

SPECIAL TOWN COUNCIL  
14 SEPTEMBER 2023

MINUTES of the SPECIAL TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 14 SEPTEMBER 2023 at 7.20pm

**PRESENT:** Councillor Peter Harman – Town Mayor  
Councillor Ann Duke – Deputy Town Mayor  
Councillor Anita Barham  
Councillor Emma Ben Moussa  
Councillor Lorna Cross  
Councillor Lesley Howes  
Councillor Hazel Stephens

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

**ABSENT:** Councillor Elizabeth Wickham

**162/23-24. 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.

**163/23-24. APOLOGIES FOR ABSENCE.**

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

An apology for absence was received from Councillor Dawn Johnston, due to other commitments.

An apology for absence was received from Councillor Richard Lees, due to other commitments.

An apology for absence was received from Councillor Claire Pearce, due to medical reasons.

An apology for absence was received from Councillor Alan Reach, due to other commitments.

**RESOLVED:**

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

**164/23-24. 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.***

**165/23-24. TO RECEIVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 20 JULY 2023.**

**RESOLVED:**

That the Minutes of the Town Council Meeting held on 20 July 2023 be confirmed as a true record and be signed.

**166/23-24. ITEMS DEEMED URGENT BY THE TOWN MAYOR / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**167/23-24. PAVILION PROJECT – CIL UPDATE.**

Members were provided with the letter from Dartford Borough Council detailing the amount of CIL payment liability, required to be paid by the Town Council, for the new Community Hub Project at Broomfield.

**RESOLVED:**

That the item be noted.

**16823-24. EXCLUSION OF THE PRESS AND PUBLIC.**

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

**RESOLVED:**

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

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

169/23-24. **PAVILION PROJECT – LEGAL UPDATE.**

Members considered the confidential report and were provided with a verbal update on the progress of securing the required Deed of Easement for the project.

**RESOLVED:**

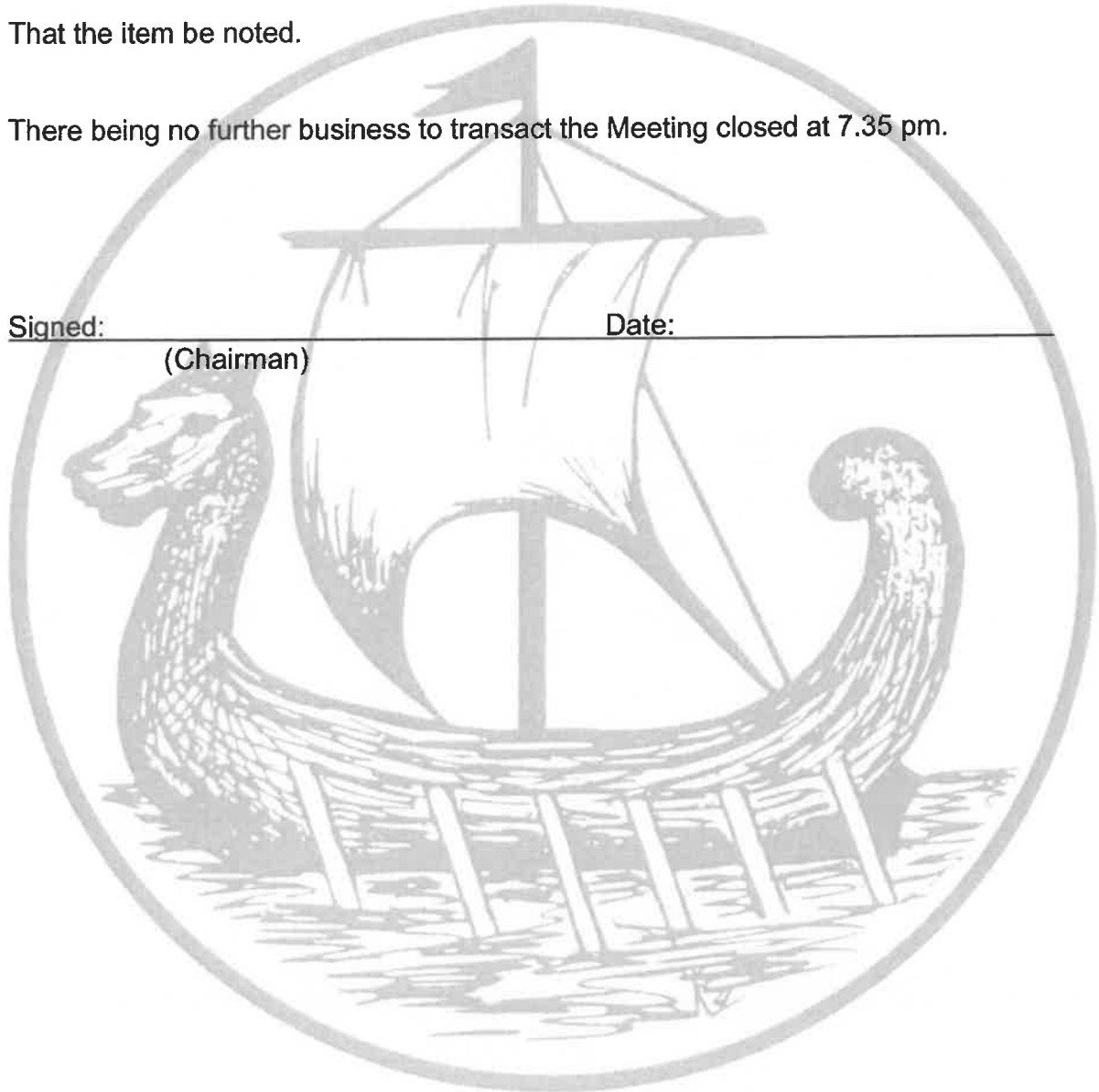
That the item be noted.

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

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 12 JULY 2023 AT 7.15PM

**PRESENT:** Councillor Peter Harman – Chairman  
Councillor Ann Duke - Vice - Chairman  
Councillor Lorna Cross  
Councillor Dawn Johnston  
Councillor Richard Lees  
Councillor Hazel Stephens  
Councillor Elizabeth Wickham

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

**ABSENT:** There were none

**97/23-24. 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.

**97/23-24. APOLOGIES FOR ABSENCE.**

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

**Recommended:** That the reason for absence, for the Councillor listed, be formally accepted, and approved.

**98/23-24. SUBSTITUTES.**

There were none.

**99/23-24. 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.***

**100/23-24. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**101/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 JUNE 2023.**

**Recommended:** The Minutes of the meeting held on 14 June 2023 were confirmed and signed.

**102/23-24. KENT COUNTY COUNCIL (KCC) CONSULTATIONS.**

Members considered the x2 consultations previously sent, by email, on 15 June 2023. The consultations both had a deadline of 25 July 2023

- A. DRAFT KENT MINERALS AND WASTE LOCAL PLAN 2024 – 2039 – Further proposed changes.
- B. DRAFT KENT MINERAL SITES PLAN INCLUDING DETAILS OF NOMINATED HARD ROCK SITE

**Recommended:** That the responses to the x2 consultations, as agreed/annexed, be submitted.

**103/23-24. HIGHWAYS IMPROVEMENT PLAN (HIP) – KENT COUNTY COUNCIL (KCC).**

Further to minute 479/22-23 correspondence had been received from the KCC Road Safety Engineering Project Manager Highway Improvements (West Kent – Dartford, Gravesham & Maidstone) regarding the Town Councils HIP.

Members noted the correspondence received and requested that:

The resurfacing of both Milton Road and Manor Road, Swanscombe be placed on the HIP for consideration.

A request be raised with the Highways Improvement Team that a review is undertaken of the directional development signs placed on lamp columns. These signs, at present, are not always correct, misleading with the current diversion routes in place and, in contradiction to the correspondence provided, not approved by the Town Council prior to installation. Members have suggested that no new signs are approved and that any in place that are incorrect or no longer required are removed.

**Recommended:** That a response be sent to the Highways Improvement Team at KCC advising of the points raised by members as detailed.

**TOWN PLANNING:**

104/23-24. 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/23/00719/FUL	Demolition of existing rear conservatory and erection of a two-storey side and rear 'wrap around' extension (part retrospective) (revisions to previously approved planning permission DA/22/00996/FUL)  2 Park 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 EVCP's.
DA/23/00768/TPO	Application for T1 – Common Lime, Re-pollard to previously pollarded points subject to Tree Preservation Order No. 3 1991.  5 St Pauls Close, Swanscombe
OBSERVATIONS:	No observations.
DA/23/00709/FUL	Demolition of existing outbuilding and erection of a detached outbuilding for storage including cold storage room (retrospective).  Akash Tandoori, 54 Milton Road, Swanscombe.
OBSERVATIONS:	The Town Council would like clarification that appropriate mitigation has been considered for the air conditioning / cooling unit installed, in relation to its noise impact on neighbouring properties.
GR/23/376 (KCC/GR/0050/2023)  Re-consultation	Development of an enclosed electronic waste (E-Scrap) transfer facility, involving shredding, sampling, sorting, and bulking up of electronic waste streams for onward transportation to recycling/management facilities. The proposed development includes the demolition of existing buildings, construction of a new steel framed waste transfer building, firewater storage tank and associated plant, dust extraction unit, office and staff welfare building, new areas of concrete hard standing and footways, upgrade to site drainage, construction of a re-aligned access point off Manor Way and retention of vehicular access to the adjacent wharf.

	Britannia Refined Metals Ltd, Britannia Metal Refinery and Premises, Lower Road, Northfleet, Gravesend, Kent,
OBSERVATIONS:	The Town Council have considered the re-consultation of this planning application and now support the proposal for this development.

105/23-24. **The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/23/00505/FUL	Provision of a vehicle crossing onto A226 and brick boundary wall (east).  5 London Road, Greenhithe.
DA/22/00897/FUL	Installation of 2 no. steel containers to create shop extension, to be internally accessed via existing sales building and erection of 1 no. timber compound.  Greenhithe Service Station, London Road, Greenhithe
DA/23/00508/TPO	Application 1 No. Ash tree - to remove to ground level and treat the stump subject to Tree Preservation Order No.11 1990.  12 The Dell, Greenhithe, Kent
DA/23/00488/NONMAT	Non-material amendment following grant of planning permission DA/19/01464/FUL to remove the lean to store to the side elevation; revised footprint to the flats over garages and the removal of the proposed detached garage.  Former Block of 43 Lock-Up Garages, Rear of Gilbert Close, Swanscombe, Kent
DA/23/00197/NONMAT	Non-material amendment following grant of planning permission DA/21/01291/FUL for internal alterations to lower ground floor level and removal of proposed conservatory and extending proposed living room at the ground floor to line up with the Kitchen/Diner at the Lower Ground Floor Level; New ground floor extension to have a pitch roof; Walls to be finished with external render to match existing.  The Orchard, Mounts Road, Greenhithe, Kent
DA/23/00658/CDNA	Submission of details relating to further intrusive investigation re land contamination pursuant to condition 9 of planning permission DA/19/01464/FUL.  Former Block of 43 Lock Up Garages rear of Gilbert Close, Swanscombe.



