

SPECIAL TOWN COUNCIL
28 OCTOBER 2021**MINUTES of the SPECIAL TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 28 OCTOBER 2021 at 7.40 PM**

PRESENT: Councillor Lesley Howes – Town Mayor
Councillor Lorna Cross – Deputy Town Mayor
Councillor Emma Ben Moussa
Councillor Ann Duke
Councillor Peter Harris

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

ABSENT: There were none

246/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

Members held a minute's silence as a mark of respect for the recent passing of Kent County Councillor and Dartford Borough Councillor Ann Allen.

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

247/21-22. APOLOGIES FOR ABSENCE.

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 24 June 2021 (minute 48/21-22).

An apology for absence was received from Councillor Anita Barham, due to other commitments.

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

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

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

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

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

An apology for absence was received from Councillor Maurice Weet, due to medical reasons.

Members expressed their concern regarding the number of non-attendees, and it was agreed that the Town Mayor would write a letter to all Members informing them of these concerns.

RESOLVED:

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

That the Town Mayor write a letter to all Members informing them of the concerns regarding the number of non-attendees at meetings.

248/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

249/21-22. TO RECEIVE THE MINUTES OF THE SPECIAL TOWN COUNCIL MEETING HELD ON 7 OCTOBER 2021.

RESOLVED:

That the Minutes of the Town Council meeting held on be 7 October 2021 be confirmed as a true record and be signed.

250/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

251/21-22 REQUEST FOR DISPENSATION FOR NON-ATTENDANCE AT MEETINGS IN RESPECT OF COUNCILLOR MAURICE WEET.

A request had been submitted for Members to consider granting dispensation for possible non-attendance at Town Council meetings that may give rise to disqualification without prior approval. The Town Council was asked to consider the request, made due to ill health.

RESOLVED:

That the Town Council approve a dispensation for Councillor Maurice Weet from attending meetings of the Town Council due to ill health, for a six-month period commencing 28 October 2021, to avoid ceasing being a member of the authority under Section 85 of the Local Government Act 1972.

252/21-22. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Emma Ben-Moussa and seconded by Councillor Lorna Cross.

RESOLVED:

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

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

253/21-22. PAVILION PROJECT - UPDATE.

Members discussed the contents of the confidential report, which included the quotations relating to the previously approved (full Council 7 October 2021) recommendation 1 (of 4) from the 13 September 2021 Working Group meeting.

It was proposed, duly seconded and, after being put to a vote, agreed:

RESOLVED:

That quotation A be selected for the works as detailed in the quotation.

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

Signed: _____

(Chairman)

Date:- _____

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 29 SEPTEMBER 2021 AT 7.00PM

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

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: Councillor Ann Duke

185/21-22. 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.

186/21-22. APOLOGIES FOR ABSENCE.

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

An apology for absence was received from Councillor Maurice Weet, due to medical reasons.

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

187/21-22. SUBSTITUTES.

There were none.

188/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

189/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

190/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15 SEPTEMBER 2021.

Recommended: The Minutes of the meeting held on 15 September 2021 were confirmed and signed.

191/21-22. CONSULTATION – PRE-SUBMISSION DARTFORD LOCAL PLAN.

Further to minute 236/20-21 members were asked whether they wish to submit any comments on the Pre-submission Dartford Local Plan.

Members had previously been provided with the links to the Dartford Local Plan via email on 15 September 2021.

The deadline for comments was Wednesday 27 October 2021.

Recommended: That the response, as detailed, be finalised and submitted.

TOWN PLANNING:

192/21-22. The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.

The following refused decision notice was noted.

DA/21/00854/FUL	Erection of a single storey rear extension. 64 Milton Road, Swanscombe DA10 0LY.
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193/21-22. The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.

DA/21/01219/TPO	Application to fell 1 No. Silver Birch tree subject to Tree Preservation Order No. 3 1991. 6 St Peters Close, Swanscombe Kent DA10 0BD
DA/21/01188/FUL	Demolition of existing conservatory and construction of new single storey rear extension. 59 Valley View, Greenhithe Kent DA9 9LU

There being no further business to transact, the Meeting closed at 7.10 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 3 NOVEMBER AT 7.00PM

PRESENT: Councillor Peter Harris – Vice-Chairman in the Chair
Councillor Lorna Cross
Councillor Ann Duke

ALSO PRESENT: Graham Blew – Town Clerk

ABSENT: There were none.

254/21-22. 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.

255/21-22. APOLOGIES FOR ABSENCE.

Councillor Maurice Weet had previously received dispensation from attending meetings for a six-month period commencing 28 October 2021 (minute 251/21-22).

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

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

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

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

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

256/21-22. SUBSTITUTES.

There were none.

257/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

258/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk informed Members that Dartford Borough Council had sent notification that DA/21/00724/FUL – Land North of Railway Line, Station Road, Greenhithe was being considered at the 11 November 2021 Development Control Board.

259/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 29 SEPTEMBER 2021.

Recommended: The Minutes of the meeting held on 29 September 2021 were confirmed and signed.

TOWN PLANNING:

260/21-22. The following planning applications have been received from Dartford Borough Council / Ebbsfleet Development Corporation for Members observations (full details of these applications can be viewed via the Town Council, DBC and the EDC websites).

DA/21/01465/FUL	Erection of a single storey rear and side extension. 32 Broomfield Road, Swanscombe, DA10 0LT.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.
DA/21/01550/TPO	Application to fell to ground level 1 No. Ash Tree (T1) subject to Tree Preservation Order No: 11 1990. 7 The Dell, Greenhithe, DA9 9XG.
OBSERVATIONS:	No observations.

DA/21/01587/ADV	<p>Display of 2 x externally illuminated fascia signs, 1 x internally illuminated projecting sign, 7 x panel advertisements, 4 x wall mounted poster cases, and 1 x window manifestation.</p> <p>39 - 40 Craylands Lane, Swanscombe, DA10 0LP.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
EDC/21/0175	<p>Reserved matters application (details relating to access, appearance, landscaping, layout, and scale) pursuant to conditions 2 and 19 of outline planning permission EDC/16/0045 for the erection of a Neighbourhood House community building, together with details relating to piling and foundations (condition 20) and noise mitigation (Condition 26).</p> <p>Neighbourhood House, Ackers Drive, Ebbsfleet, Da10 0BE.</p>
OBSERVATIONS:	<p>No observations.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.</p>
EDC/21/0176	<p>Reserved matters application (details relating to access, appearance, landscaping, layout, and scale) pursuant to conditions 2 and 19 of outline planning permission EDC/16/0045 for the erection of a Community Hub Building, together with details relating to piling and foundations (condition 20), noise mitigation (condition 26), details of playing pitches (condition 30), a Community Use Agreement (condition 61), a Management and Maintenance Scheme (Condition 62) and lighting design (condition 63).</p> <p>Community Hub, Talbot Lane, Ebbsfleet, DA10 1AZ.</p>
OBSERVATIONS:	<p>No observations.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.</p>

261/21-22. The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.

DA/21/01205/FUL	Erection of a two-storey side extension, conversion of garage to habitable room and provision of dormer window in rear elevation and roof light in front elevation in connection with providing additional rooms in the roof space. 61 Caspian Way, Swanscombe, DA10 0LD.
DA/21/01288/TPO	Application for T565 sycamore, heavy limb overhanging and touching neighbouring garage in Worcester Close – remove this limb to improve overall balance of crown and remove from neighbouring garage subject to tree Preservation Order No. 11 1990 Communal Area rear of 1 and 5 Watermans Way Greenhithe, Kent.
DA/21/01304/TPO	Application to remove a group of three trees in the rear garden subject to Tree Preservation Order No. 11 1990 9 Watermans Way Greenhithe, DA9 9GJ.
DA/21/01360/FUL	Erection of a two-storey rear extension and rear conservatory. 18 The Crescent, Greenhithe, DA9 9EP.

There being no further business to transact, the Meeting closed at 7.10 pm.

Signed: _____
(Chairman)

Date: _____

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 24 NOVEMBER AT 7.00PM

PRESENT:

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

ALSO PRESENT:

Graham Blew – Town Clerk

ABSENT:

There were none.

283/21-22. 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.

284/21-22. APOLOGIES FOR ABSENCE.

Councillor Maurice Weet had previously received dispensation from attending meetings for a six-month period commencing 28 October 2021. (minute 251/21-22).

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

An apology for absence was received from Councillor Peter Harman, due to medical reasons.

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

285/21-22. SUBSTITUTES.

There were none.

286/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

287/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

288/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 3 NOVEMBER 2021.

Recommended:

The Minutes of the meeting held on 3 November 2021 were confirmed and signed.

TOWN PLANNING:

289/21-22. **The following planning applications have been received from Dartford Borough Council / Ebbsfleet Development Corporation for Members observations** (full details of these applications can be viewed via the Town Council, DBC and the EDC websites).

<p>DA/21/01643/FUL</p>	<p>Conversion of ground floor, disused builders' merchants to 1 x 1 bed flat, with external alterations and associated parking, cycle, refuse and amenity space. Change of use of disused external commercial store to ancillary residential storage.</p> <p>Former A E Frost Builders Merchant, 64 Stanhope Road, Swanscombe, Kent, DA10 0AS</p>
<p>OBSERVATIONS:</p>	<p>The Town Council object to this planning application due to over development of the site and issues regarding parking. The Town Council would like to see confirmation that the proposed parking is of a sufficient standard and that the required pedestrian visibility splay between the parking and the pavement is achievable as well as the required turning space being adequate.</p> <p>The Planning Authority are asked to consider whether the disbenefits of the proposal outweigh any benefits</p> <p>The Town Council strongly urge that the applicant must consider, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of Electric Vehicle Charging Points.</p> <p>Please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
<p>DA/21/01670/FUL</p>	<p>Provision of a rear dormer and 3 No. rooflights to front elevation in connection with providing additional rooms in the roof space.</p> <p>17A Childs Crescent, Swanscombe.</p>
<p>OBSERVATIONS:</p>	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>

DA/21/01409/VCON	<p>Application for variation of condition 11 of planning permission ref DA/18/01377/FUL to allow amended opening hours of March 1st - July 14th (7 days a week) between the hours of 10:00-17:00, July 15th - September 10th (7 days a week) between the hours of 10:00-20:00 and September 11th - February 28th/29th (7 days a week) between the hours of 10:00-16:00.</p> <p>Hangloose Adventure, Bluewater Parkway, Dartford</p>
OBSERVATIONS:	No observations.
DA/21/01725/TPO	<p>Application for Sycamore tree (T565 tag removed) directly next to T564 (Sycamore), in the raised bed, to reduce the lateral branches overhanging the parking and road area. tree is around 20m in height with a spread of 11m -proposal is to reduce the lateral branches back to good growth points by around 3m-3.5m to improve overall balance of the tree. Leaving the height, the same and the spread a more balanced 7.5-8m. And crown raise to 5m subject to Tree Preservation Order No.11 1990</p> <p>Area rear of 5 Watermans Way and rear of garages Worcester Close, Greenhithe</p>
OBSERVATIONS:	No observations.
DA/21/01720/FUL	<p>Demolition of existing garage and erection of two storey side and single storey rear extensions.</p> <p>52 Pentstemon Drive, Swanscombe</p>
OBSERVATIONS:	<p>The Town Council are concerned that 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 DP3 and DP4 of the Dartford Development Policies Plan.</p> <p>The Town Council believes that the proposal would have a detrimental effect on the provision of parking in the vicinity.</p> <p>Please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/21/01716/FUL	<p>Erection of a detached self-contained annex (retrospective application).</p> <p>19 Riverview Road, Greenhithe</p>

OBSERVATIONS:	The Town Council have no observation on the assumption that the self-contained annex is not for commercial use.
DA/21/01741/FUL	Erection of a detached outbuilding in rear garden for use as home office/study. 2 Lightermans Way, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/21/01747/TPO	Application to pollard to height of 3m from ground level, remove trunk and basal suckers and reduce tree debris of 1 No. Lime tree subject to Tree Preservation order No.3 1991. 3 St Pauls Close, Swanscombe.
OBSERVATIONS:	No observations.

