

AGENDA ITEM 3

Town Council 14/07/2020

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 20 FEBRUARY 2020 at 7.00 PM

PRESENT: Councillor Peter Harman – Town Mayor
Councillor Lesley Howes - Deputy Town Mayor
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Sue Butterfill
Councillor Lorna Cross
Councillor Ann Duke
Councillor Peter Harris
Councillor John Hayes

ALSO PRESENT: x 2 Members of the public
Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk/RFO

ABSENT: There were none

483/19-20. **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.

484/19-20. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Linda Hall, Dr Jo Harman, Jay Shah and Maurice Weet.

485/19-20. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Emma Ben Moussa declared a prejudicial interest in agenda item 19, Request from Cygnets, as she is the Chairman and Trustee of Cygnets.

Councillor Ann Duke declared a prejudicial interest in agenda item 20, Sealing of Documents, as Chief Executive Officer of Walk Tall.

The Chairman adjourned the meeting at this point to accept questions from the public.

Members took this opportunity to ask Sue Hart, from CAS Training, questions regarding agenda item 7, Periodic Youth Service, and also thanked CAS Training for the service

delivery undertaken during 2019 – 2020. Sue invited all members to the end of year celebration event at the Old Fire Station on Saturday 18 April 2020 at 11.30am.

486/19-20. MINUTES OF THE MEETING HELD ON 11 DECEMBER 2019 AND THE SPECIAL MEETING HELD ON 9 JANUARY 2020.

RESOLVED:

That the Minutes of the Meetings held on 11 December 2019 and 9 January 2020 be confirmed and signed as a true record.

487/19-20. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk clarified that items 18 and 19 on the agenda were confidential, but that item 20 was not.

488/19-20. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 18 DECEMBER 2019, 15 JANUARY 2020 AND 5 FEBRUARY 2020.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 18 December 2019, 15 January 2020 and 5 February 2020 be confirmed and the recommendations made therein be adopted.

489/19-20. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 30 JANUARY 2020.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 30 January 2020 be confirmed and the recommendations made therein be adopted.

490/19-20. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 9 JANUARY 2020.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 9 January 2020 be confirmed and the recommendations made therein be adopted.

491/19-20. **MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 4 DECEMBER 2019.**

RESOLVED:

That the minutes of the Community Safety Committee meeting held 4 December 2019 be confirmed and the recommendations made therein be adopted.

492/19-20. **MINUTES OF THE LEASES & LEGAL SUB-COMMITTEE MEETING HELD ON 10 FEBRUARY 2020.**

RESOLVED:

That the minutes of the Leases & Legal Sub - Committee meeting held 10 February 2020 be confirmed and the recommendations made therein be adopted.

493/19-20. **COMMUNITY EVENT WORKING GROUP – VE DAY 75 ANNIVERSARY EVENT.**

Members were provided with a verbal update on the activities undertaken by the Working Group for the proposed event.

Members felt that the celebration of VE Day was very appropriate and thanked the Working Group for their work so far.

RESOLVED:

That the event be agreed.

494/19-20. **PERIODIC YOUTH SERVICE.**

Members previously agreed to commission a periodic youth service for 2019 – 2020, minute 354/18-19, members were asked to consider the programme proposal from the current provider, to continue delivery of the Youth Service for the 2020 – 2021 financial year.

Members were reminded that the provider had regularly attended the Community Safety Committee meeting throughout the year to give updates and that the proposal provided was within the budget agreed and allocated by the Town Council for Youth Service provision.

Members discussed the proposal and agreed to commission the service for 2020 – 2021.

RESOLVED:

That the periodic youth service, as detailed in the proposal, be commissioned for the 2020 – 2021 financial year.

495/19-20. **STAFF / MEMBER TRAINING – UPDATE.**

The following training had been scheduled / undertaken:-

Cllr Sue Butterfill	Health & Well Being Conference – Kent Association of Local Councils	6 February 2020 – Swanley
Cllr Lorna Cross	Health & Well Being Conference – Kent Association of Local Councils	6 February 2020 – Swanley
Cllr Linda Hall	Introducing Allotment Law & Management	9 January 2020 - Lenham
Town Clerk	Website Accessibility Regulations Workshop – Kent Association of Local Councils	24 January 2020 - Ditton

RESOLVED:

That the item be noted.

496/19-20. **KENT ASSOCIATION OF LOCAL COUNCILS (KALC) – KALC NEWS.**

Members were supplied with the January 2020 issue of the KALC News.

RESOLVED:

That the item be noted.

497/19-20. **CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.**

At its meeting on 13 January 2020 the DBC General Assembly of Council agreed that they would continue to operate the Capacity Building Fund and make a contribution of £40,000 into the fund in 2020/21 (there are x8 parish councils).

Further to minutes 441/19-20 (*RLA 30 January 2020*), members were asked to consider suitable/appropriate projects for this year's scheme.

RESOLVED:

That the item be noted.

498/19-20. **DRAFT BUDGET STATEMENT 2020 – 2021.**

Members were provided with a draft Budget Statement for 2020 – 2021 and were asked to agree to the Budget Statement being distributed in the same manner as last year.

Members applauded the Budget Statement and thanked officers for the detail put into the document.

RESOLVED:

That the Budget Statement be produced and distributed in the same manner as last year.

499/19-20. **REPORTS OF OUTSIDE REPRESENTATIVES.**

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

Castle Hill/Eastern Quarry Community Liaison Group (CHEQCLG)

Councillor Peter Harman is the Town Councils representative on the CHEQCLG. As previously agreed the minutes from the 21 January 2020 meeting were available in the Chamber for inspection.

Borough and Parish Forum (BPF) (DBC)

The Town Mayor and Town Clerk are the Town Council representatives on the BPF. As previously agreed the agenda for the 14 January 2020 were available in the Chamber for inspection.

Elders Forum (EF) (DBC)

Councillor Lesley Howes is the Town Councils representative on the EF. As previously agreed the agenda from the 7 February 2020 meeting was available in the Chamber for inspection.

North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representative on the NWKVC and she provided a verbal update which included:

That the Trustees were formulating a 5 year plan to ensure everything was in place for the future and that they remained viable going forward.

Ingress Park (Greenhithe) Management Limited (IPGM).

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

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

Councillor Peter Harris gave an update which included:

There had been a noticeable improvement in both the management and accounting by First Port for the site.

The next large expenditure forecast for Ingress Park would be the securing of the cliff face and trees within the Follies as well as the ongoing maintenance of the Bridge Folly. A recent incident of anti-social behaviour had resulted in damage to landscaping equipment.

RESOLVED:

That the item be noted.

500/19-20. **REPORT FROM KENT COUNTY COUNCILLOR (KCC).**

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

There had been nothing relating to Swanscombe and Greenhithe from the Planning and Regulatory Committees. The Constitution Committee were meeting to review the KCC Constitution which was a challenging task.

At the recent budget meeting, the budget had been agreed with the addition of one amendment involving the increasing the amount allocated for Youth Mentors.

RESOLVED:

That the item be noted.

501/19-20. **REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

The Dartford Borough Councillors on the Town Council reported on the following matters:

A Special General Assembly of the Council had been held on Monday 17 February 2020, to honour Councillor Pat Coleman, who had served for over 40 years, with the Freedom of the Borough.

At a recent Development Control Board meeting the housing developments at Keary Road, Milton Road and the proposed extension to a childminding business in Ingress Park were agreed.

A proposal from both the Cabinet A Advisory meeting and Joint Transportation Board to increase the number of Parking Enforcement Officers for the borough had not been taken forward.

Further questions were being raised regarding the recent issues with the contractor used for emptying dog bins within the Town.

Members were informed that in response to a question was raised on the number of Crime & Disorder Committee meetings held at Dartford Borough Council per year, it had been indicated that as this was a strategic body, the scheduled two meetings per year were sufficient.

Members had been provided with an overview of the work undertaken on financial scrutiny by the Audit Board.

RESOLVED:

That the item be noted.

502/19-20. **TOWN MAYOR'S ANNOUNCEMENTS.**

The Town Mayor informed members of the recent corporate tree planting event he had attended at the Swanscombe Heritage Park. This event had been undertaken by Optimum Power Services, under the guidance and supervision of, North West Kent Countryside Partnership.

The Town Mayor and Town Clerk had attended an informal meeting with representatives from Gravesham Community Leisure Limited regarding the MUGA at the rear of the Leisure Centre. It was hoped that this would result in minor improvements being undertaken to the site which would facilitate more use by the community.

503/19-20. **QUESTIONS.**

Members were informed that questions did not form part of the Meeting; they were merely the opportunity for Members to exchange information.

504/19-20. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor John Hayes and seconded by Councillor Peter Harris;

RESOLVED:

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

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

505/19-20. **INGRESS PARK COMMUNITY CENTRE.**

Members discussed the contents of the confidential report provided by officers and, following a vote, it was agreed that the documents listed in item 20 be signed and sealed.

RESOLVED:

That the documents listed in item 20 be signed and sealed.

Having already declared a prejudicial interest Councillor Emma Ben Moussa left the chamber and took no part in the discussion or decision of the following item.

506/19-20. **REQUEST FROM CYGNETS PRE-SCHOOL.**

After a lengthy debate regarding the contents of the confidential report it was unanimously agreed that, provided Cygnets accepted the conditions attached to the offer, the request from Cygnets be approved.

RESOLVED:

That, using the General Power of Competence, and provided Cygnets accepted the conditions attached to the offer, the request from Cygnets be approved.

