



© 2009

SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

A Meeting of the Swanscombe and
Greenhithe Town Council will be held
on

Thursday 9 December 2021 at 7.00pm

at: **The Council Offices, The Grove, Swanscombe, DA10 0GA.**

Graham Blew

Graham Blew
Town Clerk

Dated: 3 December 2021

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 24 onwards.

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.



The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.
Tel: (01322) 385513 Fax: (01322) 385849

AGENDA

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive and accept apologies for absence (*Local Government Act 1972, s.85*).
2. Declarations of interest in items on the Agenda (*Localism Act 2011, s.31*).
- * ***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***
3. To approve the Minutes of the Special Town Council Meeting held on 28 October 2021 (p) (*Local Government Act 1972, Sch 12, Para 41(1)*).
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).
5. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p)** (*Local Government Act 1972, Sch 12, Para 41(1)*):
 - Planning, Major Developments, Transportation & the Environment Committee – 29 September 2021, 3 November 2021, and 24 November 2021.
 - Recreation, Leisure & Amenities Committee – 18 November 2021.
 - Finance & General Purposes Committee – 28 October 2021.
 - Community Safety Committee – 6 October 2021.
 - Personnel Committee – 23 November 2021
6. **REQUEST FOR DISPENSATION FOR NON-ATTENDANCE AT MEETINGS IN RESPECT OF COUNCILLOR JAY SHAH.**

Further to minute 48/21-22 a request has been submitted for Members to consider extending the previously granted dispensation for possible non-attendance at Town Council meetings that may give rise to disqualification without prior approval. The Town Council is asked to consider the request, made due to ill health.

Recommended:

That the Town Council approves the extended dispensation for Councillor Jay Shah from attending meetings of the Town Council due to ill health, for a further six-month period to avoid ceasing being a member of the authority under Section 85 of the Local Government Act 1972.

7. FINANCIAL RISK ASSESSMENTS (FRA) FOR 2022 - 2023 (p)

Further to minute 245/21-22 (*Finance and General Purposes Committee 28 October 2021*) where members agreed the recommendation submitted by the FRA Working Group, members are now asked to approve the draft FRA's 2022 - 2023 and include them in the draft Estimates 2022 – 2023.

Recommended: To approve the draft FRA's 2022 – 2023 and include them in the draft Estimates 2022 – 2023.

8. DRAFT ANNUAL ESTIMATES – 2022 - 2023 (p).

Please find attached the Draft Annual Estimates 2022 - 2023 for members' information at this stage.

Officers will be reviewing these drafts over the festive period and the final copies will be submitted to the Town Council meeting held on 13 January 2022 as this is required to set the Council Tax Rate for Band D.

Recommended: That the contents of the Draft Estimates and forecasts be noted and considered by all members ahead of the final figures being provided full Council on 13 January 2022 for endorsement.

9. ADAPPTIONS TO THE HERITAGE COMMUNITY HALL - REQUEST FROM WALK TALL (p).

Further to minute 88/20-21 and under the agreed terms of the Lease for The Heritage Community Hall, the Town Council have received a request from Walk Tall to make adaptations to the building.

Attached for member's consideration are the details supplied by Walk Tall.

Recommended: To discuss and advise accordingly.

10. AGREED COMMUNITY INFRASTRUCTURE LEVY (CiL) – PLAY EQUIPMENT (p).

Members are asked to consider x4 designs for the previously agreed replacement of wooden trim trail equipment at the Swanscombe Heritage Park as per the attached report/examples.

Recommended: To select the design for installation at the Swanscombe Heritage Park.

11. PROPOSED BUILDING IMPROVEMENTS – PARKS MESS ROOM AND WORKSHOP (p).

The attached report details proposed improvements to the Parks Mess Room and Workshop and explains how the finances for these works are available.

Recommended:

1. That a budget allocation of £5,000.00 be used for investment in improvements to the Parks Mess Room.
2. That this expenditure be funded from the FRA budget previously allocated for the Church Road Hall.

