

MINUTES of the SPECIAL TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 13 JANUARY 2022 at 7.30 PM

PRESENT:

Councillor Lesley Howes – Town Mayor
Councillor Lorna Cross – Deputy Town Mayor
Councillor Anita Barham
Councillor Emma Ben Moussa
Councillor Ann Duke
Councillor Linda Hall
Councillor Peter Harman
Councillor Peter Harris

ALSO PRESENT:

Graham Blew – Town Clerk

ABSENT:

There were none

360/21-22. 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.

361/21-22. 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 Dr Jo Harman, due to other commitments.

An apology for absence was received from Councillor John Hayes, due to medical reasons.

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 9 December 2021 (minute 315/21-22).

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 submitted by Martin Harding – Assistant Town Clerk/RFO, due to ill-health.

RESOLVED:

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

362/21-22. 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.

363/21-22. TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 9 DECEMBER 2021.

RESOLVED:

That the Minutes of the Town Council Meeting held on 9 December 2021 be confirmed as a true record and be signed.

364/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

365/21-22. ANNUAL ESTIMATES – 2022 - 2023.

Further to minute 317/21-22 (*full Council 9 December 2021*) Members had been issued with the proposed Annual Estimates for the 2022 - 2023 financial year (*Annual Estimates provided with the documents for the preceding Finance & General Purposes Committee meeting paperwork*).

MOVED BY Councillor Anita Barham, seconded by Councillor Emma Ben Moussa and unanimously agreed.

RESOLVED:

That the proposed Annual Estimates for 2022 – 2023, and subsequent proposed Tax Base (Band D) be approved.

366/21-22. COUNCIL TAX BASE 2022 – 2023.

To set the Council Tax Base for Band D properties and the precept figure for 2022 – 2023.

RESOLVED:

That the Council Tax Base for Band D properties 2022 – 2023 be set at £94.49 and the precept be set at £427,492.

367/21-22. DRAFT BUDGET STATEMENT 2022 – 2023.

Members were asked to consider whether the finalised document for 2022 - 2023 should be distributed in the same manner as previously during the pandemic, printed and posted via a leaflet drop, or just digitally in the same way as 2021 – 2022.

RESOLVED:

That the budget statement be produced, printed, and posted via a leaflet drop.

368/21-22. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Anita Barham 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.

369/21-22. PAVILION COMMUNITY SPORTS AND SOCIAL CLUB - UPDATE.

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

RESOLVED:

That the request be agreed, under the same terms as previously, for a period of 3 months (until April 2022).

There being no further business to transact the Meeting closed at 7.45pm.

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 15 DECEMBER AT 7.00PM

PRESENT: Councillor Peter Harris – Vice-Chairman in the Chair
Councillor Lorna Cross
Councillor Ann Duke
Councillor Linda Hall
Councillor Peter Harman
Councillor Lesley Howes

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

ABSENT: There were none.

7/21-22. 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.

338/21-22. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor John Hayes, due to medical reasons.

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 lateness was received from Councillor Lorna Cross.

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

1/21-22. SUBSTITUTES.

There were none.

340/21-22. 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.

341/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

342/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 24 NOVEMBER 2021.

Recommended: The Minutes of the meeting held on 24 November 2021 were confirmed and signed.

TOWN PLANNING:

343/21-22. 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/21/01795/TPO	Application to pollard 1 No. Lime tree to 3 metres above ground level and remove any ivy and suckers subject to Tree Preservation Order No.3 1991. 4 St Pauls Close, Swanscombe.
OBSERVATIONS:	No observations
DA/21/01827/FUL	Demolition of existing shed and garage and erection of a detached outbuilding and associated works. 34 Broad Road, Swanscombe Kent DA10 0DR.
OBSERVATIONS:	The Town Council has concerns that the conversion of this space may lead to it being used for business purposes/commercially which would result in it having inadequate parking provision, due to the potential for additional visitors to the site.
EDC/21/0204	Discharge of condition 2 (Ecological Action Plan and Monitoring) pursuant to reserved matters approval EDC/19/0209 Land East of Tiltman Avenue, Swanscombe Peninsula, Northfleet, Kent DA10 0PP
OBSERVATIONS:	No observations.

344/21-22. The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.

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, Kent DA9 9XG.
DA/21/01587/ADV	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. 39 - 40 Craylands Lane Swanscombe Kent DA10 0LP.
DA/21/01465/FUL	Erection of a single storey rear and side extension. 32 Broomfield Road, Swanscombe Kent DA10 0LT

345/21-22. KENT COUNTY COUNCIL CONSULTATION – GREEN CORRIDORS PROGRAMME – DARTFORD: BEAN ROAD.

Members were sent a copy of the consultation questionnaire that had previously been emailed to members on 3 December 2021 and can be viewed electronically at www.kent.gov.uk/greencorridors

The deadline for responses was 19 January 2022.

Recommended: That the response, as agreed/annexed, be submitted.

At this point of the meeting Councillor Ann Duke submitted her apologies, left the chamber, and took no part in the decision of the following item.

346/21-22. KENT COUNTY COUNCIL CONSULTATION – GREEN CORRIDORS PROGRAMME – DARTFORD: LONDON ROAD TO GREENHITHE STATION.

Members were sent a copy of the consultation questionnaire that had previously been emailed to members on 3 December 2021 and can be viewed electronically at www.kent.gov.uk/greencorridors

The deadline for responses was 19 January 2022.

Recommended: That the response, as agreed/annexed, be submitted.

There being no further business to transact, the Meeting closed at 7.45 pm.

Signed: _____ Date: _____
(Chairman)

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MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 19 JANUARY 2022 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: There were none.

370/21-22. 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.

371/21-22. APOLOGIES FOR ABSENCE.