Having already declared a prejudicial interest Councillor Ann Duke left the chamber and took no party in the discussion or decision of the following item.

507/19-20. **SEALING OF DOCUMENTS.**

The following document has been received from the Solicitor's acting on behalf of Crest Nicholson and require signing and sealing:

- Transfer of Part of Registered Title – Ingress Park Community Centre.

The following document has been received from the Solicitor's acting on behalf of Walk Tall and require signing and sealing:

- Lease relating to Heritage Community Centre, Craylands Lane, Swanscombe.

RESOLVED:

That the above documents be signed and sealed, in accordance with Standing Order 21, a) and b).

There being no further business to transact the Meeting closed at 8.45 pm.

Signed: _____ Date:- _____
(Chairman)

AGENDA ITEM 5

Town Council 14/07/2020

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 26 FEBRUARY 2020 AT 7.00PM

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

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: There were none

520/19-20. 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.

521/19-20. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Ann Duke and Maurice Weet.

522/19-20. SUBSTITUTES.

There were none.

523/19-20. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

524/19-20. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

525/19-20. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 FEBRUARY 2020.**

Recommended: The Minutes of the meeting held on 5 February 2020 were confirmed and signed.

TOWN PLANNING:

526/19-20. **PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.**

DA/20/00130/FUL	<p>Demolition of existing single storey rear extension at 125 Milton Road and the erection of a part two, part single storey rear extension, 2 No. dormer windows to the front and 2 No. dormer windows to the rear to provide for extended A1 retail floorspace at 123, extended A3 cafe floorspace at 125, plus the formation of 2 No. 1 bed flats at the first floor and 1 No. 2 bed flat in the roofspace together with external staircase to the rear, and associated external alterations, landscaping, parking and waste storage.</p> <p>123 – 125 Milton Road, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/20/00140/FUL	<p>Provision of a new drive thru lane, ground floor extension to building with new drive thru booths, new site access/egress, with the re-arrangement of the car park, a new patio area, bin store and sub-station.</p> <p>McDonalds, London Road, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council object to this application on the following grounds:</p> <p>Air Quality – Members are extremely concerned that the design/concept of a drive-thru facility results in customers waiting with their engines running and this will obviously have a detrimental effect on the air quality in an area that is already severely affected by pollution from heavy traffic use and congestion. The proposal would also encourage more vehicle use / additional traffic in the area which is not in accordance with the recently announced <i>Planet Dartford</i> aspirations.</p> <p>Highways Safety – The proposal would have a negative impact on the highways safety in an area that already has high vehicular movements and congestion.</p>

	<p>Litter - Members have concerns that a drive-thru facility will result in an increase in litter.</p> <p>Layout – The delivery vehicle turning arrangements in the proposed car park are also a concern as it would obstruct other vehicles in the car park.</p> <p>This application, and the associated planning applications linked to this proposal, would lead to substantial harm to the setting of the adjacent Grade II listed St Mary Church especially due to the increase in activity and disturbance at the site. The proposal would also have a negative impact on the character and appearance of the area.</p> <p>The Planning Authority are asked to confirm that the proposal meets the Policies of the Dartford Core Strategy, Dartford Development Policies Plan (2017) and National Planning Policy Framework specifically those relating to DP2: Good Design in Dartford, DP12: Historic Environment Strategy, DP24: Open Space, CS14: Green Space and DP13: Designated Heritage Assets.</p>
DA/20/00141/ADV	<p>Provision of digital signage suite and individual non-illuminated information and directional signs to accommodate the new drive thru layout.</p> <p>McDonalds Restaurant, Bean Road, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council object to this application on the grounds that it would not be appropriate to the setting of the adjacent Grade II listed St Mary Church and it would have a negative impact on the character and appearance of the area.</p>
DA/20/00155/FUL	<p>Erection of a part two/part single storey side/rear extension.</p> <p>40 Trebble Road, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/20/00197/FUL	<p>Cross Boundary Application: Construction of a new 600mm diameter storm water outfall, including headwall construction, into the River Thames, to serve the Whitecliffe development (formerly known as the Eastern Quarry development).</p> <p>Land East of Tiltman Avenue, Swanscombe Peninsular.</p>
OBSERVATIONS:	<p>The Town Council are disappointed that the archaeological report contained in the letter, dated 2 December 2019, submitted with the application does not take into consideration any of the tunnels that are in the area of Craylands Lane which have archaeological significance. Liz Dyson (Heritage</p>

	<p>Conservation Manager and County Archaeologist, Kent County Council) is currently supervising a survey of tunnels in the area and the developer might benefit from consulting with her as this would assist in keeping their records up to date.</p> <p>The Ecology section of the same letter does not make any reference to the rare jumping spider which is known to live at only two sites in the UK with one being the Swanscombe Marshes.</p>
DA/20/00207/FUL	<p>Application for variation of condition 2 (approved drawings) of planning permission DA/15/01660/VCON in respect of minor amendments to the approved plans comprising amendments to the parking layout, windows and balconies.</p> <p>Neptune Slipway, Pier Road, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council are concerned that the balcony in the proposal appears to overlook a Children's Play Area.</p>
DA/20/00229/FUL	<p>Conversion of rear part of garage to habitable room.</p> <p>56 Empire Walk, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council objects to this application as the proposed development would result in the loss of a parking space and would be likely to result in undesirable on-street parking in an area with limited on street parking provision contrary to Policies of the Dartford Development Policies Plan.</p> <p>Drawing Number D01 of the application indicates that a car would still be able to use the reduced sized garage but members have concerns that this space would not be able to accommodate most cars which would then result in the loss of an off road parking space.</p> <p>The Town Council believes that the proposal would have a detrimental effect on the provision of parking in the vicinity.</p>
EDC/19/0216	<p>Application for minor material amendment to planning permission reference no. DA/06/01350/FUL (as amended by EDC/19/0165) for A mixed development comprising filling in of industrial lagoon and erection of industrial and office units (Use Classes B1, B2 and B8); to allow creation of additional vehicular access, increase to building floorspace and consolidation of floorspace into one building, amendments to site layout, vehicle parking, turning areas and landscaping.</p> <p>Reservoir North of Lower Road Northfleet.</p>
OBSERVATIONS:	<p>No observations.</p>
EDC/20/0022	<p>Application for the approval of reserved matters (relating to access, appearance, landscaping, layout and scale) for the construction of 171 dwellings and associated car parking, open</p>

	space and infrastructure, pursuant to conditions 2, 25 and 28 of outline planning permission EDC/17/0048. Swanscombe Edge Parcel, Alkerden Village, Eastern Quarry, Watling Street, Swanscombe.
OBSERVATIONS:	No observations.

527/19-20. **GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.**

The following granted decision notices were noted.

DA/19/01292/COU	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. 1 Prioress Crescent, Greenhithe.
DA/19/01465/FUL	Demolition of garages and erection of 4 flats and 3 houses including new access drive, off-street parking, bin & cycle storage and both private and communal garden areas. Land rear of 150-160 Milton Road, Swanscombe.
DA/19/01675/FUL	Erection of a single storey rear infill extension. 75 Broomfield Road Swanscombe.

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

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 18 MARCH 2020 AT 7.00PM

PRESENT: Councillor John Hayes – Vice-Chairman in the Chair
Councillor Lorna Cross
Councillor Ann Duke
Councillor Linda Hall
Councillor Peter Harris
Councillor Lesley Howes

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: There were none

542/19-20. 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.

543/19-20. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Peter Harman and Maurice Weet.

544/19-20. SUBSTITUTES.

There were none.

545/19-20. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

546/19-20. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

547/19-20. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 26 FEBRUARY 2020.

Recommended: The Minutes of the meeting held on 26 February 2020 were confirmed and signed.

TOWN PLANNING:

548/19-20. PLANNING APPLICATIONS SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' OBSERVATIONS.

DA/20/00232/FUL	Erection of a part three/part single storey rear extension with balcony at first floor level, provision of dormer window in rear elevation, roof lights in front elevation and window in gable to provide additional rooms in the roof space. 42 Knockhall Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/20/00238/FUL	Provision of replacement doors on ground floor rear elevation and internal alterations. 9 Palladian Circus, Greenhithe.
OBSERVATIONS:	No observations.
DA/20/00248/FUL	Erection of a single storey front infill extension together with reduction and conversion of existing integral garage into habitable room with associated alterations to front elevation. 2 Chapel Court, Milton Road, Swanscombe.
OBSERVATIONS:	No observations

549/19-20. GRANTED DECISION NOTICES SUBMITTED BY DARTFORD BOROUGH COUNCIL / EBBSFLEET DEVELOPMENT CORPORATION FOR MEMBERS' INFORMATION.

The following granted decision notices were noted.

DA/19/01657/TPO	Application to fell 3 No. trees and carry out various works to other tree subject to Tree Preservation Order No. 1 2000. Ingress Park Site, Greenhithe
DA/19/01131/ADV	Display of internally illuminated and non-illuminated various fascia, projecting hanging and hoarding signs. Asda Superstores, Crossways Boulevard, Dartford.

There being no further business to transact, the Meeting closed at 7.05pm.

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 19 MARCH 2020 at 7.00PM

PRESENT: Councillor Lesley Howes - Chairman for the meeting
Councillor Lorna Cross
Councillor Linda Hall
Councillor John Hayes

ALSO PRESENT: Martin Harding – Assistant Town Clerk/RFO

ABSENT: There were none

550/19-20. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

551/19-20. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Anita Barham, Emma Ben Moussa, Sue Butterfill and Peter Harman

552/19-20. **ELECTION OF CHAIRMAN FOR THE MEETING.**

As both the Chairman and Vice-Chairman were unable to attend the meeting it was duly proposed, seconded and agreed;

Recommended: That Councillor Lesley Howes be elected as Chairman for the meeting.

