

SPECIAL TOWN COUNCIL  
12 OCTOBER 2022

MINUTES of the SPECIAL TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on WEDNESDAY 12 OCTOBER 2022 at 7.00pm

**PRESENT:**

Councillor Lorna Cross – Town Mayor  
Councillor Peter Harman – Deputy Town Mayor  
Councillor Anita Barham  
Councillor Emma Ben Moussa  
Councillor Maurice Weet

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Martin Harding – ATC/RFO

**ABSENT:**

There were none

**204/22-23. 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.

**205/22-23. 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 Ann Duke, 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 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 John Hayes, due to other commitments.

An apology for absence was received from Councillor Lesley Howes, due to other commitments.

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 21 July 2022 (minute 117/22-23).

**RESOLVED:**

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

**206/22-23. 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.*

**207/22-23. ITEMS DEEMED URGENT BY THE TOWN MAYOR / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**208/22-23. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Emma Ben Moussa and seconded by Councillor Maurice Weet.

**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.

**209/22-23. PAVILION PROJECT – DESIGN UPDATE.**

Members considered the confidential report and, after discussion, it was unanimously agreed;

**RESOLVED:**

1. That Plan D (appendix C of the report) for the First Floor, as detailed, be agreed and taken forward, along with the previously agreed Ground Floor Plan, for a planning application to Dartford Borough Council (DBC).
2. That the Town Clerk, in consultation with the Town Mayor, be given delegated authority to agree the final layout of the rear access road and alignment of the building on site for planning purposes to meet the requirements of Kent Highways Service (KHS).
3. That all possible measures, budget allowing, would be incorporated within the building design to operate in the lowest carbon way possible.
4. That the Green Roof be removed from the design to allow space for additional solar products, and that any budget saving be used to ensure the building is more energy efficient.

**210/22-23 PAVILION PROJECT – PLANNING UPDATE**

Members considered the confidential report and, after discussion, it was unanimously agreed;

**RESOLVED:**

1. That the contents of the reports provided as pre-planning advice by both DBC, and KHS be noted.
2. That the level of information and commissioned reports required to progress the project to planning stage be noted.
3. That the updated timeline for the project be noted.

**211/22-23. PAVILION PROJECT – COMMISSIONING STAGE.**

Members considered the confidential report and, after discussion, it was unanimously agreed;

**RESOLVED:**

1. That the information required for a planning application, as detailed by DBC, be noted.
2. That, as per the Scheme of Delegation detailed in the report, the Town Clerk be delegated authority to undertake the works necessary, including the commissioning of consultants and setting the location of the bin store, to submit a planning application for this project.
3. That the Town Clerk be delegated authority to spend the required funds up to £50,000 on planning fees and consultancy costs, as detailed, to progress the application.
4. That the £50,000 funds delegated to the Town Clerk, to be spent on progressing this project to a planning application, are sourced from the Town Councils existing Community Infrastructure Levy budget.

There being no further business to transact the Meeting closed at 7.40 pm.

Signed: \_\_\_\_\_

(Chairman)

Date: \_\_\_\_\_

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MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 20 OCTOBER 2022 at 7.00 PM

**PRESENT:**

Councillor Lorna Cross – Town Mayor  
Councillor Peter Harman – Deputy Town Mayor  
Councillor Anita Barham  
Councillor Emma Ben Moussa  
Councillor Ann Duke  
Councillor Lesley Howes  
Councillor Maurice Weet

**ALSO PRESENT:**

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

**ABSENT:**

There were none.

**212/22-23. 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.

**213/22-23. 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 Linda Hall, 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 Dr Peter Harris, due to other commitments.

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

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 21 July 2022 (minute 117/22-23).

An apology for lateness was submitted by Councillor Ann Duke.

An apology for lateness was submitted by Councillor Maurice Weet.

**RESOLVED:**

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

**214/22-23. 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.*

**215/22-23. TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 21 JULY 2022.**

**RESOLVED:**

That the Minutes of the Town Council Meeting held on 21 July 2022 be confirmed as a true record and be signed.

**216/22-23. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**217/22-23. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 7 SEPTEMBER 2022 AND 28 SEPTEMBER 2022.**

**RESOLVED:**

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held 7 September 2022 and 28 September 2022 be confirmed and the recommendations made therein be adopted.

**218/22-23. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 6 OCTOBER 2022.**

**RESOLVED:**

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 6 October 2022 confirmed and the recommendations made therein be adopted.

**219/22-23. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 29 SEPTEMBER 2022.**

**RESOLVED:**

That the Minutes of the Finance & General Purposes Committee Meeting held on 29 September 2022 be confirmed and the recommendations made therein be adopted.

**220/22-23. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 5 OCTOBER 2022.**

**RESOLVED:**

That the Minutes of the Community Safety Committee Meeting held on 5 September 2022 be confirmed and the recommendations made therein be adopted.

**221/22-23. MINUTES OF THE ALLOTMENT & CEMETERIES SUB - COMMITTEE MEETING HELD ON 4 OCTOBER 2022.**

**RESOLVED:**

That the Minutes of the Personnel Committee Meeting held on 4 October 2022 be confirmed and the recommendations made therein be adopted.

**222/22-23. AMENDMENT TO STANDING ORDERS AND FINANCIAL REGULATIONS.**

Further to minute 129/22-23 Members considered amendments to Standing Orders and Financial Regulations these had been suggested to unify with the updated NALC model Standing Orders and Finance Regulations and in line with suggestions made by the Town Councils Internal Auditor as part of the 2021 – 2022 audit.

**RESOLVED:**

That the amendments as detailed, be agreed and adopted.

**223/22-23. EXTERNAL AUDITOR REPORT AND CERTIFICATE 2021 – 2022**

Members considered the auditors annual letter/report.

**RESOLVED:**

That, as required by statute, the external auditors report and certificate 2021 - 2022 be noted.

**224/22-23. CIVILITY AND RESPECT PLEDGE.**

Members considered the Civility and Respect Pledge which, if signed up to, would demonstrate that the Town Council is committed to treating councillors, employees, members of the public, representatives of partner organisations and volunteers, with civility and respect in their roles.

**RESOLVED:**

It was agreed that the Town Council met the statements detailed and would sign up to the Civility and Respect Pledge.

**225/22-23. LOCAL COUNCIL AWARD SCHEME – FOUNDATION AWARD ACHIEVEMENT.**

Further to minutes 182/20-21 and 408/21-22, The National Association of Local Councils (NALC) had confirmed that the Town Council had achieved the Foundation Award which showed that the Town Council achieved good practices in governance, community engagement, council improvements, and goes above and beyond the legal obligations.

**RESOLVED:**

That the item be noted.

**226/22-23. BUDGET FORECAST REPORT 2022 – 2023 & 2023 – 2024.**

The Responsible Financial Officer (RFO) detailed the contents of the report including the current position, the available options, and the recommendation. After discussion it was proposed, duly seconded, and agreed:

**RESOLVED:**

That the review of the FRA's during 2022 – 2023 be waived and the contributions to the FRA's in both the 2022 – 2023 and 2023 – 2024 financial years, except for monies required for works resulting from the next 5 yearly tree survey be suspended.



**227/22-23. INSURANCE CLAIM/S – UPDATE**

The following claim/s had now been settled: -

- a) Claim Ref: 27210000328 – damage to the roof of the changing rooms at Knockhall Recreation Ground, this claim incurred a £525.89 excess.
- b) Claim Ref: 27210054895 – damage to play area surfacing at Knockhall Recreation Ground, this claim incurred a £250.00 excess.

**RESOLVED:**

That the item be noted.

**228/22-23 STAFF / MEMBER TRAINING – UPDATE**

The following training had been scheduled / undertaken: -

Town Clerk	Parish Forum - 13 October 2022	KHS – Zoom.
X2 Groundsmen/Gardeners	Introduction to Playground Inspections for Local Councils – 21 September 2022	KALC – Elham Village Hall.

**RESOLVED:**

That the item be noted.

**229/22-23. 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. There had been no further meetings or communications from 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.

North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representatives on the NWKVC but having submitted her apologies for the meeting no update was available.

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 Harman gave an update which included:

The main issue at the last meeting had been residents' concerns regarding dogs intimidating people. Checks had been made and there was no rule in place to say that dogs must be kept on leads.

Dartford Children's Partnership Conversation (DCPC).

Councillor Peter Harman is the Town Council's representative on the DCPC. As previously agreed, the agenda for 27 September meeting and notes for the meeting held on 21 June 2022, were available for inspection.

It was proposed, duly seconded, and agreed:

**RESOLVED:**

That Councillor Emma Ben Moussa replace Councillor Peter Harman as the Town Council representative on the DCPC.

Dartford Young People's Partnership Conversation (DYPPC)

Councillor Lesley Howes is the Town Council's representative on the DCPC. As previously agreed, the Minutes from the 15 June 2022 meeting, were available for inspection.

Whitecliffe Community Liaison Group (WCLG).

Councillor Peter Harman is the Town Council's representative on the WCLG. As previously agreed, the minutes for the meetings held on 30 August 2022 were available for inspection.

**230/22-23. REPORT FROM KENT COUNTY COUNCILLOR.**

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

He had attended a Kent Fire and Rescue meeting a week ago.

Full Council had met earlier today, and this had included:

Finance – the projected deficit was £70 million

Approximately 1,110 unaccompanied children had sought asylum this year and KCC had a responsibility to find them accommodation.

Buses – grants to some bus companies had been cut.

Sewage - A motion by the Green Party to improve liaison with the x3 water companies had been agreed.

**RESOLVED:**

That the item be noted.

**231/22-23. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

The Dartford Borough Councillors reported on the following matters:

Joint Transportation Board – National Highways had attended to discuss ways to improve the roads around the Dartford Bridge junction (Bob Dunn Way).

The flats in Gunn Road, Swanscombe were scheduled to have complete refurbishments.

There was a Domestic Abuse Conference scheduled to be held in The Orchard Theatre on 21 November 2023.

The road sweeper in Swanscombe had resigned and a replacement was being sought.

x2 PCSO's had left, leaving x1 in Swanscombe and Greenhithe and replacements were unable to be considered until after Kent Police had completed their review.

"Car racing" at Crossways had been a huge problem and DBC were now going to fund cameras to be installed in the area.

**RESOLVED:**

That the item be noted.

**232/22-23. SEALING OF DOCUMENTS.**

There were none.

**233/22-23. TOWN MAYOR'S ANNOUNCEMENTS.**

The Town Mayor advised that she was holding an event on 21 October 2022 at 6pm in The Heritage Community Hall to celebrate Black History Month.

