

PARKS REPORT  
RLA – 17 January 2024

**Broomfield:**

Approximately 420 tree whips have been planted.

The play equipment has been painted.

The shrub line at Neptune Park has been cut back.

The footpaths at Neptune Park have been edged/cleared.

The hedge at the rear of the Council Offices has been cut back on both sides of the fence and topped.

**Heritage Park:**

The area has been cleared using the chipper.

The pathways, including DS6, have been cleared/cutback.

The damaged fence at Craylands Lane Allotments has been repaired.

The Swanscombe Center car park has been cleared of leaves and debris.

**Knockhall:**

The inside of the changing rooms has been painted.

DS6 has been cut back and cleared.

**Manor Park:**

The play equipment has been painted.

**Swanscombe Park:**

The play equipment has been painted.

The shrubs have been cut back.

The external of the Bowls Pavilion has been wood stained.

The external of the long wooden store has been wood stained.

The inside of the toilets has been painted.

Green mesh screening has been placed around the electric sub-station area in the Community Garden.

**Equipment / Staffing:**

The ride-on mower has been repaired.

All x3 vans have been booked in for their MOT's.

**Miscellaneous:**

The wet-pour areas have been treated with moss killer (new green alternative).

Leaves have been cleared from all sites.

**Recommended:**

To note.

Customer No: SWANS01  
Report No: 800965  
24/11/2023

Mr Graham Blew  
Swanscombe and Greenhithe Town Council  
The Grove  
Swanscombe  
Kent  
DA10 0GA



## Tree Inspection Report

Swanscombe and Greenhithe Town Council  
November 2023

Conducted by  
**Steve Launchbury** Dip.Hort. (Kew)  
R.F.S.Cert Arb. Tech. Cert. (Arbor A.)  
TechArbor A



## Tree Safety Survey Inspection Report for Swanscombe and Greenhithe Town Council

Date of inspection: 24<sup>th</sup> November 2023

The Survey is a tree safety survey of the five Pollarded Horse Chestnuts against the Churchyard wall. It has been requested to confirm the suspected death of three of the five trees.

Trees are plotted on a map to assist locating the trees. The tree sizes and locations on the map are to be taken as indicative to aid identification.

Where trees may be in large groups or woodland, they may be shown as groups on the map and only trees of direct interest to the survey shown within the group.

Tree locations may be listed as High Risk to Low Risk as appropriate. Normally in Council owned properties, wherever the public may access will be classed as High Risk unless otherwise stated. Particular care is required alongside roads, outside schools, play areas and places where the public congregate.

Particular care is required for trees in these areas, especially after storms or other serious weather events. It is recommended that trees in High Risk areas be checked after such events and any remedial action taken as necessary.

In case of any doubt as to the safety of any trees, it is advisable to have the trees inspected by a professional who can advise on a course of action if required.

The inspection assesses the trees on the basis of a Visual Tree Inspection, taking into account the root area, the base of the trunk, structure and condition of the trunk and main scaffold of the tree. Other features such as buds, leaf density of the canopy and any defects visible will be noted.

The initial inspection is carried out from the ground only with basic tools such as a metal probe, plastic sounding hammer and binoculars. Cavities that are accessible from the ground may be probed where necessary and a sounding hammer used to assess the extent of the cavity.

No climbing aerial inspections or ground excavations are done on the initial survey.

Further inspection methods from climbing to Resistograph drilling may be recommended as a result of the initial survey.

It is worth noting that no tree can ever be declared entirely safe. Trees are living organisms, reacting to their surroundings, actions of others and the environment. Factors such as weather, pests and diseases and human activities all will influence the safety as well as the health of the tree.

It is not practical to take all possible eventualities and exclude or prevent them from happening. However, regular inspections and prudent works will reduce these risks to a very low level.

For this report, only the trees requiring works are listed.

Comments and recommendations are then made as to what may be wrong and what works are required.

These works are given a priority ranging from immediate (the Council will be notified even before the report is completed if works are required immediately), ASAP within one month, to usually 3, 6 or 12 months.

The report is valid for one year unless otherwise expressly stated. This does not take into account the effect of outside agencies – storms, mechanical damage, eg a vehicle damage, or other non foreseeable incidents.

### Tree Survey Data

Tree No.	Species	Trunk Dia (mm)	Pollard Height (m)	Comment	Recommendation	Priority (months)
1	Horse Chestnut	760	7	<p>Approx 1m regrowth since pollarding. The base is in poor condition. Tapping with a plastic headed sounding hammer confirms that the bark has separated from the wood below.</p> <p>The fungus present on the base of the trunk is <i>Chondrostereum purpureum</i>, is a fungus that persists on dead trees as an annual flat or bracket fungus. It will colonise dead and dying trees. It is indicative of a dysfunctional vascular system.</p> <p>The base is solid when using a metal probe, but cant confirm that it remains so further in. It is reported that the tree dropped its leaves early this autumn. The trunk is solid, though the vascular system is not functioning. The regrowth higher up appears to be alive, but is in an advances state of stress and desiccation, relying on stored sap.</p> <p>The tree must be considered a danger to public safety.</p>	Fell to a stump just below the level of the adjacent wall.	<p>As soon as practical.</p> <p>Within 1 month recommended</p>
2	Horse Chestnut	920	9.2	<p>Approx 1.5m regrowth since pollarding. The stem bifurcates into two large stems at approx 3m. Tapping with a plastic headed sounding hammer gives the indication that the trunk has a degree of decay or hollow from about 1m up to approx 2.5m.</p> <p>To gain a better understanding of the level of decay, a Resistograph (a very fine drill calibrated to detect decay within the tree trunk) can be used. The procedure is especially useful in big trees in sensitive or high risk areas, and is not necessarily appropriate at this time. The potential hollow is not expected to present a danger to the public at present because of the large timber and little or no wind sail. However, the tree must be surveyed in no more than 2 years time to monitor its health.</p>	Re inspect in no more than 2 years time.	24

Tree No.	Species	Trunk Dia (mm)	Pollard Height (m)	Comment	Recommendation	Priority (months)
3	Horse Chestnut	675	9	<p>The tree is showing very little regrowth since pollarding.</p> <p>The base of the trunk is in an advanced state of decay, with a metal probe being able to be inserted 300mm in places.</p> <p>There is a large trunk wound at approx 3m or so from the removal of a large dead stem. There is no wound healing growth at all.</p> <p>The tree is dead and must be considered a danger to the public.</p>		<p>As soon as practical.</p> <p>Within 1 month recommended</p>
4	Horse Chestnut	915	10	<p>A large pollard with a lot of weight in the trunk. There has been approx 1m maximum regrowth since last pollarded.</p> <p>Large areas of the tree at the base and up on the trunk and pollard heads are covered with the fungus <i>Trametes gibbosa</i>, which when present in large areas, indicates dysfunction. In this case all the areas of fungus are indicative that the tree is dead.</p> <p>Tapping with a plastic headed sounding hammer confirms that the bark has separated from the wood below.</p> <p>Around the base is a large cluster of <i>Coprinus</i>, another fungus that inhabits dead wood, in this case it shows that the roots are dead.</p>		<p>As soon as practical.</p> <p>Within 1 month recommended</p>
5	Horse Chestnut	740	9.8	<p>A healthy specimen of Horse Chestnut Pollard that has been treated the same as all the others. There is no indication of dieback or bark death at all. Tapping with the sounding hammer produces a good acoustic.</p>	No Action at present.	

### General comment on all 5 Horse Chestnuts

The group of 5 remaining Horse Chestnuts against the churchyard wall, are estimated to have been planted around the early 1900s.

The trees were surveyed in 2019 and generally were described as 'Fair' Condition at that time, having been pollarded some 10 to 15 years previously.

Fair is a description that indicates that intervention is likely required to maintain the safety of the tree.

Old Pollards have a tendency to decay around the previous pruning sites, particularly when repeat works are carried out.

