

PARKS REPORT  
RLA - 21 JUNE 2018

- **Swanscombe Park:**

The preparation works for the bowls green has been undertaken and the green has benefited from the autumn/spring works (top dressing, spiking etc.). The bowls season started on 27 April 2018.

In March the parks staff re-lined the floor of one of the large storage containers next to the old putting area.

The parks staff have undertaken some repairs to the footpath in the park and more are scheduled to be completed in the near future.

The flower beds, including the memorial have all been cleared, dug over and replanted.

- **Broomfield:**

Cricket began on 5 May 2018 and the wickets and pitches are playing well.

Weed management is due to be undertaken in the near future (spraying by contractor).

The goal mouths have been repaired / renovated in preparation for next season.

As previously agreed the dead prunus (cherry) tree is scheduled to be replaced in the very near future.

- **Knockhall:**

Weed management is due to be undertaken in the near future (spraying by contractor).

The goal mouths have been repaired / renovated in preparation for next season.

- **Heritage Park:**

The problem/damage by off-road motor bikes within the park is still ongoing. Parks staff are "patrolling" the area as much as is practical and incidents are being reported to the Police but it is difficult to know what other action/s can be taken without serious resource implications.

- **Valley View:**

As previously agreed the tree works (minor) required has been completed by a contractor.

- **Grove Hall:**

The Town Council are again participating in the Dartford Science & Technology College Community Day on 18 July 2018 and are working with the KCC Community Warden to have the front of the hall painted and a litter pick undertaken.

- **General**

Selective chemical spraying of the Town Councils areas, by the park staff, began w/c 30 April 2018.

The Grove Car Park was thoroughly cleaned by the Parks Staff w/c 21 May 2018.

All the works highlighted by the Annual Safety Inspection, not including painting which the parks Staff undertake themselves, has been completed.

The Eagles Road play Area is now open and operational and, as with all the play areas, the Town Councils sign has been placed on the gate.

- **Staff**

Employee 66 began on 26 March 2018 and has settled in very well.

This, combined with the contractor litter picking and site checks having begun on 1 April 2018 should result result in the parks staff having considerable more time available to undertake tasks.

Since the previous meeting there have been 13.5 days annual leave and 4 Bank Holidays.

**Recommended:**

**To note.**

Graham Blew

**From:** kgbasso <kgbasso@~~swanscombe~~>  
**Sent:** 12 June 2018 12:20  
**To:** Graham Blew; KEVIN MATTHEWS  
**Subject:** Fwd: Request for hire of Broomfield Park - Sunday 8th July 2018  
**Attachments:** Broomfield Park site map 080718.pdf; Tigers Risk Assessment 0618.docx; public-liability-certificate-2017-2018-(1).pdf



£81-00

staff start 9am

Dear Mr. Blew

Further to your email dated 4th June I am writing to you as the Chairman of Swanscombe Tigers FC who are an FA Charter Standard Community Club to ask whether the Council would agree to allow the Club to hire Broomfield Park on Sunday 8th July so that the Club can hold a Fun Day to promote the Club within the local community and to allow the club to raise much needed funds to enable it to continue to offer football to all.

Swanscombe Tigers have been a key part of the local community for over 30 years and we mainly rely on donations from its members and sponsorship to fund the twenty one teams that we currently run.

The Club wish to use Broomfield Park on Sunday 8th July from 8am until 6pm (we have checked to ensure that there is no cricket planned for the date in question) to host a Inter Club 5 aside tournament using two pitches for our junior and youth players ages 6 to 13 - (we are willing to mark these out ourselves if this is permitted) close to the Pavilion see the attached plan for the proposed location.

In addition to the football event (which will be overseen by the Clubs coaches and managers who are all first aid trained) we are also planning to have a BBQ and refreshment stall plus a few other stalls offering face painting, a lucky dip and a coconut shy plus a couple of stalls with games such a 'hook a duck and a wooden skittles type game.

We have checked with management of The Pavilion and they have kindly agreed to allow those attending to have access to their toilet facilities and to provide us with power for the refreshment stall and the small PA system that we will look to use on the day.

The Club will provide all of the stalls and equipment to be used on the day from its own resources and will provide the Council with a copy of our public liability insurance policy (see attached).

