

- **Swanscombe Park:**

The flower beds have been stripped and planted with winter bedding. Spring bulbs have been planted in the park.

Bowls has finished for the season and reparations have been undertaken.

The tennis courts are now closed and winter maintenance tasks will be carried out.

A section of edging blocks in the car park have been removed by a contractor and some remaining blocks have been tidied up.

Unfortunately one of the litter bins was set alight and has now been replaced. A damaged cradle swing has also been replaced.

- **Manor Park:**

Shrub pruning has been carried out and leaf clearing is ongoing.

A large area of the church wall has been daubed with graffiti, this has been reported to Dartford Borough Council who advised that a contractor would be sent out to try and clean/clear this.

- **Broomfield:**

The autumn reparations to the cricket square are complete.

A vandalized spring rocker has now been replaced in the play area.

Park's staff have reset a number of paving slabs that had become a potential trip hazard.

There have been more than 60 football matches staged at Broomfield so far this season and the pitches are holding up well.

Staff have fitted tin sheets to the garage doors to provide extra protection from weather and vandalism.

Worn grassed areas have been dressed and seeded.

Shrub pruning is underway and should be completed in the coming weeks.

- **Heritage Park:**

To try and alleviate the flooding issues encountered Kent County Council have increased the capacity at the soak away within the park.

The kissing gate at the top of the steps is due for repair.

Motorbikes continue to gain access and are making deep tyre tracks, particularly in the Skull Site area. Camland have been informed regarding missing pieces of their black palisade fence and have advised that this will be repaired/replaced.

Park's staff removed a burnt out motorbike from the Skull Site.

An area is being prepared for the corporate tree planting event (upto 20 semi-mature native trees) that has been arranged and is due to take place in early December.

- **Knockhall:**

Bulb planting along the roadside fence line has been undertaken and the bare and worn areas have been top dressed and seeded.

Considering that there have been more than 50 matches at Knockhall already this season the pitches are holding up remarkably well.

- **Saxon Court:**

A step log on the trim-trail was stolen and has had to be replaced.

Shrub pruning has been undertaken both inside and outside of the play area.

- **Valley View:**

The Box hedging that had previously been reported as having died has now been removed.

Shrub pruning is scheduled to take place in the next few weeks.

- **Eagles Road:**

An area of trees and shrubs has had a large number of branches cut and left by persons unknown. These have been cleared by the parks staff.

- **Equipment:**

All park's vans have had a full service.

**Recommended:** To note

**Gilbert Close Allotments.**

Dartford Borough Council has submitted a planning application to build new Council Homes on the garage site at north east end of Gilbert Close.

The Council acknowledges, that if the planning application is successful, that works will impact on the access and the use of the Allotment site.

On that basis the Council proposes to undertake works that will enable use of the allotments through the construction phase and look to enter into a legal agreement with S&GTC that allows DBC operatives to access, undertake works as agreed with the S&GTC & Allotment society, ready for handover to the S&GTC and the Allotment society.

Prior to the commencement of the main building works a new entrance will be provided onto the bottom end corner of the allotment site with a new access road, gates and an area of vegetation cleared to allow parking for up to 12 cars.

The works will not impact on any of the existing allotment gardens.

This entrance will be accessible throughout the build phase of the new development.

The water supply stand pipe will also be re-sited

The existing entrance to the allotment site at the top corner of the site will be temporary absorbed into the DBC construction site and the parking area within the allotment compound will be used for contractor parking and siting of the builders welfare facility unit. This area will be temporarily fenced off from the rest of the allotment site and part of the vegetation will be cleared and a stone finish laid to allow for the parking which will remain in situ for the allotment users post works.

The new build development has been designed that this access will be reinstated for sole use by the allotment society once the development is complete but it will not be open during the build phase.

At the end of the works the allotment site will benefit from a new entrance and 2 newly established parking areas within the allotment site that they do not currently have.

Following handover the new provision will become the property and responsibility of the S&GTC and DBC will have no further interest.

All works will be undertaken in agreement with the S&GTC and the allotment society and DBC will meet all the installation & legal costs.