Generally, once trees such as Horse Chestnuts, with their soft timber that decays easily are pollarded, it is usual to need to repeat the process at regular intervals. The reason for the need to repeat the pollarding is that the inevitable decay is weak at the regrowth point, leading to failure when the regrowth gets heavy and large enough to catch the wind.

Horse Chestnuts in the previous couple of decades have increasingly suffered from the Horse Chestnut Leaf Miner (*Cameraria ohridella*) whose caterpillars burrow in the leaf, leaving the leaves brown and useless around late August. The effect is to reduce the ability of the leaves to photosynthesise, creating food from sunlight for the tree.

The reduction in food from photosynthesis, the age of the trees, the Pollarding in recent years has continued the stress on the tree health.

The pollarding of the trees in 2019 / 2020 was required to maintain public safety. The trees are in a public area with a frequently used footpath linking the adjacent houses to the bus stop and the shops.

For the trees that have died off at the base, with the vascular system not functioning, there are no options apart from felling.

The options within felling are to fell to a stump, recommended to be below wall height, so that there isn't a lump of timber to fell on anyone in the future, or to ground level.

Felling to ground level leaves a potential trip hazard, so is not recommended unless the stump is to be ground out.

Stump grinding is possible, except for a small area next to the wall that cant physically be ground out without damaging the wall.

There are large roots present under the wall. As the roots and stumps decay, it may cause the wall to be disturbed, sink or move. This is inevitable, and should be borne in mind over the next couple of decades or so.

Note: The trees are protected by Area 1 of TPO 91/00141/TPO administered by Dartford Borough Council.

The recommendation is that a Five Day Notice is submitted to notify of the intent to fell the tree trees, T1, T3 and T4 shown in this document.

This tree report should be submitted as supporting evidence.

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**Photos.**



**T1 Fell (Five Day TPO Notice required)**



### T2 Inspect 2 years



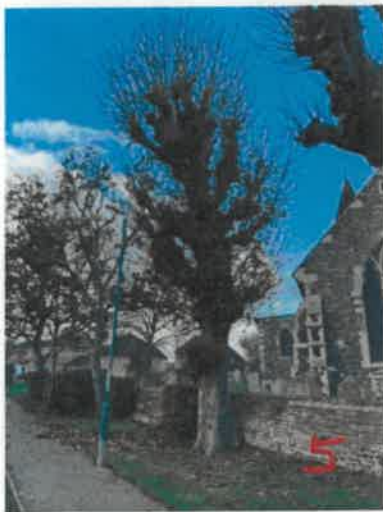
### T3 Fell (Five Day TPO Notice required)



**T4 Fell (Five Day TPO Notice required)**



**T5 No Action**





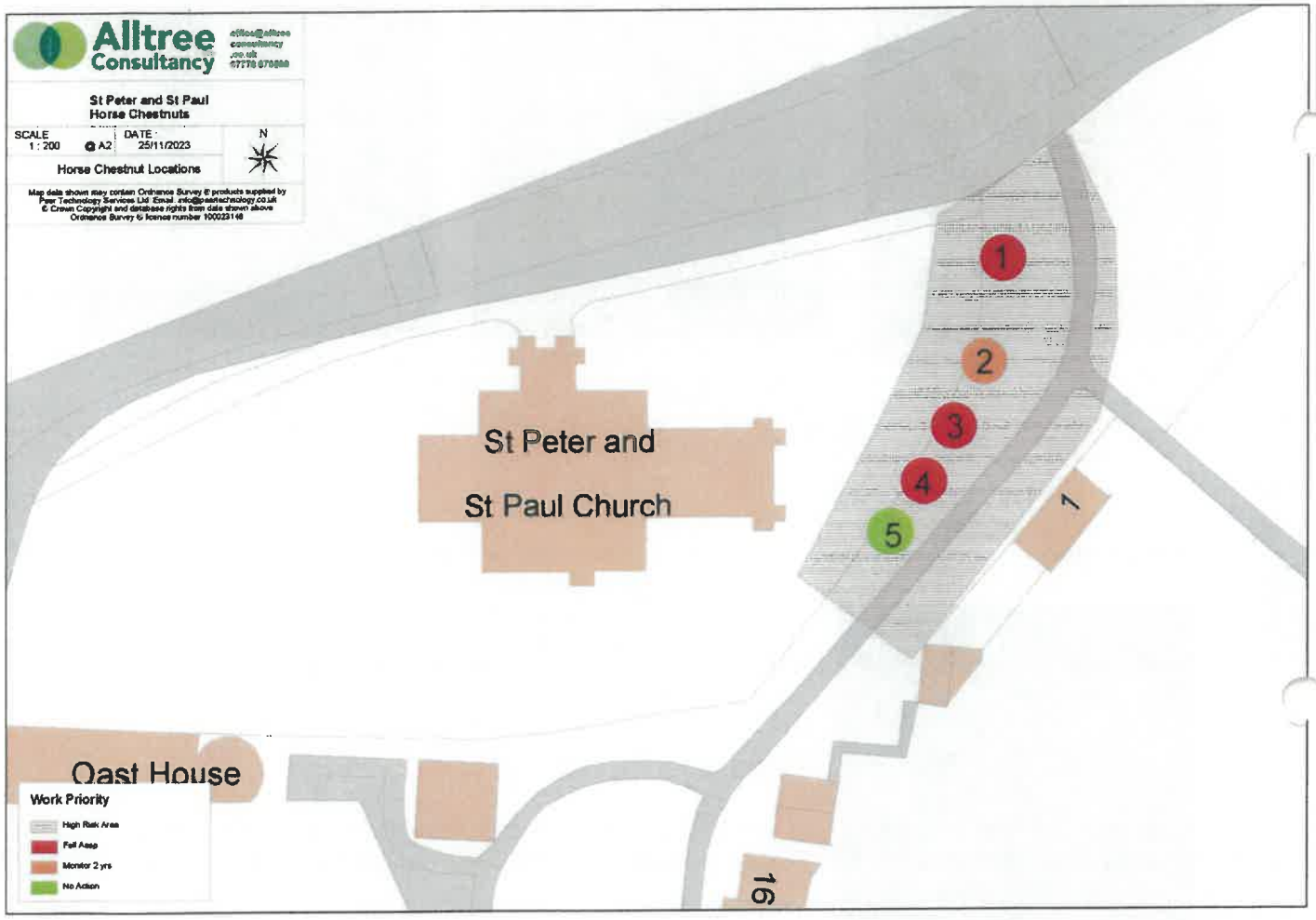
**St Peter and St Paul  
Horse Chestnuts**

SCALE: 1:200 | DATE: 25/11/2023



**Horse Chestnut Locations**

Map data shown may contain Ordnance Survey © products supplied by  
Peer Technology Services Ltd. Email: info@peertechology.co.uk  
© Crown Copyright and database rights from data shown above  
Ordnance Survey licence number: 100023146



RESPONSE FROM PLANNING AUTHORITY

②

**From:** Graham Blew  
**Sent:** Wednesday, November 29, 2023 10:22 AM  
**To:** All Members  
**Subject:** Update : x3 Horse Chestnuts at St Pauls Close  
**Importance:** High

TO ALL MEMBERS - FOR INFORMATION ONLY

I have received the below response from DBC and will now be arranging to have the x3 trees felled to just below wall height. When we know when the tree specialist can undertake the works, we will release a publicity statement on face book. I will report this in to the next RLA.

*Hi Graham,*

*I have had a response from Lushland our tree consultants:*

***Thank you for the attached report and email below requesting a 5 day notice. Having read the arb survey report by Steve (Alltree Consultancy as attached) I would accept the removal of the 3 Horse Chestnut trees as an exemption in order to remove a risk of serious harm under section 14 of the current tree regulations.***

***Following removal, In compliance with the regulations the landowner will be under a duty to plant 3 replacement trees the details of which are to be agreed in writing with the local authority.***

*I hope this is of assistance.*

*Kind regards,*

***Mrs Jan Jennings***  
***Senior Technical Officer (Development Management)***

Thanks.

