

MINUTES of the ANNUAL GENERAL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on WEDNESDAY 17 MAY 2023 at 7.00pm

**PRESENT:** Councillor Peter Harman – Town Mayor  
Councillor Ann Duke – Deputy Town Mayor  
Councillor Anita Barham  
Councillor Emma Ben Moussa  
Councillor Lorna Cross  
Councillor Peter Harris  
Councillor Richard Lees  
Councillor Claire Pearce  
Councillor Hazel Stephens  
Councillor Elizabeth Wickham

**ABSENT:** There were none

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
Sandra Kelleher – Administration Assistant  
Natalie Shoulder – Administration Assistant  
Sue Hart – CAS Training  
x3 Members of the Public

**1/23-24. 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.

**2/23-24. ELECTION OF TOWN MAYOR.**

The Town Mayor requested nominations for the position of Town Mayor for the forthcoming year.

MOVED by Councillor Ann Duke and seconded by Councillor Hazel Stephens.

**RESOLVED:**

That Councillor Peter Harman be duly elected as Town Mayor for the ensuing year 2023- 2024.

**3/23-24. TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Following his election, Councillor Peter Harman made his Declaration of Office and signed the Acceptance of Office form.

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**4/23-24. ELECTION OF DEPUTY TOWN MAYOR.**

MOVED by Councillor Lorna Cross and seconded by Councillor Peter Harris.

**RESOLVED:**

That Councillor Ann Duke be duly elected as Deputy Town Mayor for the ensuing year 2023 - 2024.

**5/23-24. DEPUTY TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE.**

Following her election, Councillor Ann Duke made her Declaration of Office and signed the Acceptance of Office form.

**6/23-24. VOTE OF THANKS.**

Councillor Peter Harman gave a vote of thanks to the outgoing Town Mayor, Councillor Lorna Cross.

**7/23-24. PAST MAYOR'S GIFT.**

Councillor Peter Harman presented the past Town Mayor, Councillor Lorna Cross with a past mayor's gift.

**8/23-24. RESPONSE BY COUNCILLOR LORNA CROSS.**

Councillor Lorna Cross thanked both Councillors Peter Harman and Ann Duke for their support during her term as Mayor.

The term had included the sad passing of Her Majesty Queen Elizabeth II and ended with the Coronation of King Charles III.

This had been Councillor Cross's third time as Town Mayor and her most enjoyable.

Councillors Cross's final duties as Town Mayor had been to recently present awards to the winners of her children's poetry competition.

Councillor Cross wished both the Town Mayor and Deputy Town Mayor the best of luck for the forthcoming year.

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9/22-22. **APOLOGIES FOR ABSENCE.**

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

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

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

**RESOLVED:**

That the reasons for absence, for all the Councillors' listed, be formally accepted and approved.

10/23-24. **DECLARATIONS OF INTEREST ON 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.**

11/23-24. **TO APPOINT COMMITTEES AND SUB-COMMITTEES.**

- a) Allotments & Cemeteries Sub-Committee.
- b) Community Safety Committee.
- c) Executive & Emergency Committee.
- d) Finance & General Purposes Committee.
- e) Heritage Sub-Committee.
- f) Leases & Legal Sub-Committee.
- g) Personnel Committee.
- h) Planning, Major Developments, Transport & Environment Committee.
- i) Regeneration & Quality Sub-Committee.
- j) Recreation, Leisure & Amenities Committee.

**MOVED** by Councillor Peter Harman and seconded by Councillor Anita Barham.

**RESOLVED:**

That the Appointment and Constitution of the Standing and Other Committees be adopted as per the tabled list.

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**12/23-24. TERMS OF REFERENCE OF THE COMMITTEES, SUB-COMMITTEES, AND INTERNAL AUDIT.**

Members were provided with the Terms of Reference of the Committees, Sub-Committees, and Internal Audit to be approved.

Following discussion, the following amendments were proposed, seconded and duly agreed:

1. That, where applicable, each committee or sub-committee change the phrase 'will submit a budget' to 'may submit a budget'.
2. That the Regeneration & Quality Sub-Committee change the phrase 'negotiate planning gain' to 'discuss planning gain'.
3. That the Allotments & Cemeteries Sub-Committee remove the paragraph referencing the cemetery maintained by Dartford Borough Council.

MOVED by Councillor Richard Lees and seconded by Councillor Anita Barham.

**RESOLVED:**

That the Terms of Reference of the Committees, Sub-Committees, and Internal Audit be approved, as per the annexed list, to include the x8 agreed amendments.

**13/23-24. DATES AND TIMES OF MEETINGS.**

- a) The Council
- b) Standing Committees

Following discussion, it was proposed, seconded and duly agreed that the Town Council meeting scheduled for Thursday 27 July 2023, be amended to Thursday 20 July 2023.

MOVED by Councillor Emma Ben Moussa and seconded by Councillor Claire Pearce.

**RESOLVED:**

That the dates and times of the above Meetings be approved as per the annexed list, to include the amendment to the July Town Council meeting as detailed.