290/21-22. **The following planning applications have been received from Kent County Council for Members observations** (full details of these applications can be viewed via the Town Council and KCC websites).

KCC/DA/0200/2021	Operation of aggregates recycling facility to accept 150,000tpa of construction and demolition waste. Sheerness Recycling Ltd, Land to the South of Manor Way, Swanscombe, Kent DA10 0PP.
OBSERVATIONS:	No observations.

291/21-22. **The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/20/00830/FUL	Demolition of existing side extension with replacement of single storey side extension to provide garage allowing rear access and single storey rear extension. Accuba House, 35 High Street, Greenhithe.
DA/21/01496/TPO	Application to fell 1 No. Robinia (T6) tree subject to Tree Preservation Oder No. 3 1991. Play Area, Manor Park, St. Peters Close, Swanscombe.

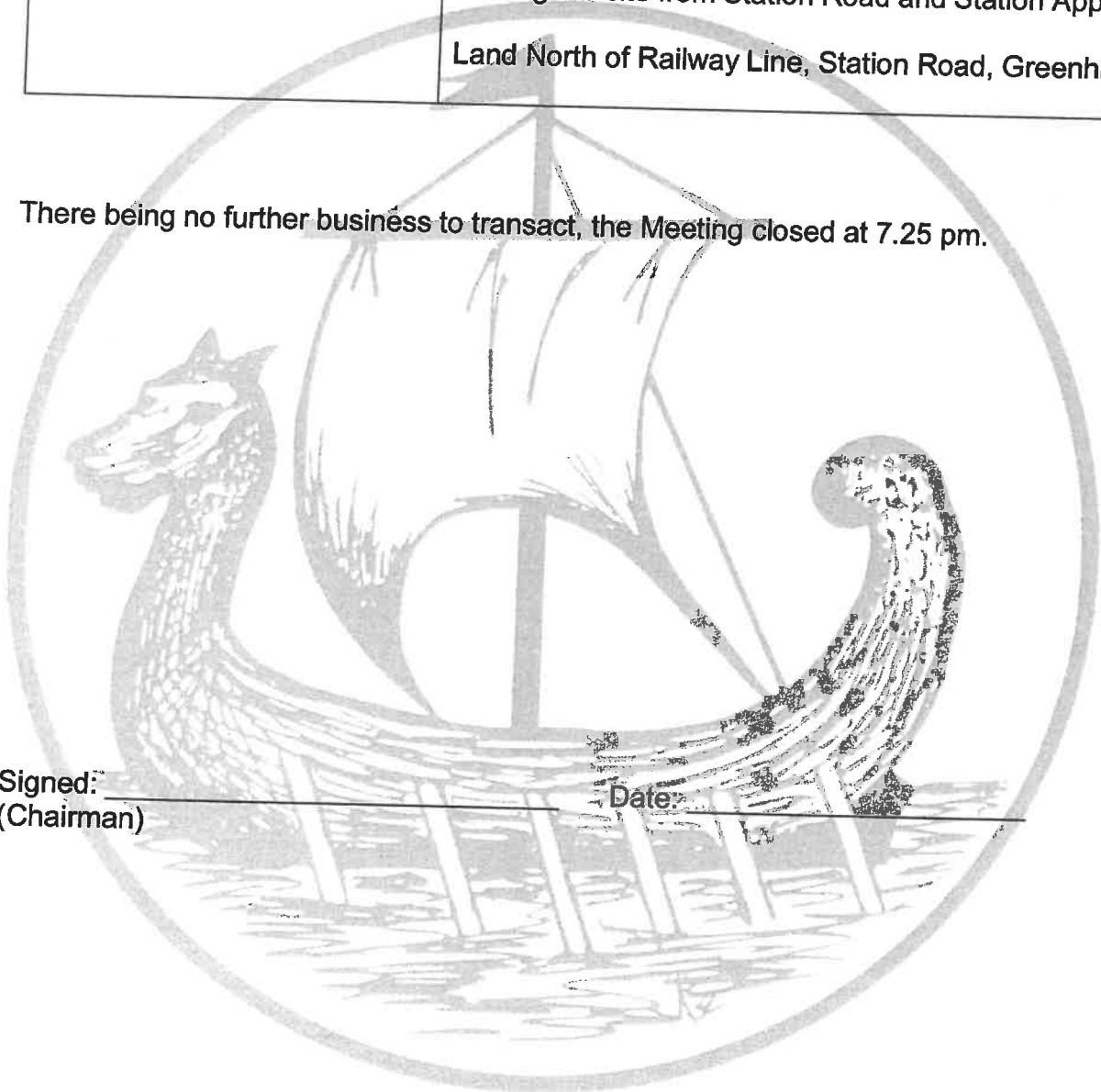
292/21-22. **The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/21/00742/FUL	Erection of 3 buildings up to four storeys in height to provide 47 flats with off-street car parking, communal amenity space, hard and soft landscaping, recycling and refuse storage facilities and new vehicular accesses serving the site from Station Road and Station Approach. Land North of Railway Line, Station Road, Greenhithe
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There being no further business to transact, the Meeting closed at 7.25 pm.

Signed: _____
(Chairman)

Date: _____



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MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 18 NOVEMBER 2021 at 7.00PM

PRESENT: Councillor Emma Ben Moussa – Vice-Chairman in the Chair
Councillor Ann Duke
Councillor Linda Hall
Councillor Peter Harris (substituting for Councillor Peter Harman)
Councillor John Hayes
Councillor Lesley Howes

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

ABSENT: There were none

32/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

263/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Anita Barnham, due to other commitments.

An apology for absence was received from Councillor Lorna Cross, due to other commitments.

An apology for absence was received from Councillor Peter Harman, due to medical reasons.

An apology for absence was received from the Senior Groundsman Gardener, due to medical reasons.

RESOLVED:

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

264/21-22. SUBSTITUTES.

Councillor Peter Harris substituted for Councillor Peter Harman.

265/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

266/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

267/21-22. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 23 SEPTEMBER 2021.

Recommended: That the Minutes of the Meeting held on 23 September 2021 were approved and signed as a true record.

268/21-22. SENIOR GROUNDSMAN /GARDENER'S REPORT.

Members were provided with a copy of the report which updated members on the work undertaken, by the Parks Department and the work planned for the future which included:

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

Recommended: That the information be noted.

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.

269/21-22. TREE WORKS – KNOCKHALL PARK, GREENHITHE.

Members had been provided with a report from the Town Councils approved Tree Surgeon for the row of poplar trees at the rear of Knockhall Park bordering Craylands Gorge. This had been commissioned as x2 large branches had fallen, neither during a period of high winds.

The survey had identified that x3 trees required felling due to signs of internal decay. A further large branch was required to be removed to prevent additional damage. The work had been quoted to cost £4,800.00+VAT and it was proposed to members to be fund these works from the tree survey money contained within the Financial Risk Assessments.

The Town Council had also sought, and been provided with, a quotation to replace the x3 felled trees with x6 replacements. This would be at a cost of £2,250+VAT and it was proposed to members to fund these from the money allocated (£3,000 per year over the next 5 years) for replacement trees within the normal tree budget (Cost Code 54).

Members discussed the species and placement of the replacement trees and agreed that this would be based on the availability and recommendation of the Town Councils approved Tree Surgeon.

Recommended: That the recommendation of the Town Councils approved Tree Surgeon for the tree works at Knockhall Park, including the sources of funding for these works and the expenditure to plant the replacements, as detailed be agreed.

270/21-22. NEW COMMUNITY SPACES – SWANSCOMBE PARK.

Members were advised that the previously agreed x6 fruit trees were planted to begin a community orchard adjacent to the proposed new family picnic area with all x6 having been planted either in dedication or sponsored.

Members considered a draft of a dedication plaque that would be installed on the old score board within the community orchard to signify who the trees had been planted for.

Members were updated on the ongoing work to install the various new benches, bins, raised beds and panels within the community garden and family picnic area. Members considered, and proposed, some minor context and grammatical changes, to draft signage to be placed in the entrance way to these new community spaces. It was also clarified that the signs would be produced in a similar size and font to those already placed at the Town Councils play areas.

It was also recommended to Members, to reduce the chance of damage during the wet seasons, that the family picnic area, community garden and community orchard are officially opened in Spring 2022 when all planting will be in place and the areas would be ready to use.

Recommended:

1. That the wording for the dedication plaque to be placed in the community orchard be agreed.
2. That the names and wording, including the minor context and grammatical changes, for the signage to be placed on the new community spaces within Swanscombe Park be agreed, and that these would be of a similar size and font to the existing signs within the Town Councils play areas.
3. That the x3 new community spaces within Swanscombe Park be officially opened in Spring 2022.

271/21-22. DISPOSAL OF TOWN COUNCIL ASSET – TRACTOR.

Members were advised that the tractor had been used minimally for minor sports ground maintenance and preparation.

The vehicle is currently valued at between £9,000 and £12,000 sold as second hand.

Members discussed the recommendation to dispose of this vehicle, should a suitable value be obtained, and were informed that the funds generated from any sale would then be put into the specialist equipment budget within the Finance Risk Assessment. This would enable officers to discuss with the Parks Department any alternative, more appropriate, equipment needed.

Recommended:

That the sale of the tractor be agreed and delegated to the Town Clerk.

272/21-22. GANG MOWING.

Further to minute 166/20-21 and in accordance with Financial Regulation 11.1 (iv) (and in consultation with the Town Mayor and Chairman of Finance and General Purposes Committee), a continuation of the contract for gang mowing in 2022 had been signed.

Recommended: That, in accordance with Financial Regulation 11.1 (iv), the contract for gang mowing of the Town Councils areas for 2022 be approved.

