

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held via ZOOM on WEDNESDAY 5 MAY 2021 at 7.00pm

PRESENT: Councillor Lesley Howes – Town Mayor
Councillor Lorna Cross – Deputy Town Mayor
Councillor Emma Ben Moussa
Councillor Ann Duke
Councillor Linda Hall
Councillor Dr Jo Harman
Councillor Peter Harman
Councillor Peter Harris
Councillor John Hayes
Councillor Maurice Weet

ABSENT: Councillor Jay Shah

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

1/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

The Town Mayor explained the arrangements and constraints relating to the filming or recording of the meeting.

2/21-22. MINUTES SILENCE.

The Town Mayor called on the meeting to observe a minutes silence in respect and memory of HRH Prince Philip, former Town Councillor Mr Bryan Read and also for all those that had sadly passed during the pandemic.

3/21-22. ELECTION OF TOWN MAYOR.

The Town Mayor requested nominations for the position of Town Mayor for the forthcoming year.

MOVED by Councillor Peter Harman and seconded by Councillor Emma Ben Moussa.

RESOLVED:

That Councillor Lesley Howes be duly elected as Town Mayor for the ensuing year 2021- 2022.

4/21-22. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following her election, Councillor Lesley Howes made her Declaration of Office and it was agreed that the Acceptance of Office form be signed outside of the meeting.

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5/21-22. ELECTION OF DEPUTY TOWN MAYOR.

MOVED by Councillor Peter Harman and seconded by Councillor Emma Ben Moussa.

RESOLVED:

That Councillor Lorna Cross be the Deputy Town Mayor for the ensuing year 2021 - 2022.

6/21-22. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.

Following her election, Councillor Lorna Cross made her Declaration of Office and it was agreed that the Acceptance of Office form be signed outside of the meeting.

7/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Anita Barham due to other commitments.

An apology for absence was received from Councillor Sue Butterfill due to other commitments.

An apology for lateness was received from Councillor Ann Duke.

RESOLVED:

That the reasons for absence, for all the Councillors' listed, be formally accepted and approved.

8/21-22. DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA.

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

9/21-22. SUSPENSION OF STANDING ORDER 23 e).

As per Standing Order 41 a) Members agreed to suspend Standing Order 23 e) for the following item to enable the Chairmen and Vice-Chairmen of Committees and Sub-Committees to be elected at the same time as the appointment of the Committees and Sub-Committees.

RESOLVED:

That Standing Order 23 e) be suspended to enable the Chairmen and Vice-Chairmen of Committees and Sub-Committees to be elected at the same time as the appointment of the Committees and Sub-Committee memberships.

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10/21-22. TO APPOINT COMMITTEES AND SUB-COMMITTEES.

- a) Allotments & Cemeteries Sub-Committee.
- b) Community Safety Committee.
- c) Executive & Emergency Committee.
- d) Finance & General Purposes Committee.
- e) Heritage Sub-Committee.
- f) Leases & Legal Sub-Committee.
- g) Personnel Committee.
- h) Planning, Major Developments, Transport & Environment Committee.
- i) Regeneration & Quality Sub-Committee.
- j) Recreation, Leisure & Amenities Committee.

Councillor Peter Harman advised the meeting that there was one amendment, to the Allotment & Cemeteries Sub-Committee with Councillor Lesley Howes replacing Councillor Lorna Cross.

MOVED by Councillor Peter Harman and seconded by Councillor Dr Jo Harman.

RESOLVED:

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the annexed list, and to include the amendment detailed above.

11/21-22. TERMS OF REFERENCE OF THE COMMITTEES, SUB-COMMITTEES AND INTERNAL AUDIT.

Members were provided with the Terms of Reference of the Committees, Sub-Committees, and Internal Audit to be approved.

MOVED by Councillor Peter Harris and seconded by Councillor Lorna Cross.

RESOLVED:

That the Terms of Reference of the Committees, Sub-Committees and Internal Audit be approved, as per the annexed list.

12/21-22. SUSPENSION OF STANDING ORDER 23 e).

As per Standing Order 41 a) Members agreed to suspend Standing Order 23 e) for the following item to enable the date of the Committees to be set at the same time as the dates of full Council meetings.

RESOLVED:

That Standing Order 23 e) be suspended to enable the date of the Committees to be set at the same time as the dates of full Council meetings.

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13/21-22. **DATES AND TIMES OF MEETINGS.**

- a) The Council
- b) Standing Committees

MOVED by Councillor Peter Harris and seconded by Councillor Emma Ben Moussa.

RESOLVED:

That the dates and times of the above Meetings be approved as per the annexed list.

14/21-22. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

- a) Town Mayor or agreed substitute to serve on the Bluewater Forum.
- b) One Representative to serve on the Borough and Parish Forum, to be the Town Mayor (plus the Town Clerk).
- c) One Representative to serve on the Diocese of Rochester Youth Worker Steering Group.
- d) One Representative to serve on the Ebbsfleet Water Management Group.
- e) One Representative to serve on the Elderly Forum (Dartford Borough Council).
- f) Two Representatives to serve on the Greenhithe Community Association.
- g) Two Representatives to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- h) Two Representatives to serve on the County Area Committee of the Kent Association of Local Councils (KALC).
- i) Two Representatives to serve on the Dartford Area Committee of the Kent Association of Local Councils (KALC).
- j) One Representative to serve on the Committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- k) One Representative to serve on London Resort Company Holding Ltd. Community Liaison Group.
- l) One Representative to serve on The Children's Partnership Conversation.
- m) Three Representatives to serve on the Pavilion Community Sports & Social Club Committee (observers only, not part of decision making).
- n) One Representative to serve on the Whitecliffe Community Liaison Committee.
- o) One Representative to serve on the Young People's Partnership Conversation (formerly Youth Advisory Group).

MOVED by Councillor Peter Harris and seconded by Councillor John Hayes.

RESOLVED:

That the appointment of representatives to outside bodies be approved as per the annexed list.

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15/21-22 **BANK SIGNATORIES**

MOVED by Councillor Peter Harman and seconded by Councillor Linda Hall.

RESOLVED:

That the following Members be appointed as signatories to authorise the payment of cheques.

Current Account	Town Mayor's Charity Account
1 Cllr Anita Barham	1 Town Clerk
2. Cllr Sue Butterfill	2. ATC/RFO
3. Cllr Lorna Cross	
4. Cllr Peter Harman	
5 Cllr Peter Harris	
6 Cllr Lesley Howes	

16/21-22 **TO APPROVE THE MINUTES OF THE MEETING HELD ON 8 APRIL 2021**

MOVED by Councillor John Hayes and seconded by Councillor Lorna Cross.

RESOLVED:

That the Minutes of the meeting held on 8 April 2021 be confirmed as a true record and signed outside of the meeting.

17/21-22. **REVIEW OF ACTION PLAN FOR 2021 - 2022.**

Members reviewed the Action Plan for 2021 - 2022.

MOVED by Councillor Peter Harman and seconded by Councillor Peter Harris.

RESOLVED:

That the Action Plan 2021 – 2022 be confirmed.

18/21-22. **REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

Members reviewed the Standing Orders and Financial Regulations

MOVED by Councillor Lorna Cross and seconded by Councillor Peter Harris.

RESOLVED:

That Standing Orders and Financial Regulations be approved.

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19/21-22. ANNUAL RISK MANAGEMENT POLICY.

Members reviewed the Risk Management Policy.

MOVED by Councillor Peter Harman and seconded by Councillor Peter Harris.

RESOLVED:

That the Risk Management Policy be approved.

20-21-22. REVIEW OF COUNCIL POLICIES AND PROCEDURES.

Members reviewed the current policies and procedures of the Town Council.

MOVED by Councillor Peter Harman and seconded by Councillor Peter Harris.

RESOLVED:

That the Policies and Procedures, as listed, be endorsed.

21/21-22. SUBSCRIPTIONS / MEMBERSHIPS.

In accordance with Financial Regulation 5.6 members were provided with the list of subscriptions - memberships held by the Town Council.

MOVED by Councillor Lorna Cross and seconded by Councillor Linda Hall.

RESOLVED:

That the continued subscriptions - memberships, as detailed, be approved.

22/21-22. REGULAR PAYMENTS – DIRECT DEBITS AND BACS PAYMENTS.

In accordance with Financial Regulations 5.6 and 6.9 members considered the list of organisations paid, on a regular basis, via Direct Debit or the BACS system.

MOVED by Councillor John Hayes and seconded by Councillor Lorna Cross.

RESOLVED:

That the continued regular payments, as listed, be approved.

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23/21-22. REVIEW OF INTERNAL AUDIT.

Members reviewed the internal audit and confirmed they were satisfied the regulatory requirements were being met.

Regulation 6 requires that a council "*shall have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems*"

Members reviewed the legal requirements, regarding control objectives, which included an assessment of each of the following: the scope of internal audit, independence, competence, relationships, audit planning and reporting the council had to achieve throughout the financial year and agreed that the council had an adequate and effective system of internal audit.

RESOLVED:

To endorse the council's internal controls and the scope of the internal audit.

24/21-22. RE-APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2021 - 2022.

Members were asked to agree to the re-appointment of Mr Lionel Robbins as internal auditor for the year 2021 – 2022.

MOVED by Councillor Peter Harris and seconded by Councillor Ann Duke.

RESOLVED:

That Mr Lionel Robbins be re-appointed as internal auditor for the year 2021 – 2022.

25/21-22. ANNUAL INTERNAL AUDIT REPORT 2020 – 2021.

Members received the internal auditors report for 2020 - 2021.

MOVED by Councillor Ann Duke and seconded by Councillor Peter Harman.

RESOLVED:

That the report be noted.

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26/21-22. ANNUAL RETURN FOR YEAR END 31 MARCH 2021 – GOVERNANCE STATEMENT.

Members considered Section 1 of the Annual Return, the Annual Governance Statement and supporting documents requested by the External Auditor, for the year end 31 March 2021.

MOVED by Councillor Emma Ben Moussa and seconded by Councillor Lorna Cross.

RESOLVED:

That Section 1 of the Annual Return – Governance Statement, for the year end 31 March 2021 be approved, and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

27/21-22. ANNUAL RETURN FOR YEAR END 31 MARCH 2019 – ACCOUNTING STATEMENT.