**106/23-24. DELEGATION TO CONDUCT NORMAL BUSINESS DURING RECESS PERIOD.**

Members were 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 Chairman and Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

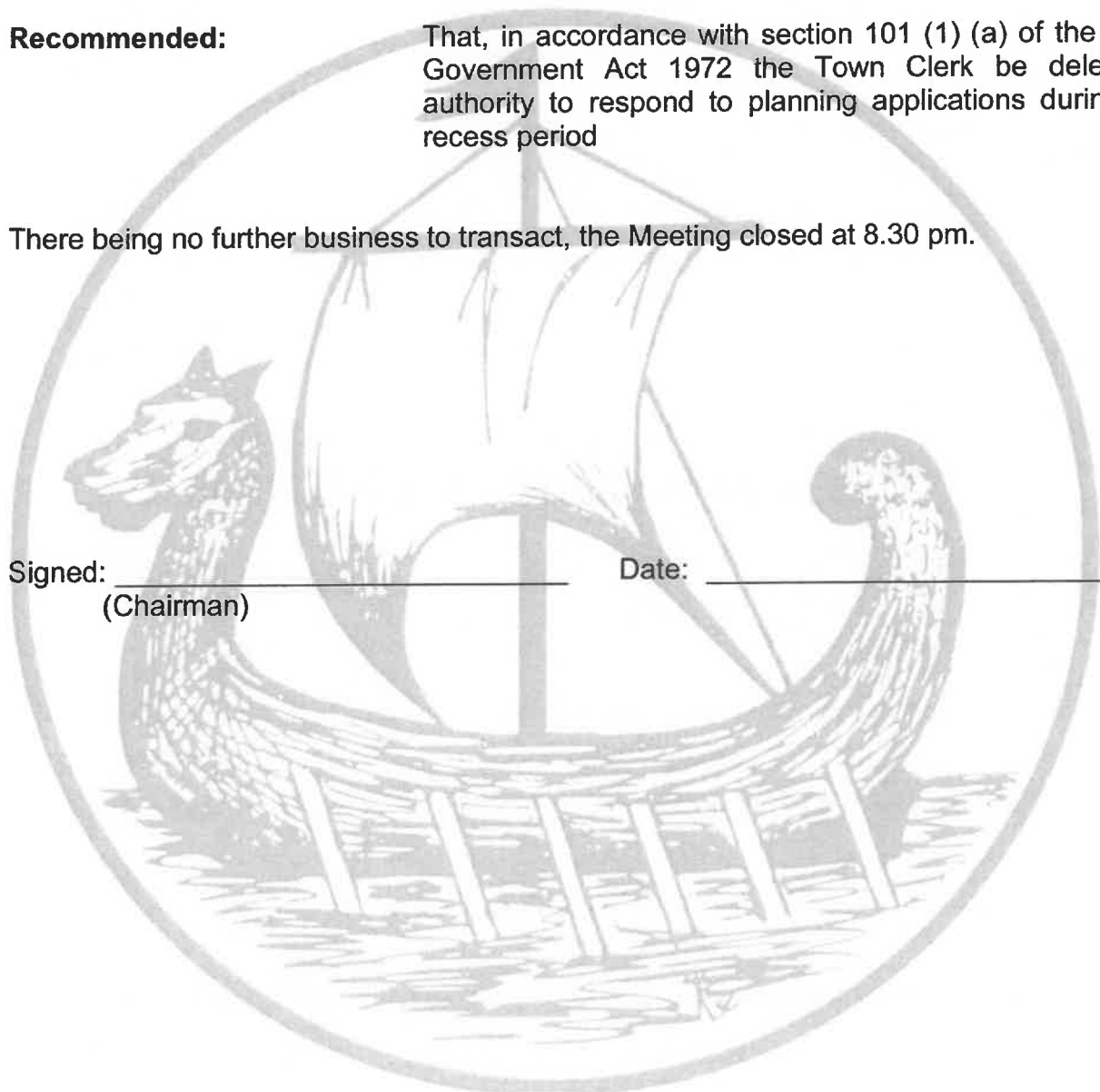
**Recommended:**

That, in accordance with section 101 (1) (a) of the Local Government Act 1972 the Town Clerk be delegated authority to respond to planning applications during the recess period

There being no further business to transact, the Meeting closed at 8.30 pm.

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 6 SEPTEMBER 2023 AT 7.00PM

**PRESENT:** Councillor Ann Duke – Vice-Chairman in the Chair  
Councillor Lorna Cross  
Councillor Richard Lees  
Councillor Hazel Stephens

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

**ABSENT:** There were none.

**139/23-24. 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.

**140/23-24. APOLOGIES FOR ABSENCE.**

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

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

An apology for absence was received from Councillor Dawn Johnston, due to other commitments.

An apology for absence was received from Councillor Elizabeth Wickham, due to other commitments.

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

**141/23-24. SUBSTITUTES.**

There were none.

**142/23-24. 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.***

**143/23-24. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**144/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 12 JULY 2023.**

**Recommended:** The Minutes of the meeting held on 12 July 2023 were confirmed and signed.

**145/23-24. DARTFORD BOROUGH (DBC) – DARTFORD LOCAL PLAN: PROPOSED MODIFICATIONS.**

Members were sent the above consultation by email, on 1 August 2023. The consultation has a deadline of 25 September 2023. After discussion it was agreed that no further comments be submitted.

**Recommended:** That no further comments be submitted.

**146/23-24. HIGHWAYS IMPROVEMENT PLAN (HIP) – KENT COUNTY COUNCIL (KCC)**

Further to minute 103/23-24, members were issued the correspondence from the West Kent Community Engagement Team Leader containing the newly updated Highway Information Pack which has been designed to provide details of the HIP process.

Members discussed the updated Highway Information Pack and suggested that the Town Council look at participating in the Lorry Watch Scheme detailed in the pack (page 52) and that KCC Highways Officers be asked to advise on where within Swanscombe and Greenhithe, it would work best.

**Recommended:** That KCC Highways Officers be asked to advise on where, within Swanscombe and Greenhithe, the Lorry Watch Scheme would work best.

**TOWN PLANNING:**

147/23-24. **Please find below the planning applications received and responded to by the Town Clerk, in consultation with the Chairman, during the recess period (as per minute 106/23-24).**

DA/23/00819/FUL	Erection of a first-floor side extension (over existing attached garage), part two/part single storey rear extension, provision of dormer window with Juliette balcony in rear elevation and roof lights in front roof slope in connection with providing additional rooms in the roof space.  10 Bevans Close, 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 EVCP's.
DA/23/00931/FUL	Erection of a single storey rear extension.  11 Park Terrace, 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 EVCP's.
DA/23/00901/FUL	Erection of a single storey rear extension and reduction in size of existing detached storage building.  Booze Mini Market, 62 High Street, 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 EVCP's.
DA/23/00729/FUL	Changes to existing front and rear elevations to provide front entrance to flat over and new shop front to ground floor retail unit.  125 and 125A Milton 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 EVCP's.
DA/23/00728/FUL	Changes to existing front and rear elevations to provide front entrance to flat over and new shop front to ground floor retail unit. (retrospective application)  123 and 123A Milton 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 EVCP's.
DA/23/00942/FUL	Demolition of existing conservatory and erection of a single storey rear extension  12 Atlantic Close Swanscombe Kent DA10 0LJ
OBSERVATIONS	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.

**Recommended:**

That the responses submitted during the recess period be endorsed.

148/23-24. **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/23/00959/FUL	Erection of a single storey rear extension and two storey side extension and front porch.  17 Woodland Way, 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 EVCP's.
DA/23/00989/TPO	Application for removal of one No. tree in rear garden subject to Tree Preservation Order No.11 1990  3 Watermans Way, Greenhithe.
OBSERVATIONS:	The Town Council object to this application as the tree is healthy and the applicant has not demonstrated any reason to remove it. There are more suitable solutions available to improve light other than the removal of a healthy tree.
DA/23/00969/REM	Reserved matters relating to landscaping scheme pursuant to condition 1 of outline planning permission 20/00816/OUT for erection of a 3-storey building to provide 5 No. 2 bedroom apartments with associated car parking and cycle storage provision.  SWCS Car Sales, Craylands Lane, Swanscombe
OBSERVATIONS:	No observations.
DA/23/00957/VCON	Erection of 4 semi-detached houses with associated, parking, amenity, and landscaping (variation of condition 2 of planning permission DA/22/01353/FUL for revised roof design, provision of rooms in roofspace and change to approved plan numbers.  Former Builders Yard, Harmer Road, Rear of 64 Stanhope Road, Swanscombe
OBSERVATIONS:	The Town Council are mindful of the concerns of residents regarding this application and request that, should permission be granted, that this includes the following conditions:  1. A condition to remove permitted development rights which would stop future occupiers/owners from converting the roof spaces into bedrooms.

	<p>2. A condition that the velux windows be obscured glass.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.</p>
DA/23/00767/ FUL	<p>Demolition of existing side extension with replacement of single storey side extension to provide garage allowing rear access and single storey rear extension with partial window replacement to the rear of existing house.</p> <p>Accuba House, 35 High Street, 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 EVCP's.</p>
DA/23/00833/FUL	<p>Conversion of existing integral garage to habitable room and removal of garage door and installation of windows to the front elevation.</p> <p>12 Boleyn Way, Swanscombe,</p>
OBSERVATIONS:	<p>Whilst sympathetic to the applicant the Town Council objects to this application as it does not provide any sound evidence that the proposal will not have an adverse impact on residential amenity or highway safety.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.</p>
KCC/DA/0046/2023	<p>Renewal of temporary planning permission DA/17/1646 for the existing two, five bay mobile classroom units for a further period of up to 5 years.</p> <p>Craylands Primary School, Craylands Lane, Swanscombe.</p>
OBSERVATIONS:	<p>Whilst not objecting to the application the Town Council requests that the Planning Authority provides a definition of what "temporary" means with regards to this proposal and also seeks clarity on how long this provision will go on for i.e. what are the long term plans?</p>



DA/23/00997/FUL	<p>Erection of a first-floor side extension and single storey rear extension</p> <p>65 Empire Walk, 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 EVCP's.</p>
DA23/01003/FUL	<p>Erection of a single storey rear extension.</p> <p>11 Ivy Bower Close, 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 EVCP's.</p>
DA/23/00973/FUL	<p>Demolition of existing rear conservatory and erection of a single storey rear extension.</p> <p>21 Pilgrims View, 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 EVCP's.</p>

149/23-24. **The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/23/00644/TPO	<p>Application for G1- 2 mature self-seeded Sycamore trees with a total of 3 stems -To reduce the lateral branches which overhang property by roughly 3m back to growth points and clean previous poor cuts from overhanging branches back to good growth points; T1 Remove self-seeded Ash tree to below fence height and treat the stump subject to Tree Preservation order No.11 1990</p> <p>7 Watermans Way, Greenhithe</p>
DA/23/00653/FUL	<p>Demolition of the existing conservatory and erection of a single storey rear extension.</p> <p>27 Trebble Road, Swanscombe</p>
DA/23/00689/FUL	<p>Erection of a two-storey side extension and a conversion of the existing conservatory into a rear extension.</p> <p>95 Ames Road, Swanscombe.</p>
DA/23/00118/FUL	<p>Demolition of the existing building and erection of a new community hub / sports facility and associated ancillary works.</p> <p>Swanscombe Pavilion, The Grove, Swanscombe</p>
DA/23/00768/TPO	<p>Application for T1 – Common Lime, Re-pollard to previously pollard points subject to Tree Preservation Order No. 3 1991</p> <p>5 St Pauls Close, Swanscombe</p>
DA/23/00522/FUL	<p>Demolition of existing garage and erection of a single storey extension and first floor rear extension.</p> <p>25 Eynsford Road, Greenhithe.</p>
DA/23/00439/VCON	<p>Erection of second floor extension with dormer windows to southern, eastern and northern elevations to provide 13 additional bedrooms including provision of a 3 storey extension to north side of building to house a lift and staircase, erection of a 2 storey rear extension to house a fire escape, removal of a Copper Beach tree subject to a Tree Preservation Order and provision of a hardstanding within the front garden to provide 4 additional car parking spaces (variation of condition 2 (approved drawings) of planning permission DA/21/00300/FUL in respect of re-siting of approved fire escape/staircase to rear/eastern elevation, amending approved stair and lift on side/northern elevation to provide change to lift location).</p> <p>Rosewood, 28 Bean Road, Greenhithe.</p>