The Town Mayor would be attending Craylands Primary School on 21 October 2022 to collect donations from their Harvest Festival for The Food Cellar.

**234/22-23. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Emma Ben Moussa 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.

**235/22-23. INGRESS PARK COMMUNITY CENTRE (IPCC).**

Members considered the confidential report.

**RESOLVED:**

That the item be noted.

**236/22-23. PAVILION PROJECT - UPDATE.**

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.

Members were informed that further to correspondence and meetings with the Planning Authority a meeting with the architects had taken place earlier today and various consultants would now be engaged and subsequently a planning application would be submitted.

**RESOLVED:**

That the item be noted.

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

Signed: \_\_\_\_\_

(Chairman)

Date: \_\_\_\_\_

08-12-2022

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 26 OCTOBER 2022 AT 7.00PM

**PRESENT:**

Councillor John Hayes – Chairman  
Councillor Lorna Cross  
Councillor Lesley Howes

**ALSO PRESENT:**

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

**ABSENT:**

Councillor Maurice Weet.

**237/22-23. 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.

**238/22-23. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Ann Duke, due to medical reasons.

An apology for absence was received from Councillor Linda Hall, due to other commitments.

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

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

**Recommended:**

That the reasons for absence, for the Councillor(s) listed, be formally accepted, and approved.

**239/22-23. SUBSTITUTES.**

There were none.

**240/22-23. 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.*

**241/22-23. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**242/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 28 SEPTEMBER 2022.**

As there was only one member of the committee present that had attended the previous meeting it was agreed:

**Recommended:** That the Minutes of the meeting held on 28 September 2022 be placed on the next meeting's agenda for confirmation and signing.

**243/22-23. ENVIRONMENT AGENCY (EA) – THAMES ESTUARY 2100: SHAPING THE FUTURE OF THE THAMES ESTUARY.**

EA were carrying out a public consultation which ran until 20 November 2022. Members had been provided with the information on 6 October 2022.

The Chairman advised that members were able to respond individually

**Recommended:** That the item be noted.

**TOWN PLANNING:**

**244/22-23. 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).**

KCC/GR/0168/2022	Development of an enclosed electronic waste (E-Scrap) transfer facility, involving shredding, sampling, sorting, and bulking up of electronic waste streams for onward transportation to recycling / management facilities. The proposed development includes construction of a new steel framed waste transfer building, firewater storage tank and associated plant, dust extraction unit, office and staff welfare building, new areas of concrete hard standing and footways, upgrade to site drainage, construction of a re-aligned access point off Manor Way and retention of vehicular access to the adjacent wharf.  Britannia Refined Metals Ltd, Britannia Metal Refinery and Premises, Lower Road, Northfleet, Gravesend.
<b>OBSERVATIONS:</b>	The Town Council have concerns, regarding the pressure on the local infrastructure that the additional traffic and vehicular movements from the proposed development would have.
DA/22/01081/FUL	Erection of a detached building to house Class 7 MOT bay and car workshop (revisions to previous planning permission 20/00856/FUL omitting industrial workshop and relocation of MOT bay and car workshop).

	122A Knockhall Chase, Greenhithe.
<b>OBSERVATIONS:</b>	<p>No observations.</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>
DA/22/01192/FUL	<p>Provision of a dormer window with Juliette balcony to the rear roof slope and roof lights to the front roof slope in connection with providing additional rooms in the roof space.</p> <p>3 Beaton Close, Greenhithe.</p>
<b>OBSERVATIONS:</b>	<p>The Town Council would seek assurance from the Planning Authority that the proposal would not result in any overlooking or impingement on neighbouring properties.</p> <p>Please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/22/01215/FUL	<p>Provision of roof lights in side roof slopes in connection with providing additional rooms in the roof space.</p> <p>10 Ingress Park Avenue, Greenhithe.</p>
<b>OBSERVATIONS:</b>	<p>The Town Council would seek assurance from the Planning Authority that the proposal would not result in any overlooking or impingement on neighbouring properties.</p> <p>Please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
EDC/22/0168 DA/22/01181/EDCCON	<p>Outline planning application (with all matters reserved) for mixed-use development comprising demolition of the existing car parking, structures and station forecourt and provision of residential dwellings (Use Class C3); flexible commercial, business and service uses (Use Class E) to allow provision of retail, offices, restaurants/cafes, nurseries, and healthcare facilities; flexible learning and non-residential institutions (Use Class F1); flexible local community uses (Use Class F2); hotel use (Use Class C1); residential institutions (Use Class C2); and Sui Generis uses to allow provision of co-living and student accommodation, public houses/drinking establishments, and theatres/cinemas. Associated works include hard and soft landscaping, a River Park, car parking and multi-storey car parks, pedestrian, cycle and internal vehicular network, and other ancillary infrastructure; and associated</p>

	<p>crossings, highway accesses, and junction improvements.</p> <p>Ebbsfleet Central East, Land Adjacent to Ebbsfleet International Railway Station, Thames Way.</p>
OBSERVATIONS:	The Town Council objects to this application on the grounds that the external infrastructure will not be able to absorb the additional traffic / vehicular movements that would result from this proposal.
DA/22/01224/ADV	<p>Display of Community Notice Board next to the post box at the bottom of the Abbey Green.</p> <p>Along Ingress Park Avenue, Greenhithe.</p>
OBSERVATIONS:	The Town Council would like clarity on which community the proposed notice board would be for i.e., would it be used to display details of Community Events that only take place within Ingress Park and to display information that only relates to Ingress Park?

**245/22-23. The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/22/00921/FUL	<p>Installation of 9 solar panels on south facing roof.</p> <p>28 Ingress Park Avenue, Greenhithe.</p>
DA/22/00992/FUL	<p>Installation of solar panels on the east and south faces of the roof.</p> <p>19 Watermans Way, Greenhithe.</p>
DA/22/00975/FUL	<p>Replacement of the conservatory roof and facade alterations to the existing extension.</p> <p>11 The Dell, Greenhithe.</p>
DA/22/00670/FUL	<p>Erection of part two/part first floor side extension.</p> <p>18 Caspian Way, Swanscombe.</p>



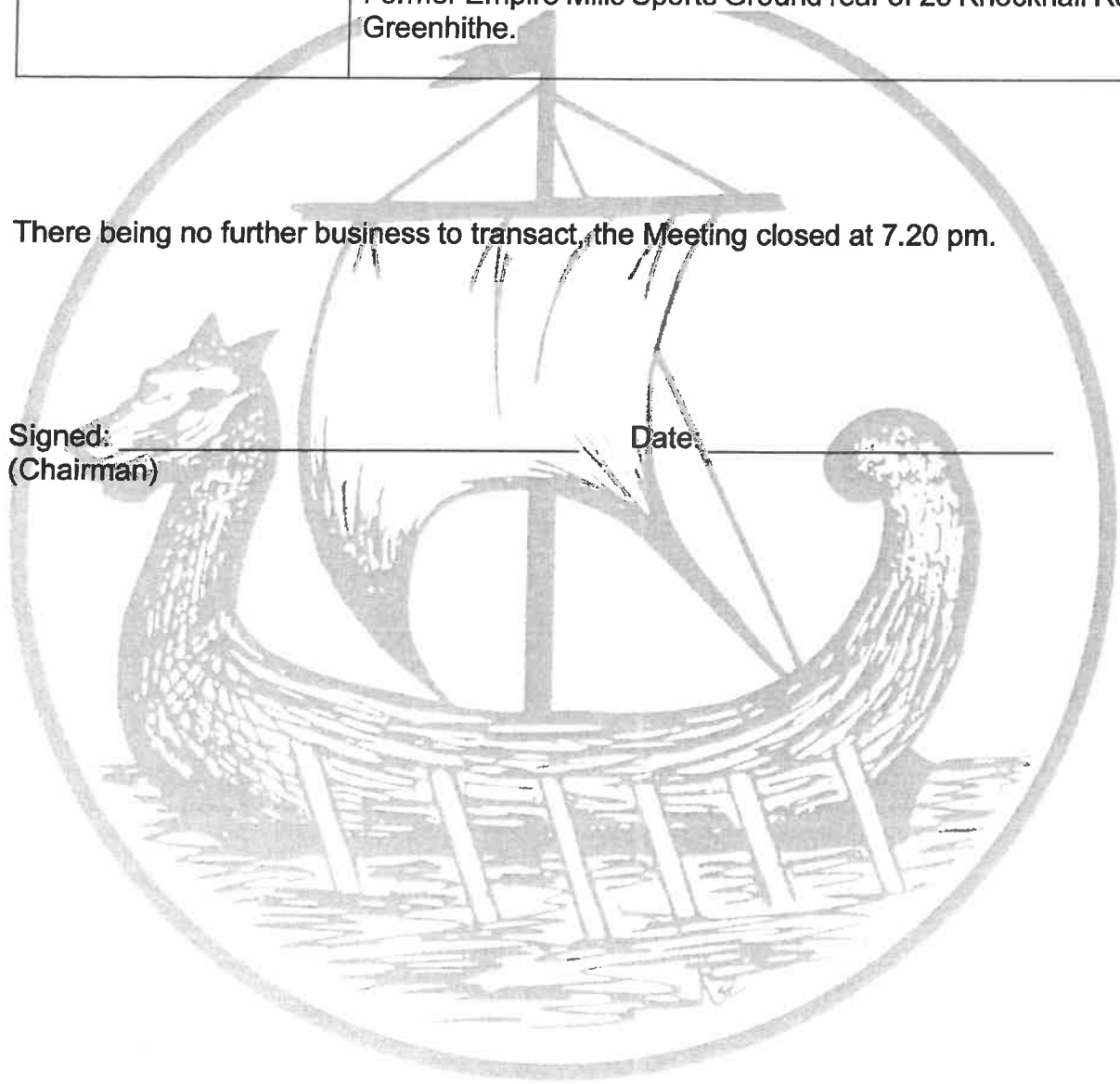
246/22-23. **The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/22/00859/S106	Application for modification of a Section 106 agreement in respect of DA/12/01325/OUT, to allow the removal of an area of land from the approved open space obligations should the appeal be allowed for six houses that was refused under ref 21/01308/FUL.  Former Empire Mills Sports Ground rear of 25 Knockhall Road, Greenhithe.
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There being no further business to transact, the Meeting closed at 7.20 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 16 NOVEMBER 2022 AT 7.00PM

**PRESENT:**

Councillor John Hayes – Chairman  
Councillor Peter Harris – Vice-Chairman  
Councillor Linda Hall  
Councillor Lesley Howes  
Councillor Maurice Weet

**ALSO PRESENT:**

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

**ABSENT:**

There were none

**279/22-23. 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.

**280/22-23. 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 Ann Duke, due to other commitments.

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

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

**281/22-23. SUBSTITUTES.**

There were none.