Members considered Section 2 of the Annual Return, the Accounting Statement and supporting documents requested by the External Auditor, for the year end 31 March 2021.

MOVED by Councillor John Hayes and seconded by Councillor Peter Harris.

RESOLVED:

That Section 2 of the Annual Return – Accounting Statement, for the year end 31 March 2021 be approved.

28/21-22. BALANCE SHEET FOR YEAR END 31 MARCH 2021.

Members considered the balance sheet for the year end 31 March 2021.

MOVED by Councillor Peter Harman and seconded by Councillor Emma Ben Moussa.

RESOLVED:

That the balance sheet for the year end 31 March 2021 be approved.

29/21-22. PROGRESS REPORT ON TOWN COUNCIL WEBSITE AND SOCIAL MEDIA STREAMS.

Members discussed the report which included statistics for the previous 12 months.

RESOLVED:

That the report be noted.

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30/21-22. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2021 – 2022.

Further to minute 444/14-15 Members discussed, and agreed, the three Town Councillors to make up the Panel along with the Town Mayor and Deputy Town Mayor (ensuring this resulted in one Member from each of the three wards).

It was agreed that the Panel for 2021 – 2022 be made up of the following Councillors:-

1. Councillor Lesley Howes (Town Mayor) – Knockhall Ward
2. Councillor Lorna Cross (Deputy Town Mayor) – Swanscombe Ward
3. Councillor Emma Ben Moussa - Swanscombe Ward
4. Councillor Linda Hall - Swanscombe Ward
5. Councillor Peter Harman - Greenhithe Ward

RESOLVED:

That the Panel for 2021 - 2022 be made up of the Councillors as detailed above.

31/21-22. MONTHLY BANK RECONCILIATION.

In accordance with Financial Regulation 2.2, a member of the council other than the Town Mayor or a cheque signatory needs to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis.

RESOLVED:

That Councillor Jay Shah be appointed to undertake the verification of bank reconciliations.

32/21-22. MEMBERSHIPS OF WORKING GROUPS.

Further to minute 288/20-21 where a recent review of the Working Groups was undertaken Members were asked to confirm the Memberships of the Working Groups. As per Standing Order 25 (a) each working group should have a membership of between 3 – 5 members with the quorum for a meeting to take place being 3.

- a. Community Event Working Group
- b. Environmental Action Plan Working Group
- c. Financial Risk Assessment Working Group
- d. Grove Car Park Working Group
- e. Ingress Park Community Centre Working Group
- f. Pavilion Working Group
- g. Strategic Building Portfolio Review Working Group

RESOLVED:

That the memberships of the Working Groups be confirmed.

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33/21-22. MEMBERS TRAINING OPPORTUNITIES.

As part of the training schedule for the coming year, officers proposed to deliver a series of in-house training courses for members to increase awareness in the following key area's:

- The Planning Process
- Standing Orders / Financial Regulations
- The Budget Setting Process
- Data Protection

RESOLVED:

That the item be noted.

34/21-22. DECISIONS & RESPONSES.

Members were provided with the decision and planning responses using the previously approved delegated authority, under Section 101 (10) of the Local Government Act 1972, during the period of lockdown and since the previous meeting.

RESOLVED:

That the decisions and planning responses using the previously approved delegated authority, under Section 101 (1) of the Local Government Act 1972, during the period of lockdown, and since the previous meeting, be noted and approved.

35/21-22. SUMMER ENTERTAINMENT 2021.

Members had been provided with a calendar of activities that officers were currently preparing to deliver over the summer 2021 period. These included:

- Children's Summer Entertainment
- Summer of Sports – Taster Classes
- x 2 Outdoor Cinema Events

All events would be subject to Government guidelines / social distancing restrictions enabling them to be put on.

RESOLVED:

That the item be noted.

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36/21-22. **ENVIRONMENTAL ACTION PLAN WORKING GROUP UPDATE / COMMUNITY ORCHARD.**

The Working Group had met on 22 April 2021, at a site meeting in Swanscombe Park, and the notes from this meeting had been provided to Members for information.

The Working Group had made recommendations, contained within the notes, for members to consider. Also attached to support the recommendations were designs for the x 2 new community areas within Swanscombe Park and an additional area for consideration as a community orchard.

RESOLVED:

That the notes of the Working Group meeting be agreed and the x4 'Actions to be taken' contained be endorsed.

37/21-22. **REVIEW OF CURRENT COMMUNITY SEATING / BINS**

Further to minute 273/20-21 which included:-

3. *That an item be placed on the agenda for the next Town Council meeting to discuss other locations for benches that could be dedicated in this manner.*

Members requested an inventory of the Town Councils community seating across its public and open spaces.

A further request had been received regarding the possible installation of an additional litter bin at the Heritage Park.

Members discussed the current stock and locations of benches and bins and were informed of the costs for any additional purchases. After discussion it was agreed that the following additions be purchased and installed and that this be paid for from the monies currently held in the Community Infrastructure Levy budget.

x1 bench – Eagles Road Children's Play Area, Greenhithe
x1 litter bin – Heritage Park (pitch area), Swanscombe
x1 bench – Saxon Court Children's Play Area, Greenhithe
x1 bench – Valley View Children's Play Area, Greenhithe

RESOLVED:

That additional benchers and bin, as detailed above, be purchased and installed and that this be paid for from the monies currently held in the Community Infrastructure Levy budget.

38/21-22. SEATING AREA ON PUBLIC RIGHT OF WAY DS6.

Members were provided with photos were attached showing the location of the x3 seating areas along with photographs of the seating area located at the Knockhall end of DS6 and were asked to consider what, if any, action should be taken regarding the seating area at the Knockhall Park end of DS6.

Members were shown the correspondence received from a member of the public regarding anti-social behaviour occurring in the seating area on DS6. Members were also provided with images showing the bench area in question and the other x2 seating areas along this public right of way.

After lengthy discussion members agreed that:

That the Town Clerk contact both the local Police and KCC Community Warden to request increased foot patrols in this area;

That members and the member of the public provide details of any incidents they witness in this area and that these be collated by the Town Clerk;

That the feasibility of moving bench 2 of 3 on DS6 be investigated;

That this item be placed on the next full Council meeting for further consideration.

RESOLVED:

That the actions, as detailed above, be agreed.

39/21-22 SEALING OF DOCUMENTS.

There are none

40/21-22 TOWN MAYORS ANNOUNCEMENTS.

That she had recently placed a Pride in our Town survey on social media. The results had been discussed and work being undertaken to put on some events / activities this year.

41/21-22 EXCLUSION OF THE PRESS AND PUBLIC.

MOVED by Councillor Peter Harman and seconded by Councillor John Hayes.

RESOLVED:

That pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 that, because of the confidential nature of the business to be transacted, the press and public leave the meeting during consideration of the following item.

No members of the press or public were present during discussion of the following items of business.

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42/21-22 **INGRESS PARK COMMUNITY CENTRE - UPDATE.**

Members were supplied with a confidential report for this item. After consideration it was agreed:

RESOLVED:

1. That Officers contact Dartford Borough Council to seek advice as to whether enforcement of the Section 1 Agreement could be implemented.
2. That no further action be taken at this time via the Town Councils Solicitors.

There being no further business to transact the Meeting closed at 8.50pm.

Signed:

(Chairman)

Date:-

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FOOTBALL PITCH ALLOCATION 2021 - 2022

PITCH:	DAY & TIME:	LAST YEAR	SEASON 2021 - 2022
B/FIELD:			
Pitch 1	Saturday pm	VACANT	Dartford Celtic FC
		VACANT	Dartford Celtic Reserves FC
Pitch 2	Saturday pm	S/Tigers Veterans	S/Tigers Veterans
		VACANT	VACANT
Pitch 1	Sunday am	Darston AFC	Darston AFC
		VACANT	VACANT
	Sunday pm	S/Tigers U15 (black)	S/Tigers U16 (yellow)
		S/Tigers U15 (yellow)	S/Tigers U16 (Black)
Pitch 2	Sunday am	S/Tigers Men's	S/Tigers Men's
		S/Tigers Men's Reserves	S/Tigers Men's Reserves
	Sunday pm	VACANT	S/Tigers U13
		VACANT	VACANT
Mini Pitch (80 x 50)	Sunday am	S/Tigers U11 (Yellow) S/Tigers U11 (Black) (A) S/Tigers U12	S/Tigers U11 (Yellow) S/Tigers U11 (Black) S/Tigers U11 (Stripes) S/Tigers U12 S/Tigers U12 Girls
Mini Pitch (40 x 30)	Sunday am	S/Tigers U7 S/Tigers U8 S/Tigers U9's Girls	S/Tigers U7 (Yellow) S/Tigers U7 (Black) S/Tigers U8 (Yellow) S/Tigers U8 (Black) S/Tigers U8 Girls

FOOTBALL PITCH ALLOCATION 2021 - 2022

K/HALL:			
	Saturday pm	VACANT	VACANT
		VACANT	VACANT
	Sunday am	S/Tigers U13	S/Tigers U14
		S/Tigers U14	S/Tigers U15
	Sunday pm	S/Tigers U16	S/Tigers U17
		S/Tigers U18	S/Tigers U21
Mini Pitch (60 x 40)	Sunday am	S/Tigers U9 Yellow S/Tigers U9 Black S/Tigers U10 Yellow S/Tigers U10 Black S/Tigers U10 Stripes S/Tigers U11 Girls	S/Tigers U9 Yellow S/Tigers U9 Black S/Tigers U10 Yellow S/Tigers U10 Black S/Tigers U10 Girls

AGENDA ITEM

T/C 24/6/21

7

Good Afternoon

Please find attached a completed event notification form for consideration by the Council in relation to Swanscombe Tigers Fun Day that we would like to hold on Sunday 25th July in Broomfield Park as we did in 2019.

The event will run from 8/8.30am until 7/7.30pm and would be located in an area adjacent to The Pavilion.

We hope the Council are happy to approve this request subject to Covid restrictions and the provision of any additional information that you may require.

Regards

Kevin Basson

Chairman

Swanscombe Tigers FC

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Event Notification Form



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

What happens to my information?