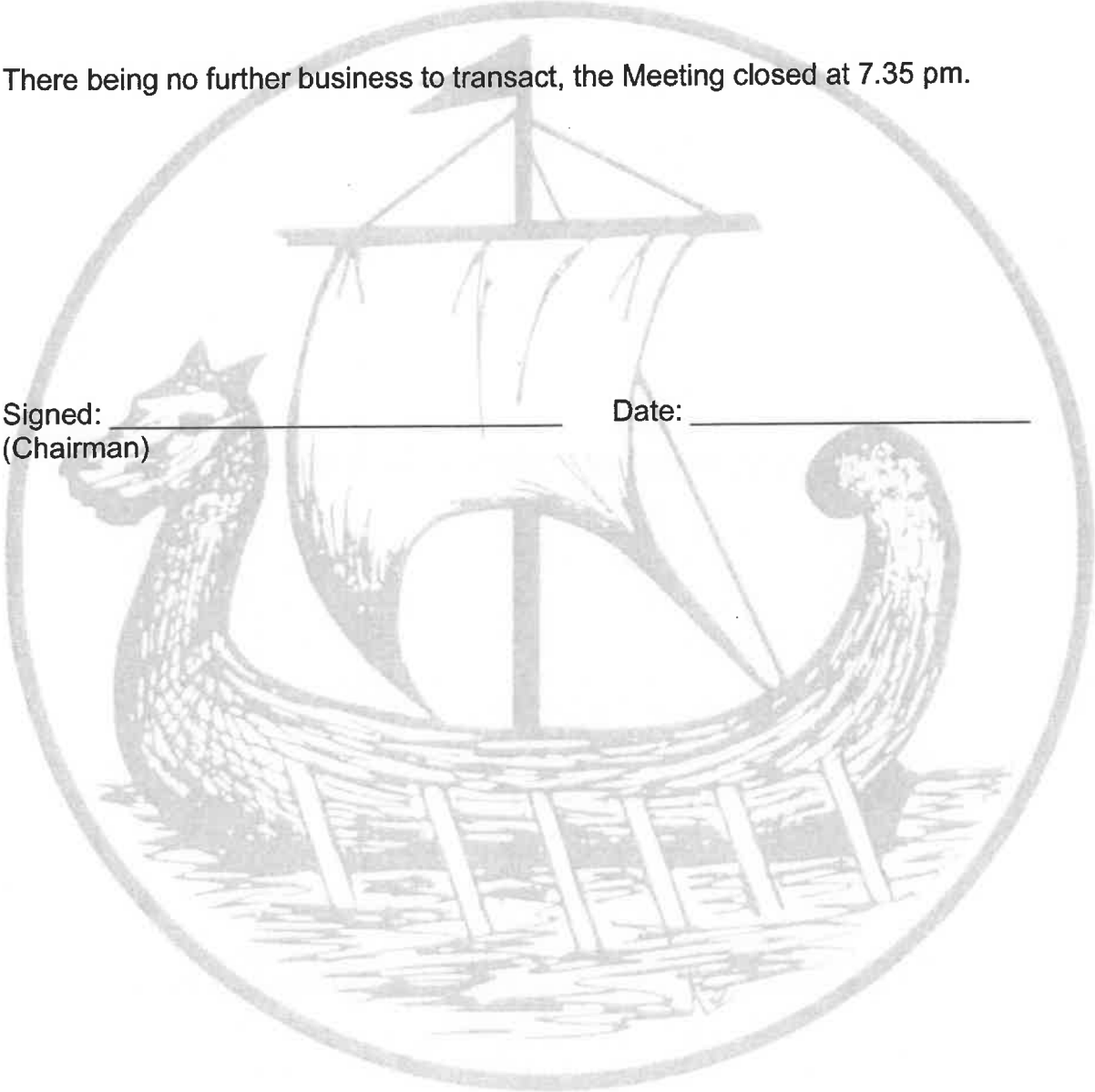
150/23-24. **The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/23/00627/LDC	Demolition of existing rear conservatory and erection of a single storey rear extension.  3 Eagles Road, Greenhithe.
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There being no further business to transact, the Meeting closed at 7.35 pm.

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 27 SEPTEMBER 2023 AT 7.00PM

**PRESENT:** Councillor Ann Duke – Vice-Chairman in the Chair  
Councillor Lorna Cross  
Councillor Richard Lees

**ALSO PRESENT:** Martin Harding – Assistant Town Clerk/RFO

**ABSENT:** Councillor Dawn Johnston

181/23-24. **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.

182/23-24. **APOLOGIES FOR ABSENCE.**

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

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

An apology for absence was received from Councillor Hazel Stephens, due to other commitments.

An apology for absence was received from Councillor Liz Wickham, due to other commitments.

An apology for absence was received from the Town Clerk, due to other commitments.

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

183/23-24. **SUBSTITUTES.**

There were none.

184/23-24. **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.***

**185/23-24. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**186/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETINGS HELD ON 12 JULY 2023 AND 6 SEPTEMBER 2023.**

**Recommended:** The Minutes of the meetings held on 12 July 2023 and 6 September 2023 were confirmed and signed.

**187/23-24. LORRY WATCH – KENT COUNTY COUNCIL (KCC).**

Further to minute 146/23-24 members considered the correspondence/information which had been obtained from KCC and the Town Councils insurers.

Members discussed the merits of the scheme and the most suitable locations for Lorry Watch to be undertaken.

It was agreed that the Town Council would undertake the co-ordination of volunteers to participate in a Lorry Watch scheme within the Town, and that the following roads be indicated as monitoring locations:

- Mounts Road, Greenhithe
- Craylands Lane, Swanscombe
- High Street, Swanscombe
- Stanhope Road, Swanscombe
- Southfleet Road, Swanscombe

**Recommended:** That the Town Council undertake the co-ordination of volunteers to participate in a Lorry Watch scheme within the Town, with monitoring undertaken at the roads detailed.

**188/23-24. The following planning applications have been received from Dartford Borough Council / Ebbsfleet Development Corporation/ Kent County Council / Gravesham Borough Council for Members observations (full details of these applications can be viewed via the Town Council, DBC, EDC, GBC and the KCC websites).**

20221064	Outline planning application with all matters reserved, except for the primary means of access and road layout, for a phased mixed-use redevelopment involving the demolition of existing buildings and structures including site preparation / remediation works, and the development of residential units (Use Class C3), Class E uses including floorspace for retail Class E(a)), food/beverage and drinking establishments (Use Class E(b)), local services (Use Class E(c)), indoor sport/recreation/fitness (use Class E(d)), healthcare space (Use Class E(e)), creche/nursery uses (Use Class E(f)), office floorspace (Use Class E(g)(i)), a new multi-use stadium with associated business and leisure facilities (sui generis), hotel (Use Class C1), community uses floorspace (Use Class F2). The phased redevelopment will include other sui
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	<p>generis uses, delivery of open space and significant realignment of the road network including the A226 Galley Hill Road / Stonebridge Road / Lower Road with hard / soft landscaping, car and cycle parking provisions, infrastructure works, ancillary and associated works.</p> <p>Northfleet Harbourside - Land Surrounding Ebbsfleet United Football Club, Stonebridge Road, Northfleet</p>
<b>OBSERVATIONS:</b>	<p>The Town Council have concerns that the information supplied inadequately addresses the impact that this development will have on local infrastructure including the roads and public travel network along with ecology, especially local wildlife.</p> <p>The development proposes an insufficient level of open space given the number of residents who will wish to use it, when compared with both the existing and other emerging communities.</p> <p>The stated parking aspiration for the development must fall short of parking standards given the expected numbers of both residents and visitors to the retail and commercial areas who will use it.</p>
DA/23/01054/TRCON	<p>Notification of works to T1 Norway maple - Located front boundary, reduce height and average radial spread of tree by approximately 2.0 metres and 2.0 metres respectively, taking care to prune to live secondary growth and maintaining even, balanced shape appropriate to species and T2 Yew - Located front boundary, trim all sides by approximately 1.5 metres circa, taking care to prune to live secondary growth and maintaining even, balanced shape appropriate to species.</p> <p>20-26 High Street Greenhithe.</p>
<b>OBSERVATIONS:</b>	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/23/01033/FUL	<p>Installation of air source heat pump to rear of property.</p> <p>3 Bendigo Wharf, Pier Road, Greenhithe.</p>
<b>OBSERVATIONS:</b>	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>
DA/23/01071/FUL	<p>Change of use of ground floor unit from (Class E) to mixed use (Class E &amp; Sui Generis), internal re-configuration, shop front alterations and refurbishment of the existing unit</p> <p>43 High Street, Swanscombe.</p>
<b>OBSERVATIONS:</b>	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p>

EDC/22/0092	<p>Reserved matters application (details relating to access, appearance, landscaping, layout and scale) pursuant to Conditions 2 and 25 of outline planning permission EDC/17/0048 for infrastructure works in the form of land forming and earthworks around Alkerden Barn - AMENDED RED LINE BOUNDARY</p> <p>Alkerden Barn, Alkerden Lane, Swanscombe.</p>
OBSERVATIONS:	No observations.
EDC/22/0007 (KCC/DA/0232/2022)	<p>Erection of a storage building with mezzanine floor to facilitate a change of use from trailer and vehicle parking (sui generis) to clinical waste transfer station (sui generis) at Bungalow Yard together with change of use from clinical waste transfer station (sui generis) to trailer and vehicle parking (sui generis) at Oakwood Yard.</p> <p>Land adjacent to Oakwood and at Bungalow Yard, Watling Street, Bean.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.</p>
DA/23/01109/FUL	<p>Erection of single storey rear/side extension.</p> <p>31 Craylands Lane, Swanscombe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application. The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.</p>



189/23-24. **The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/23/00451/FUL	Change of use of ground floor dental surgery (Use Class D1) to self-contained studio flat (Use Class C3), erection of a detached building to provide dental surgery, with associated car and cycle parking provision and refuse storage.  Cheers Dental Practice, 23 High Street, Swanscombe.
DA/23/00901/FUL	Erection of a single storey rear extension and reduction in size of existing detached storage building.  Booze Mini Mart – 62 High St, Swanscombe

There being no further business to transact, the Meeting closed at 8.00 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 21 SEPTEMBER 2023 at 7.00PM

**PRESENT:** Councillor Peter Harman – Chairman  
Councillor Emma Ben Moussa – Vice - Chairman  
Councillor Ann Duke  
Councillor Peter Harris  
Councillor Lesley Howes  
Councillor Elizabeth Wickham

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
Dan Usher – Senior Groundsman/ Gardener

**ABSENT:** There were none

170/23-24. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

171/23-24. **APOLOGIES FOR ABSENCE.**

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

An apology for absence was received from Councillor Dawn Johnston due to other commitments.

**RESOLVED:**

That the reason for absence, for the above Town Councillor/s, be formally accepted and approved.

172/23-24. **SUBSTITUTES.**

There were none.