It is therefore requested that the Town Council consider the request detailed above and approve the proposals in order that our legal teams can then draw up the required agreements for your approval

The proposals will only be delivered if planning approvals for the Councils new homes is obtained.

See attached plan.



█ = ALLOTMENT BOUNDARIES  
█ = NEW BUILD SITE BOUNDARY

NEW PARKING AREAS

EXISTING ACCESS TO ALLOTMENTS  
 (TO BE CLOSED DURING CONSTRUCTION)



AREA OF VEGETATION TO BE CLEARED

ACCESS TO ALLOTMENTS TO BE MAINTAINED DURING THE CONSTRUCTION PHASE

NEW ACCESS TO ALLOTMENTS

GILBERT CLOSE ALLOTMENTS

Proposed Residential Development at Effluent Chase Darford	
Proposed Site Plan Allotments parking layout	No. 1 No. 2 No. 3 No. 4 No. 5 No. 6
Date: 11/11/11 Drawn by: [Name] Checked by: [Name]	Date: 11/11/11 Drawn by: [Name] Checked by: [Name]
<b>PLANNING</b> Reference: 11-0762_04 Page: P2	
This plan is submitted for planning purposes only. It is not a guarantee of any kind. The Council reserves the right to refuse planning permission for any part of the development. The Council is not responsible for any loss or damage arising from the use of this plan.	

**Keary Rd Allotments.**

Dartford Borough Council has submitted a planning application to build new Council Homes in the former garage area between blocks 83-93 & 71-81 Keary Road.

The Council acknowledges, that if the planning application is successful, that works will impact on the current parking arrangements for the users of the Allotment site.

Dartford Borough Councils would look to enter into a legal agreement with S&GTC to undertake works as agreed with the S&GTC & Allotment society that will mitigate the impact of the loss of parking on the Allotment users.

The proposed works will be undertaken before the main building works begin on the Council new build site and all aspects will be undertaken at the Councils costs with the only disruption to the use of the allotments being during the works

The proposed works will involve the demolition of the existing garages, the creation of a new double gate opening in the same area, the provision of a stone finish access road creating parking for up to 12 cars and the provision of the same size garage/store in a location to be agreed.

The works will not impact on any of the existing allotment gardens.

At the end of the works the allotment site will benefit from a new entrance and an established parking area within the allotment site that they do not currently have mitigating the impact of the loss of parking on the Councils construction area.

Following handover the new provision will become the property and responsibility of S&GTC and the Allotment society and DBC will have no further interest.

All works will be undertaken in agreement with the S&GTC and the allotment society and DBC will meet all the installation & legal costs.

It is therefore requested that the Town Council consider the request detailed above and approve the proposals in order that our legal teams can then draw up the required agreements for your approval.

The proposals will only be delivered if planning approval for the Councils new homes is obtained.

See attached Plan.

NEW BUILD SITE.

KEARY ROAD

86

101

96

NEW GARAGE/STORES + PARKING BAYS TO BE PROVIDED

NEW DOUBLE ACCESS GATED AND ALLOTMENT SITE.

[Green bar] = Allotment boundary

[Orange bar] = Feeding area

KEARY ROAD ALLOTMENTS

Rev.	Date	Description

**Architect**  
**ARCHITECTURE**  
 The Phoenix Building  
 11 Canal Quay, Dublin 1  
 Tel: 01 454 4444  
 www.phoenixarchitects.com

**Project Title:**  
 Proposed Residential Development at  
 Keary Road  
 Dartford

**Drawing Description:**  
 Allotments access and parking  
 Schematic layout plan

**Scale @ A3:** 1:500 @ A3  
**Date:** Sept 19  
**Drawn by:** MB  
**Checked by:** MB  
**Project:** MB

**SCHEMATIC**

**Drawing No:** 19-0763\_03  
**Rev.:**

**Notes:**

- Do not scale.
- The contractor is responsible for checking dimensions, tolerances and levels on site.
- Allotment boundaries are shown in green.
- Feeding area is shown in orange.
- Where no lines are provided by drawings to different scales the appropriate drawing is to be used.
- Copyright: Our Architectural Limited. One the copyright in the drawing is retained by our Architectural Limited. No other use of the drawing is permitted without the written consent of our Architectural Limited.