Swanscombe Tigers will have at least 20 volunteers who will assist in the policing of the event and ensure that the number of attendees is checked throughout the event to ensure that there are no issues in terms of safety.

The Club also undertake should the request be approved to undertake the required risk assessments (see initial draft assessment) and supply the Town Council with this in advance of the event.

The Club agrees to the Councils Terms and Conditions as per those set out in your email dated 4th June 2018.

The named representative of the Club who will be responsible for the event both prior to, during and after is Mrs Penney Chesterton.

Regards

Kevin Basson

Chairman

L

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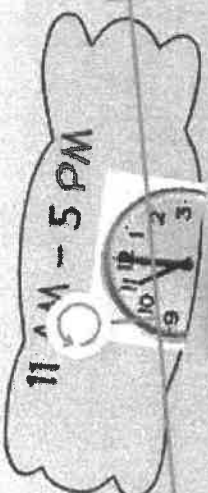


# Swanscombe Tigers

SUNDAY  
8TH  
JULY



FOUNDED 1986



AT  
BROOMFIELD PARK

AGE 5-14YRS | TUG OF WAR  
RAFFLES | REFRESHMENTS  
HOOK A DUCK | & MUCH MORE

ACTIVITIES  
FACE PAINTING | STALLS |  
MASCOT WALKABOUT | PENALTY SHOOT  
OUT | FOOTBALL | BBQ & MUCH MORE



CONTACT  
CLAIRE  
07908 641  
PENNEY  
07816 1239



## Swanscombe Tigers FC Funday Risk Assessment

Broomfield Park – Club Community Funday: Outdoor Event

Date: ... 08/07/2018.....

Hazard (something with the potential to cause harm)	What could go wrong?	Who may be harmed?	What is done now, that helps control the risk?	Is the risk still high, medium or low?	What extra controls need to be put in place?	By when?	By whom?
Vehicle movements	Collisions with other vehicles and pedestrians	Volunteers, public,	<ul style="list-style-type: none"> <li>vehicle and pedestrian access and egress are separated</li> <li>event starts at 10.30 am. Vehicle movements between 8am – 10 am.</li> <li>event closes at 5pm. Vehicle movements from 5.30pm – 6.30pm during periods of movements vehicles only travel in one direction at set times.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>vehicle marshalling to be introduced</li> <li>marshals to wear high visibility vests/jackets</li> <li>site to be cleared of pedestrians after event before vehicles are admitted</li> <li>marshals in high visibility to be in the area during vehicle movements.</li> </ul>		
Lack of access for emergency services.	Delay in casualty receiving first aid	Volunteers, public,	<ul style="list-style-type: none"> <li>clear route kept for emergency vehicles through Park</li> <li>access to Park is for organisers/stall holders only</li> <li>gates are secured at 10am to prevent others from parking in clear route.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>incorporate this in to an events emergency action plan.</li> </ul>		



Insufficient and/or unsuitable first aid cover	Untrained person(s) administering first aid	Volunteers, public	<ul style="list-style-type: none"> <li>• first aid equipment on site and close to use</li> <li>• designated qualified first aiders on site at all times</li> <li>• All volunteers aware of location of first aid equipment</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• assessment for event to gauge the numbers that will attend and ensuring suitable and sufficient first aid cover is on site.</li> </ul>	
The use of external companies for activities	Various injuries	Volunteers public	<ul style="list-style-type: none"> <li>• No external companies to be used</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• n/a</li> </ul>	
Intrinsic hazards from outside companies' activities.	Various injuries.	Volunteers, public	<ul style="list-style-type: none"> <li>• No external companies to be used</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• n/a.</li> </ul>	
Intrinsic hazards from Fund Day activities.	Various injuries.	Volunteers, public, contractors.	<ul style="list-style-type: none"> <li>• risk assessments for Fun Day activities – 5-a-side Tournament</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• set-up an events folder where all documentation is kept centrally.</li> <li>• train volunteers on the risks and control measures in place.</li> </ul>	
Poor supervision of event and children	Unsupervised children. Unsafe working practises	Volunteers, public,	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• Swanscombe Tigers to inform parents that they are responsible for the supervision of their children through</li> </ul>	