**282/22-23. 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.*

**283/22-23. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**284/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE MEETINGS HELD ON 28 SEPTEMBER 2022 AND 26 OCTOBER 2022.**

**Recommended:** The Minutes of the meetings held on 28 September 2022 and 26 October 2022 were confirmed and signed.


**TOWN PLANNING:**

**285/22-23. 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/22/01298/TDA	<p>Application of determination pursuant to Schedule 2 Part 16 of the Town and Country Planning (General Permitted Development) (England) Order 2015 as to whether prior approval is required for the proposed 5G telecoms installation: H3G 15m street pole and equipment cabinets.</p> <p>Outside British Legion, London Road, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council have concerns regarding the proposed location of the large mast. It appears that it is proposed to place the large mast on the footpath area adjacent to the public entrance to the Greenhithe British Legion, this seems inappropriate and is compounded by the fact that this is a short distance away from the British Legions War Memorial.</p> <p>The Planning Authority Officers are urged to consult with Kent Highway Services over this proposal and the effect it would have on the users of the footpaths, London Road, and the Greenhithe British Legion.</p> <p>The Town Council would ask the applicant to consider siting the mast at alternative locations where there would be far less detrimental impact for the users of the footpaths and of London Road.</p>
EDC/21/0175 RE-CONSULTATION	<p>Reserved matters application (details relating to access, appearance, landscaping, layout and scale) pursuant to conditions 2 and 19 of outline planning permission EDC/16/0045 for the erection of a Neighbourhood House community building, together with details relating to piling and foundations (condition 20) and noise mitigation (condition 26).</p> <p>Neighbourhood House, Ackers Drive, Ebbsfleet.</p>
OBSERVATIONS:	No observations.

<p>EDC/21/0176 RE-CONSULTATION</p>	<p>Reserved matters application (details relating to access, appearance, landscaping, layout and scale) pursuant to conditions 2 and 19 of outline planning permission EDC/16/0045 for the erection of a Community Hub Building, together with details relating to piling and foundations (condition 20), noise mitigation (condition 26), details of playing pitches (condition 30), a Community Use Agreement (condition 61), a Management and Maintenance Scheme (condition 62) and lighting design (condition 63).</p> <p>Community Hub, Talbot Lane, Ebbsfleet.</p>
<p>OBSERVATIONS:</p>	<p>No observations.</p>

286/22-23. **The following planning applications have been received from Gravesham Borough Council for Members observations** *(full details of these applications can be viewed via the Town Council and the GBC websites).*

<p>20221064</p> 	<p>Outline planning application with all matters reserved, except for the primary means of access and road layout, for a phased mixed-use redevelopment involving the demolition of existing buildings and structures including site preparation / remediation works, and the development of residential units (Use Class C3), Class E uses including floorspace for retail Class E(a)), food/beverage and drinking establishments (Use Class E(b)), local services (Use Class E(c)), indoor sport/recreation/fitness (use Class E(d)), healthcare space (Use Class E(e)), creche/nursery uses (Use Class E(f)), office floorspace (Use Class E(g)(i)), a new multi-use stadium with associated business and leisure facilities (sui generis), hotel (Use Class C1), community uses floorspace (Use Class F2). The phased redevelopment will include other sui generis uses, delivery of open space and significant realignment of the road network including the A226 Galley Hill Road / Stonebridge Road / Lower Road with hard / soft landscaping, car and cycle parking provisions, infrastructure works, ancillary and associated works.</p> <p>Land Surrounding Ebbsfleet United Football Club, Bounded by Lower Road, Railway Line, Grove Road and The River Thames, Northfleet, Gravesend.</p>
<p>OBSERVATIONS:</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 to the detriment of the amenities of the surrounding area, whilst adding an unnecessary burden on local infrastructure/services.</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, 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. We would ask that should the application be granted that conditions be set regarding the hours of construction and movement of vehicles to mitigate the impact.</p> <p>The Town Council are also concerned for the future of the existing 87 small businesses that this proposal will affect and would seek assurances that they have been considered and contacted directly regarding 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>
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**287/22-23. The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

EDC/21/0195	<p>KCC Application: Operation of Aggregate Recycling Facility to accept 150,000tpa of Construction and Demolition waste.</p> <p>Sheerness Recycling, Land South of Manor Way, Swanscombe.</p>
DA/22/00807/FUL	<p>Erection of a single storey rear infill extension.</p> <p>3 Portland Place, Greenhithe.</p>
DA/22/01080/FUL	<p>Erection of a single storey side and rear extension with garage conversion.</p> <p>8 Eagles Road, Greenhithe.</p>
DA/22/01092/TPO	<p>Application for 3 No. Horse Chestnut Trees (in the car park next to 21 St Peters Close) crown lift to give ground clearance of around 5 metres subject to Tree Preservation Order No.3 1991.</p> <p>Car Park Adjacent 21 St Peters Close, Swanscombe.</p>

288/22-23. **The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/22/01093/TPO	Application for 3 No. Horse Chestnut Trees (in the car park next to 21 St. Peters Close) reduce all by 50% in height and 70% in spread (current height 20 metres spread 14 metres-estimated dimensions after works 11 metres height and 5 metres spread same as photos Council Trees 1 and 2) subject to Tree Preservation Order No.3 1991.  Car Park Adjacent 21 St Peters Close, Swanscombe.
DA/22/01092/TPO	Application for 3 No. Horse Chestnut trees (in car park next to 21 St Peters Close) reduce all by 33% (current height 20 metres spread 14 metres-estimated dimensions after works 13 metres height and 9 metres spread), thin crowns by 30/40%, removal of dead or dangerous (see clarification of works) branches subject to Tree Preservation Order No.3 1991.  Car Park Adjacent 21 St Peters Close, Swanscombe.

There being no further business to transact, the Meeting closed at 7.15 pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)

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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE  
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 24  
NOVEMBER 2022 at 7.00PM

**PRESENT:** Councillor John Hayes (Chairman for the meeting)  
Councillor Ann Duke  
Councillor Linda Hall

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
Dan Usher – Senior Groundsman/Gardener

**ABSENT:** Councillor Peter Harman

**289/22-23. ELECTION OF CHAIRMAN FOR THE MEETING.**

It was proposed, duly seconded and agreed:

**Recommended:** That Councillor John Hayes be elected Chairman for the meeting.

**290/22-23. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**291/22-23. 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 Emma Ben Moussa 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 Lesley Howes due to other commitments.

**RESOLVED:**

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

**292/22-23. SUBSTITUTES.**

There were none.

**293/22-23. 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.***

**294/22-23. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**295/22-23. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 6 OCTOBER 2022**

**Recommended:** That the Minutes of the Meeting held on 6 October 2022 were approved and signed as a true record.

**296/22-23. 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 which included:

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

**Recommended:** That the report be noted.

**TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.**

**297/22-23. LAND ADJACENT TO PARKWOOD HILL (KNOCKHALL RECREATION GROUND).**

Members considered the reports and photographs detailing the area and after discussion it was agreed:

**Recommended:** That the tree works, as detailed, be undertaken.

**298/22-23. LEYLANDII IN KNOCKHALL RECREATION GROUND.**

Members discussed the trees and the quotation that had been obtained.

**Recommended:** That the tree works, as detailed, be undertaken.

299/22-23. **“MEMORIAL” IN HERITAGE PARK.**

At the previous meeting, minute 198/22-23, Members had agreed for this item to be deferred, and the memorial left in situ, whilst final attempts were made to identify the family concerned and request that they apply for a memorial as per the Town Council Memorial Policy.

Members asked that Councillor Lorna Cross be given the opportunity to further contact the relatives requesting that they submit an application as per the Memorial Policy.

**Recommended:** That Councillor Lorna Cross be given the opportunity to further contact the relatives requesting that they submit an application as per the Memorial Policy.

300/22-23. **ACCESSWAY AT SIDE OF THE SWANSCOMBE CENTRE, CRAYLANDS LANE.**

Members considered the report and photographs regarding the accessway, and it was agreed that the issue be monitored and re-considered if any issues were encountered.

**Recommended:** That the issue be monitored and re-considered if any issues were encountered.

301/22-23. **THE PAVILION PROJECT – SERVICE IMPLICATIONS.**

Further to minute 278/22-23 where item 4 of the recommendations was deferred for further consideration by this committee.

*“That members are aware of the service implications and understand how the 2023 cricket season would be managed, should teams choose to hire the pitch.”*

Members discussed the item, including the observations provided by Swanscombe Tigers FC.

Whilst sympathetic to the hirers of the sports facilities Members felt that the additional costs associated with the suggestions contained in the observations were not reasonable or justifiable during the current economic climate.

It was agreed that

1. a portaloos be supplied for hirers of the sports facilities at Broomfield
2. the senior pitches at Broomfield be offered at a discounted rate for Senior teams whilst changing rooms/showers were unavailable (as had happened during Covid);
3. that, where possible, Knockhall Recreation Ground be made available for Senior teams
4. that the smallest mini pitch be temporarily re-located to the Broomfield Road end of the park

**Recommended:** That during the project the above x4 steps be taken regarding the hire of the sports facilities at Broomfield.

**302/22-23. OUTSTANDING PLAY EQUIPMENT WORKS FROM THE ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT.**

Members discussed the quote that had been obtained from the manufacturer of the play equipment in Swanscombe Park and agreed that the works should be undertaken.

**Recommended:** That the works, as detailed, be undertaken

**303/22-23 REQUEST TO USE SWANSCOMBE PARK.**

In line with the Town Council Policy for use of Parks/Open Spaces by External Organisations, members were advised that the request had been agreed.

**Recommended:** That the Town Clerks actions in dealing with this request, be endorsed.

**304/22-23. COUNCIL OFFICE AND CAFÉ CHRISTMAS OPENING ARRANGEMENTS.**

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

**Recommended:** That the Council Offices and Café be closed on 28, 29, and 30 December 2022 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.

**305/22-23. HALL HIRE OVER FESTIVE PERIOD.**

After discussion it was agreed.

**Recommended:** That it be a policy of the Council that no hall hire bookings are taken, for the current community halls, for Christmas Day and New Year's Day

**306/22-23. EXCLUSION OF PRESS AND PUBLIC.**

MOVED BY Councillor Ann Duke and seconded by Councillor Linda Hall.