*Graham*



LOCAL COUNCIL  
AWARD SCHEME  
FOUNDATION

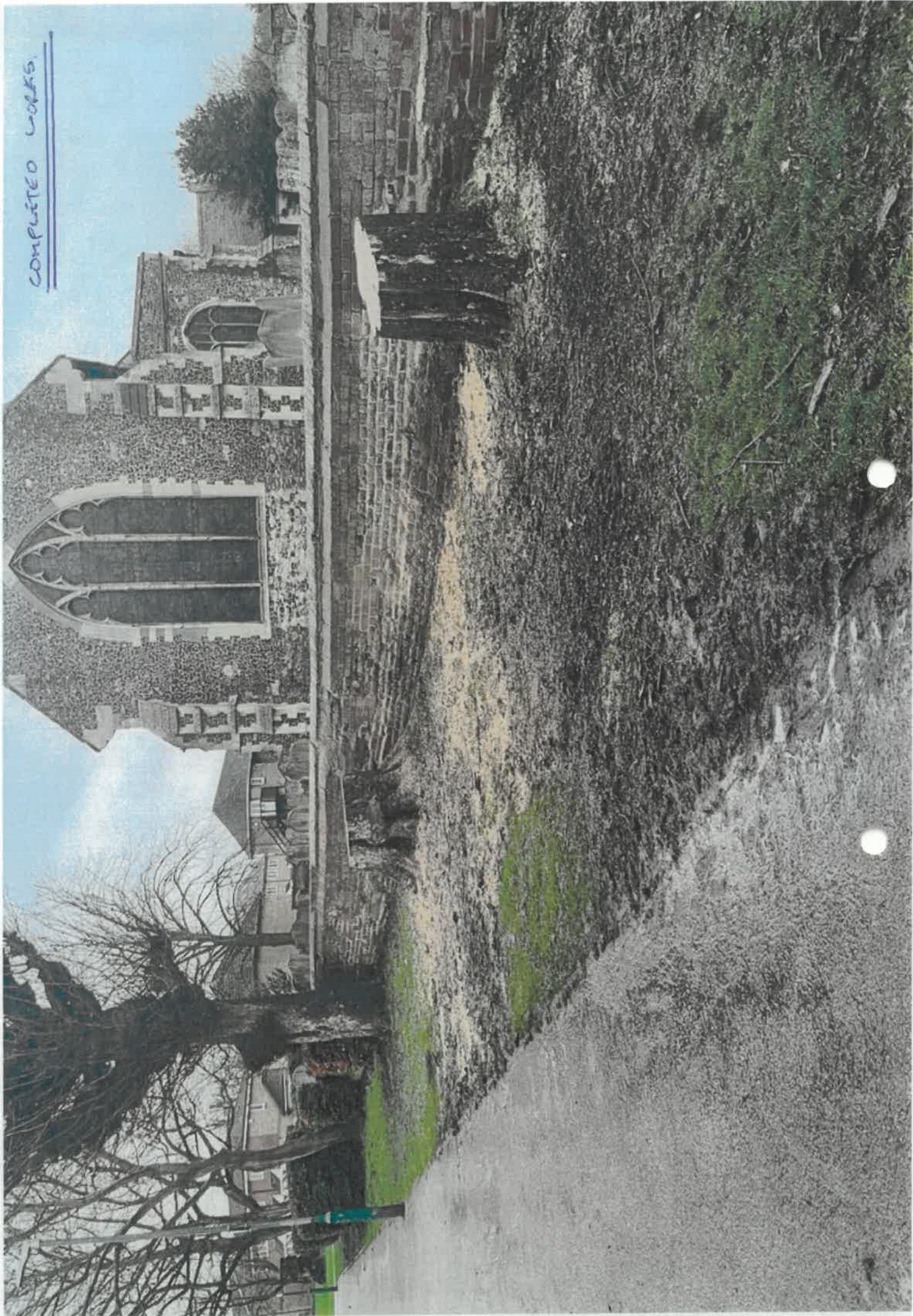
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COMPLETED WORKS



©

COMPLETED WORKS







Swanscombe St

St Peter & St Paul Church

Eglinton Rd

Swanscombe St

Eglinton Rd

St Peter's Cl

St Peter's Playground  
Temporarily closed

kent shutters  
Blinds shop



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

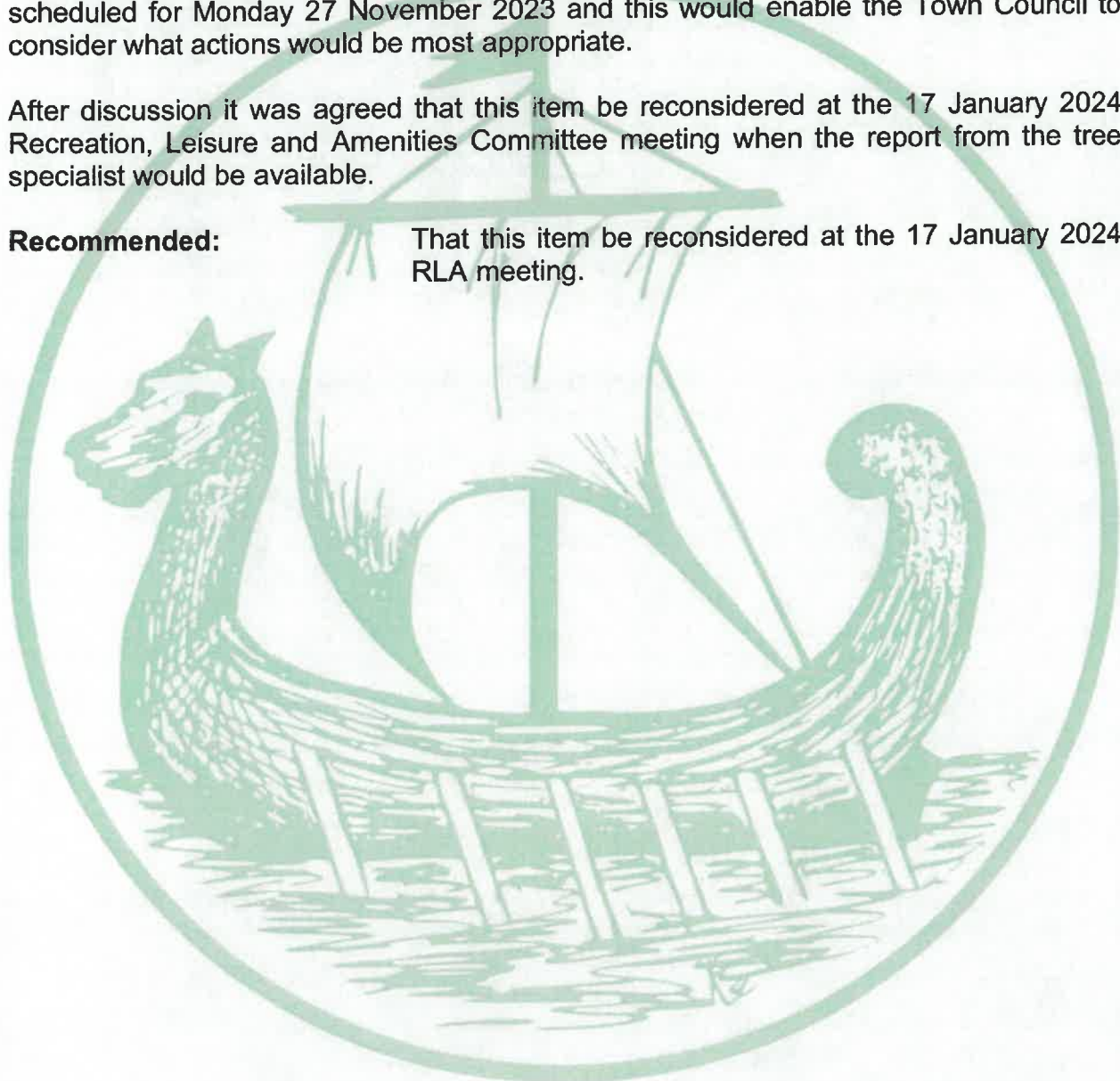
**287/23-24. TREES AT ST PAULS CLOSE, SWANSCOMBE.**

Unfortunately, x3 of the large Horse Chestnut trees around the outside of the Church (St Pauls Close) looked like they had died. A formal report from the tree specialist was scheduled for Monday 27 November 2023 and this would enable the Town Council to consider what actions would be most appropriate.

