

TC 7/10/21

SPECIAL TOWN COUNCIL
20 JULY 2021

MINUTES of the SPECIAL TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on TUESDAY 20 JULY 2021 at 7.35 PM

PRESENT:

Councillor Lesley Howes – Town Mayor
Councillor Anita Barham
Councillor Ann Duke
Councillor Linda Hall
Councillor Peter Harman
Councillor John Hayes

ALSO PRESENT:

Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT:

There were none

134/21-22. 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.

135/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Emma Ben Moussa, due to other commitments.

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

An apology for absence was received from Councillor Lorna Cross, due to other commitments.

An apology for absence was received from Councillor Dr Jo Harman, due to other commitments.

An apology for absence was received from Councillor Peter Harris, due to other commitments.

An apology for absence was received from Councillor Jay Shah, due to medical reasons.

An apology for absence was received from Councillor Maurice Weet, due to medical reasons.

RESOLVED:

That the reason for absence, for the above Town Councillors, be formally accepted and approved.

136/21-22. DECLARATIONS OF INTEREST IN 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.

137/21-22. MINUTES OF THE TOWN COUNCIL MEETING HELD ON 24 JUNE 2021 AND THE SPECIAL TOWN COUNCIL MEETING HELD ON 8 JULY 2021.

RESOLVED:

That the Minutes of the Town Council Meeting held on 24 June 2021 and the special Town council held on 8 July 2021 be confirmed as a true record and be signed.

138/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

139/21-22. EXCLUSION OF THE PRESS AND PUBLIC.

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

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 public and press leave the meeting during consideration of the following item(s).

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

140/21-22. EASTERN QUARRY – PROVISION OF OFF-SITE FOOTBALL PITCHES – UPDATE.

After discussing the contents of the confidential report, the recommendation made by the Regeneration & Quality Sub-Committee (minute 119/21-22) was endorsed.

Members were informed that Peter Nelson, Henley Camland was currently on leave.

Members requested that Peter Nelson, Henley Camland be further contacted to seek his availability from 29 July 2021 onwards.

RESOLVED:

That the recommendation made by the Regeneration & Quality Sub-Committee (minute 119/21-22) be endorsed.

There being no further business to transact the Meeting closed at 7.45pm.

Signed: _____

(Chairman)

Date: _____

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MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 24 JUNE 2021 at 7.00 PM

PRESENT: Councillor Lesley Howes – Town Mayor
Councillor Lorna Cross – Deputy Town Mayor
Councillor Anita Barham
Councillor Linda Hall
Councillor Peter Harman
Councillor Peter Harris

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

ABSENT: There were none

43/21-22. 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.

44/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Emma Ben Moussa, due to other commitments. Councillor Ben Moussa had provided a written report which would be read out at agenda item 22.

An apology for absence was received from Councillor Sue Butterfill, due to other commitments. Councillor Butterfill had provided written reports which would be read out at agenda items 9, 20 and 22.

An apology for absence was received from Councillor Ann Duke, due to other commitments.

An apology for absence was received from Councillor Dr Jo Harman, due to other commitments.

An apology for absence was received from Councillor John Hayes, due to medical reasons.

An apology for absence was received from Councillor Jay Shah, due to medical reasons.

An apology for absence was received from Councillor Maurice Weet, due to medical reasons.

An apology for absence was received from Dartford Borough Councillor (Greenhithe) David Mote who had provided a written report which would be read out at agenda item 22.

RESOLVED:

That the reason for absence, for the above Town Councillors, be formally accepted and approved.

45/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Lesley Howes declared a prejudicial interest in agenda item 17, Consultation – Draft Stone Neighbourhood Plan, as she is a Member of Stone Parish Council.

Councillor Lesley Howes declared a personal interest in agenda item 14, Happy to Chat / Contact Bench, as she is a Member of the Northfleet, Ebbsfleet & Swanscombe Lions Club.

Councillor Lorna Cross declared a personal interest in agenda item 14, Happy to Chat / Contact Bench, as she is a Member of the Northfleet, Ebbsfleet & Swanscombe Lions Club.

The Town Clerk advised members that, in accordance with Standing Order 43 (3) (i) (ii), dispensation was granted in relation to agenda item 7, Requests to use Town Council Parks / Open Spaces, to those Councillors that were members of the Swanscombe and Greenhithe Residents Association.

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.

46/21-22. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 5 MAY 2021.

RESOLVED:

That the Minutes of the Annual General Meeting held on 5 May 2021 be confirmed as a true record and be signed outside of this meeting.

47/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

48/21-22. REQUEST FOR DISPENSATION FOR NON-ATTENDANCE AT MEETINGS IN RESPECT OF COUNCILLOR JAY SHAH.

A request had been submitted for Members to consider granting dispensation for possible non-attendance at Town Council meetings that may give rise to disqualification without prior approval. The Town Council was asked to consider the request, made due to ill health.

Members asked that their best wishes be passed onto Councillor Jay Shah.

RESOLVED:

That the Town Council approve a dispensation for Councillor Jay Shah from attending meetings of the Town Council due to ill health, for a six month period commencing 24 June 2021, to avoid ceasing being a member of the authority under Section 85 of the Local Government Act 1972.

49/21-22. FOOTBALL PITCH ALLOCATION.

Further to minute 569/17-18 (Recreation, Leisure & Amenities Committee 22 March 2018) members had been supplied with a copy of the football pitch allocations for 2021 - 2022 football season.

Members were informed that whilst happy to try and accommodate the teams that had requested pitch allocations there were concerns that the volume of games may have a detrimental effect on the condition of the pitches. With this in mind Members agreed that the current suggested allocation be agreed and set as a maximum with no further increase in the number of teams using the pitches.

RESOLVED:

That the pitch allocations for 2021 - 2022 be noted and this be set as a maximum with no further increase in the number of teams using the pitches.

50/21-22. REQUESTS TO USE TOWN COUNCIL PARKS / OPEN SPACES

Members considered a request that had been received from Swanscombe Tigers FC to use the designated area of Broomfield Park for a Family Fun Day on 25 July 2021.

RESOLVED:

That the application be granted subject to the appropriate Public Liability Insurance being provided and that only the designated area being used.

51/21-22. COMMUNITY INFRASTRUCTURE LEVY (CIL), DARTFORD BOROUGH COUNCIL (DBC).

Further to minutes 152/19-20 (full Council 11 July 2019) and 352/18-19 (full Council 13 December 2018) the Infrastructure Delivery Officer (DBC) had written advising that a proportion of the CIL receipts received from development within the Town Council area, for the period 1 October 2020 to 31 March 2021, have been received and apportioned accordingly.

RESOLVED:

That the item be noted.

52/21-22. NATIONAL LOTTERY FUNDING (NLF) – SUCCESSFUL APPLICATION.

The Town Councils application to the NLF for its Community Green & Open Spaces Project had been confirmed as successful. This would enable the previously agreed designs for the x2 areas to be completed as proposed (minute 36/21-22).

Councillor Sue Butterfill had supplied a report advising that.... *“as requested by SGTC, I have personally requested for the proposed Community Orchard at Swanscombe Park to be placed on the next Planet Dartford Working Group agenda, at Dartford Borough Council (DBC). I will feedback to SGTC in-due course.”*

RESOLVED:

That the item be noted.

53/21-22. ACCESS ROAD GULLIES – SWANSCOMBE CENTRE.

Further to minute 269/20-21 (8 April 2021 full Council), members considered the report regarding the x2 options for resolving the issue of the blocked gullies in the access road.

Photographs of recent flooding in the access road were tabled to members.

After discussion members agreed that Option 2 was the most appropriate.

RESOLVED:

That Option 2 be used to proceed with the works to attempt to resolve the issue of the flooding in the access road.

54/21-22. DEDICATION OF TREES.

At the previous meeting members had requested that this item be placed on the agenda to consider the possible dedication of trees in the x2 community areas within Swanscombe Park.

Members had been provided with a copy of the Town Councils Memorial Policy.

Members agreed that the x2 trees being purchased for the Community Orchard be dedicated.

RESOLVED:

Members agreed that the x2 fruit trees being purchased by the Town Council for the Community Orchard within the picnic area be dedicated to Capt. Sir Tom Moore and, provided his family approved, former Town Councillor Bryan Read.

55/21-22. QUEENS GREEN CANOPY (QGC).

The QGC is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022 which invites people from across the UK to "Plant a Tree for the Jubilee".

The idea is to create a legacy in honour of The Queen's leadership of the Nation, which will benefit future generations.

From October, you can add your Jubilee tree to The QGC map. Her Majesty and The Prince of Wales planted the first Jubilee tree in the grounds of Windsor Castle in March, to mark the launch of the QGC

RESOLVED:

To agree to take part in the QGC and dedicate the whole of the Community Orchard in the picnic area in Swanscombe Park to the QGC.

56/21-22. ADDITIONAL BENCHES AND BIN.

Further to minutes 270/20-21 and 37/21-22 the additional benches at Broomfield and Swanscombe Play Areas had been installed as well as the additional litter bin in The Heritage Park.

The additional benches for Eagles Road Play Area, Greenhithe, Saxon Court Play Area, Greenhithe and Valley View Play Area, Greenhithe were on order.

RESOLVED:

That the item be noted.

Having already declared a personal interest Councillors' Lorna Cross and Lesley Howes took no part in the decision of the following item.

57/21-22. HAPPY TO CHAT / CONTACT BENCH.

The Northfleet, Ebbsfleet & Swanscombe Lions Club had approached the Town Council with an offer to supply a Happy to Chat / Contact Bench to be installed within Swanscombe.

To assist members examples of the bench were attached along with suggested options for locating the bench.

RESOLVED:

To agree to the proposal and for the bench to be located outside the Council Offices (location 1).

58/21-22. BENCH AREAS ON PROW DS6.

- Bench 2 of 3.

Further to Minute 38/21-22 officers had looked at feasibility of moving bench 2 of 3 which was not thought to be appropriate. As an alternative solution the shrubbery, on both sides, of the area's which lead up to the bench area had been cut back so that people on the path, and those using the seating area, could now see each other long before they actually got to the bench.

- Bench 1 of 3.

Since the last meeting the local Police (PCSO's) and the Kent County Council Community Warden have been patrolling the footpath and neither had reported any incidents of ASB. The resident that raised this issue had kindly agreed to record any incidents of ASB and had advised:

"There have only been two late night disturbances since your last email (6 May 2021) so comparatively very quiet to what it was a couple of years ago." Perhaps I overestimated the impact that lockdown easing would have on the unsociable noise levels close to the residential areas."

After discussion members agreed that no further action was required at this time.

RESOLVED:

That no further action be taken.

59/21-22. CHRISTMAS TREE.

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 had requested that this item be placed on the agenda to consider having a Christmas Tree in the Town.

Members were provided with some possible options of designs and sizes along with pictures which gave an indication of possible locations on or around the Council Offices.

Whilst the merits of the idea were recognised members agreed that the x2 sets of festive lights provided by the Town Council in Greenhithe and Swanscombe High Street were sufficient.

RESOLVED:

That no action be taken.

Having already declared a prejudicial interest Councillor Lesley Howes left the chamber and took part in the discussion or decision of the following item.

60/21-22. CONSULTATION - DRAFT STONE NEIGHBOURHOOD.

This consultation runs from 4pm on 14 May until 4pm on 25 June 2021.

Members were provided with the details for the consultation, by email on 14 May 2021.

Members were asked to consider whether they wished to respond to the consultation.

RESOLVED:

That no response be made.

61/21-22 DECISIONS & RESPONSES

Members were provided with the decision 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.

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.

62/21-22 **STAFF / MEMBER TRAINING – UPDATE**

The following training has been scheduled / undertaken: -

Cllr Sue Butterfill	Code of Conduct – Dartford Borough Council.	16 June 2021
Town Clerk	Code of Conduct – Dartford Borough Council.	16 June 2021
Administration Assistant	KALC Writing Press Releases for Good Local Coverage	17 June 2021

RESOLVED:

That the item be noted.

63/21-22. **REPORTS OF OUTSIDE REPRESENTATIVES.**

Members were advised that this item provided an opportunity for Members appointed as representatives on outside bodies to provide a report at the meeting.

London Resort Company Holdings Ltd Community Liaison Group (LRCHCLG).
Councillor Peter Harman is the Town Councils representative on the LRCHCLG. As previously agreed, the agenda for the 24 June 2021 meeting was available for inspection.