173/23-24. **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.***

**174/23-24. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**175/23-24. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 29 JUNE 2023**

**Recommended:** That the Minutes of the Meeting held on 29 June 2023 were approved and signed as a true record.

**176/23-24. 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 which included:

Broomfield Park, Heritage Park, Knockhall Park, Manor Park, Swanscombe Park, Equipment/Staffing and Miscellaneous.

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

**TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.**

**177/23-24. THE OLD FIRE STATION – ASSET OF COMMUNITY VALUE.**

The Town Council had previously registered The Old Fire Station as an Asset of Community Value (26 October 2017). This lasted for 5 years and expired on 27 October 2022 with Dartford Borough Council confirming it had been removed from the List of Assets of Community Value on 14 July 2023.

An application / re-submission was made by Officers on 13 July 2023 which was subsequently declined by DBC on 3 August 2023 with advice on x2 items which needed undertaking.

Members were asked to agree that the Town Council nominate The Old Fire Station as an Asset of Community Value.

Members were also asked to agree to the re-wording of the section supporting that the building is currently being used to further the social wellbeing or social interests of the local community.

**Recommended:**

1. That the Town Council nominate The Old Fire Station as an Asset of Community Value.
2. That the re-wording of the section supporting that the building is currently being used to further the social wellbeing or social interests of the local community be agreed.

**178/23-24. HEDGEHOGS R US.**

The Town Council had been approached by the founder of Hedgehogs R Us to see if it would be interested in becoming part of the project. Members were sent details of the project.

After discussion it was agreed that the offer be politely declined and that the Chairman contact Dartford Borough Councillor Laura Edie to enquire as to whether she had access to similar environmental tools.

**Recommended:** That the offer be politely declined and that the Chairman contact Dartford Borough Councillor Laura Edie to enquire as to whether she had access to similar environmental tools.

**179/23-24. SWANSCOMBE CENTRE – GCLL UPDATE.**

Members considered the update, including key statistics regarding the planned investment to the facility.

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

**180/23-24. EXCLUSION OF PRESS AND PUBLIC.**

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

**RESOLVED:**

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

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

181/23-24. **INGRESS PARK COMMUNITY CENTRE (IPCC) - UPDATE.**

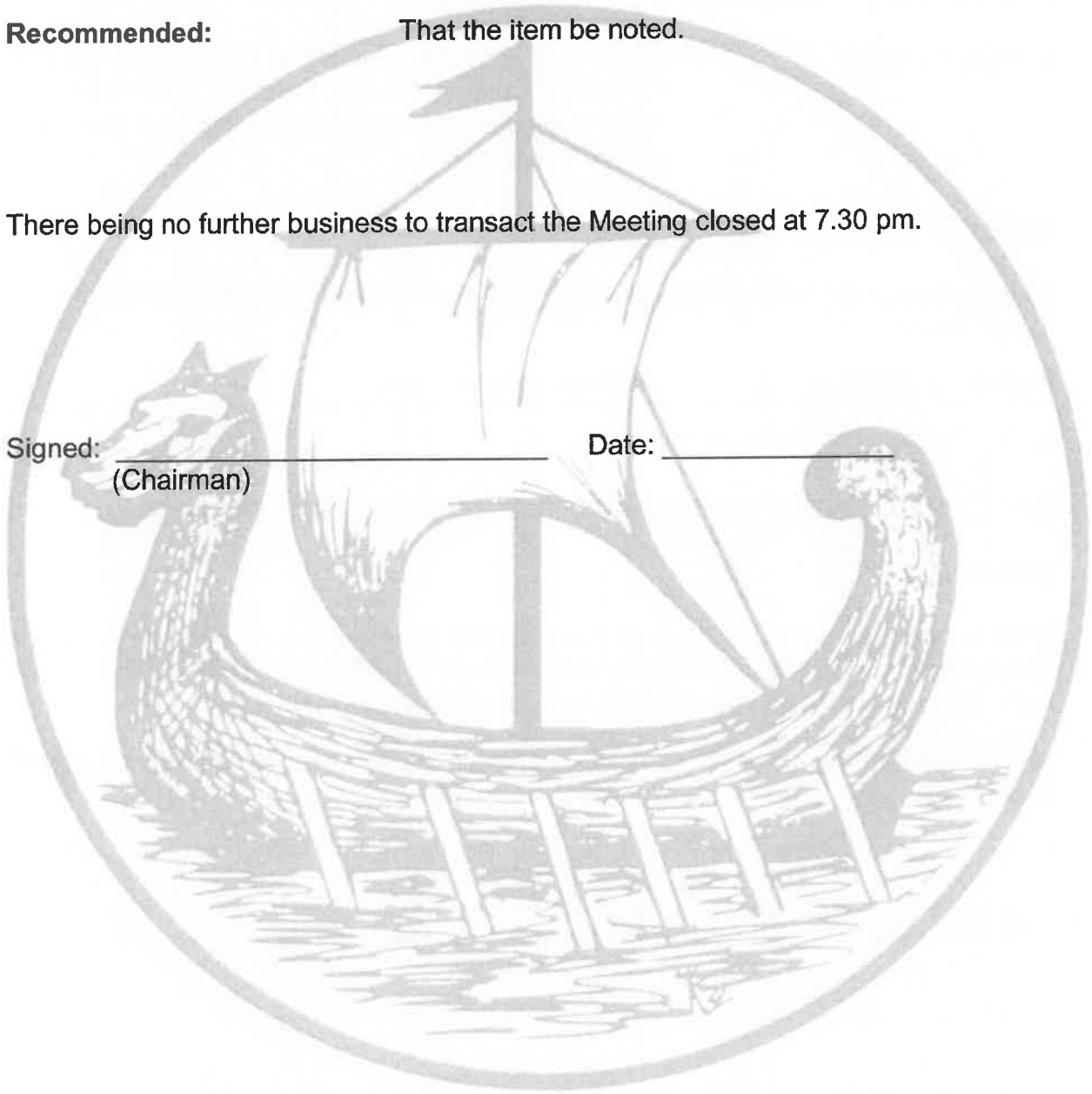
Members considered the confidential report and the verbal update given by officers regarding the email from the Crest Nicholson Deputy Managing Director & Technical Director – Eastern, dated 19 September 2023.

Members expressed their extreme disappointment and frustration at the length of time this issue had been progressing due to no fault of the Town Council.

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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chairman)



MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 14 SEPTEMBER 2023 at 7.00PM

**PRESENT:** Councillor Lesley Howes – Chairman  
Councillor Lorna Cross – Vice-Chairman  
Councillor Anita Barham  
Councillor Emma Ben Moussa  
Councillor Ann Duke  
Councillor Peter Harman  
Councillor Hazel Stephens

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

**ABSENT:** There were none

**151/23-24. 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.

**152/23-24. APOLOGIES FOR ABSENCE.**

An apology for absence was submitted by Councillor Richard Lees, due to other commitments.

**Recommended:** That the reason for absence, for the Councillor listed, be formally accepted, and approved.

**153/23-24. SUBSTITUTES.**

There were none.

**154/23-24. 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.***

**155/23-24. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**156/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 22 JUNE 2023.**

**Recommended:** That the Minutes of the meeting held on 22 June 2023 were confirmed and signed as a true record.

**157/23-24. 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 Ann Duke was appointed (minute 30/23-24).

**Recommended:** That the bank reconciliations for August 2023 be noted.

**158/23-24. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken for March, June, July, and August 2023

**Recommended:** That the bank transfers undertaken for March, June, July, and August 2023 be approved.

**159/23-24. 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 March, June, July, and August 2023.

**Recommended:** That the receipts and payments for March, June, July, and August 2023, as per the annexed list, be approved.

**160/23-24. SUMMARY OF ACCOUNTS.**

Members were provided with details of the Flex-Budget Report balanced to 31 August 2023.

**Recommended:** That the summary of accounts to 31 August 2023 be noted.



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

**161/23-24. TOWN COUNCIL WEBSITE – REDESIGN.**

After being provided with an update on the proposed project costings, including ongoing website maintenance, Members considered the report, and, after discussion, it was proposed, duly seconded and agreed:

**Recommended:** That quotation A be used to recommission the redesign of the Town Councils website.

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 HERITAGE SUB-COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, on WEDNESDAY 6 SEPTEMBER 2023 at 11.00 AM

**PRESENT:** Councillor Lesley Howes – Chairman  
Councillor Ann Duke – Vice-Chairman  
Councillor Lorna Cross (substituting for Councillor Richard Lees)  
Councillor Peter Harman

**ALSO PRESENT:** Lucy Sawyer-Boyd – North West Kent Country Partnership (NWKCP)  
Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
Natalie Shoulder – Administration Assistant

**ABSENT:** Councillor Claire Pearce

131/23-24. **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.

132/23-24. **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 Richard Lees, due to other commitments.

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

133/23-24. **SUBSTITUTES**

Councillor Lorna Cross substituted for Councillor Richard Lees.

134/23-24. **TO DECLARE INTERESTS IN ITEMS ON THE AGENDA**

There were none.

***The Chairman gave the opportunity for the meeting to be adjourned at this point to accept questions from the public.***

135/23-24. **URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

136/23-24. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 25 FEBRUARY 2020.**

**Recommended:** That the Minutes of the meeting held on 25 February 2020, be confirmed and signed as a true record.

137/23-24. **HERITAGE PARK IMPROVEMENTS.**

Members considered the report that was issued with the Agenda.

It was confirmed that the trail cameras being considered for the site were designed to be as tamper proof as possible, and that opportunities were in place for the images created from the cameras to be both shared with the wider public, and logged for research purposes with resources such as the Citizens Science Platform.

Members were made aware that initial discussions had been held on possible locations for interpretation within the site. It was confirmed that the design and finalised location plan would be created in consultation with the Town Council. Temporary signage would be installed on site informing/updating the public of what works were being undertaken.

A discussion was held on how community volunteers could be engaged, and it was confirmed that publicity would be made available during 2024 to promote activities for the public to participate in alongside the volunteers from NWKCP.

Lucy Sawyer-Boyd from NWKCP updated the meeting that as well as the corporate volunteer date set for the 17 November 2023, an additional corporate event had been arranged for 24 October 2023, with Nat West Bank as the corporate partner. This event would involve meadow preparation works and grass clearance.

The proposed improvement works to the pond were hoped to be undertaken in the Autumn of 2023, but the contractor was still being engaged on a suitable initial water source for the pond once the lining work had taken place.

**Recommended:** That the work being done to implement the objectives set out in the Lower Thames Crossing funding award be noted.

138/23-24. **NATURAL ENGLAND – SWANSCOMBE SKULL SITE NATIONAL NATURE RESERVE (NNR) AND SITE OF SPECIAL SCIENTIFIC INTEREST (SSSI) - VISUAL MANAGEMENT PLAN/LEASE.**

The Assistant Town Clerk/RFO verbally updated members that discussions were ongoing with Natural England to update the management plan for the NNR for the next 5-year period.

In addition, further guidance was being sought from Natural England on the process of seeking designation for the wider Swanscombe Heritage Park as a Local Nature Reserve (LNR). The work to review both the management plan for the NNR and to create a wider management plan for the whole site, in partnership with NWKCP, would be integral to pursuing this status.

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

There being no further business to transact, the meeting closed at 11.25 am.