After discussion it was agreed that this item be reconsidered at the 17 January 2024 Recreation, Leisure and Amenities Committee meeting when the report from the tree specialist would be available.

**Recommended:**

That this item be reconsidered at the 17 January 2024 RLA meeting.



AGENDA ITEM  
7.2  
RA 17/1/24

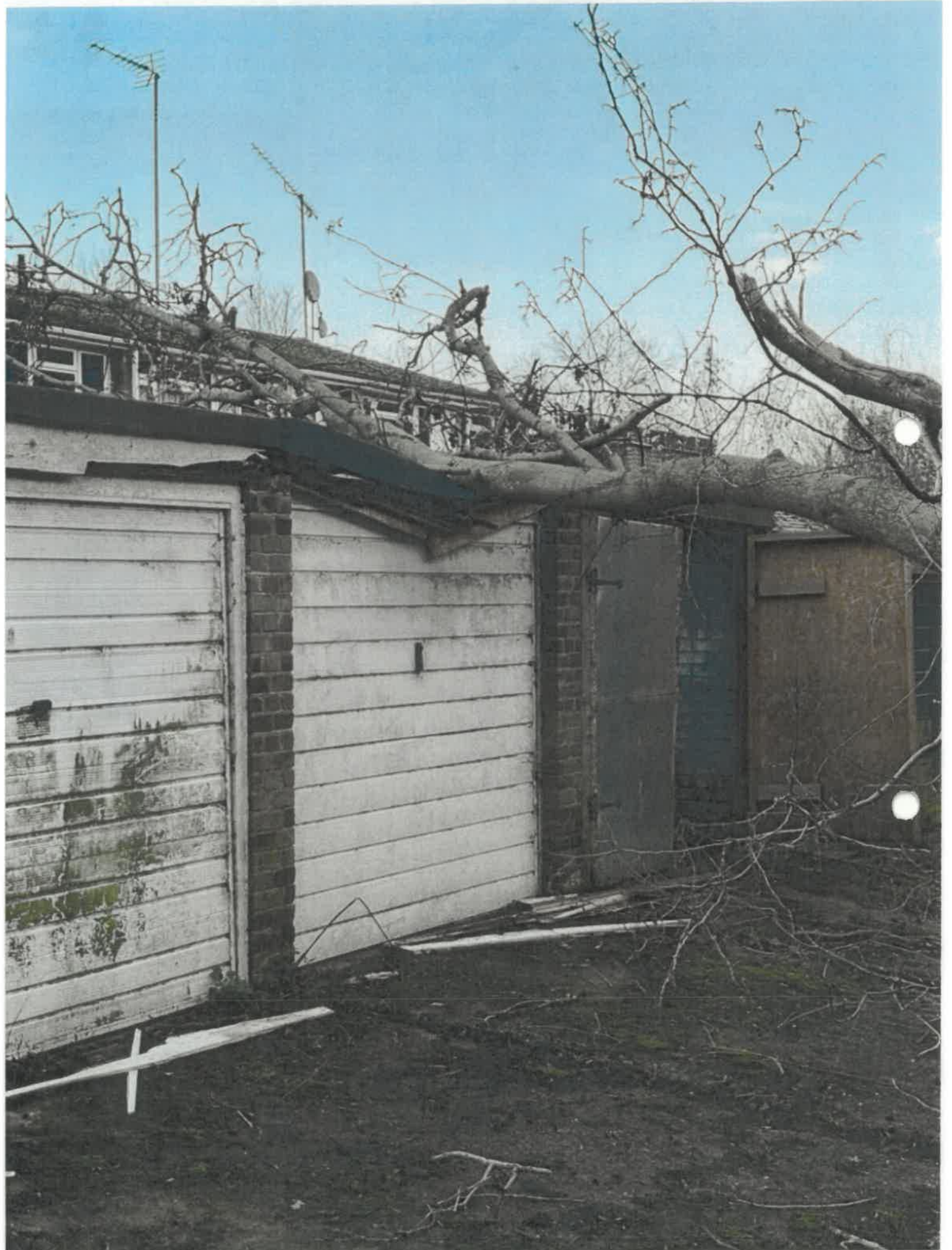


Google

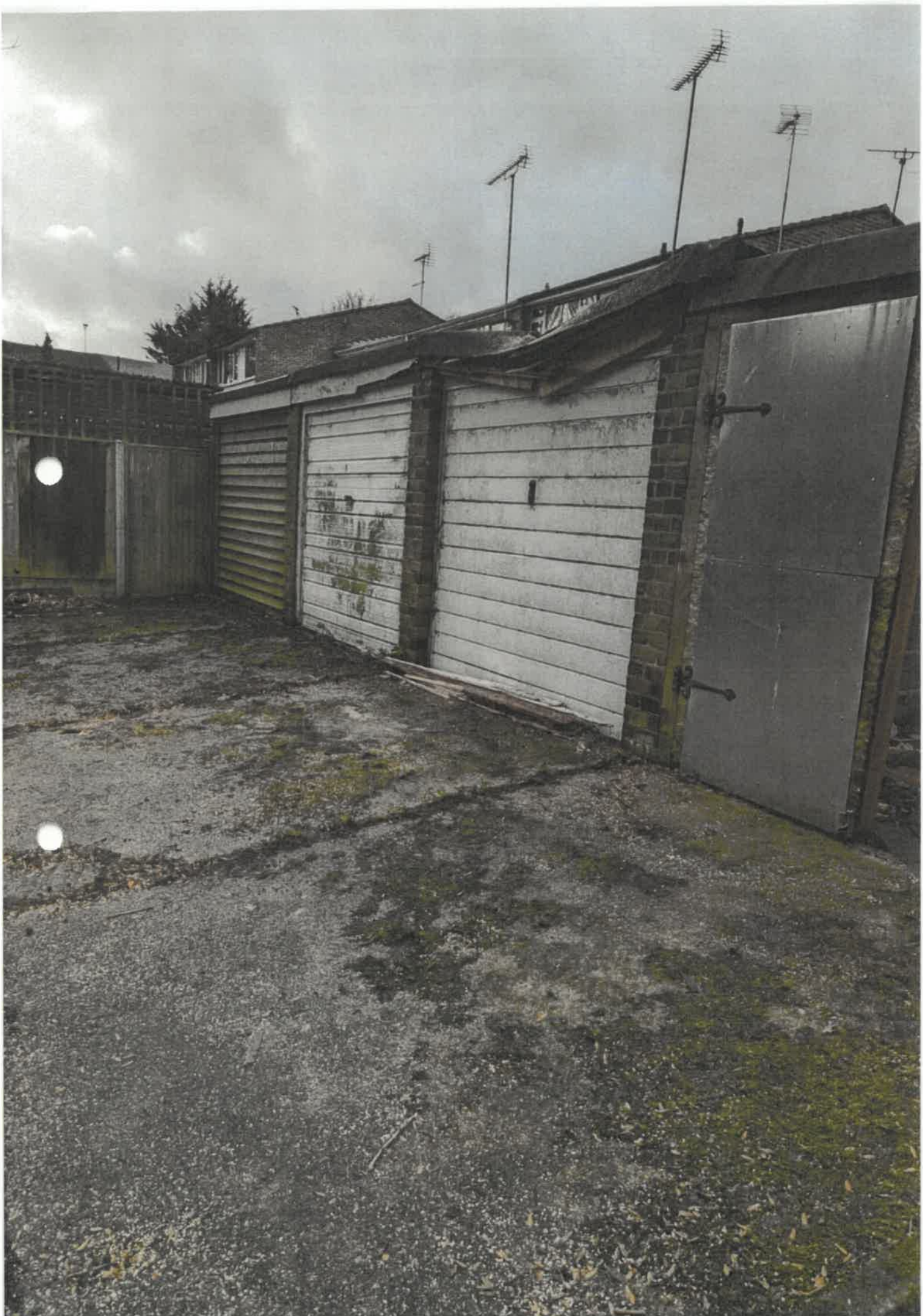
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02/03 - 01 - 2024





# SWANSCOMBE AND GREENHITHE TOWN COUNCIL



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COUNCIL OFFICES  
THE GROVE  
SWANSCOMBE  
KENT, DA10 0GA

Tel: 01322 385513  
Fax: 01322 385849

**[REDACTED]**  
Springvale  
Greenhithe  
Kent  
DA9 9HA

**COPY**

4 January 2024

Dear **[REDACTED]**

Further to the storm on 2 January 2024, it appears that a falling branch from the nearby woodland has damaged your garage located to the rear of **[REDACTED]** Springvale.