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

An apology for absence was received from Councillor Lesley Howes, due to other 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 reasons for absence, for the Councillor(s) listed, be formally accepted, and approved.

372/21-22. SUBSTITUTES.

There were none.

373/21-22. 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.

374/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

375/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 15 DECEMBER 2021.

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

TOWN PLANNING:

376/21-22. As per minute 326/21-22 and, due to the timescales involved, please find below the planning application received and responded to by the Town Clerk, in consultation with the Chairman and members.

DA/21/01868/VCON	Variation of condition 2 (approved drawings) of planning permission DA/19/01465/FUL in respect of amendments to site entrance in relation to consent granted for demolition of garages and erection of 4 flats and 3 houses including new access drive, off-street parking, bin & cycle storage and both private and communal garden areas. Land Rear of 150-160 Milton Road, Milton Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.

Recommended: That the response submitted be endorsed.

377/21-22. 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/21/01729/FUL	Demolition of existing rear conservatory and erection of a part two/part single-storey rear extension and single storey front extension. 42 Trebble Road, Swanscombe.
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 Electric Vehicle Charging Points.
DA/21/01852/FUL	Conversion of garage to habitable room for playroom /office with bay window with pitched roof to replace garage door and double door for rear garden access.

	9 Parkwood Hill, Greenhithe.
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</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 Electric Vehicle Charging Points.</p>
DA/21/01857/FUL	<p>Erection of a single storey side extension.</p> <p>50 Knockhall Road, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</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 Electric Vehicle Charging Points.</p>
DA/21/01830/FUL	<p>Erection of a detached garage.</p> <p>123a Milton Road, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</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 Electric Vehicle Charging Points.</p>
DA/21/01806/FUL	<p>Erection of a part two/part single storey rear extension.</p> <p>25 Stanhope Road, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</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 Electric Vehicle Charging Points.</p>

DA/21/01879/FUL	Erection single storey rear extension and new steps from patio to rear garden. 59 Caspian Way, Swanscombe.
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 Electric Vehicle Charging Points.
DA/21/01883/FUL	Removal of fence (retrospective) and erection of double set of gates on rear boundary. 5 Meriel Walk, Greenhithe.
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 Electric Vehicle Charging Points.
DA/22/00038/FUL	Conversion of integral garage to habitable room with associated alterations to front elevation. 8 Pilgrims View, Greenhithe.
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 Electric Vehicle Charging Points.

378/21-22. The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.

DA/21/01725/TPO	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.
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	<p>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>
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>
DA/21/01747/TPO	<p>Application to pollard to height of 5m from ground level every 2 years, remove trunk and basal suckers annually and reduce tree debris of 1 No. Lime tree subject to Tree Preservation order No.3 1991.</p> <p>3 St Pauls Close, Swanscombe.</p>
DA/21/01741/FUL	<p>Erection of a detached outbuilding in rear garden for use as home office/study.</p> <p>2 Lightermans Way, Greenhithe.</p>
DA/21/01716/FUL	<p>Erection of a detached self-contained annex (retrospective application)</p> <p>19 Riverview Road, Greenhithe.</p>
DA/21/01670/FUL	<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>
DA/21/01776/CDNA	<p>Submission of details relating to tree replacement pursuant to condition 3 of planning consent DA/21/01496/TPO to fell 1 No. Robinia (T6) tree subject to Tree Preservation Order No.3 1991.</p> <p>Play Area, Manor Park, St Peters Close, Swanscombe.</p>

There being no further business to transact, the Meeting closed at 7.15 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 27 JANUARY 2022 at 7.00PM

PRESENT: Councillor Peter Harman - Chairman
Councillor Emma Ben Moussa
Councillor Anita Barham
Councillor Lorna Cross
Councillor Ann Duke
Councillor Lesley Howes

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

ABSENT: There were none

380/21-22. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

380/21-22. APOLOGIES FOR ABSENCE.

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

RESOLVED:

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

381/21-22. SUBSTITUTES.

There were none.

382/21-22. 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.

383/21-22. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

384/21-22. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 18 NOVEMBER 2021.

Recommended: That the Minutes of the Meeting held on 18 November 2021 were approved and signed as a true record.

385/21-22. 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, Heritage Park, Knockhall Park, Manor Park, Saxon Court, Swanscombe Park, Valley View, Keary Road Allotments and Equipment.

The Town Clerk highlighted the work being undertaken in Broomfield Park with the planting of native hedging plants, obtained as part of the "Free Tree Scheme" from the Woodland Trust.

Recommended: That the information be noted.

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.

386/21-22. RECREATIONAL FACILITY CHARGE 2022 -2023.

Members considered the proposed price increases which had been increased by 2.5% overall and rounded up appropriately. As previously agreed, the allotments had been increased by 15% to include the staged recovery of the administration costs of the Allotment Association.

****** All of these figures had been taken into account when members previously agreed the Estimates for the forthcoming 2022 – 2023 financial year *(minute 358/21-22 Finance and General Purposes Committee and minute 365/21-22 full Council, 13 January 2022).*

Members discussed the impact of the charging structure and agreed that in future years this should be reviewed earlier in the wider budget setting process.

Recommended: That the Recreation Facility Charges 2022 – 2023 be approved.

387/21-22. CAPACITY BUILDING FUND (DARTFORD BOROUGH COUNCIL (DBC)) – FUTURE APPLICATIONS.

Members were advised that at its meeting on 13 December 2021 the DBC General Assembly of Council had agreed that it would discontinue this funding from 1 April 2022 and that, going forward, the funding would be transferred to the “Green Fund” for projects that improve the environment or reduce environmental impact.

Members were asked to begin considering suitable / appropriate projects for the scheme.