The LRCHCL had confirmed that a substitute could attend meetings but that this must be done in advance with the substitutes contact details being provided.

Councillor Peter Harman advised that the meeting had covered items which included :
Photos of proposed attractions;
The planning Inspectorate would begin the examination in late September /October and that there were 28,000 pages of information;
Gate 1 was due to be open in 2024 and Gate 2 in 2029;
One entrance would be opposite the George and Dragon PH;
Cycle paths, updating public footpaths;
Park and Glide service from Tilbury;
None of the local businesses had signed up to relocate;
15% of traffic would be by river (meaning 85% would be by road, train).

Further to the update members agreed that the Town Council should write a letter to London Resort (cc the Planning Inspectorate) asking for details regarding the parking proposals for the resort.

North West Kent Volunteer Centre (NWKVC).

In her absence Councillor Sue Butterfill supplied a written reporting informing.... *"NWK Volunteers Centre is continuing to operate a 'scaled down' service due to the Covid – 19 restrictions. The Trustees meet on a regular basis and are planning on increasing and developing their services for the community, as soon as the Government finally agree to the lockdown being lifted."*

Ingress Park (Greenhithe) Management Limited (IPGM).

IPGM had indicated that, although unable to provide documentation, they would like to submit verbal updates to the Town Council.

Councillors' Peter Harman and Peter Harris are the Council's representatives on IPGM.

Councillor Peter Harris gave an update which included: There would be a face to face meeting of the Board on the 9 September 2021 followed the Annual General Meeting on the 14 September 2021.

Young Peoples Partnership Conversation (YPPC).

Councillor Lesley Howes is the Town Council's representatives on the YPPC. As previously agreed, the agenda for the 9 June 2021 meeting is available for inspection.

Whitecliffe Community Liaison Group (WCLG).

Councillor Peter Harman is the Town Council's representatives on the WCLG. As previously agreed, the minutes from the 11 May 2021 meeting are available for inspection. The next meeting was scheduled for 13 July 2021.

64/21-22 **REPORT FROM KENT COUNTY COUNCILLOR.**

Kent County Councillor Mr Peter M Harman gave an update which included:

The Annual General Meeting had been held face to face at Maidstone Leisure Centre;
He had attended a Kent Fire & Rescue Pension Meeting and Planning Meeting;
There was no further update regarding the replacement traffic signs at Ingress Park Avenue;
A new style entrance gate on the PRow from Betsham Road to Castle Hill was due for installation;
The damaged belisha beacon outside the petrol station on London Road had been replaced;
A defibrillator was being sourced for Castlehill Community Centre.

65/21-22 **REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

In their absence Dartford Borough Councillors' Emma Ben Moussa, Sue Butterfill and David Mote had provided written reports.

The Dartford Borough Councillors reported on the following matters:

Feedback was provided which included:

Property Conversion Policy, this outlines DBC proposals to convert smaller sized void properties into larger sized dwellings to meet the identified shortfall.

Flexible Tenancies Review, this review is to ensure the best use of DBC housing stock with a lifetime tenancy. This policy is reflected in the Housing Allocation Policy.

Local Plan – this is work in progress.

DBC TRO's – officers have advised members that Kent County Council (KCC) have started the process to replace Fastrack Busways - Traffic Regulation Order's (TRO's) to Dartford and Gravesham Borough Council; allowing only Fastrack buses and vehicles with exemptions to use the busways. More information is available from the Principal Fastrack Development Planner at DBC.

DBC has been invited to appoint a member to serve on the Board of the Ebbsfleet Garden City Trust. The Trust had been created to provide the necessary legal framework for the ownership of assets and responsibility for resources and to ensure strong management and service delivery on an ongoing basis to local residents. He recommended to Cabinet that Councillor Nicklen should be the Council's nominee to serve on the ECGT Board.

DBC has been awarded £1,300,000 of funding from the Government's Decarbonisation Scheme to help fund the installation of energy-efficient measures to a number of its public buildings, including the Civic Centre, Acacia Gym, the Mansion House, Manor Gate House and the Tree Community Centre.

The ability of local authorities to hold Member meetings remotely, or in hybrid formats, via virtual platforms, ended when the emergency Regulations introduced in 2020 during the Covid-19 pandemic expired on 7 May 2021. DBC intends to continue to conduct its statutory and decision-making meetings in-person, at a physical location.

The Keary and Milton Road council properties should be ready for handover in August and November respectively, and construction work on the Gilbert Road project should start in September.

CCTV was due to be installed at Keary Road and Swanscombe Street to monitor anti-social parking with a dedicated staff member to monitor.

Bushfields Garden (Gunn Road) to be opened with improvement works to be undertaken utilising local volunteers.

A request had been made for more cuts at Swanscombe Cemetery.

The service delivery by Urbaser in Swanscombe is being called down for review.

RESOLVED:

That the item be noted.

66/21-22. TOWN MAYOR'S ANNOUNCEMENTS.

It was hoped that the Electric Vehicle Charging Points in the Grove Car Park would be able to be officially opened on 19 June 2021.

A volunteer's group was being formed for residents to carry out voluntary work for largely DBC tenants on their gardens. A meeting was scheduled for 9 July at the St Peter & St Pauls Church Centre.

NHS Big Tea event was scheduled to take place at the Old Fire Station Community Café on 19 July 2021.

A Flower & Produce Show was being held at the Heritage Community Hall on 25 September 2021.

An openmic event was going to be held at The Pavilion on 20 November 2021.

67/21-22. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

RESOLVED:

That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.

68/21-22. EXCLUSION OF THE PRESS AND PUBLIC.

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

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 public and press leave the meeting during consideration of the following item(s).

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

69/21-22. PAVILION WORKING GROUP.

Members discussed the contents of the confidential notes from the 11 June 2021 meeting of the Working Group.

Councillor Peter Harman asked those members present that were not on the Working Group for their views regarding the contents of the confidential notes.

RESOLVED:

That the report be noted.

There being no further business to transact the Meeting closed at 9.20pm.

Signed: _____

(Chairman)

Date: _____

T/K 7/10/21

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 30 JUNE 2021 AT 7.00PM

PRESENT: Councillor John Hayes – Chairman
Councillor Peter Harris – Vice-Chairman
Councillor Lorna Cross
Councillor Linda Hall
Councillor Peter Harman
Councillor Lesley Howes

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor Ann Duke
Councillor Maurice Weet

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

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

71/21-22. **APOLOGIES FOR ABSENCE.**

There were none.

72/21-22. **SUBSTITUTES.**

There were none.

73/21-22. **DECLARATIONS OF INTEREST IN 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.

74/21-22. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

75/21-22. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 18 MARCH 2020.**

Recommended: The Minutes of the meeting held on 18 March 2020 were confirmed and signed.

TOWN PLANNING:

76/21-22. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION AND RESPONDED TO BY THE TOWN CLERK, IN CONSULTATION WITH THE CHAIRMAN AND MEMBERS, DURING THE COVID-19 RESTRICTION PERIOD.**

<p>DA/21/00724/FUL</p>	<p>Erection of 3 buildings up to four storeys in height to provide 47 flats with off-street car parking, communal amenity space, hard and soft landscaping, recycling and refuse storage facilities and new vehicular accesses serving the site from Station Road and Station Approach.</p> <p>Land North of Railway Line, Station Road, Greenhithe, Kent</p>
<p>OBSERVATIONS:</p>	<p>The Town Council note that similar applications for this site have previously been refused or withdrawn (14/01035/OUT, 20/00565/FUL). The Town Council objects to the application as it is an overdevelopment of the site which is not compatible with surrounding developments.</p> <p>This proposal would have adverse effects on nearby existing properties.</p> <p>There are concerns that the parking provisions contained in the proposal do not meet the requirements/standards of the Planning Authority and would be insufficient for all residents and visitors which will result in excess vehicles parking in adjacent roads that already suffer with serious parking issues.</p> <p>The proposed access/egress points are not suitable as these are already busy roads (for the train station) and especially at peak times when drop offs and pickups occur. Further traffic in this area will make it dangerous and more difficult for the users of the roads in this area.</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. It is not felt that the benefits of developing this site for high density housing would be outweighed by the disbenefits.</p>

DA/21/00872/OBB	<p>Consultation on outline planning application (with all matters reserved) for residential-led mixed-use development comprising demolition of existing buildings and structures and provision of residential (Class C3), flexible commercial use (Class E), community use (Class F2, E), hard and soft landscaping, public open spaces, car parking, pedestrian and vehicular access and other associated infrastructure works within Gravesham BC.</p> <p>Land Adj to Northfleet Harbour Grove Road Northfleet Gravesend.</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/21/00826/COU	<p>Change of use of ground floor dental surgery (Use Class D1) to self-contained studio flat (Use Class C3). Erection of a single storey rear infill extension to provide bin storage. As well as the erection of a detached building to provide dental surgery, with associated car and cycle parking provision and refuse storage.</p> <p>Cheers Dental Practice, 23 High Street, Swanscombe Kent DA10 0AG.</p>
OBSERVATIONS:	<p>The Town Council would seek assurances from the Planning Authority that this proposal meets the requirements of the Dartford Parking Standards.</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>

Recommended:

That the responses submitted be noted and endorsed.

77/21-22. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/21/00476/TPO	Application for works to various trees (B&C class trees only) subject to Tree Preservation Orders No.11 1990 and 3 2008. East Side of Ingress Park, Greenhithe.
DA/21/00635/FUL	Conversion of existing internal garage into a habitable room with associated alterations to front elevation. 76 Pentstemon Drive, Swanscombe.

78/21-22. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.

DA/21/00974/FUL	Demolition of existing conservatory and erection of a part two/part single storey rear extension and detached outbuilding. 4 Lewis Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of this 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.

79/21-22. INFORMAL MEETING WITH DEVELOPERS – SITE OF FORMER WHEATSHEAF PH.

Members were invited to attend an informal meeting with the developer on Friday 2 July 2021 at 11.00am via Zoom.

Recommended: That the item be noted.

80/21-22. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to respond to planning applications during the recess period

There being no further business to transact, the Meeting closed at 7.10 pm.

Signed: _____
(Chairman)

Date: _____

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 15 SEPTEMBER 2021 AT 7.00PM

PRESENT: Councillor John Hayes – Chairman
Councillor Peter Harris – Vice-Chairman
Councillor Ann Duke
Councillor Linda Hall
Councillor Peter Harman
Councillor Lesley Howes

ALSO PRESENT: Graham Blēw – Town Clerk

ABSENT: There were none.

172/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

173/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Lorna Cross, due to other commitments.

An apology for absence was received from Councillor Maurice Weet, due to medical reasons.

Recommended: That the reasons for absence, for the Councillors listed, be formally accepted and approved.

174/21-22. SUBSTITUTES.

There were none.

175/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Peter Harman declared a prejudicial interest in item 8.2 in relation to applications DA/21/01374/TPO, DA/21/01373/TPO and DA/21/01372/TPO as he is a member of the board of the IPGM.

Councillor Peter Harris declared a prejudicial interest in item 8.2 in relation to applications DA/21/01374/TPO, DA/21/01373/TPO and DA/21/01372/TPO as he is the Chariman of the board of the IPGM.

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.

176/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

177/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 30 JUNE 2021.

Recommended: The Minutes of the meeting held on 30 June 2021 were confirmed and signed.

178/21-22. CONSULTATION – KENT COUNTY COUNCIL (KCC) – CONTINUED USE OF BOOKING SYSTEMS FOR THE HOUSEHOLD WASTE AND RECYCLING CENTRES.

Members considered the consultation which has a deadline of 30 September 2021.

Members had been provided with this consultation on 19 August 2021.

Recommended: That the consultation response as attached be submitted.

179/21-22. CONSULTATION - ABBEY WOOD TO EBBSFLEET TRANSPORT CONNECTIVITY STUDY.

Members considered the consultation which had a deadline of 3 September 2021. Upon request the C2E Partnership had advised they were happy to receive the Town Councils comments following this meeting.

Members had been provided with this consultation on 23 July 2021.

Recommended: That the consultation response as attached be submitted.

TOWN PLANNING:

180/21-22. Please find below the planning applications received and responded to by the Town Clerk, in consultation with the Chairman and members, during the Recess period (as per minute 80/21-22).

