

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 21 JULY 2022 at 7.00 PM

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

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/ RFO  
x1 member of the public

**ABSENT:** Councillor Maurice Weet.

**107/22-23. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**108/22-23. APOLOGIES FOR ABSENCE.**

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 John Hayes, due to medical reasons.

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

An apology for absence was received from Councillor Jay Shah, due to medical reasons.

**RESOLVED:**

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

**109/22-23. 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.***

The member of the public present addressed the meeting and advised that, in their role on the Dartford Tenants and Leaseholders Forum, they were working on lots of things with Dartford Borough Council regarding issues such as inclusion and loneliness and were happy to support the project outlined in item 13 on the agenda.

**110/22-23. TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 19 MAY 2022.**

The Town Clerk advised Members that Minute 30/22-23 (Annual General Meeting 19 May 2022) had been amended as it should have read Councillor Lorna Cross (Swanscombe Ward) and not Knockhall Ward.

**RESOLVED:**

That the Minutes of the Town Council Meeting held on 19 May 2022 be confirmed as a true record and be signed.

**111/22-23. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**112/22-23. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 20 APRIL 2022, 25 MAY 2022, 22 JUNE 2022, AND 13 JULY 2022.**

**RESOLVED:**

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 20 April 2022, 25 May 2022, 22 June 2022, and 13 July 2022 be confirmed and the recommendations made therein be adopted.

**113/22-23. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 30 JUNE 2022.**

**RESOLVED:**

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 30 June 2022 confirmed and the recommendations made therein be adopted.

**114/22-23. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 23 JUNE 2022.**

**RESOLVED:**

That the Minutes of the Finance & General Purposes Committee Meeting held on 23 June 2022 be confirmed and the recommendations made therein be adopted.

**115/22-23. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 6 JULY 2022.**

**RESOLVED:**

That the Minutes of the Community Safety Committee Meeting held on 6 July 2022 be confirmed and the recommendations made therein be adopted.

**116/22-23. MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 19 MAY 2022.**

**RESOLVED:**

That the Minutes of the Personnel Committee Meeting held on 19 May 2022 be confirmed and the recommendations made therein be adopted.

**117/22-23. REQUEST FOR DISPENSATION FOR NON-ATTENDANCE AT MEETINGS IN RESPECT OF COUNCILLOR JAY SHAH.**

Further to minutes 48/21-22 and 351/21-22 a request had been submitted for Members to consider extending the previously granted dispensation for possible non-attendance at Town Council meetings, due to continued medical health treatment, that may give rise to disqualification without prior approval.

**RESOLVED:**

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

**118/22-23. DARTFORD BOROUGH COUNCIL (DBC) – COMMUNITY GOVERNANCE REVIEW (CGR).**

Members were provided with a letter from DBC which had been received on 21 June 2022 and advised 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 were provided with the following documents:

- 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

After discussion members agreed that when the Town Council were consulted, the response should be ..... Alkerden Farm has very strong links to Swanscombe and Greenhithe and the Town Council would like to retain this history therefore the proposed boundary change should follow the road that joins Alkerden Lane leaving the Alkerden Farm area within the Swanscombe boundary.

**RESOLVED:**

That, when consulted, the Town Council should respond as detailed above.

**119/22-23. AGENDA PRODUCTION/DISTRIBUTION - HARD COPY AGENDAS.**

Councillor Lesley Howes had requested that consideration be given to the way the Town Council produced and delivers agendas to members.

It was 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) had 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.

Providing members with agendas by email (to their Town Council email addresses) would be possible but, this would be something that required each member to opt in. However, 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.

**RESOLVED:**

That Members be contacted individually and asked if they would like to opt in to having their agendas provided to them electronically or whether they wished to continue to receive them as a hardcopy.