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

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

1. Contact Information

Name of event organiser	KEVIN BASSON		
Organisation	SWANSCOMBE TICKETS FOOTBALL CLUB		
Registered charity	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes please provide number:	
Street Address	c/o [REDACTED] [REDACTED] CROVESEND 105T [REDACTED]		
Postcode	[REDACTED]		
Telephone Number	01474 [REDACTED]		
Mobile Number	07799 [REDACTED]		
E-Mail Address	KBASSON@ [REDACTED]		

2. Your Proposed Event

Event Name	SWANSCOMBE TICKETS FUN DAY			
Date(s) of event	Start date	25/7/21	End date	25/7/21
Proposed times of event	Start time	08.00	End time	19.00/19.30
Location of event	Broomfield 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?				
Has the event taken place before?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state when: JULY 2014		
Description of Event	AN AFTERNOON CLUB FUN DAY COMPRISING A FEW STAGES FOR FUND RAISING SUCH AS A BBQ AND MERCHANDISING ALONG WITH FOOTBALL COMPETITIONS FOR GIRLS/BOYS AGED 6 TO 14 -			
What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?	150/200			

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
08:30 am	ARRIVE TO SET UP
11-12 am	STANDS OPEN AND FOOTBALL COMPETITION STARTS
5-6 pm	PIZZA GIVING PLUS RUFFUS DANCES
6:30 pm	CHOP AND CASH SITE
7 pm	LEAVE SITE

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
How will these be provided?	20 ONLY VIA USE OF THESE LOCATED AT THE 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?	VIA AGREEMENT WITH THE 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 checked="" 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 checked="" type="checkbox"/> Gambling*	<input checked="" type="checkbox"/> Gas — for BBA	<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 checked="" type="checkbox"/> Lotteries/raffles* At the time of the event
<input checked="" 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 checked="" type="checkbox"/> Sporting Events	<input type="checkbox"/> Street collections/ charity collections*	<input type="checkbox"/> Street Party	<input type="checkbox"/> Ticket Sales*
<input checked="" type="checkbox"/> Temporary Structures (i.e. Marquees, staging, gazebos)	<input type="checkbox"/> Train rides	<input checked="" type="checkbox"/> Other: Please specify 577 a side FOOTBALL	

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
SWANSONSBU + GARDENING ROTHSCHILD ASSOCIATION	CHARITY STALL

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	ALL FOOD STALLS WILL BE
Address of Business	ENTRANCE FROM BT DOWN STAIRS.
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.

Name (printed)

KEVIN BASSON

Date

14-06-21

If you have any queries regarding completing this form please contact:
info@swanscombeandgreenhithetowncouncil.gov.uk or telephone 01322 385513

Please keep a copy of this form for your own records.

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

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

1. **EVENT CATEGORIES AND DEFINITIONS.**

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

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

1.2 Events will then be classified by type or scale.

2. **EVENT TYPE.**

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

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

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

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

3. **EVENT SCALE**

Please see Table 1 (page 4 of 4).

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

4. EVENTS WHICH WILL NOT NORMALLY BE GRANTED PERMISSION.

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

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

5. GENERAL PRINCIPLES.

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

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

6. APPLICATION PROCESS.

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

7. EVENT SAFETY.

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

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

8. NOISE CONTROL.

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

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

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

**TABLE 1
EVENT SCALE**

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



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8

AGENDA ITEM
T/C 24/6/21
DARTFORD
BOROUGH COUNCIL

Planning Services

Graham Blew
Clerk to Swanscombe & Greenhithe Town
Council
The Groves
Swanscombe
Kent DA10 0GA

Please ask for: Stephen Dukes
Direct line: (01322) 343015
Direct fax: (01322) 343047
E-mail: stephen.dukes@dartford.gov.uk
DX: 142726 Dartford &
Your ref:
Our ref:

Date: 27 May 2021

Dear Graham

**RE: Dartford Community Infrastructure Levy: Duty to pass CIL to local councils
CIL Regulations 2010 (amended) Regulations 59A to 59D**

Dartford Borough Council implemented the Community Infrastructure Levy for development in the Borough from 1st April 2014. All new development which incorporates new floor space or creates a new home is liable to CIL, subject to the development type and rates set out in Dartford's CIL Charging Schedule and provisions in national regulations.

The Council is required to pass on a proportion of the CIL receipts to town and parish councils that have been received from chargeable development in their area. This will be 15% of the total applicable CIL receipts up to a maximum of £100 (indexed) per dwelling within your Council's area.

I am writing to inform you that CIL payments were received by the Borough Council during the period 1 October 2020 to 31 March 2021, for developments within your parish. Therefore, a local proportion of £61,771.82 will be transferred to Swanscombe & Greenhithe Town Council. The payment is being processed and will be paid directly into your account shortly.

Government guidance requires that: *"The parish council must use the CIL receipts passed to it to support the development of the parish council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area."*

CIL Neighbourhood Proportion monies may be spent on local priorities. CIL Regulations provide the ability for the parish council to agree priority projects with the Borough Council so that the neighbourhood proportion can be used to support the funding of 'larger' infrastructure that the parish council itself may not normally directly deliver (where it supports development within the parish area). Please contact me if you would like to discuss the overall infrastructure delivery programme within the Borough, and the potential for the parish council to use this funding to support and achieve shared priorities within the parish.

Please note any unspent CIL monies received through the Neighbourhood Portion must be returned to the Borough Council after five years.

Would you please bring this letter to the attention of your Chairperson?

Yours sincerely

Stephen Dukes

Stephen Dukes
Senior Infrastructure Planner
Dartford Borough Council

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EXTRACT OF MINUTES

36/21-22. **ENVIRONMENTAL ACTION PLAN WORKING GROUP UPDATE / COMMUNITY ORCHARD.**

The Working Group had met on 22 April 2021, at a site meeting in Swanscombe Park, and the notes from this meeting had been provided to Members for information.

The Working Group had made recommendations, contained within the notes, for members to consider. Also attached to support the recommendations were designs for the x 2 new community areas within Swanscombe Park and an additional area for consideration as a community orchard.

RESOLVED:

That the notes of the Working Group meeting be agreed and the x4 'Actions to be taken' contained be endorsed.

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ENVIRONMENTAL ACTION PLAN WORKING GROUP –
NOTES FROM SITE MEETING 22 APRIL 2021 AT 11.00AM

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

Apologies for absence None

Absent: None

Also Present: G Blew – Town Clerk
M Harding – ATC/RFO
D Usher – Senior Groundsman Gardener

Members were informed that the site meeting had been arranged for Swanscombe Park so the Working Group could be made aware of the following:

- To see the installation works undertaken on the new access gates and pathways into both the community garden and picnic area.
- To view draft designs and costings provided by officers for both the community garden and picnic area.
- To discuss the proposed location of the community orchard with the potential for its expansion into a wider area of the park.

Members expressed their pleasure with the new access areas at both community garden and picnic area, and agreed that this would ensure both areas could be effectively accessed by the public.

Members reviewed the designs proposed by officers for both the community garden and picnic area. Members agreed that these designs should be put to the Annual General Meeting (AGM) of the Council for endorsement. Officers explained that the costings for the items needed to fulfil these designs would be approximately £9,000 and would be sought from an external funding bid to the National Lottery as soon as the designs had been endorsed. Members agreed that the planting of the raised beds within both areas be left to the Senior Groundsman Gardener to complete.

Members were informed of an offer of sponsorship for the remaining x 4 trees within the proposed community orchard in the area adjacent to the picnic area. Members were reminded that at the last Town Council meeting it was agreed to engage with Planet Dartford on the installation of trees for a community orchard (in addition to the x 1 Pear and x 1 Apple that the Town Council had agreed to purchase and plant). Officers suggested that the Town Council could offer the option of the large triangle of space, on the southern side of the picnic area, as a potential planting space for Planet Dartford. Members agreed that this proposal be recommended to members at the AGM.

ENVIRONMENTAL ACTION PLAN WORKING GROUP –
NOTES FROM SITE MEETING 22 APRIL 2021 AT 11.00AM

Actions to be taken:

- That the proposed designs for both the community garden and picnic area be placed on the agenda for the AGM on 5 May 2021 for endorsement.
- That once endorsed officers pursue an external funding bid to the National Lottery to source the items needed.
- That the planting schedule for both the community garden and picnic area be managed by the Senior Groundsman Gardener.
- That an item be placed on the agenda for the AGM to agree to the remaining 4 trees within proposed community orchard be funded from sponsorship and the larger area to the south of the picnic area be considered for Planet Dartford.

Meeting Closed: 11.30am

ACCESS ROAD GULLIES – SWANSCOMBE CENTRE (p).

The access road to the side of the Swanscombe Centre serves several community facilities including the Swanscombe Centre itself, Craylands Lane allotments and Swanscombe Heritage Park.

The drains / gullies within the road are blocked and during heavy rain extensively flood the vicinity.

At its meeting on 8 April 2021 full Council agreed for the works in the quotation to excavate the soft ground and install two new pipes from the gullies to the storm drain, at a cost of £3,375.00+VAT.

Unfortunately, it has since been confirmed that this solution may not be possible without the potential for additional pipework to ensure the correct gradient is established from the gullies to the storm drain. This could incur an additional cost of £1,025+VAT. These additional works and expense cannot be confirmed until excavation begins and the depth of the existing pipework established.