273/21-22. SUGGESTIONS FOR 2022 - 2023 ESTIMATES.

Further to minute 223/21-22 (full Council 7 October, 2021) any suggestions members may have for items to be considered for the 2022 - 23 Estimates 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.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 28 OCTOBER 2021 at 7.00PM

PRESENT: Councillor Lesley Howes – Chairman
Councillor Lorna Cross – Vice-Chairman
Councillor Peter Harris (substituting for Councillor Peter Harman)
Councillor Emma Ben Moussa
Councillor Ann Duke

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

ABSENT: There were none

232/21-22. 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.

233/21-22. APOLOGIES FOR ABSENCE.

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

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

An apology for absence was received from Councillor Maurice Weet, due to medical reasons.

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 24 June 2021 (minute 48/21-22).

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

234/21-22. SUBSTITUTES.

Councillor Peter Harris substituted for Councillor Peter Harman.

235/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Peter Harris declared a prejudicial interest in item 10, Applications for funding from the Town Council, as he is a member of Ingress Park Residents Association.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

236/21-22. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

237/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9 SEPTEMBER 2021.

Recommended: The Minutes of the meeting held on 9 September 2021 were confirmed and signed as a true record.

238/21-22. 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 August 2021 and September 2021 be noted.

239/21-22. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in August 2021 and September 2021.

Recommended: That the bank transfers undertaken in August 2021 and September 2021 be approved.

240/21-22. 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 August 2021 and September 2021.

Recommended: That the receipts and payments for August 2021 and September 2021, as per the annexed list, be approved.

241/21-22. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 30 September 2021.

Recommended: That the summary of accounts to 30 September 2021 be noted.

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

242/21-22. 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 2021 - 22 budget:

- Greenhithe Community Centre - £250.00
- Consolidated Alms-house of Swanscombe – deferred whilst Councillor Emma Ben-Moussa liaises with applicant.
- Hi-Kent - £500.00
- Ingress Park Residents Association - £200.00

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

243/21-22 CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – DRAFT PROPOSAL.

At its meeting on 14 December 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 minute 92/21-22 (FGP 8 July 2021), members were provided with a draft application for the Capacity Building Fund for match funding towards Groundskeeping Equipment.

Members were asked to consider the proposal to the capacity fund for match funding towards Groundskeeping Equipment to support the increase to the Parks Departments with the recruitment of an Apprentice.

Recommended: That the application form provided to members be submitted for the Capacity Building Fund for match funding towards Groundskeeping Equipment to support the increase to the Parks Departments recruitment of an Apprentice.

244/21-22 FUNDING AWARD – KCC COVID -19 GRANT FUND

In September 2021 the Town Council applied for a grant from the KCC COVID-19 Grant Fund to make improvements to the Church Road Hall to ensure it could be considered a full COVID secure venue. This included improvements to the windows and doors for better ventilation and redecoration using easy wipe paint.

KCC have now confirmed that this funding bid was successful, and work will shortly begin on making these improvements.

Recommended: That the item be noted.

245/21-22 FINANCIAL RISK ASSESSMENTS (FRA) FOR 2021 - 2022

The FRA Working Group met on 6 October 2021 to undertake a review.

Members were sent the report which detailed recommended adjustments to the FRA's from 2021 – 2022 onwards.

Members considered the report/ notes from the Working Group meeting which would form part of the recommendation to full Council (9 December 2021), to enable the Estimates 2022 - 2023 to be drafted for consideration, and then approval by the Finance and general Purposes Committee and Special Town council at their meetings on 13 January 2022.

Members discussed the contents of the report/notes from the Working Group meeting and agreed that they should be submitted to full Council, 9 December 2020, for approval and inclusion in the Estimates 2022 – 2023.

Recommended: That the report from the FRA Working Group be submitted to full Council on 9 December 2020 for approval and inclusion in the Estimates 2022 – 2023.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 6 OCTOBER 2021 at 7.00 PM

PRESENT:

Councillor Peter Harris – Chairman
Councillor Peter Harman– Vice-Chairman
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Sue Butterfill
Councillor Lorna Cross
Councillor Lesley Howes

ALSO PRESENT:

Martin Harding – Assistant Town Clerk / Responsible Financial Officer
PCSO Andrew Lewis – Kent Police
PCSO Tilly Digby-Baker – Kent Police
Billy Unsworth – Kent Community Warden
Councillor David Mote – Dartford Borough Council
Tony Henley – Dartford Borough Council (CSU)
X 1 member of the public

ABSENT:

There were none.

194/21-22. 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.

195/21-22. APOLOGIES FOR ABSENCE

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 24 June 2021 (minute 48/21-22).

An apology was also received from Martin Smith (DBC Parking Enforcement).

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

196/21-22. SUBSTITUTES.

There were none.

197/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

198/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

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

199/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 JULY 2021

Recommended: That the Minutes of the Meeting held on 14 July 2021 be confirmed and signed as a true record.

200/21-22. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

PCSO's Andrews Lewis and Tilly Digby-Baker provided an update on recent activity and investigations undertaken in the areas of Swanscombe and Greenhithe.

Members had the opportunity to ask both PCSO's questions in relation to both their reports and raise matters of concern.

Recommended: That the report be noted and PCSO's Lewis and Digby-Baker be thanked for their attendance

201/21-22. KCC COMMUNITY WARDENS REPORT.

KCC Warden Unsworth gave an update on matters he had been involved with in the area, including Swanscombe Food Cellar, Welfare Support, Property Eviction and Anti-Social Behaviour.

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

202/21-22. COMMUNITY SAFETY LIAISON.

Local schools – Councillor Ben-Moussa confirmed that the new CCTV cameras outside Manor Community Primary School were being effective in fining drivers that were illegally parking outside the school. Work was being undertaken to look at the effect of cars being displaced onto adjacent streets.

Kent Fire Service – Councillor Harman confirmed that the appliance from Swanscombe Station was operating less than 50% of the time, with crews operating on a retained basis.

Neighbourhood Watch – The Chairman confirmed that the AGM for North West Kent was due on 25 October 2021.

Community Speed Watch – The Chairman updated that two recent sessions had been undertaken in Ingress Park, but the group were still awaiting new speed indicator signs.

Dartford Borough Council (CSU) – Councillor David Mote and Tony Henley updated members that the Community Safety Partnership had changed from being between Dartford and Gravesham to just Dartford on its own. Members were provided with a copy of the Partnership Performance Update document recently considered at the Crime & Disorder Overview and Scrutiny Committee meeting at Dartford Borough Council. It was hoped that this would be agreed to be made available to the public.

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

203/21-22. DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.

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

Recommended: That the information be noted.

204/21-22. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Peter Harman and seconded by Councillor Emma Ben Moussa.

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.

205/21-22. CONFIDENTIAL AGENDA ITEMS

Further to minute 283/20-21 (Town Council 8 April 2021), the ATC/REO provided an update to members on the progress of this matter and that officers were now working with Dartford Borough Council (CSU) on pursuing a prosecution.

Recommended: That the update be noted and that the work being undertaken towards a prosecution be supported.

There being no further business to transact, the Meeting closed at 8.20 pm.

Signed _____
Chairman Date

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MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on TUESDAY 23 NOVEMBER 2021 at 12pm

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

ABSENT: Councillor Dr Jo Harman
Councillor Peter Harman

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

274/21-22. 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.

275/21-22. APOLOGIES FOR ABSENCE.

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

Councillor Maurice Weet had previously received dispensation from attending meetings for a six-month period commencing 28 October 2021 (minute 251/21-22).

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

276/21-22. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

As per Standing Order 34 c) the Chairman adjourned the meeting at this point to allow members of the public to address the meeting in relation to the business being transacted at the meeting.

277/21-22. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

278/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 12 AUGUST 2021.

Recommended: That the minutes from the meeting held on 12 August be confirmed and signed.

279/21-22. COMPLAINT HANDLING PROCEDURE (p).

Members were provided with the current policy which included draft additions regarding Unreasonable and Vexatious Complaints and Anonymous Complaints.

Recommended: That the Complaint Handling Policy, including the proposed additions regarding Unreasonable and Vexatious and Anonymous Complaints be agreed.

280/21-22. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Lorna Cross and seconded by Councillor Anita Barham.

RESOLVED:

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

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

281/21-22. STAFFING MATTERS.

Members considered the contents of the confidential report.

The Town Clerk detailed the recent information regarding employee 68 resigning and informed members that the vacancy would now be advertised in the new year, and the recruitment process carried out.

Recommended: That the contents of the confidential report be noted.

282/21-22. **STAFFING BUDGET 2022 – 2023.**

Members asked that a letter, from the Town Mayor, be sent to all staff thanking them for their efforts and understanding during the Covid Pandemic.

Members were unanimous in proposing and agreeing that employee 57 receive an honorarium payment in recognition of their efforts and diligence during periods of demanding staffing levels. The RFO confirmed that sufficient funds were available from the department staffing budget to allow for this.

Members considered the confidential report and after discussion it was proposed, duly seconded, and agreed.

Recommended:

1. That a letter from the Town Mayor be sent to all staff with their December salary including employee 57 detailing the Honorarium Payment.
2. That the Staffing Budget 2022 – 2023 be accepted and go forward to full Council as part of the draft Estimates.

There being no further business, the Meeting closed at 12.15pm.

Signed: _____
(CHAIRMAN)

Date: _____

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Long-Term Budget Requirements

Area Assessed: Sports Pavilion Date Assessed: 6 October 2021

Description of Long Term Budget Requirements	Frequency	Due Date	Cost	Starting Budget	Year 11 2021/22	Year 12 2022/23	Year 13 2023/24	Year 14 2024/25	Year 15 2025/26	Year 16 2026/27	Year 17 2027/28	Year 18 2028/29	Year 19 2029/30	Current Balance
Strategic Building Fund (Inc Squash Courts)	Ongoing			£99,002.00	£17,000.00	£17,000	£8,500							£116,002
				£99,002.00	£17,000.00	£17,000.00	£8,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£116,002

Assessment Carried out by: _____ Renewal Date: _____
 Renewal Date: _____

Long-Term Budget Requirements (Council Offices & Community Hall)