Welfare facilities	Slips/trips/ falls.	Volunteers, public,	<ul style="list-style-type: none"> <li>The Pavilion toilets are to be used</li> <li>Pavilion staff and event volunteers to supervise</li> <li>Event Organiser is point of contact for any issues.</li> </ul>	Low	<ul style="list-style-type: none"> <li>an event flyer/website notices responsibilities for event supervision to be established by event organisers.</li> </ul>		
Electrical equipment	Electrocution	Volunteers, public,	<ul style="list-style-type: none"> <li>electrical supply being provided via The Pavilion onto the field</li> </ul>	Medium	<ul style="list-style-type: none"> <li>The Pavilion electrical points are tested annually</li> <li>Any portable electrical equipment to be used will be inspected for PAT testing.</li> </ul>		
Disposal of waste	Fire risk, Health risk	Volunteers, public, premises.	<ul style="list-style-type: none"> <li>waste removed from site to local waste site immediately after event</li> </ul>	Low	<ul style="list-style-type: none"> <li>event's organisers are aware of these protocols.</li> </ul>		

Fire (Hot activities e.g. BBQ)	Burns and scalds.	Staff, public, contractors, premises.	<ul style="list-style-type: none"> <li>• crowd control barriers to keep public away from hot / hazardous areas i.e. tables or barriers</li> <li>• only designated persons allowed in immediate area</li> <li>• area is kept clear of rubbish and trip hazards</li> <li>• fire extinguishers and blankets are brought to the field by the organisers.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• these need to be included in the emergency action plan for events.</li> </ul>	
Surface of field (pot holes etc)	Slips, trips, falls. Vehicles becoming trapped	Town Council Staff, public, volunteers.	<ul style="list-style-type: none"> <li>• Town Council staff - Head Grounds person carries out weekly inspections</li> <li>• any holes are filled in</li> <li>• if heavy rain prior to event, the event is cancelled</li> <li>• if heavy rain during event, vehicle movements are prohibited on the field.</li> </ul>	Low		
Poor food hygiene preparation	Food poisoning, other illnesses	Volunteers, public, contractors.	<ul style="list-style-type: none"> <li>• people handling and preparing food will have read KCC's Food Hygiene Policy and Procedures document.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>• ensure Food Hygiene Policy and Procedures document has been read by appropriate people prior to the event.</li> </ul>	

## Insurance Verification for Public & Products Liability

To Whom It May Concern

As Insurance Brokers for Kent Football Association, we can confirm that the following cover is in place:

**INSURED/POLICY HOLDER:** Kent Football Association Ltd and all its affiliated Leagues, Clubs, registered Referees and Members

**POLICY NO:** IT17/5098/UK688KTFA17

**PERIOD OF COVER:** 01 July 2017 to 30 June 2018

**INSURERS:** Certain Syndicates at Lloyd's under contract number B0391TC1702487

**LIMIT OF INDEMNITY:** £10,000,000 any one accident/occurrence.  
Limited in Aggregate for Products Liability

**EXCESS:** £150 each and every claim

**SIGNED:** UKGlobal Risk Solutions Ltd

**DATED:** Thursday, 15 June 2017

## **Further information regarding the cover:**

### **Principal Extensions - Liability arising from:**

- a) Third Party Injury
- b) Third Party Property Damage
- c) Libel, Slander, Error & Omissions
- d) Abuse, Negligence
- e) Products (i.e. Food & Drink)
- f) Employers Liability
- g) Tournaments (up to 2000 attendees – refer if attendance is higher or if there are participating clubs from another County FA)
- h) Includes Fund Raising & Social Events

### **Principal Exclusions - Liability arising from:**

- a) Malicious or Criminal acts (including Assault).
- b) Use of any mechanically propelled vehicle, aircraft, hovercraft or water-borne craft.
- c) Product Guarantee.
- d) Damage to any data.
- e) Medical malpractice.
- f) Property in the charge of or control of the insured.
- g) Pollution or Contamination unless caused by a sudden identifiable unexpected incident.
- h) Sale of Securities or any shares of a Private Company or Corporation.
- i) Loss arising from hazardous properties or from radioactive or nuclear material.
- j) Bouncy Castles, Inflatables, Hazardous Pursuits, Fireworks.
- k) Playing Risk Exclusion (Player to Player Liability is Excluded).