As the Town Council own this wooded area, we have arranged to have the branch removed from site and the area made safe.

Should your Home Insurance Company wish to contact the Town Councils Insurance Company regarding the damage caused to your property then the details are below:

Zurich Municipal Property Claims  
Zurich Financial Services  
PO Box 3303  
Interface Business Park  
Swindon  
SN4 8WF

Policy Number: **[REDACTED]**

We are sorry for any inconvenience caused and hope that you can resolve this matter to your satisfaction.

Yours sincerely

Martin Harding  
**Assistant Town Clerk**

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## SECTION A – TREE MANAGEMENT.

### TREE MANAGEMENT PRINCIPLES.

A principle of English Common and Statute Law is that land and tree owners have a duty of care to visitors, residents, passers-by and even trespassers on their land. The Council has a statutory duty under several Acts of Parliament to ensure, **so far as is reasonably practical**, its trees are safe and not a danger to the public.

The Council will ensure that trees on land within its ownership, or management, are retained wherever possible and are given appropriate protection from the effects of commercial and residential development and construction activities, including installation of underground utilities, paths, and cycleways

The Council will avoid felling trees unless deemed necessary usually for health and safety reasons or to prevent the spread of serious tree diseases and pests. The Council will reserve the right to fell trees to enhance or maintain a habitat, to prevent overcrowding, to restore landscapes in line with a particular site-management plan or to remove a tree that is inappropriate to its location, and which has a significantly detrimental impact on the appearance or amenity of a site

The main principles adopted by the Council under this Policy are to: –

- retain trees wherever possible.
- assess trees on their likely risk to people and property with the assessment based on competent advice from a Qualified Arborist.
- set up a regular programme of inspections (Tree Surveys).
- identify trees that present the greatest risk, taking remedial action as necessary using fully qualified practitioners and where felling is recommended to ensure correct permissions are in place and that the tree has been assessed for protected wildlife.
- endeavour to undertake work outside of the period from 1<sup>st</sup> March to 31<sup>st</sup> August unless advised otherwise by a Qualified Arborist or it is imperative that such work is undertaken.
- notify nearby residents in advance where major tree works will take place adjacent to residential properties.
- ensure all tree work are carried out to the relevant British Standard for 'Recommendations for Tree Work'
- make clear the circumstances in which the Council will not consider remedial work (See '*Exceptions from Consideration for Remedial Works*' below)

## **BACKGROUND.**

Trees, hedges, grass areas and ditches are an important part of both rural and urban landscapes.

They –

- Provide vital habitats and food for wildlife.
- Provide windbreaks in open areas.
- Reduce pollution by cleaning the air.
- Prevent flooding.
- Help control extremes of temperature next to buildings.
- Assist with deadening traffic noise and.
- Can provide psychological and health benefits as well as reducing stress.

In addition, with the current focus on 'Climate Change,' trees in particular play an important part in addressing this issue through the sequestration of carbon dioxide

Swanscombe and Greenhithe Town Council ('the Council') is committed to a long-term strategy of planting, protecting, retaining, improving, and developing the stock of trees, hedges, shrubs on land belonging to the Council and in addition will seek to improve the quality and quantity of trees and vegetation within the Town.

The Council may, where replacement of new planting is required, encourage the planting of appropriate native species and, where tree felling is necessary, strive to replace trees or hedging whips for each tree removed and place them in an appropriate location.

The Council will seek to encourage other land and property owners within the Town to adopt similar principles for the management of trees having consideration to wildlife and the whole community where possible.

## **INTRODUCTION.**

This Tree Planting/Management Policy (*the Policy*) is designed to be a framework for the management and planting of trees not only on land which the Town Council owns or manages but also on land within the Town boundary. The Policy will also inform the approach to Tree Surveys; consultations with businesses; assessment of Planning Applications and enquiries from residents.

The Council has a duty of care to ensure that work is not undertaken on protected trees within the Town without the appropriate permissions being sought.

The Council, as a consultee, will consider the impacts on trees and related ecosystems of any Planning Applications placed before it, including residential, commercial or highways and pathways applications (Traffic Regulation Orders).

### **EXCEPTIONS FROM CONSIDERATION FOR REMEDIAL WORKS.**

The Council will not, unless legally obliged to do so, consider undertaking remedial works to otherwise healthy and well-formed trees in the following circumstances –

- to create or reinstate private views.
- loss of light or shading of gardens, rooms, or solar panels or where the canopy is blocking light.
- due to the size or height of a tree (*trees are naturally large organisms*).
- trees and branches overhanging adjacent property, outbuildings, or gardens unless they pose a health or safety risk.
- reduced security by virtue of concealment or reduced visibility.
- alleged damage to property/gardens by roots or branches (direct or indirect).
- interference with transmitted signals (TV, satellite, cable or other forms of electronic communication or reception).
- interference with BT & electricity company services.
- during the bird breeding season unless work is required for urgent health and safety reasons.
- where a tree contains roosting bats unless work is required for urgent health and safety reasons.
- presence of vermin.
- in response to a natural event that does not pose a health and safety risk such as falling of matter such as nuts, shedding of leaf, seed, fir cone, twig, flower litter, fruit debris, general vegetative detritus, and wildlife/bird droppings.
- vandalism.
- dripping secretions such as honeydew or sap.
- hayfever/allergies.
- dampness, algae, moss, and fungal growth unless required for the health of the tree or surrounding trees.

### **TREE SURVEYS.**

The Council will have in place a planned inspection programme which ensures the trees for which the Council has responsibility are inspected as often as is necessary. Inspections will be undertaken by a Qualified Arborist who is a suitably experienced and competent person to undertake Tree Surveys based on a 'risk assessment approach'.

Areas of land with Council managed trees will have Tree Surveys undertaken on a cyclical basis.

The Arborist will produce Tree Survey Reports which identify any actions that need to be taken and qualified Contractors will be sought to undertake the necessary remedial works.

Where necessary, during Tree Surveys, the Arborist will consider how the risk of accidents can be reduced and these will be identified in the Tree Survey Reports.

### **TREE PRESERVATION ORDERS (TPO) & THE CONSERVATION AREA.**

The Council will apply to Dartford Borough Council, as the Local Planning Authority, when remedial work is required on a tree which it owns that has a TPO or is in the Conservation Area.

### **LOCAL AUTHORITY POWERS.**

Local Authorities have certain powers to deal with dangerous trees not on their land which overhang or affect the management of the road or land. The main highways and roads within the Town are owned and maintained by Kent County Council who will, if necessary, give notice to an owner of a tree or trees requiring them to cut or prune the tree(s); if the owner fails to comply the Authority may carry out the work and charge the owner.

### **ACCESS FROM PARISH LAND TO CUT TREES.**

Where access from land owned by the Council is required by any person wishing to carry out work on trees owned/managed by that person permission to do so should be sought from the Council before any work commences.