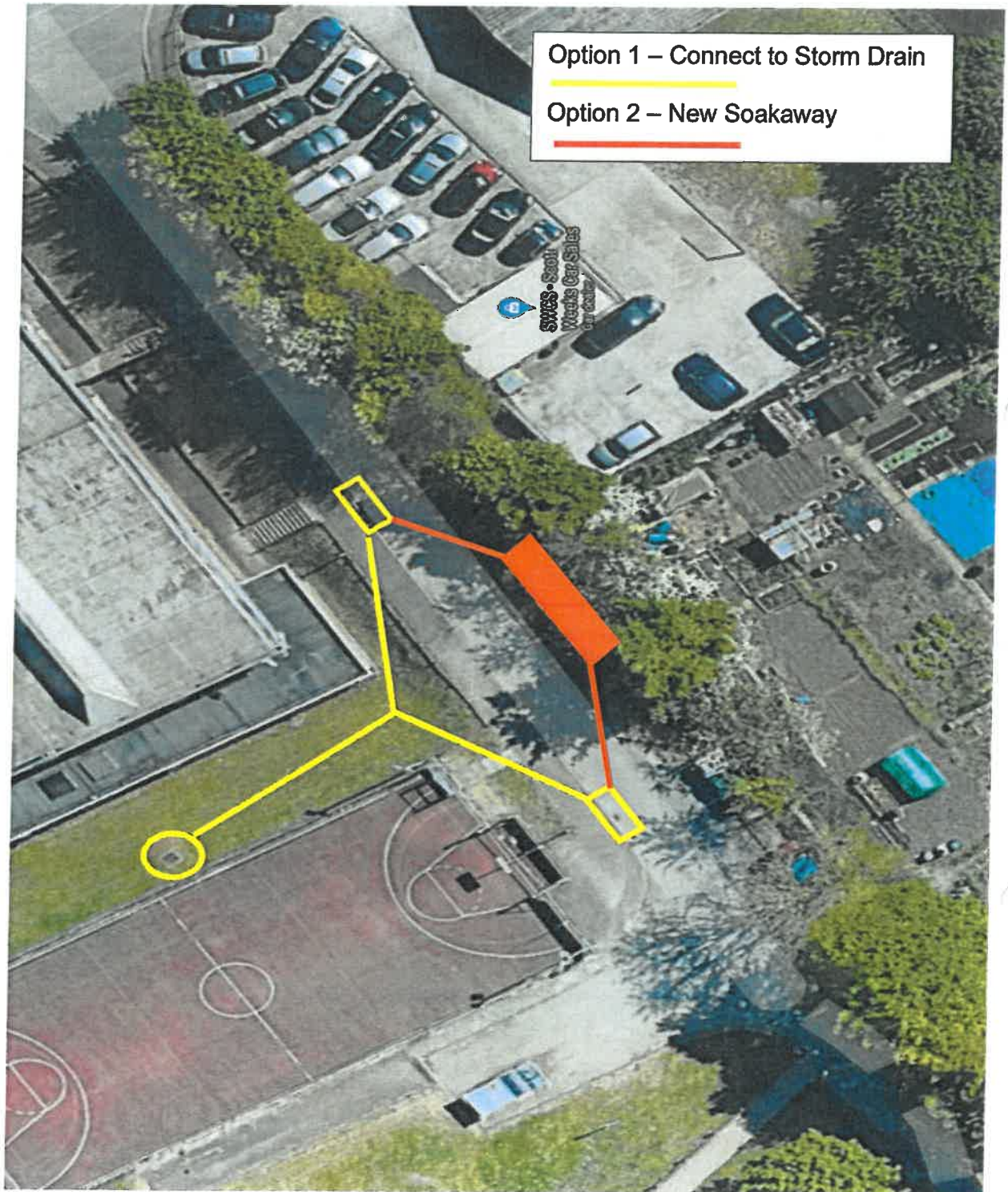
The company have suggested an alternative option to install x2 soakaways on the grass verge opposite the gullies, adjacent to the Craylands Allotment site. This would be at a cost of £3,375.00+VAT.

The soakaways would be buried to a depth of 2.2m covering a total area of 2.6m long and 0.6m wide. The crates will be surrounded by shingle to aid drainage and the ground will be fully reinstated to hide the excavation.

Members need to be aware that the following implications need to be taken into account when considering the options:

- The original option (Option 1) to connect to the storm drain could incur an addition cost, no guarantee can be given that the storm drain would not eventually get clogged up with the silt / rubbish taken down the drains, but all works would be undertaken into the grass bank and have minimal disruption for access to the sites.
- The alternative option (Option 2) to install new soakaways would ensure that sufficient drainage is installed. This would also have the guaranteed price of £3,375.00+VAT. This option would take 5 days to install and would result in the closure of the access road during this time to install the new pipework.

Please see the attached diagram indicating the location of both options.



Recommendation:

To select one of the x2 options to resolve the issue of the flooding of the access road adjacent to the Swanscombe Centre.

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

(This Policy was reviewed by the full Council at its AGM held on 5 May 2021 , minute 20/21-22)

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

OBJECTIVES:

This policy has been produced with the following guiding principles:

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

GENERAL:

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

MEMORIAL BENCHES:

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

MEMORIAL TREES:

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

APPLICATION FOR A MEMORIAL.

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

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

Applicants Name:

Applicants telephone number:

Applicants email address:

Applicants home address:

Have you read our Memorial Policy :

Applicants signature:

Date of application:

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

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

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Happy to Chat/Contact Benches

I am contacting you as a member of Northfleet, Ebbsfleet & Swanscombe Lions Club and would like to put an idea to you and my starting point is to ask you to confirm that this is a viable proposition.

Approximately four years ago, whilst out walking my dog, I stopped to talk to an elderly gentleman. We spoke for about fifteen minutes and as I started to move away, he thanked me for talking to him as I was the first person he had spoken to all week. I am one of those people that will talk to anyone but his words have stayed with me.

I read about Happy to Chat benches and thought it a brilliant concept. Somewhere to sit where it could be noticed that a person would like some company.

Move on four years and not a week goes by when we do not read about suicide and tragically often in young men. Sadly a young man living in the area our club supports, took his own life bringing this very close to home.

There are also benches being placed in some towns and cities to give those people needing help the opportunity to seek it.

Contact benches have a plaque with a QR code on them. By scanning this code on a smartphone, details can be accessed to a multitude of professional helplines - mental health issues, debts, bereavement, domestic abuse and so many more.

I have suggested to my club that we could amalgamate both types of bench and following discussion, we would like to know if this is a feasible idea in the area you represent. We would then discuss the matter fully and look to place at least one bench in each of the areas we serve, Northfleet, Ebbsfleet & Swanscombe.

I look forward to hearing your thoughts.

Sandie Wade

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BUDDY BENCH

A place for a friend

A place for a friend who is blind, deaf, or has a physical disability.

Stony



ARCOBALENO
S.P.A. ITALY

CAPISTRI
The Best of Italy
For Dining & Entertaining

NICELY SAVED
With the help of our Cash for Clutter program

THE SUPPLY IS
CHANGING

Possible Location 1
Town Council Offices –
Under the tree of the
grass area outside.



Possible Location 2
Broomfield Park –
Near the kissing gate
through to Milton Road



Possible Location 3
Swanscombe Park –
Facing the large field



Swanscombe Park

Park Rd

Park Rd

Park Rd

22

24

25

28

30



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TC 24/6/21

38/21-22. **SEATING AREA ON PUBLIC RIGHT OF WAY DS6.**

Members were provided with photos were attached showing the location of the x3 seating areas along with photographs of the seating area located at the Knockhall end of DS6 and were asked to consider what, if any, action should be taken regarding the seating area at the Knockhall Park end of DS6.

Members were shown the correspondence received from a member of the public regarding anti-social behaviour occurring in the seating area on DS6. Members were also provided with images showing the bench area in question and the other x2 seating areas along this public right of way.

After lengthy discussion members agreed that:

That the Town Clerk contact both the local Police and KCC Community Warden to request increased foot patrols in this area;

That members and the member of the public provide details of any incidents they witness in this area and that these be collated by the Town Clerk;

That the feasibility of moving bench 2 of 3 on DS6 be investigated;

That this item be placed on the next full Council meeting for further consideration.

RESOLVED:

That the actions, as detailed above, be agreed.

20

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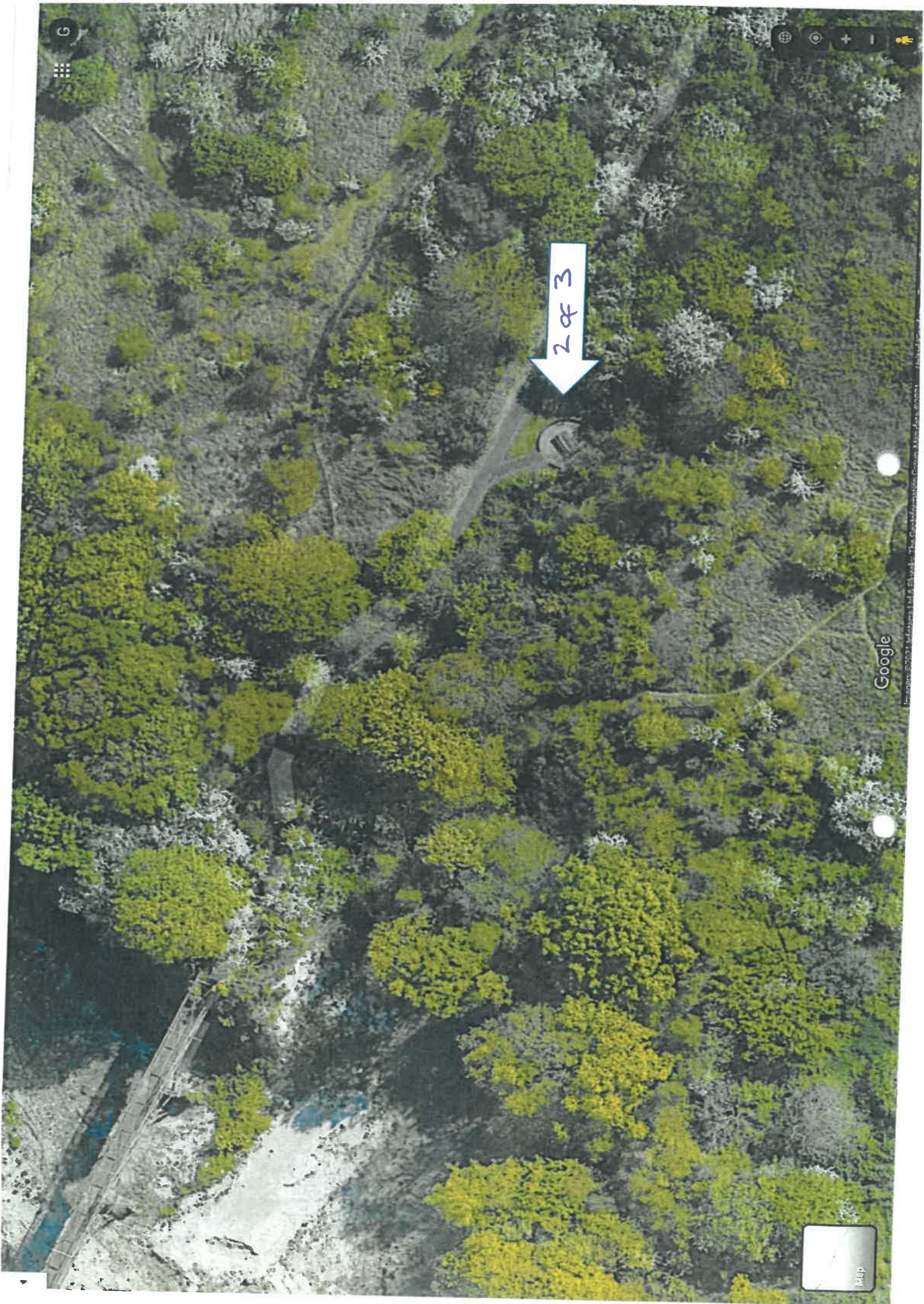
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1 of 3