553/19-20. **SUBSTITUTES.**

There were none.

554/19-20. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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

555/19-20. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

556/19-20. **TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 30 JANUARY 2020.**

Recommended: That the Minutes of the Meeting held on 30 January 2020 were approved and signed as a true record.

557/19-20. **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 also the work planned for the future which included:

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

Recommended: That the report be noted.

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.

558/19-20. **ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT.**

Members were sent the results of the Annual Playground Safety Inspection. Members noted that most of the risk criteria ratings were L (low) or VL (very low).

Recommended: That the Annual Playground Safety Inspection Report be noted and that the works highlighted are agreed to be undertaken.

559/19-20. **CHILDREN'S SUMMER ENTERTAINMENT – 2020.**

Members were issued with details regarding the option of two packages for children's summer entertainment. The budget agreed in the estimates, and contained within Cost Centre 9, Cost Code 121, for this item was £2,000.00 with the Administration Team having successfully obtained an additional £1,500.00 (KCC Members Grant).

Recommended: That Option One be selected for the Children's Summer Entertainment - 2020.

560/19-20. **REQUESTS TO USE TOWN COUNCIL PARKS / OPEN SPACES.**

Two requests had been received to use Town Council parks.

- A. Swanscombe Children's Centre – Swanscombe Park – Easter Fun Day – 7 April 2020
- B. Swanscombe Tigers FC – Broomfield Park – Family Fun Day – 5 July 2020

Recommended:

That the two requests, as detailed, be agreed and that the organisers are reminded to note the current Government guidance on social gathering.

561/19-20. **ENVIRONMENTAL ACTION PLAN WORKING GROUP.**

Further to minute 435/19-20 the Working Group met on site on 31 January 2020 to look at the area and begin planning for what should be installed/included at the site.

Members were provided notes from the meeting, along with indicative diagrams of the area.

Members discussed the planting arrangement proposed for the site.

Recommended:

That the item be noted.

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

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 5 MARCH 2020 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Lorna Cross

ALSO PRESENT: x 1 Member of the public
Martin Harding – Assistant Town Clerk/RFO

ABSENT: Councillor Jay Shah

528/19-20. **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.

529/19-20. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Sue Butterfill, Peter Harman and Maurice Weet.

530/19-20. **SUBSTITUTES.**

There were none.

531/19-20. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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

532/19-20. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

533/19-20. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9 JANUARY 2020.**

Recommended: The Minutes of the meeting held on 9 January 2020 were confirmed and signed as a true record.

534/19-20. MONTHLY BANK RECONCILIATIONS.

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

Recommended: That the bank reconciliations for December 2019 and January 2020, and verified by Councillor Jay Shah, be noted.

535/19-20. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in December 2019 and January 2020.

Recommended: That the bank transfers undertaken in December 2019 and January 2020 be approved.

536/19-20. 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 December 2019 and January 2020.

Recommended: That the receipts and payments for December 2019 and January 2020, as per the annexed list, be approved.

537/19-20. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 31 January 2020.

Recommended: That the summary of accounts to 31 January 2020 be noted.

538/19-20. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL.

Members considered the applications and, after discussion, it was agreed that the following funding be awarded from the 2019 – 2020 budget:

- My Butterfly - £250.00
- Hi-Kent - £500.00

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

539/19-20. **INTERIM INTERNAL AUDITORS REPORT.**

Members considered the interim report from the Town Councils internal auditor.

Recommended: That the information be noted and that the RFO be thanked for his continued work on the Town Councils finances.

540/19-20 **ROLLER SHUTTER MAINTENANCE CONTRACT (3 YEARS).**

Members considered the information provided regarding the contract renewal for roller shutter maintenance.

Recommended: That the actions taken in entering into this contract be noted and endorsed.

541/19-20 **CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.**

At its meeting on 13 January 2020 the DBC General Assembly of Council agreed that they would continue to operate the Capacity Building Fund and make a contribution of £40,000 into the fund in 2020/21 (there are x8 parish councils).

Further to minutes 441/19-20 (*RLA 30 January 2020*) and 497/19-20 (*Town Council 20 February 2020*), members are asked to consider suitable/appropriate projects for this year's scheme.

Recommended: That the item be noted.

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

MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 12 FEBRUARY 2020 at 7.00 PM

PRESENT: Councillor Peter Harris - Chairman
Councillor Emma Ben Moussa
Councillor Lorna Cross
Councillor Lesley Howes
Councillor Jay Shah

ALSO PRESENT: Martin Harding – Assistant Town Clerk / Responsible Financial Officer
Billy Unsworth - Kent County Council (KCC) Community Warden.
PCSO Rob Young – Kent Police
Sue Hart – CAS Training
Chris Hennis – Play Place
5 x members of the public

ABSENT: There were none.

460/19-20. 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.

461/19-20. APOLOGIES FOR ABSENCE.

Apologies for absence were received from Councillors' Anita Barham, Sue Butterfill and Peter Harman.

Apologies were also received from Zoe Harris (Kent County Council), Sgt Siobhan Rowe (Kent Police) and Sarah Rawlinson (Youth & Community Engagement Officer, Diocese of Rochester).

462/19-20. SUBSTITUTES.

There were none.

463/19-20. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

A resident raised concerns over a group of youths causing anti-social behaviour around parts of Greenhithe. PCSO Young reassured the resident that they were aware of the groups and that steps were being taken to address the issue.

Another resident highlighted an issue of the littering of nitrous oxide canisters around specific areas of Swanscombe. PCSO Young agreed to include those areas on their regular patrols.

464/19-20. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

That, at the request of the Chairman, Agenda item 12 be moved to the last item on the agenda.

465/19-20. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 4 DECEMBER 2019.

Recommended: That the Minutes of the Meeting held on 4 December 2019 be confirmed and signed as a true record.

466/19-20. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

PCSO Rob Young gave a summary of recent crime levels and incidents of note that had occurred in both Swanscombe and Greenhithe. These included burglaries, groups of youths causing anti-social behaviour and county lines gangs using the rail network.

PCSO Young also spoke about his upcoming police surgery scheduled for 2.00 to 3.00pm on Saturday 22 February 2020, in the Church Road Hall, Church Road, Swanscombe.

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

467/19-20. KCC COMMUNITY WARDENS REPORT.

KCC Warden Unsworth gave an update on cases he had been involved with in the area, including blue badge parking, suspected scams, anti-social behaviour and safeguarding reviews.

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

468/19-20. **ANTI-SOCIAL BEHAVIOUR AND EFFECTIVE PUNISHMENTS.**

Members were asked to consider the current levels of anti-social behaviour within Swanscombe and Greenhithe, and whether these are effectively punished.

Members discussed the guidance from GOV.UK on punishments available for anti-social behaviour with PCSO Young and Warden Unsworth. Both agreed that although the punishments were not ideal, they were aimed at educating young people away from further crime.

Recommended: That the information be noted.

469/19-20. **COMMUNICATION.**

Members briefly discussed existing routes of communication regarding community safety and methods in which these could be improved.

Recommended: That the information be noted.

470/19-20. **COMMUNITY SAFETY LIAISON.**

Youth services / officers – Chris Hennis from Play Place gave a summary of the activities they were currently undertaking in the area. These included the weekly youth club at the Heritage Community Hall, occasional detached work in Broomfield Park and a multi sports activity in Castle Hill.

Sue Hart from CAS Training gave an update on the success of the Town Council funded MCM Youth Club that had opened at the Old Fire Station in April of this year. Sue gave an overview of the results of the recent participant and parent survey, which was very positive and also extended an invitation to all to attend the end of year exhibition of the young people's work on 18 April 2020.

Neighbourhood Watch – The Chairman reminded the meeting that if any new neighbourhood watch groups wished to form they should contact PCSO Young.

Recommended: That the information be noted.

471/19-20. **DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.**

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

Recommended: That the information be noted.

472/19-20. **CURRENT CRIME RELATED ISSUES.**

County Lines – PCSO Young explained a recent success story involving the seizure of drugs and money from a group original based out of the London.

County Lines – The Chairman reminded members of a recent incident at Greenhithe Station and confirmed that personal alarms could be purchased from the Community Safety Shop, which was now based in Gravesend.

Ability to send CCTV to Kent Police online – PCSO Young confirmed that as yet no updates had been made to the online reporting system to facilitate uploading CCTV footage.

Recommended: That the information be noted.

At this point Councillor Emma Ben Moussa left the meeting.

473/19-20. **GOVERNMENT CONSULTATION – STRENGTHENING POLICE POWERS TO TACKLE UNAUTHORISED ENCAMPMENTS (p).**

The Home Office are seeking the views of local authorities, police forces and other interested stakeholders on strengthening police powers to tackle unauthorised encampments.

Full details were attached and can be found electronically at:

<https://www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments>

The deadline for representations and objections is 5 March 2020.

Members went through the consultation and formulated their responses to the questions.

Recommended That the completed consultation be returned.

There were no confidential items for discussion.

There being no further business to transact, the Meeting closed at 8.45 pm.