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14/23-24. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES.**

- a) Town Mayor or agreed substitute to serve on the Bluewater Forum.
- b) One Representative to serve on the Borough and Parish Forum, to be the Town Mayor (plus the Town Clerk).
- c) One Representative to serve on the Children's Partnership Conversation.
- d) One Representative to serve on the Ebbsfleet Water Management Group.
- e) One Representative to serve on the Elderly Forum (Dartford Borough Council).
- f) Two Representatives to serve on the Greenhithe Community Association.
- g) Two Representatives to sit on the Board of Directors of the Ingress Park Management (Greenhithe) Limited.
- h) Two Representatives to serve on the Kent Association of Local Councils (KALC) County Area Committee.
- i) Two Representatives to serve on the Kent Association of Local Councils (KALC) Dartford Area Committee.
- j) One Representative to serve on London Resort Company Holdings Ltd Community Liaison Group.
- k) One Representative to serve on the committee of the North West Kent Volunteer Centre (formerly the Dartford Volunteer Bureau).
- l) One Representative to serve on the Whitecliffe Community Liaison Committee.
- m) One Representative to serve on the Young People's Partnership Conversation

MOVED by Councillor Peter Harman and seconded by Councillor Lorna Cross.

**RESOLVED:**

That the appointment of representatives to outside bodies be approved as per the tabled list.

15/23-24. **BANK SIGNATORIES.**

MOVED by Councillor Hazel Stephens and seconded by Councillor Peter Harris.

**RESOLVED:**

That the following Members be appointed as signatories to authorise the payment of cheques.

Current Account	Town Mayor's Charity Account
1 Cllr Anita Barham	1. Town Clerk
2. Cllr Lorna Cross	2. Assistant Town Clerk/RFO
3. Cllr Peter Harman	
5 Cllr Peter Harris	
5 Cllr Lesley Howes	
6 Cllr Dawn Johnston	

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**16/23-24. MINUTES OF THE MEETING HELD ON 20 APRIL 2023.**

MOVED by Councillor Peter Harman and seconded by Councillor Lorna Cross.

**RESOLVED:**

That the Minutes of the meeting held on 20 April 2023 be confirmed as a true record and signed outside of the meeting.

**17/23-24. REVIEW OF ACTION PLAN FOR 2023 - 2024.**

Members reviewed the Action Plan for 2023 - 2024.

MOVED by Councillor Peter Harman and seconded by Councillor Lorna Cross.

**RESOLVED:**

That the Action Plan 2023 – 2024 be confirmed.

**18/23-24. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS.**

Members reviewed the Standing Orders and Financial Regulations

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

**RESOLVED:**

That Standing Orders and Financial Regulations be approved.

**19/23-24. ANNUAL RISK MANAGEMENT POLICY.**

Members reviewed the Risk Management Policy.

MOVED by Councillor Lorna Cross and seconded by Councillor Ann Duke.

**RESOLVED:**

That the Risk Management Policy be approved.

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**20/23-24. REVIEW OF COUNCIL POLICIES AND PROCEDURES.**

Members reviewed the current policies and procedures of the Town Council.

Members considered and agreed the additional paragraph proposed to be inserted into the Tree Management / Planting Policy in relation to the 'Unauthorised Cutting Down of Trees on Town Council Land'.

A further amendment to the policy was proposed, seconded and, after being voted on, it was agreed to change the 5<sup>th</sup> paragraph on page 1 to read:

*The Council may, where replacement of new planting is required, encourage the planting of appropriate native species and, where tree felling is necessary, strive to replace trees or hedging whips for each tree removed and place them in an appropriate location.*

MOVED by Councillor Emma Ben Moussa and seconded by Councillor Claire Pearce.

**RESOLVED:**

1. That the Policies and Procedures, as listed, be endorsed.
2. That the amendments, as detailed, to the Tree Management / Planting Policy be agreed.

**21/23-24. SUBSCRIPTIONS / MEMBERSHIPS.**

In accordance with Financial Regulation 5.6 members were provided with the list of subscriptions - memberships held by the Town Council.

MOVED by Councillor Peter Harris and seconded by Councillor Richard Lees.

**RESOLVED:**

That the continued subscriptions - memberships, as detailed, be approved.

**22/23-24. REGULAR PAYMENTS – DIRECT DEBITS AND BACS PAYMENTS.**

In accordance with Financial Regulations 5.6 and 6.9 members considered the list of organisations paid, on a regular basis, via Direct Debit or the BACS system.

MOVED by Councillor Lorna Cross and seconded by Councillor Peter Harris.

**RESOLVED:**

That the continued regular payments, as listed, be approved.

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**23/23-24. REVIEW OF INTERNAL AUDIT.**

Members reviewed the internal audit and confirmed they were satisfied the regulatory requirements were being met.

Regulation 6 requires that a council "*shall have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems*"

Members reviewed the legal requirements, regarding control objectives, which included an assessment of each of the following: the scope of internal audit, independence, competence, relationships, audit planning and reporting the council had to achieve throughout the financial year and agreed that the council had an adequate and effective system of internal audit.

