

MINUTES of the SPECIAL TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on WEDNESDAY 12 JANUARY 2023 at 7.20pm

PRESENT:
Councillor Lorna Cross – Town Mayor
Councillor Peter Harman – Deputy Town Mayor
Councillor Ann Duke
Councillor Peter Harris
Councillor Lesley Howes
Councillor Maurice Weet

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

ABSENT:
Councillor Anita Barham

370/22-23. 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.

371/22-23. APOLOGIES FOR ABSENCE.

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

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

An apology for absence was received from Councillor Linda Hall, due to medical reasons.

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

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

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.

372/22-23. 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.

373/22-23. TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 8 DECEMBER 2022.

RESOLVED:

That the Minutes of the Town Council Meeting held on 8 December 2022 be confirmed as a true record and be signed.

374/22-23. ITEMS DEEMED URGENT BY THE TOWN MAYOR / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

375/22-23. ANNUAL ESTIMATES – 2023 - 2024.

Further to minute 331/22-23 (*full Council 8 December 2022*) Members had been issued with the proposed Annual Estimates for the 2023 - 2024 financial year (*Annual Estimates provided with the documents for the preceding Finance & General Purposes Committee meeting paperwork*).

MOVED BY Councillor Lesley Howes, seconded by Councillor Peter Harman and unanimously agreed.

RESOLVED:

That the proposed Annual Estimates for 2023 – 2024, and subsequent proposed Tax Base (Band D) be approved.

376/22-23. COUNCIL TAX BASE 2023 – 2024.

Members were asked to set the Council Tax Base for Band D properties 2023 – 2024.

Members were pleased to note that, despite the current adverse financial climate the country was experiencing, the Town Council had managed to freeze the Town Councils' proposed Council Tax Base yet again.

MOVED BY Councillor Peter Harman, seconded by Councillor Peter Harris and unanimously agreed.

RESOLVED:

That the Council Tax Base for Band D properties 2023 – 2024 be set and the precept be set at £432,894.

377/22-23. DRAFT BUDGET STATEMENT 2023 – 2024.

Members were asked to consider whether the finalised document for 2023 - 2024 should be distributed in the same manner as before the pandemic, printed and posted via a leaflet drop, or just digitally in the same way as 2021 – 2022.

Members were advised that they would be asked to finalise the Draft Budget Statement at the 9 February 2023 Town Council meeting.

After discussion it was agreed.

RESOLVED:

That the budget statement be produced digitally, in the same way as 2021 – 2022, with hard copies made available to members for distribution and at the Community Café and Swanscombe Surgery.

There being no further business to transact the Meeting closed at 7.30 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 14 DECEMBER 2022 AT 5.30PM

PRESENT: Councillor John Hayes – Chairman
Councillor Lorna Cross
Councillor Linda Hall
Councillor Maurice Weet

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

ABSENT: There were none

347/22-23. 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.

348/22-23. 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 Peter 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 Lesley Howes, due to other commitments.

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

349/22-23. SUBSTITUTES:-

There were none.

350/22-23. 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.

351/22-23. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

352/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2022.

Recommended: The Minutes of the meeting held on 16 November 2022 were confirmed and signed.

TOWN PLANNING:

353/22-23. 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/22/01385/P20A	<p>Application under Schedule 2, Part 20, Class A of the Town and Country Planning (General Permitted Development) Order 2015 as to whether prior approval is required for the construction of a single storey upwards extension to the roof to provide 3 dwellings on detached block of flats.</p> <p>Kingsdale Court, Milton Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council are concerned that the proposal will give rise to an increase in on street parking in an area where there is very limited capacity and would ask the Planning Authority for confirmation that the proposal is not contrary to any Policies of the Dartford Local Plan and Parking Standards.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of the community for their development and, where possible, include the provision of EVCP's.</p>
DA/20/00375/LBC	<p>Listed Building Consent for replacement window to basement on rear elevation, re-rendering of external walls, railings to rear patio doors and internal alterations in connection with change of use from residential house (use class C3) to larger HMO (House of Multiple Occupation).</p> <p>18 High Street, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council would like to submit the following comments regarding this application: -</p> <p>Immediate concerns are the lack of parking in High Street, Greenhithe; and although there are some limited spaces available next to the property suitable for a single dwelling, they are certainly not adequate for an HMO.</p> <p>Under "Proposal" on the application form it states that the development or work has not been started without consent.</p>

Could this be confirmed by the Planning Authority as residents have advised that the property has been run as an HMO for several years and it was assumed that all the relevant permissions and licences were in place for this?

The building does not appear to be listed as an HMO on the Dartford Borough Council website?

It is understood that the property was given Listed Building, Grade II status in 1971 and permission should be sought for internal and external alterations. The Design and Access Statement states there are no changes to the internal or external fabric of the building. Whilst this may be the case now it does raise the issue of when the alterations to the interior (to create two additional bathrooms and alter the second-floor layout) were made? These are alterations to the plans granted listed building approval in 1996 and there does not appear to be any record of listed building approval for these changes?

The application form says that the building is neither in Flood Zone 2 or 3 but the Dartford Borough Council My Property Page states that it is in Flood Zone 2 and the Environment Agency maps indicate it is in Flood Zone 3?

With this confusion and lack of clarity the Town Council would request that a flood risk assessment be carried out.

A major concern with the proposal is the fact that there is a bedroom in the basement which would seem to be contrary to other properties in the area that have conditions in place that prohibit sleeping accommodation at this level due to the risk of flooding.

The only access and escape from the rooms in the basement appears to be through the kitchen which raises concerns regarding the safety of occupants and confirmation is sought as to whether this meets the regulations and requirements for an HMO.

The application advises that there are four parking spaces (these are dimensioned on the 1996 application) however these are shorter than the current acceptable lengths as indicated on the Dartford Borough Council Parking Standards.

The parking spaces are two rows in tandem which appears to go against the Dartford Borough Council Parking Standards document which states that this is only acceptable in single not multiple households? Current usage shows that there is a demand for this level of parking at this HMO but it does impact on the safety of pedestrians and other road users.

The Town Council respectfully request that the Planning Authority ensure the officer responsible for HMO's investigates

	<p>the concerns raised to ensure that all the required regulations and standards are being met.</p> <p>The Town Council would ask that the Development Control Board undertake a site visit prior to consideration and decision of this application.</p>
DA/22/01408/VCON	<p>Application for variation of condition 10 of planning permission DA/19/01292/COU to increase the maximum number of children who can be cared for from 8 to 12 pursuant to the consent granted for the material change of use to mixed use residential and childminding, provision of additional doors in ground floor elevation of garage, additional windows in ground floor of side elevation of property.</p> <p>1 Prioress Crescent, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council objects to this application as the proposed 50% increase in the maximum number of children who can be cared for will result in inadequate off-street parking to serve the need of the site and would give rise to an increase in indiscriminate on street parking in an area where there is very limited capacity and that would be detrimental to highway safety.</p> <p>The Planning Authority are requested to provide confirmation that the proposal is not contrary to any Policies of the Dartford Local Plan and Parking Standards.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of the community for their development and, where possible, include the provision of EVCP's.</p>
DA/22/01535/FUL	<p>Erection of 4 semi-detached houses with associated, parking, amenity, and landscaping.</p> <p>Former Builders Yard, Harmer Road, Rear of 64 Stanhope Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council strongly object to this application on the following grounds:</p> <p>There is inadequate and insufficient parking provision to serve the needs of the development which would give rise to an increase in indiscriminate on-street parking in an area where there is very limited, if any capacity.</p> <p>The proposal would constitute an over intensive development of the site which would be detrimental to and have an overbearing impact on surrounding properties.</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.
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354/22-23. **The following lawful consent Notice has been submitted by Dartford Borough Council for Members information.**

DA/22/01132/LDC	Single storey rear extension. 4 Broad Road Swanscombe.
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355/22-23. **The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/22/01215/FUL	Provision of roof lights/inside roof slopes in connection with providing additional rooms in the roof space. 10 Ingress Park Avenue, Greenhithe.
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There being no further business to transact, the Meeting closed at 5.45 pm.

Signed: _____
(Chairman)

Date: _____

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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 18
JANUARY 2023 at 7.00PM

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

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

ABSENT: Councillor Anita Barham

378/22-23. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

379/22-23. APOLOGIES FOR ABSENCE.

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

RESOLVED:

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

380/22-23. SUBSTITUTES.

There were none.

381/22-23. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Linda Hall declared a prejudicial interest in agenda item 7.2 Recreational Facility Charges 2023 - 2024, as she is the Chairman of the Allotment Association and an allotment plot holder.

Councillor John Hayes declared a personal interest in agenda item 7.2 Recreational Facility Charges 2023 - 2024, as he is the partner of the Chairman of the Allotment Association.

Councillor Lesley Howes declared a prejudicial interest in agenda item 7.2 Recreational Facility Charges 2023 - 2024, as she is an allotment plot holder.

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.

382/22-23. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

383/22-23. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 24 NOVEMBER 2022

Recommended: That the Minutes of the Meeting held on 24 November 2022 were approved and signed as a true record.

384/22-23. 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, Knockhall Park, Swanscombe Park, Saxon Court, Equipment/Staffing and Miscellaneous.

Recommended: That the report be noted.

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.

385/22-23. "MEMORIAL" IN HERITAGE PARK.

At the previous meeting, minute 299/22-23, 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.

After lengthy discussion it was agreed.

Recommended:

1. That a letter, along with an Application for a Memorial, be sent to the family. This would be hand delivered by Councillor Lorna Cross and the letter would invite an application to be made for the correct placement of the memorial, as per the Town Councils policy.
2. That a deadline be placed on the letter giving a month (until the end of February) for a response. At this point if no response had been received the memorial would be removed and sensitively stored for the family to collect

Following advice from the Town Clerk, and having already declared prejudicial or personal interests, Councillors' Linda Hall, John Hayes and Lesley Howes took no part in the discussion or decision of the following item.

386/22-23. RECREATIONAL FACILITY CHARGE 2023 - 2024.

Members considered the proposed price increases which had been increased by 2.5% overall and rounded up appropriately. As previously agreed, the allotments had been increased by 10% to include the staged recovery of the administration costs of the Allotment Association.