Area Assessed: Council Offices & Community Hall

Date Assessed: 6 October 2021

Description of Long Term Budget Requirements	Frequency	Due Date	Cost	Starting Budget	Year 11 2021/22	Year 12 2022/23	Year 13 2023/24	Year 14 2024/25	Year 15 2025/26	Year 16 2026/27	Year 17 2027/28	Year 18 2028/29	Year 19 2029/30	Current Balance
Flooring	Ongoing		£21,000	£13,550										£13,550
Equipment & IT	Ongoing		£10,000	£4,058	£500	£500	£500	£500	£500	£500	£500	£500	£500	£4,558
Building Valuations (All buildings)	5 years	Apr-26	£3,000	£960	£500	£500	£500	£540						£1,460
Plant Room (Replacement items, ie boiler, tanks, air cooling equipment etc - save over 10 year period but will probably have to use during period as	Ongoing		£30,000	£12,010	£2,000	£2,000	£2,000	£2,000	£2,000	£2,000	£2,000	£2,000	£2,000	£14,010
Redecoration & Lighting	Ongoing													
Sun Awning Replacement (save over 10 year period)	Ongoing		£15,000	£15,950										£15,950
New Motors in All Door Openers (save over 10 year period - but may have to use as door motors fail)	Ongoing		£5,000	£4,000	£500	£500								£4,500
Hard wire window shutters	Ongoing		£5,000	£3,315	£500	£500	£685							£3,815
Refit kitchen and white goods (offices	Once	Apr-26	£6,000	£3,300	£500	£500	£500	£500	£700					£3,800
Electrical Installation Inspection (every 5 years)	10 years	Apr-28	£6,000	£2,500	£500	£500	£500	£500	£500	£500	£500			£3,000
	5 yearly	Apr-26	£2,500	£0	£500	£500	£500	£500	£500					£500
Total To Budget for Annually														
			£106,000	£59,643	£5,500	£5,500	£5,185	£4,540	£4,200	£3,000	£3,000	£2,500	£2,500	£65,143

Assessment Carried out by:

Renewal Date:
Renewal Date:

Long-Term Budget Requirements

Area Assessed: Old Fire Station Café Date Assessed: 6 October 2021

Description of Long Term Budget Requirements	Frequency	Due Date	Cost	Starting Budget	Year 11 2021/22	Year 12 2022/23	Year 13 2023/24	Year 14 2024/25	Year 15 2025/26	Year 16 2026/27	Year 17 2027/28	Year 18 2028/29	Year 19 2029/30	Current Balance
Redecoration Equipment	Ongoing		£2,500	£1,550										£1,550
	Ongoing		£10,000	£9,800										£9,800
					£12,500	£11,350	£0	£0	£0	£0	£0	£0	£0	£11,350

Assessment Carried out by: _____ Renewal Date: _____
 _____ Renewal Date: _____

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**CALCULATION OF COUNCIL TAX 2022/23 AS REQUIRED BY
SWANSCOMBE & GREENHITHE TOWN COUNCIL**

AGENDA ITEM 8
TC 9/12/21

Balance at Bank 1st April 2021	555,942
Plus Precept - 2021/22	420,053
Plus Section 136 - 2021/22	0
Plus Government Grant 2021/22	14,435
	<u>990,430</u>

Less probable expenditure 2021/22	475,418
Less reserve account	428,362
Less working balance	40,000
Less Earmarked from 2021/22 Balances	0
Available Balance	<u>46,649</u>

Estimated expenditure 2022/23	490,621
Less available balance	46,649
	<u>443,971</u>

Less Section 136	0
Less Government Grant	14,435

Total Amount Required	<u>429,536</u>
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COUNCIL TAX CALCULATION

Basic rate for calculation as provided by Dartford Borough Council
4545.61 properties

2021/22
4445.61

Martin Harding: Forecast 100 property increase
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Band	2022/23				
A	£63.00				
B	£73.50				
C	£84.00				
D	£94.49	£94.49	£0.00		
E	£115.49				
F	£136.49				
G	£157.49				
H	£188.99				
				Percentage	0.01

	2020/21 ACTUAL	2021/22 EST	2021/22 PROB	2022/23 EST	2023/24 FORE	2024/25 FORE
Cost Centre 1 Public Lighting						
Cod: Description						
1 Supply & Maintenance	2500	2600	2150	2300	2369	2440
3 Christmas Lighting	2700	3600	2000	3600	3708	3819
4 Repairs	1000	500	500	500	515	530
5 Long Term Financial Risks	0	500	2200	2300	500	500
Total Expenditure	6200	7200	6850	8700	7092	7290
7 Miscellaneous Income	1	1	1	1	1	1
Total Income	1	1	1	1	1	1
Total to Public Lighting Summary	6199	7199	6849	8699	7091	7289

Cost Centre 2 Grove Car Park						
Cod: Description						
20 Rates	4075	4571	4300	4571	4754	4944
21 Repairs & Maintenance	3000	500	0	500	515	530
22 Long Term Financial Risks	0	655	1600	1100	655	655
Total Expenditure	7075	5726	5900	6171	5924	6129
7 Miscellaneous Income	815	600	1000	1000	800	800
Total Income	815	600	1000	1000	800	800
Total to Car Parks Summary	6260	5126	4900	5171	5124	5329

Cost Centre 4 Parks Establishment						
Cod: Description						
40 Wages	101600	109000	102000	105000	107625	110316
41 Equipment/Materials	43500	40000	32000	37000	37925	39063
42 New Grounds Maintenance Eq	0	0	0	0	0	0
43 Fuel	2500	2500	2000	2200	2255	2323
44 Fencing	3000	3000	1500	3500	3588	3695
45 Telephone	520	571	200	571	585	603
45 Vehicles	4750	2500	2500	2500	2563	2639
47 Water Rates	1560	1061	1500	1545	1584	1631
48 Gas / Electricity	2000	2122	2060	2122	2175	2240
49 Playground Equipment & Mainte	7000	5000	3000	5000	5000	5150
50 Training	1500	1500	500	1500	1538	1584
51 Knockhall Changing Rooms	1100	500	500	500	513	528
52 Parks Works Area	750	750	750	750	769	792
53 Vandalism	750	1000	500	500	513	528
54 Trees	3000	9000	3000	7000	8000	8000
55 New Recreational Facilities	0	0	0	0	0	0
56 Unexpected/Emergency Works	1000	1000	1000	1000	1025	1056
57 Long Term Financial Risks	5000	10250	11500	11500	10500	10500
58 New Community Facility	0	0	0	0	0	0
Total Expenditure	179530	189754	164510	182188	186155	190647
66 Miscellaneous Income	1100	1000	500	1000	1000	1000
Total Income	1100	1000	500	1000	1000	1000
Total to Parks Summary	178430	188754	164010	181188	185155	189647

Martin Harding:
Allowing for 2.5%
increase and spinal
point increases

	2020/21 ACTUAL	2021/22 EST	2021/22 PROB	2022/23 EST	2023/24 FORE	2024/25 FORE
Cost Centre 5 Swanscombe Park						
Cod: Description						
70 Bowls Pavilion Maintenance	0	0	0	0	0	0
Total Expenditure	0	0	0	0	0	0
75 Bowls	3200	3419	3587	3624	3522	3627
Total Income	3200	3419	3587	3624	3522	3627
Total to Parks Summary	-3200	-3419	-3587	-3624	-3522	-3627

**Martin
Harding:**
RPI from Nov
2021 6%

Cost Centre 6 Knockhall Playing Field						
Cod: Description						
80 Rates	141	158	152	158	163	168
Total Expenditure	141	158	152	158	163	168
85 Football	5026	5989	6000	6240	6427	6620
Total Income	5026	5989	6000	6240	6427	6620
Total to Parks Summary	-4885	-5831	-5848	-6082	-6265	-6452

Cost Centre 7 Broomfield Sports Ground						
Cod: Description						
95 Football	6000	6054	11500	8000	8240	8487
96 Cricket	1943	1787	2416	2000	2060	2122
97 Miscellaneous Income	0	0	0	0	0	0
Total Income	7943	7841	13916	10000	10300	10609
Total to Parks Summary	7943	7841	13916	10000	10300	10609

Cost Centre 8 Churchyard - SP & SP						
Cod: Description						
110 Maintenance	2000	3000	500	2000	2060	2122
Total Expenditure	2000	3000	500	2000	2060	2122
Total to Parks Summary	2000	3000	500	2000	2060	2122

Cost Centre 9 Other Projects						
Cod: Description						
121 General Projects (inc Sum Etm)	13500	10000	2500	10000	10300	10609
Total Expenditure	13500	10000	2500	10000	10300	10609
128 Miscellaneous Income	0	0	0	0	0	0
Total Income	0	0	0	0	0	0
Total to Parks Summary	13500	10000	2500	10000	10300	10609

Cost Centre 10 Bus Shelters						
Cod: Description						
130 Maintenance	750	750	450	450	450	450
Total Expenditure	750	750	450	450	450	450
128 Miscellaneous Income	0	0	0	0	0	0
Total Income	0	0	0	0	0	0
Total to Parks Summary	750	750	450	450	450	450

Cost Centre 11 Heritage Park						
Cod: Description						
100 Maintenance / Rent	2000	4500	500	500	500	500
Total Expenditure	2000	4500	500	500	500	500
Total to Parks Summary	2000	4500	500	500	500	500

2020/21 ACTUAL 2021/22 EST PROB 2022/23 EST 2023/24 FORE 2024/25 FORE

Cost Centre 1: Leisure Centre

Cod: Description

146 Rates & Ins Rent - DBC	27500	32187	27000	28000	28840	29705
155 GCLL Management Fee	57000	58000	58000	58000	57000	57000
Total Expenditure	84500	90187	85000	86000	85840	86705
Total Income	0	0	0	0	0	0

Total To Leisure Centre Summary

84500	90187	85000	86000	85840	86705
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Cost Centre 1: Squash Courts

Cod: Description

200 Maintenance	500	500	0	0	0	0
Total Expenditure	500	500	0	0	0	0
205 Squash Income	0	0	0	0	0	0
Total Income	0	0	0	0	0	0

Total to Squash Courts Summary

500	500	0	0	0	0
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Cost Centre 1: Allotments

Cod: Description

210 Rents / Licences	245	245	217	245	252	260
211 Repairs / Maintenance	250	250	0	250	258	265
212 Water Supply	0	0	0	0	0	0
213 Long Term Financial Risks	0	1000	500	500	1000	0
Total Expenditure	495	1495	717	995	1510	525
218 Rent	1900	3088	2800	3551	4084	4696
Total Income	1900	3088	2800	3551	4084	4696

Martin Harding:
15% increase.
10% standard fees increase along with 5% to equalise charges to the Allotment Association

Total To Allotment Summary

-1405	-1593	-2083	-2556	-2574	-4171
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Cost Centre 1: Administration