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

**RESOLVED:**

That, after assessing the process for the internal audit, specifically: the scope of internal audit, independence, competence, relationships, audit planning and reporting: the effectiveness of the council's internal controls were deemed adequate and that these ensured the regulatory requirements regarding control objectives were being met.

**24/23-24. RE-APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2023 - 2024.**

Members were asked to agree to the re-appointment of Mr Lionel Robbins as internal auditor for the year 2023 – 2024.

MOVED by Councillor Lorna Cross and seconded by Councillor Claire Pearce.

**RESOLVED:**

That Mr Lionel Robins be re-appointed as internal auditor for the year 2023 – 2024.

**25/23-24. ANNUAL INTERNAL AUDIT REPORT 2022 – 2023.**

Members received the internal auditors report for 2022 - 2023.

**RESOLVED:**

That the report be noted.



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**26/23-24. ANNUAL RETURN FOR YEAR END 31 MARCH 2023 – GOVERNANCE STATEMENT.**

Members considered Section 1 of the Annual Return, the Annual Governance Statement requested by the External Auditor (Mazars), for the year end 31 March 2023.

MOVED by Councillor Richard Lees and seconded by Councillor Lorna Cross.

**RESOLVED:**

That Section 1 of the Annual Return – Governance Statement, for the year end 31 March 2023 be approved, and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

**27/23-24. ANNUAL RETURN FOR YEAR END 31 MARCH 2023 – ACCOUNTING STATEMENT.**

Members considered Section 2 of the Annual Return, the Accounting Statement requested by the External Auditor, for the year end 31 March 2023

MOVED by Councillor Lorna Cross and seconded by Councillor Peter Harris.

**RESOLVED:**

That Section 2 of the Annual Return – Accounting Statement, for the year end 31 March 2023 be approved.

**28/23-24. BALANCE SHEET FOR YEAR END 31 MARCH 2023.**

Members considered the balance sheet for the year end 31 March 2023 (as indicated this had been signed off by the Independent Internal Auditor, 17 April 2023).

MOVED by Councillor Peter Harris and seconded by Councillor Elizabeth Wickham.

**RESOLVED:**

That the balance sheet for the year end 31 March 2023 be approved.

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**29/23-24. SWANSCOMBE AND GREENHITHE TOWN COUNCIL – RECOGNITION AWARD SCHEME PANEL 2023 – 2024.**

Further to minute 444/14-15 Members discussed, and agreed, with x1 abstention, the three Town Councillors to make up the Panel along with the Town Mayor and Deputy Town Mayor (ensuring this resulted in one Member from each of the three wards).

**MOVED** by Councillor Elizabeth Wickham and seconded by Councillor Ann Duke.

1. Councillor Peter Harman (Town Mayor) – Greenhithe
2. Councillor Ann Duke (Deputy Town Mayor) – Swanscombe Ward
3. Councillor Lorna Cross – Swanscombe Ward
4. Councillor Peter Harris – Knockhall Ward
5. Councillor Hazel Stephens – Greenhithe Ward

**RESOLVED:**

That the Panel for 2023 - 2024 be made up of the Councillors as detailed above.

**30/23-24. MONTHLY BANK RECONCILIATION.**

In accordance with Financial Regulation 2.2, a member of the council other than the Town Mayor or a cheque signatory needs to be appointed to verify the bank reconciliations produced by the RFO for all the council's accounts on a regular basis.

**MOVED** by Councillor Peter Harman and seconded by Councillor Hazel Stephens.

**RESOLVED:**

That Councillor Ann Duke be appointed to undertake the verification of bank reconciliations.

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**31/23-24. MEMBERSHIPS OF WORKING GROUPS.**

As per Standing Order 25 (a) each working group should have a membership of between 3 – 5 members with the quorum for a meeting to take place being 3.

- a. Community Event Working Group
- b. Environmental Action Plan Working Group
- c. Financial Risk Assessment Working Group
- d. Grove Car Park Working Group
- e. Ingress Park Community Centre Working Group

MOVED by Councillor Loma Cross and seconded by Councillor Peter Harris.

**RESOLVED:**

That the memberships of the Working Groups, as detailed, be confirmed.

**32/23-24. SUMMER ENTERTAINMENT 2023.**

Members were issued with the calendar of activities that officers were currently preparing to deliver over the summer 2023 period. These included:

- Children's Summer Entertainment
- Summer of Sports – Taster Classes

Additional funding applications were pending which, if successful, would be used to increase the number of activities on offer.

Promotional material would be placed on the Town Councils noticeboards, website, and social media feeds nearer the time.

**RESOLVED:**

That the item be noted.

**33/23-24. GENERAL POWER OF COMPETENCY (GPC).**

The Town Council are required to formally resolve that it still meets the eligibility criteria for a council to qualify to use the GPC.

MOVED by Councillor Richard Lees and seconded by Councillor Claire Pearce.

**RESOLVED:**

That the Town Council meets the criteria set by the Secretary of State (Localism Act 2011 s8) and set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

**34/23-24. YOUTH SERVICES – CAS TRAINING REQUEST.**

Further to minute 514/21-22 (Town Council 21 April 2022) where the Town Council agreed the expenditure to recommission CAS Training for youth provision, members were asked to consider the detailed report for proposed Youth provision for 2023 - 2024.