DA/21/00935/FUL	<p>Provision of an external balcony to first floor level, side elevation including new double french doors and side lights.</p> <p>27 Frobisher Way, Greenhithe Kent DA9 9JN.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/21/00986/FUL	<p>Demolition of existing buildings and re-development of the site to provide a total of 37 residential dwellings (Use Class C3) consisting of 22 No. 3 bed semi-detached and terraced houses and 15 No. 1, 2 and 3 bed flats. As well as the provision of associated infrastructure including a road extension / access road, footpaths, parking provision, refuse and bike store, pumping station, private and communal amenity space and ecological habitat areas.</p> <p>Former Builders Yard, Spring Vale, Greenhithe DA9 9HA.</p>
OBSERVATIONS:	<p>The Town Council objects to this application as the proposal would constitute an over intensive development of the site and would result in an undesirable intensification of use of the site to the detriment of the amenities of the surrounding area (residential properties and street scene). It is felt that the proposal would, by reason of its siting and overall bulk, result in an overbearing impact on the surrounding residential properties.</p> <p>The proposal would also add to the overcrowding of the local roads which already suffer severe issues with traffic movements/congestion and parking (the local roads are also used as through roads when London Road regularly succumbs to congestion) and it would also increase the air and light pollution. The proposal would require construction traffic to use the local roads, and this would increase the noise and traffic pollution with a huge detrimental effect/impact to the local community which already suffers from these issues. Whilst acknowledging that the site is a brown field site residents have been subjected to enough development in this area and this site should be left to nature.</p>

<p>DA/21/01052/FUL</p>	<p>Provision of dormer windows in front and rear elevations in connection with providing additional rooms in the roof space.</p> <p>5 Arethusa Place, High Street Greenhithe Kent DA9 9NZ.</p>
<p>OBSERVATIONS:</p>	<p>The Town Council have concerns that whilst the application form says the proposed works will have no effect on the existing parking arrangements the application is "in connection with providing additional rooms in the roof space. This increase in rooms could result in an increase in occupants which in turn could result in an increase in car users at the site which would require additional parking arrangements?</p> <p>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>
<p>DA/19/01557/FUL</p>	<p>Erection of 187 residential apartments, associated parking, open space, landscaping, infrastructure and groundworks (amended description omitting reference to pedestrian and cycle connection to Greenhithe Railway Station, vehicular drop off, new ticket barrier and machine)</p> <p>Land North of London Road, East of Telephone Exchange, Greenhithe.</p>
<p>OBSERVATIONS:</p>	<p>The Town Council strongly objects to this application on the following grounds:</p> <p>It is an overdevelopment of the site with the proposed layout and density being excessive.</p> <p>There is very serious concern that the entrance/exit onto London Road is a potential safety risk and will result in unsatisfactory traffic flows, the area of the London Road/Mounts Road junction is a dangerous hot-spot, and this proposal would increase that danger.</p> <p>The access road to the proposed development would be steep and not appropriate for wheelchair users or those with prams/pushchairs.</p>

	<p>The condition of the cliffs needs to be confirmed as there have been recent experiences of rock fall/collapse and the vibration of construction and added vehicular movements could de-stabilise the cliffs further.</p> <p>Sufficient disabled parking bays should be included in any proposal for drop-off and pick points.</p> <p>A condition should be included to any approval that parking regulations/control are enforced within this site.</p> <p>There is concern that the accident figures contained in the application do not include the x3 recent accidents that have occurred in this area. Based on the average speed of vehicles contained in the application documents were a residential site to be located at this junction there would be an increased risk of accidents for both pedestrians and vehicles.</p> <p>The provision for electric cars to be charged should be included.</p> <p>The Town Council are concerned that the consultation events carried out by the developer were held at times when a large percentage of the residents would have been at work.</p> <p>The Town Council support the community benefit this development would bring, via a Section 106 Agreement being in place to include the developer making a financial contribution, to the Town Council, for the improvements to Knockhall Recreational Ground. This investment would benefit both existing and new members of the parish community for many years to come.</p>
<p>DA/21/01048/FUL</p>	<p>Erection of part two / part single storey side extension incorporating granny annexe on ground floor, front porch, upgrade / extension to existing rear attached outhouse and vehicle crossover.</p> <p>13 Sweyne Road, Swanscombe, Kent DA10 0JA.</p>
<p>OBSERVATIONS:</p>	<p>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.</p>

DA/21/01144/FUL	<p>Demolition of existing conservatory and erection of a single storey side extension</p> <p>22 Whites Close, Greenhithe Kent DA9 9JL.</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/21/01007/FUL	<p>Provision of dormer windows in rear elevation in connection with providing additional room in the roof space.</p> <p>19 Calcroft Avenue, Greenhithe Kent DA9 9XE.</p>
OBSERVATIONS:	<p>The Town Council have concerns that whilst the application form says the proposed works will have no effect on the existing parking arrangements the application is "in connection with providing additional rooms in the roof space". This increase in rooms could result in an increase in occupants which in turn could result in an increase in car users at the site which would require additional parking arrangements?</p> <p>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.</p>
EDC/21/0120	<p>Application for minor material amendment to outline planning permission reference no. DA/05/00308/OUT, as amended by EDC/16/0045 (for the redevelopment of the site comprising a mixed use of up to 950 dwellings & non-residential floorspace for: shopping, food & drink, hotel use; community, health, education & Cultural uses; assembly & leisure facilities & associated works) to update parameter plans, strategies, the site wide masterplan and to increase the quantum of community floorspace.</p> <p>Ebbsfleet Green, Northfleet West Sub Station, Southfleet Road, Swanscombe.</p>

OBSERVATIONS:	The Town Council are concerned regarding the strain this development will/is having on an already overloaded infrastructure and the impact this is having on the vehicular movements and congestion on local roads which is having a negative impact on the existing residents of Swanscombe and Greenhithe.
DA/21/01153/FUL	Demolition of existing garage and construction of a two-storey side extension. 1 Broad Road, Swanscombe Kent DA10 0DR.
OBSERVATIONS:	<p>Whilst the application states that off road parking for x3 vehicles exists on site and will be retained the demolition of the garage would result in the loss of a useable off-street parking space within the application site and would consequently give rise to indiscriminate on-street parking, detrimental to highway safety, parking conditions to an area that already suffers with severe issues regarding on road parking.</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 EVCP's.</p> <p>Please ensure all neighbouring properties are consulted prior to the consideration of this application</p>
DA/21/01160/VCON	Application for variation of condition 2 (approved drawings) of planning permission DA/20/00461/FUL in respect of single storey roof being raised in height. 10 Gunn Road, Swanscombe Kent DA10 0JL
OBSERVATIONS:	<p>The Town Council are concerned that the proposal is not in-keeping with the design of the other properties in this area.</p> <p>Please ensure all neighbouring properties are consulted prior to consideration of this 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/21/01221/FUL	<p>Conversion of garage to habitable room with associated alterations to front elevation, formation of extended car parking hardstanding and extended crossover to create vehicular access.</p> <p>11 Sara Crescent Greenhithe DA9 9NY.</p>
OBSERVATIONS:	<p>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</p>
DA/21/01188/FUL	<p>Demolition of existing conservatory and construction of new single storey rear extension.</p> <p>59 Valley View, Greenhithe Kent DA9 9LU.</p>
OBSERVATIONS:	<p>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.</p>
DA/21/01219/TPO	<p>Application to fell 1 No. Silver Birch tree subject to Tree Preservation Order No.3 1991.</p> <p>6 St Peters Close, Swanscombe Kent DA10 0BD.</p>
OBSERVATIONS:	<p>The Town Council object to this application. The tree makes an important contribution to the visual amenities of the locality as part of the area covered by TPO No.3 1991 and it's loss would be prejudicial to those amenities. The Development Control Board previously refused the same application under reference numbers DA/98/00662/TPO - DA/19/00511/TPO - DA/20/00925/TPO - on the last application the previous tree surgeons reports had not considered that the felling of this tree be necessary. We also note that there is no new tree surgeons report to accompany this application.</p> <p>A proper management scheme for the tree should be implemented rather than proposing felling the tree. Any works approved for the tree should take into account nesting birds between March and September, in accordance with the Wildlife and Countryside Act 1991.</p>

DA/21/01205/FUL	<p>Erection of a two-storey side extension, conversion of garage to habitable room and provision of dormer window in rear elevation and roof light in front elevation in connection with providing additional rooms in the roof space</p> <p>61 Caspian Way, Swanscombe, Kent DA10 0LD.</p>
OBSERVATIONS:	<p>The Town Council have concerns regarding this proposal resulting in the loss of an off-street parking facility which would give rise to an increase in on street parking in an area where there is very limited capacity.</p> <p>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.</p>
DA/21/00121/FUL (RE-CONSULTATION)	<p>Conversion of disused builders' merchants including two storey outbuilding, to 3 x 1 No. bed flats with associated external alterations (existing first floor flat retained), and associated installation of cycle parking, refuse storage and amenity space and creation of parking spaces (2 between main building and outbuilding, and 1 adjacent to Branscombe).</p> <p>Former A E Frost Builder Merchants, 64 Stanhope Road, Swanscombe, DA10 0AS.</p>
OBSERVATIONS:	<p>The Town Council have considered this application (re-consultation), and still object and would like to re-iterate our previous comments:</p> <p>The Town Council objects to this application as the proposal would constitute an over intensive development of the site and would result in an undesirable intensification of use of the site to the detriment of the amenities of the surrounding area (residential properties and street scene). It is felt that the proposal would, by reason of its siting and overall bulk, result in an overbearing impact on the surrounding residential properties.</p> <p>The proposal would also add to the overcrowding of the local roads which already suffer sever issues with traffic movements/congestion and parking (the local roads are also used as through roads when London Road regularly succumbs to congestion) and it would also increase the air and light pollution.</p>

	<p>The proposal would require construction traffic to use the local roads, and this would increase the noise and traffic pollution with a huge detrimental effect/impact to the local community which already suffers from these issues.</p> <p>Whilst acknowledging that the site is a brown field site residents have been subjected to enough development in this area and this site should be left to nature."</p>
<p>DA/21/01291/FUL</p>	<p>Raising of roof height to provide additional storey of accommodation plus rooms within new roof space, part three storey rear extension, and alterations to convert single dwelling into two semi-detached houses.</p> <p>The Orchard, Mounts Road, Greenhithe DA9 9ND.</p>
<p>OBSERVATIONS:</p>	<p>The Town Council have concerns that whilst the application form says the proposed works will have no effect on the existing parking arrangements the application is to provide additional storey of accommodation plus rooms within new roof space, part three storey rear extension, and alterations to convert single dwelling into two semi-detached houses. This increase in rooms/buildings will result in an increase in occupants which in turn could result in an increase in car users at the site which would require additional parking arrangements? It is noted that the application only increases the amount of cycle spaces and not the amount of car parking spaces.</p> <p>The Town Council are also concerned that the proposal is not in-keeping with the design of the other properties in this area.</p> <p>Please ensure all neighbouring properties are consulted prior to consideration of this 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>
<p>DA/21/1288/TPO</p>	<p>Application for T565 sycamore, heavy limb overhanging and touching neighbouring garage in Worcester Close - remove this limb to improve overall balance of crown and remove from neighbouring garage.</p> <p>Communal Area Rear Of 1 And 5 Watermans Way Greenhithe Kent.</p>

OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to consideration of this application.
DA/21/01304/TPO	Application to remove a group of three trees in the rear garden subject to Tree Preservation Order No.11 1990. 9 Watermans Way Greenhithe Kent DA9 9GJ.
OBSERVATIONS:	<p>The trees contribute to the visual amenities of the locality as part of the area and their loss would be prejudicial to those amenities.</p> <p>The application form indicates that the trees are not diseased and have not caused any damage to properties therefore a proper management scheme for the trees should be implemented rather than proposing felling the trees.</p> <p>Any works approved for the tree should consider nesting birds between March and September, in accordance with the Wildlife and Countryside Act 1991.</p> <p>Please ensure all neighbouring properties are consulted prior to consideration of this application.</p>

Recommended:

That the responses submitted during recess period be noted and endorsed.

Having already declared a prejudicial interest Councillors' Peter Harman and Peter Harris took no part in the discussion in relation to applications DA/21/01374/TPO, DA/21/01373/TPO and DA/21/01372/TPO during the following item.

181/21-22. **The following planning applications have been received from Dartford Borough Council / Ebbsfleet Development Corporation for Members observations** (full details of these applications can be viewed via the Town Council, DBC and the EDC websites).