# **DARTFORD**

## **BOROUGH COUNCIL**

### **Path across Broomfield Park – Bromfield Rd to Milton Rd.**

Dartford Borough Council has submitted a planning application to build new Council Homes in the garage area between blocks 154-160 & 150-152 Milton Road.

One of the issues that emanated the consultation event regarding the proposed new build development at Milton Rd was in relation to the ongoing access from the made up road at the back of Broomfield Rd to Milton Rd via the garage site.

As part of the new build application we will be maintaining the right of way from the Broomfield Park gate through the new development so that pedestrians can access Milton Rd and vice versa, once completed. However If we do proceed with the development then the only way that pedestrians will be able continue to follow this route is by accessing the recreation ground and walking on the grass. This is because the fence boundary to the proposed houses, facing Monarch Autos, will prevent access.

On that basis DBC would like S&GTC permission to form a path within the recreation ground boundary as shown on the attached plan. There are two options.

The new path would be formed of a grasscrete type material and follow the inside edge of the current boundary and we would create an opening in the current recreation ground boundary fence to allow pedestrian access with a gate at the Broomfield Road side of the path and replace the gate at the Milton Road end of the path. The current park fence will not otherwise be altered.

The new path would not impact on the football pitches or use of the recreation ground and DBC would undertake, and meet the full costs of, the works and would take on the liability for the ongoing maintenance and insurance.

The path width will be approx. 1500mm and run as shown on the plan. One option runs diagonally across the park and the other running parallel to the existing low level recreation park fence. If approved S&GTC are asked to confirm which path layout they prefer.

Although the proposal is not required as part of the new build planning application DBC feel that the proposal will improve the access for residents and the benefits of the path are entirely for residents that currently use the proposed development area as a cut through.

DBC are aware that Fields in Trust consent, through our Field Change Request process, is required and DBC will support that application and meet all costs involved is our proposal is approved and DBC would re-imbrues any fees encountered by the Town Council.

**Path across Broomfield Park – Bromfield Rd to Milton Rd continued.**

The proposal therefore is that S&GTC retain ownership of the path but to grant DBC permanent rights to use the land (for access etc) through the grant of an easement. In those circumstances DBC would only be able to exercise the rights over the land that are specifically set out in the deed of grant of easement, and subject to any limitations and conditions that are imposed on the exercise of such rights. S&GTC would therefore retain an element of control as landowner, and this Council would not be free to use the land for any other purpose.

DBC would meet all costs of installing, repairing and maintaining the path in perpetuity and DBC would indemnify S&GTC against any claims that may be brought against S&GTC arising from the exercise of the rights. As a result, this Council would be in the same position on liability for injuries arising from the use of the land as if it owned the site.

Easements have a degree of permanence in that the rights will last in perpetuity and will attach to the land benefitting from the rights and to the land over which the rights are exercised regardless of who owns these areas in the future. However, the rights can be varied by agreement of the parties (through a Deed of Variation) or brought to an end by agreement (through a Deed of Release). Rights can also come to an end through circumstances which lead to an implied release, such as the rights being abandoned through lack of use of a period of time with an intention that they are no longer to be used.

All works will be undertaken in agreement with the S&GTC and DBC will meet all the installation, ongoing, insurance & legal costs.

It is therefore requested that the Town Council consider the request detailed above and approve the proposals in order that our legal teams can then draw up the required agreements for your approval.

The proposals will only be delivered if planning approval for the Councils new homes is obtained.

See attached Plan.