Sue Hart from CAS Training gave a brief overview of the proposal and answered members questions in relation to demographics and publicity before leaving the chamber whilst the item was discussed.

Members were advised that a budget of £4,000 was put in place for the 2023 – 2024 financial year under Cost Centre 245 – Miscellaneous Expenditure. In addition, Members were directed to item 34 on the agenda where the Town Council had been allocated £2,862.94 in CIL funds, yet to be allocated to a project for the Town Council.

Members discussed the importance of ensuring this project was sustainably funded going forward and to ensure this a requirement of the contract for any funding must include that a written update report be provided to each full Town Council meeting during the next 12 months.

Councillor Peter Harman in his role as Kent County Council Member for Swanscombe and Greenhithe pledged £1,391 towards the project.

After discussion Members agreed that the Town Council would support the full package of youth provision proposed by CAS Training (Option 1), with the funding to be sourced from the donation by KCC Member Peter Harman, the £4,000 currently allocated, with the balance to be funded from the Town Councils CIL allocation.

**MOVED** by Councillor Emma Ben Moussa and seconded by Councillor Richard Lees

**RESOLVED:**

1. That the Town Council agree to commission CAS Training to provide youth services for the 2023 – 2024 year as detailed within Option 1 from the report.
2. That the youth services be funded as detailed above.
3. That the contract to provide these services include the stipulation that written update reports must be provided to each full Town Council meeting throughout the year.

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**35/23-24. EXTERNAL FUNDING – SUCCESSFUL APPLICATIONS 2022 - 2023.**

Members were sent a detailed report outlining the successful applications that have been made during the 2022 – 2023 financial year.

Most recently the Town Council were awarded funding from both the National Lottery and Dartford Borough Council towards the Right Royal Celebration II Event being held on 10 June 2023. These funds would be used to enhance the activities available to the public on the day.

The Town Council had also applied for, and successfully gained, a Parish Council Community Cost of Living Grant. This scheme was funded from Kent County Council and administered by the Kent Association of Local Councils (KALC). Once payment had been received the funds would be donated equally between the x2 Food Banks that operate within the Town.

**RESOLVED:**

That the item be noted

**36/23-24. COMMUNITY INFRASTRUCTURE LEVY (CIL), DARTFORD BOROUGH COUNCIL (DBC).**

Further to minutes 329/22-23 (*full Council 8 December 2022*), 323/21-22 (*full Council 9 December 2021*), 152/19-20 (*full Council 11 July 2019*) and 51/21-22 (*full Council 24 June 2021*), Members were informed that the Senior Infrastructure Planner (DBC) had written advising that a proportion of the CIL receipts received from development/s within the Town Council area, for period 1 October 2022 to 31 March 2023, had been received and apportioned accordingly.

**RESOLVED:**

That the item be noted.

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**37/23-24. MEMBERS TRAINING OPPORTUNITIES.**

Code of Conduct Training.

DBC were providing x2 opportunities for Members to attend Code of Conduct training sessions. These had been designed to give an overview of the Code of Conduct and ethical governance.

Tuesday 16 May 2023	18.00 hours	Council Chamber, DBC Civic Centre.
Monday 22 May 2023	18.00 hours	Council Chamber, DBC Civic Centre.

- ❖ *Members were made aware that they were required to contact DBC directly and arrange their attendance at one of the options and to let the Council Office know to keep the Member Training records updated.*

**38/23-24. DECLARATION OF ACCEPTANCE OF OFFICE (LOCAL GOVERNMENT ACT 1972, s83 (4)).**

Members were reminded that each Councillor must sign their Declaration of Acceptance of Office at or before the first meeting after they are elected unless the council, at that meeting, permits the declaration to be made at, or before, a later meeting.

Declarations are to be made in the presence of the council's proper officer, if the declaration is not executed at the proper time, a casual vacancy automatically arises.

**MOVED** by Councillor Hazel Stephens and seconded by Councillor Lorna Cross.

**RESOLVED:**

That permission be granted for Councillor Dawn Johnston and Councillor Alan Reach to sign their Declaration of Acceptance of Office at, or before the next full Council meeting.

**39/23-24. SEALING OF DOCUMENTS.**

There were none.

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**40/23-24. EXCLUSION OF PRESS AND PUBLIC.**

MOVED by Councillor Richard Lees and seconded by Councillor Emma Ben Moussa.

**RESOLVED:**

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

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

**41/23-24. PAVILION PROJECT - UPDATE.**

The RFO detailed the contents of the confidential report and after discussion it was

MOVED by Councillor Lorna Cross and seconded by Councillor Richard Lees.

**RESOLVED:**

1. That the update on the background and timeline for the project be noted.
2. That the update on the planning process and the work undertaken be noted.
3. That the update on the funding for the project, and the decision to enter into a grant agreement, be endorsed.
4. That the Town Council use the procurement framework offered by Fusion 21 to secure the main contractor for the construction of the new Community Hub.

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

Members were invited to join the Mayor Elect for refreshments after the Meeting.