Google

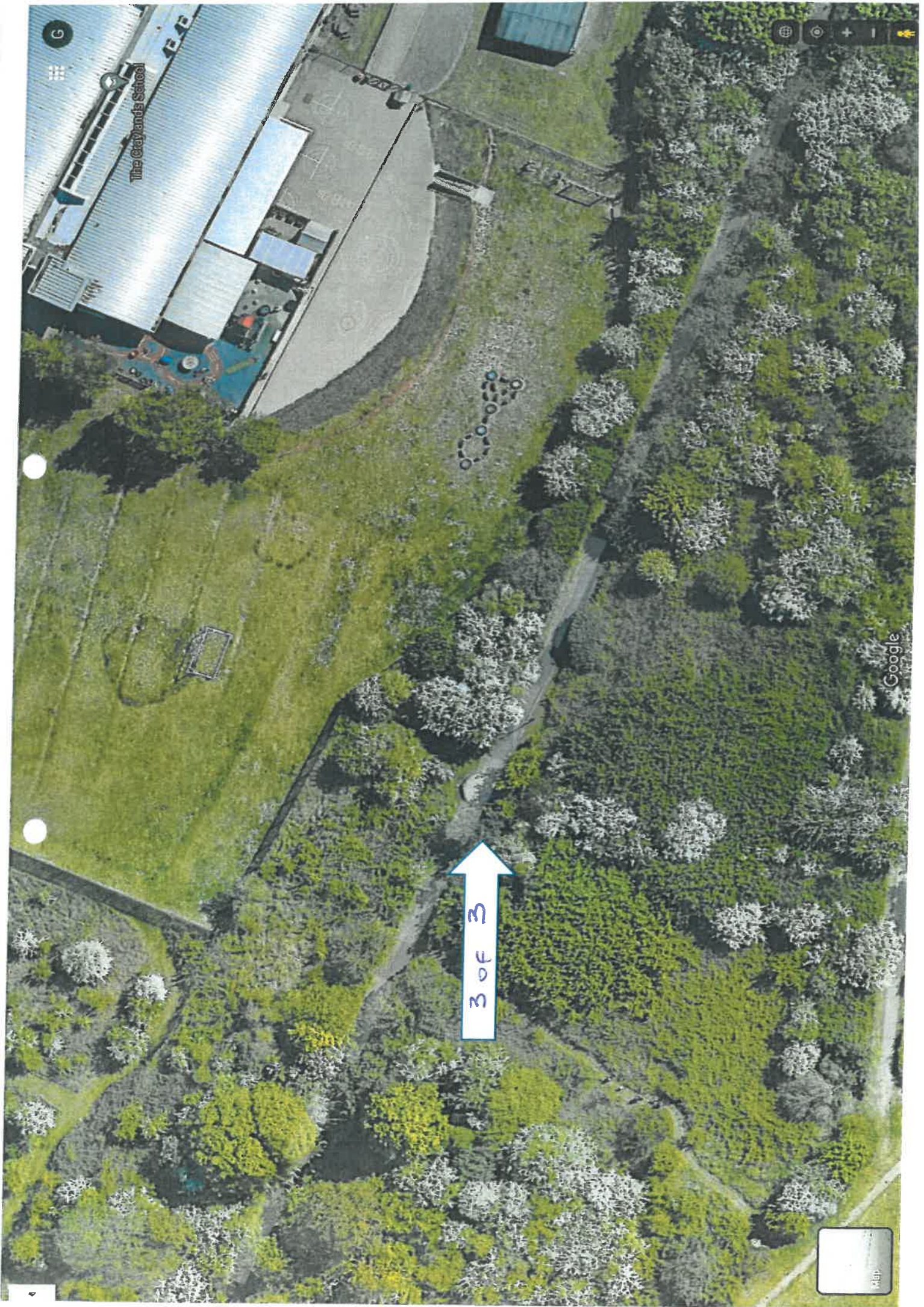




2 of 3

Google

Map



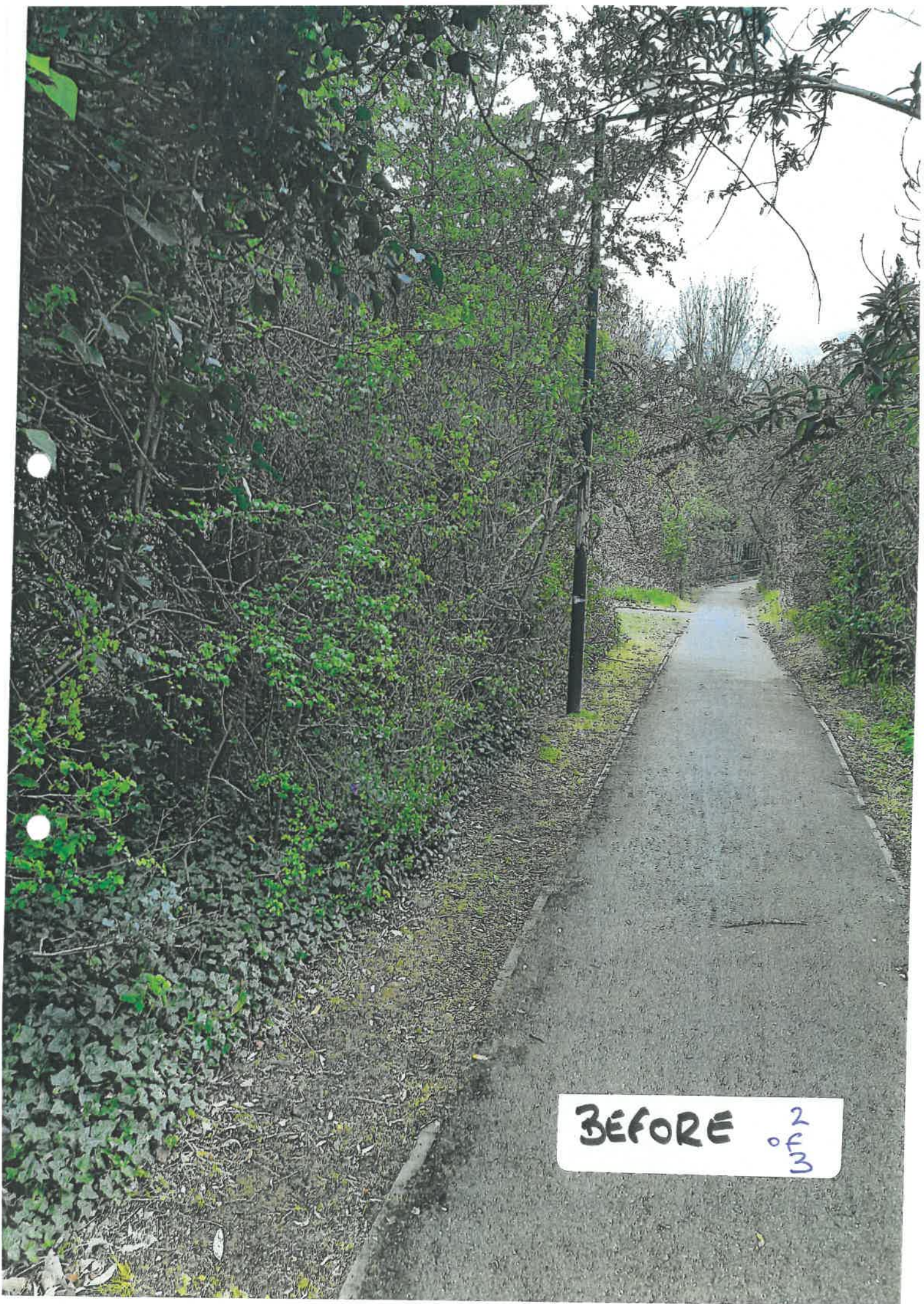
The Caylands School

3 of 3

Google

Map

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BEFORE 2
OF
3



AFTER 2 of 3



BEFORE 2
of
3



AFTER 2 of 3



1 of 3



1 of 3

CHRISTMAS TREE (p).

The Town Council is the only parish within the borough that provide festive lights each year in both the High Streets (Greenhithe and Swanscombe). The Town Mayor has requested that an item to consider having a Christmas Tree in the Town.

Officers have contacted our existing supplier of festive lights to obtain options and quotes.

Option 1 – Ground mounted tree

The below option is a decorated ground fixed 7ft Norway spruce tree. The cost to hire per year (on a 3 year contract) would be £399.62+VAT. This does not include the initial set up cost to the Town Council of installing an external power socket.