MINUTES of the MEETING of the EXECUTIVE & EMERGENCY COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on FRIDAY 20 MARCH 2020 at 2.00PM

PRESENT: Councillor Peter Harris – Vice-Chairman
Councillor Lorna Cross (substituting for Councillor Maurice Weet)
Councillor Ann Duke
Councillor Lesley Howes – ex-officio
Councillor Jay Shah

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

ABSENT: There were none

562/19-20. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

563/19-20. **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors' Anita Barham, Sue Butterfill, Peter Harman, Dr Jo Harman and Maurice Weet.

564/19-20. **SUBSTITUTES.**

Councillor Lorna Cross substituted for Councillor Maurice Weet.

565/19-20. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Ann Duke declared a prejudicial interest in proposal 15 of Agenda Item 8 – Covid-19 – Contingency Plan in the event of restrictive activity or a shutdown, as she is the Chief Executive Officer of Walk Tall

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

566/19-20. **TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

567/19-20. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 29 AUGUST 2017.**

Recommended: The Minutes of the meeting held on 29 August 2017 were confirmed and signed as a true record.

568/19-20. **REQUEST FOR DISPENSATION FOR NON-ATTENDANCE AT MEETINGS IN RESPECT OF COUNCILLOR DR JO HARMAN.**

Recommended: That the Town Council approve a dispensation for Councillor Dr Jo Harman from attending meetings of the Town Council due to ill health, for a six month period commencing 20 March 2020, to avoid ceasing being a member of the authority under Section 85 of the Local Government Act 1972.

569/19-20. **ENTERING A PERIOD OF RESTRICTED ACTIVITY.**

Due to the current Covid-19 crisis members were asked to agree to the cancellation of scheduled meetings until further notice, thus entering a period of restricted activity.

Recommended: That all scheduled meetings are cancelled until further notice, thus entering a period of restricted activity.

570/19-20 **COVID-19 – CONTINGENCY PLAN IN THE EVENT OF RESTRICTED ACTIVITY OR A SHUTDOWN.**

It is likely that Government will pass emergency legislation to support the prevention of the spread of Covid-19. This may include restricting peoples' activity and travel; increasing the number of people who are asked to "self-isolate", preventing groupings of people for meeting and events.

Members were asked to consider an updated contingency plan in the event the Town Council entered into a period of restricted activity or a shutdown. Members discussed and agreed each point on the contingency plan individually.

For clarification the financial and contractual implications of proposals 9 and 10, regarding staffing, were explained to members in detail.

Members agreed to include the Community Café to proposal 12 as a facility to be suspended until further notice.

Having already declared a prejudicial interest Councillor Ann Duke left the chamber and took no part in the discussions or decision on proposal 15.

Recommended: That the updated Covid-19 Contingency Plan as per the attached schedule, be agreed and adopted with an amendment to include the Community Café in proposal 12 as a facility to be suspended until further notice.

There being no further business, the Meeting closed at 2.40pm

MINUTES of the MEETING of the HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on TUESDAY 25 FEBRUARY 2020 at 10.00 AM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Linda Hall – Vice-Chairman
Councillor Emma Ben Moussa
Councillor Sue Butterfill
Councillor Ann Duke
Councillor Peter Harman (ex-officio)

ALSO PRESENT: Martin Harding, Assistant Town Clerk/RFO
Lis Dyson, Kent County Council (KCC)

ABSENT: There were none.

508/19-20. **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.

509/19-20. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Anita Barham.

510/19-20. **SUBSTITUTES**

There were none.

511/19-20. **TO DECLARE INTERESTS IN ITEMS ON THE AGENDA**

There were none.

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

512/19-20. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

513/19-20. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 DECEMBER 2019.**

Recommended: That the Minutes of the meeting held on 5 December 2019, be confirmed and signed as a true record.

514/19-20. **HERITAGE PARK IMPROVEMENTS.**

The ATC/RFO informed members that the corporate tree planting event had successfully taken place on 4 February 2020 with the Town Mayor in attendance. North West Kent Countryside Partnership (NWCKP), who had facilitated the event, would refer any other interested companies to the Town Council in future for consideration for the Heritage Park.

NWCKP were continuing to investigate a possible funding stream for the pond, as well as the other funding options the ATC/RFO was working on.

Natural England had provided information on Earth Science Week from 11 to 17 October 2020. Members were asked to consider whether this was something the Town Council would like to work in partnership with and consider activities for. This would be discussed at the next meeting of the Sub-Committee

Recommended: That the ATC/RFO continue progressing the pond improvements and continue with the other heritage based projects as detailed.

515/19-20. **NATURAL ENGLAND – SWANSCOMBE SKULL SITE NATIONAL NATURE RESERVE (NNR) AND SITE OF SPECIAL SCIENTIFIC INTEREST (SSSI) - VISUAL MANAGEMENT PLAN/LEASE.**

The ATC/RFO advised members of the recent positive meeting held with Natural England to review the Management Plan for the site. Natural England were pleased with the progress the Town Council had made.

Natural England recommended that the Town Council consider looking at protection for the wider Heritage Park and had suggested investigating Local Nature Reserve (LNR) status.

Members agreed for the ATC/RFO to investigate this and report back to the next Sub-Committee meeting.

Recommended: That the information be noted and that the ATC/RFO investigate the process of LNR designation for the wider Heritage Park.

516/19-20. **FRIENDS OF SWANSCOMBE HERITAGE PARK (FOSH) REPORT OF ACTIVITIES.**

Unfortunately no member of the FOSH was in attendance and there had been no report submitted prior to the meeting.

Recommended: That the item be noted.

517/19-20. **HERITAGE PARK WEBSITE**

The ATC/RFO reminded members that any items to be included on the website needed to be forwarded to him.

Recommended: That the item be noted.

518/19-20. **ANY OTHER ITEMS RELATED TO HERITAGE.**

The Chairman confirmed that an invitation had been extended to Mark Harrison from Historic England to attend the next meeting of the Local History Group and this was pending.

Lis Dyson advised that KCC were currently working on a mapping exercise for archaeology and find sites within the area, and would like to undertake a presentation to the Sub-Committee on their findings. Members agreed that this presentation would be most welcome.

Lis Dyson confirmed that KCC were liaising with Ebbsfleet Development Corporation (EDC) on heritage interpretation within the area. A meeting would be arranged with the ATC/RFO to discuss the original interpretation proposals submitted to EDC previously.

Members wished to thank the ATC/RFO for the work he had undertaken, since joining the Town Council, on both improvements to the Heritage Park and raising the profile of the Town Council with organisations' such as Natural England.

519/19-20. **DATE OF NEXT MEETING.**

Recommended: That the next meeting be scheduled for Tuesday 21 April 2020 at 10.00am.

There being no further business to transact, the meeting closed at 10.35 am.

SWANSCOME & GREENHITHE TOWN COUNCIL INTERNAL AUDIT REPORT 2019-20

I am pleased to report to Members of the Town Council that I have completed my internal audit of the Town Council's records for 2019-20 and have been able to complete the Annual Internal Audit Report for the 2019-20 Annual Return.

Members should be aware that the audit tests that I undertook during the audit cannot be relied on to identify the occasional omission or insignificant error, nor to disclose breaches of trust or statute, neglect or fraud which may have taken place and which it is the responsibility of the Members of the Council to guard against through the Town Council's internal control procedures.

Members will be pleased to know that I did not find anything major in my financial audit to report and that I found the record keeping to be of a good standard and the Town Council's approach to the management of risks to be sound. As a result of my audit I was able to answer 'YES' to all the relevant questions contained in the Annual Internal Audit Report for 2019-20.

I would like to take this opportunity to thank your RFO for the assistance given to me in the conduct of the audit which was carried out remotely on 19-20 May 2020.

PREVIOUS AUDITS:

Interim audit:

There were no issues to follow up from the interim audit.

Last July I had reviewed the Council's website for compliance with the publication requirements for the accounting statements. The publication requirements are related to electors' rights of inspection of the accounts and right to question the auditor.

FINDINGS THIS AUDIT:

During the audit I carried out sufficient work to enable me to complete the Internal Audit Annual Report. I have relied upon the interim audit for testing of the workings of the accounting system and some elements of the Annual Internal Audit Report and on year end review for the remainder. I have checked the year end reconciliation to both bank statements and the accounts.

All worked well and there is nothing that I need to report to you.