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

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**MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 26 APRIL 2023 AT 7.00PM**

**AGENDA ITEM**  
26/7/23 **5**

**PRESENT:**

Councillor John Hayes – Chairman  
Councillor Peter Harris – Vice - Chairman  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Linda Hall  
Councillor Peter Harman  
Councillor Lesley Howes  
Councillor Maurice Weet

**ALSO PRESENT:**

Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk/RFO  
x1 Member of the public

**ABSENT:**

There were none

**528/22-23. 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.

**529/22-23. APOLOGIES FOR ABSENCE.**

There were none.

**530/22-23. SUBSTITUTES.**

There were none.

**531/22-23. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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

**532/22-23. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**533/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 29 MARCH 2023.**

**Recommended:**

The Minutes of the meeting held on 29 March 2023 were confirmed and signed.

**TOWN PLANNING:**

534/22-23. 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).

EDC/22/0199	<p>Display of 1no. illuminated advertisement screen.</p> <p>Veka Recycling Ltd. Manor Way, Swanscombe.</p>
OBSERVATIONS:	No observations.
DA/23/00416/FUL	<p>Erection of a single storey rear extension.</p> <p>44 Mounts Road, Greenhithe.</p>
OBSERVATIONS:	<p>No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.</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>
OBSERVATIONS:	<p>The Town Council objects to this application as it includes the removal of a perfectly healthy Copper Beach tree, it also includes the removal of part of the front garden and the installation of a hard standing which will not allow rainwater to be absorbed into the ground (a permeable surface should be used).</p> <p>The proposal would also result in overlooking/loss of privacy for neighbouring properties.</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>
<p>DA/22/01408/VCON</p>	<p>Application for variation of condition 10 of planning permission DA/19/01292/COU to increase the maximum number of children who can be cared for from 8 to 12 and condition 11 to increase the maximum number of staff who are not resident at the property from 1 to 2, pursuant to the consent granted for the material change of use to mixed use residential and childminding, provision of additional doors in ground floor elevation of garage, additional windows in ground floor of side elevation of property.</p> <p>1 Prioress Crescent, Greenhithe</p>
<p>OBSERVATIONS:</p>	<p>The Town Council strongly objects to this application on the grounds that it would create additional highways safety concerns with an increase in vehicular movements and subsequent noise for neighbouring residential properties.</p> <p>The proposal would give rise indiscriminate on-street parking, detrimental to highway safety in an area where there is limited capacity.</p> <p>The Planning Authority are urged to ensure the proposal meets all the required policies of the Local Plan and Parking Standards.</p> <p>Although not a planning consideration it should be noted that it is understood that there is a covenant in place that prohibits commercial use in the residential area of Ingress Park.</p>
<p>DA/23/00445/FUL</p>	<p>Demolition of existing rear conservatory and erection of a single storey rear extension.</p> <p>45 Lewis Road Swanscombe</p>
<p>OBSERVATIONS:</p>	<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>

KCC/GR/0050/2023	<p>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.</p> <p>Britannia Refined Metals Ltd, Britannia Metal Refinery and Premises, Lower Road, Northfleet.</p>
OBSERVATIONS:	<p>The Town Council objects to the application as it will increase the use of HGV's in an area that is already beyond capacity and would be detrimental to highway safety.</p>
EDC/23/0044	<p>Use of building for Class B2 (General Industrial)</p> <p>Unit A7, Northfleet Industrial Estate, Lower Road, Northfleet, DA11 9SN</p>
OBSERVATIONS:	<p>No observations.</p>
DA/22/01353/FUL	<p>Erection of 4 semi-detached houses with associated parking, amenity and landscaping.</p> <p>Former Builders Yard, Harmer Road. Rear of 64 Stanhope Road, Swanscombe</p>
OBSERVATIONS:	<p>The Town Council strongly object to this application on the following grounds:</p> <p>There is inadequate and insufficient parking provision to serve the needs of the development which would give rise to an increase in indiscriminate on-street parking in an area where there is very limited, if any capacity.</p> <p>The proposal would constitute an over intensive development of the site which would be detrimental to and have an overbearing impact on surrounding properties.</p> <p>The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.</p>

EDC/22/0110/R3 & 4	<p>Details of a contaminated land remediation strategy (condition 3) and a site drainage scheme (condition 4) pursuant to planning permission EDC/22/0110 for a new waste management facility.</p> <p>Unit 6, Rod End Estate, Northfleet Industrial Estate, Lower Road, Northfleet.</p>
OBSERVATIONS:	No observations.