NEW GATE →

NEW PATH - OPTION 1

NEW PATH - OPTION 2

NEW KISSING GATE

EXISTING KISSING GATE


EXISTING GATE

RED LINE INDICATES BOUNDARY OF PROPOSED NEW BUILD SITE

PROPOSED DEVELOPMENT

BEAMFIELD PARK - PROPOSED PATH

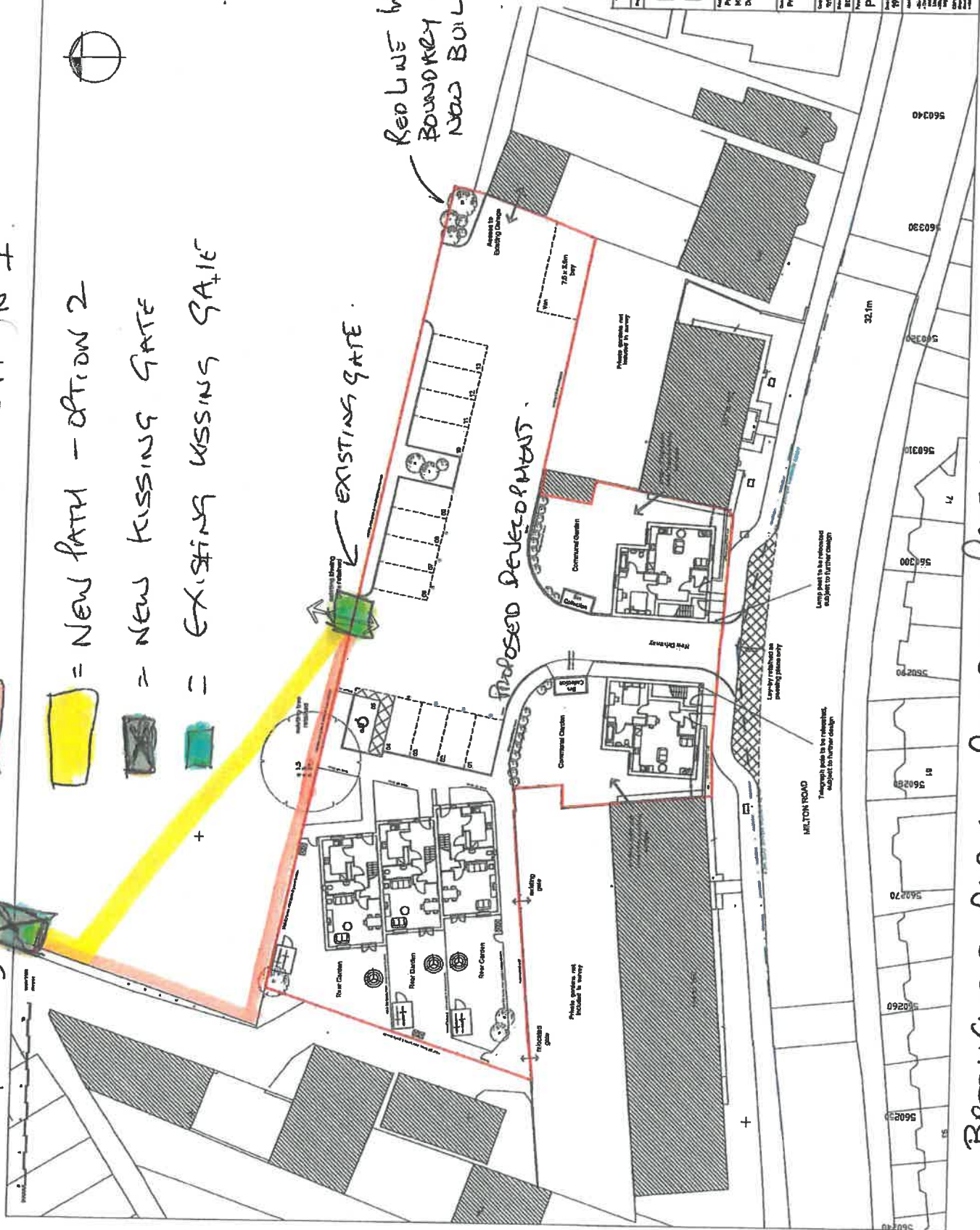
Accommodation Schedule	
Number of Units	1
1 Bed	1
2 Bed	1
3 Bed	1
4 Bed	1
5 Bed	1
6 Bed	1
7 Bed	1
8 Bed	1
9 Bed	1
10 Bed	1
11 Bed	1
12 Bed	1
13 Bed	1
14 Bed	1
15 Bed	1
16 Bed	1
17 Bed	1
18 Bed	1
19 Bed	1
20 Bed	1
21 Bed	1
22 Bed	1
23 Bed	1
24 Bed	1
25 Bed	1
26 Bed	1
27 Bed	1
28 Bed	1
29 Bed	1
30 Bed	1


  
 Proposed Residential Development at  
 Milton Road  
 Dorking

Prepared Site Plan  
 Date: 17/05/20  
 Scale: 1:1000  
 Author: [Name]  
 Check: [Name]

**PLANNING**  
 Application No: 17-0765-02  
 Date: 17/05/20  
 Status: P2

The information shown on this map is for general information only and does not constitute a guarantee of accuracy. The information is subject to change without notice.