Recommended: That the item be noted.

388/21-22. COMMUNITY ORCHARD - UPDATE.

Members were advised that further to minute 325/21-22 (full Council 9 December 2021), Dartford Borough Council (DBC) had begun work on the community orchard, within Swanscombe Park, on 17 January 2022 and it was hoped the trees would be installed 23 / 24 February 2022. The wildflower meadow being created would be immediately under the orchard which will also be part of the Queens Green Canopy Scheme (as well as our mini- community orchard within the picnic area).

Recommended: That the item be noted.

389/21-22. CHURCH ROAD HALL - UPDATE.

Members were advised that further to minute 244/21-22 (Finance and General Purposes Committee 28 October 2021) the decoration/repair works to the Church Road Hall had been completed including new signage and external lighting. The installation of the new UPVC windows and Fire Door were due to be undertaken at the beginning of February.

Recommended: That the item be noted.

390/21-22. **PROPOSED HANDRAIL AT ST PETER & ST PAULS CHURCH.**

Members were asked to consider installing a metal handrail at the entrance steps to St Peter & St Pauls Church. This would be dependent on cost and whether any restrictions allowed this.

After discussion it was agreed that one handrail should be installed and that this be painted black with rounded ends.

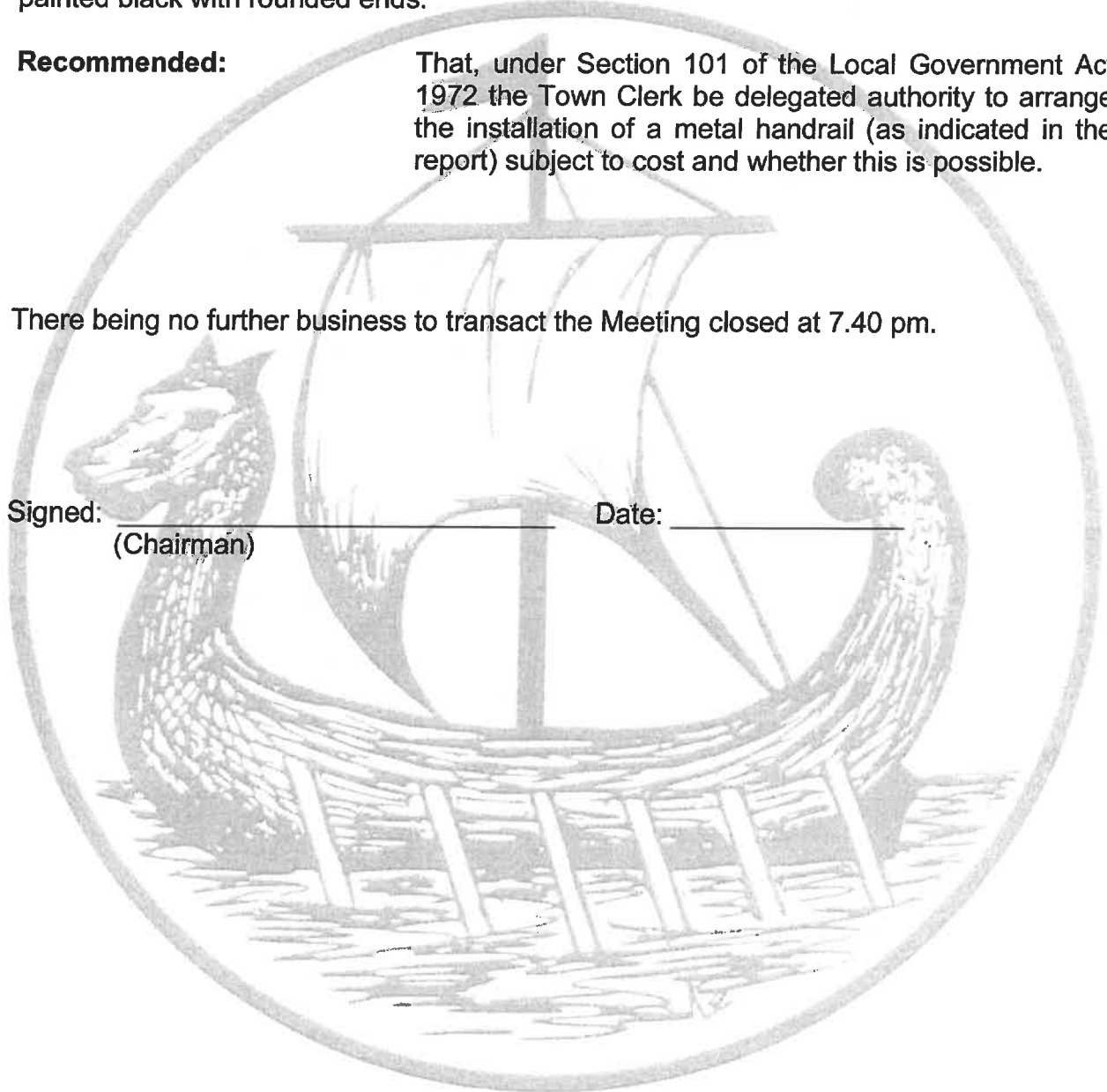
Recommended:

That, under Section 101 of the Local Government Act 1972 the Town Clerk be delegated authority to arrange the installation of a metal handrail (as indicated in the report) subject to cost and whether this is possible.

There being no further business to transact the Meeting closed at 7.40 pm.

Signed: _____
(Chairman)

Date: _____



MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 13 JANUARY 2022 at 7.00PM

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

ALSO PRESENT: Councillor Peter Harris
Graham Blew – Town Clerk

ABSENT: There were none

347/21-22. 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.

348/21-22. APOLOGIES FOR ABSENCE.