**535/22-23. The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/23/00082/TPO	<p>Application for G1 1x multi-stem and 1 single stem sycamore currently around 16m tall. To reduce the crown to no lower than 10m from ground level (as shown in the revised annotated photo at Appendix A marked with a yellow line) subject to Tree Preservation Order No.11 1990.</p> <p>19 Watermans Way, Greenhithe.</p>
DA/22/01224/ADV	<p>Display of Community Notice Board at the Abbey Green.</p> <p>Along Ingress Park Avenue, Greenhithe.</p>
EDC/22/101 (KCC/DA/0082/2022)	<p>Change of use of industrial yard to create a facility for the collection and distribution of hazardous wastes (including liquid waste oils/petrochemicals, liquid wastes); installation of new offices, weighbridge, laboratory, oil storage tanks, oil interceptor, new hard surfacing/hard standing and impermeable bunding; demolition of part of building 5 and a fire damaged structure; and retention, reprofiling and landscaping of the northern bund.</p> <p>Unit 6, Rod End Estate, Northfleet Ind. Estate, Lower Road, Northfleet, Da11 9SN.</p>
DA/23/00067/FUL	<p>Erection of a single storey rear extension with balcony over and ground floor flank window.</p> <p>57 Penstemon Drive, Swanscombe.</p>

536/22-23 **The following Withdrawn Notices have been submitted by Kent County Council for Members information.**

GR/22/1087 (KCC/GR/0168/2022)	<p>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 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.</p> <p>Britannia Refined Metals Ltd, Britannia Metal Refinery and Premises, Lower Road, Northfleet.</p>
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537/22-23. **The following Appeal Decision Notice has been submitted by The Planning Inspectorate for Members information.**

DA/21/00742/FUL	<p>Erection of 3 buildings up to four storeys in height to provide 47 flats with off-street car parking, communal amenity space, hard and soft landscaping, recycling and refuse storage facilities and new vehicular accesses serving the site from Station Road and Station Approach.</p> <p>Land North of Railway Line and East of Station Road, Station Road, Greenhithe.</p>
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There being no further business to transact, the Meeting closed at 7.40 pm.

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

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

**MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 25 MAY 2023 AT 7.00PM**

**PRESENT:** Councillor Peter Harman – Chairman  
Councillor Lorna Cross  
Councillor Richard Lees  
Councillor Hazel Stephens  
Councillor Elizabeth Wickham

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

**ABSENT:** There were none

**42/23-24. 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.

**43/23-24. 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 Lesley Howes, 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 Councillor(s) listed, be formally accepted, and approved.

**44/23-24. SUBSTITUTES.**

There were none.

**45/23-24. 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.***

**46/23-24. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

The Town Clerk reminded Members of the x 2 public consultation events being held on Wednesday 31 May 2023 (one daytime and one evening), at St Marys Church, Greenhithe, with the Developer for the proposed new Health Centre on Steele Avenue.

**47/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 26 APRIL 2023.**

**Recommended:** The Minutes of the meeting held on 26 April 2023 were confirmed and signed.

**48/23-24. CONSULTATION ON PUBLIC FOOTPATH DS20 (PART).**

Ebbsfleet Development Corporation had made a Variation Order in respect of (Public Footpath DS20 (part) Swanscombe and Greenhithe) Public Path Diversion Order 2016.

The Variation Order had been made as it had not been possible to provide part of the diversion route for Public Footpath DS20 on the ground exactly as set out in the 2016 Diversion Order. The 2023 Variation Order therefore sought to make a very small amendment to the original Diversion Order to enable the diversion to be certified and to take legal effect.

**Recommended:** That the Town Council make no comment in relation to this consultation.

**49/23-24. CONSULTATION ON PUBLIC FOOTPATH DS3 (PART).**

Ebbsfleet Development Corporation had made a Variation Order in respect of (Public Footpath DS3 (part) Swanscombe and Greenhithe) Public Path Diversion Order 2021.

It had recently come to light that the proposed new line of the footpath which had been provided on the ground, did not entirely follow the line of the route required to be provided by the 2021 Order. Members considered the plan which showed the affected sections of the routes that had been provided on the ground by broken black lines and the routes set out in the 2021 Order by solid black lines.

**Recommended:** That the Town Council make no comment in relation to this consultation.



**TOWN PLANNING:**

50/23-24. **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/23/00508/TPO	Application 1 No. Ash tree – to remove to ground level and treat stump subject to Tree Preservation Order No. 11 1990.  12 The Dell, Greenhithe.
OBSERVATIONS:	The Town Council objects to this application on the grounds that the tree is healthy, and given that it is an Ash, should be protected given the long-term importance of conserving this species of tree.
DA/23/00505/FUL	Provision of a vehicle crossing onto A226.  5 London Road, Greenhithe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/23/00451/FUL	Change of use of ground floor dental surgery (Use Class D10 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
OBSERVATIONS:	The Town Council would not like to see any further retail units lost from Swanscombe High Street, given its importance as a district centre.  To ensure this, the Town Council would recommend a condition be placed on this application stating that no work is to be undertaken to convert the existing dental surgery to a studio flat, until the replacement dental surgery is constructed and in operation on the land to the rear.
EDC/23/0045	Retrospective full planning application for temporary use of land north of Tiltman Avenue as a construction and contractor vehicle car park.  Land North of Tiltman Avenue, Swanscombe.
OBSERVATIONS:	The Town Council objects to this application, but should it be granted, any permission must be temporary with a fixed end date. The land used must be returned to its original state following the end of its use as a car park.