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.

**307/22-23. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) DRAFT PROPOSAL SCALE OF CHARGES 2023 FOR THE SWANSCOMBE CENTRE.**

In accordance with the Management Agreement (Section 28), the Managing Director, GCLL, had advised of the proposed Scale of Charges for 2023 and had included the current charges for information.

Members discussed the comparison information with other sites and felt a more local comparison, specifically Fairfield Leisure Centre, Dartford, would be more appropriate. Members also felt that a comparison on any information available on local schemes that GCLL offer at their other sites would be beneficial.

**Recommended:** That the proposed scale of charges for 2023, submitted by GCLL, for The Swanscombe Centre be agreed.

**'22-23. INGRESS PARK COMMUNITY CENTRE – UPDATE.**

Members considered the notes of the 11 November 2022 Working Group meeting and were given a verbal update from officers.

**Recommended:** That the item be noted.

There being no further business to transact the Meeting closed at 7.50 pm.

Signed: \_\_\_\_\_  
(Chairman)

Date: \_\_\_\_\_

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MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 3 NOVEMBER 2022 at 7.00PM

**PRESENT:** Councillor Lesley Howes – Chairman  
Councillor Lorna Cross – Vice-Chairman  
Councillor Emma Ben Moussa  
Councillor Peter Harman  
Councillor Maurice Weet

**ALSO PRESENT:** Graham Bléw – Town Clerk  
Martin Harding – Assistant Town Clerk / RFO  
Maria Austen – We Are Beams  
Caroline Brinkman - We Are Beams

**ABSENT:** There were none.

**259/22-23. 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.

**260/22-23. APOLOGIES FOR ABSENCE.**

An apology for absence was submitted by Councillor Sue Butterfill, due to other commitments.

An apology for absence was submitted by Councillor Ann Duke, due to other commitments.

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 21 July 2022 (minute 117/22-23).

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

**261/22-23. SUBSTITUTES.**

There were none.

**262/22-23. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Emma Ben Moussa declared a prejudicial interest in agenda item 10, Applications for Funding from the Town Council (A), as her children received support from the applicant/organisation.

***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.***

**263/22-23. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**264/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 29 SEPTEMBER 2022.**

**Recommended:** That the Minutes of the meeting held on 29 September 2022 were confirmed and signed as a true record.

**265/22-23. 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 Ann Duke was appointed (minute 33/33-23).

**Recommended:** That the bank reconciliations for September 2022 be noted.

**266/22-23. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken for September 2022.

**Recommended:** That the bank transfers undertaken for September 2022 be approved.

**267/22-23. 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 September 2022.

**Recommended:** That the receipts and payments for September 2022, as per the annexed list, be approved.

**268/22-23. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 30 September 2022.

**Recommended:** That the summary of accounts to 30 September 2022 be noted.



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

*Having already declared a prejudicial interest Councillor Emma Ben Moussa left the chamber and took no part in the discussion, or decision, of the application from We Are Beams.*

**269/22-23. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL**

The Chairman thanked the representative/s from We Are Beams for attending and invited them to give a brief presentation on the work carried out by their organisation.

Members considered the applications, and, after discussion, it was agreed that the following funding be awarded from the 2022 - 23 budget:

- We are Beams - £500.00
- Hi Kent - £500.00

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

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

Signed:

(Chairman)

Date:

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MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on TUESDAY 1 NOVEMBER 2022 at 11.00am

**PRESENT:** Councillor Lorna Cross – Chairman  
Councillor Anita Barham  
Councillor Peter Harman  
Councillor Lesley Howes

**ABSENT:** Councillor Maurice Weet

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

**247/22-23. 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.

**248/22-23. 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 Dr Jo Harman due to other commitments.

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

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

**249/22-23. 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.***

**250/22-23. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**251/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 19 MAY 2022.**

**Recommended:** That the minutes from the meeting held on 19 May 2022 be confirmed and signed.

**252/22-23. RISK ASSESSMENTS 2022 - 2023.**

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

*Exercise functions of the Council in relation to staff health and safety and risk assessments.*

Members considered the Risk Assessments, including Fire Risk Assessments, carried out for 2022 – 2023.

**Recommended:** That the Risk Assessments, including Fire Risk Assessments, carried out for 2022 – 2023 be noted and endorsed.

**253/22-23. SCHEDULE OF INTERNAL CONTROLS.**

Members considered the Schedule of Internal Controls.

**Recommended:** That the Schedule of Internal Controls, as detailed, in the report, be endorsed.

**254/22-23. STAFFING MATTERS.**

Employee 60 had resigned on 15 August with a last day of service being 15 September 2022. The post had been advertised and recruitment was ongoing and would hopefully be completed in due course.

**Recommended:** That the item be noted.

**255/22-23. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Peter Harman 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 item of business.

**256/22-23. HOLIDAY ENTITLEMENT.**

Members discussed the confidential report.

**Recommended:** That the recommendation of the confidential report be agreed.

**257/22-23. STAFFING BUDGET 2023 - 2024.**

Financial Regulation 4.4 requires the salary budgets for the following financial year to be reviewed by the Personnel Committee.

Members considered the confidential report regarding the Staffing Budget 2023 – 2024.

**Recommended:** That the Staffing Budget 2023 – 2024, including the retrospective adjustment to the 2022 – 2023 budget, as per the confidential report, be endorsed.

**258/22-23. APPRENTICESHIP SCHEME / PARK STAFFING UPDATE.**

Members discussed the confidential report regarding the Apprenticeship Scheme / Park Staffing.

**Recommended:** That the recommendation of the confidential report be agreed.

There being no further business, the Meeting closed at 11.25am.

Signed: \_\_\_\_\_  
(CHAIRMAN)

Date: \_\_\_\_\_

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MINUTES of the MEETING of the LEASES & LEGAL SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 3 NOVEMBER 2022 at 7.30pm

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

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

**ABSENT:** There were none

**270/22-23. 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.

**271/22-23. 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 Ann Duke due to other commitments

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 21 July 2022 (minute 117/22-23).

**273/22-23. SUBSTITUTES**

There were none.

**274/22-23. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

*The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.*

**275/22-23. ITEMS AS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**276/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 10 FEBRUARY 2022**

**Recommended:** The Minutes of the meeting held on 10 February 2020 were confirmed and signed.

**277/22-23. EXCLUSION OF PRESS AND PUBLIC.**

MOVED BY Councillor Peter Harman and seconded by Councillor Lorna Cross.

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.

**278/22-23. BOWLS PAVILION LEASE RENEWAL – SWANSCOMBE PARK.**

Members considered the contents of the confidential report.

**Recommended:**

1. That the Lease be re-newed with the inclusion of a six-month break clause for both parties (allowing the bowls club and the Town Council to terminate the Lease with 6 months' notice).
2. That the Town Clerk be delated authority to instruct the Town Council Solicitor to act on behalf of the Town Council in relation to the Lease renewal.



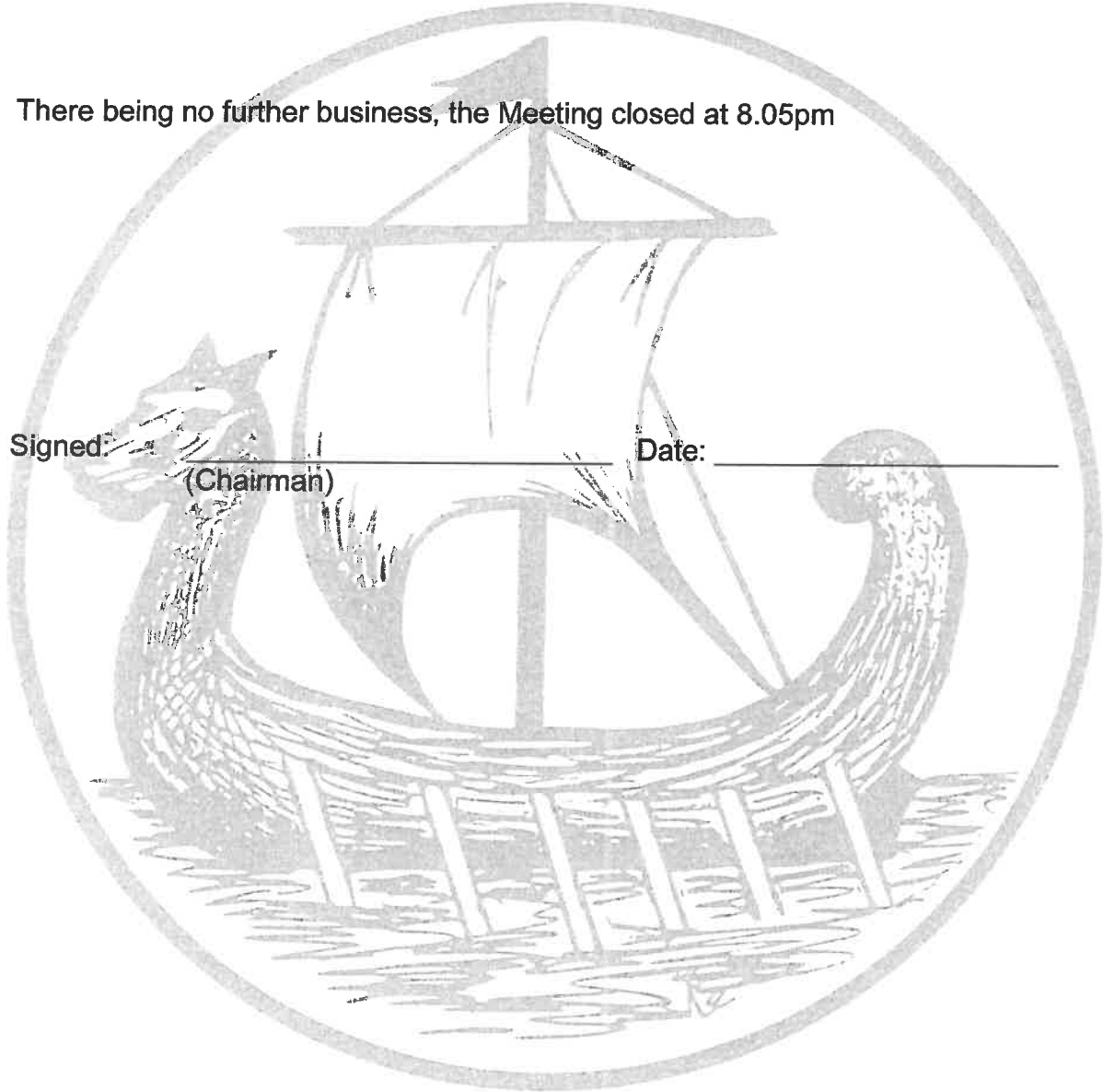
**278/22-23. PAVILION SPORTS & SOCIAL CLUB LEASE – UPDATE.**

Members considered the contents of the confidential report, and, after lengthy debate, it was agreed:

**Recommended:** That the recommendations contained in the report (items 1,2,3 and 5) be agreed and item 4 be deferred for further consideration at the next RLA meeting.