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

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

Councillor Jay Shah had previously received dispensation from attending meetings for a six-month period commencing 9 December 2021 (minute 315/21-22).

An apology for absence was submitted by Martin Harding – Assistant Town Clerk/RFO, due to ill-health.

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

349/21-22. SUBSTITUTES.

Councillor Anita Barham substituted for Councillor Sue Butterfill.

350/21-22. 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.

351/21-22. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

352/21-22. 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.

353/21-22. 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 October, November and December 2021 be noted.

354/21-22. BANK TRANSFERS.

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken in October, November, and December 2021.

Recommended: That the bank transfers undertaken in October, November and December 2021 be approved.

355/21-22. 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 October, November, and December 2021.

Recommended: That the receipts and payments for October, November, and December 2021, as per the annexed list, be approved.

356/21-22. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 31 December 2021.

Recommended: That the summary of accounts to 31 December 2021 be noted.

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

357/21-22. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL

Members considered the application, and, after discussion, it was agreed that the following funding be awarded from the 2021 - 22 budget:

- The Annual Ingress Park Family Fun Day - £450.00

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

358/21-22 ANNUAL ESTIMATES FOR 2022– 2023.

Further to minute 317/21-22 (full Council 9 December 2021) Members considered the Annual Estimates for 2022 – 2023.

Recommended: That the Annual Estimates for 2022 – 2023 be approved and submitted to full Council for endorsement.

359/21-22 FUNDING AWARD – KENT COUNTY COUNCIL (KCC) MEMBERS GRANT.

In August 2021 the Town Council applied to the KCC Members Grant Scheme for funding to go towards the new festive lighting scheme in both Swanscombe and Greenhithe High Streets.

KCC Member Mr Peter Harman had confirmed his agreement to this contribution and KCC had since confirmed that this funding bid had been successful, and had been received

Recommended: That the item be noted.

There being no further business, the Meeting closed at 7.15 pm.

Signed: _____ Date: _____
(Chairman)

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MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 1 DECEMBER 2021 at 7.00 PM

PRESENT: Councillor Peter Harris – Chairman
Councillor Peter Harman– Vice-Chairman
Councillor Lesley Howes

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – Assistant Town Clerk / Responsible
Financial Officer
Councillor Ann Duke
Billy Unsworth – Kent County Council Community Warden
Councillor David Mote – Dartford Borough Council

ABSENT: Councillor Lorna Cross

293/21-22. 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.

294/21-22. 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 Emma Ben Moussa, due to other commitments.

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

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 Tony Henley (DBC – CSU).

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

295/21-22. SUBSTITUTES.

There were none.

296/21-22. 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.

297/21-22. 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.

298/21-22. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 6 OCTOBER 2021

Recommended: That the Minutes of the Meeting held on 6 October 2021 be confirmed and signed as a true record.

299/21-22. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.

PCSO's Digby-Baker, Mitchell and Lewis were absent but had provided the monthly update reports for September and October on recent activity and investigations undertaken in the areas of Swanscombe and Greenhithe.

Recommended: That the reports be noted.

300/21-22. KENT COUNTY COUNCIL/ COMMUNITY WARDENS REPORT.

KCC Warden Unsworth gave an update on matters he had been involved with in the area, including drug related matters, stolen vehicles, safeguarding and welfare support.

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

301/21-22. COMMUNITY SAFETY LIAISON.

Local schools – Members discussed recent enforcement activity with the x2 cameras placed outside Manor Community Primary School. Concerns were also noted that no extra parking provision had been adequately put in place when each of the x3 schools in the Town had expanded their intake.

Community Speed Watch – The Chairman updated that two recent sessions had been undertaken in Ingress Park.

Dartford Borough Council (DBC) (CSU) – Councillor David Mote updated members of recent clearance and enforcement activity for fly tipping in Greenhithe. Minor parking schemes were also currently being investigated for Ingress Park to enable better access for waste vehicles. DBC were also considering a Dartford wide Public Space Protection Order to tackle the issue of nuisance vehicles.

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

302/21-22. 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.

303/21-22. EXCLUSION OF THE PRESS AND PUBLIC.

MOVED BY Councillor Lesley Howes and seconded by Councillor Peter Harman.

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.

304/21-22. CONFIDENTIAL AGENDA ITEMS

Further to minute 205/21-22 (Community Safety Committee 6 October 2021) KCC Warden Unsworth provided a confidential update to members on the progress of a particular matter.

Recommended: That the update be noted.

There being no further business to transact, the Meeting closed at 7.55 pm.

Signed _____
Chairman Date

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TK10/2/21

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	
42 (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



AGENDA ITEM 7

TC 10/2/22

4 October 2021

Dear Parish/Town Clerk

The Audit Board is recommending to the GAC, a revision to the [Borough Council's] Member Code of Conduct, for the reasons outlined in the attachment. As your respective codes are closely aligned with Borough Council's Code, you may wish to consider a review of your code.

The Audit Board agreed to amendments to the Arrangements, as per the second attachment – please draw the amendments to your councillors' attention.

Subject to the GAC agreeing the amended Code, I intend to arrange training on the Code later in the year, to which you and your councillors will be invited.

Regards and hope all is well.

Marie Kelly -Stone
Head of Legal Services & Monitoring Officer

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DRAFT

THE SWANSCOMBE AND GREENHITHE TOWN COUNCIL CODE OF CONDUCT

(Reviewed at the AGM held on 5 May 2021, minute 20/21-22)

You are a member or co-opted member of the Swanscombe and Greenhithe Town Council and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. The principles were first established by the Nolan Committee and are detailed in the LGA's supporting guidance for members.

