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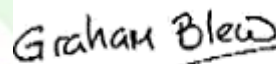
# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## SUMMONS & AGENDA

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

**Thursday 10 December 2020 at 7.00pm**

This will be conducted as a virtual meeting using Zoom.



Graham Blew  
Town Clerk

Dated: 3 December 2020

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 28 onwards.

This virtual meeting will be conducted via Zoom. Should any member of the public or outside organisation wish to gain access to this online meeting then they will need to input the following details:

<https://us02web.zoom.us/j/84941899404?pwd=dkN0TEpjS0FsK3pZRG9HSndpdDhKQT09>

**Meeting ID – 849 4189 9404**

**Password – 521405**

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



The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.

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## A G E N D A

### A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive and accept apologies for absence.
2. Declarations of interest in items on the Agenda.
- \* ***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***

3. **INTRODUCTION OF REVD. CHARLIE LLOYD-EVANS, PRIEST IN CHARGE AT ST MARY GREENHITHE & ST PETER AND ST PAUL SWANSCOMBE.**

Revd. Lloyd-Evans has kindly accepted the Town Mayors invitation to attend the meeting to introduce herself to the Town Council.

4. To approve the Minutes of the Meeting held on 19 November 2020 (p).
5. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).
6. **COMMUNITY INFRASTRUCTURE LEVY (CIL) STRATEGY – PROJECTS UPDATE (p).**

As previously agreed and further to minute 51/20-21 and 77/20-21, officers published a community survey to both validate and request suggestions for the construction of a Museum / Archive within the Grove Hall. Attached for member's consideration are the results of the survey, which ran throughout November 2020.

In addition officers have been liaising with both suppliers and North West Kent Countryside Partnership (NWKCP) regarding progressing the work on the pond within the Swanscombe Heritage Park.

The quotations received to install a puddled clay liner to the existing pond basin and construct the required boundary fence and access gate:

Pond Liner	£6,500.00 + VAT
Fence	£1,650.00
<b>TOTAL:</b>	<b>£8,150.00</b>

The Town Council currently has £4,000.00 allocated towards the completion of the pond and NWKCP has £1,500 available from previous funding bids, totalling £5,500. This means that to complete this project would require a contribution from the current CIL monies available of £2,650.00

Members are asked to consider if/how they wish to proceed with these projects and/or the other identified projects.

**Recommended:** To discuss and advise accordingly.

**7. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) (p).**

Further to minute 78/20-21, on 19 November 2020 the Town Council received a letter from the Leader of DBC confirming the Town Councils funding bid to the Capacity Building Fund had been successful.

**Recommended:** To note.

**8. RESPONSE TO PLANNING APPLICATIONS – ENVIRONMENTAL EMPHASIS.**

A request was received to place an item on the agenda for the Town Council to consider, as a matter of policy, a statement to be included on responses to planning consultations. This statement would be to both remind, and place the emphasis on, developers to ensure that all house building and renovations consider the environmental impact on and the needs of the community and where possible, include the provision of Electric Vehicle Charging Points.

**Recommended:** To discuss and advise accordingly.

**9. TREE PRESERVATION ORDER (TPO) – ACCESS ROAD, SWANSCOMBE CENTRE, CRAYLANDS LANE (p).**

Further to a request being received for officers to investigate a possible TPO on the trees lining the access road adjacent to the Swanscombe Centre, please find attached correspondence obtained from the Senior Planning Officer at Dartford Borough Council.

**Recommended:** To discuss and advise accordingly.

**10. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL (p).**

Please find the attached application for funding. There is currently £1,400.00 remaining in the 2020 - 21 budget for local funding applications (Cost Code 244).

A. Ingress Park Family Fun Day

❖ To assist members a copy of the “*Guidance Notes for Applications for Funding from the Town Council*” is attached.

**Recommended:** To decide on the applications received and, if successful, any amount of funding to be awarded.

## **11. LOCAL FUNDING FROM THE TOWN COUNCIL (p)**

At the Annual General Meeting on 19 November 2020 Members requested officers place an item on the next Town Council agenda to discuss both the selection criteria for Local Funding awards, and consider an adjustment to the scheme which would enable any un-awarded money to be carried into the available funds for the following financial year.

This had previously been reviewed and considered by the Finance & General Purposes Committee on 13 June 2019 (minute 83/19-20 attached)

Officers previously clarified that it would only be possible if all funding awards were made prior to the setting of the budget in January of each year. This would obviously have implications on application deadlines.

Attached for member's consideration are the current guidance / criteria provided to applicants that form the basis of the decisions on any funding award.

**Recommended:** To discuss and advise accordingly.

## **12. FINANCIAL RISK ASSESSMENTS (FRA) & LONG TERM MAINTENANCE REQUIREMENTS (LTM) FOR 2021 - 2022 (p)**

Further to minute 113/20-21 where members agreed the recommendation submitted by the FRA Working Group, members are now asked to approve the draft FRA's and LTM's 2021 - 2022 and include them in the draft Estimates 2021 – 2022.