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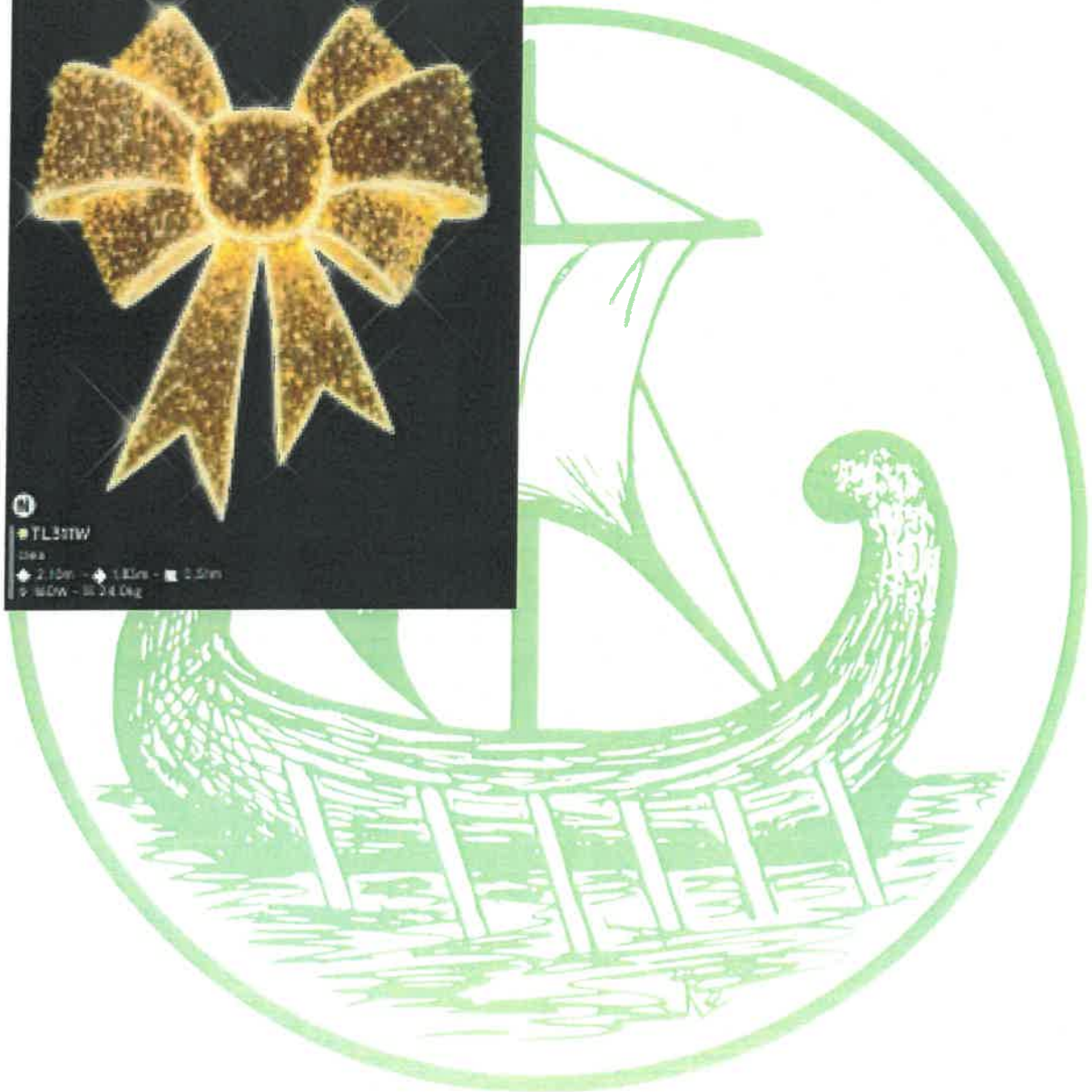
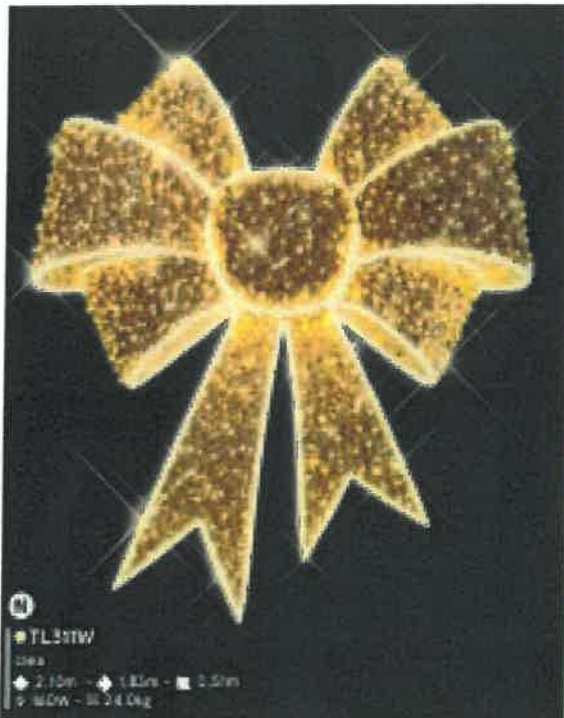
Option 2 – Wall mounted tree

The below option is a decorated wall mounted 7ft Norway spruce tree. The cost to hire per year (on a 3 year contract) would be £275.27+VAT. This does not include the initial set up cost to the Town Council of installing an external power socket.



Option 3 – Wall mounted ribbon motif.

The below option is a pre-lit wall mounted 7ft ribbon motif. The cost to hire per year (on a 3 year contract) would be £950.75+VAT. This does not include the initial set up cost to the Town Council of installing an external power socket.



Locations and Implications

As per the image below **Option 1** would have to be located within the grounds of the Town Council Offices, behind the palisade fencing. This would be to minimise the risk of theft or damage. Additional fencing would have to be used within this area to ensure it is safe for the children using the outside space from the pre-school.



Option 2 would be positioned on the brick section of external wall to the left-hand side of the building as you look at it. Power for this would have to reach the height needed and be secure.



Option 3 would be positioned on the side of the building facing into the park. This would be to provide ample space to ensure no windows are compromised. Power for this would have to reach the height needed and be secure.



Financial Implications

Members need to be aware that no additional budget has been allocated for festive lights for the 2021 Christmas period other than the contract fee for the lights in both High Streets.

Should members decide to pursue any of these options, consideration would have to be given for how the first year of the 3 year contract would be funded. Subsequent years of the contract could be included in future estimates, but this will increase the overall expenditure going into 2022 – 2023 and could impact on the level of precept.

Recommendation: To discuss and advise accordingly.

**Stone Neighbourhood Plan
Statement of Representations Procedure and Availability of Documents
The Neighbourhood Planning (General) Regulations 2012
Publication (Regulation 16)**

Title of Document

Stone Neighbourhood Plan

Subject Matter and Area Covered

Stone Parish Council has submitted a Neighbourhood Plan for Stone Parish 2020-2035 to Dartford Borough Council. The Borough Council has now published the Neighbourhood Plan under Regulation 16. The Neighbourhood Plan supports the Local Plan and provides the opportunity for the local community to shape the future development of Stone. It sets out planning policies put forward by the Parish Council on sets out policies on green space & recreation, health & wellbeing, housing, local infrastructure, Horns Cross centre, and delivering the Plan. The policies in the Plan will be used to make decisions on planning applications.

The Neighbourhood Plan will apply to the neighbourhood area which was designated in October 2016. The neighbourhood area covers the whole area which was within the previous boundary of Stone Parish in 2016.

Period of Pre-submission for Representations

Representations are invited on the Submission Draft Neighbourhood Plan for Stone Parish. **The period for submission of representations will run for six weeks from 4pm on Friday 14 May 2021 until 4pm on Friday 25 June 2021.** Duly made representations must be received by the Council within this period and in writing. No representations will be accepted outside this period.

How to view the documents

During the representations period, the Submission Draft Neighbourhood Plan for Stone Parish and other submitted documents are available on the Dartford Borough Council's website at: www.dartford.gov.uk/stoneneighbourhoodplan. The Plan is supported by evidence which is available on Stone Parish Council's website at: <https://www.stoneparishcouncil.com/evidence/>. Due to the coronavirus (Covid-19) pandemic, all documentation is only being published online in accordance with the latest Government guidance. Email localplan@dartford.gov.uk or phone 01322 343213 if you are not able to access an electronic copy of the documents.

Representations

Representations on the plan can be made throughout the representations period. Please note that late representations cannot be accepted. **Comments must be made in writing, preferably using the representations form.** The representation form and guidance notes are available to download from the Council's website. Representations should be emailed to: localplan@dartford.gov.uk or sent to: Planning Policy Team, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR.

All representations received will be submitted to the Examiner and considered as part of an Examination. Representations at this stage should consider whether the Neighbourhood Plan meets the basic conditions. Further guidance and advice on the Examination process is available on the Government website at: <https://www.gov.uk/guidance/neighbourhood-planning-2>.

Receiving notification if the Neighbourhood Plan is made

By using the representation form, you can request to be notified of Dartford Borough Council's decision to make the Plan under Regulation 19 (to bring it into legal force after examination and local referendum).

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Representation Form
Stone Neighbourhood Plan 2020-2035

The Neighbourhood Planning (General) Regulations 2012
(as amended) – Regulation 16

Stone Parish Council as the qualifying body has prepared a Neighbourhood Development Plan (the Plan) for its Parish (using the previous parish boundaries as they existed until May 2019) with the help of the local community. The Plan sets out objectives for the future of the area and contains planning policies to guide the development and use of land. Following submission to Dartford Borough Council, the Plan is now subject to a six week public consultation. Following this consultation, the proposed Plan will be submitted for independent examination which is expected to lead to a local referendum. If successful, the Stone Neighbourhood Plan will be made (brought into legal force) and will form part of the Dartford Development Plan and be used in the determination of planning applications relating to land in the neighbourhood plan area.

A copy of the Stone Neighbourhood Plan and supporting documents are available to view on Dartford Borough Council's website: <http://www.dartford.gov.uk/stoneneighbourhoodplan>. The supporting evidence base is available to view on the dedicated neighbourhood plan website: <https://www.stoneparishcouncil.com/evidence/>

You can make comments by completing this form and emailing it to: localplan@dartford.gov.uk or by printing this form and posting it to us at: Planning Policy Team, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR

Comments on the Plan should be submitted by **4pm on Friday 25th June 2021**. **Late representations will not be accepted.**

Please remember that the Examiner is only testing whether the Plan meets the Basic Conditions and other relevant legal requirements. Advice on how to make representations is provided in the guidance notes which accompany this form. You are strongly advised to read the guidance notes before completing this form.