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 4 OCTOBER 2023 at 7.00 PM

**PRESENT:** Councillor Peter Harris - Chairman  
Councillor Peter Harman - Vice-Chairman  
Councillor Lorna Cross  
Councillor Lesley Howes  
Councillor Elizabeth Wickham

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk / Responsible Financial Officer  
PC Ben Bayley-Cook – Kent Police  
Billy Unsworth – Kent County Council Community Warden  
Paul Parsons – Swanscombe & Greenhithe representative on the Dartford Borough Council Tenants & Leaseholders Forum

**ABSENT:** Councillor Anita Barham

**190/23-24. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

The Vice-Chairman explained the arrangements and constraints relating to the filming or recording of the meeting.

**191/23-24. TO ELECT A CHAIRMAN FOR THE REMAINDER OF THE 2023 -2024 YEAR.**

The Town Clerk introduced the item and, after discussion it was proposed, duly seconded, and agreed unanimously:

**Recommended:** That Councillor Peter Harris be elected as the Chairman for the remainder of the 2023 - 2024 year.

**192/23-24. 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 Dawn Johnston, due to other commitments.

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

193/23-24. **SUBSTITUTES.**

There were none.

194/23-24. **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.***

195/23-24. **ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

196/23-24. **TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 JULY 2023**

**Recommended:** That the Minutes of the Meeting held on 5 July 2023 be confirmed and signed as a true record.

197/23-24. **POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.**

The Chairman introduced and welcomed PC Bayley-Cook to the meeting. PC Bayley-Cook had taken over from PC Tori Massey as the new permanent beat officer.

PC Bayley-Cook briefly introduced himself and explained that he was the new beat officer for Ebbsfleet, Swanscombe and Greenhithe/Knockhall.

PC Bayley-Cook outlined the current crime statistics and cases of note within the Town over the last few months.

**Recommended:** That the report be noted, and PC Bayley-Cook be thanked for his attendance.

198/23-24. **KENT COUNTY COUNCIL (KCC) COMMUNITY WARDENS REPORT.**

KCC Warden Unsworth gave an update on matters he had been involved with in the area, including welfare of dogs, drugs, off-road motorbikes, scams and the DSTC community day.

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



**199/23-24. COMMUNITY SAFETY LIAISON.**

Kent Fire Service – The Chairman outlined the recent fire that had occurred in Ingress Park and the procedure for fire safety associated with the blocks of flats. Councillor Peter Harman advised regarding the recent suicide attempt from the QEII bridge and the response from the authorities.

Ebbsfleet Development Corporation (EDC) – The Chairman advised that he was still chasing issues raised with the construction exit onto Mounts Road.

Neighbourhood Watch – The Chairman advised PC Bayley-Cook of the Neighbourhood Watch Schemes in both Ingress Park and Swanscombe and invited him to attend future meetings.

Community Speed Watch – The Chairman confirmed the scheme had been in operation for four years and had seen a significant reduction in the numbers of vehicles being reported during sessions.

Councillor Peter Harman advised the committee of the publicity release for the proposed Lorry Watch Scheme and members agreed to add this to the Community Safety Liaison section of the agenda for future meetings.

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

**200/23-24. DETAILED ANALYSIS OF CRIME STATISTICS FOR SWANSCOMBE AND GREENHITHE.**

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

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

**201/23-24. ANTI-SOCIAL BEHAVIOUR – SWANSCOMBE CEMETERY.**

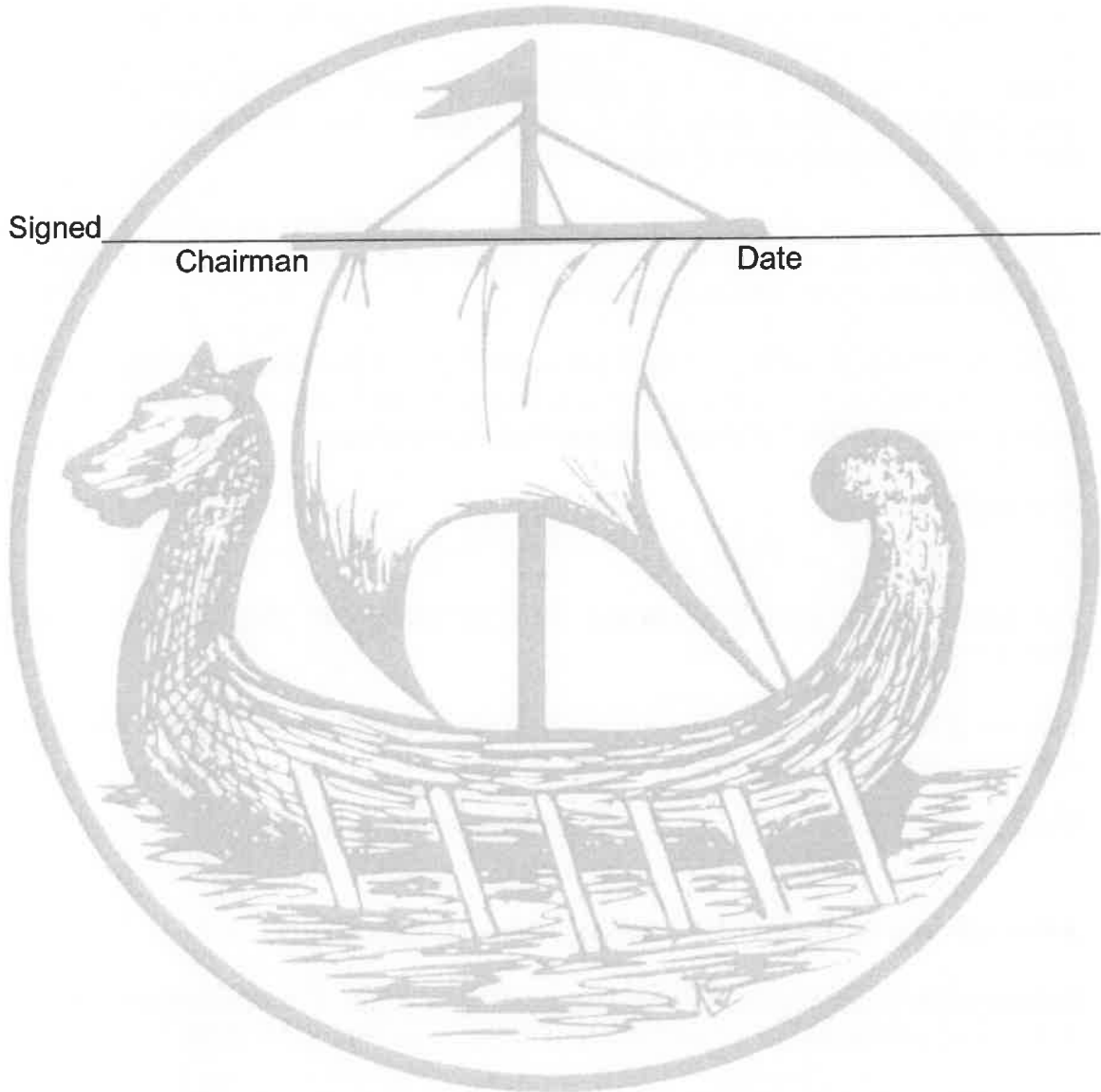
Members were provided with, and discussed, an extract of an email from a resident who raised concerns about an incident in Swanscombe Cemetery.

PC Bayley-Cook advised that he had investigated the crime report on this incident and agreed that he would provide further feedback to the resident who had raised the initial concerns.

**Recommended:** That the information and planned response from PC Bayley-Cook be noted.

There were no confidential items for discussion.

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



Following receipt of the last voting returns from individual Parish Councils, I am at last able to confirm that the following two Parish Councillors had received the joint most votes [from all Parishes] and will be presented to the JTB at its next meeting on **19 September 2023** as Parish Reps. for the 2023/24 municipal cycle.

They are:

**Cllr. Lesley Howes** (Swanscombe & Greenhithe);

**Cllr. Adam Jessett** (Sutton @ Hone & Hawley)

Many thanks to all concerned.

David

**David Hook**  
Democratic Services Officer

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### Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Swanscombe and Greenhithe Town Council**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Not applicable

#### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

Not applicable

External Auditor Name

**Mazars LLP, Newcastle upon Tyne, NE1 1DF**

External Auditor Signature

*Mazars LLP*

Date

**19 September 2023**

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Mr G Blew  
Swanscombe And Greenhithe Town Council  
Council Offices  
The Grove  
Swanscombe  
Kent  
DA10 0GA

Direct line: +44 (0)191 383 6348

Email: [local.councils@mazars.co.uk](mailto:local.councils@mazars.co.uk)

Date: 19 September 2023

Dear Mr Blew

### **Completion of the audit for the year ended 31 March 2023**

We have completed our audit for the year ended 31 March 2023 and I have pleasure in enclosing the certified Annual Governance and Accountability Return. The External Auditor's Certificate and Report is given in Section 3.

If there are any significant matters arising from the audit, they are summarised in the External Auditor's certificate in Section 3. If we have identified minor scope for improvement we have recorded this on page 2 of this letter. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. In some instances we have referred to further guidance available, in particular, in the publication "*Governance and Accountability for Local Councils – A Practitioners' Guide (England) 2022*". This can be obtained via your NALC or SLCC branch, or downloaded free of charge.

### ***Action you are required to take***

The Accounts and Audit (England) Regulations 2015 set out what you must do at the conclusion of the audit. In summary, you are required to:

Publish (which must include publication on the authority's website) a statement:

- that the audit has been concluded and that the statement of accounts has been published;
- of the rights of inspection conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014; and
- the address at which, and the hours during which, those rights may be exercised.
- Keep copies of the Annual Governance and Accountability Return for purchase by any person on payment of a reasonable sum.
- Ensure that the Annual Governance and Accountability Return remains available for public access for a period of not less than five years beginning with the date on which the Annual Governance and Accountability Return was first published.

*The Accounts and Audit (England) Regulations 2015 do not specify the period the Completion Notice needs to be on the council's website but this period must be reasonable.*

***Minor scope for improvement in 2023/24***

The Council has left Box 11A in Section 2 of the Annual Governance and Accountability Return (AGAR) blank. Although the answer could be inferred from other answers on the AGAR the Council should ensure all boxes are filled in, marking nil or not applicable where appropriate.

***Accessibility Regulations***

We are aware that the Accounts and Audit Regulations requirement for a physical 'wet ink' signature on the original AGAR, does not allow parish council's to fully comply with the Accessibility Regulations. The National Audit Office are aware that the two pieces of legislation are not compatible, therefore smaller authorities are advised to make it clear on their website that the document is a scan and will not be fully compliant with the Accessibility Regulations.

***Audit fee***

Our fee note for the audit, which is in accordance with the audit fee scales set by SAAA, and available at <http://www.localaudits.co.uk/fees.html> will follow.

We would be grateful if you could arrange for this to be paid at the earliest opportunity.

Yours sincerely



**Cameron Waddell**  
Partner  
For and on behalf of Mazars LLP



**Martin Harding**

---

**From:** Susan Hart [REDACTED]  
**Sent:** 09 October 2023 20:28  
**To:** Martin Harding  
**Subject:** The Fire Station Cafe

**[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 Martin.

After a meeting with our Board, I'd like to confirm that CAS would be very interested in the space currently used by the Fire Station Cafe when it is relocated to the new Pavilion.