Accordingly, when acting in your capacity as a member or co-opted member of the Swanscombe and Greenhithe Town Council -

1. **Selflessness:** You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
2. **Integrity:** You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to inappropriately influence you in the performance of your official duties. You should have regard to the guidance in the Town Council's Standing Orders, Financial Regulations, Policies and Procedures on Gifts, Benefits and Hospitality.

Failure to declare a Disclosable Pecuniary Interest may be a criminal offence and you should also declare any Prejudicial Interest that relates to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest. You should register and declare your interests in a manner conforming with the procedures set out by the Town Council, including Standing Order 43.

3. **Objectivity:** When carrying out your public duties, you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit. You will find guidance in the Town Council's Standing Orders, Financial Regulations, Policies and Procedures.
4. **Accountability:** You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office. You must not undermine public trust in the Council or its governance.
5. **Openness:** You must be as open as possible about your decisions and actions and the decisions and actions of the Town Council and should be prepared to give reasons for those decisions and actions. Information should not be withheld from the public unless there are clear and lawful reasons for doing so or you have the consent of the person authorised to give it.

You will on occasions be privy to confidential, exempt and sensitive information, such as personal information about someone, or commercially sensitive information which, if disclosed, might harm the commercial interests of the Council or another person or organisation. You should have regard to the guidance in the Town Council's Standing Orders on how to deal with confidential business.

6. **Honesty:** You should be truthful.

DRAFT

7. **Leadership:** You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the requirements in this Code, by leadership and example.

You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.

You must show respect and consideration for others. You must afford colleagues, opponents and officers the same courtesy and consideration you show to others in your everyday life. You must not bully or harass any person. You must be mutually respectful even if you have personal or political differences.

You should have regard to the Town Council's Member Officers Relations Protocol, Standing Orders, Financial Regulations, Policies and Procedures regarding the conduct between officers and members and the conduct when serving on outside bodies.

Use of resources & facilities: You must when using or authorising the use by others of the resources of the Council, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986 and guidance within the Town Council's Standing Orders, Financial Regulations, Policies and Procedures.

8. **Equalities:** You must carry out your duties and responsibilities with due regard to the need to promote equality of opportunity for all people. You must be careful not to act in a way which may amount to any prohibited forms of discrimination, or to do anything which hinders the Council's fulfilment of its positive duties under the Equality Act 2010.

You will not engage in conduct which might reasonably be seen to demonstrate hostility or prejudice based on age, disability, gender, reassignment or identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, which shall include but not be limited to incidents involving racism, anti-Semitism, Islamophobia or otherwise racist language, sentiments, stereotypes or actions, sexual harassment, bullying or any form of intimidation towards another person on the basis of a protected characteristic.

Nb.

- A. You are directed to the supporting guidance issued by the Local Government Association which should help you comply with the Code. The LGA's guidance does not form part of the Code.
- B. If you need guidance on any matter under the Code, you should seek it from the Town Clerk or your own legal adviser – but it is entirely your responsibility to comply with the provisions of the code.

Councillor	Signed	Date
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VERSION SHOWING TRACK CHANGES

THE SWANSCOMBE AND GREENHITHE TOWN COUNCIL CODE OF CONDUCT

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Openness:

5. You must be as open as possible about your decisions and actions and the decisions and actions of the Town Council and should be prepared to give reasons for those decisions and actions. Information should not be withheld from the public unless there are clear and lawful reasons for doing so or you have the consent of the person authorised to give it.

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6. Honesty: You should be truthful.

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7. Leadership: You must promote and support high standards of conduct when serving in your public post in particular as characterised by the above requirements in this Code by leadership and example.

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8. Equalities: You must carry out your duties and responsibilities with due regard to the need to promote equality of opportunity for all people. You must be careful not to act in a way which may amount to any prohibited forms of discrimination, or to do anything which hinders the Council's fulfilment of its positive duties under the Equality Act 2010.

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You will not engage in conduct which might reasonably be seen to demonstrate hostility or prejudice based on age, disability, gender, reassignment or identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, which shall include but not be limited to incidents involving racism, anti-Semitism, Islamophobia or otherwise racist language, sentiments, stereotypes or actions, sexual harassment, bullying or any form of intimidation towards another person on the basis of a protected characteristic.

Nb.

A. You are directed to the supporting guidance issued by the Local Government Association which should help you comply with the Code. The LGA's guidance does not form part of the Code.

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B. If you need guidance on any matter under the Code, you should seek it from the Town Clerk or your own legal adviser – but it is entirely your responsibility to comply with the provisions of the code.

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~~Failure to declare a Disclosable Pecuniary Interest may be a criminal offence and you should also declare any Prejudicial Interest that relates to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest. You should register and declare your interests in a manner conforming with the procedures set out by the Town Council, including Standing Order 43.~~