DA/21/01308/FUL	Erection of six residential dwellings, together with associated parking, amenity space and landscaping. Land East of Parkwood Hill and Knockhall Road, Greenhithe.
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/21/01360/FUL	Erection of a two-storey rear extension and rear conservatory. 18 The Crescent Greenhithe Kent DA9 9EP.
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/21/01374/TPO	Application for works to various trees subject to Tree Preservation Orders No.11 1990 and 3 2008 West side of Ingress Park.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to consideration of this application.

DA/21/01373/TPO	<p>Application for works to various trees (B&C class trees only) subject to Tree Preservation Orders No.11 1990 and 3 2008</p> <p>East side of Ingress Park.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to consideration of this application.</p>
DA/21/01372/TPO	<p>Application for works to various trees subject to Tree Preservation Orders No.11 1990 and 3 2008</p> <p>Central area of Ingress Park</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to consideration of this application.</p>
DA/21/01367/FUL	<p>Erection of a part two/ part single storey side and rear extension with terrace with balustrade at first floor level and a front porch for conversion to form 2 self-contained flats.</p> <p>13 The Crescent, Greenhithe DA9 9EP</p>
OBSERVATIONS:	<p>The Town Council objects to this planning application. The Crescent is already a congested close with a large number of dwellings in a small area, it is inappropriate to have an additional dwelling in this limited space and as such this proposal would be a case of overdevelopment.</p> <p>There is also already a shortage of parking spaces in that locality and whilst the application does not vary the number of existing spaces (2), creating an additional property will two new dwellings.</p>
EDC/21/0128	<p>Reserved matters application (details relating to access, appearance, landscaping, layout and scale) pursuant to condition 2 and 25 of outline planning permission EDC/17/0048 for the erection of 182 dwellings and associated parking, open space and infrastructure.</p> <p>Alkerden (Parcel 5A) Eastern Quarry Watling Street Swanscombe Kent.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to consideration of this application.</p>

EDC/21/0148	<p>Reserved Matters application (details of access, appearance, layout, scale and landscaping) pursuant to conditions 2 and 25 of outline planning permission EDC/17/0048 for the installation of a road, including vehicle, pedestrian and cycle access, landscaping and associated works.</p> <p>Fastrack - Alkerden and Ashmere Eastern Quarry Watling Street Swanscombe Kent.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to consideration of this application.</p>

182/21-22. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/21/00517/FUL	<p>Erection of a single storey rear/side extension and first floor side extension.</p> <p>3 Crest View, Greenhithe, Kent DA9 9QY.</p>
DA/21/00401/FUL	<p>Demolition of existing garage/store and erection of a part two/part single storey side extension and rear conservatory.</p> <p>68 Swanscombe Street Swanscombe Kent DA10 0BW.</p>
DA/21/00803/FUL	<p>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.</p> <p>125 Church Road, Swanscombe Kent.</p>
DA/21/00775/FUL	<p>Erection of a two-storey side extension.</p> <p>61 Caspian Way, Swanscombe Kent.</p>
DA/21/00832/FUL	<p>Erection of a single storey rear extension.</p> <p>123A Milton Road, Swanscombe Kent DA10 OLS.</p>

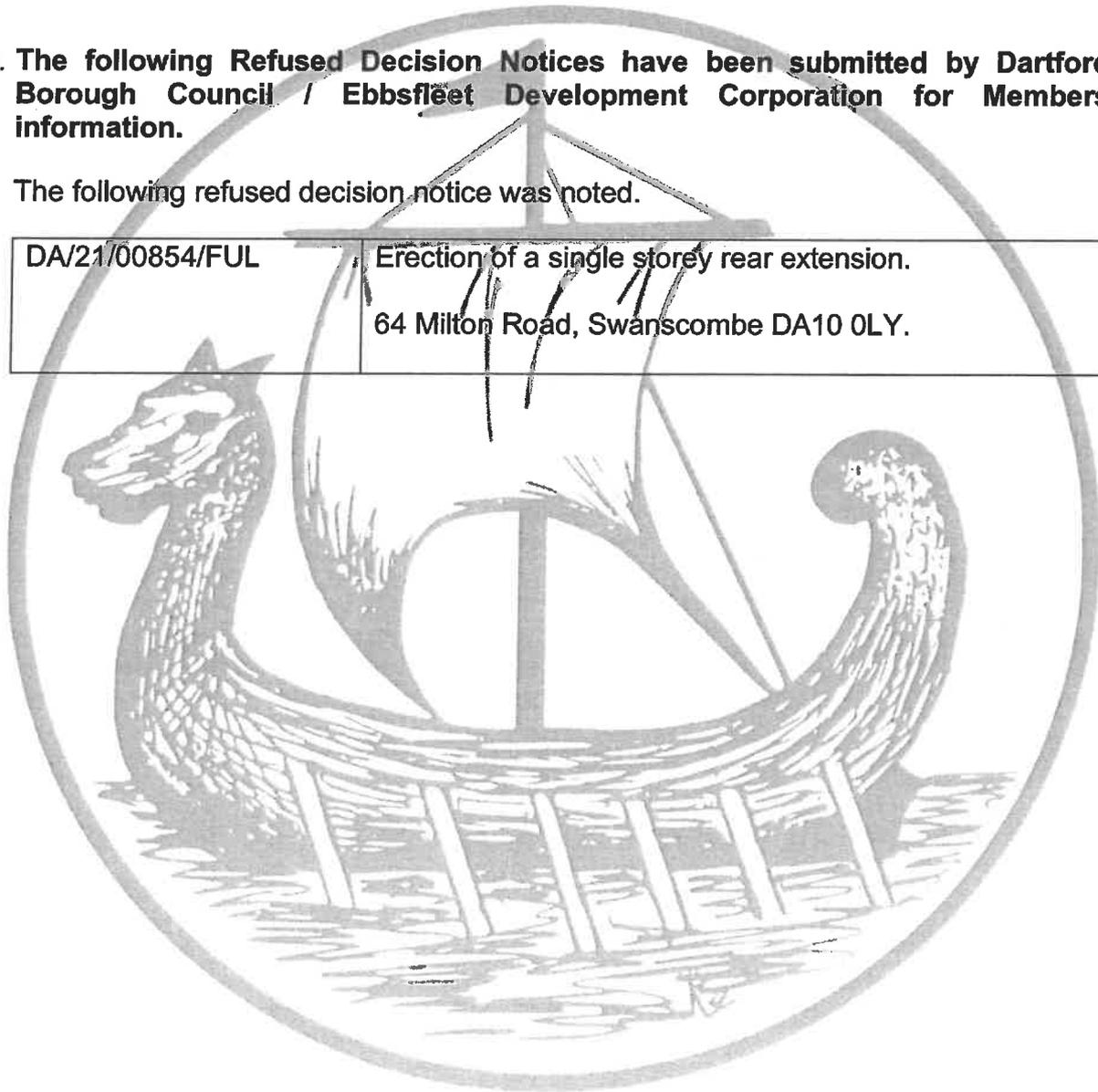
DA/21/00100/TDCMIN	<p>Submission of technical details for the erection of 1 No. 2 bedroom flat and 1 No.1 bedroom flat following the grant of planning in principle DA/20/01003/PIP.</p> <p>71 Broomfield Road Swanscombe Kent DA10 0LU.</p>
DA/21/00701/FUL	<p>Erection of a single storey rear extension.</p> <p>66 Milton Road Swanscombe Kent DA10 0LY.</p>
DA/21/00974/FUL	<p>Demolition of existing conservatory and erection of a two/part single storey rear extension and detached outbuilding.</p> <p>4 Lewis Road, Swanscombe Kent DA10 0JH.</p>
DA/20/01597/VCON	<p>Variation of Condition 1 of Planning Permission DA/09/01538/VCON in respect of allowing 5 dental surgeries instead of 4.</p> <p>Greenhithe Dental Care, The Avenue Greenhithe, Kent.</p>
DA/21/01052/FUL	<p>Provision of dormer windows in front and rear elevations in connection with providing additional rooms in the roof space.</p> <p>5 Arethusa Place, High Street, Greenhithe DA9.</p>
DA/21/01144/FUL	<p>Demolition of existing conservatory and erection of a single storey side extension.</p> <p>22 Whites Close, Greenhithe.</p>
DA/21/01007/FUL	<p>Provision of dormer windows in rear elevation in connection with providing additional room in the roof space.</p> <p>19 Calcroft Avenue, Greenhithe.</p>
DA/21/00935/FUL	<p>Provision of an external balcony to first floor level, side elevation including new double French doors with sidelight glazing panel.</p> <p>27 Frobisher Way, Greenhithe.</p>
DA/21/01153/FUL	<p>Demolition of existing garage and construction of a two storey side extension.</p> <p>1 Broad Road, Swanscombe.</p>

DA/21/01160/VCON	Demolition of existing garage and erection of single storey rear extension with roof lantern and detached garage (incorporating variation of condition 2 (approved drawings) to raise roof height of single storey rear extension. 10 Gunn Road, Swanscombe.
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183/21-22. **The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

The following refused decision notice was noted.

DA/21/00854/FUL	Erection of a single storey rear extension. 64 Milton Road, Swanscombe DA10 0LY.
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184/21-22. **CONSULTATION – ROAD NAMES – DARTFORD BOROUGH COUNCIL (p).**

DBC had provided the following x2 proposed road names, with background to these, for two new roads on the boundary of Greenhithe and Swanscombe at the development on Tiltman Avenue.

- **Everard** – This refers to makers of the Thames Barges that were built and sailed in Greenhithe. A number of the Thames Barge names have already been used in the village so this will tie in with those.
- **Whiting** - The site is close to where the Portland Cement works were, and the 'Whiting' works shows up at the site on the historic maps from 1850. This name will keep a link to the history of the site and tie in with its sister development across the road that uses names connected with the cement works.

Members considered the above proposal and whilst they welcomed the historic reference used within these two road names, they wished to express their dissatisfaction that this development had been named Ebbsfleet Cross, as opposed to the historic name for the site of Swanscombe Cross. This was/is causing great angst with the residents of Swanscombe where the development is located.

Recommended: That the comment as detailed above be sent to DBC in response to the consultation.

There being no further business to transact, the Meeting closed at 8.10 pm.

Signed: _____
(Chairman)

Date: _____

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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on TUESDAY 20 JULY 2021 at 7.00PM

PRESENT: Councillor Peter Harman - Chairman
Councillor Anita Barham
Councillor Ann Duke
Councillor Linda Hall
Councillor John Hayes
Councillor Lesley Howes

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

ABSENT: There were none

120/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

121/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Emma Ben Moussa, due to other commitments.

An apology for absence was received from Councillor Lorna Cross, due to other commitments.

An apology for lateness was also received from Councillor Ann Duke.

An apology for absence was received from the Senior Groundsman Gardener, due to medical reasons.

RESOLVED:

That the reasons for absence, for the above Town Councillors, be formally accepted and approved.

122/21-22. SUBSTITUTES.

There were none.

123/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Linda Hall declared a prejudicial interest in agenda item 7.3, Allotment Update, as she is the Chairman of the Swanscombe and Greenhithe Allotment & Garden Association.

Councillor Ann Duke declared a prejudicial interest in agenda item 10, Grove Hall, as she is the Chief Executive Officer of Walk Tall.

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.

124/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

125/21-22. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 19 MARCH 2020.

Recommended: That the Minutes of the Meeting held on 19 March 2020 were approved and signed as a true record.

126/21-22. SENIOR GROUNDSMAN /GARDENER'S REPORT.

Members were provided with a copy of the report which updated members on the work undertaken, by the Parks Department and the work planned for the future which included:

Broomfield Park, Heritage Park, Knockhall Park, Swanscombe Park, Saxon Court, Valley View and Equipment.

Recommended: That the report be noted.

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.

127/21-22. RIDE-ON MOWER.

Further to the previous item members were asked to agree to the purchase of a replacement ride-on mower. This would be either brand new or second hand depending on availability and suitability.

The current broken ride-on was purchased brand new in early 2015 at a cost of £5,703.00. The last repair undertaken on this machine was in October 2020 and cost approximately £1,500.00 and the latest fault is known to have a large cost to it for repair, if the repair is even possible.

The value of a replacement would be between £3,000 and £9,000, suitable funds for this expenditure have been built up in the vehicle and equipment's budgets contained within the Financial Risk Assessments (FRA).

Recommended: That the replacement of the ride-on mower as detailed above be approved.

128/21-22. HERITAGE PARK UPDATE.

Members considered the update report which included: Pond Liner, Fencing & Gate, Planting and Decking and Seating.

Recommended: That the contents of the update report be noted.