### **NEIGHBOURING PROPERTIES – OVERHANGING BRANCHES FROM COUNCIL TREES.**

Where a neighbour has concerns about branches of Council owned/managed trees overhanging their property they are required to contact the Council before attempting to undertake any work so that a dialogue can take place as, where work taken in isolation, the result can be an un-balanced tree which is not a desirable outcome. Although there is a legal right to trim overhanging branches, but only from within the adjacent property boundaries this can only be done if it does not have any detrimental effect on the tree and, the cut branches must be offered back to the Council. Any works requested must be undertaken by a Qualified Arborist approved by the Council and at the requestors' expense.

The Council will work with neighbours to resolve any problems associated with overhanging branches as there are often a variety of solutions the best of which will be sought by the Council for the individual tree in question especially as the tree may have been subject to a Tree Survey.

### **UNAUTHORISED CUTTING OF TREES ON TOWN COUNCIL LAND**

Following the discovery of unauthorised tree works, an inspection would be undertaken by the Town Councils approved Tree Surgeon. The cost of the inspection, and any resulting works undertaken to ensure the health of the tree, would be invoiced to the person/s who undertook the original unauthorised works.

## **SECTION B – TREE PLANTING.**

Due to restrictions placed on the planting of trees on land which is in the ownership or management of a higher tier of Local Government all planting of trees by the Council will be limited to land under the ownership of the Council or any land leased to the Council provided that all required permissions have been obtained.

The Council will investigate available funding streams to finance tree planting.



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RLA 17/1/2024



# Event Notification Form

## 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	PATRICK <del>SMITHS</del>		
Organisation	SMITHS FAMILY FUN FAIR		
Registered charity	<input type="checkbox"/> Yes	If yes please provide number:	
	<input checked="" type="checkbox"/> No		
Street Address	FAIRACRES, AXES LANE REDHILL Surrey		
Postcode	<del>RT11 2SD</del>		
Telephone Number	N/A		
Mobile Number	<del>07700 123456</del>		
E-Mail Address	SMITHS FAMILY FUN FAIR 1 @ <del>SMITHS</del>		

### 2. Your Proposed Event

Event Name	Smiths Fun FAIR			
Date(s) of event	Start date	14.6.24	End date	16.6.24
	Proposed times of event	Start time	5pm	End time
Location of event	Knockhall Playing Field, Knockhall Road Greenhithe, Kent, DA9			
May the details supplied in 2 above be used for publicity purposes or given to interested parties?				
a) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
b) If yes, which name and contact details can we release? All				
Has the event taken place before?	<input type="checkbox"/> Yes	If yes, please state when:		
	<input checked="" type="checkbox"/> No			
Description of Event	I would like to hold A 3 DAY Family Fun Fair At the above address Opening times would be: Friday 5-9pm Sat 1-9pm Sun 12-6pm			
What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?			250.00	

### 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
Friday 5-9pm	Fun Fair open to the public + music
SAT 1-9pm	" " " " " " " "
Sun 12-6pm	" " " " " " " "

### 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?	we will. Litter picked up twice daily	
Will your event require the use of toilets?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How will these be provided?	we will hire Portaloos	

### 5. Parking

Will your event require car parking?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Where will this be provided?	N/A	
How will this be managed?	Local residents normally WALK TO THE FUN FAIR	

### 6. Utilities

Will your event require a power supply?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How will this be provided?	we provide our own generators	



**7. What activities might there be at Your Proposed Event?**

Please check boxes as appropriate (activities are in alphabetical order).

<input type="checkbox"/> Animals	<input type="checkbox"/> Aircraft / parachutists	<input type="checkbox"/> Archery / shooting	<input type="checkbox"/> Balloon launch
<input type="checkbox"/> BBQs	<input type="checkbox"/> Bonfires	<input type="checkbox"/> Boot Fair	<input type="checkbox"/> Carnival procession
<input checked="" type="checkbox"/> Coconut shy or other stalls	<input type="checkbox"/> Dance performance	<input type="checkbox"/> Drones	<input checked="" type="checkbox"/> Electricity
<input checked="" type="checkbox"/> Fairground rides	<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Food/drink concessions*	<input checked="" type="checkbox"/> Free admission to event
<input type="checkbox"/> Gambling*	<input checked="" type="checkbox"/> Gas	<input type="checkbox"/> Hot air balloons	<input type="checkbox"/> Indoor sporting events
<input checked="" type="checkbox"/> Inflatable's / bouncy castles	<input type="checkbox"/> Lasers/strobe lighting	<input checked="" type="checkbox"/> Live entertainment* (e.g. amplified music)	<input type="checkbox"/> Lotteries/raffles* At the time of the event
<input type="checkbox"/> Lotteries/raffles* Sold before the event	<input type="checkbox"/> Market/Charity stalls	<input type="checkbox"/> Motor vehicles (including motorbikes & scooters)	<input type="checkbox"/> Plays / Films
<input type="checkbox"/> Pyrotechnics/ special effects	<input type="checkbox"/> Re-enacting groups	<input type="checkbox"/> Sale of alcohol*	<input type="checkbox"/> Sale of food or drink between 23:00 – 05:00*
<input type="checkbox"/> Sporting Events	<input type="checkbox"/> Street collections/ charity collections*	<input type="checkbox"/> Street Party	<input type="checkbox"/> Ticket Sales*
<input type="checkbox"/> Temporary Structures (i.e. Marquees, staging, gazebos)	<input type="checkbox"/> Train rides	<input type="checkbox"/> Other: Please specify	

**Temporary Event Notice**

All activities marked with an (\*) indicate licensable activities that may require a temporary event notice, which you will need to apply for separately. A temporary event notice is a notification to the licensing authority that an individual intends to carry on licensable activities for a period not exceeding 168 hours.

Licensable activities include: Sale and Supply of Alcohol  
The provision of late night refreshments to the public  
Regulated entertainment

A temporary event notice application must be sent to the licensing authority and the police at least 10 working days in advance of a planned event. Please ensure that you have the necessary licenses in place.

**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	STACY HOT & TASTY
Address of Business	FAIRACRES REDHILL RH1 5AL
Contact Telephone number	<del>01252541286</del>
Name of local authority that they are registered with	MAIDSTONE
National food hygiene rating	5
Name of Business	
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	


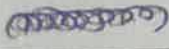
Notes Section / any further comments (please continue on a blank sheet of paper if required):

**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)	 
Date	7/1/24

If you have any queries regarding completing this form please contact:  
[info@swanscombeandgreenhithetowncouncil.gov.uk](mailto:info@swanscombeandgreenhithetowncouncil.gov.uk) or telephone 01322 385513  
Please keep a copy of this form for your own records.

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## EXTRACT OF PREVIOUS MINUTES

RECREATION, LEISURE & AMENITIES COMMITTEE  
31 MAY 2007

### **90. Consultation on future use, by Funfairs, at Knockhall Park**

Members discussed the results of the public consultation and agreed that, although each individual application should be submitted to the Committee for consideration, the policy should be that Knockhall Park should not be used by Funfairs.

**Recommended:** The policy should be that Knockhall Park should not be used by Funfairs although each individual application should be submitted to the Committee for consideration on its merits.

RECREATION, LEISURE & AMENITIES COMMITTEE  
29 MARCH 2007

### **742. REQUEST FOR FAIR AT KNOCKHALL**

Members discussed the request to hold a funfair at Knockhall and agreed that it be declined for this year and that residents in close proximity be consulted as to the possible future holding of a funfair at Knockhall.

**RECOMMENDED:** That the request be declined for this year and that residents in close proximity be consulted as to the possible future holding of a funfair at Knockhall.

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

(This Policy was reviewed by the Town Council at its AGM on 17 May 2023, minute 20/23-24.)

## 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.

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

(This Policy was reviewed by the Town Council at its AGM on 17 May 2023, minute 20/23-24.)

## **3. EVENT SCALE**

Please see Table 1 (page 4 of 4).