****** These figures had been taken into account when members previously agreed the Estimates for the forthcoming 2023 – 2024 financial year (minute 369/22-23 Finance and General Purposes Committee and minute 375/22-23 special full Council, 12 January 2023).

Recommended: That the Recreation Facility Charges 2023 – 2024 be endorsed.

387/22-23. LAND ADJACENT TO PARKWOOD HILL (KNOCKHALL RECREATION GROUND).

Members were updated on the current situation regarding the tree work highlighted by the survey having been undertaken / completed and the situation regarding the fence/plants that had been installed alongside the garage of the property in Parkwood Hill.

Recommended: That the item be noted.

388/22-23. COVID VACCINATION ROVING BUS – NHS KENT & MEDWAY INTERGRATED CARE BOARD (KMICB).

Some areas had been identified by the KMICB as being of low uptake for the Covid vaccination and the Town Council were approached to see if we were able to provide a suitable location that could be used in conjunction with other areas within Dartford. The Town Clerk had liaised with the Project Manager Covid and Flu Vaccination Team (KMICB) and Dartford Borough Council (DBC) and arranged for the Covid vaccination roving bus to operate from The Grove Car Park between 10am to 4pm on 19 and 26 January, 2 and 9 February 2023.

Members requested an approach be made to the KMICB about whether a mobile breast screening unit would also be available to be in the Grove Car Park.

Recommended:

1. That the item be noted, and the actions taken by the Town Clerk be endorsed.
2. That a request be made to the KMICB about the possibility of a mobile breast screening unit to be located in the Grove Car Park.

389/22-23. EXCLUSION OF PRESS AND PUBLIC.

MOVED BY Councillor Lesley Howes and seconded by Councillor John Hayes.

RESOLVED:

That, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that because of the confidential nature of the business to be transacted, the 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.

390/22-23. INGRESS PARK COMMUNITY CENTRE – UPDATE.

Members considered the tabled update that had been provided for consideration.

Members expressed concern that public perception on the delays involved with the project were incorrectly being attributed to both the Town Council and DBC.

Members agreed that Councillor Peter Harman, in his role as a Dartford Borough Council Ward Member for Greenhithe, contact the Planning Department to discuss whether DBC could issue a press release explaining the current delays involved with the Freehold transfer of Ingress Park Community Centre.

Recommended:

1. That the update be noted.
2. That DBC Ward Member for Greenhithe, Councillor Peter Harman, contact the DBC Planning Department to discuss whether an appropriate press release explaining the current delays involved with the Freehold transfer of Ingress Park Community Centre could be issued by DBC.
3. If DBC were unable, or unwilling, to issue a press statement DBC Ward Member for Greenhithe, Councillor Peter Harman be asked if he would consider issuing an appropriate Press Statement explaining the current delays involved with the Freehold transfer of Ingress Park Community Centre.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 12 JANUARY 2023 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Lorna Cross – Vice-Chairman
Councillor Ann Duke
Councillor Peter Harman
Councillor Maurice Weet

ALSO PRESENT: Councillor Peter Harris
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk / RFO
x1 member of the public

ABSENT: There were none.

356/22-23. 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.

357/22-23. APOLOGIES FOR ABSENCE.

An apology for absence was submitted by Councillor Emma Ben Moussa, due to other commitments.

An apology for absence was submitted by Councillor Sue Butterfill, 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 received from Councillor Maurice Weet.

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

358/22-23. SUBSTITUTES.

There were none.

359/22-23. 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.

360/22-23. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

361/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 NOVEMBER 2022.

Recommended: That the Minutes of the meeting held on 3 November 2022 were confirmed and signed as a true record.

362/22-23. 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 31/22-23).

Recommended: That the bank reconciliations for December 2022 be noted.

363/22-23. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken for October, November, and December 2022.

Recommended: That the bank transfers undertaken for October, November and December 2022 be approved.

364/22-23. 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 October, November, and December 2022.

Recommended: That the receipts and payments for October, November, and December 2022, as per the annexed list, be approved.

365/22-23. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 31 December 2022.

Recommended: That the summary of accounts to 31 December 2022 be noted.

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

366/22-23. LOCAL GOVERNMENT PENSION SCHEME – VALUATION REPORT MARCH 2022.

Members considered the 3 yearly valuation report for the Town Councils pension pot managed by Kent County Council on behalf of the Local Government Pension Scheme.

Recommended: That the item be noted.

367/22-23. FIRE EXTINGUISHER SERVICING CONTRACT

Members considered the 3 quotations that had been obtained from suitably certified and qualified contractors and, after discussion, it was agreed.

Recommended: That Quote B be selected for the servicing of fire extinguishers beginning 2023.

368/22-23. TOWN COUNCIL OFFICES COMMUNITY HALL – FLOORING MAINTENANCE.

To ensure a continuity of works and best value and, in accordance with Financial Regulation 4.5, and in consultation with the Chairman of the Finance & General Purposes Committee, a quote from the contractor that had installed the original flooring and had satisfactorily undertaken previous works, had been approved for the 5 yearly maintenance to the hard wood floor in the Community Hall.

Recommended: That the item be noted and that the actions taken in agreeing the quotation be endorsed.

369/22-23. **ANNUAL ESTIMATES FOR 2023– 2024.**

Further to minute 331/22-23 (*full Council 8 December 2022*) Members considered the Annual Estimates for 2023 – 2024.

Members were very pleased to see that, despite the current adverse financial climate the country was experiencing, the Town Council had managed to freeze the Council Tax yet again.

It was proposed, duly seconded, and unanimously agreed:

Recommended: That the Annual Estimates for 2023 – 2024 be approved and submitted to full Council for endorsement.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 7 DECEMBER 2022 at 7.00 PM

PRESENT: Councillor Peter Harris - Chairman
Councillor Peter Harman - Vice-Chairman
Councillor Lorna Cross

ALSO PRESENT: Graham Blew - Town Clerk
Martin Harding – Assistant Town Clerk / Responsible Financial Officer
Billy Unsworth – Kent County Council Community Warden
Paul Parsons – Swanscombe & Greenhithe representative on the Dartford Borough Council Tenants & Leaseholders Forum

ABSENT: There were none.

309/22-23. 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.

310/22-23. APOLOGIES FOR ABSENCE.

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

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

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

An apology for absence was received from Councillor 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).

An apology was also received from PCSO Alan Mitchell (Kent Police)

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

311/22-23. SUBSTITUTES.

There were none.

312/22-23. 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.

313/22-23. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The ATC/RFO reminded those present that no case specific detail, names, and addresses, should be discussed during the public section of the meeting.

314/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 OCTOBER 2022

Recommended: That the Minutes of the Meeting held on 5 October 2022 be confirmed and signed as a true record.

315/22-23. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

PCSO Mitchell had submitted his apologies but had provided the monthly update reports for September and October on recent activity and investigations undertaken in the areas of Swanscombe and Greenhithe.

Recommended: That the reports be noted.

316/22-23. KENT COUNTY COUNCIL (KCC) COMMUNITY WARDENS REPORT.

KCC Warden Unsworth gave an update on matters he had been involved with in the area, including scams, a parking complaint, a water leak, an assault, and graffiti.

Recommended: That the report be noted and KCC Warden Unsworth be thanked for his attendance.

317/22-23. COMMUNITY SAFETY LIAISON.

Kent Fire Service – Councillor Peter Harman updated that a meeting was due in the next couple of weeks with the main discussion point likely to be strike action within the Health Service.

Neighbourhood Watch – The Chairman updated that a meeting was scheduled for the next day with the expected topics of discussion to be around trees, anti-social behaviour and recent incidents of off-road biking.

Community Speed Watch – The Chairman updated no sessions were due until March due to the weather conditions. The Speed Watch team had approached Dartford Borough Council for funding towards a speed gun to replace the current speed indication device.

Dartford Borough Council (CSU) – Councillor Peter Harman updated that the camera placed on Crossways Boulevard, along with increased Police presence appeared to be reducing the incidents of anti-social vehicles and street racing.

Kent County Council – Councillor Peter Harman confirmed that the new camera that had been installed to monitor the bus gate between Greenhithe Station and Ingress Park was hoped to be fully operational within the next 6 months.

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

318/22-23. **DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.**

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

Recommended: That the information be noted.

There were no confidential items for discussion.

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

Signed

Chairman

Date

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DRAFT

METAL DETECTOR POLICY.

AGENDA ITEM 6
7/6 9/2/23

Policy Concerning Metal Detecting on land owned by Swanscombe and Greenhithe Town Council.

- In general, metal detecting is not permitted on any land owned by Swanscombe and Greenhithe Town Council.
- Any proposal to carry out metal detecting on Swanscombe and Greenhithe Town Council land will only be considered as part of a programme of historical or archaeological research.
- Persons or organisations wishing to carry out such research will need to apply in writing to Swanscombe and Greenhithe Town Council.
- Any individual carrying out metal detecting shall hold a current National Council for Metal Detecting (NCMD) membership card showing details of their £10,000,000 Public Liability Insurance Cover.
- Any organisation carrying out metal detecting shall hold Public Liability Insurance to the same level.
- Any individual or organisation carrying out metal detecting shall adhere to the Code of Conduct as set out by the NCMD.
- Any individual or organisation carrying out metal detecting shall strictly observe and adhere to any special conditions set out by Swanscombe and Greenhithe Town Council.
- Any individual or organisation carrying out metal detecting shall record finds with third parties including:
 - the Portable Antiquities Scheme (PAS)
 - Historic Environment Records (HER)
 - Any museum service after gaining permission from Swanscombe and Greenhithe Town Council.

All treasure as defined by the Treasure Act 1996, together with any artefacts including, amongst others, metal objects, worked flints, pottery and worked bone shall remain the property of Swanscombe and Greenhithe Town Council. The rules and procedures as set out in the Treasure Act 1996 will need to be followed and complied with.

DRAFT

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CO-OPTION POLICY

Vacancies:

AGENDA ITEM 7

T/C 9/2/23

A casual vacancy can occur for several reasons:

Resignations from the council must be made in writing to the Chairman. When the Chairman resigns, they serve the resignation in writing on the Clerk. Resignations are effective immediately on receipt by the Chairman / Clerk and cannot be post-dated or withdrawn. If a member fails to attend any meeting of the council for 6 months, without a reason for absence being formally accepted by the council, they automatically cease to be a member of the council. If a member dies, a casual vacancy occurs.