129/21-22. ALLOTMENTS UPDATE

Members were informed that the annual allotment site visits between officers/members and the Allotment Association have been scheduled for Thursday 19 August 2021.

Recommended: That the item be noted.

130/21-22. ELECTRIC VEHICLE CHARGING POINTS UPDATE.

A verbal update was provided for members which advised that a delay had occurred with the installation of the charging points due to a third-party company needing to install the electricity meter in the system.

Recommended: That the update be noted.

131/21-22. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk would consult with the Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.

132/21-22. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor John Hayes and seconded by Councillor Anita Barham;

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 public and press leave the meeting during consideration of the following item(s).

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

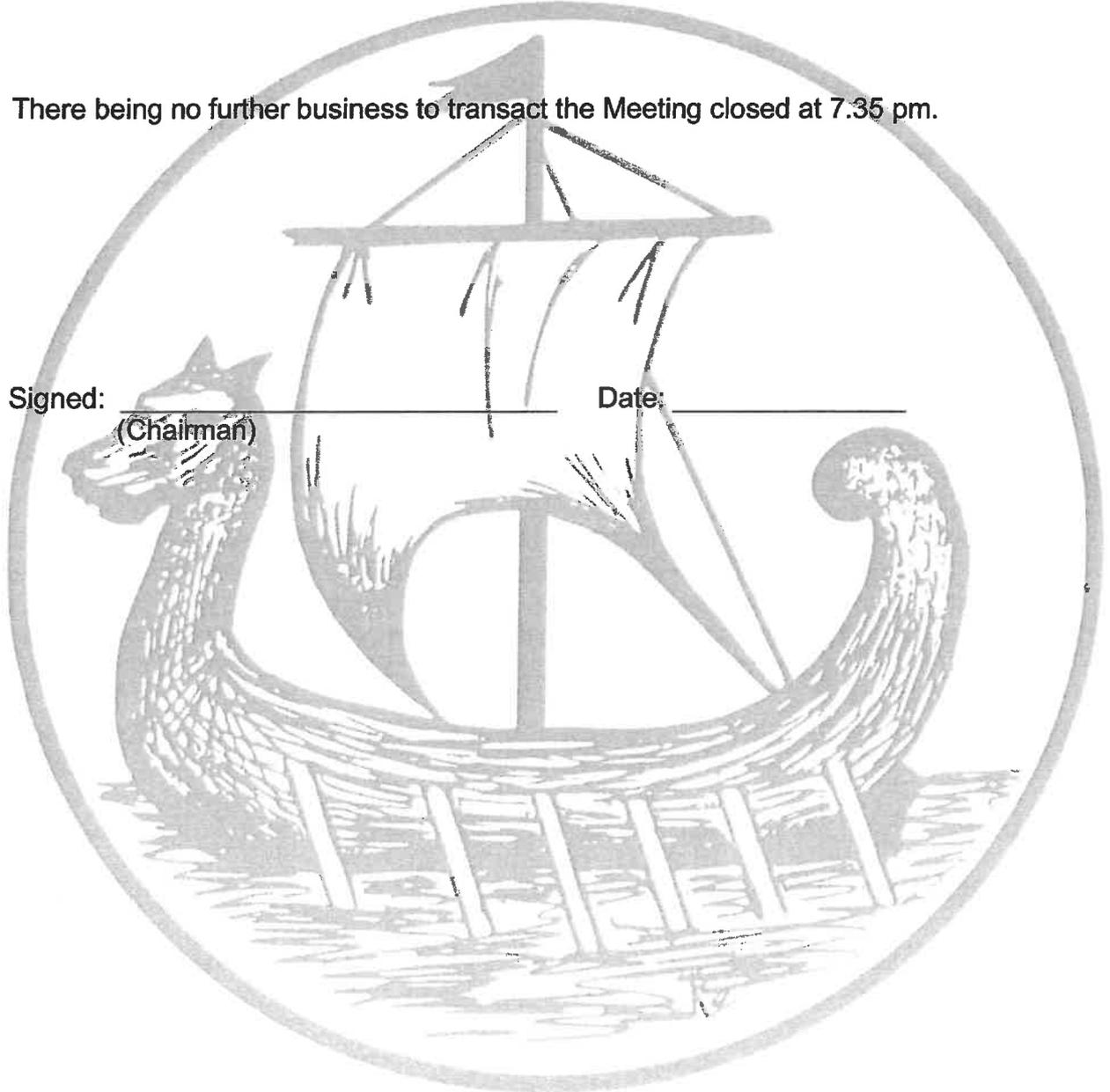
133/21-22. **GROVE HALL.**

After discussing the contents of the confidential report, it was proposed, seconded, and duly agreed that, rather than proceed with the proposal contained in the report the suggestion provided by the Parks Department be used.

Recommended: That the Town Clerk implement the suggestion put forward from the Parks Department.

There being no further business to transact the Meeting closed at 7.35 pm.

Signed: _____ Date: _____
(Chairman)



MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 23 SEPTEMBER 2021 at 7.00PM

PRESENT: Councillor Peter Harman – Chairman
Councillor Emma Ben Moussa – Vice-Chairman
Councillor Lorna Cross
Councillor Ann Duke
Councillor Lesley Howes

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

ABSENT: There were none

185/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

186/21-22. 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 Linda Hall, due to other commitments.

An apology for absence was received from Councillor John Hayes, due to other commitments.

An apology for absence was received from the Senior Groundsman Gardener, due to medical reasons.

RESOLVED:

That the reasons for absence, for the above Town Councillors, be formally accepted and approved.

187/21-22. SUBSTITUTES.

There were none.

188/21-22. DECLARATIONS OF INTEREST IN 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.

189/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

190/21-22. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 20 JULY 2021.

Recommended: That the Minutes of the Meeting held on 20 July 2021 were approved and signed as a true record.

191/21-22. SENIOR GROUNDSMAN /GARDENER'S REPORT.

Members were provided with a copy of the report which updated members on the work undertaken, by the Parks Department and the work planned for the future which included:

Broomfield Park, Eagles Road, Heritage Park, Knockhall Park, Manor Park, Swanscombe Park, Saxon Court, Valley View and Equipment.

Recommended: That the information be noted and that the Senior Groundsman Gardener be thanked for providing the report.

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.

192/21-22. OPEN AIR CINEMA UPDATE.

Members were informed that the open-air cinema events were hosted on 24 and 26 August this year at Knockhall & Broomfield Parks respectively.

Prior to the events the Town Council's usual cinema screen contractor informed the Town Council that they were unable to screen the events due to their equipment being stolen.

An alternative supplier was sourced, and the screenings were very well attended.

It was explained to members that the alternative supplier operated with an LED screen system as opposed to an air screen, meaning they were not light dependant as to when films can be shown.

It is planned to use this supplier going forward with officers providing an online survey for residents to ascertain the preferred screenings times for 2023. This would be undertaken once the budget for this event is agreed within the estimates in January 2023.

Recommended: That the report is noted.

193/21-22. DAMAGED TREE – MANOR PARK, SWANSCOMBE.

Members were provided information and images showing a branch that had fell from a tree within manor park causing a health and safety concern to the footpath and highway within Swanscombe Street. The sections of fallen tree were removed and made safe.

The Town Council had the tree in question assessed by our approved Tree Surgeon and a copy of the recommendation was provided to Members.

This survey had identified that the tree was showing signs of internal decay and recommended that it be felled. This work had been agreed to be undertaken at a cost of £600.00+VAT, and would be funded from the normal tree budget, cost code 54.

Recommended: That the work suggested by the tree surgeon be approved and undertaken.

194/21-22. OLD FIRE STATION CAFÉ UPDATE.

During a routine Environmental Health (DECC) visit to the café in July 2021, an inspector had highlighted the low level of ventilation in the food preparation area. This was felt to be increasing the overall temperature in the kitchen and impacting on food storage.

The inspector had changed the food hygiene rating for the café from a 5 down to a 4.

Officers informed members that work was scheduled to be undertaken to install additional vents within this area to remedy the situation going forward.

Recommended: That the item be noted.

195/21-22. COUNCIL OFFICE AND CAFÉ CHRISTMAS OPENING ARRANGEMENTS.

Members were sent a calendar for the Council Offices and Café over the Christmas and New Year. Members were asked to consider when they wish the office and café to be closed over the festive period. Officers have been consulted and have no objection to using annual leave entitlement to cover any periods of closure.

Recommended: That the Council Offices and Café be closed on 29, 30 and 31 December 2021 with a notice being displayed, in advance, advising Members of the Public of the closures. As per previous years a relevant message would also be recorded for the Council Office answer machine for this period.

196/21-22. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Lorna Cross and seconded by Councillor Ann Duke;

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 public and press leave the meeting during consideration of the following item(s).

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

197/21-22. GROVE HALL.

Member considered the confidential report for the Grove Hall

Recommended:

That the proposal contained within the report be declined as the Grove Hall is currently in use and may be included in the Town Councils future plans for the site.

198/21-22. THE SWANSCOMBE CENTRE – GCLL – UPDATE.

Member discussed the confidential report for the Swanscombe Centre.

Recommended:

That the update be noted and that the Town Council welcome the suggestion of a residents forum for the users of The Swanscombe Centre to enable GCLL to gather public opinion and feedback.

There being no further business to transact the Meeting closed at 7.45 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 8 JULY 2021 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Lorna Cross – Vice-Chairman
Councillor Emma Ben Moussa
Councillor Sue Butterfill
Councillor Ann Duke
Councillor Peter Harman

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

ABSENT: There were none

81/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

82/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Jay Shah, due to medical reasons.

An apology for absence was received from Councillor Maurice Weet, due to medical reasons.

Recommended: That the reasons for absence, for the Councillors listed, be formally accepted and approved.

83/21-22. SUBSTITUTES.

There were none.

84/21-22. DECLARATIONS OF INTEREST IN 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.

85/21-22. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

86/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 MARCH 2020.

Recommended: The Minutes of the meeting held on 5 March 2020 were confirmed and signed as a true record.

87/21-22. MONTHLY BANK RECONCILIATIONS.

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor Jay Shah was appointed (minute 32/19-20).

Recommended: That the bank reconciliations for April 2021 and May 2021 be noted.

88/21-22. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in April 2021 and May 2021.

Recommended: That the bank transfers undertaken in April 2021 and May 2021 be approved.

89/21-22. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for April 2021 and May 2021.

Recommended: That the receipts and payments for April 2021 and May 2021, as per the annexed list, be approved.

90/21-22. SUMMARY OF ACCOUNTS:

Members were provided with details of the Flex-Budget Report balanced to 31 May 2021.

Recommended: That the summary of accounts to 31 May 2021 be noted.

TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER'S (RFO) REPORT.

91/21-22. ESTIMATES PROCESS FOR 2022 – 2023.

Members were informed that, to ensure that the full implications of the COVID-19 Pandemic could be assessed, the budget setting / estimates process would be slightly different this year.

Members would be formally asked to consider coming forward with suggestions for the 2022 – 2023 financial year at the Town Council meeting on 7 October 2021. This would give members a month to provide these to the RFO for costing and inclusion in the draft estimates for consideration at the Town Council meeting on 9 December 2021.

The finalised Annual Estimates 2022 – 2023 would need to be approved and endorsed (including any suggested items) by the full Council in January 2022 before setting the Council Tax Base for the 2022 – 2023 financial year at the preceding Special Town Council meeting.

Recommended: That the item be noted.

92/21-22 CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS

At its meeting on 14 December 2020 the DBC General Assembly of Council agreed that they would continue to operate the Capacity Building Fund and make a contribution of £40,000 into the fund in 2021 – 2022.

Members are asked to consider suitable/appropriate projects for this year's scheme.

Recommended: That the item be noted

93/21-22 **DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended:

That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.

There being no further business, the Meeting closed at 7.10 pm.

Signed: _____

(Chairman)

Date: _____

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 9 SEPTEMBER 2021 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Anita Barham (substituting for Councillor Sue Butterfill)
Councillor Emma Ben Moussa
Councillor Ann Duke
Councillor Peter Harman

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

ABSENT: There were none

152/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

153/21-22. APOLOGIES FOR ABSENCE.

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

An apology for absence was received from Councillor Lorna Cross, due to other commitments.

An apology for absence was received from Councillor Maurice Weet, due to medical reasons.

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 24 June 2021 (minute 48/21-22).

Recommended: That the reasons for absence, for the Councillors listed, be formally accepted and approved.

