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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 10 February 2022 at 7.00pm

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

Graham Blew

Graham Blew
Town Clerk

Dated: 3 February 2022

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 21 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.

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 13 January 2022 (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 – 15 December 2021 and 19 January 2022.
 - Recreation, Leisure & Amenities Committee – 27 January 2022.
 - Finance & General Purposes Committee – 13 January 2022.
 - Community Safety Committee – 1 December 2021.
6. **AMENDMENT TO STANDING ORDER 23 (f) AND STANDING ORDER 43 (p).**

At the 9 December 2021 meeting (minute 324/21-22) the attached amendments were proposed and seconded for consideration at the next ordinary meeting of the Council.

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

Recommended:

1. To agree and adopt the amendments, as detailed.
2. That, in accordance with S.101(1) of the Local Government Act 1972, Committees, Sub-Committees and the Town Clerk be delegated authority to approve dispensation requests relating to interests.

7. REVISION TO MEMBERS CODE OF CONDUCT (p).

The Monitoring Officer (Dartford Borough Council (DBC)) has written to advise that the Borough Council have adopted a revised Members Code of Conduct. This was carried out to ensure the Member Code of Conduct's clarity, consistency and quality and that important areas such as bullying, harassment, equalities, respect, and disrepute provisions were included.

S.27 (3) of the 2011 Localism Act provides that a parish council may adopt the same code of conduct adopted by its principal authority. It would be practical and appropriate for the Town Council to consider reviewing its Code of Conduct and adopting the same Code of Conduct as the principal authority as they are responsible for handling and determining code of conduct complaints which relate to members of parish councils in their area.

The revised Code of Conduct is attached highlighting the required amendments.

Recommended: That the revised Members Code of Conduct, as detailed, be agreed and adopted.

8. CAPACITY BUILDING FUND (DBC) (p).

Further to minute 243/21-22, on 13 January 2022 the Town Council received a letter from the Leader of DBC confirming the Town Councils funding bid to the Capacity Building Fund had been successful.

Recommended: That the item be noted.

9. COVID-19 CONTAIN OUTBREAK MANAGEMENT FUND (p).

The Town Council received confirmation from the Chief Executive of Kent Association of Local Councils that its application to Kent County Councils grant funding had been successful.

Recommended: That the item be noted.

10. PUBLIC TOILETS IN OPEN SPACES AND PARKS.

Further to minute 322/21-22 a site meeting was held in Swanscombe Park on 14 December 2021 with officers, members of the Town Council and the representative of the local football club. Unfortunately, the suggested location for siting a portaloos was unsuitable and impractical. The representative from the local football club thanked members of the Council for their time and consideration, acknowledged the unsuitability of the site and confirmed that they would look to seek alternatives.

Members are now asked to consider how they would like to ascertain the feasibility of any long-term solution for the provision of public toilets in open spaces and parks

Recommended: To note the outcome of the site meeting and to consider how they would like to ascertain the feasibility of any long-term solution for the provision of public toilets in open spaces and parks

11. BUDGET STATEMENT AND COUNCIL TAX PUBLICITY (p).

Further to minute 367/21-22 Members are asked to agree the attached document for printing and distribution throughout the Town.

Members are also asked to agree the attached social media release regarding its section of the Council Tax Bill being frozen for 2022 – 2023.

Recommended: To agree the x2 attached documents.

12. LINE MARKING – SWANSCOMBE CENTRE CAR PARK (p).

The attached report details a request from Gravesham Community Leisure Limited (GCLL).

Recommended: To endorse the consent granted for this request.

13. REQUEST FOR DRONE FILMING – SWANSCOMBE HERITAGE PARK.

A request was received from The Historic Thames (documentary) Producer/Director seeking permission to use a drone at The Swanscombe Heritage Park on either 22, 23 or 24 February 2022 for 2 hours.

A completed Event Notification Form, Flight Planning Execution Plan (including Risk Assessment), Flight Location Permission Form, Civic Aviation Authority Insurance Policy have been provided.