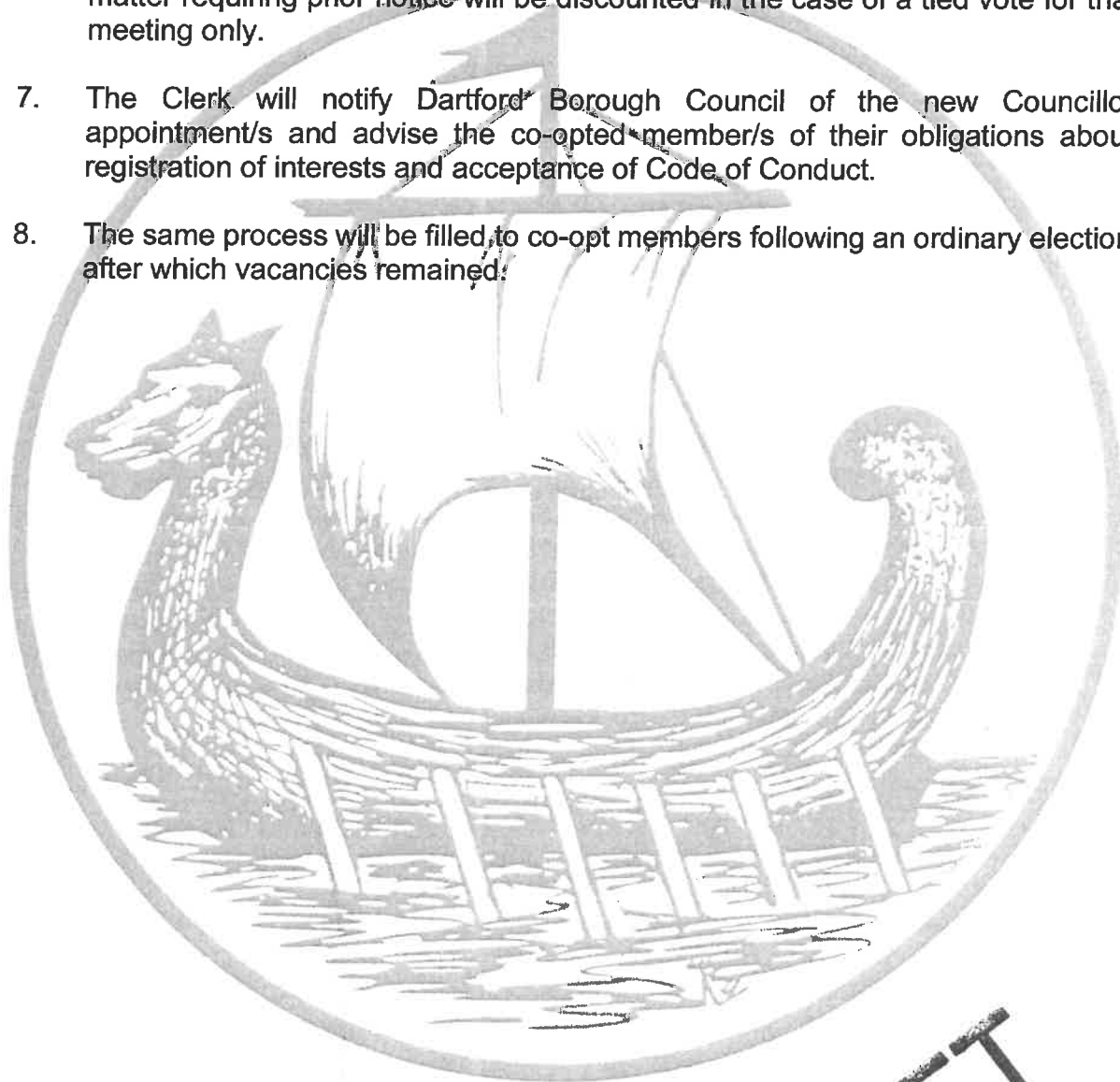
1. Following receipt of a resignation, or confirmation of a casual vacancy for any other reason, the Clerk must inform Dartford Borough Council as soon as practicable. (In accordance with s232 of the 1972 Local Government Act).
2. A notice of casual vacancy will then be issued by the Clerk on the instruction of Dartford Borough Council and will be displayed in a conspicuous place. A notice of casual vacancy allows for 10 people on the electoral register to request, in writing to the proper officer of the principal authority, that an election be held. Should this happen, a by-election must be held (unless an ordinary election is due within the next six months).
3. If no request to hold a by-election is forthcoming, the Town Council are permitted to exercise the power to co-opt a person on to the council to fill a casual vacancy. Although seeking 'expressions of interest' is not a legal requirement, the National Association of Local Councils (NALC) recommends that Councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.
4. Whenever the need for co-option arises, the Town Council will advertise the vacancy to seek and encourage 'expressions of interest' from anyone in the parish who is eligible to stand as a parish councillor. All potential candidates will be asked to complete an expression of interest form. (Attached as Appendix A of this policy).

Co-option procedure:

5. At the next available Full Council meeting following receipt of expressions of interest:
 - a. Members of the Council will have received copies of the expression of interest forms submitted.
 - b. Candidates will be asked to give a brief verbal supporting statement and Councillors will have opportunity to ask any additional questions. In the event a candidate cannot attend the meeting they will have the opportunity to submit an additional written supporting statement and they will be considered equally to any candidates in attendance.
 - c. Within the open session of the meeting members will vote on the acceptability of each candidate for co-option. An absolute majority vote is required for each candidate from all members present and entitled to vote (LGA 1972 Sch. 12. Para 39) (When there are more candidates than vacancies, the candidate with the least number of votes cast will be deleted and the vote taken again and again etc. until the number of candidates equals the number of vacancies).

Co-option Policy

- d. One person will be chosen for each vacancy. However, where the Council believes it has sound reason to do so, due to the unsuitability of a candidate, it may choose not to appoint a candidate and to readvertise a vacancy. (Any decision not to appoint a candidate and leave a vacancy must be for reasons that would satisfy any future legal challenge.)
6. If present, the co-opted member/s may join the meeting after signing the acceptance of office form. However, it should be noted that their vote on any matter requiring prior notice will be discounted in the case of a tied vote for that meeting only.
7. The Clerk will notify Dartford Borough Council of the new Councillor appointment/s and advise the co-opted member/s of their obligations about registration of interests and acceptance of Code of Conduct.
8. The same process will be filled to co-opt members following an ordinary election after which vacancies remained.



DRAFT

EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

Return to:
 Mr Graham Blew, Town Clerk,
 Council Offices
 The Grove
 Swanscombe, DA10 0GA

Email: Info@swanscombeandgreenhithetowncouncil.gov.uk

Full name	
Home address Inc. Postcode	
Telephone number	
Mobile number	
Email	

LEGAL QUALIFICATIONS FOR BEING A TOWN COUNCILLOR QUALIFICATIONS:

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes / No
Are you 18 or over?	Yes / No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for the ward of XXXX within Swanscombe and Greenhithe?	Yes / No
Have you lived either in the ward of XXXXX, or within three miles of its boundary, for at least a year?	Yes / No
Have you been the owner or tenant of land in the ward of XXXXX for at least a year?	Yes / No
Have you had your only or main place of work in the ward of XXXX for at least a year?	Yes / No

DRAFT

EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes / No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes / No
Are you disqualified by order of a court from being a member of a local authority?	Yes / No
Are you subject to any relevant notification requirements or a relevant order in relation to a sexual offence (as set out in the Local Government (Disqualification) Act 2022)	Yes / No

Please briefly outline of why you are interested in being a Town Councillor.

DRAFT

EXPRESSION OF INTEREST FOR THE ROLE OF TOWN COUNCILLOR.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Are there any questions you would like to ask the council?

DRAFT

Signed.....

Date:

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BUDGET STATEMENT 2022 - 2023

“Today's top story.....

Swanscombe & Greenhithe Town Council froze its part of your Council Tax for 2022 – 2023, and is doing so again in 2023 – 2024.

Lets take a closer look at some of the things they have invested in, supported or are planning, during this time.”

AGENDA ITEM

8

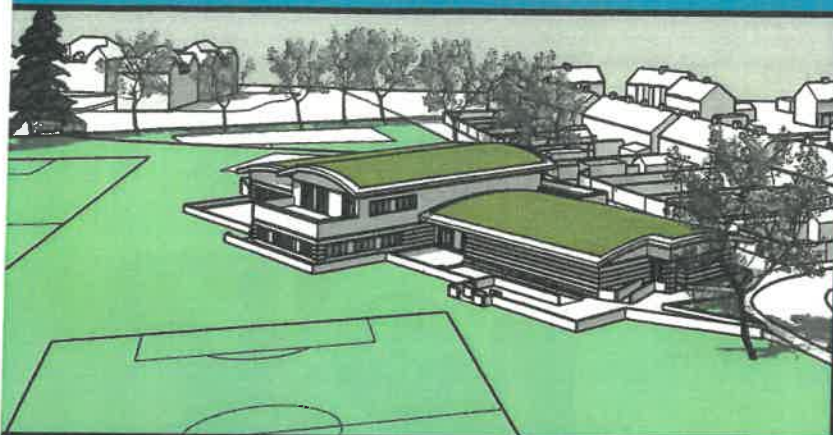
T/C 9-2-23



- Maintained over 64 acres of open space including 6 football pitches, a cricket picket, bowls green, tennis & basketball court, play areas and 3 car parks.
- Upgraded play equipment in 2 of its 8 play spaces.
- Continued to operate the Old Fire Station Community Café.
- Awarded funding to local groups and organisations.
- Installed festive lights & flowers across 2 High Streets.
- Provided a full package of summer entertainment including sports, activities & open air cinemas.
- Hosted “A Right Royal Celebration” family event for the Jubilee.
- Remembered both Her Majesty Queen Elizabeth II and those who made the ultimate sacrifice.
- Worked in partnership to provide youth services.
- Supported causes such as the NHS, Macmillan and the Dartford Toy Appeal.
- Planted over 20 trees and 300 metres of hedging.
- Engaged with school children & community days.