Kind regards

Sue



**[Support us by becoming a Co-op Member](http://www.cas-community.org)**

[www.cas-community.org](http://www.cas-community.org)

**419/22-23. GROUND FLOOR OF THE OLD FIRE STATION, CHURCH ROAD, SWANSCOMBE.**

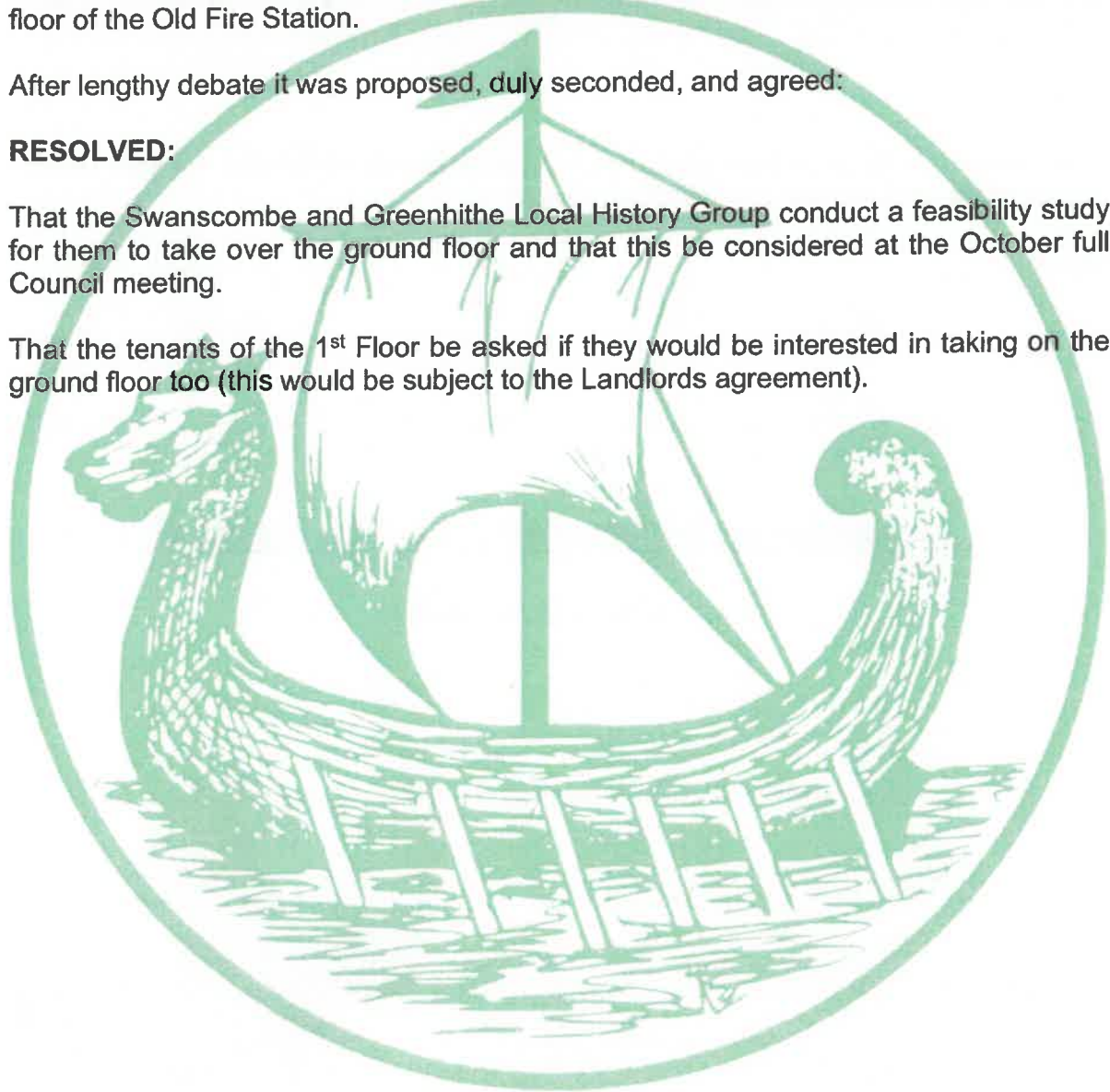
Further to minutes 343/22-23 (8 December 2022) members considered the future of the ground floor of the Old Fire Station.

After lengthy debate it was proposed, duly seconded, and agreed:

**RESOLVED:**

That the Swanscombe and Greenhithe Local History Group conduct a feasibility study for them to take over the ground floor and that this be considered at the October full Council meeting.

That the tenants of the 1<sup>st</sup> Floor be asked if they would be interested in taking on the ground floor too (this would be subject to the Landlords agreement).



<b>Meeting</b>	Swanscombe and Greenhithe Town Council	Item No.	
<b>Report Title</b>	Homework Heroes and Other Stuff - Interim Report		
<b>Report Of</b>	Susan Hart – Director CAS Community Solutions CIC		
<b>Class</b>	Information	<b>Date</b>	Oct 2023

**1. Purpose of the Report**

1.1 To provide interim information on Homework Heroes and Other Stuff to the Town Council.

**2. Background of the Report**

2.1 CAS Community Solutions have been granted additional funding to deliver Homework Heroes and Other stuff for 2023/24.

2.2 One of the conditions of funding is for CAS to produce regular monitoring reports for the Town Council.

**3. Statistics**

3.1 We now have 51 registered local children; one child is a returner, and three others are siblings newly arrived in the UK

3.2 Attendance for April, June and the first week of July can be found in the table A\*.

Month	Total available places	Total places filled	No. of children
August	105	132	23
September	120	67	20
October	120		

*\*Table A*

3.3 A complete breakdown of attendance by each session can be found in **Appendix A**.

3.4 Although we publish 15 spaces for each session, we exceed these in August as we had three members of staff and spent a lot of time out of the centre

3.5 Homework Heroes was suspended in May as our application for funding missed the original deadline. We will extend the provision to April 2024 to ensure a full 12 months of service is delivered.

**4. Programme**

4.1 Each term the team work on a programme to include literacy, numeracy and STEM activities.

- 4.2 We incorporate national days, wellbeing and outdoor activities to our curriculum.
- 4.3 In August we visited Northfleet Beach as part of our biodiversity sessions and to litter pick.
- 4.4 In September we worked with ITVx, on a filming opportunity where our Homework Heroes were interviewed about the use of genetic engineering in food production. The filming took place at our growing space at St Peter and St Pauls Church Hall and will be included in a series of educational children's programmes called 'Generation Genome'.

4.4.1 The production company sent the following feedback:

*Just wanted to say thank you so much for allowing us to film at the community garden last week, the footage is looking really great and we look forward to sharing it with you all when it's ready!*

4.4.2 The production company are working on a new programme in the Generation series called 'Generation Food' and have asked if any of the children who took part in the filming would like to audition for the role?

An update will be provided in our next report.

- 4.5 In October our Homework Heroes were invited to visit the Observatory, the HQ of Ebbsfleet Development Corporation and had an amazing time.

They learned about sustainability using a game developed by the housebuilders, talked about climate change, looked at insect friendly planting, bat tiles, hedgehog highways, bug hotels, bee boxes and bee bricks.

They also had the opportunity to see the whole development from the viewing platform and a scale model.

The team at EDC have invited us back in the summer to see the progress of the development.

## **5. Staff**

- 5.1 In September one of our trained team moved on to new opportunity.
- 5.2 We have one member of staff who has completed the AQA Youth Work Qualification with an enhanced DBS check
- 5.3 Our new volunteer is still waiting for her DBS check. A risk assessment has been carried out and the volunteer can only enter the premises with another member of staff present and cannot be alone with children at any time.
- 5.3 Staff completed Managing Childrens Behaviour training in September, a two-part course delivered by Kent Adult Education. The course is designed to support working with neuro diverse children.

## **6. Other funding / donations**

- 6.1 No additional funding or donations have been received this quarter

## **7. Photographs**

7.1 Appendix B

**8. Forward Plans**

8.1 To recruit and training another team member.

8.2 To express an interest in taking on the operation of the Ground Floor of the Old Fire Station when the Café moves to the new Pavilion site. This will enable CAS to expand our offer of existing provision and develop new and exciting opportunities to meet the needs of our community.

**If you require further information on this report, please contact  
Susan Hart on 01322 389144 or email [susan.hart@cas-community.org](mailto:susan.hart@cas-community.org)**

Appendix A

August										
Summer Holiday										
<b>Date</b>	04/08/2023	07/08/2023	11/08/2023	14/08/2023	18/08/2023	21/08/2023	25/08/2023			
<b>No. attending</b>	15	14	15	15	19	18	19			
<b>Total interactions</b>										
132										
September										
Term Time										
<b>Date</b>	06/09/2023	07/09/2023	13/09/2023	14/09/2023	20/09/2023	21/09/2023	27/09/2023	28/09/2023		
<b>No. attending</b>	7	6	10	9	12	8	8	7		
<b>Total interactions</b>										
67										
October										
Term Time										
<b>Date</b>	03/10/2023	04/10/2023	11/10/2023	12/10/2023	18/10/2023	19/10/2023	25/10/2023	26/10/2023		
<b>No. attending</b>	5									
<b>Total interactions</b>										

Appendix B

		
<p>Generation Genome</p>	<p>Generation Genome</p>	<p>Generation Genome</p>
		
<p>Visit to EDC</p>	<p>Visit to EDC</p>	<p>Visit to EDC</p>

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# AGENDA ITEM

TC 19/10/23

10

## SUGGESTIONS FOR 2024 – 2025 ESTIMATES (p).

At the Town Council meeting on the 20 July 2023 (minute 120/23-24), Members were asked for any recommendations for items to be considered for the 2024 – 2025 Estimates, to be sent to the ATC/RFO by no later than 31 August 2023.

The following report details the suggestion that was received.

### Suggestion Summary

<b>Suggestion:</b>	<b>Area of Change:</b>	<b>Outcome:</b>
To create a paperless future for elected members.	To assess the current financial costs associated with printing and distributing paper agendas for members.	To create a new Cost Code entitled 'Members Support' within Cost Centre 15 Administration, this would contain the financial saving from printing and distributing agendas to members.

### Financial Implications

#### Printing & Compilation

The Town Council currently produces agendas for an average of 40 meetings per year. Following the last election only 4 members have requested to receive paper copies of agendas. All other members receive paperwork electronically.

Based on our current copier charges, cost per sheet of paper and the cost of treasury tags, the cost of producing a single agenda is £0.41. This equates to £1.64 per meeting and £65.60 throughout a municipal year with 40 meetings.

#### Distribution

The cost to send out an agenda through Royal Mail is £1.37 per item. As officers are already aware of the need to reduce costs where possible, approximately 50% of all printed agendas are tabled (placed on the desk of a member at a meeting the previous week).

When this is taken into account the cost of sending x 4 agendas, in envelopes, for 40 meetings per year, based on a reduction of 50% of the postage cost, equates to £117.60 per municipal year.

## Staffing

The staffing costs of producing and distributing a paper agenda are nominal.

Copying is undertaken in the background whilst continuing normal working activities and compiling the paperwork for the x 4 agendas would equate to around 10 minutes per meeting.

If the agenda packs are to be posted then again, the time associated with this task is nominal for the x 4 agendas. The combined time associated with franking and taking the envelopes to the post office is 20 minutes per meeting.

## Total Financial Implication

The resulting amount that could be transferred over to the proposed new 'Members Support' Cost Code, within Cost Centre 15 – Administration would be £183.20. Allowing for a 5% increase in overall costs, going into the new financial year, for this process I would recommend, should members choose to adopt this option, that the new Cost Code be created for 2024 – 2025 with the amount of £192.

As well as agreeing to adopt this new code members would also need to define what the expected expenditure would be for 'Members Support'.

## **Recommended:**

1. To decide whether to adopt the proposed suggestion for inclusion within the 2024 – 2025 Estimates.
2. To agree what the expected expenditure would be for the proposed new Cost Code of 'Members Support'.

