please find attached the PLI.

8. The Town Council would also need to see a full risk assessment for the event. **The RA is currently being reviewed by our health and safety consultant; would the draft be sufficient?**

Many thanks,
 David
 David Lubendo
 Team Leader - Youth Team
 Targeted Support
 📞 Mobile: 07904876882



CXK Ltd
 01233 224244 | www.cxk.org
 Company Reg. No: 04399340 | Registered Charity No: 1120755
 Registered Office: The Old Court, Tuffon Street, Ashford, Kent TN23 1QN



RLA 30/6/22

From: greenhithecommunitycentre@aol.com <greenhithecommunitycentre@aol.com>
Sent: 21 May 2022 13:11
To: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>
Subject: Re: Greenhithe Community Centre

[WARNING] This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Sandra

Thank you for your email.

Please find below the draft design



The size is 42.4 cm wide by 30.1cm tall, we can get this smaller if needed but we need it to be visible.

I can confirm we would like to place this on the palisade fence that goes around the changing room

Point B evacuation point will only be used terms times between 9am and 3:30pm. Nursery Operating times,

Knockhall Road generally has less traffic during this time and less car parked up during the day, than what is does on a Sunday during football games. The Nursery catchment area is Greenhithe so we have a mix of parents in cars and walking to the Nursery.

The fire risk assessment states that parents will meet at Knockhall Park to collect the children where fire marshalls will be present to keep the area clear and stop congregating of parents.

Hope this helps

Glen

-----Original Message-----

From: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>

To: greenhithecommunitycentre@aol.com <greenhithecommunitycentre@aol.com>

Sent: Fri, 20 May 2022 12:32

Subject: Greenhithe Community Centre

Dear Glen

Please provide a diagram/photo of the proposed sign

Could you also clarify which fence you are requesting to place the sign on, is it the barrel fence that runs along the bank or on the palisade fence that goes around the changing rooms.

Once we have received this information we will place your request to members at their meeting at the end of June and then get back to you.

Part of your email raises your concerns about parents/carers arriving once details of a fire are placed on Facebook. What contingency will you have in place for the same parents converging on Knockhall Park/Knockhall Road ?

Yours sincerely,

Sandra Kelleher.

Administration Assistant

Swanscombe & Greenhithe Town Council | Council Offices |

From: greenhithecommunitycentre@aol.com <greenhithecommunitycentre@aol.com>
Sent: 20 May 2022 11:52
To: Info <info@swanscombeandgreenhithetowncouncil.gov.uk>
Subject: Greenhithe Community Centre

[WARNING] This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Hello

We have been updating our Fire Risk assessment and reviewing the centre evacuation plans.

We have come up with a small problem in relation to the nursery that hire the hall weekday term times.

In the event of a fire the evacuation point A is outside the hall of the hall on the pavement outside of the gates. The concern we have is a fire will quickly be published on face book and parents will arrive at the hall blocking the access road for emergency services which will impeded the safety of resident and hall users.

We would like to use Knockhall Park grounds in the event of a fire evacuation of the nursery. This would mean where the changing room are on the field putting up a fire evacuation sign on the fence which is around 20cm wide by 30cm in size. The sign would state Greenhithe Community Centre, POINT B, Fire evacuation point.

The sign will be white with blue, red and green print.

Please can we ask for approval to place the sign on the fence, we will maintain the sign as part of our monthly fire check.

Thank you in advance for considering this

Glen

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①

AGENDA ITEM 7.8
RLA 30/06/2022

FOOTBALL CONTRACT DURATION – CORRESPONDENCE FROM SWANSCOMBE TIGERS (p)

From: K Basson
Sent: 06 May 2022 12:17
To: Martin Harding
Subject: Re: Additional Tigers Fixtures 7/8 May 2022

Good Morning Martin

The response provided is not what I was hoping or expecting and a suggestion that we as a club ask leagues to prioritise fixtures is not a reasonable suggestion as football seasons have always run from August/September to May.

Whilst we are aware of the contract dates which do not coincide with the standard period for a football season (for some reason) the Council have always been flexible and permitted us to play fixtures into May at Knockhall only charging us for additional fixtures over and above the number stipulated in the pitch contract which we have no issue with whatsoever.

The response provided however suggests a significant change in the Councils approach which if correct is disappointing and means that the Club is now being ask to pay twice for the hire of pitches where teams have not used their allocated number during the season.