**Recommended:** To approve the draft FRA's and LTM's 2021 – 2022 and include them in the draft Estimates 2021 – 2022.

## **13. DRAFT ANNUAL ESTIMATES – 2021 - 2022 (p).**

Please find attached the Draft Annual Estimates 2021 - 2022 for members' information at this stage.

Officers will be reviewing these drafts over the festive period and the final copies will be submitted to the Town Council meeting held on 14 January 2021 as this is required to set the Council Tax Rate for Band D.

**Recommended:** That the contents of the Draft Estimates and forecasts be noted and considered by all members ahead of the final figures being provided full Council on 14 January 2021 for endorsement.



**14. DRAFT PROTOCOLS AND PROCEDURES (p).**

Members are asked to consider the following draft protocols and procedures:

1. Protocol – Marking the death of a Senior National Figure
2. Procedure for Holding Remote Meetings and Etiquette.

**Recommended:** To discuss and advise accordingly.

**15. LOCAL POLICE – MONTHLY UPDATES (p).**

Kent Police have provided the attached monthly updates for October (these were previously emailed to all members).

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

**16. MONTHLY BANK RECONCILIATION.**

In accordance with Financial Regulation 2.2, a member of the council other than the Town Mayor or a cheque signatory needs 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 under minute 32/19-20.

**Recommended:** That the bank reconciliations up to and including November 2020 be noted.

**17. BANK TRANSFERS (p).**

In accordance with Financial Regulation 5.5 (c), please find attached a list of bank transfers undertaken for November 2020 for approval.

**Recommended:** To approve the bank transfers undertaken for November 2020.

**18. TO RECEIVE FINANCE STATEMENTS AND PASS ACCOUNTS FOR PAYMENT (p).**

In accordance with Financial Regulation 5.5 (a), please find attached a detailed list of all receipts and payments for November 2020 for approval.

**Recommended:** To approve receipts and payments for November 2020.

**19. SUMMARY OF ACCOUNTS (p).**

Please find attached the Flex-Budget Report balanced to 30 November 2020.

**Recommended:** To note the summary of accounts to 30 November 2020.

## 20. DECISIONS & RESPONSES (p).

Attached for member's consideration are the following:

- Decisions and activities undertaken under Section 101 (1) of the Local Government Act 1972 since the previous meeting.
- Planning applications for consideration and responses and decision notices submitted/received during the period of lockdown since the previous meeting.

**Recommended:** To note and endorse the decision and planning responses discharged since the previous meeting.

## 21. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken:-

Cllr Anita Barham	KALC Charing Virtual Meetings (Zoom)	16 December 2020
Admin Assistant	Supporting Wellbeing & Mental Health Post Covid19 (online)	3 September 2020
Town Clerk	Performance Appraisal Training (online)	27 August 2020
Town Clerk	Stress Awareness in the Workplace (online)	8 September 2020
Town Clerk	Effective Comms and Engagement in a post lockdown world (webinar)	15 September 2020

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

## 22. REPORTS OF OUTSIDE REPRESENTATIVES.

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

### 22.1 Kent Association of Local Councils County Area Committee (KALCCAC).

Councillors' Sue Butterfill and Lesley Howes are the Town Councils representatives on the KALCCAC. As previously agreed the papers for the Annual General Meeting, held on 28 November 2020, are available for inspection.

### 22.2 Whitecliffe Community Liaison Group (WCLG)

Councillor Peter Harman is the Town Councils representative on the WCLG. As previously agreed the agenda for the 24 November 2020 is available for inspection.

### 22.3 North West Kent Volunteer Centre (NWKVC).

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

### 22.4 Ingress Park (Greenhithe) Management Limited (IPGM).

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

**23. REPORT FROM KENT COUNTY COUNCILLOR.**

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

**24. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

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

**25. COVID-19 – FINANCIAL IMPLICATIONS (p).**

Please find attached the report for this item.

**Recommended:** To discuss and advise accordingly.

**26. COVID-19 – PLAY AREA CLEANING.**

The budget previously allocated to have the Town Councils x 8 play areas hygienically cleaned, on a daily basis, is due to expire at the end of December 2020. This currently incurs a cost of approximately £1,700 per calendar month.

Members are asked to consider whether this expenditure should continue, in line with the Governments tier system, to March 2021 (an additional 3 months). This could be funded from the contingency funds highlighted in the Covid 19 – Financial Implications report considered at the previous item.

**Recommended:** To discuss and advise accordingly.

**27. EXCLUSION OF THE PRESS AND PUBLIC.**

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

**28. REQUEST FROM BELLWAY (p).**

Further to minute 131/20-21 the attached information has been received from Ebbsfleet Development Corporation.

**Recommended:** To discuss and advise accordingly

**29. PAVILION COMMUNITY SPORTS AND SOCIAL CLUB – UPDATE (p).**

Please find attached the confidential report for this item.

**Recommended:** To discuss and advise accordingly.



**30. GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) – UPDATE.**

A verbal update will be provided at the meeting.

**Recommended:** To discuss and advise accordingly.



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





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