12. COMMUNITY EVENT WORKING GROUP UPDATE – “A RIGHT ROYAL CELEBRATION” (p).

The Working Group have submitted the following recommendation to full Council and to assist members the notes from the Working Group meeting/s and associated information are attached.

Recommended:

That the proposal for a celebratory event, as detailed in the report, including the recommended financial contribution to form part of the 2022 – 2023 Estimates be agreed.

13. PUBLIC TOILETS IN OPEN SPACES AND PARKS.

A local football club, and a member, have requested that the Town Council consider the options of providing toilet facilities in the Town Councils open spaces and parks where there are significant numbers of users of all ages.

The Town Council currently has x8 open spaces and parks:

1. **Broomfield Recreation Ground**, The Grove, Swanscombe.
2. Eagles Road Play Area, Eagles Road, Greenhithe.
3. **Knockhall Recreation Ground**, Knockhall Road, Greenhithe
4. Manor Park Play Area, Swanscombe
5. Saxon Court Play Area, Whites Close, Greenhithe
6. **Swanscombe Heritage Park**, Craylands Lane, Swanscombe
7. **Swanscombe Park, Park Road**, Swanscombe
8. Valley View Play Area, Valley View, Greenhithe

Recommended:

To discuss and advise accordingly.

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

Further to minutes 152/19-20 (*full Council 11 July 2019*) and 51/21-22 (*full Council 24 June 2021*) the Senior Infrastructure Planner (DBC) has written advising that a proportion of the CIL receipts received from development/s within the Town Council area, for period 1 April to 30 September 2021, have been received and apportioned accordingly.

Recommended: That the item be noted.

15. AMENDMENT TO STANDING ORDER 23 (f) AND STANDING ORDER 43 (p).

The attached amendments to Standing Orders are suggested for clarity and to ensure Members are aware of the procedure for Dispensation relating to Interests.

As per Standing Order 41 (b) if Members are happy to propose and second these suggested amendments they will stand adjourned without discussion to the next ordinary meeting of the Council.

Recommended: To propose and second the amendments to Standing Orders, as detailed.

16. ADDITIONAL ORCHARD, SWANSCOMBE PARK - UPDATE.

Officers will provide a verbal update to members following a recent meeting with Dartford Borough Council.