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)



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AGENDA ITEM 6  
28/10/22

**DARTFORD**  
**BOROUGH COUNCIL**

**Planning Services**

Mr Graham Blew  
Clerk to Swanscombe & Greenhithe Town  
Council  
The Town Council Offices  
The Grove  
Swanscombe  
Kent DA10 0GA

Please ask for: Stephen Dukes  
Direct line: (01322) 343015  
Direct fax: (01322) 343047  
E-mail: stephen.dukes@dartford.gov.uk  
DX: 142726 Dartford 7  
Your ref:  
Our ref: SWANS001

Date: 28 October 2022

Dear Graham

**Subject: Dartford Community Infrastructure Levy: Duty to pass CIL to local councils (Neighbourhood Portion) under CIL Regulations 2010 (as amended) Regulations 59A to 59D**

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

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

I am writing to inform you that CIL payments were received by the Borough Council during the period 1<sup>st</sup> April and 30<sup>th</sup> September 2022 from development within your town council area. Therefore, a local proportion of £2,862.94 will be transferred to Swanscombe & Greenhithe Town Council. The payment will be paid directly into your account shortly. The CIL payments received were related to the following development:

**EDC/21/0064 Former Croxton & Garry Site (being the 1<sup>st</sup> of 4 payments due)**

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

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

Please note that under CIL Regulation 59E the Borough Council may serve a notice on the local council requiring it to repay some or all of the CIL receipts that has not been applied to support development in its area within 5 years of receipt.

Would you please bring this letter to the attention of the Chair of the town council.

Yours sincerely

*Stephen Dukes*

Stephen Dukes  
Senior Infrastructure Planner  
Dartford Borough Council

## Graham Blew

---

**From:** Stephen Dukes <Stephen.Dukes@dartford.gov.uk>  
**Sent:** 04 November 2022 11:10  
**To:** Graham Blew  
**Cc:** Martin Harding  
**Subject:** CIL parish Payments - April to September 2022  
**Attachments:** Notification of CIL Neighbourhood Portion Payment - 28 October 2022.pdf

**[WARNING]** This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Graham and Martin

Please find attached a Letter of Notification regarding the CIL Neighbourhood Portion payment that is to be transferred to the town council for period 1<sup>st</sup> April to 30<sup>th</sup> September 2022. This provides additional information regarding the developments yielding the CIL payments.

If you have any questions then please get in touch.

Regards

*Stephen Dukes*

Senior Infrastructure Planner  
Planning Services  
Growth & Community Directorate  
Dartford Borough Council  
Civic Centre, Home Gardens  
Dartford, Kent DA1 1DR  
☎ (01322) 343015 (direct dial)  
✉ [stephen.dukes@dartford.gov.uk](mailto:stephen.dukes@dartford.gov.uk)

**DARTFORD**  
BOROUGH COUNCIL

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**CALCULATION OF COUNCIL TAX 2023/24 AS REQUIRED BY  
SWANSCOMBE & GREENHITHE TOWN COUNCIL**

**AGENDA ITEM 8**  
Town Council 8/12/22

Balance at Bank 1st April 2022	562,841
Plus Precept - 2022/23	427,492
Plus Section 136 - 2022/23	0
Plus Government Grant 2022/23	14,435
	<u>1,004,768</u>

Less probable expenditure 2022/23	444,561
Less reserve account	490,929
Less working balance	40,000
Less Earmarked from 2022/23 Balances	0
Available Balance	<u>29,278</u>

Estimated expenditure 2023/24	471,205
Less available balance	29,278
	<u>441,927</u>

Less Section 136	0
Less Government Grant	14,435

Total Amount Required	<u>427,492</u>
-----------------------	----------------

**COUNCIL TAX CALCULATION**

Basic rate for calculation as provided by Dartford Borough Council  
4524.39 properties

**2022/23**  
4524.39

Band	2023/24				
A	£62.99				
B	£73.49				
C	£83.99				
D	£94.49	£94.49	£0.00		
E	£115.48			Percentage	0.00
F	£136.48				
G	£157.48				
H	£188.97				

	2021/22 ACTUAL	2022/23 EST	2022/23 PROB	2023/24 EST	2024/25 FORE	2025/26 FORE
<b>Cost Centre 1 Public Lighting</b>						
<b>Code Description</b>						
1 Supply & Maintenance	2050	2300	1350	2800	2884	2971
3 Christmas Lighting	2000	3455	3455	3455	3559	3665
4 Repairs	500	500	500	500	515	530
5 Long Term Financial Risks	2200	2300	0	0	500	500
<b>Total Expenditure</b>	<b>6750</b>	<b>8555</b>	<b>5305</b>	<b>6755</b>	<b>7458</b>	<b>7666</b>
7 Miscellaneous Income	1	1	1	1	1	1
<b>Total Income</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Total to Public Lighting Summary</b>	<b>6749</b>	<b>8554</b>	<b>5304</b>	<b>6754</b>	<b>7457</b>	<b>7665</b>
<b>Cost Centre 2 Grove Car Park</b>						
<b>Code Description</b>						
20 Rates	4300	4571	4571	4571	4754	4944
21 Repairs & Maintenance	0	500	250	500	515	530
22 Long Term Financial Risks	1600	1100	0	0	655	655
<b>Total Expenditure</b>	<b>5900</b>	<b>6171</b>	<b>4821</b>	<b>5071</b>	<b>5924</b>	<b>6129</b>
7 Miscellaneous Income	1000	1000	1000	1000	800	800
<b>Total Income</b>	<b>1000</b>	<b>1000</b>	<b>1000</b>	<b>1000</b>	<b>800</b>	<b>800</b>
<b>Total to Car Parks Summary</b>	<b>4900</b>	<b>5171</b>	<b>3821</b>	<b>4071</b>	<b>5124</b>	<b>5329</b>
<b>Cost Centre 4 Parks Establishment</b>						
<b>Code Description</b>						
40 Wages	102000	104500	104500	105000	107625	110316
41 Equipment/Materials	32000	37000	32000	35000	35875	36951
42 New Grounds Maintenance Eq	0	0	0	0	0	0
43 Fuel	2000	2200	2350	2400	2460	2534
44 Fencing	1500	3500	2500	3500	3588	3695
45 Telephone	200	571	400	571	585	603
45 Vehicles	2500	2500	2500	2500	2563	2639
47 Water Rates	1500	1545	2000	2060	2112	2175
48 Gas / Electricity	2060	2022	2400	2400	2460	2534
49 Playground Equipment & Mainte	3000	5000	5000	5000	5000	5150
50 Training	500	1500	1000	1500	1538	1584
51 Knockhall Changing Rooms	500	500	500	500	513	528
52 Parks Works Area	750	750	750	750	769	792
53 Vandalism	500	500	500	500	513	528
54 Trees	3000	7000	7000	3000	3000	3000
55 New Recreational Facilities	0	0	0	0	0	0
56 Unexpected/Emergency Works	1000	1000	500	500	513	528
57 Long Term Financial Risks	11500	11500	5000	5000	10500	10500
58 New Community Facility	0	0	0	0	0	0
<b>Total Expenditure</b>	<b>164510</b>	<b>181588</b>	<b>168900</b>	<b>170181</b>	<b>179611</b>	<b>184056</b>
66 Miscellaneous Income	500	1000	500	500	500	500
<b>Total Income</b>	<b>500</b>	<b>1000</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>Total to Parks Summary</b>	<b>164010</b>	<b>180588</b>	<b>168400</b>	<b>169681</b>	<b>179111</b>	<b>183556</b>



	2021/22 ACTUAL	2022/23 EST	2022/23 PROB	2023/24 EST	2024/25 FORE	2025/26 FORE
<b>Cost Centre 11 Leisure Centre</b>						
<b>Cod: Description</b>						
146 Rates & Ins Rent - DBC	27000	28000	28000	28000	28840	29705
155 GCLL Management Fee	58000	58000	58000	58000	57000	57000
<b>Total Expenditure</b>	<b>85000</b>	<b>86000</b>	<b>86000</b>	<b>86000</b>	<b>85840</b>	<b>86705</b>
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total To Leisure Centre Summary</b>	<b>85000</b>	<b>86000</b>	<b>86000</b>	<b>86000</b>	<b>85840</b>	<b>86705</b>

<b>Cost Centre 13 Squash Courts</b>						
<b>Cod: Description</b>						
200 Maintenance	0	0	0	0	0	0
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
205 Squash Income	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total to Squash Courts Summary</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Cost Centre 14 Allotments</b>						
<b>Cod: Description</b>						
210 Rents / Licences	217	245	245	245	252	260
211 Repairs / Maintenance	0	250	250	250	258	265
212 Water Supply	0	0	0	0	0	0
213 Long Term Financial Risks	500	500	0	0	1000	0
<b>Total Expenditure</b>	<b>717</b>	<b>995</b>	<b>495</b>	<b>495</b>	<b>1510</b>	<b>525</b>
218 Rent	2800	3551	3551	4084	4696	5401
<b>Total Income</b>	<b>2800</b>	<b>3551</b>	<b>3551</b>	<b>4084</b>	<b>4696</b>	<b>5401</b>
<b>Total To Allotment Summary</b>	<b>-2083</b>	<b>-2556</b>	<b>-3056</b>	<b>-3589</b>	<b>-3186</b>	<b>-4875</b>