Cod: Description

230 Wages	134000	144000	135640	140000	144200	148526
231 Furn (F&F) & Equipment	750	1000	500	1000	1030	1061
232 Photocopier	1000	1000	900	1000	1030	1061
233 Stationery, Advertising, Postag	2100	2300	2300	2300	2369	2440
234 Telephone / Internet	3400	3700	3700	3700	3811	3925
235 Mileage Allowance	500	200	0	200	206	212
236 Insurance	14106	13000	12500	13000	13390	13792
237 Subscriptions / Publications	4862	5313	4500	5000	5150	5305
238 Town Mayor's Allowance	1500	1500	1500	1500	1545	1591
239 Civic Reception	1500	1500	1500	1500	1545	1591
240 Chains of Office	250	250	100	250	258	265
241 Legal Fees	5000	3000	2000	3000	3090	3183
242 External Audit Fees	1300	1300	1300	1300	1339	1379
243 Internal Audit Fees	250	250	250	250	258	265
244 Local Funding	7000	2000	2000	2000	2000	2000
245 Miscellaneous	3000	8250	4000	6000	6180	6365
246 Election Expenses	2000	2000	2000	2000	2000	2000
247 Training	1500	1500	1000	1500	1545	1591
248 Member Training	1500	1500	1000	1500	1545	1591
249 IT Services	4500	4000	4000	4000	4120	4244
250 Handyman (including seasonal	500	1500	500	500	515	530
251 Council Offices Building Mainte	15000	15000	13000	14000	14420	14853
252 Water Rates	1332	1455	1000	1499	1544	1590
253 Gas	2403	2625	2100	2500	2575	2652
254 Electricity	11000	5533	5000	5000	5150	5305
255 Rates (NNDR)	21304	22858	22000	22000	22660	23340
256 Long Term Financial Risks	0	2000	1000	1000	2000	2000
Total Expenditure	241557	248534	225290	237499	245474	252658
270 Photocopier Income	0	0	0	0	0	0
271 Miscellaneous	0	0	0	0	0	0
274 Bank Interest	1000	2400	1000	3400	3502	3607
Total Income	1000	2400	1000	3400	0	0

Martin Harding:
Allowing for 2.5% increase and spinal point increases

Martin:
Incorporating the £3000 contribution towards the Queens Platinum Jubilee Event

Total to Administration Summary

240557	246134	224290	234099	245474	252658
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2020/21 ACTUAL 2021/22 EST PROB 2022/23 EST 2023/24 FORE 2024/25 FORE

Cost Centre 1| Church Road Hall

Cod| Description

280 Wages	5100	5535	5000	5673	5843	6018
281 Repairs & Maintenance	1500	1500	500	500	515	530
282 Gas & Electricity	1000	1251	500	500	515	530
283 Cleaning Materials	100	100	100	100	103	106
284 Furniture & Fittings	100	100	100	100	103	106
285 Rates (NNDR)	1235	1385	1333	1439	1482	1527
287 Misc Expenditure	125	125	125	125	129	133
288 Long Term Financial Risks	0	0	0	0	0	0
290 Telephone / Broadband	500	600	400	400	400	400
Total Expenditure	9660	10596	8058	8837	9090	9351

Martin Harding:
Allowing for 2.5% increase

295 Hire Income	4500	3649	4000	6000	6180	3000
Total Income	4500	3649	4000	6000	6180	3000

Total To Community Halls Summary

5160	6947	4058	2837	2910	6351
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Cost Centre 1| Grove Hall

Cod| Description

301 Repairs & Maintenance	700	700	500	500	-85	-88
302 Gas & Electricity	100	100	100	100	103	106
Total Expenditure	810	810	610	610	28	29

315 Hire Income	0	0	0	0	0	0
Total Income	0	0	0	0	0	0

Total To Community Halls Summary

810	810	610	610	28	29
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Cost Centre 1| Heritage Community Hall

Cod| Description

320 Wages	6200	0	0	0	0	0
321 Repairs & Maintenance	1800	0	0	0	0	0
322 Gas & Electricity	1653	0	0	0	0	0
323 Cleaning Materials	195	0	0	0	0	0
324 Furniture & Fittings	500	0	0	0	0	0
325 Rates (NNDR)	2349	0	0	0	0	0
326 Water Rates	667	0	0	0	0	0
327 Misc Expenditure	260	0	0	0	0	0
328 Long Term Financial Risks	0	0	0	0	0	0
Total Expenditure	13624	0	0	0	0	0

335 Hire Income	11000	13000	13000	13260	13658	14068
Total Income	11000	13000	13000	13260	13658	14068

Martin:
RPI from Nov 2021 6% but capped at 2%

Total To Community Halls Summary

2624	-13000	-13000	-13260	-13658	-14068
-------------	---------------	---------------	---------------	---------------	---------------

Cost Centre 2| Sports Pavilion

Cod| Description

340 Gas & Electricity	640	699	600	720	742	764
341 Water Rates	480	524	400	540	556	573
342 Maintenance & Cleaning Contri	1750	1750	500	1750	1803	1857
343 Rates	0	0	0	0	0	0
344 Building Insurance	1570	1418	1418	1418	1461	1504
345 Misc Expenditure	0	0	0	0	0	0
346 Long Term Financial Risks	17000	27000	17000	17000	8500	0
Total Expenditure	21440	31391	19918	21428	13061	4697

350 Rent	17869	19092	13000	20238	19665	20255
Total Income	17869	19092	13000	20238	19665	20255

Martin Harding:
RPI from Nov 2021 6%

Total To Community Halls Summary

3571	12299	6918	1190	-6604	-15557
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	2020/21 ACTUAL	2021/22 EST	2021/22 PROB	2022/23 EST	2023/24 FORE	2024/25 FORE
Cost Centre 2: Town Council Offices Community Hall						
Cod: Description						
360 Wages (Caretaker)	7500	8077	7880	8278	8526	8782
361 Repairs & Maintenance	420	420	400	420	433	446
362 Furniture, Fixtures and Fittings	100	100	75	100	103	106
363 Cleaning Materials	260	260	200	260	268	276
364 Miscellaneous	75	75	75	75	77	80
365 Long Term Financial Risks	0	5000	5500	5500	5185	4540
Total Expenditure	8355	13932	14130	14633	14592	14229
370 Rent	31263	32045	33000	34000	33006	33997
Total Income	31263	32045	33000	34000	33006	33997
Total To Community Halls Summary	-22908	-18113	-18870	-19367	-18414	-19767

Martin Harding:
Allowing for 2.5% increase

Cost Centre 2: Old Fire Station Café						
Cod: Description						
380 Wages	18500	19132	17500	19760	20353	20963
381 Food/Supplies	4000	4000	3500	4000	4120	4244
382 F, F & Equipment (including lea	750	750	500	500	500	500
383 Advertising	100	100	100	100	103	106
384 Rates (NNDR)	1644	1844	1775	1916	1973	2033
385 Electricity & Water	1039	1135	1000	1169	1204	1240
386 Cleaning Materials	130	130	130	130	134	138
387 DBC Maintenance Service Cha	1500	1750	1500	1500	1545	1591
388 Telephone / Internet	750	1000	500	500	515	530
389 Maintenance	1000	1000	100	500	515	530
390 Miscellaneous (and DBC Insurac	1325	1325	500	500	515	530
391 Long Term Financial Risks	0	0	0	0	0	0
392 Rent DBC	3000	5600	0	0	5768	5941
Total Expenditure	33738	37766	27105	30575	37245	38348
395 Café Income	11000	10000	12200	13500	13500	13500
Total Income	11000	10000	12200	13500	13500	13500
Total To Community Café Summary	22738	27766	14905	17075	23745	24848

Martin Harding:
Allowing for 6% increase in line with expected national living wage

Cost Centre 2: Ingress Park Community Centre						
Cod: Description						
400 Wages	1000	6300	400	6000	6180	6365
401 Repairs & Maintenance	500	1850	150	500	515	530
402 Gas & Electricity	400	1600	150	1500	1545	1591
403 Cleaning Materials	250	1000	50	500	515	530
404 Furniture & Fittings	1375	1000	250	500	515	530
405 Rates (NNDR)	650	2442	250	2442	2515	2590
406 Water Rates	200	650	50	650	670	690
407 Key Holder Security	200	800	50	0	0	0
408 Misc Expenditure	210	500	50	100	103	106
409 Long Term Financial Risks	0	0	0	0	0	0
Total Expenditure	4785	16142	1400	12192	12557	12934
415 Hire Income	500	7000	1000	13000	13000	13000
416 Commuted Sum	13500	13500	6000	13500	6000	6000
417 Contingency Fund	0	5000	5000	10000	0	0
Total Income	14000	25500	12000	36500	19000	19000
Total To Community Halls Summary	-9215	-9358	-10600	-24308	-6443	-6066

	2020/21 ACTUAL	2021/22 EST	2021/22 PROB	2022/23 EST	2023/24 FORE	2024/25 FORE
SUMMARY						
Street Lighting	6199	7199	6849	8699	7091	7289
Car Parks	6260	5126	4900	5171	5124	5329
Parks	196538	205595	172441	194432	198979	203857
Leisure Centre	84500	90187	85000	86000	85840	86705
Squash Courts	500	500	0	0	0	0
Allotments	-1405	-1593	-2083	-2556	-2574	-4171
Administration	240557	246134	224290	234099	245474	252658
Community Halls	-19958	-20415	-30884	-52298	-42181	-49078
Community Café	22738	27766	14905	17075	23745	24848
	535929	560499	475418	490621	521498	527436
Total Expenditure	535929	560499	475418	490621	521498	527436

Reserve Account - Earmarked Funds

General Reserves	FRA Reserves
£5,000 Sports Pavilion Bor	£40,964 11/12 FRA
£1,000 Bowls Pavilion Bor	£54,065 12/13 FRA
£3,750 Sports Pavilion Bor	£94,943 13/14 FRA
£1,250 Sports Pavilion Bor	£14,020 13/14 LTM
£66,367 CIL Receipts 19/20	£74,823 14/15 FRA
	£6,423 14/15 LTM
	£79,063 15/16 FRA
	£13,283 15/16 LTM
	-£4,868 16/17 FRA
	£1,820 16/17 LTM
	£575 17/18 FRA
	-£1,965 17/18 LTM
	-£17,576 18/19 FRA
	-£4,576 18/19 LTM

£77,367

£350,994

Total in Reserve Account

£428,361

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QUOTE

Date
12 Nov 2021

Expiry
24 Nov 2021

Quote Number
QU-1246

Reference
Heritage Community Hall
Craylands
LaneSwanscombeKent
DA10 0LP

VAT Number

LED Lighting Upgrade - Community Hall

Item	Description	Quantity	Unit Price	VAT	Amount GBP
	Upgrade Community hall lighting. In Compliance with BS7671 and details noted in the Department of education Technical Annex 2E: Daylight and Electric Lighting Installation of 5ft led fittings in main hall area to meet the requirements of a learning environment. Cost to supply, fit and provide certification	8.00	166.20	20%	1,329.60
	Emergency light fittings x4 Light fittings as above with emergency battery pack fitted suitable for location to provide suitable lighting in case of emergency Installation of 4x5ft emergency led fittings in main hall area to meet the requirements of a learning environment. Cost to supply fit and provide certification	4.00	185.00	20%	740.00
	Installation of Rcb0 to provide rcd protection for individual circuits for upgraded hall lighting	1.00	79.00	20%	79.00
	Installation of Rcb0 to provide rcd protection for individual circuits. Outside Lighting	1.00	79.00	20%	79.00

Item	Description	Quantity	Unit Price	VAT	Amount GBP
	Installation of Rcb0 to provide rcd protection for individual circuits Lighting circuit for toilet/Kitchen	1.00	79.00	20%	79.00
				Subtotal	2,306.60
				TOTAL VAT 20%	461.32
				TOTAL GBP	2,767.92

Terms

Quotations and estimates are subject to survey. The cost of all work included and essential to the project will be priced and confirmed in writing. Any additional work is welcome but may be subject to further negotiation and carried out at the total discretion of [redacted]. All costs for additional work will be agreed before work begins, and a written quotation provided. In the absence of any verbal or written quotation, a minimum hourly rate of £60 will be charged for any work carried out. Quotations are valid for a period of 14 days from the date of the Quotation.