WHAT ABOUT 2023 – 2024?



Major work continues on the project to begin construction of a new Community Hub on the site of the existing Pavilion Community Sports & Social Club

A full entertainment package will be on offer this summer, including FREE sports coaching, along with activities for the whole family.



Following the success of 'A Right Royal Celebration' for the Jubilee, the Town Council will be hosting 'A Right Royal Celebration II' in early June to mark the Coronation.



"I don't know how the Town Council manage it but, you heard it here first, all of this with no increase in its part of the Council Tax... it has been frozen again!

Like everyone, I am looking forward to a very busy but fun 2023 – 2024.

Thank you for listening."

DRAFT

377122-23. **DRAFT BUDGET STATEMENT 2023 – 2024.**

Members were asked to consider whether the finalised document for 2023 - 2024 should be distributed in the same manner as before the pandemic, printed and posted via a leaflet drop, or just digitally in the same way as 2021 – 2022.

Members were advised that they would be asked to finalise the Draft Budget Statement at the 9 February 2023 Town Council meeting.

After discussion it was agreed.

RESOLVED:

That the budget statement be produced digitally, in the same way as 2021 – 2022, with hard copies made available to members for distribution and at the Community Café and Swanscombe Surgery.

There being no further business to transact the Meeting closed at 7.30 pm.

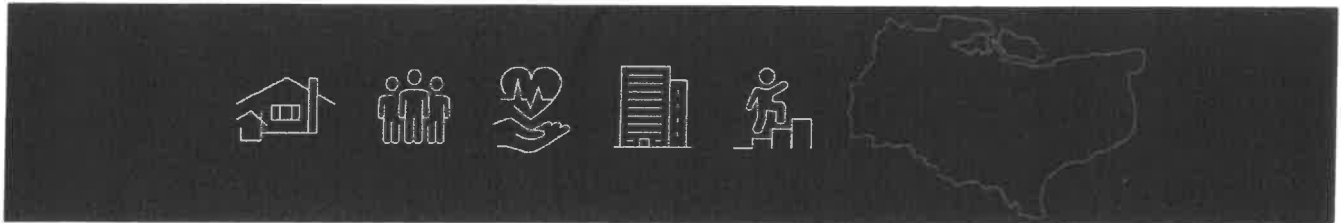
Signed: _____ Date: _____
(Chairman)

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Info

From: Graham Blew
Sent: 18 January 2023 14:59
To: Anita Barham; Emma BenMoussa; Sue Butterfill; Lorna Cross; Ann Duke; Linda Hall; DrJo Harman; Peter Harman; Peter Harris; John Hayes; Lesley Howes; Jay Shah; Maurice Weet; Info
Subject: KCC: Community Services Consultation

TO ALL MEMBERS.



Good afternoon,

Kent County Council (KCC) has launched a public consultation on its Community Services which runs from 17 January to 26 March 2023.

The consultation proposes changes to the way we use our buildings to deliver some of our community services. We invite your feedback on our proposals as part of this consultation.

Why are we proposing changes?

The Council has experienced big increases in costs and has less money to spend. So we need to look ahead and do things differently to make sure we can still help residents in the years to come. Whilst ensuring effective support for residents who need our services, we need to:

- tackle the rising costs of maintaining our many buildings
- find savings, so we can balance the budget
- reduce our carbon footprint to meet our Net-Zero ambitions.

What services are included in the proposals?

Children's Centres and Youth Hubs, Public Health Services for Children and Families, Community Services for Adults with Learning Disabilities, Community Learning and Skills, and Gateways.

What are we proposing?

- Having fewer permanent buildings, meaning that some of our buildings would close - we want to keep buildings in areas where they are needed the most
- Co-locating more of our services, meaning more than one service would be available from some of the buildings you might visit

- Continuing to deliver some services by outreach, which means they do not take place in a dedicated or permanent space, but move around to when and where they are needed
- Ensuring residents can continue to access services and information online.

Our proposals have been designed by considering where there is greatest need for our services.

Find out more and share your views

Please visit www.kent.gov.uk/communityservicesconsultation to find out about the proposals for your area. You can respond to the consultation by using the online questionnaire (or download the Word version).

On our website you will also find a list of our drop-in events where you can come along to talk about the proposals and ask your questions.

Kind regards,

KCC's Kent Communities Programme Team

communityservicesfeedback@kent.gov.uk

COMMUNITY Services Consultation

Easy Read Questionnaire

Easy
Read



**Public consultation runs from
17 January to 26 March 2023**

kent.gov.uk/communityservicesconsultation



Section 1 - About you

Q1 Are you filling in this questionnaire as:

Please tick 1 box

- A Kent resident
- For a friend or relative (use their details to complete questionnaire)
- As a resident from somewhere else, such as Medway
- For a local community group or residents' association
- For an educational establishment, such as a school or college
- For a Parish / Town / Borough / District Council in an official capacity
- As a Parish / Town / Borough / District / County Councillor
- As a Kent business owner or representative
- For a charity, voluntary or community sector organisation (VCS)
- As a KCC employee (Kent resident)
- As a KCC employee (non-Kent resident)
- Other, tell us:



Q2 If you are filling in the form for an organisation (business, community group, residents' association, council or any other organisation) please tell us its name.



Q3 Please tell us the first 5 characters of your postcode
Do not include your whole postcode.
We will not use it to find out who you are.



Q4 How often do you use the services listed below?

Please only tick 1 box in each row.

Service	At least once a week	Once a fortnight	Once a month	Twice a year	Less regularly	Used it in the past	Never used this service
Children's Centres							
Youth Hubs							
Health Visiting Service (Public Health)							
Children and Young People's Counselling Service (Public Health)							
Community Services for Adults with Learning Disabilities							
Community Learning and Skills (Adult Education)							
Gateways							

Q4(a) How do you get these services?

Please only tick 1 box in each row.

Service	In person at a building	Online	Both	I don't use this service
Children's Centres				
Youth Hubs				
Health Visiting Service (Public Health)				
Children and Young People's Counselling Service (Public Health)				
Community Services for Adults with Learning Disabilities				
Community Learning and Skills (Adult Education)				
Gateways				

Section 2 - About our plan



Q5 When we made our plan, we based it on who needs our services most and where they live. Do you agree with this?

Please tick 1 box

- Yes
- No
- Don't know



We used lots of information to work out what services are most likely to be needed now and in the future.

We looked at things like unemployment, disability and population.



Q6 Is there anything else we should have thought about?



Library



Co-location means having more than one service in one building. You can see our plans for co-locating services on page 9 of the main booklet.



Q7 Do you think that co-location is a good idea?

Please tick 1 box

- Yes
- No
- Don't know



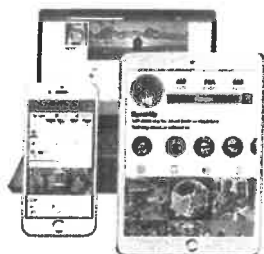
Q8 What do you think is the most important thing for us to consider when we plan to co-locate services?



Outreach services are provided in a village hall or other community building like a library or school. Some services are already offered through outreach.



Q9 What do you think is the most important thing for us to consider when we plan services through outreach?



Digital services are those you can get online using a computer, laptop, tablet or mobile phone. You might use digital services to find out information, or do classes online.

Q10 Please tell us how you feel about getting KCC (Kent County Council) services online.

You can tick more than 1 box

- I am confident about doing things online
- I don't know how to do it
- I don't feel confident using technology
- I don't think it's safe using technology to access services. I'm concerned about the safety of my information
- I find KCC's digital services and information too difficult to use
- I don't have a device (computer, mobile phone, tablet)
- I don't have the internet at home
- My internet is too slow
- Paying for devices and internet connection (including mobile data) is too expensive
- Other (please tell us):



Q11 Please tell us what is important to you for getting services online.



Section 3 - Buildings



Our plan is to have fewer buildings and offer more than one service in some of the buildings that stay open.

This would save KCC money, and cause less pollution.



We used our Needs Framework to make sure services are available where they are needed most, now and in the future.

You can read about the Needs Framework on page 7 of the main booklet.



Q12 Do you agree with our plan to have fewer buildings?

Please tick 1 box

- Yes
 - No
 - Don't know
-



You can find out which buildings we want to stop using in the main booklet.

**The next part of the questionnaire is about our buildings.
It is in four parts:**



Part A

- **Children's Centres and Youth Hubs**
 - **Health Visiting Service**
 - **Children and Young People's Counselling Service**
 - **Family Hubs**
-



Part B

- **Community Services for Adults with Disabilities**
-



Part C

- **Community Learning and Skills**
-



Part D

- **Gateways**
-



You can tell us what you think about all the services and buildings affected by our plans, or just the ones you use. You can miss out questions if you do not use the building or service.

Part A - Children's Centres and Youth Hubs

Q13 Please tell us the name of the building you use for Children's Centres or Youth Hub services.

You can tell us about more than one building.



Q14 Please tell us how you or someone in your household will be affected by our plan for the building(s).



Health Visiting Services

Q14(a) Please tell us the name of the building you use for Health Visiting services.

You can tell us about more than one building.



Q14(b) Please tell us how you or someone in your household will be affected by our plan for the building(s).



Children and Young People's Counselling Service

**Q14(c) Please tell us the name of the building you use for
Children and Young People's Counselling services.**

You can tell us about more than one building.



**Q14(d) Please tell us how you or someone in your household will
be affected by our plan for the building(s).**



Family Hubs



A Family Hub puts several different children's and young people's services together in one place.

This includes Children's Centre services and Youth Hub services.

Family Hubs can also include Public Health services such as Health Visiting.

Q15 What do you think is the most important thing for us to think about when we start planning the new Family Hubs?
For example, location, space, facilities or public transport.

A large, empty rectangular box with a thin black border, intended for handwritten responses. In the top right corner of the box, there is a small, stylized icon of a hand holding a pen, indicating where to start writing.

Part B - Community Services for Adults with Disabilities

Q16 Please tell us the name of the building you use for Community Services for Adults with Disabilities.