154/21-22. SUBSTITUTES.

Councillor Anita Barham substituted for Councillor Sue Butterfill

155/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Emma Ben Moussa declared a prejudicial interest in item 10, Applications for funding from the Town Council, as she is a recipient of support from 'We are Beams'.

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.

156/21-22. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

157/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 8 JULY 2021.

Recommended: The Minutes of the meeting held on 8 July 2021 were confirmed and signed as a true record.

158/21-22. MONTHLY BANK RECONCILIATIONS.

In accordance with Financial Regulation 2.2 a member of the council other than the Town Mayor or a cheque signatory is required to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis. Councillor Jay Shah was appointed (minute 32/19-20).

Recommended: That the bank reconciliations for June 2021 and July 2021 be noted.

159/21-22. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in June 2021 and July 2021.

Recommended: That the bank transfers undertaken in June 2021 and July 2021 be approved.

160/21-22. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT.

In accordance with Financial Regulation 5.5 (a) Members were provided with details of all receipts and payments for authorisation for June 2021 and July 2021.

Recommended: That the receipts and payments for June 2021 and July 2021, as per the annexed list, be approved.

161/21-22. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 31 July 2021.

Recommended: That the summary of accounts to 31 July 2021 be noted.

TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER'S (RFO) REPORT.

162/21-22. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL

Members considered the applications, and, after discussion, it was agreed that the following funding be awarded from the 2021 - 22 budget:

- We are Beams - £300.00

Members considered the application from the Ingress Park Family Fun Day and, after discussion, it was agreed that the application would be considered at the next round of funding once confirmation had been received that permission for the event had been granted from the board at Ingress Park.

Recommended: That the funding, as detailed above, be awarded

163/21-22 APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL - UPDATED GUIDANCE NOTES.

Members discussed the current "Guidance Notes for Applications for Funding from the Town Council" which contained the suggested amendments.

Members requested that an addition be made to the acceptance letter, which would extend an invitation to the Annual Open Town meeting to provide an update for the Council on their organisation and the funding that has been received.

Recommended: That the changes, as detailed, be agreed and used for future applications.

There being no further business, the Meeting closed at 7.25 pm.

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 14 JULY 2021 at 7.00 PM

PRESENT: Councillor Peter Harris – Chairman
Councillor Peter Harman– Vice-Chairman
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Sue Butterfill
Councillor Lorna Cross
Councillor Lesley Howes

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk / Responsible Financial Officer
PCSO Alan Mitchell – Kent Police
Councillor David Mote – Dartford Borough Council
Lewis Gilbert – Swanscombe Neighbourhood Watch

ABSENT: There were none.

99/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

100/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Jay Shah due to medical reasons.

Apologies were also received from Billy Unsworth (Community Warden, Kent County Council) and Katie Buckingham (PlayPlace).

Recommended: That the reasons for absence, for the Councillors listed, be formally accepted and approved.

101/21-22. SUBSTITUTES.

There were none.

102/21-22. DECLARATIONS OF INTEREST IN 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.

103/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

104/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 12 FEBRUARY 2020.

Recommended: That the Minutes of the Meeting held on 12 February 2020 be confirmed and signed as a true record.

105/21-22. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

PCSO Alan Mitchell provided an update on recent activity and investigations undertaken in the areas of Swanscombe and Greenhithe.

Members had the opportunity to ask PCSO Mitchell questions in relation to both his report and raise matters of concern.

Recommended: That the report be noted and PCSO Mitchell be thanked for his attendance

106/21-22. KCC COMMUNITY WARDENS REPORT.

KCC Warden Unsworth had submitted his apologies for this meeting and been unable to provide a report.

Recommended: That the absence be noted.

107/21-22. COMMUNITY SAFETY LIAISON.

Local schools – Councillor Ben Moussa confirmed the recent installation of CCTV camera's outside Manor Community Primary School.

Youth services / officers – A report was read out from Katie Buckingham from PlayPlace:

We to have a regular number of attendees ranging from the age of 12 to 19.

They are a good group of young people who have committed themselves to the club. They attend regularly and engage openly with the staff team about a range of personal issues that are impacting them.

While the group that we work with don't have any anti-social concerns, they bring a range of personal concerns from relationships, identity queries, school/exam pressures and health and well-being worries that they talk through with the staff that they have built a strong and trusting relationship with.

The group often bring with them new friends and partners that they are pleased to introduced to the youth workers which provides a good opportunity to support them when relationships are new or break down.

On the occasions when the young people are unable to attend the team go on outreach in the area to try and engage with any young people that are out, but have not reported any concerns.

We are excited to be offering a new service across Dartford that aims to help with the digital divide that has been identified over the pandemic and have purchased a van that will bring a range of technology, craft and sports to various areas across Dartford. In addition to delivering a detached session in Swanscombe every Thursday from 4-6pm term time as well as providing earlier sessions during the school holidays, the van will also be at Broomfield Park every Wednesday 7:30-9pm. We aim for this service to commence in the next couple of weeks.

Kent Fire Service – Councillor Harman confirmed that crews had recently attended a fire in Irving Walk.

Neighbourhood Watch – The Chairman updated that whilst the Ingress Park Neighbourhood Watch group had regular police contact, the newly formed group from Worcester Park, Stone did not.

Lewis Gilbert from Swanscombe Neighbourhood Watch introduced himself and updated on the activities of the group, including police liaison, publicity, signage for the Town and efforts to better engage with elderly members of the community. On behalf of the meeting the Chairmen thanked Lewis for his attendance and all the work being undertaken by the Swanscombe Neighbourhood Watch.

Community Speed Watch – The Chairman updated that recent sessions in Ingress Park had resulted in 3 people being caught exceeding the limit and that new speed indication boards were being proposed for Ingress Park Avenue.

Dartford Borough Council (CSU) – Councillor David Mote updated that the CCTV cameras recently installed at Manor School had also been installed at x2 other schools within the borough.

Kent County Council – KCC Member Peter Harman confirmed that Kent Highways were still investigating the replacement of the speed humps and raised table on Southfleet Road with smaller versions.

Recommended: That those who provided reports be thanked and the information be noted.

108/21-22. DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.

Members were provided and discussed the up-to-date detailed analysis of crime figures for Swanscombe and Greenhithe.

Recommended: That the information be noted.

109/21-22. CURRENT CRIME RELATED ISSUES.

Having previously discussed the issue of off-road motorbikes during the PCSO's report nothing further was added during this item.

Recommended: That the update previously provided by the PCSO be noted.

110/21-22. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members were requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period

There were no confidential items for discussion.

There being no further business to transact, the Meeting closed at 8.05 pm.

Signed _____

Chairman

Date

MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 12 AUGUST 2021 at 2pm

PRESENT: Councillor Lesley Howes – Chairman
Councillor Lorna Cross
Councillor Peter Harman
Councillor Peter Harris

ABSENT: There were none

ALSO PRESENT: Graham Blew - Town Clerk
Martin Harding - Assistant Town Clerk / Responsible Financial Officer

141/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

142/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Anita Barham, due to medical reasons.

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

An apology for absence was received from Councillor Dr Jo Harman, due to other commitments.

An apology for absence was received from Councillor Maurice Weet, due to medical reasons.

Recommended: That the reason for absence, for the above Town Councillors, be formally accepted and approved.

143/21-22. DECLARATIONS OF INTEREST IN 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.

144/21-22. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

145/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 3 DECEMBER 2020.

Recommended: That the minutes from the meeting held on 3 December 2020 be confirmed and signed.

146/21-22. ABSENCE MANAGEMENT POLICY

Members had been issued with a draft policy, which had been formulated in consultation with Southeast Employers (SEEMP). If approved this would be used in conjunction with the Town Councils current Capability Procedure when dealing with both short and long term absences.

Recommended: That the Absent Management Policy be agreed and adopted.

147/21-22. STAFF APPRAISALS 2021 – 2022.

The Town Clerk had undertaken appraisals for all the appropriately experienced staff (ones that had passed their probationary periods), that report to him.

Recommended: That the item be noted.

148/21-22. TOWN CLERKS APPRAISAL 2020 – 2021.

Further to minute 143/20-21 members were informed that the Town Clerks appraisal was undertaken by the Chairman and Vice-Chairman of the Personnel Committee on 26 May 2021.

Recommended: That the completion of the Town Clerks Appraisal process for 2020 – 2021 be noted.

149/21-22. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Peter Harman and seconded by Councillor Peter Harris;

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 public and press leave the meeting during consideration of the following item(s).

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

150/21-22. STAFFING MATTERS.

Members considered the contents of the confidential report.

The Town Clerk detailed the recent information regarding employee 67 resigning and informed members that the vacancy would now be advertised, and the recruitment process carried out.

Members were also updated on the reasons behind employee 7's absences and the Town Clerk asked that, due to the impact this was having on the employee that the Town Clerk be delegated authority, on this occasion, to use his discretion regarding how the time needed to self-isolate were recorded and how the one day follow up appointments were recorded.

Members discussed this situation in depth and whilst agreeing that this must not be seen as setting a precedent were highly aware of the sensitivity of the situation and wanted to do what they could to assist.

Recommended:

1. That the contents of the confidential report be noted.
2. That, in regard to employee 7, the Town Clerk be delegated authority to use his discretion regarding how the time needed to self-isolate were recorded and how the one day follow up appointments were recorded.

151/21-22. **PAY CLAIM 2021 – 2022.**

Members considered the confidential report and after discussion it was proposed, duly seconded and agreed;

As part of its Terms of Reference the Personnel Committee are required to:

“Exercise functions of the Council on question of levels of pay and salary settlements for all staff employed by the Council.”

The 2021 – 2022 estimates included the provision for awarding cost of living pay rises to 2.5% and a 1 SP increase.

Any pay award would be dated from 1 April 2021

Members acknowledged the efforts and commitment of all the Town Council staff over the unprecedented circumstances of the previous 12 months and, after discussion it was proposed, duly seconded and agreed that a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2021.

Recommended: That a 2.5% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2021.

There being no further business, the Meeting closed at 2.35pm.

Signed: _____ Date: _____
(CHAIRMAN)

MINUTES of the REGENERATION & QUALITY SUB-COMMITTEE MEETING HELD ON
WEDNESDAY 14 JULY 2021 at 8.10pm

PRESENT: Councillor Peter Harris - Chairman
Councillor Ann Duke – Vice Chairman
Councillor Lorna Cross
Councillor Peter Harman
Councillor John Hayes
Councillor Lesley Howes

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

ABSENT: There were none.

111/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

112/21-22. APOLOGIES FOR ABSENCE.

There were none.

113/21-22. SUBSTITUTES.

There were none.

114/21-22. DECLARATIONS OF INTEREST IN 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.

115/21-22. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

116/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 19 FEBRUARY 2020.

Recommended: The Minutes of the meeting held on 19 February 2020 were confirmed and signed as a true record.

117/21-22. COMMUNITY INFRASTRUCTURE LEVY (CiL) REVIEW OF 5 YEAR PLAN

Further to minute 51/20-21 Members were asked to review the 5-year plan for minor, mid and major infrastructure projects previously agreed and endorsed.

Officers provided an update on the financial position of the Town Council with relation to CiL expenditure and responded to questions regarding the process involved.

Members were asked, and duly confirmed, that they understood what CiL was, how it should be used and the process for receipt, expenditure and the time limits involved.

Officers informed members that no correspondence, relating to the previously proposed Section 106 Agreement (re: play area at Knockhall Park), had been published with the re-consultation for planning application DA/19/01557/FUL (Little Hithe).

Members reviewed the CiL 5 Year Plan and after discussion advised officers of changes. It was further agreed that an additional review of the amended plan would be undertaken by the Sub-Committee in September 2021, with a view to submitting the amended 5 year plan to full Council for endorsement at its meeting in October 2021.

Recommended:

1. That the updates to the CiL project list be actioned.
2. That the updated list be considered at a meeting of this Sub-Committee, in September 2021, to finalise a recommendation for full Council in October 2021.