This cover is based on the policy wording which is available upon request. This document is issued as a matter of information only and is subject to the policy terms, conditions, limitations, exclusions and cancellation provisions.

### **In the event of a claim:**

All claims and/or incidents that have or are likely to give rise to a claim must be reported to CLUB COVER on 01883 333 500 immediately. Please ensure all necessary report/claim forms are completed as soon as possible to avoid prejudicing any claim. Do not, under any circumstances, admit liability or promise any form of settlement.



**From:** Graham Blew  
**Sent:** 04 June 2018 10:04  
**To:** 'K Basson'  
**Subject:** Reply: URGENT - Use of Broomfield Park - 8 July 2018  
**Attachments:** Aerial View - Broomfield Park - 1 June 2018.pdf  
**Importance:** High

Dear Kevin

Thank you for your response.

When submitting the formal request could you include as much details as possible to assist members when they consider it i.e. how you will steward/police the event, how you will regulate the number of attendees). Could you also include written confirmation that you would agree to the following Terms & Conditions.

1. *None of the Town Councils sports facility hirers are to be disturbed or inconvenienced by this event in any way;*
2. *The area designated by the Town Council to be used is agreed and is not altered/amended on the day (use the attached to indicate);*
3. *A named representative of the Swanscombe Tigers FC to be designated to take responsibility for the event both **prior** to, during and after its completion;*
4. *The Swanscombe Tigers FC to assume all liability for, and attached to, the event and to obtain and supply the council with all the required insurance covers for the event and for any/all of the equipment to be used during the event;*
5. *The Swanscombe Tigers FC to be responsible for all medical, safety and security arrangements for the event and to provide confirmation, **prior** to the event, that all the relevant Health & Safety, Fire and permissions have been obtained for the event;*
6. *The Swanscombe Tigers FC to acknowledge the Town Councils support in all advertisement materials used for the event;*
7. *Advertisement/publicity for the event to be appropriate with all permissions/licenses required obtained;*
8. *The Swanscombe Tigers FC to carry out and supply all the appropriate Risk Assessments **prior** to the event;*
9. *The Swanscombe Tigers FC to be responsible for any/all damage caused as a result of the event and that this includes any cost incurred by the Town Council as a result of the event;*
10. *The Town Council's decision on whether the event goes ahead due to weather conditions be final and not challenged;*
11. *Access to the park to be at the absolute discretion of the Town Council;*

12. Only the activities/facilities agreed with the Town Council **prior** to the event are to take place;

13. The Swanscombe Tigers FC be responsible for clearing any litter etc. resulting from the event and this is to be done immediately after the event and to the satisfaction of the Town Council.

Yours sincerely,

Graham Blew  
Town Clerk

Swanscombe & Greenhithe Town Council | Council Offices |  
The Grove | Swanscombe | Kent | DA10 0GA.  
Tel: 01322 385513 | Fax: 01322 385849

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**From:** K Basson [mailto:kqbasso@ ]  
**Sent:** 03 June 2018 20:06  
**To:** Graham Blew <graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>  
**Subject:** Re: URGENT - Use of Broomfield Park - 8 July 2018

Dear Graham

Thank you for your email and yes I was aware that Swanscombe Tigers were planning a Fun Day on the 8th July, however as discussed on Friday the Club are aware that this is subject to the Town Council approving the Clubs request to hire Broomfield Park, however the Club's fund raising Committee are keen to promote the event despite knowing that the request may not be approved.

FYI - I will be submitting a formal request on behalf of the Club on Monday 4th June for consideration on the 21st June.

Regards

Kevin Basson  
Chairman  
RL&A Committee  
Swanscombe and Greenhithe Town Council

Sent from my iPad

On 1 Jun 2018, at 09:16, Graham Blew <[graham.blew@swanscombeandgreenhithetowncouncil.gov.uk](mailto:graham.blew@swanscombeandgreenhithetowncouncil.gov.uk)> wrote:

Dear Chairman of Recreation, Leisure & Amenities Committee

The attached has been brought to my attention and I wanted to ask if you knew anything about it as the Town Council have not received any official request for the hire of Broomfield Park or even a request as to whether Broomfield Park is available for hire on 8 July (as you are aware the Town Council has hirers of Broomfield Park during the summer) ?