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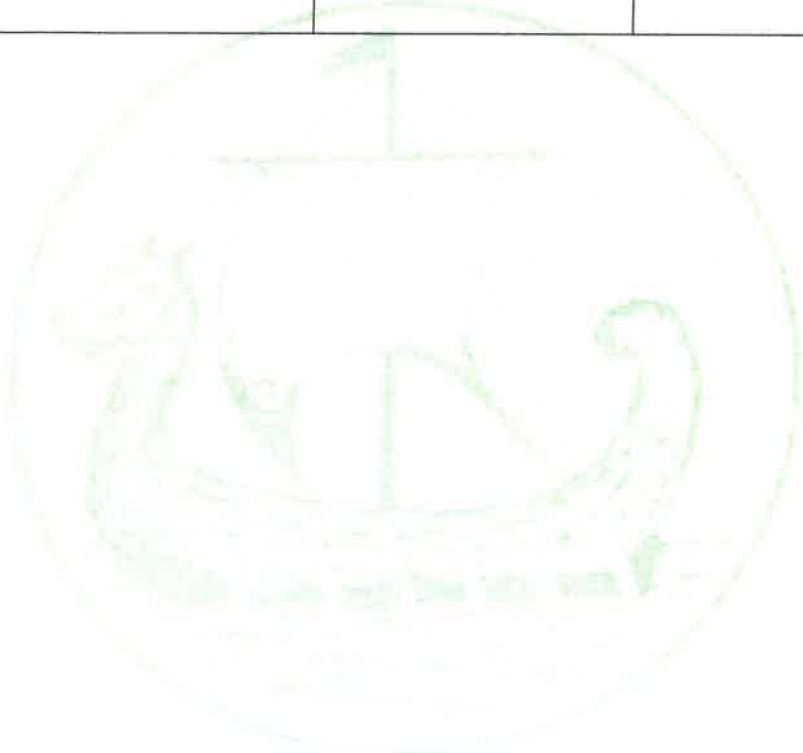
~~You must, when using or authorising the use by others of the resources of the Council, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the~~

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Councillor	Signed.....	Date.....
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Annexure – The Ten General Principles

The general principles governing your conduct under the *Relevant Authorities (General Principles) Order 2001* are set out below:

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

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~~5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.~~

Personal Judgement

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~~6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.~~

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Respect for Others

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~~7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.~~

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Duty to Uphold the Law

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~~8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.~~

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Stewardship

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~~9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.~~

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Leadership

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~~10. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.~~

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T/C 10/2/22
AGENDA ITEM 8

Councillor Jeremy Kite, MBE
Leader of the Council
Conservative Member for Longfield, New Barn and Southfleet Ward

Chairman
Swanscombe and Greenhithe Town Council
By Email: graham.blew@swanscombeandgreenhithetowncouncil.gov.uk

13 January 2022

DBC PARISH & TOWN COUNCIL CAPACITY BUILDING FUND (CBF) AWARDS

I am writing individually to all Parish / Town Chairmen to thank them for bidding for funding from the Borough's Parish and Town Council Capacity Building Fund.

I am pleased to confirm that your application for grounds keeping equipment has been successful. The Panel were particularly supportive of the bid in respect of way it will encourage people to use the land for recreation and sport and the Council are happy to allow wider use of the funds for equipment and facilities to enable involvement in recreation and sports.

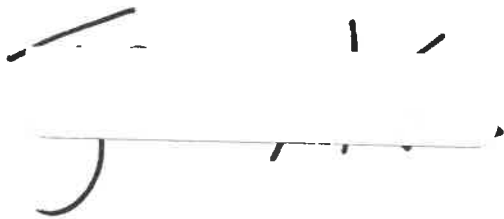
Whilst the bid was successful this year, it is worth noting that the Council are now in the process of winding down the fund. The intention of the fund was to increase capacity for Town and Parish Council's. The nature of most of the bids received this year suggests that this aim has been met.

Going forward the Council has now determined to add residual funding for this scheme to its Green Fund. The Green Fund is a pot of money available for community groups including Town and Parish Councils to bid for projects that improve the environment or reduce environmental impact.

The Council's Finance Department will be remitting the **£6,000** by direct payment in the usual manner, in due course.

Thank you for your application and for the continued dedication of you and your members to the communities you serve.

With Best Wishes

A handwritten signature in black ink, appearing to read 'Jeremy Kite', written over a horizontal line.

Councillor Jeremy Kite
Leader of the Council

cc: Chief Officer and Director of Corporate Services
Swanscombe and Greenhithe Parish Clerk

Graham Blew

From: Terry Martin
Sent: 12 January 2022 16:53
To: Graham Blew
Subject: Covid-19 Contain Outbreak Management Fund

[WARNING] This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Graham

Thank you for your Council's online application to Kent County Council for grant funding under the Covid-19 Contain Outbreak Management Fund for costs incurred between 1 November 2020 and 31 March 2022 in preventing or containing the spread of Covid-19 and/or helping those that have been disproportionately affected by the pandemic

We are pleased to confirm that the Council's application has been successful, and the Council will receive £10,069.00 in grant funding.

Can you please e-mail Laura (~~message@kentacouncils.co.uk~~) the Council's bank details, so that we can arrange online payment. I have copied Laura into this e-mail. If you have any questions, please do not hesitate to contact me or Laura.

Best wishes

Terry

Terry Martin
Chief Executive
Kent Association of Local Councils

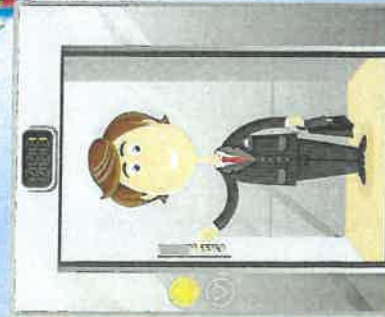
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TC 10/2/2022

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GOING UP?



NOT OUR PART OF
YOUR COUNCIL TAX!



For the 9th year in a row, the Swanscombe and Greenhithe Town Council are pleased to have been able to either freeze or reduce its part of your Council Tax Bill. We know that this year it is even more important as so many of the community feel the impact of the recent/current situation.

Budget Statement 2021 - 2022

The Town Council fully appreciates the last year has been a struggle financially, mentally and emotionally for everyone within our community.