118/21-22. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Lesley Howes and seconded by Councillor Peter Harman;

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 public and press leave the meeting during consideration of the following item(s):

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

119/21-22. **EASTERN QUARRY – PROVISION OF OFF-SITE FOOTBALL PITCHES - UPDATE**

Members discussed the confidential report and, after discussion it was proposed, seconded and duly agreed that:

Recommended:

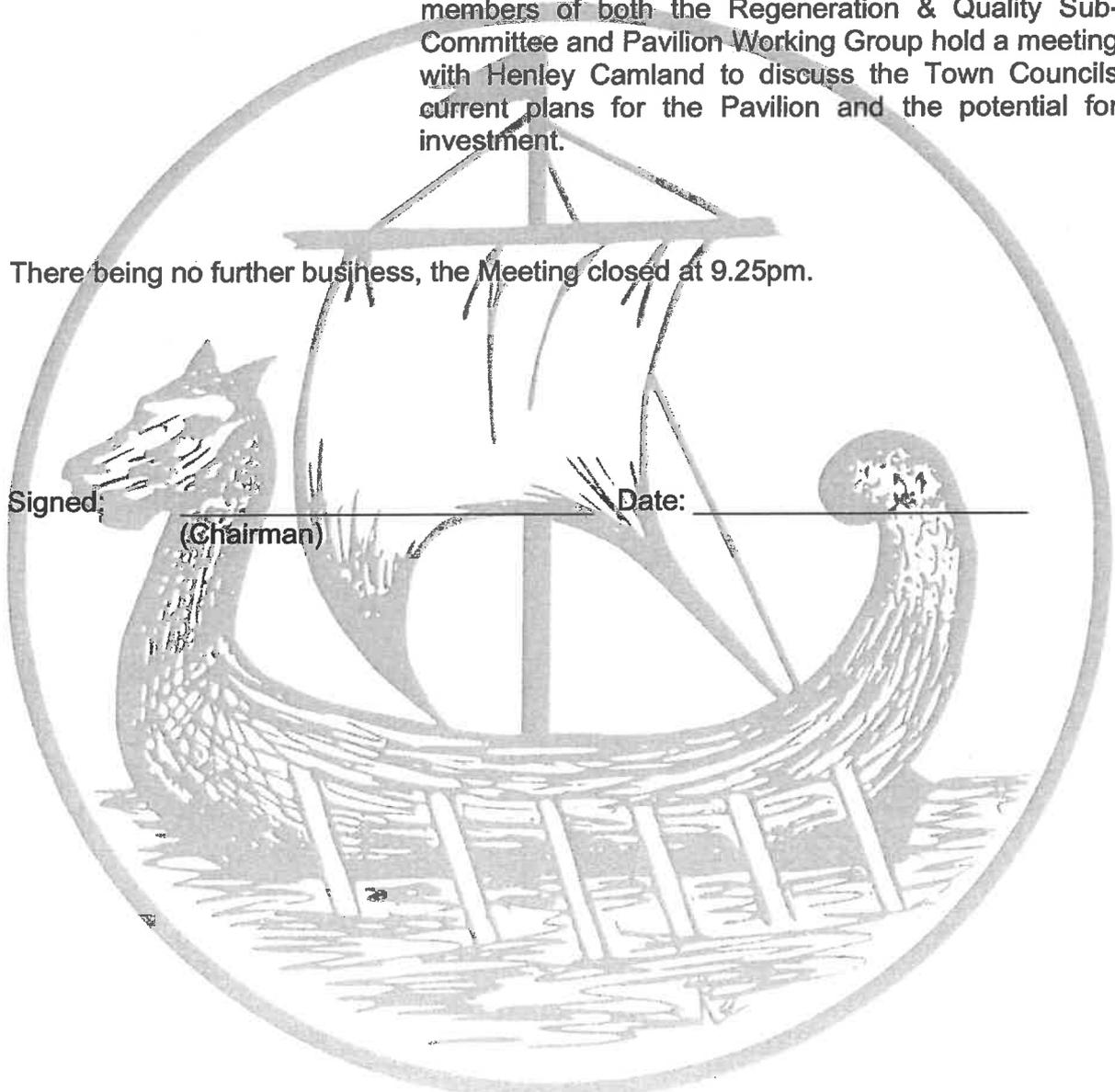
A recommendation be made to full Council that members of both the Regeneration & Quality Sub-Committee and Pavilion Working Group hold a meeting with Henley Camland to discuss the Town Councils current plans for the Pavilion and the potential for investment.

There being no further business, the Meeting closed at 9.25pm.

Signed: _____

(Chairman)

Date: _____



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MINUTES of the REGENERATION & QUALITY SUB-COMMITTEE MEETING HELD ON
MONDAY 13 SEPTEMBER 2021 at 10AM

PRESENT: Councillor Peter Harris - Chairman
Councillor Ann Duke – Vice Chairman
Councillor Peter Harman
Councillor John Hayes
Councillor Lesley Howes

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

ABSENT: There were none.

164/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

165/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Lorna Cross, due to other commitments.

Recommended: That the reasons for absence, for the Councillor listed, be formally accepted and approved.

166/21-22. SUBSTITUTES.

There were none.

167/21-22. DECLARATIONS OF INTEREST IN 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.

168/21-22. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

169/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 JULY 2021.

Recommended: The Minutes of the meeting held on 14 July 2021 were confirmed and signed as a true record.

170/21-22. COMMUNITY INFRASTRUCTURE LEVY (CiL) REVIEW OF 5 YEAR PLAN

Further to minute 117/21-22, where the 5 year plan for minor, mid and major infrastructure projects were last reviewed, members considered finalising the CiL Project List for recommendation for full Council at its meeting in October.

Members discussed each area of the plan and the fluidity of the ordering going forward to meet the needs of the Town Council.

Recommended: That the updated list be finalised and recommended for full Council in October 2021 for endorsement.

171/21-22. PROPOSED CiL EXPENDITURE – PLAY EQUIPMENT (p)

Members considered x2 possible proposals for play equipment that could be funded via the expenditure of CiL.

Following discussion, the following was agreed:

1. That approximately £6,500 would be spent on purchasing a new climbing net/roundabout, as detailed in the report, at Saxon Court Play Area, Greenhithe, and that this be positioned on the grassed open space adjacent to the new bench being installed at that site.
2. That approximately £12,400 would be spent on replacing the existing timber trim trail in the Swanscombe Heritage Park with a stainless-steel version, as detailed in the report.

Recommended: That the CiL expenditure, as detailed above, be agreed.

There being no further business, the Meeting closed at 10.25pm.

Signed: _____ Date: _____
(Chairman)

211/19-20. **POLICY FOR USE OF TOWN COUNCIL PARKS / OPEN SPACES.**

The Terms of References for the Recreation, Leisure & Amenities Committee includes "To exercise the functions of the Council in controlling the operation and provision of facilities in relation to recreation grounds, parks open spaces..."

Members were asked to recommend adopting the draft Policy for Use of Town Council Parks / Open Spaces.

Members agreed the following amendments to the wording of the policy:-

Page 1 - POLICY FOR USE OF TOWN COUNCIL PARKS / OPEN SPACES BY EXTERNAL ORGANISATIONS.

Page 2 – EVENTS WHICH WILL NOT NORMALLY BE GRANTED PERMISSION.

Page 2 – 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.*

Page 4 – Small Events – Number permitted in financial year – *At the Town Councils discretion.*

Page 4 – Minor events – Number permitted in financial year – *At the Town Clerks discretion.*

Recommended: That the policy, including the amendments detailed above, be finalised and adopted.

212/19-20. **EVENT NOTIFICATION FORM.**

Further to minute 154/19-20 the Recreation, Leisure & Amenities Committee were asked to formalise a finalised document for endorsement by the Town Council.

Members agreed the following amendments to the wording of the form:-

Page 1 – Time Limits – Any notification form would be required to be received a minimum of 14 weeks prior to any event taking place, *except for minor events when the required notice period will be a minimum of 4 weeks.*

Page 3 – Removal of "Foreshore/berthing" from section 7.

Recommended: That the event form be finalised, to include the amendments detailed, and submitted for endorsement by the Town Council.

Recommended: To note the contents of the survey and to agree to have the works contained in the survey undertaken as detailed above.

7.2 ENVIRONMENTAL ACTION PLAN.

The Chairman has asked members to consider the best way for the Council to review that its facilities are both used and operated environmentally friendly.

Recommended: To discuss and advise accordingly.

7.3 POLICY FOR USE OF TOWN COUNCIL PARKS / OPEN SPACES (p).

The Terms of References for the Recreation, Leisure & Amenities Committee includes *"To exercise the functions of the Council in controlling the operation and provision of facilities in relation to recreation grounds, parks open spaces..."*

Members are asked to recommend adopting the attached draft Policy for Use of Town Council Parks / Open Spaces.

Recommended: To finalise and adopt the Policy.

7.4 EVENT NOTIFICATION FORM (p).

Further to minute 154/19-20 the Recreation, Leisure & Amenities Committee are asked to formalise a finalised document for endorsement by the Town Council.

Recommended: To finalise the Event Notification Form for endorsement by the Town Council.

7.5 COMMUNITY EVENT (p).

At full Council on 11 July 2019 (minute 155/19-20) it was agreed that the Recreation, Leisure & Amenities Committee be asked to consider forming a Working Group to organise and undertake a Community Event in Broomfield Park next year (2020).

Nb. Working Groups.

- Number of members to be between 3 or 5;
- Quorum for a Working Group to meet is 3 members;
- The RLA need to agree the Terms of Reference for the Working Group.

Recommended: That the membership of a Community Event Working Group be agreed.

153/19-20. **HONORARY FREEMAN.**

Members considered the report, and in accordance with section 249 (5) and (6) of the Local Government Act 1972 it was unanimously agreed;

RESOLVED:

- 1 To confer the title of Honorary Freeman to Mr Bryan E Read for his eminent services to the council's area.
- 2 To spend a reasonable sum to present an address or a casket containing an address.
- 3 To hold a Special meeting of the Council immediately after the 9 October 2019 meeting to confer the title of Honorary Freeman.

154/19-20. **EVENT NOTIFICATION FORM.**

Members discussed both the draft Events Notification Form and the map indicating a designated area within Broomfield Park.

After discussion members decided that both items should be placed on the agenda for the next meeting of the Recreation, Leisure and Amenities Committee for amendment and to formalise a finalised document for endorsement by the Town Council.

RESOLVED:

- 1 That both the draft Events Notification Form and designated area map be placed on the agenda for the next meeting of the Recreation, Leisure & Amenities Committee for amendment and to formalise a finalised document.
- 2 That the finalised document be placed on the agenda for the next meeting of the Town Council for endorsement.

8. SUGGESTIONS FOR 2020 - 2021 ESTIMATES.

If members have any recommendations for items to be considered for the 2020 - 21 Estimates, they need to be sent to the ATC/RFO by no later than 31 August 2019. This will enable items to be forecast and included on the agenda for the Full Council meeting on 9 October 2019, for further consideration.

Recommended: To note

9. COMMUNITY INFRASTRUCTURE LEVY (CIL), DARTFORD BOROUGH COUNCIL (DBC) (p).

Further to minute 3520/18-19 (full Council 13 December 2018) the Infrastructure Delivery Officer (DBC) has written advising that a proportion of the CIL receipts received from development within the Town Council area, for the period 1 October 2018 to 31 March 2019, have been received and apportioned accordingly.

Recommended: That the item be noted.

10. HONORARY FREEMAN (p).

The attached report seeks members' approval to the convening of a Special Meeting of the Council to appoint the title of Honorary Freeman, in accordance with section 249 (5) and (6) of the Local Government Act 1972.

Recommended: To agree to the recommendations contained in the report.

11. EVENT NOTIFICATION FORM (p).

The attached draft Event Notification Form has been produced by officers with a view to it having to be used for future requests to use the Town Council Parks. This form would need to be completed and submitted for full Councils consideration. The normal terms and conditions of hire would still apply to any events that were permitted.

In addition, and specific to Broomfield Park, an aerial map is attached indicating a specific area that any requested events would need to take place within. This is to protect the sporting facilities that are hired by users and to enable any events to be policed/stewarded and not get out of control.

Recommended:

- 1 To agree and adopt the Events Notification Form for requests to use the Town Councils Parks.
- 2 To agree the designated area within Broomfield Park that any approved requested events would have to take place within.

Event Notification Form



What happens to my information?

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

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

1. Contact Information

Name of event organiser			
Organisation			
Registered charity	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please provide number:	
Street Address			
Postcode			
Telephone Number			
Mobile Number			
E-Mail Address			

2. Your Proposed Event

Event Name				
Date(s) of event	Start date		End date	
Proposed times of event	Start time		End time	
Location of event				
May the details supplied in 2 above be used for publicity purposes or given to interested parties?				
a) <input 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 type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please state when:		
Description of Event				
What is the anticipated maximum number of people attending the event at any one time (include all staff and performers)?				