**120/22-23. PRESERVATION ORDER (TPO) – ACCESS ROAD, SWANSCOMBE CENTRE, CRAYLANDS LANE.**

Further to the Town Councils 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 had 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 had been provided to Members:

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

**RESOLVED:**

That the item be noted.

**121/22-23. PUBLIC TOILET WORKING GROUP – UPDATE.**

Further to minute 472/21-22 (RLA 16 March 2022) Members considered the notes from the 23 June 2022 Working Group meeting.

**RESOLVED:**

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.

**122/22-23. COMMUNITY EVENT WORKING GROUP – UPDATE.**

Further to minute 321/21-22 (full Council 9 December 2021) Members considered the notes, and recommendation, provided from the 13 July 2022 Working Group meeting.

**RESOLVED:**

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.

**123/22-23. HAPPY TO CHAT / CONTACT BENCH – UPDATE**

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

**RESOLVED:**

That the item be noted.

**124/22-23. CHATTY CAFÉ SCHEME.**

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

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

**RESOLVED:**

That the item be noted and the decision of registration of the Old Fire Station Community Café as part of the Chatty Café Scheme be endorsed.

**125/22-23. REQUEST TO USE SWANSCOMBE & KNOCKHALL PARK.**

A request to use Swanscombe Park on Wednesday 3 August 2022 and Knockhall Park on Wednesday 24 August had been received and members considered the Event Notification Form, a copy of the Policy for Use of Town Council Parks/Open Spaces by external organisations and the organisers responses to enquiries put to them.

**RESOLVED:**

That the request be approved, as detailed.

**126/22-23. REQUEST TO USE BROOMFIELD PARK.**

A request to use Broomfield Park on Sunday 28 August and Monday 29 August 2022 had been received and members considered the Event Notification Form, a copy of the Policy for Use of Town Council Parks/open Spaces by external organisations and the organisers responses to enquiries put to them.

**RESOLVED:**

That the request be approved, as detailed, free of charge and under the condition that the organisers promotional materials for the events include that there are no parking facilities provided for the events.

**127/22-23. SURVEY ON DEMENTIA FRIENDLY COMMUNITIES 2022 (NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC)).**

NALC had published a new survey on dementia-friendly councils which was due to close at 23:45 on Friday 22 July 2022.

Members were provided with the following which had previously been emailed to members on 14 July 2022:

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

**RESOLVED:**

That the responses, as detailed, be submitted.

**128/22-23. SUGGESTIONS FOR 2023 - 2024 ESTIMATES.**

Members had been asked to provide any suggestions for projects/items to be considered for the 2023 - 2024 Estimates. These were required to be submitted, prior to the agreed 31 August 2022 deadline, to enable them to be included in the Draft Estimate 2023 – 2024 for consideration at the Full Council meeting on 20 October 2022.

**RESOLVED:**

That the item be noted.

**129/22-23. AMENDMENT TO STANDING ORDERS AND FINANCIAL REGULATIONS**

Members were provided with amendments to Standing Orders and Financial Regulations suggested to unify with the updated NALC model Standing Orders and Finance Regulations and in line with suggestions that had been made by the Town Councils Internal Auditor as part of the 2021 – 2022 audit.

As per Standing Order 41 (b) the suggested amendments were proposed, seconded and agreed to be adjourned, without discussion, until the next ordinary meeting of the Council.

**RESOLVED:**

That, in accordance with Standing Order 41 (b) the suggested amendments to Standing Orders and Financial Regulations be proposed, seconded and stand adjourned without discussion until the next ordinary meeting of the Council.



130/22-23 **STAFF / MEMBER TRAINING – UPDATE**

The Town Clerk advised Members that this agenda item 19 Staff/Member Training – Update should have also included Cllr Lesley Howes Councillors Conference KALC – Lenham Community Centre.