A deposit and / or interim payment may be requested prior to any work commencing to reserve dates for the works and to order materials. The amount of deposit and / or interim payment will be stated in the written quotation and agreed with you prior to commencement of works. A commencement date for the works will not be given until the deposit has been paid by you. Parking expenses and congestion charges will be incorporated into the quotation. Unforeseen parking expenses and congestion charges may be added to the final invoice. In the event of a no show or cancellation on the day there will be a call out charge at discretion.

AGREED CIL EXPENDITURE – PLAY EQUIPMENT (p)

Further to minute 171/21-22 (Regeneration & Quality Sub-Committee 13 September 2021) Members are asked to consider x 4 designs for replacement of the existing timber trim trail in the Swanscombe Heritage Park for a steel version.

The decision to fund this project from CiL expenditure has already been resolved with a budget estimate of £12,400. Members are asked to select the finalised design.

The following is the financial and specification summary for the x 4 designs:

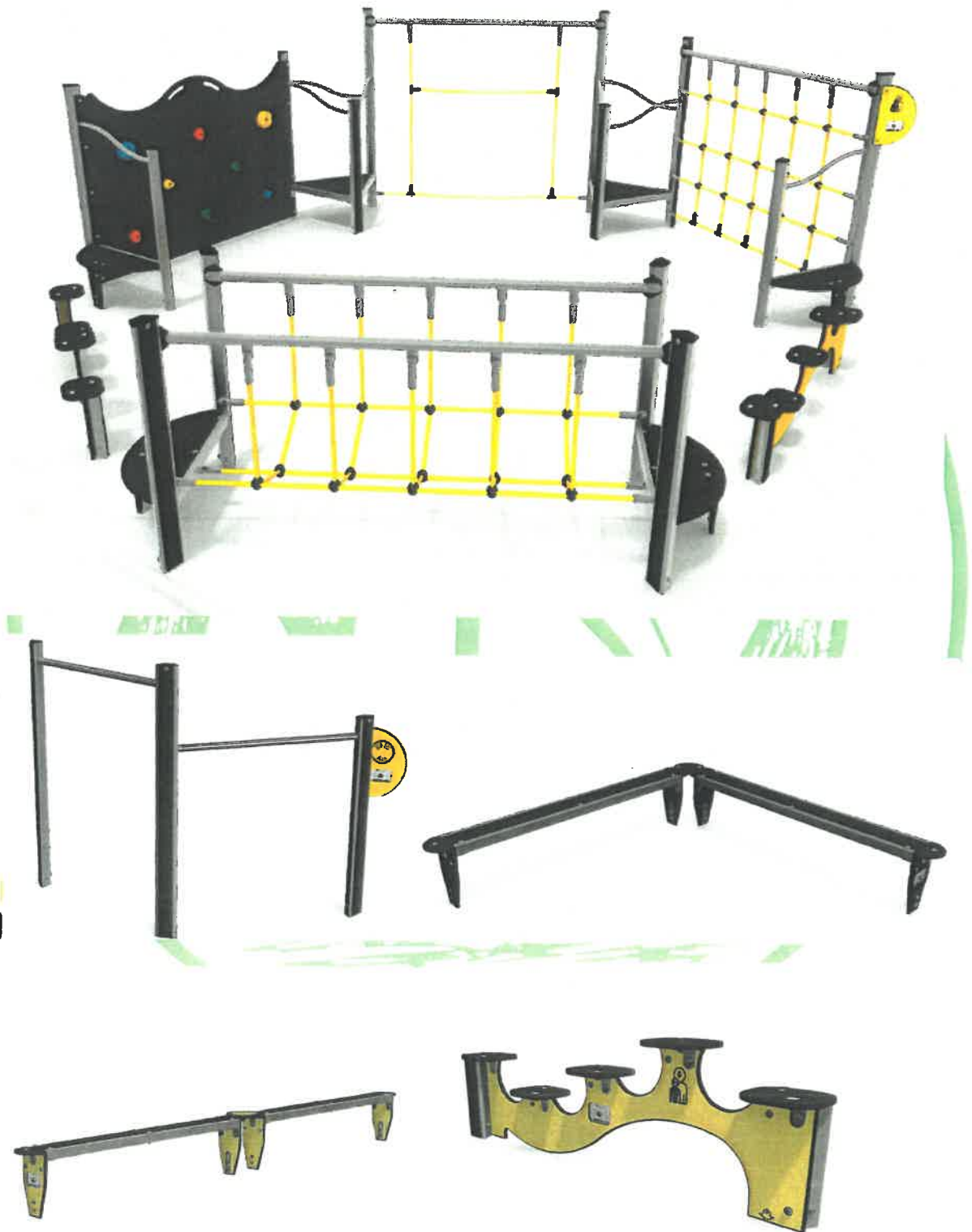
Design:	Cost:	Number of Play Pieces:	Specification:
A	£13,000 + VAT	10	Unpainted Steel
B	£13,989 + VAT	16	Painted Steel
C	£11,616 + VAT	7	Stainless Steel
D	£15,686 + VAT	10	Stainless Steel

Recommended:

To select the design to install at the Swanscombe Heritage Park.

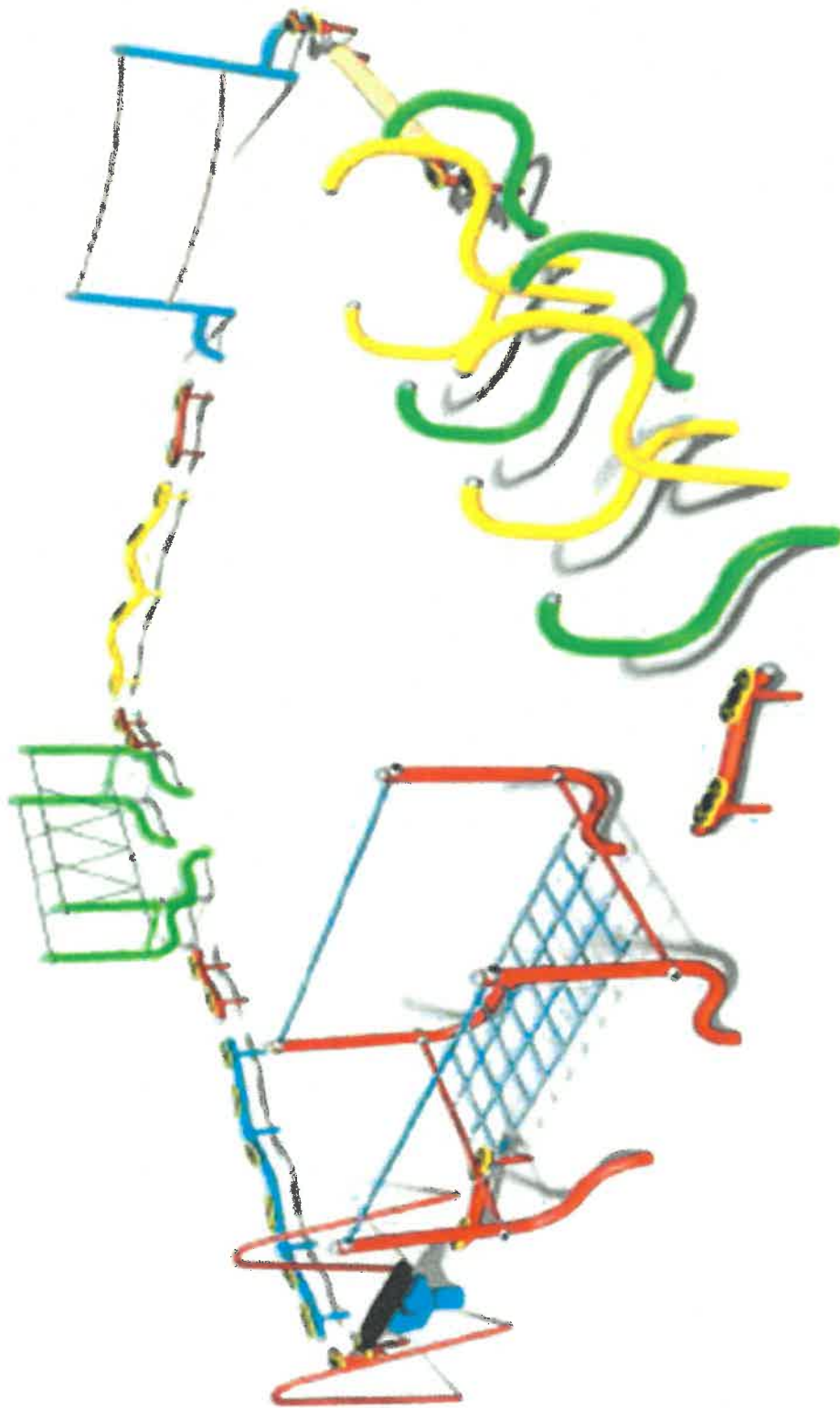
DESIGN A:

Consists of an existing trim trail package with x4 additional pieces of equipment. This could be laid out according to the needs of the space.



DESIGN B:

Consists of an existing trim trail package design that could be laid out according to the space needed.



DESIGN C:

A selection of pieces from a trim trail range that could be laid out according to the space needed.



DESIGN D:

A selection of pieces from a trim trail range that could be laid out according to the space needed.





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AGENDA ITEM

Town Council 9/12/2021

PROPOSED BUILDING IMPROVEMENTS – PARKS MESS ROOM & WORKSHOP (p)

Further to minute 133/21-22 (Recreation, Leisure & Amenities Committee 20 July 2021) Members will be aware that the Town Council is already planning to invest in security within the Parks Mess Room & Workshop to facilitate the storage of equipment.

Officers had been reviewing the need to make improvements to the building, both from a Health & Safety perspective and to improve its aesthetic appearance, given its proximity to the new Family Picnic Area.

The Town Council had recently been awarded funding from Kent County Council to improve Church Road Hall as a more COVID secure venue, minute 244/21-22 (Finance & General Purposes Committee 28 October 2021), which included redecoration and new windows and doors.

This has released funds from within the Financial Risk Assessments (FRA) that were previously allocated for these improvements to Church Road Hall.

Members are asked to agree to a budget allocation of £5,000 being used to improve the Parks Mess Room, including new windows, to improve its aesthetics and ventilation, and that this be funded from within the FRA budget previously allocated to the Church Road Hall.