<b>Cost Centre 15 Administration</b>						
<b>Cod: Description</b>						
230 Wages	135640	139000	139500	141000	145230	149587
231 Furn (F&F) & Equipment	500	1000	500	750	773	796
232 Photocopier	900	1000	750	1000	1030	1061
233 Stationery, Advertising, Postage	2300	2300	2300	2300	2369	2440
234 Telephone / Internet	3700	3700	3700	3700	3811	3925
235 Mileage Allowance	0	200	200	200	206	212
236 Insurance	12500	13000	13000	13100	13493	13898
237 Subscriptions / Publications	4500	5000	5000	5000	5150	5305
238 Town Mayor's Allowance	1500	1500	1500	1500	1545	1591
239 Civic Reception	1500	1500	1500	1500	1545	1591
240 Chains of Office	100	250	250	250	258	265
241 Legal Fees	2000	3000	2500	3000	3090	3183
242 External Audit Fees	1300	1300	1300	1400	1442	1485
243 Internal Audit Fees	250	250	250	350	361	371
244 Local Funding	2000	2000	2000	2000	2000	2000
245 Miscellaneous	4000	6000	6000	6000	6180	6365
246 Election Expenses	2000	2000	2000	12000	2000	2000
247 Training	1000	1500	1000	1500	1545	1591
248 Member Training	1000	1500	1000	1500	1545	1591
249 IT Services	4000	4000	3950	4000	4120	4244
250 Handyman (including seasonal	500	500	500	500	515	530
251 Council Offices Building Mainte	13000	14000	13350	14300	14729	15171
252 Water Rates	1000	1499	1700	1800	1854	1910
253 Gas	2100	2400	2400	2400	2472	2546
254 Electricity	5000	5000	5750	6200	6386	6578
255 Rates (NNDR)	22000	22000	22000	22000	22660	23340
256 Long Term Financial Risks	1000	1000	0	0	2000	2000
<b>Total Expenditure</b>	<b>225290</b>	<b>236399</b>	<b>233900</b>	<b>249250</b>	<b>248308</b>	<b>255577</b>
270 Photocopier Income	0	0	0	0	0	0
271 Miscellaneous	0	0	3500	1000	0	0
274 Bank Interest	1000	3400	2500	3000	3090	3183
<b>Total Income</b>	<b>1000</b>	<b>3400</b>	<b>6000</b>	<b>4000</b>	<b>0</b>	<b>0</b>
<b>Total to Administration Summary</b>	<b>224290</b>	<b>232999</b>	<b>227900</b>	<b>245250</b>	<b>248308</b>	<b>255577</b>

	2021/22 ACTUAL	2022/23 EST	2022/23 PROB	2023/24 EST	2024/25 FORE	2025/26 FORE
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**Cost Centre 16 Church Road Hall**

**Cod: Description**

280 Wages	5000	5573	5573	5600	5768	5941
281 Repairs & Maintenance	500	500	500	500	515	530
282 Gas & Electricity	500	500	700	750	773	796
283 Cleaning Materials	100	100	100	100	103	106
284 Furniture & Fittings	100	100	100	100	103	106
285 Rates (NNDR)	1333	1439	1439	1495	1540	1586
287 Misc Expenditure	125	125	125	125	129	133
288 Long Term Financial Risks	0	0	0	0	0	0
290 Telephone / Broadband	400	400	400	400	400	400
<b>Total Expenditure</b>	<b>8058</b>	<b>8737</b>	<b>8937</b>	<b>9070</b>	<b>9330</b>	<b>9598</b>

295 Hire Income	4000	6000	5500	6000	6180	3000
<b>Total Income</b>	<b>4000</b>	<b>6000</b>	<b>5500</b>	<b>6000</b>	<b>6180</b>	<b>3000</b>

<b>Total To Community Halls Summary</b>	<b>4058</b>	<b>2737</b>	<b>3437</b>	<b>3070</b>	<b>3150</b>	<b>6598</b>
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**Cost Centre 17 Grove Hall**

**Cod: Description**

301 Repairs & Maintenance	500	500	500	500	-85	-88
302 Gas & Electricity	100	100	100	100	103	106
<b>Total Expenditure</b>	<b>610</b>	<b>610</b>	<b>610</b>	<b>610</b>	<b>28</b>	<b>29</b>

315 Hire Income	0	0	0	0	0	0
<b>Total Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Total To Community Halls Summary</b>	<b>610</b>	<b>610</b>	<b>610</b>	<b>610</b>	<b>28</b>	<b>29</b>
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**Cost Centre 18 Heritage Community Hall**

**Cod: Description**

320 Wages	0	0	0	0	0	0
321 Repairs & Maintenance	0	0	0	0	0	0
322 Gas & Electricity	0	0	0	0	0	0
323 Cleaning Materials	0	0	0	0	0	0
324 Furniture & Fittings	0	0	0	0	0	0
325 Rates (NNDR)	0	0	0	0	0	0
326 Water Rates	0	0	0	0	0	0
327 Misc Expenditure	0	0	0	0	0	0
328 Long Term Financial Risks	0	0	0	0	0	0
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

335 Hire Income	13000	13260	13260	13525	13931	14349
<b>Total Income</b>	<b>13000</b>	<b>13260</b>	<b>13260</b>	<b>13525</b>	<b>13931</b>	<b>14349</b>

<b>Total To Community Halls Summary</b>	<b>-13000</b>	<b>-13260</b>	<b>-13260</b>	<b>-13525</b>	<b>-13931</b>	<b>-14349</b>
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**Cost Centre 20 Sports Pavilion**

**Cod: Description**

340 Gas & Electricity	600	720	1200	300	0	0
341 Water Rates	400	540	700	200	0	0
342 Maintenance & Cleaning Contr	500	1750	0	0	0	0
343 Rates	0	0	0	0	0	0
344 Building Insurance	1418	1418	1418	200	0	0
345 Misc Expenditure	0	0	0	0	0	0
346 Long Term Financial Risks	17000	17000	0	0	0	0
<b>Total Expenditure</b>	<b>19918</b>	<b>21428</b>	<b>3318</b>	<b>700</b>	<b>0</b>	<b>0</b>

350 Rent	13000	20238	10500	1000	0	0
<b>Total Income</b>	<b>13000</b>	<b>20238</b>	<b>10500</b>	<b>1000</b>	<b>0</b>	<b>0</b>

<b>Total To Community Halls Summary</b>	<b>6918</b>	<b>1190</b>	<b>-7182</b>	<b>-300</b>	<b>0</b>	<b>0</b>
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	2021/22 ACTUAL	2022/23 EST	2022/23 PROB	2023/24 EST	2024/25 FORE	2025/26 FORE
<b>Cost Centre 21 Town Council Offices Community Hall</b>						
<b>Code Description</b>						
360 Wages (Caretaker)	7880	8278	8278	8500	8755	9018
361 Repairs & Maintenance	400	420	400	420	433	446
362 Furniture, Fixtures and Fittings	75	100	100	100	103	106
363 Cleaning Materials	200	260	260	260	268	276
364 Miscellaneous	75	75	75	75	77	80
365 Long Term Financial Risks	5500	5500	0	0	5185	4540
<b>Total Expenditure</b>	<b>14130</b>	<b>14633</b>	<b>9113</b>	<b>9355</b>	<b>14821</b>	<b>14465</b>
370 Rent	33000	34000	40500	41000	35020	36071
<b>Total Income</b>	<b>33000</b>	<b>34000</b>	<b>40500</b>	<b>41000</b>	<b>35020</b>	<b>36071</b>
<b>Total To Community Halls Summary</b>	<b>-18870</b>	<b>-19367</b>	<b>-31387</b>	<b>-31645</b>	<b>-20199</b>	<b>-21606</b>

<b>Cost Centre 22 Old Fire Station Café</b>						
<b>Code Description</b>						
380 Wages	17500	19260	19260	20100	20703	21324
381 Food/Supplies	3500	4000	4000	4000	4120	4244
382 F, F & Equipment (including lea	500	500	500	500	500	500
383 Advertising	100	100	100	100	103	106
384 Rates (NNDR)	1775	1916	1916	1991	2050	2112
385 Electricity & Water	1000	1169	1300	1400	1442	1485
386 Cleaning Materials	130	130	130	130	134	138
387 DBC Maintenance Service Cha	1500	1500	1500	1500	1545	1591
388 Telephone / Internet	500	500	500	500	515	530
389 Maintenance	100	500	500	500	515	530
390 Miscellaneous (and DBC Insurar	500	500	500	500	515	530
391 Long Term Financial Risks	0	0	0	0	0	0
392 Rent DBC	0	0	0	0	5768	5941
<b>Total Expenditure</b>	<b>27105</b>	<b>30075</b>	<b>30206</b>	<b>31221</b>	<b>37910</b>	<b>39033</b>
395 Café Income	12200	13500	14500	15500	15000	15000
<b>Total Income</b>	<b>12200</b>	<b>13500</b>	<b>14500</b>	<b>15500</b>	<b>15000</b>	<b>15000</b>
<b>Total To Community Café Summary</b>	<b>14905</b>	<b>16575</b>	<b>15706</b>	<b>15721</b>	<b>22910</b>	<b>24033</b>

<b>Cost Centre 23 Ingress Park Community Centre</b>						
<b>Code Description</b>						
400 Wages	400	6000	1000	6000	6180	6365
401 Repairs & Maintenance	150	500	100	500	515	530
402 Gas & Electricity	150	1500	200	1500	1545	1591
403 Cleaning Materials	50	500	100	500	515	530
404 Furniture & Fittings	250	500	100	500	515	530
405 Rates (NNDR)	250	2442	200	2442	2515	2590
406 Water Rates	50	650	150	650	670	690
407 Key Holder Security	50	800	100	800	824	849
408 Misc Expenditure	50	100	50	100	103	106
409 Long Term Financial Risks	0	0	0	0	0	0
<b>Total Expenditure</b>	<b>1400</b>	<b>12992</b>	<b>2000</b>	<b>12992</b>	<b>13381</b>	<b>13783</b>
415 Hire Income	0	13000	2000	14000	14000	14000
416 Commuted Sum	0	13500	13500	13500	6000	6000
417 Contingency Fund	0	10000	10000	10000	0	0
<b>Total Income</b>	<b>0</b>	<b>36500</b>	<b>25500</b>	<b>37500</b>	<b>20000</b>	<b>20000</b>
<b>Total To Community Halls Summary</b>	<b>1400</b>	<b>-23508</b>	<b>-23500</b>	<b>-24508</b>	<b>-6619</b>	<b>-6217</b>