This form comprises 3 parts:

- Part 1: Your details
- Part 2: Your representation(s).
- Part 3: Declaration

Part 1: Your details

	1. Personal details	2. Agent details (if applicable)
Title		
Name		
Organisation / group		
Address 1		
Address 2		
Address 3		
Postcode		
Telephone number		
Email address		

Part 2: Your comments

Please fill this part of the form out each time for every separate comment you make.

Name or Organisation:	
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Which part of the Stone Neighbourhood Plan does this comment relate to?

Page	<input type="text"/>	Policy Number	<input type="text"/>	Figure Number	<input type="text"/>
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Do you support, object or wish to comment on this Plan? (Please place a cross in one box)

Support	<input type="checkbox"/>	Support with modifications	<input type="checkbox"/>	Object	<input type="checkbox"/>	Have comments	<input type="checkbox"/>
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Please give details of the reasons for your support/objection or make other comments in the box below. If objecting, please give details of the grounds for your objection. Please be as precise as possible.

(Continue on a separate sheet / expand box if necessary)

If relevant, please set out what change(s) you consider necessary to make the Plan able to proceed. It will be helpful if you are able to put forward your suggested revised wording. Please be as precise as possible.

(Continue on a separate sheet / expand box if necessary)

The Neighbourhood Plan, and comments made on it, are expected to proceed to an examination by an independent Examiner. The majority of examinations are held through written representations. The Examiner will decide if there is a need for a public hearing. Please place a cross in the appropriate box to indicate whether you would like to participate in the hearing, if one is held.

No, I do not wish to participate
at a hearing

Yes, I wish to participate in
a hearing

If a hearing is required, please outline why you consider that your participation is necessary.

(Continue on separate sheet if necessary)

If you would like to be notified of Dartford Borough Council's decision to make the Plan under Regulation 19 (to bring it into legal force after examination and local referendum), please place a cross in the box below.

Please notify me

PART 3: Declaration

Data Protection

The personal information you provide on this form will be processed in accordance with the Data Protection Act 2018 and the Privacy and Electronic Communications (EC Directive) Regulations 2003. The information you provide will only be used for the purposes of the preparation of the Stone Neighbourhood Plan. Under Regulation 17, we have a duty to send all representations to the appointed Examiner. Your name, organisation name (if relevant) and comments may be made publicly available and cannot be treated as confidential. You will not be asked for any unnecessary information and we will not publish any personal data beyond what is stated in this declaration.

Please sign and date this form. Forms signed electronically will be accepted.

Declaration:

By completing and signing this form, I agree to my name, organisation, and representations being made available for public inspection.

Signature:

Date:

All comments must be received by 4pm on Friday 25th June 2021

Guidance Notes for commenting on the Draft Stone Neighbourhood Plan

The Draft Stone Neighbourhood Plan has been submitted by the Stone Parish Council (the qualifying body) to Dartford Borough Council. The Draft Stone Neighbourhood Plan is available online at: www.dartford.gov.uk/stoneneighbourhoodplan. The Basic Conditions Statement, Consultation Statement, and Strategic Environmental Assessment and Habitats Regulations Assessment Screening Opinion are also available online at: www.dartford.gov.uk/stoneneighbourhoodplan. The supporting evidence base is available online at: <https://www.stoneparishcouncil.com/evidence/>.

The Borough Council is carrying out this consultation on the Plan before it is submitted for examination by an independent Examiner. **This consultation will begin at 4pm on 14 May 2021 and end at 4pm on 25 June 2021.** Comments on the plan can be made throughout the consultation period. Please note that late responses cannot be accepted. Comments should be made in writing, preferably by emailing or sending in the representation form.

A pdf version of the representation form is available to download from the Council's website at: www.dartford.gov.uk/stoneneighbourhoodplan. Alternatively, we can email you a Word version of the form on request. If you would like us to do this, please email localplan@dartford.gov.uk or phone 01322 343213. Please remember to save your electronic form as you write your comments, prior to sending it.

All representations should be emailed to localplan@dartford.gov.uk or posted to Planning Policy Team, Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR.

For the purposes of this consultation, your name, organisation name (if relevant) and comments will be made available for public inspection. Further information on data protection can be found at the bottom of this guidance.

After the consultation, the Borough Council will submit the Plan for examination by an independent Examiner. The purpose of the examination is to consider whether the Stone Neighbourhood Plan complies with the basic conditions set out in Schedule 4B of the Town and Country Planning Act 1990. The Examiner will consider all comments on the Plan that are made in response to this consultation.

The basic conditions require that the Plan must:

- be appropriate having regard to national policies and advice;
- contribute to the achievement of sustainable development;
- be in general conformity with the strategic policies in the development plan for the local area;
- be compatible with EU regulations; and
- meet and comply with prescribed conditions e.g. whether or not it has a significant effect on European sites.

Further background to these Basic Conditions is provided below.

Regard to National Policies and Advice

A neighbourhood plan must have regard to the National Planning Policy Framework (NPPF)¹ and associated guidance².

The Planning Practice Guidance states that 'regard to national policy' means that a neighbourhood plan must not constrain the delivery of important national policy objectives.

Paragraph 13 of the NPPF makes clear that neighbourhood plans should support the delivery of strategic policies contained in local plans and should shape and direct development that is outside of these strategic policies (strategic policies as opposed to non-strategic policies are outlined in paragraph 20).

Contribution to the achievement of sustainable development

All plan making should help contribute to and achieve sustainable development. Sustainable development encompasses three main objectives which are interdependent and need to be pursued in mutually supportive ways (environmental, economic and social). The neighbourhood plan should demonstrate how it will contribute to improvements in environmental, economic and social conditions or show that consideration has been given to how any potential adverse effects arising from the proposals may be prevented, reduced or offset (referred to as mitigation measures).

National Planning Practice Guidance states that sufficient and proportionate evidence should be presented on how the plan guides development to sustainable solutions. There is no legal requirement for a neighbourhood plan to have a sustainability appraisal, but it can be a way of demonstrating this basic condition is met.

Conformity with the strategic policies in the Development Plan for the local area

Paragraph 13 of the NPPF is clear that neighbourhood plans should support the delivery of strategic policies contained in local plans; and should shape and direct development that is outside of these strategic policies.

Paragraph 29 the NPPF states that neighbourhood plans must be in general conformity with the strategic policies of the development plan. They should not promote less development than set out in the strategic policies for the area, or undermine those strategic policies. The Development Plan comprises the Dartford Core Strategy 2011³ which contains the strategic policies and the Dartford Development Policies Plan 2017⁴, both of which are supported by the Policies Map 2017⁵.

The Examiner will consider the following:

- whether the Stone Neighbourhood Plan supports and upholds the general principle that the strategic policy is concerned with;
- the degree, if any, of conflict between the policies in the Stone Neighbourhood Plan and the strategic policy;
- whether the Stone Neighbourhood Plan provides an additional level of detail and/or a distinct local approach to that set out in the strategic policy without undermining that policy; and
- the rationale for the approach taken in the Stone Neighbourhood Plan and the evidence to justify the approach.

¹ <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

² <https://www.gov.uk/government/collections/planning-practice-guidance>

³ <https://windmz.dartford.gov.uk/media/Inspector%20Approved%20Core%20Strategy.pdf>

⁴ https://windmz.dartford.gov.uk/media/DP_Plan_Final_Version_for_Adoption_for_web.pdf

⁵ <https://www.dartford.gov.uk/by-category/environment-and-planning2/new-planning-homepage/planning-policy/adopted-plans/interactive-policies-map>

Compatibility with EU regulations and prescribed conditions

Neighbourhood plans must be compatible with EU obligations, as incorporated into UK law, in order to be legally compliant. The key requirements to consider in this respect are:

- the potential effect of the plan on the environment under the Strategic Environmental Assessment Directive (SEA); and
- the potential effect of the plan on Special Protection Areas, Special Areas of Conservation and Ramsar sites under the Habitats and Wild Birds Directives and the Habitats Regulations (Habitats Regulations Assessment – HRA).

Dartford Borough Council carried out the SEA and HRA screening on the consultation draft Stone Neighbourhood Plan in 2019. This can be found at: www.dartford.gov.uk/stoneneighbourhoodplan. The screening decision concluded that the Stone Neighbourhood Plan did not need to be subject to a SEA and did not require an Appropriate Assessment under the Habitats Regulations to be undertaken.

General Advice

If you wish to make a representation seeking a modification to part of the Neighbourhood Plan, you should set out clearly in what way you consider the plan or part of the plan does not comply with the basic conditions or is legally non-compliant as set out above. You should provide all the information needed to support your representation. It would also be helpful if you set out precisely how you think the plan should be modified.

Please consider how you would like your representation to be dealt with in the examination:

- are you content to rely on your written representations; or
- do you wish to take part in hearing session(s)?

You may wish to note that written and oral representations will be given equal consideration in the examination process.

Examination Hearing Sessions

Most Neighbourhood Plan examinations are carried out using the written representation procedure. However, the Examiner will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate in hearing session(s). You may be asked to confirm your wish to participate when the Examiner has identified the matters and issues for examination.

Data Protection

The personal information you provide will be processed in accordance with the Data Protection Act 2018 and the Privacy and Electronic Communications (EC Directive) Regulations 2003. The information you provide will only be used for the purposes of the preparation of the Neighbourhood Plan as required by planning legislation, and may be used by the Borough Council or Examiner to contact you, if necessary, regarding your submission. The Borough Council has a legal duty to send all representations to the appointed Examiner. **Your name, organisation name (if relevant) and comments may be made publicly available** and cannot be treated as confidential. You will not be asked for any unnecessary information and we will not publish any personal data beyond what is stated in this declaration.

As a data subject, you have the right to access your personal data and to ensure the Council is processing it in the correct way. For further information, the Planning Policy Privacy Notice is available on the Council's website at: <https://www.dartford.gov.uk/privacy-notices/planning-policy-privacy-notice>

DECISIONS & RESPONSES (p).