## **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.



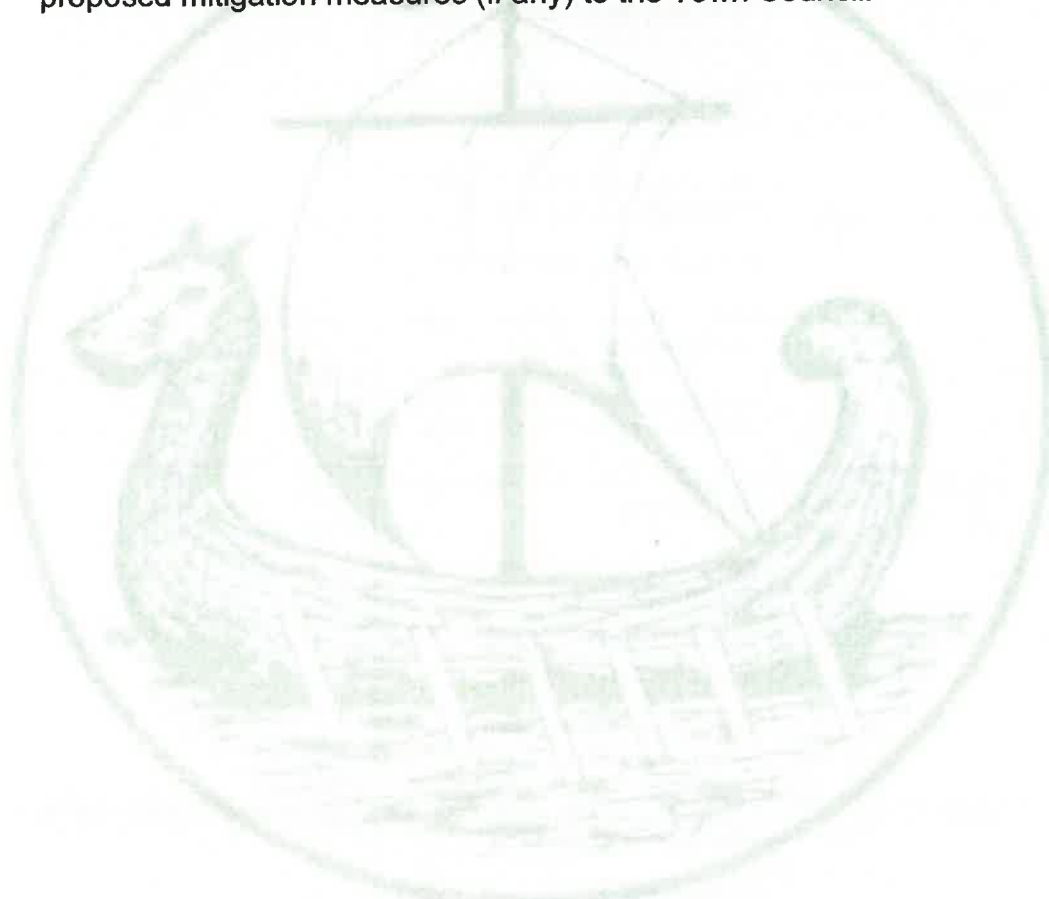
## **POLICY FOR USE OF TOWN COUNCIL PARKS / OPEN SPACES BY EXTERNAL ORGANISATIONS**

(This Policy was reviewed by the Town Council at its AGM on 17 May 2023, minute 20/23-24.)

### **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

(This Policy was reviewed by the Town Council at its AGM on 17 May 2023, minute 20/23-24.)

## TABLE 1 EVENT SCALE

Classification of proposed event.	Size and definition of event.	Number permitted in financial year.
<b>Major</b>	<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>	<b>2</b>
<b>Large</b>	<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>	<b>3</b>
<b>Medium</b>	<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>	<b>12</b>
<b>Small</b>	<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.
<b>Minor</b>	<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.



# Recreation Facility Charges 2024-25



**AGENDA ITEM  
7.4**

## Football



Per season	- £880.00
Per season mini-pitch	- £440.00
Per game (occasional use)	- £98.00

## Cricket



Per season	- £1125.00
Per game	- £118.00

*ALA 17-1-24*

## Bowls



Occasional	- £5.60
Hire of Woods	- £5.60

## Allotments



Per 10 rod (+ water)	- £67.00
----------------------	----------

## Church Road Hall



<u>Meetings</u>	
Per hour (regular)	- £19.00
Per hour (casual)	- £20.00
<u>Social Events</u>	
Per hour	- £30.00

## Town Council

### Community Hall



<u>Meetings</u>	
Per hour (regular)	- £23.00
Per hour (casual)	- £24.00
<u>Social Events</u>	
Per hour	- £34.00

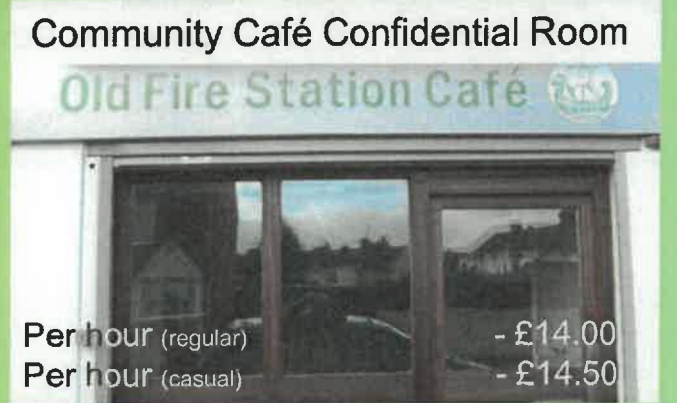
## Hire of Parks



Local Organisation	- £93.00
Per Day – Commercial use	- £191.00

## Community Café Confidential Room

### Old Fire Station Café



Per hour (regular)	- £14.00
Per hour (casual)	- £14.50



RECREATION FACILITY CHARGES 2024 -25

2024/25

<b><u>BOWLING GREEN:</u></b>	Occasional	<b>£5.60</b>
	Hire of Woods	<b>£5.60</b>
<b><u>CRICKET:</u></b>	Season	<b>£1,125.00</b>
	Occasional	<b>£118.00</b>
<b><u>FOOTBALL:</u></b>	Per season	<b>£880.00</b>
	Per season mini-pitch	<b>£440.00</b>
	Per game (occasional use)	<b>£98.00</b>
<b><u>ALLOTMENTS:</u></b>	Per 10 rod + £1.50 if water supplied	<b>£67.00</b>
<b><u>HIRE OF PARKS:</u></b>	Local Organisation	<b>£93.00</b>
	Per Day - commercial use	<b>£191.00</b>
<b><u>CHURCH ROAD HALL:</u></b>	<b><u>Meetings</u></b>	
	Per hour for regular bookings	<b>£19.00</b>
	Per hour for casual bookings	<b>£20.00</b>
	<b><u>Social Events</u></b>	
	Per hour - Monday to Sunday inclusive	<b>£30.00</b>
	Cygnets Playgroup	<b>£14.50</b>
<b><u>HERITAGE COMMUNITY HALL:</u></b> (For Walk Tall)	<b><u>Meetings</u></b>	
	Per hour for regular bookings	<b>£23.00</b>
	Per hour for casual bookings	<b>£24.00</b>
	<b><u>Social Events</u></b>	
	Per hour - Monday to Sunday inclusive	<b>£34.00</b>
	FOSHP	<b>£17.00</b>
<b><u>TOWN COUNCIL OFFICES COMMUNITY HALL:</u></b>	<b><u>Meetings</u></b>	
	Per hour for regular bookings	<b>£23.00</b>
	Per hour for casual bookings	<b>£24.00</b>
	<b><u>Social Events</u></b>	
	Per hour - Monday to Sunday inclusive	<b>£34.00</b>
	Cygnets Pre-School	<b>£17.00</b>
<b><u>COMMUNITY CAFÉ CONFIDENTIAL ROOM:</u></b>	Per hour for regular bookings	<b>£14.00</b>
	Per hour for casual bookings	<b>£14.50</b>

Graham Blew

**From:** Gareth Johnson MP <gareth.johnson.mp@parliament.uk>  
**Sent:** 02 January 2024 17:05  
**To:** Graham Blew  
**Subject:** (Case Ref: GJ42538)