# **Please Respect local residents and park your vehicle with consideration**

**Have you blocked the pathway ?**

**Can pushchairs + wheelchairs + mobility scooters still pass ?**

**Can emergency vehicles still get through ?**

**Have you blocked someone's driveway ?**

***If you have answered YES to any of the above  
please return to your vehicle and move it***



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[www.swanscombeandgreenhithetowncouncil.gov.uk](http://www.swanscombeandgreenhithetowncouncil.gov.uk)

**AGENDA ITEM**  
T/C 19/10/23



# Have you parked your vehicle with consideration ?

---

Have you blocked the pathway ?

Can pushchairs + wheelchairs + mobility scooters still pass ?

Can emergency vehicles still get through ?

Have you blocked someone's driveway ?

*If you have answered YES to any of the above*

*please return to your vehicle and move it*



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EMAIL FROM STFC CHAIRMAN

**From:** Keith Weller <weller. [REDACTED]>  
**Sent:** Tuesday, September 26, 2023 4:56 AM  
**To:** Graham Blew <graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>;  
Martin Harding <rfo@swanscombeandgreenhithetowncouncil.gov.uk>  
**Cc:** Robert Hicks <RAHicks [REDACTED]>  
**Subject:** Re: Reply: Complaint - Knockhall

Good Morning Graham & Martin,

I'd like to reiterate the apology sent by Rob Hicks for the misfortune, for what's the second instance, that's occurred to a local residents vehicle.

Unfortunately this being my first email to you, having planned a less specific subject matter introduction - as the New Chairman of Swanscombe Tigers FC.

I have taken on the role full of enthusiasm & positivity to not only take the club forward (in our 38th year) but to build on & strengthen the stimulating relationship with both yourselves and Swanscombe & Greenhithe Town Council whilst making sure we continue to support the local community on & off the pitch.

Ideas discussed on this email chain re: Knockhall Road Parking - to better support local residents / local authority access without causing damage or distress and to also offer the football hirers access and safety, isn't a new topic of conversation but a topic that's often raised - it's important to remember all parties want a realistic, suitable & positive outcome.

- I certainly agree that we all wouldn't want to see games capped or reduced - This would have a detrimental effect on the player's development & the clubs ability to function at capacity whilst offering football to all ages of the local community.

- The idea of starting games earlier 9/9:30am KO - Is a good one to then enable the game times to be staggered with longer intervals.

Although as highlighted we don't want to have games going on too late with the daylight saving hours changing - I also believe children's Sunday games as a (league rule) have a latest KO of 15:00pm.

*(Plus local residents I'm sure would also find issue with games being drawn out over the course of a longer day)*

Also the council's weekend contractor who currently arrives to open access to the facilities containers / outbuildings at 09:00am on Sunday mornings, would need to arrive that much earlier at say 08:00am, if games were to start earlier to allow our volunteers to make ready etc.

- Signs / Banners - This has been tried in the past with the strategic placement of banners and as a club have offered to try again (in past seasons) although it was felt it was not having enough impact...

Of course I agree it's an idea worth pursuing again with both 'Tigers & Council' logos and both parties contact details that the public can use... although I certainly would not suggest anyone's phone number - perhaps email addresses.?

*(As agreed - We will arrange a draft design to present for members approval).*

- Volunteer / Parking Assistants - Is incredibly difficult (*not only to find willing*) but to put someone in that possible visual confrontational situation between, drivers, facility users and local residents - when actually they wouldn't have any authority to enforce.

- Yellow Lines / Parking Permits - As suggested perhaps wouldn't be enforced at weekends anyway... and further restrict the residents Mon - Fri - and we're trying to work with them and not antagonise further by additionally restricting.

\*Although around Knockhall there are double yellow's on the corner / junctions of adjoining roads (Alexander / Parkwood) - So perhaps just the section of Knockhall road opposite the park or around the junction that leads to the park from London Road (A226) could have enforced road marking / guidance.

*(Again it's difficult and would only move the issue further along the road).*

- Return to parking on the field (Managers / Coaches Only) - Again would offer some relief but imo only temporarily - as once the weather conditions change the risk & pressures of getting 'Stuck in the mud' becomes an issue / as well as the mess - along with the health & safety issues raised.

...

Just from the points we've all made & re-clarified above, it's obvious there isn't an easy fix or solution to remedy the situation, to appease the local residents that feel the area isn't suitable for the amount of football taking place - truth be told the area isn't 'local' as it once was and especially in the last few years 'Swanscombe & Greenhithe' has had a huge housing development drive and with that has seen an increase in traffic and in turn parking limitations (*pick any day peak time, Knockhall Road is busy and double parked on both sides - not just match days*) - as a football club we have also had an increase in size.

All of which can be viewed as a positive for the area and although challenging we really want to find solutions and work with you, the council and residents to resolve the current parking issue and going forward work together to align both our interests for the good of the community in Swanscombe and Greenhithe.

I look forward to arranging a meeting between us, to allow this new era to be discussed and to present mine and the football clubs credentials in person... in the mean time if there's anything I can help the council with please don't hesitate to get in touch.

Kind regards

Keith Weller  
Chairman - Swanscombe Tigers FC

**Graham Blew**

---

**From:** Graham Blew  
**Sent:** 25 September 2023 14:56  
**To:** Robert Hicks  
**Cc:** Keith Weller; Martin Harding  
**Subject:** Reply: Complaint - Knockhall

**Importance:** High

Rob

Many thanks for your response.

With regards to the club purchasing signs/banners, I am more than happy for you to arrange this provided they contain contact details for the club that the public can use. They would also need to contain the Town Council logo which is in the signature to this email. If you could let me have a draft / example of the sign/banner, then I can put this to members for them to approve or not.

Anything you, and/or the league, can do to increase the gap between matches would obviously benefit the situation (could the league arrange earlier kick off times?)

I'm not sure if double yellow lines would work as I do not think they would be enforced on a Sunday and they would also restrict the residents in that area from parking their vehicles?

I will also put the issue of managers/coaches parking on the field, but this raises health and safety issues with so many participants in the park and is also open to being abused and our weekend contractor being unduly pressured.

Whilst we also want to allow the football hirers to enjoy the facilities as a council, we do have look at how the residents are being affected and if they are having property damaged and access impeded then I'm sure you can see why this is a problem..

I will contact you again once members have had an opportunity to consider this issue but, in the meantime if you could let me have a draft / example of the proposed sign/banner, then I can include this for them as well.

Yours sincerely,

Graham Blew  
Town Clerk

Swanscombe & Greenhithe Town Council | Council Offices |  
The Grove | Swanscombe | Kent | DA10 0GA.  
Tel: 01322 385513 | Fax: 01322 385849

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**From:** Robert Hicks <[REDACTED]>  
**Sent:** Monday, September 25, 2023 2:38 PM  
**To:** Graham Blew <graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>  
**Cc:** Keith Weller <[REDACTED]>  
**Subject:** Re: Complaint - Knockhall

**[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.

Hi Graham

Thanks for your email and we as a Club are very sorry regarding what happened Sunday with the local resident at Knockhall.

As you know we have had many problems with parking over at Knockhall the past few years and we as a club really want to help and work with the council and local residents in resolving the issues being raised so Kids/Teenagers/Men can still play Grassroots Football at Knockhall Park.

When I send the fixtures to the opposition teams playing at Knockhall Park, I inform them about the restricted parking at the venue and if they could car share as it would be extremely helpful along with not banging boots on pathways and to use the boot bush instead that is supplied by the main gate.

I know some Tigers players already walk to the games that are being played at Knockhall Park through the footpath due to the parking issue but I'm sure you're aware that Swanscombe Tigers is getting bigger and having many players coming from different areas like Dartford/Gravesend and even Medway to play football at Swanscombe Tigers so a vehicle would be needed for them to travel.

The amount of home games being played I cannot control as it's done by the League Secretaries that the teams play in and some weeks we do end up having 4 - 6 games on a Sunday but then like this coming Sunday I only have 2 games over Knockhall.

I could going forward give a bigger gap between games for KO times but obviously when we have those 4-6 games it would be a struggle now that we are coming into the winter months.

Regarding the idea about reducing/Capping games. We wouldn't want to see games being reduced at as this could have an effect on kids missing out playing football.



Parking officers could be an option but this would mean asking for volunteers which we struggle for already at the club and I've seen it before at other grounds with parking Marshall's on local streets that people will still park their cars where they want as the vehicle is taxed and insured. I've also seen parking Marshall's verbally abused which would also have an effect on finding volunteers.

Maybe we could look at pushing KCC for the roads to be double yellow lines?

Could we look at opening the field gate for just Managers/Coaches to park to free up parking spaces on the main roads?

Do you think it would help if the club purchased signs/banners to be put up in the area regarding being considerate for others when parking vehicles for match days?

We really want to work with you the council and residents of Knockhall to get the matter solved so all parties are happy.

I've copied in our new Chairman Keith Weller so he is aware of the situation.

Again many thanks and hopefully we get to solve the matter together.

Regards  
Rob  
Vice-Chairman & Fixtures Secretary  
Swanscombe Tigers

Sent from [Outlook for iOS](#)

---

**From:** Graham Blew <[graham.blew@swanscombeandgreenhithetowncouncil.gov.uk](mailto:graham.blew@swanscombeandgreenhithetowncouncil.gov.uk)>  
**Sent:** Monday, September 25, 2023 10:27 am  
**To:** [RAHicks](#) <[RAHicks](#)>  
**Subject:** Complaint - Knockhall

Dear Rob

I am writing to let you know that a resident from Knockhall Road has just called to complain about the amount of football being played at Knockhall Park on Sundays and the fact that people are parking double sided on the roads which stops buses etc getting through, cars are being parked across residents drives and in front of residents' garages at the rear of their properties. The residents' car has been damaged twice by the vehicles associated with football users etc. The resident feels that the area is not suitable for the amount of football taking place.

I have advised the resident to write to the Town Council recording their complaint and that this will then be put before Members for their consideration. One of the options members might consider is the reduction/cap on the amount of games allowed to be played on Sundays. Another alternative could be for the home teams to have to provide x2 "parking marshals" to ensure considerate parking takes place ?

Yours sincerely,

Graham Blew

## Town Clerk

Swanscombe & Greenhithe Town Council | Council Offices |  
The Grove | Swanscombe | Kent | DA10 0GA.  
Tel: 01322 385513 | Fax: 01322 385849

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**From:** Robert Hicks <[RAHicks@swanscombeandgreenhithetowncouncil.gov.uk](mailto:RAHicks@swanscombeandgreenhithetowncouncil.gov.uk)>  
**Sent:** 20 September 2023 15:20:09 (UTC) Coordinated Universal Time  
**To:** Info <[info@swanscombeandgreenhithetowncouncil.gov.uk](mailto:info@swanscombeandgreenhithetowncouncil.gov.uk)>  
**Subject:** Tigers Home Games

**[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.

Good Afternoon

Please see below Home games to be played this Sunday 24th September

U7s Blacks - 10:00am KO against Gravesham Borough Youth.

**U9s Blacks - 10:00am KO against Dartford Royals.**

**U9s Stripes - 13:00pm KO against Riverview.**

**U10s Blacks - 14:30pm KO against Anchorians Lions.**

**U10s Yellow - 11:30am KO against Iwade Herons.**

U11s Black - 11:45am KO against Longfield Tigers.

U11s Yellows - 10:00am KO against Dartford Royals.