Lionel Robbins
Independent Internal Auditor
24 May 2020

Annual Internal Audit Report 2019/20

SWANSCOMBE AND GREENWITHE TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	YES		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	YES		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	YES		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	YES		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	YES		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	YES		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	YES		
H. Asset and investments registers were complete and accurate and properly maintained.	YES		
I. Periodic and year-end bank account reconciliations were properly carried out.	YES		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	YES		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	YES		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

22/01/20 19/05/20 20/05/20

Name of person who carried out the internal audit

LIONEL ROBBINS

Signature of person who carried out the internal audit



Date

24/05/20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

AGENDA ITEM 9

Town Council 14/07/2020

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

SWANS COMBE AND GREENHILL TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes	No*	Yes' means that this authority:
	Yes	No*			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓		

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

14/07/2020

and recorded as minute reference:

AG/20/01

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.swanscombeandgreenhilltowncouncil.gov.uk



AGENDA ITEM 10

Town Council 14/07/2020

Section 2 – Accounting Statements 2019/20 for

INTERNAL GOVERNANCE OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	601261	595082	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	494139	426806	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	144679	204762	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	273332	281373	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	371664	330511	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	595082	614766	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	583213	604073	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5196319	5211319	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

MR **SIGNED**

Date 20/4/2020

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



AGENDA ITEM 11

Town Council 14/07/2020

20 April 2020 (2019-2020)

Swanscombe and Greenhithe Town Council

BALANCE SHEET

31/03/2020

(Last) Year Ended
31 Mar 2019

(Current) Year Ended
31 Mar 2020

£	CURRENT ASSETS	£
0.00	Stocks and stores	0.00
0.00	Work in progress	0.00
0.00	Debtors (Net of provision for doubtful debts)	0.00
0.00	Payments in advance	0.00
14,619.54	VAT Recoverable	10,692.81
0.00	Temporary lendings (investments)	0.00
580,463.19	Cash in hand	604,073.66
595,082.73	TOTAL ASSETS	614,766.47
	CURRENT LIABILITIES	
0.00	Creditors	0.00
<u>595,082.73</u>	NET ASSETS	<u>614,766.47</u>
	Represented by:	
233,087.94	General fund Balance	186,403.77
	Reserves:	
0.00	Capital	0.00
361,994.79	Earmarked	428,362.70
0.00	Adjustments	0.00
<u>595,082.73</u>		<u>614,766.47</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2020

Signed _____
Responsible Financial Officer

Date _____



AGENDA ITEM 13

Town Council 14/07/2020

Please find below the list of proposed meeting dates for the remainder of the municipal year 2020 – 2021:

Date:	Time:	Meeting:
Tuesday 18 August 2020	2.00pm	Town Council
Tuesday 15 September 2020	2.00pm	Town Council
Tuesday 20 October 2020	2.00pm	Town Council
Tuesday 17 November 2020	2.00pm	Town Council
Tuesday 15 December 2020	2.00pm	Town Council
Tuesday 12 January 2021	2.00pm	Town Council (Budget)
Tuesday 16 February 2021	2.00pm	Town Council
Tuesday 16 March 2021	2.00pm	Town Council
Tuesday 13 April 2021	2.00pm	Town Council
Thursday 13 May 2021	7.00pm	Annual General Meeting



AGENDA ITEM 17

Town Council 14/07/2020

Please find below a chronological list of the decisions and activities undertaken since lockdown began on 24 March 2020:

Date:	Decision / Activity:
24 March 2020	Lockdown Began
25 March 2020	Request sent to Dartford Borough Council (DBC) to lift charges at the Grove Car Park, agreed on 27 March 2020.
26 March 2020	Advised Leaseholder of conditions agreed at Executive & Emergency.
27 March 2020	Trailer stolen from within Swanscombe Park, replacement purchased via an insurance claim.
30 March 2020	Liaison with Parks Department regarding access for landscaping contractor.
31 March 2020	Advised Second Leaseholder of conditions agreed at Executive & Emergency.
31 March 2020	Correspondence sent to developer further to minute 482-19/20
1 April 2020	Publicity released confirming DBC had closed Swanscombe cemetery in line with Government guidance.
2 April 2020	£200 donation made to both Swanscombe Food Cellar and Marys Child Food Bank.
3 April 2020	Revised management agreement with DBC for Grove Car Park digitally signed in agreement with the Town Mayor.
14 April 2020	Liaison with GCLL on impact to the Leisure Centre, feedback provided to Town Mayor and Deputy Town Mayor.
14 April 2020	Following risk assessments the Parks Department returned to work.
14 April 2020	Town Mayor makes £500 donation to Swanscombe Food Cellar.
15 April 2020	Reduced fee for existing football pitch users agreed with Chair and Vice Chair of Recreation & Leisure Committee, then details sent to all clubs.

16 April 2020	Wreath arranged for the funeral of former Councillor Bryan Read.
22 April 2020	Correspondence sent to x 2 Senior Lunch Clubs enquiring that there members are ok and offering any support they may need.
29 April 2020	Documents for Internal Audit sent to Auditor electronically.
1 May 2020	Town Mayor makes further £500 donation to Marys Child Food Bank.
11 May 2020	Following liaison with Town Mayor and Deputy Town Mayor the memories of lockdown competition was launched.
12 May 2020	Email from Cygnets regarding return on the 1 June 2020. Work undertaken to ensure procedures put in place to ensure safety of staff opening and closing the venue.
13 May 2020	Publicity released for the Mass Observation Archives lockdown project.
14 May 2020	Publicity material placed on site and on social media for the reopening of the tennis courts.
19 May 2020	Letter sent to MP regarding the lack of financial support to local councils during the pandemic.
20 May 2020	Following liaison with members of the Community Safety Committee, letter sent to DBC Community Safety Unit regarding incidents of anti-social behaviour within the town.
20 May 2020	Following damage an insurance claim was settled for the exit barrier at the Grove Car Park.
20 May 2020	Confirmation received of installation permits for hanging baskets in both high street and liaison undertaken with the contractor.
26 May 2020	Following liaison with all members an order was placed for new flags to commemorate Pride and Black History Month.
8 June 2020	Works began from tree survey.
10 June 2020	Condolences sent to DBC following the passing of Mr Graham Harris.
15 June 2020	New flags received and Pride Flag installed.


15 June 2020	Advised Third Leaseholder of conditions agreed at Executive & Emergency, and confirmed that correspondence from them would be considered at first meeting of the Town Council.
18 June 2020	Informal meeting conducted with Henley Camland and Ebbsfleet Development Corporation.
18 June 2020	Following consultation with Town Mayor and the Chairs of Recreation and Finance Committees that the Town Councils package of Summer Entertainment would be postponed until 2021.
18 June 2020	Following consultation with the Town Mayor and Deputy Town Mayor agreed to postpone holding an AGM until May 2021.
18 June 2020	Following consultation with the Town Mayor and Deputy Town Mayor agreed to hold virtual Town Council meeting in July 2020 and then propose a schedule of monthly Town Council meetings.
19 June 2020	Publicity issued for the installation of the hanging baskets.
19 June 2020	Suggestion received for Special Town Council Award. Agreed to place on the agenda for first Town Council meeting.
30 June 2020	Correspondence received from Leaseholder, agreed to be considered at first Town Council meeting.
30 June 2020	Publicity issues for the postponement of Summer Entertainment.
3 July 2020	Publicity released for the re-opening of play areas from the 4 July 2020.
3 July 2020	Additional correspondence from Leaseholder agreed to be placed on agenda for Town Council meeting.
7 July 2020	Request for new reptile and dormouse survey at the Heritage Park from Middlemarch. Agreed to on the condition that data shared with the Town Council.
7 July 2020	Confirmation received from DBC that the Grove Car Park would become chargeable again from 20 July 2020 at the agreed new charging structure (4 hours free and £2 up to 6 hours.)

Please find below the planning applications received and responded to by the Town Clerk, in consultation with the Chairman, during the lockdown period.

DA/20/00434/LBC	Application for Listed Building Consent for installation of a lectern-style interpretative plaque in the pub garden to the rear of the building, adjacent to the jetty wall to commemorate the 175th anniversary of the Sir John Franklin North West Passage expedition Sir John Franklin, Greenhithe.
OBSERVATIONS:	No observations.
DA/20/00478/FUL	Erection of a single storey rear extension with balustrade and roof terrace above. 33 Liverymen Walk, Greenhithe.
OBSERVATIONS:	No observations.
DA/20/00527/FUL	Erection of a detached shed in connection with 49 Maritime Close (retrospective application). Land between 14 and 53 Maritime Close, Greenhithe
OBSERVATIONS:	No observations.
DA/20/00390/FUL	Demolition of rear conservatory and erection of two storey side/rear extension and single storey rear extension incorporating demolition of garage erection of a replacement detached garage. 12 Gunn Road, Swanscombe.
OBSERVATIONS:	No observations.
DA/20/00461/FUL	Demolition of existing garage and erection of single storey rear extension with roof lantern and detached garage. 10 Gunn Road, Swanscombe
OBSERVATIONS:	No observations.

DA/20/00565/FUL	<p>Erection of a building of up to 5 storeys containing 66 dwellings comprising of 1 and 2 bedroom flats with associated parking and hard and soft landscaping.</p> <p>Land North of Railway Line, Station Road, Greenhithe</p>
OBSERVATIONS:	<p>The Town Council wishes to strongly object to this proposal for the reasons set out below:</p> <p>Consultation Meeting: A consultation meeting for local residents was held; not in Greenhithe but in Stone. This meeting was not well advertised locally; and even worse none of the residents living in the flats of Station Road, Greenhithe were informed of the meeting. The consultation meeting was not well attended, mainly because many of the most effected residents were not made aware of the meeting until after it had taken place. A number of issues were raised by existing residents, but none of these appear to have been dealt with, the consultation appears to have been only a box ticking exercise.</p> <p>Local Infrastructure: This area of Greenhithe does not have sufficient resources available to properly support current properties, existing residents are already encountering difficulties in getting appointments with doctors and dentists. 66 additional dwellings will place further unnecessary pressure on these limited resources. The local road network around Greenhithe Station struggles at peak times, at weekends and at Christmas; and always encounters severe congestion whenever there are problems on the M25, A2 and at the Dartford Crossing.</p> <p>Overdevelopment of Site: This proposal is plainly overdevelopment of this site, comprising 66 flats arranged in blocks of four and five storeys with rear open access balconies facing the windows and gardens of existing properties. The dual aspect of the design will overlook these existing properties, causing serious overlooking issues combined with air, light and noise pollution problems. In particular this proposed development would have serious adverse effects on nearby existing properties located within Woodland Way. There would be a significant negative impact on those houses located directly behind the 5 storey blocks of this proposed development.</p>