Please let me know as a matter of urgency as I would not want anyone to expend resources unnecessarily.

Thank you.

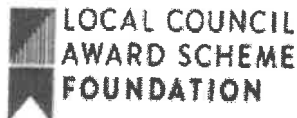
Yours sincerely,

Graham Blew  
Town Clerk

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The Grove | Swanscombe | Kent | DA10 0GA.  
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<Fun Day - 8 July 2018.jpg>

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# AGENDA ITEM 7.2

RLA 21/6/18

## FOOTBALL PITCH ALLOCATION 2018 -2019

PITCH:	DAY & TIME:	LAST YEAR:	REQUESTS – 2018 / 2019:
<b>B/FIELD:</b>			
Pitch 1	Saturday pm	VACANT	VACANT
		VACANT	VACANT
Pitch 2	Saturday pm	VACANT	VACANT
		VACANT	VACANT
Pitch 1	Sunday am	Dartford Royals Reserves	Dartford Royals
		Tiger	Tiger
	Sunday pm	Dartford Royals Under 18's	VACANT
		VACANT	VACANT
Pitch 2	Sunday am	Swanscombe Tigers Men's	Swanscombe Tigers Men's
		Swanscombe Tigers Men's Reserves	Swanscombe Tigers Men's Reserves
	Sunday pm	VACANT	VACANT
		VACANT	VACANT
Mini Pitch (80 x 50)	Sunday am	Swanscombe Tigers U11's (A)	Swanscombe Tigers U11's (A)
			Swanscombe Tigers U11's (B)
		Swanscombe Tigers U 11's (B)	Swanscombe Tigers U12's (A)
			Swanscombe Tigers U12's (B)
Mini Pitch (40 x 30)	Sunday am	Swanscombe Tigers U7's (A)	Swanscombe Tigers U7's (A)
		Swanscombe Tigers U7's (B)	
		Swanscombe Tigers U8's	Swanscombe Tigers U8's (A)



**FOOTBALL PITCH ALLOCATION 2018 -2019**

			Swanscombe Tigers U8's (B)
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<b>K/HALL:</b>			
	Saturday pm	VACANT	Dartford Royals Veterans
		VACANT	VACANT
	Sunday am	Swanscombe Tigers U13's	Swanscombe Tigers U13's
		Swanscombe Tigers U14's	Swanscombe Tigers U14's
	Sunday pm	Swanscombe Tigers U15's	Swanscombe Tigers U15's
		Swanscombe Tigers U16's	Swanscombe Tigers U16's
Mini Pitch (60 x 40)	Sunday am	Swanscombe Tigers U9's	Swanscombe Tigers U9's (A) Swanscombe Tigers U9's (B)
		Swanscombe Tigers U10's (A) Swanscombe Tigers U10's (B)	Swanscombe Tigers U10's

<b>TOTAL</b>	<b>£5700</b>	<b>BROOMFIELD</b>
	<b>£ 4940</b>	<b>KNOCKHALL</b>
	<b>£10640</b>	<b>Total</b>
	<b>£10360</b>	<b>Last Year</b>
	<b>+ £280</b>	<b>Total on last year</b>

## Christmas Lights 2018-2020

### Quote A

#### Option 1

Swanscombe  
2.3m high

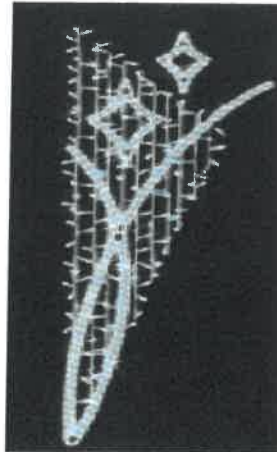


Greenhithe  
1.0m high



#### Option 2

Swanscombe  
2.0m



Greenhithe  
1.0m



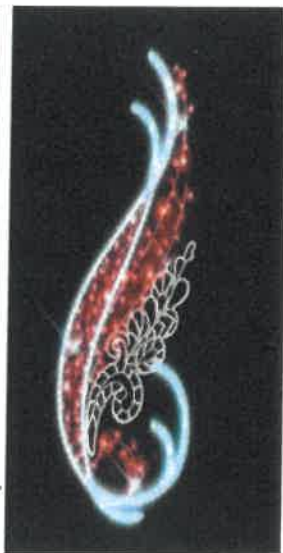
### Quote B

#### Option 1



PL246RR

This motifs incorporates a gentle flash, that adds that extra sparkle day and night. Dressed with red LED's and pure white rope light



#### Option 2



PL257WR

This motifs incorporates a gentle flash, that adds that extra sparkle day and night. Dressed with warm LED's and pure white rope light



### Quote C

Did not provide examples of possible designs.