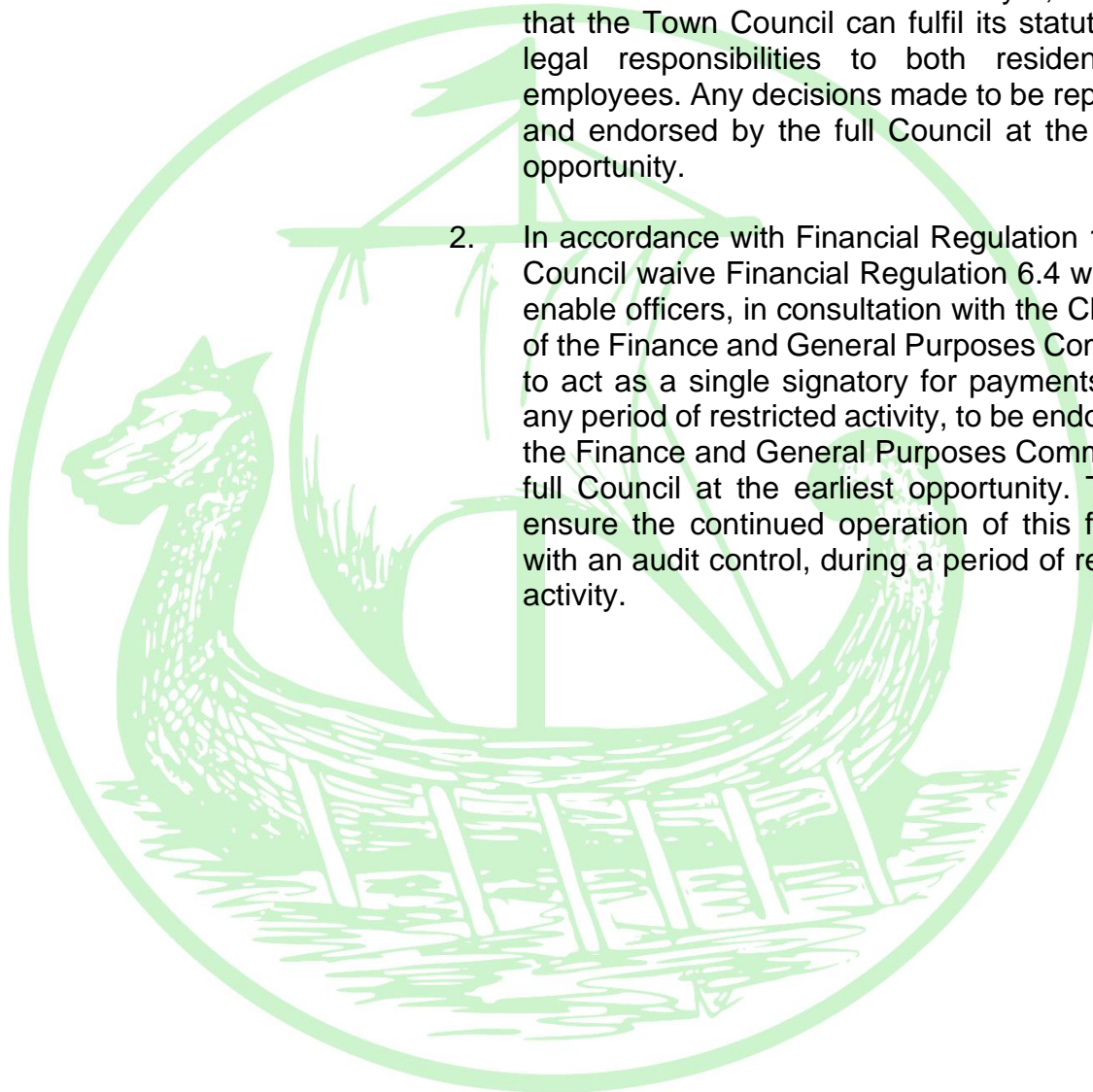
Recommended: That the item be noted.

17. DELEGATED AUTHORITY – SECTION 101 – LOCAL GOVERNMENT ACT 1972.

Further to minute 238/20-21 to consider agreeing a scheme of delegation granted to Officers should there be a further period of restricted activity due to Covid 19. Whilst it is hoped that this is not required it would enable continuity of service.

Recommended:

1. That, under Section 101 of the Local Government Act 1972 the Town Clerk be delegated authority, in consultation with the Town Mayor, to ensure that the Town Council can fulfil its statutory and legal responsibilities to both residents and employees. Any decisions made to be reported to and endorsed by the full Council at the earliest opportunity.
2. In accordance with Financial Regulation 18.2 the Council waive Financial Regulation 6.4 which will enable officers, in consultation with the Chairman of the Finance and General Purposes Committee, to act as a single signatory for payments during any period of restricted activity, to be endorsed by the Finance and General Purposes Committee or full Council at the earliest opportunity. This will ensure the continued operation of this function, with an audit control, during a period of restricted activity.



18. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken: -

Cllr Lorna Cross	Kent Association of Local Councillors (KALC) – AGM (Zoom)	13 Nov 2021
Cllr Lesley Howes	Kent Association of Local Councillors (KALC) – AGM (Zoom)	13 Nov 2021
Cllr Anita Barham Cllr Emma Ben-Moussa Cllr Sue Butterfill Cllr Lorna Cross Cllr Ann Duke Cllr Linda Hall Cllr Peter Harris Cllr John Hayes Cllr Lesley Howes	Standing Orders – In-house	7 Oct 2021
Cllr Emma Ben-Moussa Cllr Ann Duke Cllr Linda Hall Cllr Peter Harris Cllr John Hayes Cllr Lesley Howes	GDPR and Data Protection – In-house	18 Nov 2021
Cllr Ann Duke Cllr Peter Harman Cllr Peter Harris Cllr Lesley Howes	Budget Setting and Precept – In-house	1 Dec 2021
Cllr Lesley Howes	Climate Change Conference – KALC (Zoom)	15 Dec 2021

Recommended: That the item be noted.