The Council are proud to have been able to freeze its part of the Council Tax during the last year whilst still delivering the following for the Town:

- Continued to operate our own Community Café in Church Road, Swanscombe
 - Refurbished a community hall
 - Installed new play equipment
 - Continued work on conservation projects
 - Improved drainage on Town Council land
 - Provided a full package of summer activities
 - Led the community in remembering those who made the ultimate sacrifice
 - Invested in new open space projects
 - Increased the number of benches, bins and boot scrapers in our parks
 - Supported the Toy Appeal, Macmillan Coffee Morning & NHS Big Tea
 - Provided funding to several local community groups
 - Purchased new equipment for maintaining our open spaces
 - Funded a local youth service
 - Installed Electric Vehicle Charging Points in x 2 car parks
 - Brightened up both High Streets with flowers in Spring/Summer and lights at Christmas
- We have also supported several local organisations suffering from the impact of COVID and ensuring the continued safety of our staff and the public.



Looking ahead to 2022 - 2023



Investment in community buildings



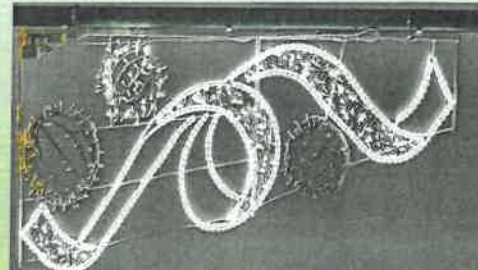
FREE sports activities for children



Investment in play equipment and parks



X 2 open air cinema events



Christmas lights in both High Streets



Flowers in both High Streets



Investment in our Parks Department



A package of family entertainment for the Summer



A great community day to celebrate the Jubilee

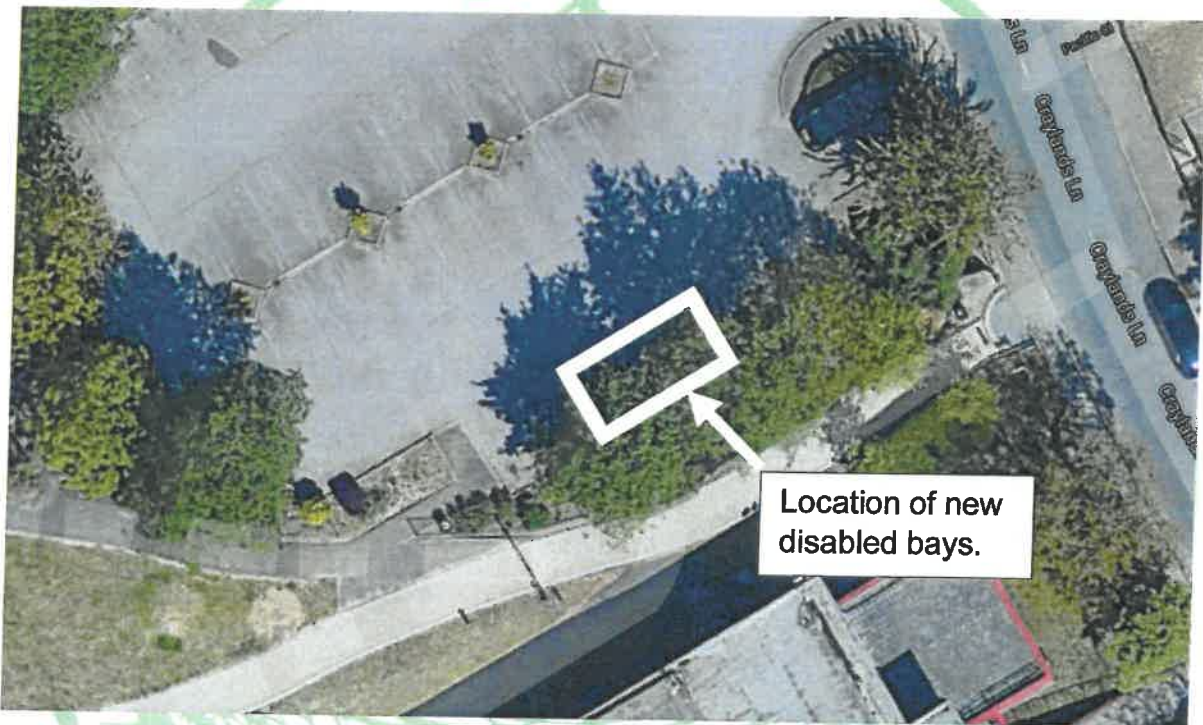


Another freeze on Council Tax

LINE MARKING – SWANSCOMBE CENTRE CAR PARK

On 26 January 2022 the Town Council received a request from Gravesham Community Leisure Limited (GCLL) seeking approval to a proposal for them to undertake the remarking of the lines in the car park at the Swanscombe Centre, Craylands Lane.

This remarking would include converting x3 existing bays into x2 disabled bays. These would be adjacent to the existing Electric Vehicle Charging Points (image below).



In order to enable GCLL to progress with this the request was agreed following consultation with the Town Mayor / Chairman of the Finance & General Purposes Committee.

Recommended: To endorse the consent granted for this request.

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Council Name: Swanscombe and Greenhithe Town Council
Date of application:
Award level applied for: Foundation

Local Council Award Scheme application form

This document is a resource for Local Councils taking part in the Local Council Award Scheme

My council has not registered to take part in the scheme – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

My council has the relevant criteria in place and has already registered with NALC – you can complete this document and submit it to your local accreditation panel. This will help them find the necessary information and make sure they don't miss any details by mistake.

Tip – providing a web link to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. So instead of <http://www.nalc.gov.uk> use <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

Tip – some information and documents are not required to be published online. To keep things simple email these to the panel coordinator at the same time as providing this document. That way they have all the information in one place.

Tip – Don't forget to read the full criteria in the Local Council Award Scheme guide. This form just has the summary, but there is further essential information in the guide which can be downloaded from <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

What criteria do I need to meet for each award level?