In line with the Town Councils Policy for Use of Parks / Open Spaces, and in consultation with the Town Mayor, consent was granted.

Recommendation: That the item be noted.

14. LOCAL COUNCIL AWARD SCHEME RE-ACCREDITATION (p)

Further to minutes 482/17-18 and 182/20-21 where it was resolved that work to re-new the Foundation Award be undertaken Members are asked to confirm the below recommendations.

The Town Council previous accreditation was awarded in December 2017 and expired in December 2021.

Part of the application for re-accreditation requires the Town Council to confirm, by resolution at a full Council meeting, that it publishes online the required criteria's 1 to 18.

Another part of the application requires the Town Council to confirm, by resolution at a full Council meeting, that it has met the criteria's 19 to 26 (which are either published online or can be provided to the assessor electronically).

If the Town Council are happy that the criteria's, as detailed (attached), have been met then the application will be submitted, with the appropriate minute/s containing the resolution/s, to the local accreditation panel for consideration.

Recommended:

1. To confirm by resolution that the Town Council publishes online the required information contained in criteria's 1 to 18 of the Local Council Award Scheme Foundation Level.
2. To confirm by resolution that the Town Council has met the criteria's contained in 19 to 26 of the Local Council Award Scheme Foundation Level.

15. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken: -

Cllr Lorna Cross	Kent Association of Local Councillors (KALC) – Strategies to Identify and Recruit New Local Councillors (Zoom)	24 Feb 2022
Cllr Lorna Cross	KALC - Working with Local Media to Engage Your Community (Zoom)	3 March 2022
Cllr Lorna Cross	KALC – Equality, Diversity and inclusion in your Council (Zoom).	31 March 2022
Cllr Lesley Howes	KALC – Chairmanship Networking Day (Zoom)	26 Feb 2022
Cllr Lesley Howes	Climate Change Conference – KALC (Zoom)	15 Dec 2021
X2Groundsman Gardeners	DBC - Tree Pruning Course (Community Orchard – Arrow Riding School)	3 Feb 2022

Recommended: That the item be noted.

16. REPORTS OF OUTSIDE REPRESENTATIVES.

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

16.1 London Resort Company Holdings Ltd. Community Liaison Group (LRCHCLG) Councillor Peter Harman is the Town Councils representatives on the LRCHCLG.

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.

16.2 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.

16.3 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.

16.4 Dartford Children's Partnership Conversation (DCPC). Councillor Peter Harman is the Town Councils representatives on the DCPC. As previously agreed, the Agenda for the 25 January 2022 meeting, are available for inspection.

16.5 Dartford Young Peoples Partnership Conversation (DYPPC). Councillor Lesley Howes is the Town Councils representatives on the DYPPC. As previously agreed, the Minutes from the 8 September 2021 meeting, are available for inspection. The next meeting was scheduled to take place on 19 January 2022.

16.6 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 11 January 2022 meeting is available for inspection.

16.7 Whitecliffe Community Liaison Group (WCLG). Councillor Peter Harman is the Town Councils representatives on the WCLG. As previously agreed, the minutes from the 30 November 2021 meeting and the agenda for the 1 February 2022 meeting are available for inspection.

17. 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.

18. 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.

19. TOWN MAYOR'S ANNOUNCEMENTS.

20. 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.

21. INGRESS PARK COMMUNITY CENTRE (p).

Attached is a confidential update for members information.

Recommended: That the item be noted.

