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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

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

Thursday 21 July 2022 at 7.00pm

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

Graham Blew

Graham Blew
Town Clerk

Dated: 15 July 2022

Due to the confidential nature of the business to be transacted, the Press and Public will be excluded from the Meeting from item 27 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.



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AGENDA

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL

1. To receive and accept apologies for absence (*Local Government Act 1972, s.85*).
2. Declarations of interest in items on the Agenda (*Localism Act 2011, s.31*).
- * ***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 Meeting held on 19 May 2022 (p) (*Local Government Act 1972, Sch 12, Para 41(1)*).
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)**
(*Local Government Act 1972, Sch 12, Para 41(1)*):
 - Planning, Major Developments, Transportation & the Environment Committee – 20 April 2022, 25 May 2022, 22 June 2022 and 13 July 2022.
 - Recreation, Leisure & Amenities Committee – 30 June 2022.
 - Finance & General Purposes Committee – 23 June 2022.
 - Community Safety Committee – 6 July 2022.
 - Personnel Committee – 19 May 2022
6. **REQUEST FOR DISPENSATION FOR NON-ATTENDANCE AT MEETINGS IN RESPECT OF COUNCILLOR JAY SHAH.**

Further to minutes 48/21-22 and 315/21-22 a request has been submitted for Members to consider extending the previously granted dispensations for possible non-attendance at Town Council meetings that may give rise to disqualification without prior approval. The Town Council is asked to consider the request, made due to continued medical health treatment.

Recommended:

That the Town Council approves the extended dispensation for Councillor Jay Shah from attending meetings of the Town Council due to continued medical health treatment, for a further six-month period to avoid ceasing being a member of the authority under Section 85 of the Local Government Act 1972.

7. DARTFORD BOROUGH COUNCIL (DBC) – COMMUNITY GOVERNANCE REVIEW (CGR) (p).

A letter from DBC was received on 21 June 2022 advising that DBC were proposing for the Electoral Provisions Sub-Committee to consider if a CGR should be conducted before referring its recommendations to General Assembly of Council (GAC) on 25 July 2022. If approved the public consultation of the CGR would commence and DBC would contact the Town Council again for their comments.

To assist members the following documents are attached:

- A. Letter from DBC to the Town Council, received by email on 21 June 2022
- B. DBC Electoral Provisions Sub-Committee – 30 June 2022, report and appendices
- C. Letter from DBC to the Town Council, received 11 July 2022

Recommended: To discuss and advise accordingly.

8. AGENDA PRODUCTION/DISTRIBUTION - HARD COPY AGENDAS (p).

Councillor Lesley Howes has requested that consideration be given to the way the Town Council currently produces and delivers agendas to members.

It has been suggested that printed agendas are available, on demand, at or before meetings and that electronic agendas only be delivered to members (email).

The Kent Association of Local Councils (KALC) have confirmed that:

Service of summonses and agendas by email has long been accepted practice for many councils. However, service by electronic methods (such as email) did not comply with legislation. Only service by postal delivery or delivery by hand complied with the 1972 Act. The Local Government (Electronic Communications) (England) Order 2015 (“the 2015 Order”) changed the legal (if not the practical) position in England. It amended paragraph 10(2) (b) of schedule 12 to the 1972 Act to permit email service of the summons and agenda. Councils must obtain a councillor’s consent to email service. A councillor can withdraw consent to service by email at any time.

So only providing members with agendas by email (to their Town Council email addresses) is possible but, this is something that requires each member to opt in. However, please be aware that the 1972 LGA is still the default so any member not wishing to have agendas delivered only by email, or that withdraws their permission to only have agendas delivered by email, would be supported by this legislation.

Recommended: To set a policy for agenda production and delivery methods.

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

Further to the Town Council submitting a request to DBC to have a TPO put in place for the trees running alongside the current car sales business in Craylands Lane (access road on the left-hand side of The Swanscombe centre, Craylands Lane) the Development Control Board minutes from the 19 May 2022 have detailed that this has been successfully undertaken and that TPO No.2 2022 – Swanscombe Centre, Craylands Lane, Swanscombe, Kent has been confirmed.

The following information is attached:

- Extract of Development Control Board, 19 May 2022, report and minutes
- Minute 155/20-21 Town Council 10 December 2020

Recommended: That the item be noted.

10. PUBLIC TOILET WORKING GROUP – UPDATE (p).

Further to minute 472/21-22 (RLA 16 March 2022) the notes from the 23 June 2022 Working Group meeting are attached and include the following recommendations.

Recommended:

1. That the issue of Public Toilet provision in parks and open spaces be deferred until such time as the new Community Hub at the Pavilion Site is completed.
2. That, in the interim, officers continue to investigate any possible funding options that may facilitate this project being moved forward.

11. COMMUNITY EVENT WORKING GROUP – UPDATE (p).

Attached for members consideration are the notes from the 13 July 2022 Working Group meeting, which includes the following recommendation.

Recommended: That the current budget and resources allocated to the Outdoor Cinema Events be shared with future Community Day Events to enable them to be delivered in alternate years. This would result in the first Community Day Event being delivered in the 2023 – 2024 financial year, with the next Outdoor Cinema Events to follow in 2024 – 2025.

12. HAPPY TO CHAT / CONTACT BENCH – UPDATE (p).

Further to minute 57/21-22 the Northfleet, Ebbsfleet & Swanscombe Lions Club have confirmed that they are no longer progressing with this project, and a Happy to Chat / Contact Bench will not be installed within Swanscombe.