You can tell us about more than one building.



Q16(a) Please tell us how you or someone in your household will be affected by our plan for the building(s).



Part C - Community Learning and Skills

Q17 Please tell us the name of the building you use for Community Learning and Skills (Adult Education).

You can tell us about more than one building.



Q17(a) Please tell us how you or someone in your household will be affected by our plan for the building(s).



Part D - Gateways

Q18 Please tell us the name of the building you use for Gateways services.

You can tell us about more than one building.

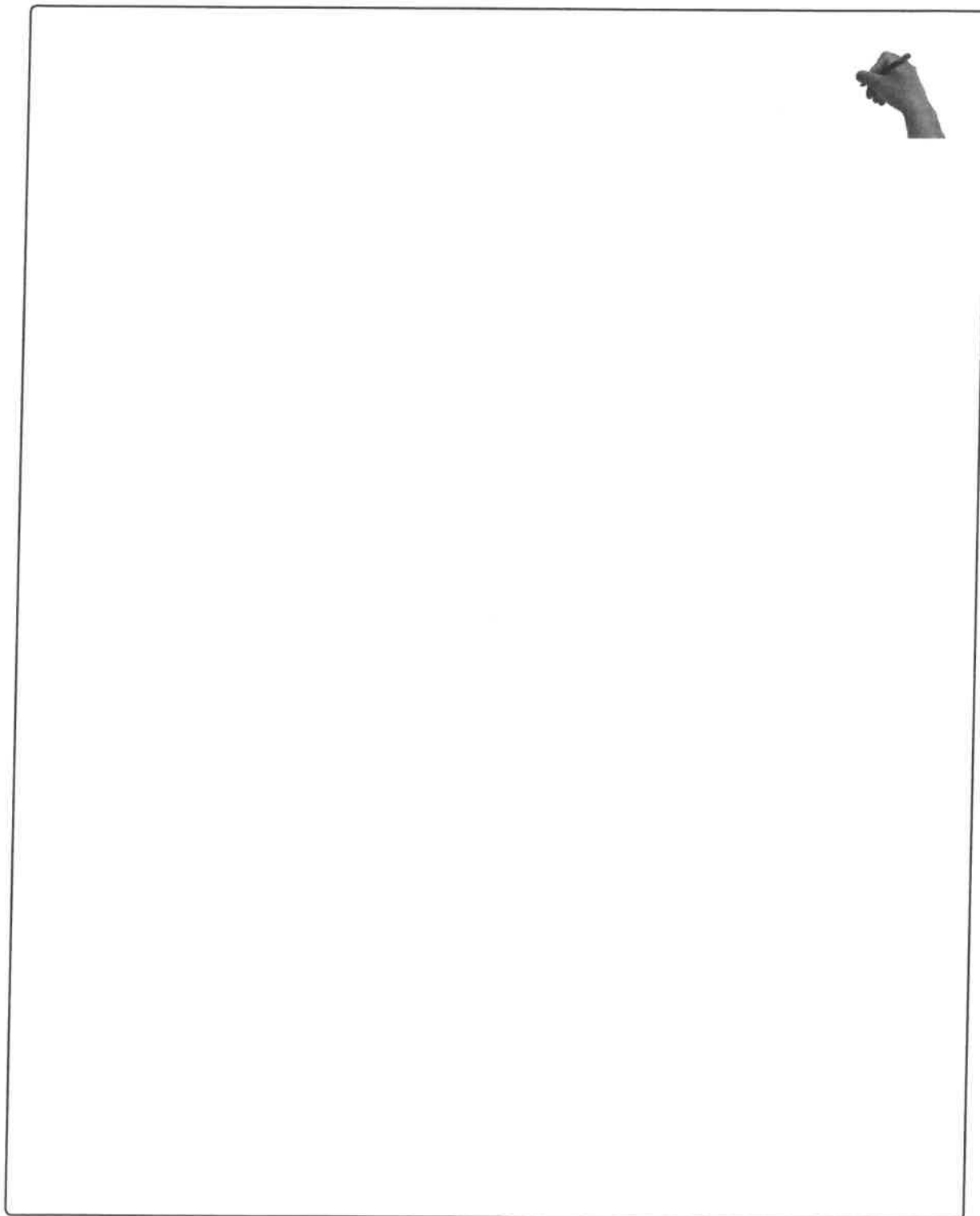


Q18(a) Please tell us how you or someone in your household will be affected by our plan for the building(s).



Section 4 - Other comments

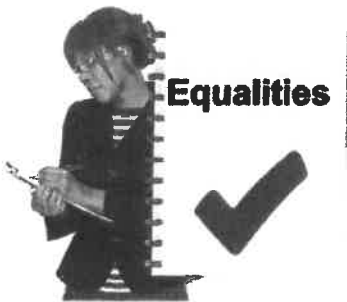
Q19 Please tell us if there is anything else we should think about, or if you have any other comments about our plan.

A large, empty rectangular box with a thin black border, intended for handwritten comments. In the top right corner of the box, there is a small, stylized icon of a hand holding a pen, suggesting where to start writing.

Section 5 - Equality



On page 9 of the main booklet we told you about our draft Equality Impact Assessments (EqIA).



This is to see if anyone could be unfairly affected by our plan.

Q20 If there is anything you would like to say about how some people could be more affected than others, please tell us here.

A large empty rectangular box with a thin black border, intended for handwritten responses. In the top right corner of the box, there is a small illustration of a hand holding a pen.

Section 6 - More about you



We want to make sure that everyone is treated fairly and equally, and that no-one gets left out. That's why we are asking you these questions.



This information really helps us to understand how different people could be affected by our plan.



If you would rather not answer any of these questions, you don't have to.



Q21 Are you...?
Please tick 1 box

- Male
 - Female
 - I prefer not to say
-



Q22 Is your gender the same as it was at your birth?
Please tick 1 box

- Yes
- No
- I prefer not to say



Q23 How old are you?



I prefer not to say



Q24 Which of the following applies to you?

You can tick more than 1 box

- I / we have children
 - I am / we are expecting a child
 - I / we do not have children
 - I prefer not to say
-



Q24(a) If you answered 'I / we have children' to Q24, which of the following age groups does your child/children fall into?

You can tick more than 1 box

- 0-1 year old
- 2 to 5 years old
- 6 to 10 years old
- 11 to 19 years old
- I prefer not to say



Q25 Do you have a disability?

Please tick 1 box

(A disability is if you have a problem or an illness to do with your mind or body, and it makes it hard for you to do everyday things)

- Yes
- No
- I prefer not to say



Q25(a) If you have answered Yes to the question above, please tell us the disability or the impairment you have.

You can tick more than 1 box

- Learning disability
- Mental health condition
- Physical impairment
- Sensory impairment (hearing, sight or both)
- Longstanding illness or health condition (such as cancer, HIV/AIDS, heart disease, diabetes or epilepsy)
- I prefer not to say

If you have a disability or a condition we have not listed, please tell us what it is here:





Q26 To which of these ethnic groups do you belong?

(Your ethnic group is about lots of things, such as where your family comes from and the language you speak)

- White English
- White Scottish
- White Welsh
- White Northern Irish
- White Irish
- White Gypsy/Roma
- White Irish Traveller
- White other *
- Mixed White and Black Caribbean
- Mixed White and Black African
- Mixed White and Asian
- Mixed other*
- Asian or Asian British Indian
- Asian or Asian British Pakistani
- Asian or Asian British Bangladeshi
- Asian or Asian British other*
- Black or Black British Caribbean
- Black or Black British African
- Black or Black British other*
- Arab
- Chinese
- I prefer not to say



If your ethnic group is not listed, or you choose something that has an * next to it, please tell us what it is here:



Q27 Do you belong to a religion or belief?

Please tick 1 box

- Yes
- No
- I prefer not to say



Q28 If you have answered Yes to the question above, which religion or belief is it?

Please tick 1 box

- Christian
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh

If you belong to a religion that is not listed, please write it here:





Q29 Are you...?

Please tick 1 box

- Heterosexual/Straight
 - Bi/Bisexual
 - Gay woman/Lesbian
 - Gay man
 - Other
 - I prefer not to say
-

Q29 Are you a Carer?

A Carer is someone who provides unpaid care for a friend or family member who, due to illness, disability, a mental health problem or an addiction, cannot cope without support. Adults and children can both be Carers.



Please tick 1 box

- Yes, I am a Carer
 - No, I am not a Carer
 - I prefer not to say
-

Thank you for giving us this information.

Remember to return your questionnaire before 26 March 2023.

How we use your information



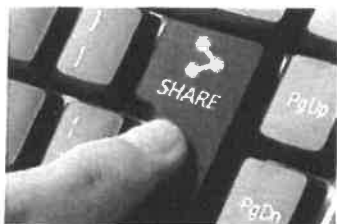
Information you give to us is used in line with the General Data Protection Regulation.



This is a law which tells us how we should treat personal information.



We ask for information about you to check everyone is treated fairly and no one gets left out.



Kent County Council will share your details with services within the Council who are responsible for this consultation.



Any information given will not be used to identify you.



Information will be securely stored for up to 6 years.