E.F

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**From:** debbie [REDACTED] [mailto:debbie[REDACTED]@[REDACTED]]  
**Sent:** 25 May 2018 15:56  
**To:** Info <[info@swanscombeandgreenhithetowncouncil.gov.uk](mailto:info@swanscombeandgreenhithetowncouncil.gov.uk)>  
**Subject:** Re: Request for Plaque

thanku for youreply..just a simple plaque 6 inches by 2 saying "in loving memory of len young 30.3 1933--27-4-2018."on the bench under the oak tree at the park in swanscombe street.Len was born at 9 sun road where he resided all his 88 years.he used to amaze us all with all the miles he walked every day!he would go through the bins,not for himself but to forage wat he could for his beloved foxes and wildbirds...he served in the army when he was younger,he then became a carpenter,and even made cabinets for buckingham palace..i was with him when he sadly passed,and i promised him we would look after his foxes and we have set up a justgiving page to the wild fox project in lens memory..and that we will never forget him.he spent many hours sitting on that bench so we feel it is very fitting if we can place a plaque,so he isnt forgotten.please please allow this,many thanks.

4.7

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**AGENDA ITEM 7.5**  
RLA 21/6/18

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 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.

**DRAFT**

## SWANSCOMBE AND GREENHITHE TOWN COUNCIL – MEMORIAL POLICY.

### 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.

**DRAFT**



**SWANSCOMBE AND GREENHITHE TOWN COUNCIL – MEMORIAL POLICY.**

**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.

**DRAFT**

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**Graham Blew**

**From:** Martin Harding  
**Sent:** 18 May 2018 15:26  
**To:** Graham Blew  
**Subject:** FW: Open air cinema and catering

Graham

[REDACTED] sent through this proposal for catering for the outdoor cinema events.

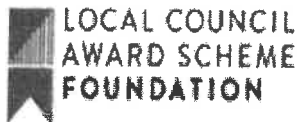
What do you think, has it got any merit for both events if correctly advertised and [REDACTED] has correct paperwork to sell food?

Yours sincerely,

Martin Harding  
**Assistant Town Clerk / RFO**

Swanscombe & Greenhithe Town Council  
Council Offices | The Grove | Swanscombe | Kent | DA10 0GA  
Tel: 01322 385513 | Fax: 01322 385549

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**From:** [REDACTED] [mailto:[REDACTED]@hotmail.co.uk]  
**Sent:** 04 May 2018 10:14  
**To:** Martin Harding <rfo@swanscombeandgreenhithetowncouncil.gov.uk>  
**Subject:** Open air cinema and catering

Good morning Martin,  
with regards to our telephone conversation yesterday, please see the below proposal to supply food items and such to both of your open air cinema events on the 28th and 30th August 2018.

Food items:

Hotdogs (average size)

Jumbo hotdogs

Burgers

Cheese burgers

Crisps

Sweet cones & other confectionery items ( lollipops etc)

Popcorn

D.F

Drinks:

- Tea
- Coffee
- Hot chocolate
- Cans of fizzy drink (Coke, Diet coke, Tango etc)
- Kiddies drinks (Tip Tops, Fruit shoot etc)
- Bottled water.

Equipment and other items provided by [REDACTED]

- Gazebo with lighting
- Tables to serve from and tables for condiments etc
- All cooking equipment, utensils and serveware
- Large plastic bin with lid for rubbish
- Generator
- Urn
- Other general equipment used for outdoor catering

This is what I would like to offer SGTC should [REDACTED] be able supply service to these events:  
10% of any profits made (possibly rising to 15%, subject to profits made, after I have paid my staff)

[REDACTED]

Phew!

I hope all of this is satisfactory, and as discussed during our telephone conversation, I will not be offended if this is not allowed.

I look forward to hearing back from you,

Best regards

[REDACTED]