Recommended:

1. That a budget allocation of £5,000 be used for investment in improvements to the Parks Mess Room.
2. That this expenditure be funded from the FRA budget previously allocated for the Church Road Hall.



AGENDA ITEM

Town Council 9/12/2021

12

COMMUNITY EVENT WORKING GROUP UPDATE – A RIGHT ROYAL CELEBRATION (p)

The Town Council (11 March 2021) formulated the Community Event Working (minute 239/20-21). The Working Group is made up of:

1. Cllr Emma Ben Moussa
2. Cllr Lorna Cross
3. Cllr Ann Duke
4. Cllr Peter Harman
5. Cllr Lesley Howes

This Working Group have been meeting regularly to formulate a proposal for a celebratory event to commemorate the Queens Platinum Jubilee in June 2022.

Attached for members information is:

- A summary of the event proposal
- The notes from the last Working Group meeting on 23 November 2021
- A draft stall allocation policy for the event
- A draft stall booking form for the event
- A draft site plan for the event including the location of activities

Recommended:

To agree the proposal for the celebratory event as detailed in the attached report, including the recommended financial contribution to form part of the 2022 – 2023 Estimates.



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Summary of the Event

Name:	A Right Royal Celebration
Date:	Sunday 5 June 2022
Time:	Open to the public between 12.00pm and 4.00pm
Location:	Swanscombe Park, Park Road, Swanscombe, DA10 0JQ
Event Description:	A community day to mark the Platinum Jubilee of the Queen
Stalls:	The event will comprise stalls offering different activities and products from both community groups and commercial companies (space for around 60 stalls)
Activities:	This will be a mix of mini golf, inflatables and an animal attraction subject to budget.
Static Displays:	A vintage bus from around the time of the Queens coronation, will be on site along with vehicles from the fire service and police
Display Arena:	The event will have a programme of performances throughout the afternoon including dance, martial arts and a community choir.
Infrastructure:	The event will be stewarded, have first aid facilities and portaloos for toilets.
Catering:	x3 catering stalls will be on site offering traditional event catering, along with an alternative and an ice cream van. In addition a supply of free snacks and drinks will be available to distribute.
Staffing:	The event will be staffed by officers from within the Town Council to manage the activities. These officers will be supported by volunteers from within the community.

Financial Breakdown

Item:	Cost:
Stewarding & First Aid	£1,200
Portaloos	£300
Activities	£1,500
Licencing	£50
Advertising & Publicity Material	£200
Security fencing and a Town Council marquee	£300
Staffing Cost:	£240
Total Cost:	£3,790
Amount already available from previously cancelled VE Day event.	£800
Pledged contribution from the KCC Members Grant	£500
Recommended contribution from the 2022 – 2023 Estimates	£2200
Balance to be sourced from local sponsorship	£290

It is planned that some of the contribution can be recouped through pitch fees from commercial stall holders and the sale of programmes on the day.



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Community Event Working Group – 23 November 2021 at 11.00am

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

Also Present: There were none

Apologies for Absence: There were none

Absent: Cllr Peter Harman

Officers and members reviewed the outstanding interaction with community groups as per the list below.

Organisation:	Task to Approach:
Local Cheerleading Team – Display	MH / GB
Grove Irish Dancers – Display	MH / GB
Dragon Spirit Martial Arts – Display	MH / GB
Rosie's Groovy Movers – Display	MH / GB
Eagle Heights	MH / GB
London Bus Company	MH / GB
Asda – Greenhithe	MH / GB
1 st Galley Hill Scouts	EBM
SEGS	LH
Senior Lunch Club	LC
Pavilion Senior Lunch Club	EBM
St Mary's Greenhithe	LH
St Peter & St Pauls Swanscombe	LC
Cygnets Pre-School	EBM
ASD Swanscombe Families	EBM
Swanscombe Tigers FC	PH
Local History Group	LH
Ebbsfleet & Northfleet Lions	LC
Rainbows & Brownies	MH / GB
GCLL	MH / GB
Kent Fire Service	PH
Kent Police / Community Safety Unit	EBM
Istead Rise Bowls Club	MH / GB
SGRA	PH
Labour & Co-Operative Group	EBM
Walk Tall	AD
Go Coach	PH
Arriva	LH
Cambria Sea Scouts	PH

Community Event Working Group – 23 November 2021 at 11.00am

All were reminded to keep contact with community groups to ensure we have commitment to the event and what activity they could offer.

Members and officers considered a proposal for the name for the event. This name would form part of the recommendation report for Town Council in December. To ensure that the event name was appropriately flexible in case the reason for the event changed it was agreed to propose..... **'A Right Royal Celebration'**.

The issue of staffing and volunteer requirements was reaffirmed, and it was agreed that officers would put together a list, for the next meeting, of activities that would need some form of volunteer involvement which could then be discussed and enable members to engage with council colleagues and the public to gauge interest. AD also agreed to contact the Princes Trust to ascertain whether anyone local, taking part in their scheme, may be able to support with the event.

The ATC/RFO confirmed that the report for Town Council on 9 December would include the following:

- A summary of the event including the recommendation for a financial contribution from the Estimates 2022 – 2023
- The notes from this meeting
- A copy of the plan of the park for the event
- The draft stall allocation policy
- The draft stall booking form
- An extract of the original minute from full Town Council instructing this Working Group to investigate an event for the Platinum Jubilee

Members asked that the full financial breakdown for the event also be included for the recommendation report.

Members discussed publicity options for the event including short promotional videos and press releases. Officers suggested that members consider ideas for this and that this be discussed at the next meeting where a more formal publicity campaign / schedule could be put together.

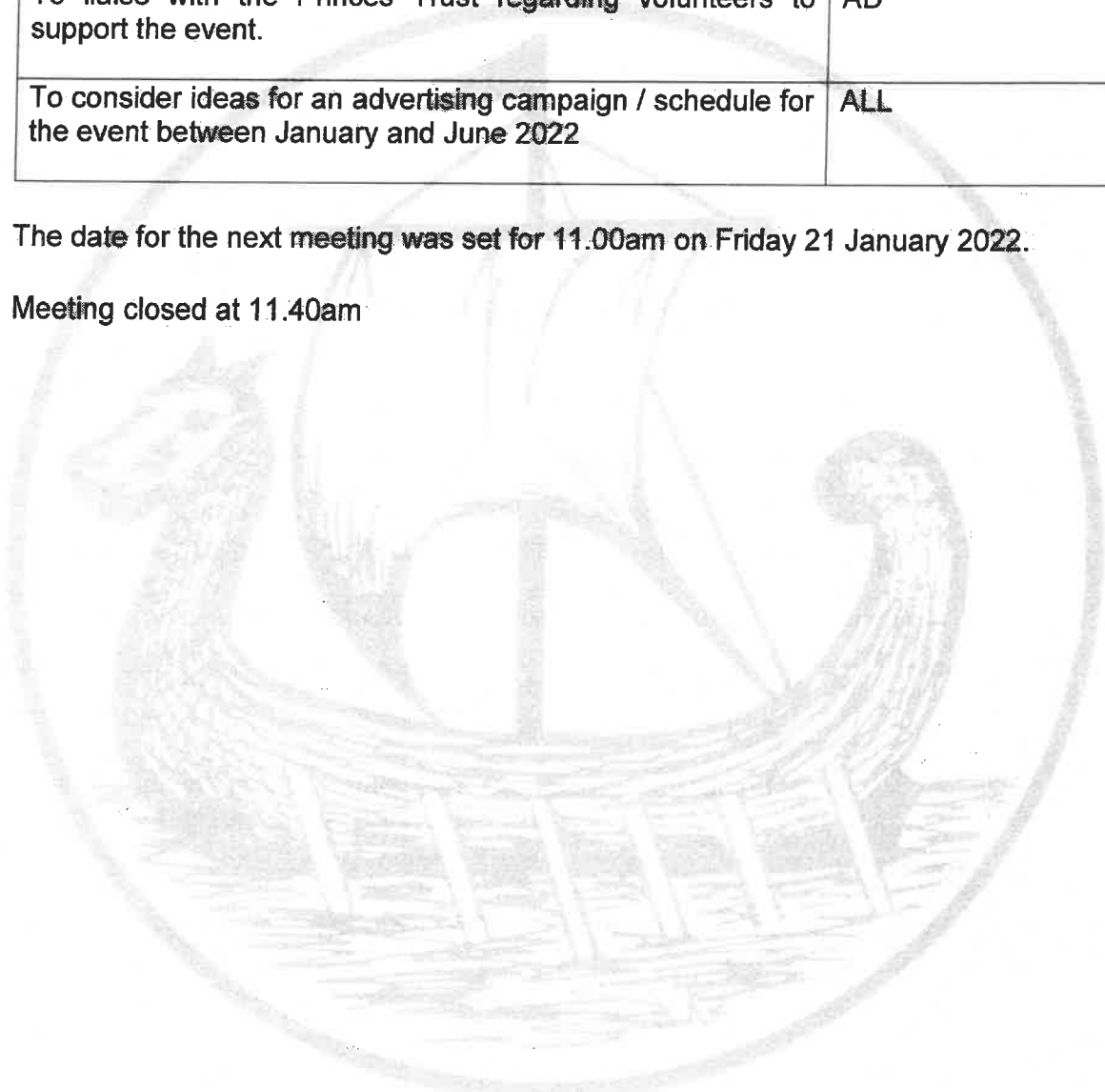
Community Event Working Group – 23 November 2021 at 11.00am

The following actions were agreed going forward:

Action:	Tasked to:
Continued liaison with groups already contacted to confirm the type of activity or stall they could deliver.	ALL
To create a list of volunteer activities needed on the day.	MH/GB
To liaise with the Princes Trust regarding volunteers to support the event.	AD
To consider ideas for an advertising campaign / schedule for the event between January and June 2022	ALL

The date for the next meeting was set for 11.00am on Friday 21 January 2022.

Meeting closed at 11.40am



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**DRAFT STALL ALLOCATION POLICY
QUEENS PLATINUM JUBILEE FUNDAY
JUNE 2022**

Introduction

The policy sets out the types, rules, number, location and charging on the allocation of stalls for the Queens Platinum Jubilee Funday on Sunday 5 June 2022.

Stall Types

Community – Defined as a local interest group, organisation, church, charity or club who would like a stall for the sole purpose of raising money for the operation / furtherance of themselves in a not-for-profit capacity.

Commercial – Defined as any company, industry or sole trader wishing to sell a product or service to generate revenue for themselves.

Rules

Each request for a pitch (whether community or commercial) will need to provide the following information:

- Name or group / organisation / company:
- Name of person / people who will be attending on the day:
- Contact telephone number for the people attending:
- What activity or product the stall will be offering at the event:
- What equipment will be brought on the day e.g. table, gazebo etc:

Pitch size will be limited to 3m by 3m with access for one vehicle to be brought onto site to unload.

No power will be available for pitches and requests for generators and or electrical equipment will be subject to the appropriate Public Liability Insurance being provided.