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Graham Blew

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**From:** Ian Pullen <[REDACTED]>  
**Sent:** 05 November 2019 07:34  
**To:** Graham Blew; peter.harman@kent.gov.uk; Emma BenMoussa; [REDACTED]  
**Cc:** The wife  
**Subject:** Event notification form  
**Attachments:** Nov 5, Doc 1.pdf

Morning hope your well

Please find event notification form attached. Nicola Piper has come forward to lead the junior parkrun event with my full help and support in getting it set up (being as I have some experience in this) I will also help with the event most weeks. We currently have 10 adults to volunteer to make this happen with two more looking to join us.

I have a simple route in mind see attached link this avoids the skull site

<https://footpathapp.com/routes/BC44B1BD-CD72-42AF-BEF0-CB8EFFED48C0>

I have cc Nicola in on this as well as my wife Louise who will also be involved and Emma is helping to support getting some more volunteers. Please can you let us know what happens from here. I am also working on some funding

Thank you

Ian Pullen

---

Total Control Panel

[Login](#)

To: [graham.blew@swanscombeandgreenhithetowncouncil.gov.uk](mailto:graham.blew@swanscombeandgreenhithetowncouncil.gov.uk) [Remove this sender from my allow list](#)  
From: [ian.pullen@hotmail.co.uk](mailto:ian.pullen@hotmail.co.uk)

*You received this message because the sender is on your allow list.*

87

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# 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	NICOLA PIPER WITH HELP OF Mrs PULLEN		
Organisation	JUNIOR PARKRUN		
Registered charity	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes please provide number: 1175062	
Street Address	CHURCH ROAD		
Postcode	DA10 0HS		
Telephone Number	[REDACTED]		
Mobile Number	[REDACTED]		
E-Mail Address	[REDACTED]		

### 2. Your Proposed Event

Event Name	SWANSCOMBE JUNIOR PARKRUN			
Date(s) of event	Start date	TBA	End date	ON GOING
Proposed times of event	Start time	9AM WED SAT	End time	10AM ESTIMATE
Location of event	SWANSCOMBE HERITAGE PARK			
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? NICOLA PIPER AND EMAIL ADDRESS ONCE SET UP THE PARKRUN WITH VANCE IT'S ON WEBSITE				
Has the event taken place before?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please state when: NOT IN SWANSCOMBE BUT IS JUNIOR PARKRUN IN DARTFORD/DAVENHAM		
Description of Event	JUNIOR PARKRUN IS A 2K RUN/WALK OPEN TO ALL 4-14 YEAR OLDS, FREE SAFE AND EASY TO TAKE PART IN. COURSES ARE MARKED SO THAT JUNIORS ARE IN SIGHT OF MARSHAL AT ALL TIMES. ALL ACTIVITIES TAKE PART SLOW, FAST IT DOESN'T MATTER. PARTICIPATION IS FOR RUN ALL THE JUNIORS NEED TO DO IS TURN UP WITH PROPER CLOTHES AND HAVE FUN TAKING PART.			
What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?				

**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
9AM	Sunday Junior Parkrun

**4. Waste management**

Will your event require the site to be cleaned?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Who will undertake this?		
Will your event require the use of toilets?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
How will these be provided?		

**5. Parking**

Will your event require car parking?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Where will this be provided?		
How will this be managed?		