**[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.

Dear Graham,

Further to our previous correspondence I have now received the following response from Dartford Borough Council:

*"Thank you for contacting us with regard to the Town Council's concerns.*

*As the manager with responsibility for Planning I have been asked to respond on behalf of Dartford Borough Council. I have investigated the matter and can advise as follows:*

*The s106 agreement for the final phase of development at Ingress Park required the developer to build and manage a new community centre. The s106 allowed for transfer of the community centre to another body for management. The community centre has been built so this is complied with. The Town Council has been in discussion with Crest Nicholson for some time about taking on responsibility for the community centre. This is a commercial arrangement between two parties, which the Council as local planning authority are not involved in. The planning requirement is simply that the property is opened and managed properly as a community centre. However, I understand that the Town Council has made certain requirements of Crest before they take on the community centre. These are matters for the Town Council and are not planning issues.*

*In order not to impact on the negotiations between the two parties the Council has chosen not to progress court action to require the obligations of the s106 agreement to be complied with. However, this has been a matter that has been going on for some time and the Council share your frustrations. When matters have slowed and officers have indicated that we are considering escalating progression of the s106 obligations in the Court both parties have indicated they are close to agreement.*

*Given that the Town Council is still in discussion with Crest Nicholson with regard to the management of the Community Centre, it is very unlikely that the Courts will uphold any case with regard to non compliance with the legal agreement. The cost of bringing such a case to the Courts would be significant and with a low risk of success is not in the Council's view a good use of public funding or officer resource.*

*The matters to be resolved are issues between the Town Council and Crest Nicholson and are not requirements of the planning permission or the s106 agreement for Ingress Park and the community centre, however, the Council's planners are working to assist in resolving these as far as possible.*

*I have summarised the issues before you below:*

*1. Car park to serve the community centre.*

*The community centre has been required under the Ingress Park planning permission for the use of the community. There is a requirement for some parking spaces to be provided adjacent to the centre, these are available for such use. The Town Council has requested that further car parking is provided before they take on the community centre. This is not a requirement of the s106 obligation and is a private negotiation between the Town Council and Crest. I understand that Crest have agreed to provide this car park. Planning permission was granted for the additional car park, however, negotiations between the parties slowed and the planning permission expired before agreement could be reached. A new planning application has been made for the car park and is with the Ebbsfleet Development Corporation (EDC) for determination. However, the land it is proposed to be built upon has now been designated as a Site of Special Scientific Interest and Natural England have objected to the proposal. Further discussion is underway to resolve these objections. The EDC are currently awaiting the revised drawings and will re-consult when they are received.*

*2, Acoustic issues*

*There are two acoustic issues which are being discussed with Crest, the Town Council and DBC officers. One relates to the provision of a noise limiting device on amplified noise in order to prevent adverse impacts on surrounding residents. This is a requirement of the planning permission but the Town Council are concerned about how this might restrict their use so are seeking more detail on the proposals. The other matter relates to internal acoustic issues/echoing, this is a private issue between the parties in terms of fit out, it is not a planning issue. A meeting has been arranged with Crest, their acoustic consultant, officers from the Town Council and DBC officers to discuss this further.*

*3. Bin and bike store*

*Crest have submitted details of bin and bike stores to DBC and these details has been approved. DBC are currently asking Crest to confirm a timescale of when these are to be provided but they are only required when the building is in use. This will also be discussed at the meeting. It is expected that these will be implemented once the community centre is opened for use.*

*I hope this answers the query fully but if you should have any further questions please do not hesitate to contact me."*

I hope this information is helpful to you; thank you again for taking the time to contact me.

Kind regards,

Gareth Johnson MP

## Graham Blew

---

**From:** Gareth Johnson MP <gareth.johnson.mp@parliament.uk>  
**Sent:** 19 December 2023 12:05  
**To:** Graham Blew  
**Subject:** (Case Ref: GJ42538)

**[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.

Dear Graham,

Thank you for your letter dated 8<sup>th</sup> December regarding the Community Centre at Ingress Park. The development of the Community Centre has been a frustrating process for the residents and for the Town Council.

It seems to me that Crest Nicholson are primarily responsible for failing to discharge their obligations in relation to the building. Therefore, in accordance with your request, I have contacted them to ascertain the current situation regarding their planning obligations. As soon as I receive a response, I will be back in contact with you.

I have also contacted Dartford Borough Council to obtain some clarification from their end.

Kind regards,

Gareth Johnson

**321/23-24. INGRESS PARK COMMUNITY CENTRE WORKING GROUP - UPDATE.**

Further to the update provided to all Members on 23 November 2023 (minute 294/23-24) Members considered the notes from the Working Group on 30 November 2023, and particularly the x2 recommendations from the Working Group.

After discussion it was proposed, duly seconded, and agreed:

**RESOLVED:**

1. That the notes of the IPCC Working Group meeting held on 30 November 2023 be noted.
2. That the Town Council write to Gareth Johnson MP requesting that he writes to Dartford Borough Council and Crest Nicholson Eastern asking for clarification as to why the completion of the Freehold of the Ingress Park Community Centre (IPCC) has not been completed along with the enforcement of the Section 106 for the site.
3. That the Town Council release a statement updating on the current position and outstanding matters awaiting resolution by Crest Nicholson.



# SWANSCOMBE AND GREENHITHE TOWN COUNCIL



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Tel: 01322 385513  
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Gareth Johnson MP  
House of Commons  
London  
SW1A 0AA

COPY

8 December 2023

Dear Mr Johnson

The Town Council would like to bring to your attention an ongoing concern in relation to the completion and ongoing operation of the Community Centre constructed within Ingress Park, Greenhithe, Dartford.

The centre itself was agreed by Dartford Borough Council planning department in April 2012 and was subsequently constructed in 2015 as part of the various phases of the Ingress Park Development. Whilst the structure was put in place elements of the planning conditions were left outstanding whilst the developer, Crest Nicholson Eastern, sought a management entity for the building.

Crest Nicholson approached the Town Council in November 2015 to request the Town Council take over the Freehold for the building, along with the ongoing operation of the centre as a community asset.

The Town Council negotiated with Crest to ensure that the building would be viable, including agreement for Crest to provide an additional piece of land to form a car park for the centre.

The Town Council fully agreed its side of the Freehold Transfer in February 2020 subject to Crest fulfilling its planning obligations for the building and delivering the car park as agreed.

Unfortunately for the last 3 years the Town Council, along with the community of Ingress Park, have been waiting for Crest to resolve these outstanding matters to enable the Freehold Transfer to take place.

The construction of the Community Centre is part of the Section 106 Agreement that Crest entered with Dartford Borough Council for the permission to build the development as a whole.

The current outstanding matters awaiting resolution are as follows:

1. Crest need to discharge a planning condition with Dartford Borough Council to agree and install a noise limiting device within the building.
2. Crest need to discharge a planning condition with Dartford Borough Council to prove the acoustic performance of the building, and its impact on surrounding properties.
3. Crest need to construct the refuse and bikes stores agreed with Dartford Borough Council as part of the planning consent.
4. Crest need to resolve several snagging issues within the building itself to ensure it is ready for use.
5. Crest have an outstanding planning application (EDC/23/0031), with Ebbsfleet Development Corporation, for the creation of a car park for the centre (this is proposed for the land on the corner of Tiltman Avenue). This land falls within the wider SSSI set for the Swanscombe Peninsula and is currently subject to challenge from Natural England.

Whilst the Town Council appreciate that some of the delay in the process has been caused by staffing issues with Crest caused by both the pandemic and the proceeding cost of living crisis, we need your support to try and move this matter forward.

We would kindly ask that you write to both Crest Nicholson Eastern and Dartford Borough Council to request an update on the progress of the Freehold Transfer for the Ingress Park Community Centre and the enforcement of the Section 106 Agreement should the process delay further.

We thank you for your consideration of this matter on behalf of the residents of Ingress Park, and the wider communities of Greenhithe and Swanscombe, and await your response.

Yours sincerely

Graham Blew  
Town Clerk

**COPY**