	<p>Existing buildings close to this site are two storeys in height, this proposed development would be completely out of character.</p> <p>The proposed Block A situated next to the nearby existing roundabout would have an overbearing impact on the Station Road street scene.</p> <p>Existing adjacent properties would suffer with loss of light due to the proposed building heights, and would result in serious overlooking issues.</p> <p>The previous “Green Portal” planning application was rejected with a total of 33 dwellings; this application, with 66 dwellings, is clearly a case of overdevelopment.</p> <p>Due to the obvious attempt at overdevelopment, the proposed plans also require removal of established and required trees to accommodate the extra new parking bays.</p> <p>Parking:</p> <p>The proposed access and parking bays would be located inappropriately adjacent to existing properties in Woodland Way. This would cause serious problems regarding air, light and noise pollution from vehicles and drivers at all times of day and night.</p> <p>In particular the proposed car parking area would be located less than one metre from the actual side wall of number 21 Eagles Road; which would cause significant problems for the current residents.</p> <p>Due to overdevelopment of the site, this design would still have insufficient parking bays for all residents and visitors; excess vehicles would therefore be parking in adjacent roads that already suffer with serious parking issues, due to the Fairview Development located next to the Asda superstore.</p> <p>It is unclear how the issues of delivery and refuse collection vehicles are to be dealt with.</p> <p>Access/Exit:</p> <p>The proposed vehicular access point for this development, on Station Approach, is not a suitable location as this is already a busy access road for the train station. At peak times, for station drop offs and pick-ups, it already becomes very busy with cars parking badly along the road and roundabout making for difficult/dangerous traffic conditions and for difficulty in passing.</p> <p>The proposed exit point is located in Station Road and is too close, in safety terms, to the existing zebra crossing.</p>
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	<p>Safe/Secure by Design: This planning application does not appear to support the principle of this. Closed points of entry for residents of these flats would surely feel safer, with residents entering via closed walkways and staircase rather than open balconies, which appear likely to contribute to Anti-Social Behaviour and noise issues. Previous proposals included having a secure entry system, this planning application does not appear to include this facility?</p> <p>Conclusion: Previous plans submitted in respect of this small site were rejected due to density and height issues, and the overbearing presence on adjacent properties in Woodland Way and Station Road. This proposal is actually of a higher density and height than any of the previous applications therefore creating a greater adverse impact on existing local properties. Issues of air, light and noise pollution are all raised plus increase in traffic, likely increase in anti-social behaviour, parking issues, loss of natural habitats, and importantly detriment to the health and wellbeing of existing and proposed future residents. Major concerns are raised relating to the height, density and close proximity of this development to existing dwellings for the reasons given above. With regards the Daylight and Sunlight reports, it is important that the negative impact comments made within these documents are fully taken account of with respect to loss of daylight to existing dwellings. In view of the above, together with the vast number (in excess of 150), of objections already raised on the planning website, we recommend that the Development Control Board should reject this proposal. It would be advantageous for the Planning Committee to arrange a site visit to see the negative effects this application would have on existing properties and the local community. The Town Council believes that particularly relevant for this application is Local Plan Document Policy 2017 (4.6): Good Design in Dartford: “Local Planning Authority will consider how height, mass, form, scale “: and also (4.5): “National planning guidance encourages the efficient use of land by setting housing densities that are appropriate to the location and circumstances of the development. It is important that density standards do not become the prime determinant of the form of development”</p>
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DA/20/00229/FUL	<p>Conversion of rear part of garage to habitable room and provision of additional parking space at rear.</p> <p>56 Empire Walk, Greenhithe.</p>
OBSERVATIONS:	No observations.
DA/20/00390/FUL (re-consultation)	<p>Demolition of rear conservatory and erection of two storey side/rear extension and single storey rear extension incorporating demolition of garage erection of a detached outbuilding.</p> <p>12 Gunn Road, Swanscombe</p>
OBSERVATIONS:	No observations.
DA/20/00690/COU	<p>Change of Use from Estate agent (use class A2) to Beauty salon (Sui Generis)</p> <p>68 High Street, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/20/0025	<p>Application for the demolition of 5no. modern farm outbuildings at Alkerden Farm.</p> <p>Alkerden Farm, Swanscombe</p>
OBSERVATIONS:	<p>Having noted that the historic barn, farmhouse cottages, a small outbuilding, and the Silos are not proposed for demolition, but are planned to be retained as part of a park-land setting which follows the vision set out by the applicants in the December 2019 public exhibition on Alkerden Farm the Town Council have no objection to the application. We would however seek confirmation that the applicant will record the buildings properly and will also have an archaeological watching brief if the groundworks are to be removed. It might also be worth the applicant considering the suitability of the buildings proposed for demolition as a covered working area/storage space for when restoration of the 'barn' is undertaken.</p>

EDC/20/0051	<p>Reserved matters planning application for approval of layout, scale, appearance and approval of layout, scale, appearance and landscaping pursuant to outline permission EDC/16/0045 in relation to the proposed erection of a new 2FE Primary School with nursery and associated hardstanding, landscaping, fencing, parking and access.</p> <p>Ebbsfleet Green Primary School. Ebbsfleet</p>
OBSERVATIONS:	No observations
EDC/19/0203	<p>Change of use from Public House (Use Class A4) to Pizza Delivery and Takeaway (Use Class A5) and installation of ancillary equipment including extraction duct.</p> <p>George and Dragon Public House, Swanscombe</p>
OBSERVATIONS:	<p>The Town Council wish to object to the attached application on the following grounds: Poor access - this appears to be over private land which raises concerns about its availability and suitability; Inadequate parking provision - the proposed parking seems to be inadequate for the proposed use which will result in users parking anti-socially in the surrounding area which, in turn, will then have an adverse impact on the local roads and the busy junction the property is located on; Increase of pollution - The Town Council have concerns regarding the detrimental effect the proposed use would have on both the air quality of the area and the addition to the noise pollution; Extra litter in surrounding area - The proposed change of use will result in additional litter being deposited in/on the local roads and footpaths; Out of keeping with character of area - the George & Dragon PH is a well-established community facility which provided a meeting place and focus for the locals and this historic use would be lost forever with the proposed change of use. This location is also one of the main entry points for Swanscombe and as such the location would not be suitable for this application; Traffic / Highways - The proposal would result in an increase in vehicular movements in an area already suffering from high traffic volumes and congestion, the busy junction adjacent to the property, and on London Road, is already heavily used and has been the scene of numerous accidents. Kent Highways (KCC) have had to repair the island on numerous occasions and the property very recently had its side wall knocked over by a vehicle; The Town Council do not feel that that there has been</p>

	<p>sufficient evidence of a need for the proposed use. There are already at least 5 takeaway food facilities in close proximity and the addition of another one would not only appear to be un-needed it would also go against the objectives of the Ebbsfleet Development Corporation wanting to promote Healthy Cities/Towns/Lifestyle? The proposal would result in a loss of the areas amenity and have a negative impact on the character of the local area and also on the highway safety; Whilst no longer located within the Dartford Borough Council planning area the Town Council would ask that confirmation is given that the application meets the principles of the Dartford Adopted Local Plan. The sheer volume of responses to this applications consultation gives a very good indication on whether the application is wanted or needed by the local community and the EDC are asked to take this into account when considering this application.</p>
<p>EDC/20/0070</p>	<p>Application for the discharge of conditions 19 & 20 attached to planning permission reference no. EDC/17/0048 relating to submission of an updated Area Master Plan & Design Code for the Alkerden area, identifying a new configuration/location of the Neighbourhood Green in Alkerden North, amendments to the boundary of the Major Urban Park, and broad principles for the retention of Alkerden Farm.</p> <p>Alkerden, Eastern Quarry, Watling Street</p>
<p>OBSERVATIONS:</p>	<p>Unfortunately the Town Council due to the Covid 19 lockdown requirements the Town Council have been unable to hold a formal Planning, Major Developments, Transportation & the Environment Committee meeting which has restricted the degree of joint examination and discussion by Councillors. Whilst it is clear that the applicant has spent a great deal of time and energy seeking the most appropriate planning solution for this area the Town Council have concerns regarding the inclusion of a MUGA to the west of Alkerden Farm Barn and this would seem to clash with the vision of having this designated planning asset and may detract from the outcome. The Town Council have examined the submission made by Mr G Baker in his letter to the EDC, dated 29 May 2020 (attached) and support the views expressed, in particular the request to delete the location of the MUGA to the west of Alkerden Barn Farm due to its potential to attract ASB which could be a potential risk to the structure itself. This harm would significantly outweigh the potential benefits</p>

	<p>given acceptable alternatives to the MUGA would be available. The Town Council would like to see a small amount of appropriately designed residential units incorporated and these could include accommodation for a Park Ranger and also include appropriately designed units for nature conservation activities, such as those at the Craylands Gorge, all of which would add to the security of the restored barn and see Alkerden become a hub for these activities.</p>
EDC/20/0002	<p>Details of Reserved Matters (access, appearance, landscaping, layout and scale) for the construction of an 8 Form Entry Secondary School, 2 Form Entry Primary School, Dual Use Sports Centre and Sport Pitches and associated infrastructure, together with associated hard and soft landscaping, play areas, car and cycle parking, and ancillary works pursuant to Conditions 2, 25, 28 and 32 of planning permission EDC/17/0048</p> <p>Education Hub, Alkerden, Eastern Quarry, Watling Street</p>
OBSERVATIONS:	No observations.
EDC/20/0022 (re-consultation)	<p>Application for the approval of reserved matters (relating to access, appearance, landscaping, layout and scale) for the construction of 171 dwellings and associated car parking, open space and infrastructure, pursuant to conditions 2, 25 and 28 of outline planning permission EDC/17/0048.</p> <p>Swanscombe Edge Parcel, Alkerden Village, Eastern Quarry</p>
OBSERVATIONS:	No observations.