**6. Utilities**

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

**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 type="checkbox"/> Coconut shy or other stalls	<input type="checkbox"/> Dance performance	<input type="checkbox"/> Drones	<input type="checkbox"/> Electricity
<input type="checkbox"/> Fairground rides	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Food/drink concessions*	<input checked="" type="checkbox"/> Free admission to event
<input type="checkbox"/> Gambling*	<input type="checkbox"/> Gas	<input type="checkbox"/> Hot air balloons	<input type="checkbox"/> Indoor sporting events
<input type="checkbox"/> Inflatable's / bouncy castles	<input type="checkbox"/> Lasers/strobe lighting	<input 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 checked="" type="checkbox"/> Other: Please specify	SIGNAGE OF THE COURSE LACED OUT EACH WAY WITH WARNING CAUTION RUNNERS SIGNS.

**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.

/

**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	/
Address of Business	
Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	
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):

THIS WILL BE A ONE WEEKLY EVENT ARRANGED BY VOLUNTEERS. IF PARK HAS OTHER EVENTS ON A CERTAIN WEEK AS LONG AS WE ARE GIVEN PRIOR NOTICE WE CAN CANCEL THAT WEEK. LETS GET OUR KIDS OUT IN THE OPEN AND ACTIVE AND GROW THE COMMUNITY TOGETHER. CURRENTLY 39165 EVENTS. SWANSCOMBE TIGERS HAVE CONFIRMED SUNDAYS IS FREE BY NOW ALSO. PUBLIC LIABILITY INSURANCE IS COVERED BY PARKING AND FULL RISK ASSESSMENTS WILL BE DONE BEFORE EVENT GOES LIVE.

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)	IAN PARKER ON BEHALF OF NICOLOA PIRELL
Date	05/11/19.

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.

**This page is intentionally left blank.**

Springfield Lodge  
Day Nursery

Swanscombe  
Skull Site



proposed route

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# 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

<b>Name of event organiser</b>	Karen Melbourne-Dowse		
<b>Organisation</b>	Pavilion community sports and social club		
<b>Registered charity</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes please provide number:	
<b>Street Address</b>	The Grove. Swanscombe		
<b>Postcode</b>	DA10 0AD		
<b>Telephone Number</b>	01322 389157		
<b>Mobile Number</b>	<del>01322 389157</del>		
<b>E-Mail Address</b>	THEPAVILION2019@OUTLOOK.COM		

### 2. Your Proposed Event

<b>Event Name</b>	Pavilion Fun day			
<b>Date(s) of event</b>	Start date	Sunday 24th May 2020	End date	Sunday 24th May 2020
<b>Proposed times of event</b>	Start time	12 noon	End time	18.00
<b>Location of event</b>				
<b>May the details supplied in 2 above be used for publicity purposes or given to interested parties?</b>				
a) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
b) If yes, which name and contact details can we release? The Pavilion 01322 389157				
<b>Has the event taken place before?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state when: 2017		
<b>Description of Event</b>	Fun day with stalls and activities for the community to attend			

What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?

150

**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
	Nothing finalised

**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?	pavilion	
Will your event require the use of toilets?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How will these be provided?	Pavilion	

**5. Parking**

Will your event require car parking?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Where will this be provided?		
How will this be managed?		

**6. Utilities**

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

**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 checked="" type="checkbox"/> BBQs	<input type="checkbox"/> Bonfires	<input type="checkbox"/> Boot Fair	<input type="checkbox"/> Carnival procession
<input type="checkbox"/> Coconut shy or other stalls	<input type="checkbox"/> Dance performance	<input type="checkbox"/> Drones	<input type="checkbox"/> Electricity
<input checked="" type="checkbox"/> Fairground rides	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Food/drink concessions*	<input checked="" type="checkbox"/> Free admission to event
<input type="checkbox"/> Gambling*	<input 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 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 checked="" 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
Not finalised	

**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.

From Pavilion in Plastic cups

**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	<b>Not finalised</b>
Address of Business	



Contact Telephone number	
Name of local authority that they are registered with	
National food hygiene rating	
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.

