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# SWANSCOMBE & GREENHITHE TOWN COUNCIL

## SUMMONS & AGENDA

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

**Thursday 7 October 2021 at 7.00pm**

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

*Graham Blew*

**Graham Blew  
Town Clerk**

Dated: 1 October 2021

**Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 19 onwards.**

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

## AGENDA

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

1. To receive and accept apologies for absence.
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. To approve the Minutes of the Special Town Council Meeting held on 20 July 2021 and the Town Council meeting held on 24 June 2021 (p).
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).
5. **TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p):**
  - Planning, Major Developments, Transportation & the Environment Committee – 30 June 2021 and 15 September 2021.
  - Recreation, Leisure & Amenities Committee – 20 July 2021 and 23 September 2021.
  - Finance & General Purposes Committee – 8 July 2021 and 9 September 2021.
  - Community Safety Committee – 14 July 2021.
  - Personnel Committee – 12 August 2021
  - Regeneration & Quality Sub-Committee – 14 July 2021 and 13 September 2021.
6. **EVENT NOTIFICATION FORM (p).**

The Recreation, Leisure and Amenities Committee, 19 September 2019, finalised the Event Notification Form for submission to full Council for endorsement.

A copy of the form, and associated minutes are attached for members consideration.

**Recommended:** That the Event Notification Form be endorsed.

**7. COMMUNITY EVENT WORKING GROUP MEMBERSHIP (p).**

Councillor Anita Barham has indicated that she would like to step down from her membership from the Community Event Working Group.

Members are asked to select another person to fill the vacancy on this Working Group.

**Recommended:** To select another member to fill the vacancy on the Community Event Working Group.

**8. EXTERNAL AUDITOR REPORT AND CERTIFICATE 2020 – 2021 (p).**

To comply with statute full Council are required to consider (and minute their consideration) the external auditors annual letter/report (as attached).

**Recommended:** That the external auditors report and certificate 2020 - 2021 be noted, as required by statute.

**9. INSURANCE CLAIM/S – UPDATE.**

The following claim/s have now been settled: -

- a) Claim Ref: 27210000360 – parks power tools/equipment stolen in break-in, this claim incurred a £100.00 excess.

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

**10. YOUTH SERVICES – CAS TRAINING REQUEST (p).**

Further to minute 415/19-20 (Town Council 9 January 2020), where the Town Council agreed the expenditure to recommission CAS Training for youth provision, members are asked to consider the attached report.

Following the decision to agree the expenditure for youth services for 2020 – 2021 the agreed youth service, the MCM (Manga, Coding and Minecraft) Club was not able to operate due to COVID-19 restrictions.

The allocated funds of £6,000 were then carried forward into the 2021 – 2022 financial year under Cost Centre 245 – Miscellaneous Expenditure.

Members will see from the attached report that CAS are not able to deliver the MCM Club going forward but have provided an alternative youth provision for members consideration.

**Recommended:** To agree the change of youth provision to be commissioned by CAS Training.

### 11. COMMUNITY INFRASTRUCTURE LEVY (CiL) REVIEW OF 5 YEAR PLAN (p).

Further to minute 170/21-22 (attached), members are asked to consider whether to endorse the reviewed 5-year plan for the Town Councils CiL expenditure as recommendation by the Regeneration & Quality Sub-Committee.

**Recommended:** To consider whether to endorse the reviewed 5-year plan for the Town Councils CiL expenditure.

### 12. SUGGESTIONS FOR 2022 - 2023 ESTIMATES.

If members have any recommendations for items to be considered for the 2022 - 23 Estimates, they need to be sent to the ATC/RFO by no later than 24 November 2021. This will enable items to be forecast and included on the agenda for the Full Council meeting on 9 December 2021, for further consideration.

**Recommended:** That the item be noted

### 13. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken: -

Cllr Lesley Howes	Public Speaking Skills for Councillors – KALC - Zoom	29 September 2021
Cllr Lesley Howes	Annual Finance Conference – KALC – Zoom	20 October 2021
Cllr Ann Duke Cllr Linda Hall Cllr Peter Harman Councillor Peter Harris Councillor John Hayes Councillor Lesley Howes	Making Planning Responses – In-house	15 September 2021
Town Clerk	Clerks Conference–KALC (Zoom).	28 September 2021
ATC / RFO	Clerks Conference–KALC (Zoom).	28 September 2021

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



#### **14. REPORTS OF OUTSIDE REPRESENTATIVES.**

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

##### **14.1 London Resort Company Holdings Ltd. Community Liaison Group (LRCHCLG)**

Councillor Peter Harman is the Town Councils representatives on the LRCHCLG. As previously agreed, the Minutes from the 9 March and 24 June 2021 meetings are available for inspection.

NB. In response to an enquiry, LRCHCLG have confirmed that they are happy to accept a substitute representative, if the current cannot attend, but this must be done in advance, with the substitute members contact details being provided.

##### **14.2 North West Kent Volunteer Centre (NWKVC).**

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

##### **14.3 Ingress Park (Greenhithe) Management Limited (IPGM).**

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

##### **14.4 Dartford Children's Partnership Conversation (DCPC).**

Councillor Peter Harman is the Town Councils representatives on the DCPC. As previously agreed, the agenda for the 21 September 2021 meeting, including the minutes from the 22 June 2021 meeting, are available for inspection.

##### **14.5 Dartford Young Peoples Partnership Conversation (DYPPC).**

Councillor Lesley Howes is the Town Councils representatives on the DYPPC. As previously agreed, the agenda and minutes for the 8 September 2021 meeting, including the minutes from the 9 June 2021 meeting, are available for inspection.

##### **14.6 Whitecliffe Community Liaison Group (WCLG).**

Councillor Peter Harman is the Town Councils representatives on the WCLG. As previously agreed, the minutes from the 13 July and 14 September 2021 meetings are available for inspection.

#### **15. 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.

#### **16. 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.

**17. TOWN MAYOR'S ANNOUNCEMENTS.**

**18. 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.

**19. PAVILION WORKING GROUP – UPDATE (p).**

The Working Group met on 13 September 2021. Attached for members information are the confidential notes from that Working Group along with the supporting documents they were provided.

**Recommended:** To consider the recommendations contained within the Working Group notes from the 13 September 2021 meeting.

**20. INGRESS PARK COMMUNITY CENTRE – UPDATE (p).**

The attached email is the latest update received from Crest Nicholson, dated 29 September 2021.

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

**INFORMATION IN THE OFFICE.**

- KALC News – June and July 2021
- Local Councils Update – Issue 252, July 2021, Issue 253, August 2021, Issue 254, September 2021 and Issue 255, October 2021.
- The Clerk – July 2021, Vol.52, No.4 and September 2021, Vol 52, No. 5
- Clerks & Councils Direct – July 2021, Issue 136 and September 2021, issue 137
- LCR (NALC), Issue 3, 2021



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Swanscombe and Greenhithe Town Council Website:  
<http://www.swanscombeandgreenhithetowncouncil.gov.uk>