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

DA/20/00248/FUL	Erection of a single storey front infill extension together with reduction and conversion of existing integral garage into habitable room with associated alterations to front elevation Chapel Court Milton Road, Swanscombe.
DA/19/01480/VCON	Application for variation of condition 2 (approved drawings) of planning permission DA/18/00444/FUL in respect of change of front elevation to include roof canopy and omission of excavation and front of property and associated windows and footbridge. 91 - 95 Church Road, Swanscombe
DA/20/00232/FUL	Erection of a part two/part single storey rear extension with Juliette balcony at first floor level, rear dormer roof lights in front elevation and window in gable to provide additional rooms in the roof space 42 Knockhall Road, Greenhithe.
DA/20/00478/FUL	Erection of a single storey rear extension with balustrade and roof terrace above 33 Liverymen Walk, Greenhithe.
DA/20/00140/FUL	Provision of a new drive thru lane, ground floor extension to building with new drive thru booths, new site access/egress, with the re-arrangement of the car park, a new patio area, bin store and sub station McDonalds London Road, Greenhithe.
DA/20/00141/ADV	Provision of digital signage suite and individual non-illuminated information and directional signs to accommodate the new drive thru layout McDonalds London Road, Greenhithe..
DA/20/00527/FUL	Erection of a detached shed in connection with 49 Maritime Close (retrospective application) Land Between 14 And 53 Maritime Close Greenhithe

DA/19/1549 (KCC)	<p>Full planning application for a new tunnel (the Bean Road Tunnel) and associated road works to include bus, cycling and pedestrian access to the east of Bluewater Shopping Centre to link to the Eastern Quarry development, including tree planting at land adjacent to lake 5 and tunnel infilling</p> <p>Development of land situated at Bluewater Shopping Centre, Bluewater Parkway, Greenhithe</p>
DA/20/00461/FUL	<p>Demolition of existing garage and erection of single storey rear extension with roof lantern and detached garage</p> <p>10 Gunn Road, Swanscombe</p>
DA/20/00390/FUL	<p>Demolition of rear conservatory and erection of two storey side/rear extension and single storey rear extension incorporating demolition of garage erection of a detached outbuilding</p> <p>12 Gunn Road, Swanscombe</p>

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

DA/20/00130/FUL	<p>Demolition of existing single storey rear extension at 125 Milton Road and the erection of a part two, part single storey rear extension, 2 No. dormer windows to the front and 2 No. dormer windows to the rear to provide for extended A1 retail floorspace at 123, extended A3 cafe floorspace at 125, plus the formation of 2 No. 1 bed flats at the first floor and 1 No. 2 bed flat in the roofspace together with external staircase to the rear, and associated external alterations, landscaping, parking and waste storage</p> <p>123-125 Milton Road, Swanscombe.</p>
DA/19/01625/FUL	<p>Provision of dormer windows in front and rear elevations in connection with providing additional rooms in the roof space</p> <p>5 Arethusa Place, Greenhithe</p>

EDC/19/0203	<p>Change of use from Public House (Use Class A4) to Pizza Delivery and Takeaway (Use Class A5) and installation of ancillary equipment including extraction duct.</p> <p>The George and Dragon Public House, Swanscombe.</p>
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Please find below a list of the payments approved and made during lockdown:

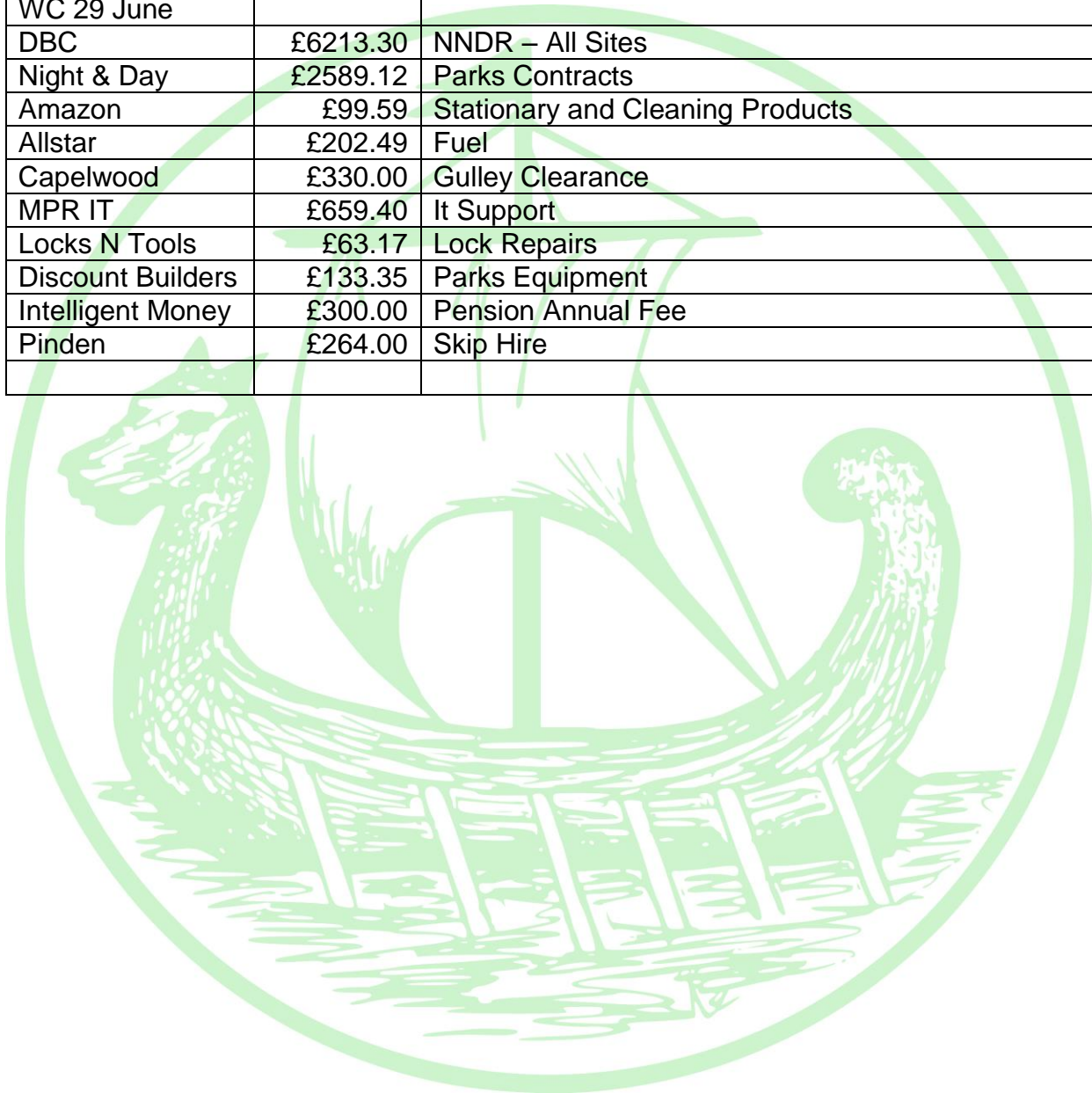
Payee:	Amount:	Reason for payment:
WC 23 March		
SL Treecare Ltd	£1425.60	Emergency tree works from storm Dennis
CAS	£1071.07	4 th instalment for Youth Service
Monarch Autos	£24.00	Puncture repair
Eden Park	£437.92	Grass seed and liquid marker
Hi-Kent	£500.00	Funding award
KALC	£1818.00	Membership renewal
KCC-KCS	£9.48	Stationary
Various	£150.00	Hall deposit refund
WC 30 March		
Intelligent Money	£450.24	February Pension Payments
KCC – Laser	£72.39	Electricity – Church Road Hall
KCC – Laser	-£67.47	Electricity – Church Road Hall
KCC – Laser	£646.67	Electricity – Cafe
KCC – Laser	-£339.02	Electricity – Church Road Hall
Night & Day Security	£1366.35	Park Keeper Contract
Night & Day Security	£1222.77	Park Keeper Contract – Site Checks
Zurich	£14655.10	Insurance Renewal
KCC – KCS	£260.35	Photocopier Charges
Allstar	£136.71	Fuel Charges
MPR IT	£329.40	IT Support
Locks N Tools	£126.81	Padlocks & Keys
Fields In Trust	£65.00	Membership Renewal
MPR IT	£150.00	SSL Renewal
Ernest Doe	£191.09	Parks Equipment & Supplies
HMRC	£4070.88	March PAYE & NI
KCC LGPS	£1927.16	March Pension Payments
Intelligent Money	£450.24	March Pension Payments
Swanscombe Food Bank	£200	Donation
Marys Child Food Bank	£200	Donation
DBC	£2192.00	NNDR (TC Offices)
DBC	£440.20	NNDR (Grove Car Park)
DBC	£73.21	NNDR (Knockhall Changing Rooms)
WC 6 April		
Pinden	£264.00	Skip Hire
PPL/PRS	£2258.26	Music Licence (all sites)
Sportsmark	£671.69	Bootscraper
Overline	£430.28	Phone Bills (all sites)