Recommended: To note

13. CHATTY CAFÉ SCHEME (p).

The Town Council were contacted by an organisation called “Involve Kent” who work with supporting residents over 55 with a variety of projects. This included the administration of the Chatty Café Scheme. This project involves placing material on a table, within the Old Fire Station Community Café, that promotes and encourages discussion. The aim of this is to get the community engaged and help to tackle loneliness and social isolation. Officers have registered with the Scheme and posters etc have been placed in the café.

The Old Fire Station Community Café is now registered as the first, and currently only, Chatty Café in Dartford.

Recommended: To note and endorse the decision to register the Old Fire Station Community Café as part of the Chatty Café Scheme.

14. REQUESTS TO USE SWANSCOMBE & KNOCKHALL PARK (p).

The attached request to hire Swanscombe Park on Wednesday 3 August 2022, and Knockhall Park on Wednesday 24 August 2022 have been received.

To assist members the following are provided:

- A. x2 Event Notification Form
- B. Risk Assessment for the events
- C. Correspondence requesting the use of the parks be free, and answers to queries in relation to staffing levels, advertising and how attendance numbers will be maintained

NB

Please note that the Town Council have activities as part of its Summer Entertainment Programme starting at 2.00pm on each day but in different parks to those requested.

Recommended: To discuss and advise accordingly.

15. REQUESTS TO USE BROOMFIELD PARK (p).

The attached request to hire Broomfield Park on Sunday 28 August, and Monday 29 August 2022 has been received.

NB

Please note that the Event Notification Forms have been requested for both events and, if provided prior to the meeting, will be tabled for members consideration.

Recommended: To discuss and advise accordingly.

16. SURVEY ON DEMENTIA FRIENDLY COMMUNITIES 2022 (NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC)) (p).

NALC has published a new survey on dementia-friendly councils which closes at 23:45 on Friday 22 July 2022.

To assist members the following are attached and were previously emailed to members on 14 July 2022:

- A. A copy of the survey
- B. A copy of the Dementia Friendly Communities Guide

Recommended: To discuss and advise accordingly.

17. SUGGESTIONS FOR 2023 - 2024 ESTIMATES.

If members have any recommendations for items to be considered for the 2023 - 24 Estimates, they need to be sent to the ATC/RFO by no later than 31 August 2022. This will enable items to be forecast and included on the agenda for the Full Council meeting on 20 October 2022, for further consideration.

Recommended: To note

18. AMENDMENT TO STANDING ORDERS AND FINANCIAL REGULATIONS (p).

The attached amendments to Standing Orders and Financial Regulations are suggested to unify with the updated NALC model Standing Orders and Finance Regulations and in line with suggestions made by the Town Councils Internal Auditor as part of the 2021 – 2022 audit.

As per Standing Order 41 (b) if Members are happy to propose and second these suggested amendments, they will stand adjourned without discussion to the next ordinary meeting of the Council.

Recommended: To propose and second the amendments to Standing Orders and Financial Regulations, as detailed.

19. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken: -

Cllr Lesley Howes	Chairmanship Conference – 28 July 2022	KALC – Lenham Community Centre
ATC/ Responsible Financial Officer	“Helping Parishes and Community Groups take climate emergency action” – 16 June 2022	KALC Online Webinar

Recommended: That the item be noted.

20. REPORTS OF OUTSIDE REPRESENTATIVES.

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

20.1 London Resort Company Holdings Ltd. Community Liaison Group (LRCHCLG)

Councillor Peter Harman is the Town Councils representatives on the LRCHCLG.

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.

20.2 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.

20.3 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.

20.4 Dartford Children's Partnership Conversation (DCPC).

Councillor Peter Harman is the Town Councils representatives on the DCPC. As previously agreed, the Minutes for the 25 January 2022 meeting and the 23 February 2022 meeting and the Agenda and Minutes for/from the 21 June 2022 meeting, are available for inspection.

20.5 Borough and Parish Forum (BPF).

The Town Mayor and Town Clerk are the Town Councils representatives on the BPF. As previously agreed, the agenda for the 5 July 2022 meeting is available for inspection.

20.6 Whitecliffe Community Liaison Group (WCLG).

Councillor Peter Harman is the Town Councils representatives on the WCLG. As previously agreed, the minutes and agendas for the 26 April 2022 and 28 June 2022 meetings are available for inspection.

20.7 DBC Elders Forum (EF).

Councillor Lesley Howes is the Town Councils representatives on the EF. As previously agreed, the agenda for the 30 May 2022 meeting is available for inspection.

21. REPORT FROM KENT COUNTY COUNCILLOR.

This item gives the 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.

22. 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.

23. SEALING OF DOCUMENTS.

There are none.

24. TOWN MAYOR'S ANNOUNCEMENTS.

25. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.

Members are requested to delegate authority to the Town Clerk, in accordance with section 101 (1) (a) of the Local Government Act 1972, to conduct the normal business of the Council during the recess period. The Town Clerk will consult with the Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

Recommended: That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to conduct the normal business of the Council during the recess period.

26. 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.

27. INGRESS PARK COMMUNITY CENTRE (IPCC) - UPDATE (p).

Attached are confidential updates for members information.

Recommended: That the item be noted.

28. PAVILION PROJECT – UPDATE (p).

Further to minutes 253/21-22 (28 October 2021 Special Town Council) and 230/21-22 (7 October 2021 Town Council), where it was agreed that a standing item be included on future Town Council agendas the attached confidential update is provided so that all members are aware of how the project is proceeding.

Recommended: That the item be noted.

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

Please find attached the confidential report for this item.

Recommended: To discuss and advise accordingly.

INFORMATION IN THE OFFICE.

- KALC News – May 2022.
- Local Councils Update – Issue 262, June 2022 and Issue 263, June 2022.
- The Clerk – May, Vol.53, No.3, and July 2022.
- Clerks & Councils Direct – July 2022, Issue 142



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