<b>Name (printed)</b>	K Melbourne-Dowse
<b>Date</b>	24/09/2019

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.**

**THE SWANSCOMBE CENTRE**

**ACTIVITY SCALE OF CHARGES 2020**

	2017	2018	Current		Proposed		Increase		Competition Analysis					
			2019	2020	£	%	Strood	White Oak	Maidstone	Larkfield	Meopham			
<b>Non Membership</b>														
Junior/60+	1.30	1.30	1.30	1.30	0.00	0.00%	£	£	£	£	£	£	£	£
Adult	1.90	1.95	1.95	1.95	0.00	0.00%		1.70	1.20	1.00	1.40	NA	NA	NA
<b>Sports Hall</b>														
<b>Badminton</b>														
Junior/60+	6.70	6.70	6.90	7.00	0.10	1.45%		9.40	7.15	6.70	5.80	9.70	9.70	9.70
Adult	8.30	8.50	8.70	9.30	0.60	6.90%		9.40	14.30	10.70	11.60	9.70	9.70	9.70
<b>Table Tennis</b>														
Junior/60+	4.70	4.80	4.95	5.00	0.05	1.01%		9.30	5.30	NA	5.80	NA	NA	NA
Adult	6.70	6.90	7.10	7.20	0.10	1.41%		9.30	7.50	6.80	11.60	NA	NA	NA
5-a-side Soccer etc	40.00	42.50	44.00	46.00	2.00	4.55%			57.20		56.00	52.00	52.00	52.00
<b>Health and Fitness</b>														
Induction - Adult/60+	25.00	25.00	25.00	25.00	0.00	0.00%		17.00	20.50	16.00	25.00	25.00	25.00	25.00
Induction - Junior	15.00	15.00	15.00	15.00	0.00	0.00%		17.00	20.50	10.00	10.00	19.00	19.00	19.00
Junior/60+ Gym (casual use)	5.60	5.60	5.70	5.80	0.10	1.75%		8.00	5.60	5.30	6.50	4.95/5.80	4.95/5.80	4.95/5.80
Adult Gym (casual use)	7.10	7.20	7.40	7.60	0.20	2.70%		8.00	8.50	7.85	11.00	8.75	8.75	8.75
Aerobic Classes	7.10	7.20	7.40	7.60	0.20	2.70%		6.60	6.85	6.70	6.50	7.80	7.80	7.80
<b>Monthly Direct Debit</b>														

AGENDA ITEM  
 2LA 21/11/19 7.5

Single	43.95	43.95	43.95	43.95	44.95	1.00	2.28%	39.95	50.50	42.95	46.00	42.95
Joint (re-introduced 2019)	82.00	82.00	84.00	86.00	86.00	2.00	2.38%	69.95	82.50	85.90	92.00	85.90
Saver (Concessionary)	18.50	18.50	19.00	19.50	19.50	0.50	2.63%	NA	34.25	NA	35.00	NA
Saver+ (50+) delete but honour existing	37.95	38.50	38.50	39.50	39.50	1.00	2.60%	NA	NA	NA	NA	NA
Saver+ (60+)	35.95	35.95	36.95	37.95	37.95	1.00	2.71%	15.40	34.25	NA	36.00	32.95
Teen (16 - 17 yrs)	23.25	23.25	23.75	23.75	23.75	0.00	0.00%	NA	26.25	NA	18.00	NA
Fit Kid (12 - 15 yrs)	18.25	18.25	18.75	18.75	18.75	0.00	0.00%	12.00	26.25	20.95	15.00	16.95
Corporate	39.50	39.50	39.50	39.75	39.75	0.25	0.63%	NA	34.25	42.95		NA
Student	33.25	33.25	33.25	33.25	33.25	0.00	0.00%	26.00	34.25	42.95	36.00	30.95
Phase 4 Scheme/Medical	31.95	31.95	31.95	32.95	32.95	1.00	3.13%	NA	29.50	NA		NA
12 Month Contract - Single	39.75	39.75	39.75	40.25	40.25	0.50	1.26%	NA	42.50	37.95	37.95	37.95
12 Month Contract - 60+	32.50	32.50	33.50	34.00	34.00	0.50	1.49%	NA	NA	NA		29.95
Swanscombe Only - Resident (New)				34.95	34.95							
<b>Coaching</b>												
Tumble Tots	3.20	3.25	3.25	3.35	3.35	0.10	3.08%	3.40	4.70	4.30	3.6/4.80	4.95
Dry Coaching Sessions	4.50	4.55	4.65	5.25	5.25	0.60	12.90%					
Bizz Kids Holiday Club												
Creche	2.60	2.60	2.60	2.80	2.80	0.20	7.69%	NA	NA	4.55	4.60	3.70
Private Children's Party				250.00	260.00	10.00	4.00%	NA	NA	130.00	200.00	NA
<b>Centre Membership</b>												
Adult	47.50	48.00	49.00	49.00	49.00	0.00	0.00%	45.10	55.00	37.95	50.00	NA
Junior	30.00	32.00	33.00	33.00	33.00	0.00	0.00%	23.40	25.00	19.95	25.00	NA
60+	30.00	32.00	33.00	33.00	33.00	0.00	0.00%	23.40	25.00	13.95	25.00	NA
Family - 2 adults and up to 2 children	75.00	79.00	82.00	82.00	82.00	0.00	0.00%	64.50	99.00	115.80	100.00	NA
Additional Child	15.00	15.00	15.50	15.50	15.50	0.00	0.00%	NA	NA	NA	25.00	NA
Local Residents - Adult	17.00	18.00	18.50	19.00	19.00	0.50	2.70%					
Local Residents - Junior/60+	13.00	14.00	14.50	15.00	15.00	0.50	3.45%					
<b>Social Functions</b>												