Business Stream	£36,94	Water Rates – Swanscombe Park
SGTC Staff	£13913.25	Wages (all departments)
WC 13 April		
Barclays	£76.05	Bank Charges
Barclaycard	£359.99	LogMeIn Software
Active Security	£96.00	CCTV Repair
MPR IT	£59.88	Domain Registration
O2	£24.23	Mobile Phone Bill
Monarch	£59.88	Latex Gloves
WC 20 April		
Elavon	£7.20	Card Fees
Amazon	£75.44	PPE (Gloves)
Amazon	£48.15	Antibacterial Gel
Eden Park	£431.20	Sports Green Supplies
Pear Technology	£270.00	Software Maintenance (Mapping)
WC 27 April		
E-On	£136.42	Electricity – Streetlights
Tchibo	£85.64	Coffee Machine Rental
TMH Contractors	£250.00	Height Barrier Repairs
DBC	£1218.06	Service Charge - Cafe
Amazon	£44.98	Antibacterial Wipes
Amazon	£53.94	Masks
Night & Day	£2589.12	Parks Contracts
Fireout	£163.68	Fire Equipment Test
Amazon	£72.97	Electrical Equipment
WC 11 May		
KCC – LGPS	£1772.79	Pension Payments
Intelligent Money	£447.68	Pension Payments
HMRC	£3977.16	PAYE & NI
SGTC	£13914.38	Wages
Schindler	£565.80	Lift Maintenance
Amazon	£104.28	Cleaning & PPE
SEEMP	£264.00	Subscription
Allstar	£149.70	Fuel
DBC	£6213.30	NNDR – All Sites
MPR IT	£329.40	IT Support
Barclays	£10.00	Bank Charges
EDF Energy	£54.34	Electricity – Wooden Hut
Siemens	£328.27	Phone System Rental
Overline	£347.22	Phone Bills – All Sites
Barclaycard	£111.36	Card Bill – PPE & IT

WC 18 May		
L Robbins	£75.00	Internal Audit Fees
Schindler	£565.80	Lift Maintenance
Wicksteed	£286.96	Play Area Paint
O2	£24.23	Mobile Phone Bill
Streetlights	£850.66	Streetlight Maintenance
KALC	£120.00	Members Training
Little Kickers	£141.00	Hall Refund
WC 25 May		
E-ON	£132.01	Electricity – Street Lights
Tchibo	£85.64	Coffee Machine Rental
Zephyr	£468.00	Ceremonial Flags
Discount Builders Merchants	£61.32	Parks Equipment
Skynet	£99.84	Anti-Spam Software
KCC Laser	£121.50	Electricity – Bowls Pavilion
KCC Laser	£312.10	Electricity – Cafe
KCC Laser	£29.91	Electricity – Grove Hall
KCC Laser	£116.62	Electricity – Heritage Hall
KCC Laser	£56.00	Electricity – Knockhall Changing Rooms
KCC Laser	£809.63	Electricity – Mess Room
KCC Laser	£745.02	Electricity – TC Offices Invoice 1
KCC Laser	£556.32	Electricity – TC Offices Invoice 2
KCC Laser	£31.67	Electricity – Toilet Block
KCC Laser	£40.51	Gas – Church Road Hall Invoice 1
KCC Laser	£70.12	Gas – Church Road Hall Invoice 2
KCC Laser	£2.84	Gas – Grove Hall Invoice 1
KCC Laser	£2.93	Gas – Grove Hall Invoice 2
KCC Laser	£16.70	Gas – Heritage Hall Invoice 1
KCC Laser	£46.33	Gas – Heritage Hall Invoice 2
KCC Laser	£157.82	Gas – TC Offices Invoice 1
KCC Laser	£391.75	Gas – TC Offices Invoice 2
Amazon	£59.90	Safety Equipment
Hatten Wyatt	£500.00	Legal Fees – Keary Road Allotment
GCLL	£17100.00	Management Fee
Ernest Doe	£348.01	Machine Consumables
Godfreys	£711.80	Mower Repairs
Wicksteed	£290.84	Playground Parts
RSL	£1440.00	Annual Shutter Service
Pinden	£536.00	Skip Hire x 2
Eden Park	£109.20	Sports Ground Supplies
WC 1 June		
DBC	£6137.00	NNDR – All Sites
Night & Day Security	£1222.77	Park Keeper – Site Checks

Night & Day Security	£1366.35	Park Keeper – Out of Hours
Various	£250.00	Hall Deposit Refund
DBC	£14280.82	Election Fees – May 2019
KCC	£29.00	Column Permit Fee
KCC – Laser	£59.76	Electricity – Church Road Hall
Allstar	£349.26	Fuel
MPR IT	£329.40	IT Services
Ernest Doe	£39.54	Machine Parts
Ernest Doe	£150.98	Machine Repairs - Mower
Barclays	£10.00	Bank Charges
WC 8 June		
SGTC	£14052.21	Wages all staff
KCC LGPS	£1716.54	Pension Payments
Intelligent Money	£447.68	Pension Payments
HMRC	£3857.44	PAYE & NI
FP Mailing	£72.00	Franking Machine Rental
Amazon	£102.45	Refuse Sacks
Pinden	£264.00	Skip Hire
Overline	£347.89	Phone Bill – All Sites
Locks N Tools	£126.81	Locks and Ties
Business Stream	£20.54	Water Rates - Cafe
National Allotment Society	£66.00	Membership Renewal
EDF Energy	£35.23	Electricity Christmas Lights
Astra Security	£138.00	Alarm Repair
Can-Do Hire	£438.96	Strimmer Hire
Viiridor	£126.37	Waste Collection
WC 15 June		
O2	£24.23	Phone Bill – Parks Mobile (May)
Barclaycard	£179.88	Card Fee and PPE
E-on	£136.41	Electricity – Street Lights
KCC – Laser	£552.12	Electricity – TC Offices
KCC – Laser	£32.40	Gas – Church Road Hall
KCC – Laser	£2.93	Gas – Grove Hall
KCC – Laser	£17.25	Gas – Heritage Hall
KCC – Laser	£111.46	Gas – TC Offices
Fields in Trust	£360.00	Permission for Gate and Path
DBC	£309.76	Insurance for Cafe
DBC	£2220.48	Insurance for Leisure Centre
Discount Builders	£48.58	Parks Equipment - General
O2	£24.23	Phone Bill – Parks Mobile (June)
Amazon	£14.92	PPE
Sage	£1453.20	Software Licence

WC 22 June		
Tchibo	£85.64	Coffee Machine Rental
Amazon	£21.89	Stationary
Scribe	£876.60	Accounting Software
Canterbury Trailers	£1601.00	Replacement Trailer (Insurance Claim)
WC 29 June		
DBC	£6213.30	NNDR – All Sites
Night & Day	£2589.12	Parks Contracts
Amazon	£99.59	Stationary and Cleaning Products
Allstar	£202.49	Fuel
Capelwood	£330.00	Gulley Clearance
MPR IT	£659.40	It Support
Locks N Tools	£63.17	Lock Repairs
Discount Builders	£133.35	Parks Equipment
Intelligent Money	£300.00	Pension Annual Fee
Pinden	£264.00	Skip Hire





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AGENDA ITEM 18

Town Council 14/07/2020

Officers have been constantly reviewing the guidance released from central government on social distancing and ensuring services are COVID secure. Risk assessments have been undertaken for all work areas and the following return to work plan has been put together.

Service Area:	Return Plan:
Community Halls	<p>Current guidance only enables community buildings to be used by recreation and social users from 2 households.</p> <p>This would prevent most if not all of existing and potential bookings being viable.</p> <p>Additional liaison would need to be undertaken with Cygnets Pre-School to assess the impact of the Town Council Community Hall being used as both a community venue and pre-school.</p> <p><u>Planned Return:</u> None at present until social distancing guidance facilitates both social and recreational bookings.</p> <p>In preparation a Risk Assessment has been undertaken to assess the level of safety that can be ensured for both staff and hirers.</p>
Old Fire Station Community Café	<p>Current guidance enables cafes to be re-opened either for takeaway only or for sit down meals where social distancing can be ensured.</p> <p>Assessment has been undertaken on the space within the café and its potential for social distancing. This has included potential table layouts and the space available within the staff working area (kitchen / office).</p> <p>At present social distancing cannot be adequately adhered to within the building for both customers and staff.</p> <p><u>Planned Return:</u> None at present until social distancing guidance enables the space to be COVID safe.</p> <p>In preparation a Risk Assessment has been undertaken to assess the level of safety that can be ensured for both staff and customers.</p>

Administration (inc Cleaner)	<p>Guidelines enables offices to be reopened if they can be determined COVID safe and where working from home is not possible.</p> <p>At present both senior officers are operating from home with all correspondence (emails, telephone and post being monitored and dealt with).</p> <p>Risk Assessment undertaken for when a return is instigated. This has highlighted that the following measures would need to be put in place:</p> <ul style="list-style-type: none">• Adjusted / flexible working patterns to minimise officers within the building• Cleaning regime to ensure that any areas and surfaces that could be used by multiple officers are cleaned after each use (printers, phones, toilets and kitchen).• Restrictions placed to not allow access to any visitors to the building and to keep all correspondence via email and telephone. <p>At present with limited services in operation there is no rationale to reopen the building. Current functionality is being adequately administered via home working.</p> <p><u>Planned Return:</u> To be scheduled in line with the return of other front line services. .</p>
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