SUMMARY	2021/22	2022/23		2023/24	2024/25	2025/26
	ACTUAL	EST	PROB	EST	FORE	FORE
Street Lighting	6749	8554	5304	6754	7457	7665
Car Parks	4900	5171	3821	4071	5124	5329
Parks	172441	194332	180168	183296	193610	198466
Leisure Centre	85000	86000	86000	86000	85840	86705
Squash Courts	0	0	0	0	0	0
Allotments	-2083	-2556	-3056	-3589	-3186	-4875
Administration	224290	232999	227900	245250	248308	255577
Community Halls	-18884	-51598	-71282	-66298	-37570	-35545
Community Café	14905	16575	15706	15721	22910	24033
	<u>487318</u>	<u>489477</u>	<u>444561</u>	<u>471205</u>	<u>522491</u>	<u>537355</u>
<b>Total Expenditure</b>	<b>487318</b>	<b>489477</b>	<b>444561</b>	<b>471205</b>	<b>522491</b>	<b>537355</b>

#### Reserve Account - Earmarked Funds

General Reserves	FRA Reserves
£5,000 Sports Pavilion Bor	£40,964 11/12 FRA
£1,000 Bowls Pavilion Bon	£54,065 12/13 FRA
£3,750 Sports Pavilion Bor	£94,943 13/14 FRA
£1,250 Sports Pavilion Bor	£14,020 13/14 LTM
£66,367 CIL Receipts 19/20	£74,823 14/15 FRA
£105,637 CIL Receipts 21/22	£6,423 14/15 LTM
	£79,063 15/16 FRA
	£13,283 15/16 LTM
	-£4,868 16/17 FRA
	£1,820 16/17 LTM
	£575 17/18 FRA
	-£1,965 17/18 LTM
	-£17,576 18/19 FRA
	-£4,576 18/19 LTM
	-£43,069 21/22 FRA
<u>£183,004</u>	<u>£307,925</u>
<b>Total in Reserve Account</b>	<b>£490,929</b>

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Chief Officer and Director of Corporate Services

# DARTFORD BOROUGH COUNCIL

Please ask for: Sarah Martin  
Direct Line: (01322) 343432

E-mail: [community.review@dartford.gov.uk](mailto:community.review@dartford.gov.uk)

**AGENDA ITEM 9**

T/C 08/12/22

Your Ref:

Our Ref:

Date: 17 October 2022

Dear Swanscombe & Greenhithe Town Council,

## COMMUNITY GOVERNANCE REVIEW

Following the conclusion of the Community Governance Review (CGR) reviewing the Swanscombe and Greenhithe Town Council arrangements, we have sought permission from the Local Government Boundary Committee for England (LGBCE) to amend the boundaries as per our original recommendations.

These electoral arrangements were provided for in The Dartford (Electoral Changes) Order 2018, and, as such, were a protected electoral arrangement under the Local Government and Public Involvement in Health Act 2007.

The LGBCE have considered the Council's request, and have granted its consent for the Council to make changes to the parish electoral arrangements for the parish of Swanscombe & Greenhithe. This allows the Council to make an Order altering the electoral arrangements in this parish, as provided for in section 86 of the Act.

This change will come into effect for the next scheduled local elections to be held in May 2023.

Yours sincerely



**Chief Officer and Director of Corporate Services  
Dartford Borough Council**

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**LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007**  
**THE BOROUGH OF DARTFORD (REORGANISATION OF**  
**COMMUNITY GOVERNANCE) ORDER 2022**

Made the 10th day of October 2022  
Coming into force in accordance with article 1(2)

The Dartford Borough Council ("the Council"), in accordance with section 82 of the Local Government and Public Involvement in Health Act 2007 ("the 2007 Act"), has undertaken a community governance review of the Swanscombe Ward, Swanscombe and Greenhithe Town Council. Following the review, recommendations were made by the Council, on 15 July 2022.

The Council has decided to give effect to those recommendations and, in accordance with section 93 of the 2007 Act, has consulted with the local government electors and other interested persons, and has had regard to the need to secure that community governance reflects the identities and interests of the community and is effective and convenient.

The Council, in accordance with section 100 of the 2007 Act, has had regard to guidance issued under that section.

The Council makes the following Order in exercise of the powers conferred by sections 86, 98(3) and 240(10) of the 2007 Act.

**Citation and commencement**

1. (1) This Order may be cited as The Borough of Dartford (Reorganisation of Community Governance) Order 2022.  
(2) It shall come into force on 1 April 2023.  
(3) Article 4 shall come into force on the ordinary day of election of councillors in 2023.  
(4) For the purposes of:
  - (a) this article, and
  - (b) proceedings preliminary or relating to the elections of parish councillors for the Town Council (parish) set out in Schedule 2 whose boundaries are to be changed on 1 April 2023,

this Order shall come into force on the day after that on which it is made.

**Interpretation**

2. In this Order –

"borough" means the Borough of Dartford;  
"existing" means existing on the date this Order is made;  
"map" means the map marked "Map referred to in The Borough of Dartford (Reorganisation of Community Governance) Order 2022" and deposited in accordance with section 96(4) of the 2007 Act;  
"ordinary day of election of councillors" has the meaning given by section 37 of the Representation of the People Act 1983; and

"registration officer" means an officer appointed for the purpose of, and in accordance with, section 8 of the Representation of the People Act 1983.

#### **Effect of Order**

3. This Order has effect subject to any agreement under section 99 (agreements about incidental matters) of the Local Government and Public Involvement in Health Act 2007 relevant to any provision of this Order.

#### **Wards of Parishes and number of councillors**

4. Wards for Swanscombe and Greenhithe Town Council will be as follows:
  - (1) The existing two wards created by the Local Government Boundary Commission for England's Reorganisation Order 2018 (Greenhithe Village and Knockhall) shall be unchanged;
  - (2) The area of Swanscombe shall be amended and the area of "Alkerden" (as amended) shall cease to be part of the parish;
  - (3) Each ward shall comprise the area designated on the Map by reference to the name of the ward;

#### **Elections**

5.
  - (1) The elections of all parish councillors for all of the parishes shall be held on the ordinary day of election of councillors in 2023.
  - (2) The term of office of every parish councillors elected on the ordinary day of election of councillors in 2023 shall be four years.

#### **Numbers of Parish Councillors for Parish Councils**

6.
  - (1) The numbers of parish councillors to be elected for each of the areas remains unchanged.

#### **Alteration of Parish Areas and the Areas of Parish Wards**

7.
  - (1) Schedule 1 contains details of alterations being made to areas of Swanscombe and Greenhithe Town Council.
  - (2) The reference and proposal number for each alteration is specified in Column (A) of Schedule 1, along with the names of the wards concerned.
  - (3) Each of the areas referenced in column (A) of Schedule 1, shall cease to be part of the parish and parish ward, shown in columns (B) and (C) of the Schedule, and where relevant, shall become part of the parish and parish ward, specified in relation to that area in columns (D) and (E) of the said Schedule.

**Electoral Register**

8. The registration officer for the borough shall make such re-arrangement of, or adaptation to, the register of local government electors for the borough as may be necessary for the purposes of, and in consequence of, this Order.

**Order Date**

9. 1 April 2023 is the order date for the purposes of the Local Government (Parishes and Parish Councils) (England) Regulations 2008.

THE COMMON SEAL OF THE )  
DARTFORD BOROUGH )  
COUNCIL was hereunto affixed )  
in the presence of



9/122

*Smetin*

ff Head of Legal Services

**On the 10th day of October 2022**

**SCHEDULE1 article 6.**

**WARDS OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL**

<b>NAMES AND AREAS OF WARDS AND NUMBERS OF COUNCILLORS</b> <i>Column (1)</i>	<i>Column (2)</i>	<i>Column (3)</i>
<i>Name of Ward</i>	<i>Area of Ward</i>	<i>Number of Councillors</i>
Greenhithe	Swanscombe & Greenhithe Town Council	4
Knockhall		3
Swanscombe		6

**SCHEDULE 2 (Article 7)**

**ALTERATION OF AREAS OF PARISHES AND PARISH WARDS**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
<b>Area</b>	<b>Parish from which omitted</b>	<b>Parish ward from which omitted</b>	<b>Parish to which added</b>	<b>Parish ward to which added</b>
Southern boundary line between Swanscombe Town Ward and the unparished area of Ebbsfleet ("Alkerden")	Swanscombe & Greenhithe	Swanscombe	To become unparished	N/Aa

## **Explanatory Note**

**(This note is not part of the Order)**

This Order gives effect to recommendations made by The Dartford Borough Council for the alteration of the Swanscombe Ward of Swanscombe and Greenhithe Town Council

This parish will be altered with effect from 1 April 2023. The electoral arrangements apply in respect of parish elections to be held on and after the ordinary day of election of councillors in 2023.

Article 5 provides for parish elections for this parishes in 2023, and then to continue according to the established system of parish elections every four years.

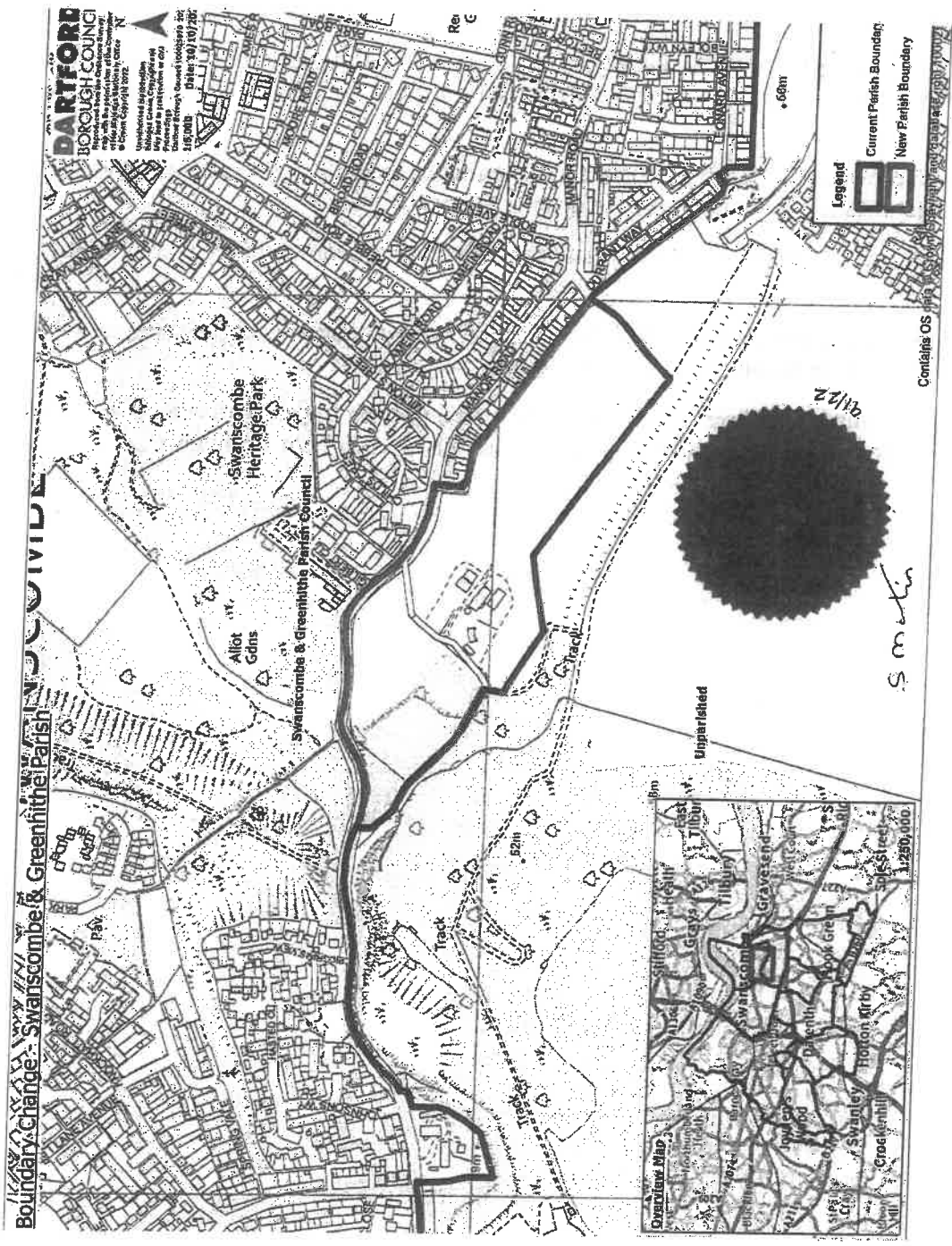
Article 4 and the associated Map establish the names and areas of the wards for the altered parish.