Please find below a chronological list of the decisions and activities undertaken since the previously reported list (5 May 2021, minute 34/21-22):

Date:	Decision / Activity:
14 April 2021	The Town Mayor, witnessed by Cllr Lorna Cross, signed the licence to occupy for the installation of the Electric Vehicle (EV) Charging Points at both The Grove and Swanscombe Centre car parks.
5 May 2021	In consultation with the Town Mayor / Chairman of Finance, expenditure was agreed for the refitting of the water tanks and mains water supply pipes at The Pavilion to ensure health and safety compliance.
5 May 2021	In consultation with the Town Mayor / Chairman of Finance, expenditure was agreed for the removal of a stump within Swanscombe Park following the tree coming down in a storm. The remaining damage is to be resolved via an insurance claim.
6 May 2021	In consultation with the Town Mayor it was agreed with Kent County Council that the number of EV Charging Points to be installed at The Grove car park would increase to 4.
11 May 2021	In consultation with the Town Mayor consent was granted for a new defibrillator to be installed at the Heritage Community Hall. This item was funded by KCC Member Peter Harman, and the ongoing maintenance and insurance of the machine would be taken on by the lessee of the building.
5 May 2021	In consultation with the Town Mayor / Chairman of Finance, expenditure was agreed for additional surfacing works identified over and above the scheduled works from the playground safety inspection. Funding for this would come from the FRA's.



TOWN PLANNING.

Please find below the planning applications received and responded to by the Town Clerk, in consultation with the Chairman, since the previously reported applications (minute 34/21-22).

DA/21/00513/FUL	<p>Proposed enlargement of existing window opening (width and cill depth) and proposed new double french patio doors.</p> <p>5 Eliza Cook Close, Greenhithe, Kent DA9 9GD</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.</p>
DA/21/00517/FUL	<p>Erection of single storey rear/side extension and first floor side extension</p> <p>3 Crest View, Greenhithe, Kent, DA9 9QY</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.</p>
DA/21/00635/FUL	<p>Conversion of existing internal garage into a habitable room with associated alternations to front elevation.</p> <p>76 Pentstemon Drive, Swanscombe Kent DA10 0NJ</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.</p>

EDC/21/0064	<p>Reserved Matters application (details relating to layout, scale, appearance and landscaping) pursuant to outline planning permission EDC/17/0110 (as varied by EDC/19/0161 and EDC/21/0012) for the erection of 233 dwellings together with associated infrastructure including details of a surface drainage scheme (conditions 7 and 31), finished site and floor levels (condition 8a), noise attenuation and mitigation measures (condition 8b), public open spaces (condition 8c), daylight/sunlight assessment (condition 8d), sustainability measures (condition 8e), ecological enhancement (condition 8f), heritage interpretation (condition 8g and 9a), public footpath (condition 9b), landscaping along Tiltman Avenue (condition 9c) and play equipment (condition 24).</p> <p>Former Croxton And Garry Site, Tiltman Avenue, Swanscombe, DA10 0LL</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.</p>
DA/20/00830/FUL (Revision)	<p>Demolition of existing side extension with replacement of single storey extension to provide garage allowing rear access and single storey rear extension.</p> <p>Accuba House, 35 High Street, Greenhithe Kent DA9 9NL</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.</p>

EDC/21/0089	<p>Reserved matters application (siting, design, external appearance and landscaping) pursuant to conditions 2 and 19 of outline planning permission EDC/16/0045 relating to allotments and associated car parking.</p> <p>Ebbsfleet Green, Former Northfleet West Sub Station, Southfleet Road, Swanscombe DA10 0BE</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.</p>
DA/21/00701/FUL	<p>Erection of a single storey rear extension.</p> <p>66 Milton Road, Swanscombe, Kent, DA10 0LY.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.</p>
DA/21/00544/FUL	<p>Erection of a 4 storey side extension (including undercroft) to create an additional dwelling, internal staircase, moving of existing ramp forward and alteration to parking area.</p> <p>115 Knockhall Road, Greenhithe DA9</p>
OBSERVATIONS:	<p>The Town Council object to this planning applications, by virtue of its size and proximity to neighbouring properties it would have an overbearing effect to the detriment of the residential amenities of the occupiers. It would also be out of character/context and the Town Council seek assurances that the off-street parking provision/s are in accordance with and meet the standards of the adopted standards of the Local Planning Authority.</p> <p>There does not appear to be any details regarding the proposed gradients and depth of the land to be excavated for the proposed access?</p>

	<p>The Town Council would ask that, prior to any decision being made on this application confirmation is provided that the proposal would not have any negative impact or effect on the historical archaeology that is known to be in the area around this proposal.</p> <p>A similar application at this site (DA/07/00122/FUL) was refused in 2007</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.</p>
EDC/21/0078	<p>Partial discharge of condition 16 (Construction Environmental Management Plan) relating to development on the residential element of the site pursuant to outline planning permission EDC/16/0004.</p> <p>Land At Former Northfleet Cement Works The Shore Northfleet Gravesend Kent DA11 9AN</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.</p>
DA/21/00775/FUL	<p>Erection of a two storey side extension.</p> <p>61 Caspian Way, Swanscombe Kent DA10 0LD</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.</p>

DA/21/00803/FUL	Erection of a first floor side extension and provision of a dormer window in rear elevation and front roof light in connection with providing additional rooms in the roof space 125 Church Road, Swanscombe Kent DA10 0HE
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.
DA/21/00832/FUL	Erection of a single storey rear extension 123A Milton road, Swanscombe Kent DA10 0LS
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.

The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.

DA/21/00184/FUL	Erection of a single storey rear extension with demolition of existing conservatory, first floor front extension with terrace, porch extension, floor plan redesign and all associated works including additional windows in flank elevations at ground floor level. 1 Kemsley close, Greenhithe, Kent, DA9 9LS
DA/21/00447/FUL	Erection of a single storey extension to the rear. 39 Caspian Way, Swanscombe Kent DA10 0LB
DA/21/00096/FUL	Removal of pergola and erection of a single storey gym/office/occasional bedroom 3 College Place, Greenhithe DA9 9GF
DA/21/00395/FUL	Conversion of integral garage to habitable room with associated alterations to front elevation 23 Kemsley Close, Greenhithe, DA9 9LS
DA/21/00358/FUL	Conversion of attached garage to habitable room, erection of a single storey rear extension and windows replacement 19 Pilgrims View Greenhithe DA9 9QB
DA/21/00252/FUL	Provision of two dormer windows in front elevation and one dormer window and two roof lights in rear elevation in connection with providing additional rooms in the roof space 3 Eliza Cook Close Greenhithe Kent DA9 9GD
DA/21/00477/TPO	Application for works to various trees (B&C class trees only) subject to Tree Preservation Orders No.11 1990 and 3 2008 Central Area of Ingress Park, Greenhithe, Kent
DA/21/00478/TPO	Application for works to various trees (B&C class trees only) subject to Tree Preservation Orders No.11 1990 and 3 2008 West Side of Ingress Park Greenhithe Kent

DA/21/00227/FUL	<p>Conversion of garage to habitable room and associated alterations to front elevation with glazing to the side</p> <p>121 Mounts Road Greenhithe Kent DA9 9ND</p>
DA/21/00403/FUL	<p>Provision of a dormer window in rear elevation and roof lights in front elevation in connection with providing additional rooms in the roof space</p> <p>125A Milton Road, Swanscombe Kent DA10 0LS</p>
DA/21/00402/FUL	<p>Provision of a dormer window in rear elevation and roof lights in front elevation in connection with providing additional rooms in the roof space</p> <p>123A Milton Road, Swanscombe Kent DA10 0LS</p>
DA/21/00289/FUL	<p>Erection of a part 1/part 2 storey side extension, conversion of existing garage into habitable room, hip to gable end loft conversion and rear dormer, 1 No. sun tunnel and 3 No. roof lights to the front elevation in connection with providing additional rooms in the roof space. 2 No. roof lights to existing ground floor rear pitched roof. Pitched roof to single storey extension.</p> <p>7 Atlantic Close, Swanscombe Kent DA10 0LJ</p>
DA/21/00546/FUL	<p>Installation of 2 No. external air condenser units to side of Block A.</p> <p>Block A-St Clements Valley London Road Greenhithe Kent</p>
DA/21/00201/FUL	<p>Erection of a detached outbuilding</p> <p>15 Betsham Road Swanscombe Kent DA10 0EU</p>
DA/21/00513/FUL	<p>Proposed enlargement of existing window opening (width and cill depth) and proposed new double french patio doors</p> <p>5 Eliza Cook Close Greenhithe Kent DA9 9GD</p>
KCC/DA/0028/2021	<p>Temporary consent (5 years) for the operation of a construction and recycling facility for concrete and road/base planings and ancillary plant storage areas, reception weighbridge office and parking.</p> <p>Off Watling Street, Eastern Quarry, Swanscombe</p>

DA/21/00433/TPO	<p>Application for removal of T3, T4 and T5 Field Maple trees to rear and T6 in front of property subject to Tree Preservation Order No.11 1990</p> <p>20 Ingress Park Avenue, Greenhithe Kent DA9 9XJ</p>
DA/21/00002/FUL	<p>Detached single storey building, with rooms in the roof space, ancillary to main dwelling</p> <p>Ashirwad, Bean Road, Greenhithe</p>
DA/21/00308/FUL	<p>Demolition of existing rear conservatory and erection of a single storey rear extension, loft and roof extension with box dormer and external terrace with external landscaping, external alterations at basement level including the creation of terraces at ground floor level.</p> <p>The Orchards, Mounts Road, Greenhithe, Kent</p>
DA/21/00461/TPO	<p>Application to carry out works as per survey to Lime trees along The Boulevard subject to Tree Preservation Order No. 3 2008 and 11 1990.</p> <p>The Boulevard, Greenhithe</p>
DA/21/00466/FUL	<p>Demolition of existing rear conservatory and erection of a part two/part single storey rear/side extension</p> <p>45 Lewis Road Swanscombe Kent DA10 0JH</p>
DA/21/00462/TPO	<p>Application to carry works as per survey to Limes trees along Portland Place subject to Tree Preservation Order No.3 2008</p> <p>Portland Place Greenhithe Kent</p>

The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.

DA/20/01633/FUL	Erection of a first floor side extension and raising height of ridge to main roof with provision of a dormer window in front and rear elevations and front roof light in connection with providing additional rooms in the roof space 125 Church Road Swanscombe Kent DA10 0HE
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Recommended:

To note, and endorse, the decisions and planning responses, using the previously agreed delegation under Section 101 (1) of the Local Government Act 1972, since the previous meeting.