U12s Yellows - 13:30pm KO against Sutton Athletic.

U13s Yellows - 11:45pm KO against Ebbsfleet United.

U13s Blacks - 10:00am KO against AFC Greencourt.

U13s Stripes - 10:00am KO against Woodpecker United.

**U15s - 13:30pm KO against AFC Unity Black.(Knockhall Park).**

**Mens 1st Team - 10:30am KO against Rochester.**

Any issues please give me a call

Regards

Rob

Swanscombe Tigers

Vice Chairman & Fixture Secretary

Sent from [Outlook for iOS](#)

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FIXTURES RANED ON SUNDAY 24/9/23

Friday 22 Sept 2023 - Sunday 24 Sept 2023

WEEKEND BOOKINGS:  
HALL BOOKINGS

	CAFE	TOWN HALL
FRI EVE		18:00 to 19:45 North Kent Karate
SAT	10:00 to 11:30 Cake & Computer Club	10:00 to 13:15 Rosie Groovy Movers
SUN	15:00 to 16:30 CementFields	12:30 to 15:30 Gateway Christian Church
PITCH BOOKINGS		
	KNOCKHALL	BROOMFIELD
SAT (AM)		
SAT (PM)		
SUN (AM)	Swanscombe Tigers U9's Black v Dartford Royals KO: 10am Swanscombe Tigers Mens v Rochester KO: 10.30am Swanscombe Tigers U10's Yellow v Iwade Herons KO: 11.30am	Swanscombe Tigers U7's Black v Gravesham Borough Youth KO: 10am Swanscombe Tigers U11's Yellow v Dartford Royals KO: 10am Swanscombe Tigers U13's Blacks v AFC Greencourt KO: 10am Swanscombe Tigers U13's Stripes v Woodpecker Utd KO: 10am Swanscombe Tigers U11's Black v Longfield Tigers KO: 11.45am Swanscombe Tigers U13's Yellows v Ebbsfleet Utd KO : 11.45am
SUN(PM)	Swanscombe Tigers U9's Stripes v Riverview KO: 1pm Swanscombe Tigers U15's v AFC Unity Black KO: 1.30pm Swanscombe Tigers U10's Black v Anchorian Lions KO: 2.30pm	Swanscombe Tigers U12's Yellow v Sutton Athletic KO: 1.30pm

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PITCH ALLOCATIONS 2023 - 2024

**FOOTBALL PITCH ALLOCATION 2023 - 2024**

<b>KNOCKHALL:</b>		
	Saturday pm	
	Sunday am	S/Tigers Mens
	Sunday pm	S/Tigers U15's U18s originally allocated but no signed contract and RH told SK U18 had folded (20 Sept).
Mini Pitch (60 x 40)	Sunday am	S/Tigers U9 (Black) S/Tigers U9 (Yellow) S/Tigers U9 (Stripes) S/Tigers U9 (Spirit) S/Tigers U10 (Black) S/Tigers U10 (Yellow)

- New Teams for 2023/2024 highlighted.

## FOOTBALL PITCH ALLOCATION 2023 - 2024

PITCH:	DAY & TIME:	SEASON 2023 - 2024
<b>BROOMFIELD:</b>		
Pitch 1	Saturday pm	
Pitch 2	Saturday pm	
Pitch 1	Sunday am	S/Tigers U13 Black S/Tigers U13 Yellow
	Sunday pm	S/Tigers Girls U13's
Pitch 2	Sunday am	S/Tigers U16 S/Tigers U13's Stripes
	Sunday pm	<i>Originally had U15 allocated but moved to KHall when RH informed SK U18 had folded (20 Sept 2023)</i>
Mini Pitch (80 x 50)	Sunday am	S/Tigers U11 (Black) S/Tigers U11 (Yellow) S/Tigers U12 (Black) S/Tigers U12 (Yellow)
Mini Pitch (40 x 30)	Sunday am	<b>S/Tigers U7 (Yellow)</b> <b>S/Tigers U7 (Black)</b>



**49/21-22. FOOTBALL PITCH ALLOCATION.**

Further to minute 569/17-18 (Recreation, Leisure & Amenities Committee 22 March 2018) members had been supplied with a copy of the football pitch allocations for 2021 – 2022 football season.

Members were informed that whilst happy to try and accommodate the teams that had requested pitch allocations there were concerns that the volume of games may have a detrimental effect on the condition of the pitches. With this in mind Members agreed that the current suggested allocation be agreed and set as a maximum with no further increase in the number of teams using the pitches.

**RESOLVED:**

That the pitch allocations for 2021 - 2022 be noted and this be set as a maximum with no further increase in the number of teams using the pitches.



(26 TEAMS)

**83/23-24. FOOTBALL PITCH ALLOCATION.**

Further to minute 569/17-18 (Recreation, Leisure & Amenities Committee 22 March 2018) Members were issued with a copy of the football pitch allocations for the 2023 – 2024 football season.

**Recommended:**

That the football pitch allocations for 2023 – 2024 be noted.



## PAVILION PROJECT – UPDATE

### Social Value Plan

The Town Council are using a procurement framework from Fusion 21 to tender for a main contractor to undertake the demolition and construction of the new Community Hub. This is part of the process in relation to the Youth Investment Fund as the main financial contributor to the project.

The framework for tender was selected as it meets the Contracts Regulation 2015 in line with the Town Councils Standing Orders and Financial Regulations. In addition, every contractor registered with Fusion 21 must deliver what is referred to as 'Social Value' through contract delivery.

In simple terms, if they are successful in securing a contract then they must agree to enter into a Social Value Plan with the client to deliver investment / improvements within the area.

The contractor is required to offer 10 social value credits for every £100,000 of the contract value. Our contract is expected to be between £3.5m and £4m so we are looking at up to 400 credits.

Fusion 21 have confirmed that any contract with a value of over £500,000 is expected to offer employment as part of its social value, with the recruitment of a local person to the company being worth 50 credits.

Members are asked to consider the priorities for social value for the Town Council as the client so a Social Value Plan can be entered into once a final contractor is appointed.

Attached is a list of possible uses of the credits supplied by Fusion 21.

### Timeline Update

Attached for members information is an update on the timeline for the project in relation to the current tender process and expected timescales.

### **Recommended:**

1. To agree the priorities for social value to be fed into the final Social Delivery Plan with the chosen contractor for the project.
2. To note the updated project timeline.

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**From:** Emily Brown <[REDACTED]>  
**Sent:** 25 September 2023 17:35  
**To:** Martin Harding  
**Cc:** Graham Blew; Tania Silva  
**Subject:** RE: Reply: Swanscombe and Greenhithe Town Council

**[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.

Good afternoon Martin

Thanks for your email. Good news that the tender pack should be ready by the end of the week. It would be helpful to have access to the Dropbox file as soon as the documents are deposited but I will be mindful that the documents will still need to be reviewed by your QS so I will not download them until you confirm that the QS has completed the review.

Please can you remind me whether you are intending to use your own ITT document or if you would like me to draft the ITT for your review. Also, please can you advise on the evaluation criteria. It is a requirement of the framework that tenders are evaluated on a quality and price basis; the recommended award criteria is 40% quality and 60% price but weightings may be adjusted. As a minimum one quality question must be included.

As I am sure you are aware, because we are dealing with public money there is a requirement for social value to be delivered through the contract along with value for money. All the contractors appointed to the framework have committed to offering 10 Social Value Service Credits for every £100,000 of works provided from call-off contracts under the framework. This can be through a combination of items to provide a flexible model which aligns with Swanscombe and Greenhithe Town Council's values and objectives. The basket of Service Credit items and their associated credit value are detailed as follows:

1

Theme	Output	Value / Unit of Measure	Credits
Career advice and mentoring	Mentoring at school	Time - 1 day	5
Career advice and mentoring	Careers advice / presentation / workshop	Time - 1 day	5
Career advice and mentoring	Workplace visit	Time - 1 day	5
Education	Work Experience	1 person - 30 hours per week	10
Education	Entering further education	1 person - 30 hours per week	10
Employment	Job created - full time	1 person	50
Employment	Job created - part time	1 person	Proportionate

Employment	Job sustained - full time	1 person	25
Employment	Job sustained - part time	1 person	Proportionate
Employment	Apprenticeship created	1 person	50
Employment	Apprenticeship sustained	1 person	25
Enterprise Support & Business Start-up	Businesses receiving Support	1 day	This could include support to individual businesses (such as advice on marketing/other functions) or group support such as a meet the buyer event (support to access supply chain opportunities)
Local Economy	Number of contractor operatives from within 40 miles of the project site	85% within 40 miles of project site	5
Training	Accredited training	1 person	10
Training	Non-accredited training	1 person	5
Wider Social Value Support to Local Community	Donation (money)	£500	5
Wider Social Value Support to Local Community	Value of materials / equipment donation	£500	5
Wider Social Value Support to Local Community	Donation of time	1 day	5
Support and capacity building (individual/family)	Receiving employability advice	1 day	5
Support and capacity building (individual/family)	Soft skills training	1 day	5

A Social Value Delivery Plan will need to be agreed with the preferred contractor prior to the start of the contract so it would be worth giving this some consideration as you may wish to include a Social Value quality question within the ITT. I can arrange a meeting with our SV team to discuss this in more detail if it would be helpful. If so, please advise me of your availability.

Many thanks,  
Emily

**Emily Brown**  
Senior Project Manager

T: 0845 308 2321

DL: [REDACTED]

M: [REDACTED]

**SUPPORTING DOCUMENTATION  
PROJECT TIMELINE UPDATE**

**Process Timeline**

Below is an approximate timescale for the design, planning, consent and build process for the new Pavilion.

Activity:	Timescale:
Pavilion Working Group meets to finalise the concept design and makes a recommendation to the Town Council to fund the instruction of an architect to take the process to planning stage and agrees the consultation timetable.	September 2021
Town Council meets and agrees the recommendation of the Working Group.	October 2021
Process to tender and instruct an Architect / Project Manager is undertaken.	October / November 2021
Publication engagement works begin (Consultation 1).	October / November 2021
Architect works on designs, build timetable and outline planning, including pre meetings with DBC Planning.	November 2021 to September 2022
Engage with the existing Tenants (Consultation 2).	April 2022
Consult Fields in Trust on proposals and any permission required.	May 2022
Publication engagement on actual designs (Consultation 3).	June to July 2022
Consultancy work undertaken to support planning application in the areas of transport, noise, archaeology, energy and drainage.	October to December 2022
Finalisation of budgets and income sources and Town Council meet to ratify decision to pursue a loan from the Public Works Lending Board (PWLB).	July 2022 to January 2023
Planning application submitted to DBC and approved.	February 2023 to August 2023
Current football and cricket hirers are informed that changing facilities will not be available for the next 1-2 seasons and a reduction of fee is offered incorporating access to toilet facilities.	January to September 2023

**SUPPORTING DOCUMENTATION  
PROJECT TIMELINE UPDATE**

The lease ended with the existing Tenants and the building is cleared of equipment and secured with metal sheeting.	May to June 2023
Tendering process for contractors and professionals is undertaken.	October to November 2023
Final site meetings are undertaken with contractors and architects and appointment made.	December 2023
Demolition begins ahead of construction	January 2024
Engagement begins with existing staff who may be affected should the decision be made to move the Old Fire Station Community Café into the new facility.	January to March 2024
Target construction end date.	December 2024
Snagging and Fit Out.	October 2024 / December 2024
Recruitment and training of staff.	June 2024 / December 2024
First potential use of the building.	December 2024
Absolute build deadline	March 2025.