Article 8 obliges the Electoral Registration Officer to make any necessary amendments to the electoral register to reflect the new electoral arrangements.

The Map defined in article 7 shows the new wards of each parish. This map is available, at all reasonable times, for inspection at the offices of The Dartford Borough Council and on its website. ([www.dartford.gov.uk](http://www.dartford.gov.uk))

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Community Event Working Group – 3 Nov 2022 at 6.15pm

**Present:** Cllr Emma Ben Moussa  
Cllr Lorna Cross  
Cllr Lesley Howes  
Graham Blew – Town Clerk  
Martin Harding – ATC/RFO

**Also Present:** There were none

**Apologies for Absence:** Cllr Ann Duke

**Absent:** Cllr Peter Harman

**Item 1.**

Members confirmed that they agreed the notes from the previous meeting on 13 July 2022.

**Item 2.**

The ATC/RFO reminded members that, at its meeting on 20 July 2022, Town Council agreed to host a community event every two years, in rotation with the outdoor cinema events. The first community event being in 2023.

Dates

Members discussed proposed dates for a community event. It was agreed to avoid May due to the elections and to not consider the summer due to people being away. Given that members would like to theme the event with the coronation of King Charles, dates should be considered for a weekend in early June.

Theme

Members agreed that a celebration of the coronation or 'A Right Royal Celebration II' should be used as the theme for the event.

Activities

Members discussed what worked well at the last event and what changes could be made. Officers reminded members that the event had an agreed larger budget than what was spent on the previous jubilee event (a budget of £5,500 was available for the new event).

Members held a brief discussion on the following areas:

- Free activities (inflatables etc)
- Performances
- Catering provision
- Background music / DJ

Community Event Working Group – 3 Nov 2022 at 6.15pm

The ATC/RFO asked all members to keep an open mind about what could be delivered at the event. Each member of the Working Group was tasked to investigate potential activities, catering providers, sponsors, stall holders, performers etc, this would involve approaching groups / companies for availability, costs and in what way they would like to be involved. The Working Group would then reconvene in a month (date to be agreed), to discuss what information had been gathered and allocate formal tasks going forward.

The following actions were agreed going forward:

Action:	Tasked to:
Each member of the Working Group was tasked to investigate potential activities, catering providers, sponsors, stall holders, performers etc, this would involve approaching groups / companies for availability, costs and in what way they would like to be involved.	ALL
To circulate the notes and actions along with some potential dates for the next Working Group meeting.	MH/GB

Meeting closed at 6.35pm

Community Event Working Group – 29 November 2022 at 11.00am

**Present:** Cllr Emma Ben Moussa  
Cllr Lorna Cross  
Cllr Lesley Howes  
Graham Blew – Town Clerk  
Martin Harding – ATC/RFO

**Also Present:** There were none

**Apologies for Absence:** Cllr Peter Harman

**Absent:** Cllr Ann Duke

The ATC/RFO read through the list of actions that officers had undertaken since the last meeting. These included:

- Contact with the animal experience company from the Jubilee Event
- Contact with the mini golf provider from the Jubilee Event
- Contact with the Bouncy Castle company from the Jubilee Event
- Contact with a Mrs Roundabout regarding performing and balloon modelling
- Contact with Cohesion Plus regarding their involvement
- Contact with a Mascot company regarding performers for the day
- Contact with a face painter and glitter tattoo company
- Contact with local DJ's
- Approach made to McDonalds regarding support for the event
- Online research undertaken on the costs of fairground rides.

Members provided the following feedback on actions that they had undertaken since the last meeting. These included:

- A DJ that had been approached who provided a quote for £100 and was investigating a generator
- Previous stall holders from the Jubilee event had been spoken to and they were interested in having a space again

Dates & Times

Further to discussion it was agreed that a proposal be put forward to the next appropriate meeting for the event to be held on Saturday 10 June 2023, between 12 noon and 4pm, in Swanscombe Park.

Community Event Working Group – 29 November 2022 at 11.00am

Members discussed and allocated tasks going forward for engagement with companies and groups.

The following actions were agreed going forward:

<b>Actions:</b>	<b>Tasked to:</b>
To approach the Dartford Lions regarding the provider of their funfair attractions and how they are operated.	LH
To speak to St Marys Greenhithe regarding the updated contacted for the new McDonalds franchise.	LH
To speak to St Peter & St Pauls Church regarding whether they could have the bells at the church rung on the day.	LC
To speak to the DJ who had provided the quotation as they may also be able to provide mascots for the event.	EBM
To approach St Peter & St Pauls Church regarding having a stall on the day.	LC
To approach the local Scouts regarding having a stall on the day.	EBM
To approach a local provider of sports for children about having an activity on the day.	EBM
To speak to Walk Tall about activities they could provide.	LC
To speak to Dartford Borough Council regarding potential funding.	EBM
To speak to Bridget at ASDA regarding potential funding.	LC
To speak to the Community Safety Unit at Dartford regarding a safety stall.	EBM
To investigate the feasibility of having a dog agility show at the event.	LH
To speak to the local fire crews regarding having a Fire Engine at the event.	MH
To email all the performers and stall holders from the Jubilee event to find out if they are interested in being part of this event.	MH/GB
To investigate options for a third (alternative) food stall to complement the Ice Cream Van and traditional BBQ currently provided.	ALL

Community Event Working Group – 29 November 2022 at 11.00am

To circulate the notes and actions along with some potential dates for the next Working Group meeting in mid-January.

MH/GB

Meeting closed at 11.35am



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AGENDA ITEM

T/C 8/12/22



11

## Children, Families and Young Peoples' Charities for Kent & Medway Survey

The Children and Young People's Steering Group for Kent and Medway is keen to understand the key issues facing your organisations and the people you serve so that we can better campaign for change in our county.

Kent Community Foundation (KCF) is facilitating this survey on behalf of the Steering Group as the current Chair is KCF Chief Executive, Josephine McCartney.

We appreciate you taking the time to answer this survey to ensure the group is focusing on what's most important to you.

OK

1. What size is your charity/local group by annual income?

- Under £10k
- Up to £100k
- Up to £500k
- Up to £1m
- Over £1m
- Over £10m
- Other (please specify)

2. Where do you operate in the county? (please tick all relevant boxes)

- East
- West
- Mid
- Medway

Dartford and Gravesend

Whole county

Other (please specify)

3. Who is/are your primary beneficiary group(s)?

Children (pre-birth – 4 years)

Young people (16-18 years)

Children (5-7 years)

Adults under 25 years

Children (8-11 years)

Adults over 25 years and under 65 years

Young People (12 – 15 years)

Older people (over 65)

Other (please specify)

4. What are the areas of need that you support?

Emotional wellbeing and mental health

Youth services

Physical health

Young carers

Autism or other neurodiversity

Young people engaged in or at risk of exploitation/criminal activity

Learning difficulties

Domestic abuse

Education (e.g. attendance)

Family support

Young people at risk of becoming NEET (no longer in the education system and who is not working or being trained for work)

Community support

Other (please specify)

5. What are the top three issues facing your beneficiary group(s) at the moment?

6. Within your current resources, how confident are you that you can help address these issues?

100%

75%

50%

25%

0%

7. Has the type of services you provide to your beneficiary group changed?

Yes

No

NEXT

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## Children, Families and Young Peoples' Charities for Kent & Medway Survey

8. If you answered Yes, can you expand on why you had to change the type of services you provide?

PREV

NEXT

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## Children, Families and Young Peoples' Charities for Kent & Medway Survey

9. If you could change one thing in 'the system' to help children, young people and families what would that be?

10. As an organisation, have you had to make redundancies in the last six months?

Yes

No

11. If you have recruited any new team members in the last six months is this because...

You are filling existing vacancies

You are creating new roles to meet demands on your services

You are meeting new contract obligations

N/A - We haven't recruited any new team members in the last six months

Other (please specify)

12. Do you currently hold a contract with a statutory body, either local authority or NHS?

Yes

13. What are your (other) sources of funding? Tick all relevant boxes

Community fundraising (event etc)

Charity shops / online

Grant funding

Corporate giving

Other (please specify)

PREV

NEXT

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## Children, Families and Young Peoples' Charities for Kent & Medway Survey

14. Are there still barriers preventing you from delivering services face-to-face?

- Lack of funding to rent space
- Lack of funding to employ staff to help deliver face-to-face services
- Not enough volunteers to run face-to-face services
- Space / Location no longer available or currently open
- We don't want / need to deliver services face-to-face
- Other (please specify)

15. In the last six months has the number of volunteers involved in your organisation increased, decreased or remained the same?

- increased
- Decreased
- Remained the same

16. Are there any other issues that you want to make us aware of that is preventing you from delivering your service to beneficiaries.

Thank you for taking the time to complete this questionnaire. Please click 'Done' to

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