The following training had been scheduled / undertaken: -

|  |  |                                |
|--|--|--------------------------------|
| Cllr Lesley Howes                        | Councillors Conference – 30 June 2022  | KALC – Lenham Community Centre |
| Cllr Lesley Howes                        | Chairmanship Conference – 28 July 2022   | KALC – Lenham Community Centre |
| ATC/<br>Responsible<br>Financial Officer | “Helping Parishes and Community Groups take climate emergency action” – 16 June 2022 | KALC Online Webinar            |

**RESOLVED:**

That the item be noted.

131/22-23. **REPORTS OF OUTSIDE REPRESENTATIVES.**

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

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

Councillor Peter Harman is the Town Councils representative on the LRCHCLG. There had been no further meetings of 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.

North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representatives on the NWKVC but having submitted her apologies for the meeting no update was available.

Ingress Park (Greenhithe) Management Limited (IPGM).

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

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

Councillor Peter Harris gave an update which included:

A meeting had been held on 18 July where x1 representative from Crest had been present. The follies/bridge had still not been handed over to IPGM and the EDC Had met with Crest on 22 June 2022 to try to agree a way forward with this.

A meeting had taken place with the Director of SE Environment Agency and the MP Gareth Johnson to look at the flood defences of Ingress Park as these were eroding.

Dartford Children's Partnership Conversation (DCPC).

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

Borough and Parish Forum (BPF).

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

Whitecliffe Community Liaison Group (WCLG).

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

DBC Elders Forum (EF).

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

132/22-23. **REPORT FROM KENT COUNTY COUNCILLOR.**

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

He had attended a meeting of the Planning Committee on 20 July 2022 where applications from x2 schools had been considered.

Full Council had met on 14 July 2022 and the main topic had been the finances from the previous year.

Although not strictly a KCC issue there had been a lot of communication with Thames Water regarding the number of issues and leaks experienced in the area.

**RESOLVED:**

That the item be noted.

**133/22-23. REPORT FROM DARTFORD BOROUGH COUNCILLORS.**

The Dartford Borough Councillors reported on the following matters:

General Assembly of Council (GAC) were due to meet on 25 July 2022.

The first meeting of the Equality Group had taken place last week and would now be held monthly with the aim of addressing Dartford being more inclusive.

Parking at Gilbert Close had been an issue and letters had gone out to residents.

The Dartford Big Day out had been held on 16 July 2022 in Central Park.

The Scrutiny Committee Chairman had changed and was now Councillor Laura Edie.

The Audit Board had appointed a new outside Independent Member

The Development Control Board had considered the fast-food drive thru application at Asda, Greenhithe and this had been adjourned/deferred whilst more traffic surveys were obtained.

**RESOLVED:**

That the item be noted.

**134/22-23. SEALING OF DOCUMENTS.**

There were none.

**135/22-23. TOWN MAYOR'S ANNOUNCEMENTS.**

The Town Mayor advised that she had been attended various engagements around the Town.

**136/22-23. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Peter Harman and seconded by Councillor Ann Duke.

**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.

**137/22-23. INGRESS PARK COMMUNITY CENTRE (IPCC).**

Members considered the confidential report provided and the Town Clerk read out the latest email from Alex Stark, Managing Director Crest Nicholson Eastern.

**RESOLVED:**

That the item be noted.

**138/22-23. PAVILION PROJECT - UPDATE.**

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. Members were provided with a confidential update so that all members were aware of how the project was proceeding.

The latest update contained all the responses received from the online consultation and the x4 public consultation events the Town Council had held.

Members agreed that they were happy with what the Town Council had undertaken to date and where they were on the project timeline.

**RESOLVED:**

That the item be noted.

**139/22-23. PAVILION COMMUNITY SPORTS AND SOCIAL CLUB – REQUEST.**

Members considered the confidential report for this item.

**RESOLVED:**

That the request be agreed, under the same terms as previously, for a period of 14 months (until August 2023).

There being no further business to transact the Meeting closed at 9.00pm.

Signed: \_\_\_\_\_

(Chairman)

Date:- \_\_\_\_\_