Activity with Pricing to be agreed

Main Hall (per hr)	70.00	75.00	75.00	77.50	2.50	3.33%	79.80	85.80	57.00	56.00	52.00
<b>Disability/Concessionary (Low Income)</b>											
Gym	4.90	5.00	5.10	5.30	0.20	3.92%	3.40	8.50	3.75	6.00	NA
Aerobic	4.90	5.00	5.10	5.30	0.20	3.92%	3.40	6.85	3.75	5.00	NA
Badminton	6.20	6.30	6.40	6.60	0.20	3.12%	NA	14.30	6.70	5.80	NA
Table Tennis	3.70	3.80	3.90	4.10	0.20	5.13%	NA	7.50	NA	5.80	NA

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ENVIRONMENTAL ACTION PLAN WORKING GROUP MEETING –  
NOTES FROM 15 OCTOBER 2019 AT 11.00AM

Present: Cllr Anita Barham  
Cllr Emma Ben-Moussa  
Cllr Sue Butterfill  
Cllr Peter Harman

**AGENDA ITEM 7.6**  
RLA 21/11/19

Apologies: Cllr Linda Hall

Also Present: G Blew – Town Clerk

Members agreed that the Terms of Reference for the Working Group should be:-

- That the Working Group meets on a regular basis and feedbacks to the RLA;
- That the Working Group agrees an Action Plan for the whole environment;
- That the Working Group operates within a reasonable timeframe.

Members then discussed various options for strategies and it was agreed that the following should be put to the RLA for consideration:

- That the grounds of the Ingress Park Community Centre be looked at, to see if it was suitable for a sensory garden, after the Town Council had taken over the management of the facility;
- That the Old Putting Green Area within Swanscombe Park be identified for a sensory garden and that this be called "The Swanscombe Sensory Garden";
- That the Council looks at its tendering process to ensure that where possible contractors that have the environmental kite mark / standard are used as preferred options;
- That the Working Group looks at possibilities for reducing the council's electricity consumption;
- That the Town Council supports the work of its Allotment Association;
- That the Town Council encourages people to use local health and facilities;
- That the Town Council has an aspiration to get people to walk to school;
- That the Working Group looks at reviving a "Swanscombe and Greenhithe in Bloom" scheme;
- That the Working Group looks at possible uses of the Old Bowls Green in Swanscombe Park.

**ENVIRONMENTAL ACTION PLAN WORKING GROUP MEETING –**  
**NOTES FROM 15 OCTOBER 2019 AT 11.00AM**

EBM advised the meeting that Ifield School, Gravesend had expressed that, using their experience, they would be willing to have a chat with the Working Group to provide ideas of what should be included in a sensory garden and to show the Working Group their own sensory garden.

**Action Point.**

EBM to contact Ifield School and Milestone School to arrange a meeting/vist after the October half term.

Meeting Closed: 12.05pm