COMMUNITY Services Consultation

Easy Read Questionnaire



**Public consultation runs from
17 January to 26 March 2023**

kent.gov.uk/communityservicesconsultation



Children's Centres and Youth Hubs

District Dartford

Current Children's Centre / Youth Hub Buildings	Proposal	Nearest Alternative	Distance in Miles
Brent Children's Centre	Leave	Proposed Community Hub at Temple Hill Library	0.6
		Oakfield Children's Centre	1.0
Greenlands at Darenth Children's Centre	Leave	Knockhall Children's Centre	3.9
		Oakfield Children's Centre	3.1
Knockhall Children's Centre	Keep		
Maypole Children's Centre	Leave	Oakfield Children's Centre	2.3
		Proposed Community Hub at Temple Hill Library	3.3
Oakfield Children's Centre	Keep		
Swanscombe Children's Centre	Keep		
Temple Hill Children's Centre	Leave	Proposed Community Hub at Temple Hill Library	0.4
		Oakfield Children's Centre	1.8
The Dartford Bridge Learning and Resource Campus	Leave (as part as business as usual activity)	Proposed Community Hub at Temple Hill Library	3.2

Public Health

District	Current Children's Centre Buildings	Nearest Alternative	Distance in Miles
Ashford	Bluebells Children's Centre	Sure Steps Children's Centre	4.1
		The Willows Children's Centre	4.4
		Waterside Children's Centre	4.8
	Little Explorers Children's Centre	Tenterden Gateway	0.4
		Proposed Community Hub at Cranbrook Library (Tunbridge Wells)	8.6
		The Willows Children's Centre	11.9
		New outreach in Upper Weald Ward	10.8
Canterbury	Joy Lane Children's Centre	Whistable Youth and Community Centre	1.5
		Briary Children's Centre	5.8
		Riverside Youth Centre	6.9
		Current outreach in Gorrell Ward	1.5
	Riverside Children's Centre	Riverside Youth Centre	0.1
		Current outreach at Spring Lane	1.2
		Neighbourhood Centre and Canterbury and District Early Years Project	1.0
	Swalecliffe Children's Centre	Whistable Youth and Community Centre	1.6
		Poppy Children's Centre	3.0
		Current outreach in Gorrell Ward	2.4
Dartford	Brent Children's Centre	Proposed Community Hub at Temple Hill Library	0.6
		Oakfield Children's Centre	1.0
		New outreach in Newtown Ward	0.8
		Current outreach at Dartford East Health Centre	1.0
	Greenlands (Darent) Children's Centre	Knockhall Children's Centre	3.9
		Oakfield Children's Centre	3.1
		New outreach in Darent Ward	0.5
		Current outreach at Dartford East Health Centre	2.4

Present:

- Cllr Emma Ben Moussa
- Cllr Lorna Cross
- Cllr Ann Duke
- Cllr Peter Harman
- Cllr Lesley Howes
- Graham Blew – Town Clerk
- Martin Harding – ATC/RFO

Apologies for Absence:

There were none

Absent:

There were none

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

- A meeting had been held with Cohesion Plus on the 15 January. Cohesion Plus had indicated that they were happy to support the event and would discuss any entertainment needs we may have once our initial bookings had been.
- The Ice Cream Van from the last event had been booked for the 10 June.
- The BBQ Caterer from the last event had been booked and initial discussions held on menu choices.
- An email had been sent to all performers from the Jubilee event to gauge interest.
- An email had been sent to all stall holders from the Jubilee event to gauge interest.
- An approach had been made to the local fire station regarding availability for an appliance and team for the event.

The action list from the last meeting was reviewed and updates provided.

Action:	Tasked to:	Update:
To approach the Dartford Lions regarding the provider of their funfair attractions and how they are operated.	LH	LH confirmed that the Lions had been approached and an answer was pending.
To speak to St Marys Greenhithe regarding the updated contacted for the new McDonalds franchise.	LH	LH confirmed that the restaurant was due to open shortly so hopefully some form of contact would be forthcoming.
To speak to St Peter & St Pauls Church regarding whether they could have the bells at the church rung on the day.	LC	LC confirmed that this was still outstanding.

Community Event Working Group – 25 January 2023 at 2.00pm

To speak to the DJ who had provided the quotation as they may also be able to provide mascots for the event.	EBM	EBM confirmed that the DJ was available and had his own equipment that could be accessed by performers. An email address was provided to the ATC/RFO to make contact.
To approach St Peter & St Pauls Church regarding having a stall on the day.	LC	LC confirmed that this was still outstanding.
To approach the local Scouts regarding having a stall on the day.	EBM	EBM confirmed that an email had been sent but no response received to date.
To approach a local provider of sports for children about having an activity on the day.	EBM	EBM confirmed she had spoken to the sports provider who were interested in being involved. An email address was provided to the ATC/RFO to make contact.
To speak to Walk Tall about activities they could provide.	LC	AD confirmed that Walk Tall were happy to have a stall, offer the Katz out Community Choir to perform and possible a children group as well.
To speak to Dartford Borough Council regarding potential funding.	EBM	EBM confirmed that more details would be available following the setting of the budget in February.
To speak to Bridget at ASDA regarding potential funding.	LC	LC confirmed that this was still outstanding but hoped to speak to Bridget the next day.
To speak to the Community Safety Unit at Dartford regarding a safety stall.	EBM	EBM confirmed that DBC had expressed an interest in having a stall from Waste, Housing and the Community Safety Unit.
To investigate the feasibility of having a dog agility show at the event.	LH	LH confirmed she had made a few approaches with no joy. She was now considering speaking to the Police Display Team.
To speak to the local fire crews regarding having a Fire Engine at the event.	MH	Update provided during officer's section.

Community Event Working Group – 25 January 2023 at 2.00pm

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	Update provided during officer's section.
To investigate options for a third (alternative) food stall to complement the Ice Cream Van and traditional BBQ currently provided.	ALL	No other options had been secured but MH confirmed he would speak to the BBQ provider about the option of having a small amount of stock that would support those who are gluten and lactose intolerant.

The ATC/RFO went through the budget for the event and confirmed that the next stage would be to start booking some of the available entertainment and facilities such as toilets and stewards. Once the initial bookings had been made then a conversation would be had with Cohesion Plus to see what additional entertainment could be provided with any available funds.

EBM stated that she had been approached by local singers about performing. Members discussed the performance time on the arena and agreed that this should be limited to 15 minutes. The ATC/RFO confirmed that any expressions of interest to perform should be directed to officers to confirm any availability.

The ATC/RFO stated that he was in the process of preparing and publicising the advert for stall holders who are interested. This would work in the same principle as the Jubilee event but reducing the fee for commercial stalls to £10 as the previous charge of £25 did deter some from taking on pitches. The ATC/RFO confirmed that the advertising would be issued to members ahead of the public and copies would be available to members should they wish to advertise these in locations around the town.

Additional actions agreed:

That everyone continue to approach potential stall holders, performers or those who could provide funding and direct enquiries to the office.	ALL	
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Meeting closed at 2.45pm

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4.7 YIELD UP ON DETERMINATION

And the Premises so painted repaired and cleansed maintained amended and kept as aforesaid in a good and workmanlike manner and with appropriate materials of good quality to the satisfaction of the Landlord's Surveyor will at the time of expiration or sooner determination of the said term quietly yield up in no worse a condition than the building was in at the commencement of this Lease as evidenced by the attached Schedule of Condition initialled by the parties hereto unto the Landlord vacant possession thereof together with all improvements made thereto in the meantime and all fixtures of any kind in or upon the premises or which during the said term may be affixed or fastened to or upon the same except Tenant's or trade fixtures AND if the Tenant shall fail to leave the Premises in such condition as aforesaid then in such case the Landlord may do or effect all such repairs renovations and decorations for which the Tenant shall be liable hereunder and the cost thereof shall be paid by the Tenant to the Landlord on demand and the certificate of the Landlord's Surveyor certifying he cost to the Landlord shall be final and binding on the Tenant and the Tenant will also pay to the Landlord mesne profits at the rate of the rents payable hereunder immediately prior to the said expiration or determination during the period reasonably required for (a) the preparation of a schedule of dilapidations after the expiry of the Term (b) the preparation of a detailed specification of the work required (c) the obtaining of quotations for such work and (d) the carrying out of such work and the amount of such mesne profits shall be added to the cost of carrying out such work as aforesaid

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343/22-23. PAVILION PROJECT – BUSINESS & SERVICE DELIVERY PLAN.

Members considered the confidential report.

Following discussion and a vote it was resolved, with one abstention, that;

RESOLVED:

1. That the draft Business Plan be agreed.
2. That the draft Service Delivery Plan and outline building timetable be agreed subject to a greater emphasis being placed on adult education.
3. That it be agreed that to ensure the building delivers on the draft Business & Service Delivery Plans, the new Community Hub would be directly managed/operated by the Town Council and that any profits be directed back into community improvements throughout the Town.
4. That it be agreed that the service of the Old Fire Station Community Café be transferred over to operate as the catering facility within the new Community Hub and that the Old Fire Station Community Café would close.
5. That an item be placed on the agenda, at a future meeting of the Town Council, to discuss the future of the ground floor of the Old Fire Station.

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EXTRACT OF AGENDA

7.4 OLD FIRE STATION BUILDING, CHURCH ROAD – ASSET OF COMMUNITY VALUE (DARTFORD BOROUGH COUNCIL) (p).

Further to minute 518/14-15 the Policy & Projects Officer (DBC) recently confirmed that the Town Councils application to have the Old Fire Station Building, Church Road included on their Asset of Community Value has been successful.

A copy of the DBC List of Assets of Community Value is attached and shows that the Old Fire Station is the first, and only, asset to have been included on the list since it began in 2011.

***Nb.** The Community Right to Bid, introduced by the Localism Act 2011, enables qualifying community interest groups to nominate local buildings to be included in the local authority's list of assets of community value. When a listed asset is to be sold, community interest groups with a legal identity will have the opportunity to make a bid to buy the asset on the open market.*

Recommended: To note.

EXTRACT OF MINUTES

**325/17-18. OLD FIRE STATION BUILDING, CHURCH ROAD – ASSET OF COMMUNITY VALUE
(DARTFORD BOROUGH COUNCIL)**

Further to minute 518/14-15 the Policy & Projects Officer (DBC) had recently confirmed that the Town Councils application to have the Old Fire Station Building, Church Road included on their Asset of Community Value had been successful.

The List of Assets of Community Value on the DBC website showed that the Old Fire Station was the first, and only, asset to have been included on the list since it began in 2011.

Members thanked Councillor Ms L C Howes and the Town Clerk for the work undertaken on this project.

Recommended: That the item be noted.

EXTRACT OF MINUTES

518/14-15. COMMUNITY CAFÉ, CHURCH ROAD, SWANSCOMBE.

During its considerations at its meeting on 20 February 2015 the Café Working Group had requested that the Recreation, Leisure & Amenities Committee consider endorsing the Council submitting a request to English Heritage to have the building listed/protected.

Councillor Ms L C Howes confirmed that she was happy to assist with putting the application together for submission were the Committee to agree this course of action.

It was noted that individuals can make applications to have buildings listed/protected. Members considered the Community Right to Bid Scheme but on this occasion agreed to submit a request to English Heritage to have the building listed/protected.