Can I ask that the matter of these fixtures and the contract season period and the ability to move fixtures when pitch availability is restricted due to the cricket season commencing be discussed at the next RL&A meeting.

In the interim I will on behalf of the club be raising this with local Councillors directly and will look to raise this with the Kent FA and other interested parties as the Councils approach appears to be penalising financially a local voluntary organisation who facilitate youth activities which I am sure is not the intention.

I look forward to receiving the Councils formal response on the matter after it has been discussed at the next RL&A committee meeting.

Regards

Kevin Basson
Chairman
Swanscombe Tigers FC

From: Martin Harding
Sent: 06 May 2022 09:03:31 (UTC) Coordinated Universal Time
To: K Basson
Subject: RE: Additional Tigers Fixtures 7/8 May 2022

Good morning Kevin

Thank you for your email.

As you are aware the contract does not grant permits for matches but provides an allocation of a maximum of up to 13 games and 1 pre-season friendly.

And as per the contract these are required to be used between the stated period of 4 September 2021 and 24 April 2022.

We have previously allowed fixtures to run through into May when circumstances have hindered the normal season from operating e.g. COVID shutdowns etc, but this season has not had any periods curtailed by the league.

When Swanscombe Tigers signed the contract back at the beginning of this season you would have been aware of the end date for fixtures. Did the club approach the leagues at that point and explain the situation and ask for home games to be prioritised during the first 8 months of the season for these teams?

I am aware this is not the answer you may want from at this stage but we have to adhere to the contract and any fixture requests outside of the stated hire period for the pitches are chargeable.

Yours sincerely,

Martin Harding
Assistant Town Clerk / RFO

Swanscombe & Greenhithe Town Council

From: K Basson
Sent: 06 May 2022 07:40:31 (UTC) Coordinated Universal Time
To: Info
Subject: RE: Additional Tigers Fixtures 7/8 May 2022

Good Morning Sandra

I am not sure that is right as the football season ends in May but we have to finish early at Broomfield due to the cricket.

It seems unfair that the Council are charging teams who have not used all of their allocated pitch permits.

We are more than happy to pay for pitches where teams have used all their permits allowed under the contract.

Can I ask that you refer this to Graham and let me know the outcome.

I will be raising the issue with individual Councillors as they need to be aware of the financial impact this action will have on a local voluntary organisation who works for the good of hundreds of local children.

Kind Regards

Kevin Basson
Chairman
Swanscombe Tigers FC

From: Info
Sent: 05 May 2022 09:06:31 (UTC) Coordinated Universal Time
To: K Basson
Subject: RE: Additional Tigers Fixtures 7/8 May 2022

Good morning Kevin,

All of the games now being played are chargeable as they are outside the contractual period (4 September 2021 to 24 April 2022) of the 2021/2022 season.

Regards,

Sandra

Administration Assistant

Swanscombe & Greenhithe Town Council

From: K Basson
Sent: 04 May 2022 20:27
To: Info

Subject: Re: Additional Tigers Fixtures 7/8 May 2022

Good Morning Sandra

Can you please check the number of games played by the U17 and U21s as I don't believe they have played the number of matches to incur additional charges.

Kind Regards

Kevin

From: Info
Sent: 04 May 2022 15:49:31 (UTC) Coordinated Universal Time
To: K Basson
Subject: RE: Additional Tigers Fixtures 7/8 May 2022

Dear Kevin

I hope you are well.

Please find attached invoice for additional fixtures on Saturday 7 May 2022 and Sunday 8 May 2022.

Please make payment by Friday 6 May at mid-day.

We look forward to hearing from you soon.

Regards,

Sandra

Administration Assistant

Swanscombe & Greenhithe Town Council

SENIOR FOOTBALL PITCH HIRE: BROOMFIELD RECREATION GROUND / KNOCKHALL RECREATION GROUND (delete as required).**FOR: SATURDAY PM
SUNDAY AM / PM (delete as required).****CONDITIONS OF HIRE – 2022 - 2023.**

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

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

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“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 29 JULY 2022.**
- 11.
- (a) Hire of the senior pitches for 2022 - 2023 season is at £840.00 per season (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.** 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 the 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: 01322 389157, Email: thepavilion2013@hotmail.co.uk

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

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

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

Signed

On Behalf ofFootball 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 for further information).

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

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

CONDITIONS OF HIRE – 2021 - 2022.

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

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“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.

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3.

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(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.

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- **HIRE FEES MUST BE PAID IN FULL BY 31 JULY 2021.**
11. Hire of the pitches for 2021 - 2022 season at £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.