If you are applying for Foundation – just the Foundation criteria

If you are applying for Quality – both Foundation and Quality criteria

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria

If you are unsure what criteria you are required to submit please check with your County Association.

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Council Name: Swanscombe and Greenhithe Town Council
 Date of application:
 Award level applied for: Foundation



	The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria		Do you meet these criteria?	Where are these published online?
1	Its standing orders	Yes	https://swanscombeandgreenhithe town council.gov.uk/publications/policies-procedures/
2	Its financial regulations	Yes	https://swanscombeandgreenhithe town council.gov.uk/publications/policies-procedures/
3	Its Code of Conduct and a link to councillors' registers of interests	Yes	https://swanscombeandgreenhithe town council.gov.uk/publications/policies-procedures/
4	Its publication scheme	Yes	https://swanscombeandgreenhithe town council.gov.uk/publications/policies-procedures/
5	Its last annual return	Yes	https://swanscombeandgreenhithe town council.gov.uk/publications/financial-information/
6	Transparent information about council payments	Yes	https://swanscombeandgreenhithe town council.gov.uk/publications/financial-information/
7	A calendar of all meetings including the annual meeting of electors	Yes	https://swanscombeandgreenhithe town council.gov.uk/council/council-overview-2/
8	Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	https://swanscombeandgreenhithe town council.gov.uk/publications/minutes/
9	Current agendas	Yes	https://swanscombeandgreenhithe town council.gov.uk/publications/agendas/

Council Name: Swanscombe and Greenhithe Town Council

Date of application:

Award level applied for: Foundation

10 The budget and precept information for the current or next financial year	Yes	https://swanscombeandgreenhithe town council.gov.uk/publications/financial-information/
11 Its complaints procedure	Yes	https://swanscombeandgreenhithe town council.gov.uk/publications/policies-procedures/
12 Its accessibility statement	Yes	https://swanscombeandgreenhithe town council.gov.uk/
13 Its privacy notice	Yes	https://swanscombeandgreenhithe town council.gov.uk/
14 Council contact details and councillor information in line with the Transparency Code	Yes	https://swanscombeandgreenhithe town council.gov.uk/homepage-one-2/your-councillors/
15 Its action plan for the current year	Yes	https://swanscombeandgreenhithe town council.gov.uk/publications/policies-procedures/
16 Evidence of consulting the community	Yes	https://swanscombeandgreenhithe town council.gov.uk/news/
17 Publicity advertising council activities	Yes	https://swanscombeandgreenhithe town council.gov.uk/
18 Evidence of participating in town and country planning	Yes	https://swanscombeandgreenhithe town council.gov.uk/publications/minutes/

Council Name: Swanscombe and Greenhithe Town Council

Date of application:

Award level applied for: Foundation

The Council confirms by resolution that all documentation and information is in place for a specified award	Does the council meet this requirement?	Hyperlink to council resolution:
Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
19 A risk management scheme	Yes	https://swanscombeandgreenhithe.towncouncil.gov.uk/publications/policies-procedures/
20 A register of assets	Yes	Yes
21 Contracts for all members of staff	Yes	Yes
22 up-to-date insurance policies that mitigate risks to public money	Yes	Yes
23 Disciplinary and grievance procedures	Yes	https://swanscombeandgreenhithe.towncouncil.gov.uk/publications/policies-procedures/
24 A policy for training and training and development of and councillors	Yes	https://swanscombeandgreenhithe.towncouncil.gov.uk/publications/policies-procedures/
25 A record of all training undertaken by staff and councillors in the last year	Yes	Yes
26 A clerk who has achieved 12 CPD points in the last year	Yes	Yes

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Record of Continuous Professional Development

Name: Graham Blew
Council: Swanscombe and Greenhithe Town Council
Position: Town Clerk
Covering the period from: February 2021
To: February 2022



The National Training Strategy
for Town & Parish Councils

Key dates	What did you do?	What did you learn from this?	How have/will you use this? How will your council change or improve?	Points allocated
10 March 2021	LLG Parish Councils & Local Council Governance Toolkit	Attendance at conferences and training events		1
17 March 2021	SLCC Annual General Meeting (Zoom)	Attendance at conferences and training events		2.5
21 April 2021	KALC Press & Social Media Course (Zoom)	Attendance at conferences and training events		1
16 June 2021	Code of Conduct – Dartford Borough Council.	Attendance at conferences and training events		1
25 September 2021	Making Planning Responses – In House	Attendance at conferences and training events		1
28 September 2021	KALC Clerks Conference–KALC (Zoom).	Attendance at conferences and training events		2.5

7 October 2021	Standing Order – In House	Attendance at conferences and training events	1
18 November 2021	GDPR & Data Protection – In House	Attendance at conferences and training events	1
1 December 2021	Budget Setting and the Precept – In House	Attendance at conferences and training events	1
Throughout the year	Read all 6 editions of Clerk magazines and Allotment Book	Reading	Max. 6
Quarterly Meetings	Member of the KALC Dartford Area Committee	Contributing/developing the Sector	Minimal meetings / interaction 1

Total

All clerks whose councils seek a Local Council Award, are required to demonstrate that they have achieved at least 12 CPD points in the 12 months immediately preceding the council's application for an award. For this there are some types of activity that carry a maximum point allowance per year. Plus, at least three points must come from a qualification, in-house assessment or a training event.

The grid below can help you assess how many points you have achieved and clearly illustrate this to the accreditation panel if you choose to apply for a Local Council Award.

	Maximum points	Points achieved
Qualifications	12	
In-house assessment	12	
Learning at work	6	
Attendance at conferences and training events	12	12
Reading	6	6
E-learning	6	
Developing the sector	4	1
	Total CPD points	19
At least three points have come from a qualification, in-house assessment or a training event?		Yes

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