Recommended: That the Council submits a request to English Heritage to have the building listed/protected.

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Community right to bid - frequently asked questions

1. Home

FROM DBC WEBSITE

2. Planning

3. **Community right to bid - frequently asked questions**

The following information does not constitute legal advice and is provided for general information purposes only. Users should seek appropriate independent legal advice before taking or refraining from taking any action based on the contents or otherwise. Please note that legal advice is not provided by Dartford Borough Council.

1. What is the legal basis for the Community Right to Bid:

Chapter 3 of the Localism Act 2011 and Assets of Community Value (England) Regulations 2012 provide the legislative arrangements.

2. What does the Community Right to Bid aim to achieve:

Enables suitably constituted community interest groups (see section 5 below), to nominate local land and/or buildings to be included in Dartford Borough Council's list of assets of community value and provides a moratorium period for community interest groups with a legal identity, to submit their intention to bid for the asset, in the event that the asset comes up for sale.

3. Does the Community Right to Bid give community interest groups a right to buy assets within their community:

No - the legislation only stalls the selling process to provide suitably constituted community interest groups (see section 5 below), a period of time to prepare a proposal and raise the funds required to place a bid for the purchase of the asset. The sale takes place under normal market conditions and the owner is under no obligation to sell to any community interest group.

4. Where can I obtain advice and assistance about getting an asset listed or making a bid to purchase an asset that is listed:

Dartford Borough Council does not provide advice on the Assets of Community Value and Community Right to Bid process. Independent legal advice should be taken when considering this process.

Advice and assistance is available from Locality

Other sources of information and support are available from My-Community

5. Who is eligible to nominate an asset for inclusion in the list of assets of community value:

Nominations may be submitted by the following:

- Town and Parish Councils
- Unincorporated bodies with at least 21 individual members and which do not distribute any surplus it makes to its members
- Charities
- Company limited by guarantee which does not distribute any surplus it makes to its members
- Industrial and provident society which does not distribute any surplus made to its members
- Community Interest Companies (see Companies (Audit, Investigations and Community Enterprise) Act 2004)
- A body designated as a 'neighbourhood forum' under the Town and Country Planning Act 1990 and the Neighbourhood Planning (General) Regulations 2012

Regulation 12 of the 2012 Regulations provides a full definition of 'community interest group' for the purpose of the Community Right to Bid legislation.

With the exception of Town and Parish Councils, community interest groups will need to demonstrate a local connection as follows:

- The group's activities must be wholly or partly concerned with the Borough of Dartford or a neighbouring local authority area which shares a boundary;
- Any surplus made by the group, is wholly or partly applied for the benefit of the Borough of Dartford or a neighbouring local authority area which shares a boundary;
- Unincorporated bodies must have at least 21 local members included on Dartford Borough Council's register of electors.

6. What types of assets are eligible for listing:

Land and buildings (including part of a building, part of any other structure and mines and minerals, whether or not held with the surface), either in public or private ownership which can demonstrate 'community value'.

7. How is 'community value' defined:

Defined as:

- The principle use of the asset currently, or in the recent past, which furthers the social wellbeing or cultural, recreational or sporting interests of the local community; and
- This use will continue to further the social wellbeing or interests of the local community.

Where the asset does not currently demonstrate 'community value', it may still be nominated where it is possible to demonstrate that the asset's main use did further the social wellbeing or cultural, recreational or sporting interests of the local community in the five year period preceding the date of nomination and where it is realistic to think that it will do so again in the next five years. The actual community use in the 'recent past' does not have to be shown to be for a substantial part of that 'recent past', although trivial or a temporary use will be disregarded.

8. What kinds of assets could be considered as having 'community value':

The following examples provide an indication of the types of assets which may be defined as having 'community value':

- **Education, health and wellbeing or community safety** - nurseries and schools, children's centres, health centres, surgeries and hospitals, day care centres, residential care homes
- **Sport, recreation and culture** - parks and open green spaces, sports and leisure centres, libraries, theatres, museums or heritage sites, cinemas, swimming pools/lidos
- **Community services** - community centres, youth centres, public toilets
- **Local democracy** - town, civic and guild halls
- **Any economic use which also provides an important local social benefit which would no longer be easily available if that service should cease** - village shops, pubs, markets

9. What types of assets would not normally be considered as having 'community value':

There are certain assets that cannot be nominated; for example, a residence together with land connected with that residence (although the 2012 Regulations set out certain exceptions for shops and pubs), land in respect of which a site licence is required under Part 1 of the Caravan Sites and Control of Development Act 1960, land used by public utilities defined as 'operational land' in section 263 of the Town and Country Planning Act 1990 and buildings

used as administrative offices and land or property where community use is not the main function.

The 2012 Regulations must be referred to for the full list of exemptions and related definitions.

10. How do I go about nominating an asset for inclusion in the Council's list of assets of community value:

Nominations must be in writing using the Nomination Form.

11. What information will I need to provide to support my nomination:

Nominations will need to include

- A description of the nominated asset, including its proposed boundaries clearly edged in red;
- A statement of all information which the nominator has with regard to the names of current occupiers and the names and current, or last known addresses of all those holding a freehold or leasehold estate in the land;
- Reasons for believing that the Council should conclude that the land is of community value; and
- Evidence that the nominator is eligible to make a nomination (see section 5 above).

12. What types of documents should support the nomination:

Generally, the more evidence you can send us to support the information in the nomination, the quicker we will be able to reach a decision on whether the asset is eligible for inclusion in the Council's list of assets of community value. As a minimum, the following should be provided:

(a) Evidence to support that the nominator is eligible to make a nomination will include:

- Memorandum of Association;
- Articles of Association;
- Companies House return;
- Trust Deed;
- Constitution/Terms of Reference;
- Standing Orders;
- Interest Statement for Community Interest Company.

(b) Information about the asset being nominated – for example through one or more of the following:

- Where the land is registered, the Land Registry Title and Title Plan (no less than one month old) with boundaries clearly marked on the Title Plan;
- A written description with ordinance survey location, with an explanation where the boundaries lie, the approximate size and location of any building/s on the land and details of any roads bordering the site;
- A drawing or sketch map with boundaries clearly marked in red – websites which might help you navigate to individual properties on a map include: [google-maps](#)

The nomination process will be delayed if the Council decides that the nomination is not compliant (see section 11 above) or insufficient information has been provided in support of the nomination. In these circumstances, the nominator will be given one further and final opportunity to make the nomination compliant, including providing additional information where applicable, within a period of 3 months. Failure to make the nomination compliant, including providing sufficient information in support of the nomination, will result in the nomination being treated as unsuccessful and added to the list of unsuccessful nominations held by the Council.

The Council does not prohibit re-nomination or limit the number of times an asset can be re-nominated following an initial unsuccessful nomination.

13. Where should the nomination be sent:

Nominations should be sent to:

Community Right to Bid,
Policy and Corporate Support,
Dartford Borough Council,
Civic Centre,
Home Gardens,
Dartford,
Kent DA1 1DR

Online: [Contact the Community Right to Bid Team](#)

14. How will the nomination be processed:

We will usually acknowledge receipt of the nomination within ten working days. Nominations will then be considered in line with the requirements set out in the 2012 Regulations, including taking all practical steps to notify the following that the asset is being considered for listing:

- The holder of the freehold estate and/or the holder of any leasehold estate and/or occupier;
- The relevant Town or Parish Council;
- The relevant ward Councillor(s) for the area;
- Statutory undertakers (such as utility companies)

We will decide within eight weeks of receiving the nomination, whether the asset should be included in the list and will notify the following of our decision (supported by reasons):

- The holder of the freehold estate and/or the holder of any leasehold estate and/or occupier;
- The nominator;
- The relevant Town or Parish Council;
- The relevant ward Councillor(s) for the area

Where we are unable to notify the holder of the freehold and/or leasehold estate and/or occupier, we will attempt to bring the notice to their attention - for example by publishing details on the Council's website or displaying a site notice.

The nominator's contact details as provided on the nomination form will be used for future correspondence, including, in the event that the asset is listed, notice that the owner has advised the Council of an intention to dispose of the asset. It is therefore essential that the nominator ensures that any changes in contact details during the period of the listing, are notified to the Council.

15. How can I find out which assets have been nominated for inclusion in the Council's list of assets of Community value:

We publish on the Council's website the list of assets of community value and a list of assets nominated by unsuccessful community interest groups.

A copy of the lists are also available for inspection at the Civic Centre, Home Gardens, Dartford, Kent DA1 1DR or by contacting:

Community Right to Bid,
Policy and Corporate Support Team,
Dartford Borough Council,
Civic Centre,
Home Gardens,
Dartford,
Kent DA1 1DR

Tel: [01322 343470](tel:01322343470)

Online:

[Contact the Community Right to Bid Team](#)

16. How long will the asset remain on the Council's list:

Listed assets will be removed from the list of assets of community value no later than 5 years from the date of entry on the list, or as soon as practicable:

- (a) after a relevant disposal (other than an exempt disposal);
- (b) when an internal review against a listing has been successful;
- (c) where an appeal to the First-tier Tribunal (General Regulatory Chamber) against the listing has been successful;
- (d) when the Council forms the opinion that the land or building is no longer of community value.

Local land charges and restriction against land title

The 2012 Regulations protect land that is listed as an Asset of Community Value and prevents it from being disposed of in breach of section 95 of the Localism Act 2011. This is done by:

- registering the Asset of Community Value as a local land charge;
- entry of a restriction on the land register.

The restriction must be on Form QQ, which states: 'Form QQ (Land included in a list of assets of community value maintained under section 87(1) of the Localism Act 2011) – No transfer or lease is to be registered without a certificate signed by a conveyancer that the transfer or lease did not contravene section 95(1) of the Localism Act 2011'.

The application to the Land Registry must be made by the Council as soon as practicable following the listing of the land as an Asset of Community Value, unless there is an existing restriction in Form QQ.

As a local land charge, the listing is binding on successive owners of the land, whether or not they know of the listing (or whether the listing is actually registered in the local land charges register). Anyone carrying out an investigation of title of the land (for example on a prospective purchase, grant of lease or mortgage), will become aware of the listing, when they carry out a local land charges search.