3. Programme of Activities

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

Time	Activity

4. Waste management

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

5. Parking

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

6. Utilities

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

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

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

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

Temporary Event Notice

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

Licensable activities include:

- Sale and Supply of Alcohol
- The provision of late night refreshments to the public
- Regulated entertainment

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

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

What happens next?

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

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

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

Name (printed)	
Date	

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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AGENDA ITEM 7
WORKING GROUP MEMBERSHIPS. T/R 7/10/21

COMMUNITY EVENT WORKING GROUP:

1. **VACANCY**
2. Councillor Emma Ben Moussa
3. Councillor Lorna Cross
4. Councillor Peter Harman
5. Councillor Lesley Howes

Terms of Reference:

“Following discussion it was agreed that the Terms of Reference for the Working Group would be to focus on, and deliver, one community event in 2020.”

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Section 3 – External Auditor Report and Certificate 2020/21

TK 07/10/21

In respect of **Swanscombe And Greenhithe Town Council – KE0278**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

08/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

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Meeting	Swanscombe and Greenhithe Town Council	Item No.	
Report Title	Request to change use of funding		
Report Of	Susan Hart – Director CAS Community Solutions CIC		
Class	Decision	Date	Sept 2021

1. Purpose of the Report

- 1.1 To ask Swanscombe and Greenhithe Town Council (S>C) for permission to use funding awarded for our Coding Club for our new Homework Heroes Club instead

2. Background of the Report

- 2.1 In March 2020 S>C awarded CAS continuation funding for our **MCM** (Minecraft, Coding and Manga) **Club** but we were unable to draw down the funding and deliver the service due to the pandemic.
- 2.2 The skilled staff we used to deliver the MCM Club have now moved on and we are currently not in a position to deliver this service.
- 2.3 However, CAS secured funding from Kent Community Foundation to start our new young people's service - **Homework Heroes**, which ran through the 2021 school summer holidays.
- 2.4 The sessions were aimed at young disadvantaged local children, to help them counter the impact of school closures and homeschooling as a consequence of Covid-19.
- 2.5 We created a safe space at our centre in Swanscombe to deliver literacy and numeracy at key stages 2 and 3, a four week coding course and Mini Medics (young people's first aid) course
- 2.6 We had 20 children aged between 7 - 14 register and an average of 13 children attended each session.
- 2.7 We are awaiting the return and analysis of our evaluation forms, but anecdotal feedback has been amazing. Many young people who registered for just one weekly session asked to attend all four sessions a week and we have had lots of positive comments on our Facebook page.
- 2.8 Our current funding has enabled us to continue with a weekly after school club which will be held every Wednesday and Thursday from 3:30 - 6:00pm.

3. Rationale

- 3.1 Our current funding will take us up to and include the October 2021 half term.
- 3.2 If we are able to use the MCM funding, we can continue with the Homework Heroes until March 2022
- 3.3 Local intelligence from our existing service users, from our partners across the voluntary and community sector and local and national media coverage has demonstrated the impact digital poverty is having on young people.

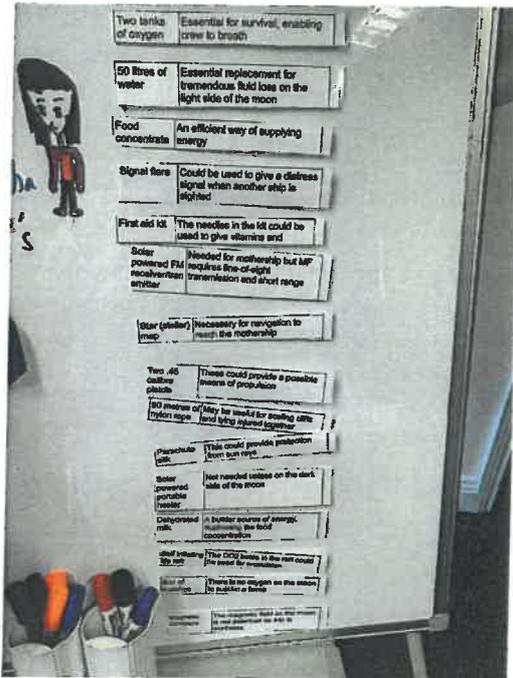
- 3.4 Our Homework Heroes club will provide free digital access and printing facilities for independent learners as well as planned activities across both Key Stages 2 and 3.
- 3.5 Will will also run the Mini Medics courses in October 2021 and february 2022 half terms.

4. Costings

Staff - after school	19 weeks x 5 hours x £15ph x 2 staff	£2,850.00
Refreshments - after school	40 sessions x £5 per session	£200.00
Staff - half Term	14 hours x £15ph x 2 staff	£420.00
Refreshments - half term	2 session x £5 per session	£10.00
DBS check	1 member of staff	£40.00
Admin / Data entry / publicity / end of project report	20 weeks x 4 hours x £12	£960.00
Materials and resources	Art / Modelling / Teaching Resources	£500.00
		£4,980.00

Pictures shared with parental permission

Lateral Thinking - what should I take to the moon (in order of importance)



Mini Medics



Planning an Environmental Campaign (Litter picking)



Yoga and cake decorating (not on the same day!)



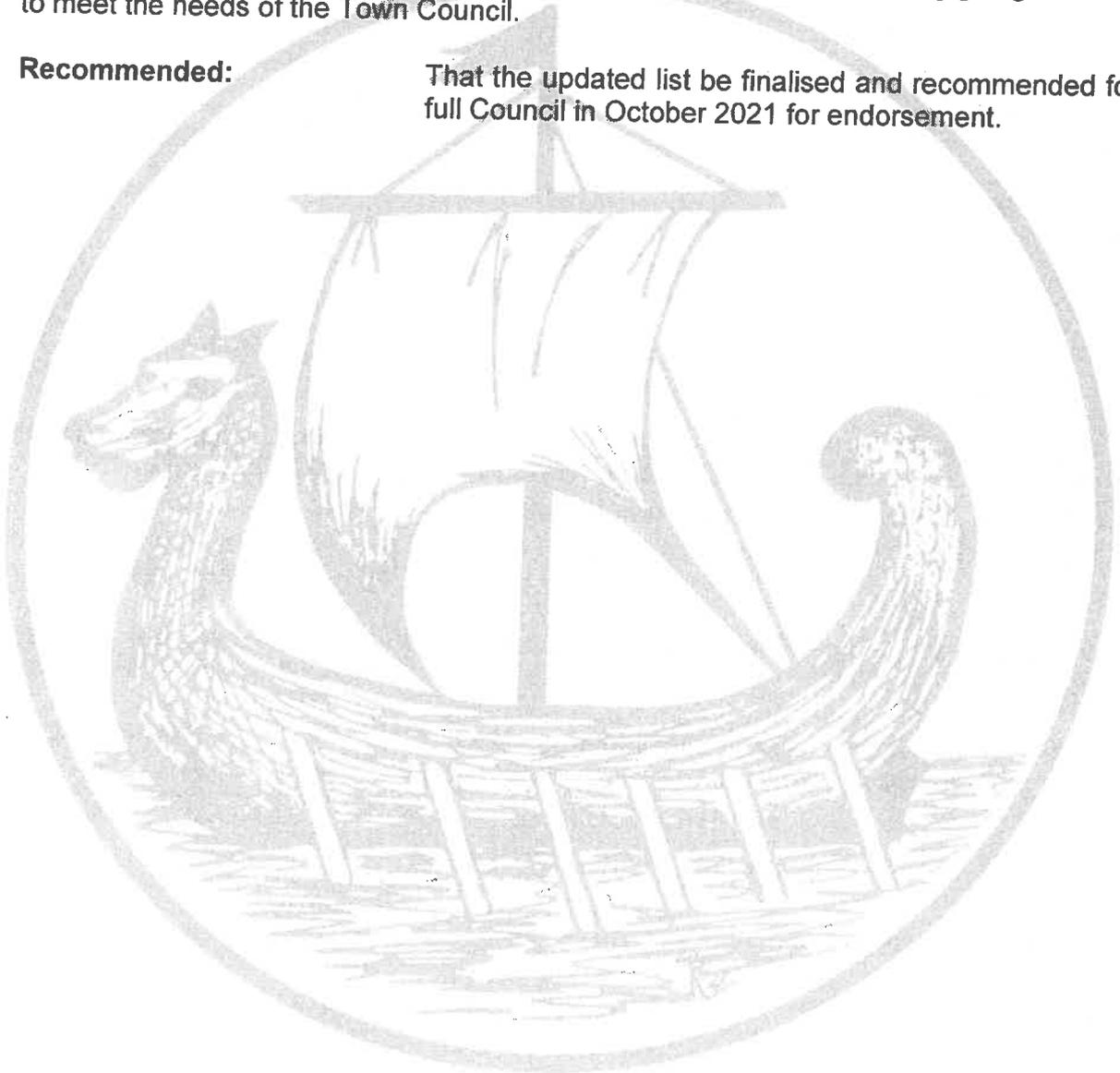
If you require further information on this report, please contact Susan Hart on 01322 389144 or email susan.hart@cas-community.org

170/21-22. **COMMUNITY INFRASTRUCTURE LEVY (CiL) REVIEW OF 5 YEAR PLAN**

Further to minute 117/21-22, where the 5-year plan for minor, mid and major infrastructure projects were last reviewed, members considered finalising the CiL Project List for recommendation for full Council at its meeting in October.

Members discussed each area of the plan and the fluidity of the ordering going forward to meet the needs of the Town Council.

Recommended: That the updated list be finalised and recommended for full Council in October 2021 for endorsement.



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Community Infrastructure Project List
Revised by the Regeneration Quality Sub-Committee - 14 July 2021

Project Description	Comments	Estimated Cost	Update
MAJOR PROJECTS (in specific priority order)			
1 Develop pathways in Heritage Park (from Meadow area to DS7 - gate required?) Approx. 374m		very approx. £55,000 + gate	
2 Construction of pond in Heritage Park	Using current pond as template	Approx £10,000	Remains on the list until pond completion.
3 Refurbishment of Cashiers Office	For Local History Group to use as a meeting room and archive centre.	£5-6,000 basic conversion	Remains pending decision on Pavilion project, consideration to be given for the space to be used as an depository / archive.
	Total value of known / costed Major Projects	£76,000	With an assumed cost of £5,000 for a kissing gate for the footpath.
MEDIUM PROJECTS			
4 Fence and x3 large double gates at Swanscombe Park	Design and specification ?	Approx £325 per panel + gates. (123 panels) cost of panels £40,000	
5 Refurbishment of Pavilion	Consultant/architect to investigate future use of these sites	??	Under investigation.
	Total value of known / costed Medium Projects	£46,000	With an assumed cost of £2,000 per gate for the x 3 gates total cost of £6,000..
MINOR PROJECTS			
6 Additions to remaining x5 children's play areas		£5,000 to £10,000 per piece of equipment	Valley View has had additional play equipment installed via external funding - July 2021
7 CCTV at Ingress Park Community Centre		£2,500	
8 Church Rd Hall window and fire door replacement (UPVC)		£10,000	
9 Heritage Park, Meadow area improvements (cut, sow, potential fence)		£5,500	
10 Knockhall Changing Rooms - replace container with brick built	Using previous estimate for x2changing room, officials room and storage. Approx 75 square meter floorspace	£286,000	
11 Re-instating the water fountain in Swanscombe Park	Water supply is DBC ? Is it consumable? Brickwork and fountain.		Costs under investigation
12 Replace wooden fence around Leisure Centre with metal one. Approx 205m		£15,170	
13 Review children's play area equipment at Broomfield, Swanscombe and Knockhall		£150,000 - £200,000 each	
14 Projection equipment for Ingress Park Community Centre.	Supply of a suitable screen and projector for both the office and main hall.	Approx £400 to £500 per room so total cost of £800 to £1000	Figures based on an 120" (3m) wall mounted screen with appropriate projector for the room size.
	Total value of known / costed Minor Projects	£690,170	Based on spending £5,000 on the remaining x 4 play areas (amount already spent on Valley View, and spending £150,000 on each of the large play areas.
DEFERRED PROJECTS			
15 Footpath widening from McDonalds to bridge on London Road	Outside partners required - not our land		
16 Improve accessibility to Swanscombe Railway Station.	Outside partners required - not our land		
17 Pedestrian barriers at Swanscombe High Street	Outside partners required - not our land		
	Total value to deliver all known / costed projects.	£812,170	

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