Any stall undertaking gambling activities such as tombola's, raffles or bingo will need to declare this for inclusion with the licence for the event.

The decision on whether a stall is defined as either community or commercial lies with the Town Council and is not negotiable.

**DRAFT STALL ALLOCATION POLICY
QUEENS PLATINUM JUBILEE FUNDAY
JUNE 2022**

Number and Location of Pitches

There will be between 30-35 pitches available for community stalls

There will be between 30-35 pitches available for commercial stalls

The decision on who to grant a pitch to lies with the Town Council and is not negotiable.

The location of a pitch on the day will be determined by the Town Council unless a prior request has been received indicating a specific reason for a location. No negotiation will be undertaken regarding pitch location on the day.

Charging Structure

Once allocated the following charging structure will be in place:

- Community Pitches will be free to use
- Commercial Pitches will be £25 per pitch (to include publicity in the programme)

The charge for a commercial pitch will need to be paid at the point the pitch is booked and will be non-refundable.

Should a pitch be cancelled after booking (and paid for) the Town Council reserve the right to allocate this pitch to another interested party.

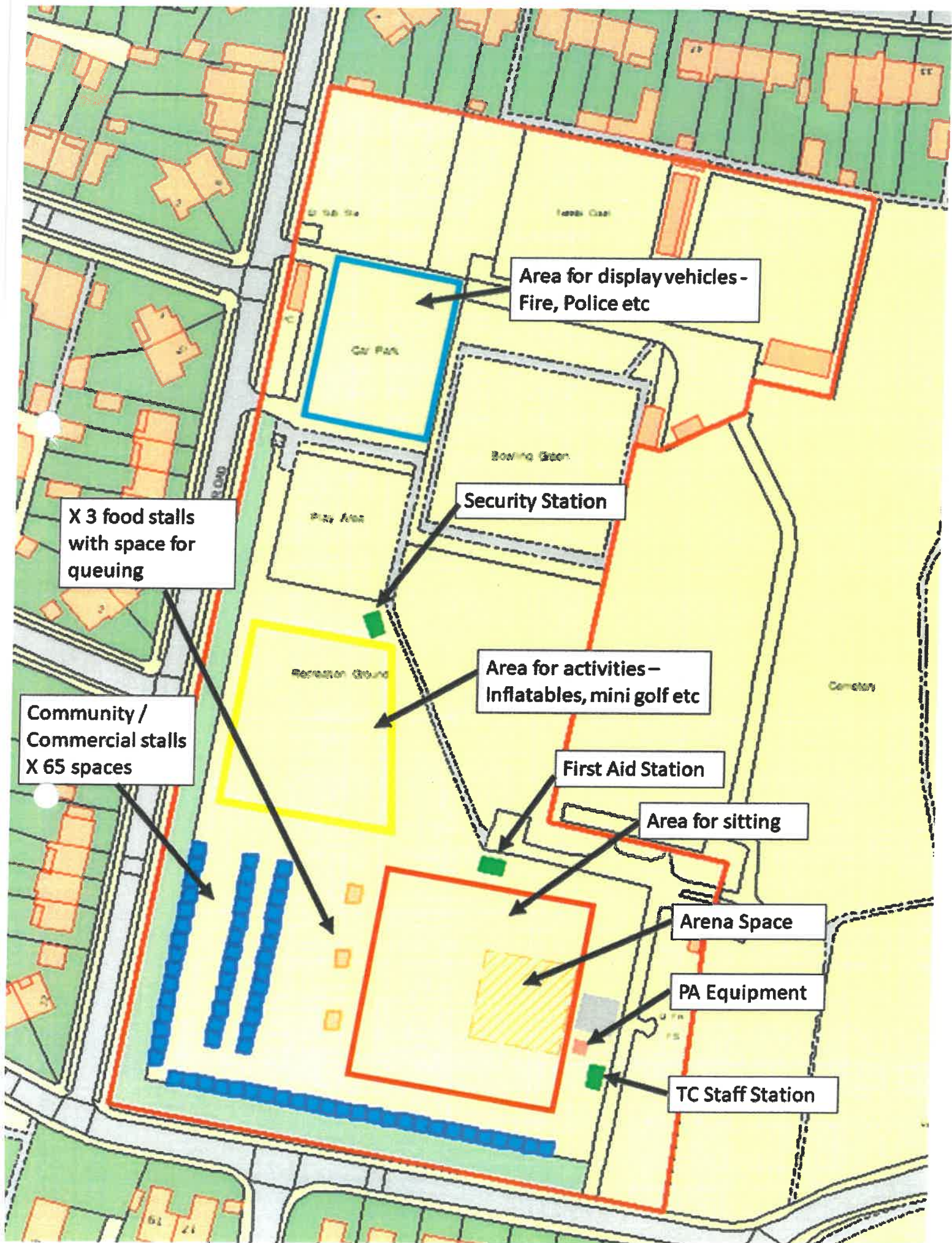
Should demand exceed availability the Town Council may keep a waiting list of stalls should any cancellations or additional space arise.

**BOOKING FORM
STALL HOLDER INFORMATION
QUEENS PLATINUM JUBILEE FUNDAY
JUNE 2022**

Please provide the following information in order to book a stall for the Funday on the 5 June 2022 for the Queens Platinum Jubilee:

Name of person applying:	
Name of group / organisation / company:	
What activity or product will the stall offer at the event:	
What equipment will be brought on the day e.g. table, gazebo	
The names of the people who will be attending the event:	
A contact number for those attending the event on the day:	
Please sign this box to indicate you have been issued and agree to the pitch allocation policy for the event:	

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Planning Services

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

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

Date: 11 November 2021

Dear Graham

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

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

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

I am writing to inform you that CIL payments were received by the Borough Council during the period 1st April to 30th September 2021 from development within your town council area. Therefore, a local proportion of £110,246.01 will be transferred to Swanscombe & Greenhithe Town Council. The payment will be paid directly into your account shortly. The CIL payments received were related to the following development:

**£25,437.30 from DA/19/00657 Former Greenhithe Clinic, and
£84,808.71 from EDC/19/0161 Former Croxton & Garry Site (being the 1st of 4 payments due)**

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

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

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

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

Yours sincerely

Stephen Dukes

Stephen Dukes
Senior Infrastructure Planner
Dartford Borough Council

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T/C 9/12/21

SWANSCOMBE AND GREENHITHE TOWN COUNCIL

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its AGM held on 5 May 2021 and recorded as Minute No. 18/21-22.

23. COMMITTEES AND SUB-COMMITTEES.

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b) **May appoint persons other than Members of the Council to any committee except for the Finance & General Purposes Committee; and**
- c) May subject to the provisions of Standing Order 23 above at any time dissolve or alter the membership of committee.
- d) The Town Mayor and Deputy Town Mayor, ex-officio, shall be voting members of every Committee and therefore unable to substitute for members of Committees.
- e) Every Committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.
- f) Members of the Council shall be allowed to attend any Meeting of the Town Council's Committee's or sub-committee's as Substitute for an absent Member of such committee or sub-committee (substitutes have to be nominated by the member that cannot attend) except for the Personnel Committee where no substitutes be allowed.
- g) An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

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STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its AGM held on 5 May 2021 and recorded as Minute No. 18/21-22.

43. INTERESTS OF MEMBERS.

- (1) A member with a Disclosable Pecuniary Interest (DPI) or Prejudicial Interest in a matter to be considered, or being considered at a meeting must:**
 - a) disclose the interest; and**
 - b) explain the nature of that interest at the commencement of that consideration or when the interest becomes apparent; unless he/she has been granted a dispensation:**
 - c) not participate in any discussion of, or vote on, the matter at the meeting; and**
 - d) withdraw from the meeting room whenever it becomes apparent that the business is being considered; and**
 - e) not seek improperly to influence a decision about that business.**
- (2) Unless a dispensation has been granted where a Member with a DPI or Prejudicial Interest in a matter under discussion, chooses to participate in the discussion and vote, the Town Mayor / Chairman may refuse to count the "vote" of the member concerned, for the "vote" will have been cast illegally and cannot be considered to be a vote at all.**
- (3) A dispensation may be granted in accordance with standing order 43(2) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**
- (4) The Town Mayor / Chairman may request that a member declare a DPI or Prejudicial Interest in a matter under discussion, and, leave the room, should he/she have reason to believe that the provisions of the Code of Conduct and / or this Standing Order are being breached. The Town Mayor / Chairman may apply the rules in Standing Order 14 relating to "code of conduct".**
- (5) Where a DPI has been agreed by the Town Clerk as being a Sensitive Interest, the member need only to disclose the existence of the interest but not its nature.**

STANDING ORDERS

These Standing Orders were reviewed and adopted by the Town Council at its AGM held on 5 May 2021 and recorded as Minute No. 18/21-22.

(6) Notification of Interests

The Town Clerk must be notified of any DPI before the end of 28 days beginning with the day a member becomes a member or voting co-opted member of the Town Council, or before the end of 28 days beginning with the day on which the Code of Conduct takes effect (whichever is the later). In addition, a member must, before the end of 28 days beginning with the day they become aware of any DPI or change to any interest already registered, register details of that new interest or change, by providing written notification to the Town Clerk.

(7) Requests for Dispensations (Interests)

A member's request for a dispensation must be made using the "Dispensation Request Form" and submitted to the Town Clerk not less than 1 clear working day before the meeting it is needed for. All requests for dispensation must include :

- The name of the applicant;
- The description (e.g. Disclosable pecuniary interest or other) and the nature of the interest;
- Whether the dispensation is for the member to participate in a discussion only or a discussion and a vote;
- The date of the meeting or the period (not exceeding 4 years) for which the dispensation is sought and
- An explanation as to why the dispensation is sought.

(87) Members are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office as Councillors / Co-opted members. Interests must be recorded and capable of audit.

(98) Members attending meetings to present petitions will declare any interests in a manner specified in this Standing Order.

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Swanscombe and Greenhithe Town Council

DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the Town Clerk.

Your name	
The council business/matter for which you require a dispensation (refer to agenda item number if appropriate)	
Details of your interest in that council business/matter	
Date of meeting or time period (up to 4 years) for which dispensation is sought	
Dispensation requested to participate, or participate further, in any discussion of that council business/matter by that body	Yes / No
Dispensation requested to participate in any vote, or further vote, taken on that council business/matter by that body	Yes / No
REASON(S) FOR DISPENSATION	
42 (3) i) without the dispensation the number of persons unable to participate in the particular business would be so great a proportion of the meeting transacting the business as to impeded the transaction of the business	
42 (3) ii) granting the dispensation is in the interests of persons living in the Council's area	
2 (3) iii) that it is otherwise appropriate to grant a dispensation	
Reason :	

Signed: _____ Dated: _____

Swanscombe and Greenhithe Town Council

DECISION :

Dispensation Given : YES / NO

LENGTH OF DISPENSATION :

Date:

Minute Number:

Signed : Town Clerk