Where the Council has caused a restriction in Form QQ to be entered in respect of registered land and that land is subsequently removed from the list of assets of community value, the Council must apply as soon as practicable to the Land Registrar to cancel the restriction.

17. What happens if the owner wishes to object to their asset being listed:

The owner of an asset included in the Council's list of assets of community value may ask us to review our decision. This request must be made in writing, within eight weeks of the date of the decision (supported by reasons) to include the asset in the Council's list, or longer, where we have agreed to this in writing.

The request to review the decision should be sent to:

Community Right to Bid Listing Decision Review,
Policy and Corporate Support,
Dartford Borough Council,

Civic Centre,
Home Gardens,
Dartford,
Kent DA1 1DR

Online: [Contact the Community Right to Bid Team](#)

18. How will a request by an owner to review a listing be dealt with:

We will usually acknowledge receipt of the request within ten working days and advise of the procedure to be followed in connection with the review. The review will be undertaken by a senior officer independent of the original decision making process.

The owner may request an oral hearing and may appoint a representative to act on his/her behalf in connection with the review. Where no request for an oral hearing is made by the owner, we will decide whether or not an oral hearing would be beneficial to the review process. The owner, or their representative, may make written and oral representations to the reviewer.

We will complete the review process within eight weeks of receipt of the written request for the review, or a longer period where this has been agreed with the owner.

The owner will bear his/her own costs of the review.

If, as a result of the review, the Council decides that the asset should not have been included in the list of assets of community value, this will be communicated in writing to:

- The nominator;
- The holder of the freehold estate and/or the holder of any leasehold estate and/or occupier;
- The relevant Town or Parish Council;
- The ward Councillor(s) for the area;
- Statutory undertakers (such as utility companies).

The letter will include reasons for the decision. The asset will be removed from the list of assets of community value. Where the Council has caused a restriction in Form QQ to be entered in respect of registered land and that land is subsequently removed from the list of assets of community value, the Council must apply as soon as practicable to the Land Register to cancel the registration.

19. What happens if the owner of the asset is dissatisfied with the outcome of this review:

Where the owner is dissatisfied with the outcome of an internal review, they have the right to appeal to the First-tier Tribunal (General Regulatory Chamber) against the Council's

decision. A new owner who has bought the land following a request for a listing review, may appeal against the review decision. Appeals should be sent to:

Tribunal Clerk,
Community Right to Bid Appeals,
HM Courts and Tribunals,
First-tier Tribunal (General Regulatory Chamber),
PO Box 9300,
Leicester, LE1 8DJ

20. Can the community interest group/nominator nominating an asset, appeal against the Council's decision not to include the asset on the Council's list of assets of community value:

If the nomination is unsuccessful, we will notify the nominator and provide an explanation as to why it was unsuccessful. In such circumstances, the asset will be added to the list of assets nominated by unsuccessful community interest groups. A nominator has no right to request a review or appeal from a refusal to list. This means that if a nominator wishes to challenge such a decision, the only option is to pursue judicial review proceedings.

21. What effect does the listing have:

Where an asset is included in the Council's list of assets of community value, the owner is required to notify the Council in writing of their intention to dispose of the asset.

The 2012 Regulations detail circumstances where a disposal is exempt – for example where the disposal is as a result of a court order, a separation agreement made between spouses or civil partners, upon inheritance and as a result of insolvency proceedings. The 2012 Regulations should be consulted for the full list of exemptions and detailed definitions.

This notification will trigger a moratorium period (a period of delay) during which the asset owner may not dispose of the asset (other than where the disposal is exempt under the 2012 Regulations). This interim moratorium is for a period of six weeks from the date we receive written notification of the owner's intention to dispose of the asset.

During this six week period, suitably constituted community interest groups that can demonstrate a local connection (see section 5 above), may submit an intention to bid. Where this is received, the full six month moratorium period (starting from the date on which we receive written notification of the owner's intention to dispose of the asset) is triggered, during which no disposal may take place except to a qualifying community interest group by negotiation (see section 26 below).

This six month period is intended to enable the community interest group to prepare a bid (to the owner) to purchase the asset. Any subsequent sale takes place under normal market conditions. There is no obligation for the community interest group to make a bid and the group has no rights of purchase over other potential buyers. The owner is under no obligation

to sell the asset to the community interest group or any other person. If the owner decides to sell to the community interest group, they may do so within the six month moratorium period.

If after the six month moratorium period, the community interest group has not successfully bought the asset, a further 12 month protection period is triggered (the total eighteen month period commencing on the day upon we receive written notification of the owner's intention to dispose of the asset). During this protection period, the asset may be sold by the owner on the open market, without the risk of any further moratorium period being triggered.

If an asset in the Council's list of assets of community value is unregistered but is subsequently registered at the Land Registry (because of a disposal, mortgage or voluntary registration), the owner or new owner, must notify the Council within 4 weeks of the registration and complete the Land Registry's Form QQ to enter a restriction on their land register.

22. What does the owner need to do if they wish to dispose of an asset included in the Council's list of assets of community value:

The Localism Act 2011 and the Assets of Community Value (England) Regulations 2012 exempt certain types of disposal (see section 21 above). Where an owner wishes to dispose of an asset which is included in the Council's list of assets of community value and it is not an exempt disposal, they must notify us in writing of their intention to do so.

Assets of Community Value: Selling an Asset Flowchart

The notification should be sent to:

Community Right to Bid,
Policy and Corporate Support,
Dartford Borough Council,
Civic Centre,
Home Gardens,
Dartford,
Kent DA1 1DR

Online: Contact the Community Right to Bid Team

23. What happens once an owner has notified an intention to dispose of an asset included in the Council's list of community assets:

We will acknowledge receipt of the notification within ten working days, confirming when the interim 6 week and full moratorium periods and the protected period takes effect and when these will end.

The list of assets of community value will be updated to show that we have received notice of an intention to dispose of the asset, together with the date of that notification and the resulting interim and full moratorium periods and the protected period.

We will notify the nominator in writing that we have received notice of an intention to dispose of the asset and will publish details on the Council's website and in the area where the asset is situated.

24. What does the community interest group need to do if it wishes to make a bid to purchase the asset:

An intention to bid may only be submitted by a suitably constituted 'community interest group' (see section 5 above) which can demonstrate a local connection. Unincorporated organisations and neighbourhood forums cannot bid for an asset, as they are unable to legally own property.

The intention to bid should be submitted in writing using the Intention to Bid Form together with evidence to support that the bid is being made by a suitably constituted 'community interest group'.

The intention to bid should be sent to:

Community Right to Bid,
Policy and Corporate Support,
Dartford Borough Council,
Civic Centre,
Home Gardens,
Dartford,
Kent DA1 1DR

Online: Contact the Community Right to Bid Team

We must receive the intention to bid within six weeks of the owner's notice to dispose of the asset (normally ending at midnight on the last working day of that period). Nominators are advised to obtain proof of delivery either through using appropriate recorded receipt postage or by obtaining a receipt for hand delivered post.

We will pass the intention to bid to the owner of the land, or inform them of the details, within 10 working days of receiving the intention to bid. This will then trigger the full six month moratorium period during which the asset cannot be sold by the owner.

25. Can the owner market the asset during the moratorium period:

Yes - there is nothing to prevent the owner actively marketing the asset during the moratorium period - the restriction refers only to exchange of contracts on the sale of the asset.

26. If the owner of the asset is happy to sell to a community interest group, can they go ahead with the sale without waiting for the moratorium period to end:

Yes - where the owner and a community interest group are able to agree terms within the six month moratorium period, they may proceed with the sale without waiting for the moratorium period to end.

27. What recourse does the owner have if they feel that they have suffered costs or expense as a result of their asset being included in the Council's list of assets of community value:

The owner [or former owner] of an asset included in the Council's list of assets of community value is entitled to make a claim for compensation to Dartford Borough Council in respect of incurred loss or expense in relation to the asset which would be likely not to have been incurred, if the land had not been listed. The 2012 Regulations should be consulted for details of bodies which are not entitled to compensation.

Claims should be made in writing within thirteen weeks of the loss or expense being incurred. Claims must state the amount of compensation being claimed for each part of the claim and be accompanied by supporting evidence.

Claims should be sent to:

Community Right to Bid Compensation Claim,
Policy and Corporate Support,
Dartford Borough Council,
Civic Centre,
Home Gardens,
Dartford,
Kent DA1 1DR

Online: [Contact the Community Right to Bid Team](#)

We will complete the compensation claim process within eight weeks of receipt of the claim and supporting evidence, or a longer period, where this has been agreed with the owner. Claims which are not supported by evidence, will be rejected.

28. What happens if the owner is not satisfied with the way a compensation claim has been treated by the Council:

The owner may ask for an internal review of the Council's decision. This must be made in writing within eight weeks of the date of the decision.

The request should be clearly marked Community Right to Bid Compensation Decision Review and sent to:

Policy and Corporate Support,
Dartford Borough Council,
Civic Centre,
Home Gardens,
Dartford,
Kent DA1 1DR

Online: Contact the Community Right to Bid Team

We will acknowledge receipt of the request and advise of the procedure to be followed in connection with the review. The review will be undertaken by an officer independent of the original decision making process. The owner may request a hearing and may appoint a representative to act on his/her behalf in connection with the review. Where no request for a hearing is made by the owner, we will decide whether or not a hearing would be beneficial to the review process. The owner, or their representative, may make written and oral representations at the hearing.

The owner will bear his/her own costs of the review.

We will complete the review process within eight weeks of receipt of the written request for the review, or a longer period, where this has been agreed with the owner.

We will notify the owner in writing of the outcome of the review, supported by reasons.

29. What happens if the owner is not satisfied with the outcome of the Council's compensation review:

Where the owner remains dissatisfied with the outcome of the review, they may appeal to the general regulatory chamber of the First-tier Tribunal (General Regulatory Chamber) against the Council's decision on the compensation review. Appeals should be sent to:

Tribunal Clerk,
Community Right to Bid Appeals,
HM Courts and Tribunals,
First-tier Tribunal (General Regulatory Chamber),
PO Box 9300,
Leicester LE1 8DJ

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