19. REPORTS OF OUTSIDE REPRESENTATIVES.

This provides an opportunity for Members appointed as representatives on outside bodies to provide a report at the Meeting.

19.1 London Resort Company Holdings Ltd. Community Liaison Group (LRCHCLG)

Councillor Peter Harman is the Town Councils representatives on the LRCHCLG. As previously agreed, the Minutes from the 24 June 2021 and 14 October 2021 meetings are available for inspection.

NB. In response to an enquiry, LRCHCLG have confirmed that they are happy to accept a substitute representative, if the current cannot attend, but this must be done in advance, with the substitute members contact details being provided.

19.2 North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representative on the NWKVC and she has requested that this item be on future agendas to enable her to give a verbal update.

19.3 Ingress Park (Greenhithe) Management Limited (IPGM).

Councillors' Peter Harman and Peter Harris are the Council's representatives on IPGM. IPGM have indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

19.4 Dartford Children's Partnership Conversation (DCPC).

Councillor Peter Harman is the Town Councils representatives on the DCPC. As previously agreed, the minutes from the 21 September 2021 meeting, are available for inspection.

19.5 Bluewater Community Forum (BCF).

Councillor Lesley Howes is the Town Councils representatives on the BCF and the last meeting was held on 25 November 2021.

19.6 Borough and Parish Forum (BPF).

The Town Mayor and Town Clerk are the Town Councils representatives on the BPF. As previously agreed, the agenda for the 12 October 2021 meeting is available for inspection.

19.7 Whitecliffe Community Liaison Group (WCLG).

Councillor Peter Harman is the Town Councils representatives on the WCLG. As previously agreed, the agenda for the 30 November 2021 meeting (including the Planning & progress Report No.4) are available for inspection.

20. REPORT FROM KENT COUNTY COUNCILLOR.

This item gives the Kent County Councillor for Swanscombe and Greenhithe, Mr Peter M Harman the opportunity to submit a verbal report on relevant news or issues from Kent County Council.

21. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

This item gives the x5 Dartford Borough Councillors representing Swanscombe and Greenhithe the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council.

22. TOWN MAYOR'S ANNOUNCEMENTS.

23. EXCLUSION OF THE PRESS AND PUBLIC.

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

24. GROVE CAR PARK – UPDATE (p).

Dartford Borough Council have contacted the Town Council regarding a possible issue with the Grove Car Park payment systems and this is detailed in the Confidential report.

Recommended: To discuss and advise accordingly.

25. PAVILION WORKING GROUP – UPDATE (p).

Further to minutes 253/21-22 (28 October 2021 Special Town Council) and 230/21-22 (7 October 2021 Town Council), where it was agreed that a standing item be included on future Town Council agendas the attached confidential update is provided so that all members are aware of how the project is proceeding.

Recommended: That the item be noted.

26. REQUEST FROM SWANSCOMBE AND GREENHITHE LOCAL HISTORY GROUP (p).

Please see the confidential report.

Recommended: To discuss and advise accordingly.

INFORMATION IN THE OFFICE.

- KALC News – October 2021
- Local Councils Update – Issue 256, November 2021 and Issue 257, December 2021.
- The Clerk – November 2021, Vol.52, No.6
- Clerks & Councils Direct – November 2021, Issue 138



You can follow us on Social Media and via our website.

Swanscombe and Greenhithe Town Council Website:
<http://www.swanscombeandgreenhithe town council.gov.uk>