	The Town Council has concerns that the developer has not met the specifications set out by Natural England in relation to biodiversity and would recommend the Planning Authority liaise with Natural England on this point.
DA/23/00522/FUL	Demolition of existing garage and erection of a single storey side extension and first floor rear extension.  25 Eynsford Road, 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/23/00514/FUL	Erection of 4 single storey 1-bed social housing units with associated landscaping and parking spaces.  Rear of 119 – 133 Milton 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.
EDC/23/0067	Change of use from existing storage (Use Class B8) to car repairs (Use Class B2)  Unit 6, Northfleet Industrial Estate, Northfleet.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/23/0044/TPO	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.  7 Watermans Way, Greenhithe.

OBSERVATIONS:	Whilst the Town Council does not object to the proposed works to the x 2 Sycamore trees it does object to the removal of the Ash tree on the grounds that the tree is healthy, and given that it is an Ash, should be protected given the long-term importance of conserving this species of tree.
DA/23/00653/FUL	Demolition of the existing conservatory and erection of a single storey extension.  27 Trebble Road, Swanscombe.
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.  The Town Council strongly urge that the applicant must take into account, and include mitigating provisions regarding the environmental impact on, and the needs of, the community for their development and, where possible, include the provision of EVCP's.

**51/23-24. The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

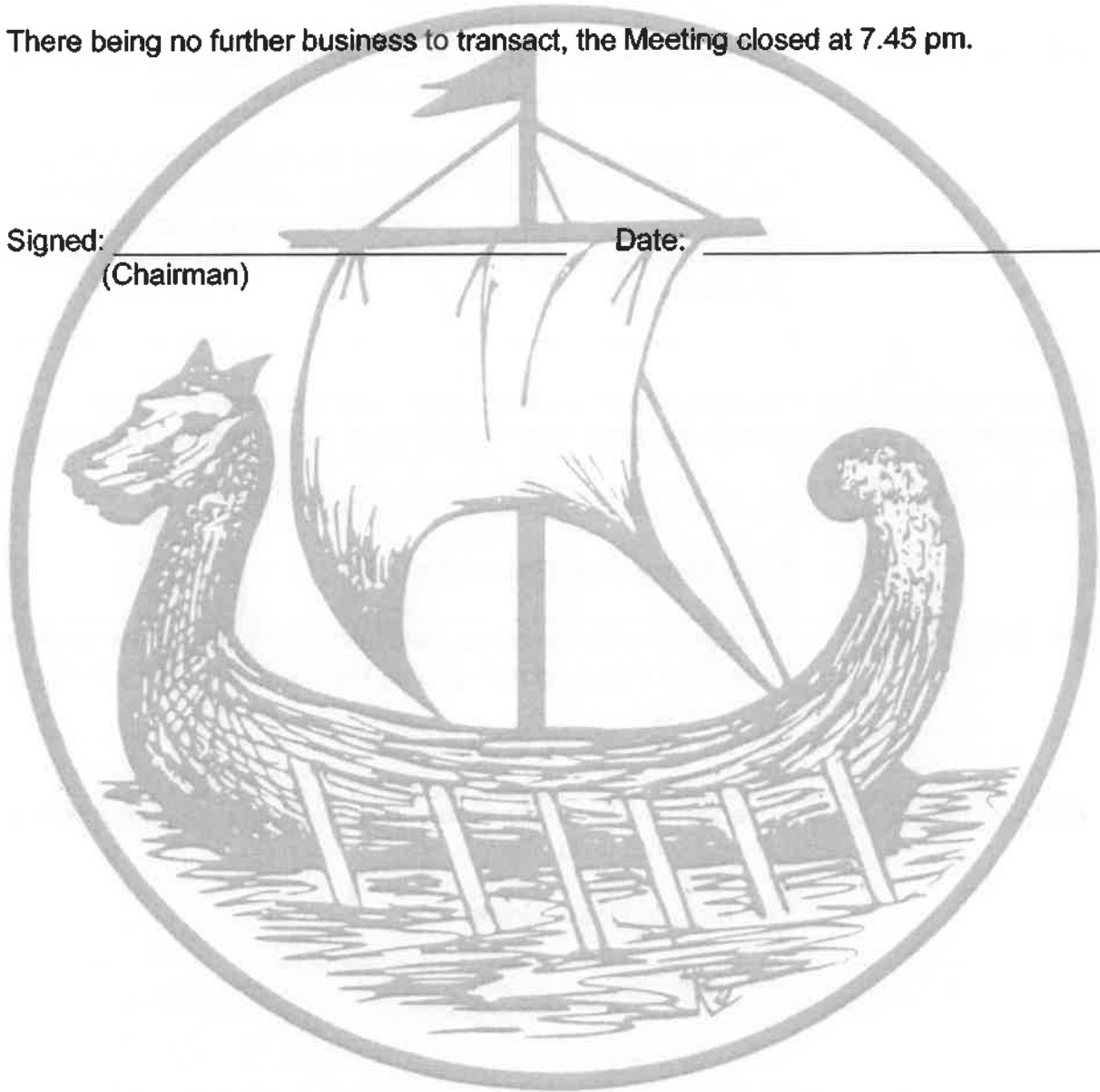
DA/22/00879/FUL	Erection of outbuilding in rear garden.  34A Valley View Greenhithe.
DA/23/00229/FUL	Provision of an external Juliet balcony to first floor level, side elevation including new double French doors and side lights.  27 Frobisher Way, Greenhithe.
DA/23/00416/FUL	Erection of a single storey rear extension incorporating new raised patio area.  44 Mounts Road, Greenhithe.