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**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 for further information).

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AGENDA ITEM
RA 3016/22 7.9





MEMORIAL POLICY.

(This Policy was reviewed by the full Council at its AGM held on 19 May 2022 , minute 20/22-23)

Swanscombe and Greenhithe Town Council recognises the wish for memorials and will consider a memorial on land owned or managed by them. The Town Council will consider requests for memorials on an individual basis and retains the absolute right to refuse or limit the number of memorials.

OBJECTIVES:

This policy has been produced with the following guiding principles:

- To be respectful and sympathetic to those seeking to install a memorial;
- To establish responsibility for the maintenance, repair and replacement of memorials;
- To ensure that memorials are not out of place in the area in which they are situated;
- The content of this policy may be revised/amended as necessary at the absolute discretion of the Town Council.

GENERAL:

- All applications for memorials must be made using the Memorial Application form;
- All memorials must be paid for by the applicant prior to purchase and installation by the Town Council. Swanscombe and Greenhithe Town Council will inform the applicant of the price/cost on receipt of a completed application form;
- Swanscombe and Greenhithe Town Council will attempt to accommodate the wishes of the applications but it may limit the number of memorials in a particular area;
- Swanscombe and Greenhithe Town Council accepts no responsibility if a memorial is damaged, vandalised or stolen;
- Swanscombe and Greenhithe Town Council reserves the right to remove memorials at any time;
- Swanscombe and Greenhithe Town Council will only permit memorials to individuals who have lived in Swanscombe and Greenhithe and whose families' have given written consent (to be supplied by the applicant) or, in exceptional circumstances, a historic event. Applications for pets/animals will NOT be considered;
- Memorials will be limited to benches and trees. No additional mementos (vases, statues, flowers, wreaths, balloons or other ornamentation etc.), shall be permitted on or around the memorial. These will be removed without reference to the original applicant.

MEMORIAL POLICY.

(This Policy was reviewed by the full Council at its AGM held on 19 May 2022 , minute 20/22-23)

MEMORIAL BENCHES:

- Benches must be of the type specified by Swanscombe and Greenhithe Town Council in order to be co-ordinated with any other benches already situated in the intended location or to fulfil health and safety or access requirements;
- Swanscombe and Greenhithe Town Council will be responsible for all installation works;
- Memorial plaques fitted to benches will be supplied and fitted by Swanscombe and Greenhithe Town Council;
- A maximum of two memorial plaques per bench will be allowed;
- The inscription on the plaque must be agreed/approved with Swanscombe and Greenhithe Town Council (Town Clerk) and there will be a limit to the number of words (*a person's name, a suitable statement, single line and inoffensive text, text to run horizontally along the plaques widest point, dates if desired*);
- Swanscombe and Greenhithe Town Council will maintain the bench within its maintenance programme and budget;
- The total cost of installation of a memorial bench will be dependent on the type of bench allowed and the fittings required. Swanscombe and Greenhithe Town Council will purchase the bench, all materials and supply labour for installation and will be reimbursed by the applicant.

MEMORIAL TREES:

- Memorial plaques will NOT be permitted on or near trees. Existing plaques will remain;
- Trees will be chosen by Swanscombe and Greenhithe Town Council in discussion with the applicant to fit the planting scheme for the area. The applicant will be notified of the tree species to be planted;
- The planting of trees may not be possible in some areas;
- Swanscombe and Greenhithe Town Council will charge for the tree, stake, guard and planting labour. The tree will be maintained by Swanscombe and Greenhithe Town Council in line with its maintenance programme and budget.
- The applicant is to be responsible for the first 12 months maintenance of a memorial tree

MEMORIAL POLICY.

(This Policy was reviewed by the full Council at its AGM held on 19 May 2022 , minute 20/22-23)

APPLICATION FOR A MEMORIAL.

Applicants **MUST** read the Swanscombe and Greenhithe Town Council policy on memorials prior to making an application.

Please complete the form and return by post to Swanscombe and Greenhithe Town Council, Council Offices, The Grove, Swanscombe, Kent, DA10 0GA

Applicants Name:

Applicants telephone number:

Applicants email address:

Applicants home address:

Have you read our Memorial Policy :

Applicants signature:

Date of application:

REQUESTED MEMORIAL TYPE: Bench without plaque / Bench with plaque / Tree

DETAILS OF MEMORIAL (e.g. plaque inscription):
Please give details below.

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