22. PAVILION PROJECT – 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.

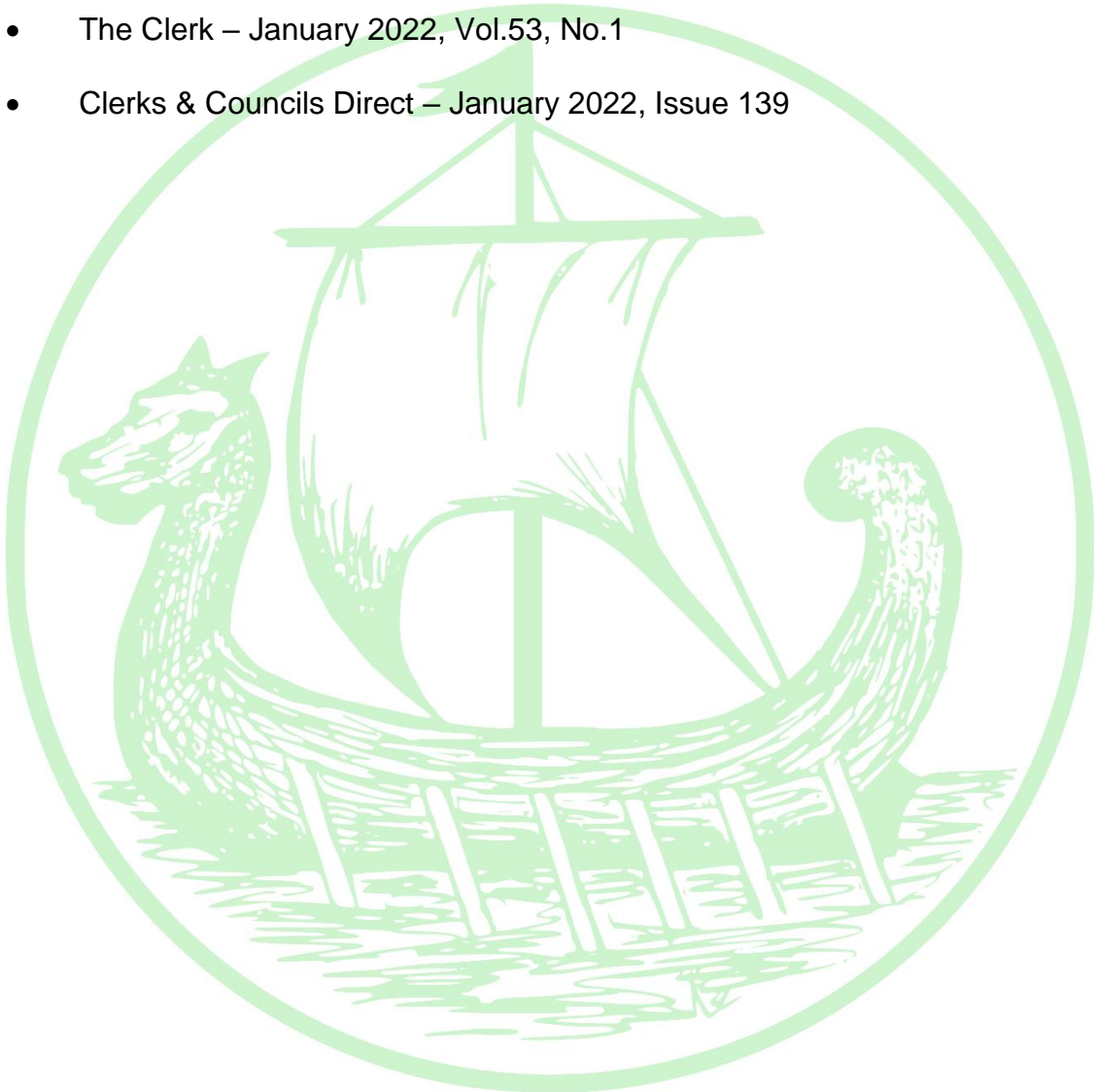
23. TOILET FACILITIES AT BROOMFIELD PARK (p).

Please see the attached correspondences.

Recommended: To discuss and advise accordingly.

INFORMATION IN THE OFFICE.

- KALC News – November / December 2021
- Local Councils Update – Issue 258, January / February 2022.
- The Clerk – January 2022, Vol.53, No.1
- Clerks & Councils Direct – January 2022, Issue 139



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