52/23-24. **The following Refused Decision Notice has been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members Information**

DA/23/00251/LDC	Application for a Lawful Development Certificate for proposed erection of a single storey rear extension.  35 Mounts Road, Greenhithe.
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There being no further business to transact, the Meeting closed at 7.45 pm.

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



**MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 14 JUNE 2023 AT 7.00PM**

**PRESENT:** Councillor Peter Harman – Chairman  
Councillor Ann Duke - Vice - Chairman  
Councillor Lorna Cross  
Councillor Lesley Howes  
Councillor Richard Lees  
Councillor Hazel Stephens

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

**ABSENT:** There were none

**53/23-24. 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.

**54/23-24. APOLOGIES FOR ABSENCE.**

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.

**55/23-24. SUBSTITUTES.**

There were none.

**56/23-24. 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.***

**57/23-24. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**58/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 25 MAY 2023.**

The Minutes of the meeting held on 25 May 2023 were confirmed and signed.

**TOWN PLANNING:**

**59/23-24. 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/23/00654/FUL	<p>Erection of a two-storey side/rear extension and single storey rear infill extension to form extended veterinary surgery at the ground floor (Use Class E(e)), pet grooming parlour (sui generis) and formation of 1 No. 2 bed apartment (Use Class C3a), plus demolition of rear ancillary outbuildings and provision of associated amenity space and car parking.</p> <p>Veterinary Practice, 41 - 43 Swanscombe St, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council request that, should planning permission be granted, a condition is included that requires the applicant to provide a detailed planting scheme that shows it will have a positive impact on the environment in line with the preliminary ecological appraisal. 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/23/0664/COU	<p>Change of use of building/site to facilitate mixed use as a Scout Hall (Use Class F.2(b)) and a Pre-School (Use Class E(f)). (Retrospective)</p> <p>First Galley Hill Group, 110 Church Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council object to the application as there is a lack of a transport plan with the proposed change of use. The applicant is also requested to provide details of how they will mitigate the negative impact the proposal would have on the neighbouring properties if the area at the front of the property will not be used for parking i.e., children playing in the front of the hall will change the dynamics of the site during the day (noise etc.) and will have a detrimental impact on the on street parking in an area where there is very limited capacity.</p> <p>The Town Council would like to highlight to members of the Development Control Board that there is an inconsistency with the application as it claims that there is no parking at the front of the property but, that area of the site has historically been used for parking.</p>

DA/23/00689/FUL	Erection of a two-storey side extension and a conversion of the existing conservatory into a rear extension.  95 Ames 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/23/00712/FUL	Erection of a rear conservatory.  29 Robinson Way, Northfleet.
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.

60/23-24. **The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/23/0445/FUL	Demolition of existing rear conservatory and erection of a single storey rear extension.  45 Lewis Road, Swanscombe.
DA/22/01408/VCON	Application for variation of condition 10 of planning permission DA/19/01292/COU to increase the maximum number of children who can be cared for from 8 to 12 and condition 11 to increase the maximum number of staff who are not resident at the property from 1 to 2, pursuant to the consent granted for the material change of use to mixed use residential and childminding, provision of additional doors in ground floor elevation of garage, additional windows in ground floor of side elevation of property.  1 Prioress Crescent, Greenhithe.

There being no further business to transact, the Meeting closed at 7.25 pm.

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

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**MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE  
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 29  
JUNE 2023 at 7.00PM**

**PRESENT:** Councillor Peter Harman – 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

**ABSENT:** There were none

**73/23-24. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

**74/23-24. APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Emma Ben Moussa due to medical reasons.

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.

An apology for absence was received from the Senior Groundsman/Gardener due to other commitments.

**RESOLVED:**

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

**75/23-24. SUBSTITUTES.**

There were none.

**76/23-24. 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.***

**77/23-24. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**78/23-24. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 23 MARCH 2023**

**Recommended:** That the Minutes of the Meeting held on 23 March 2023 were approved and signed as a true record.

**79/23-24. 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.**

**80/23-24. ANNUAL SAFETY INSPECTION OF PLAYGROUND EQUIPMENT.**

The Annual Playground Safety Inspection had been undertaken at the end of March 2023 by a RPII (Register of Playground Inspectors International) / ROSPA (Royal Society for the Prevention of Accidents) Certified Playground Specialist. Members considered the report which showed that all but x4 of the risk criteria ratings were L (low) or VL (very low).

Members were informed that, as part of the Town Councils normal reviews for Best Value quotes had been obtained from alternative Certified Playground Specialists to undertake the Annual Safety Inspection and the current contractor offered the Best Value.

**Recommended:** That the Annual Playground Safety Inspection Report be noted.

**81/23-24. FUNDING APPLICATION RESULT – LOWER THAMES CROSSING: WIDER GREEN INFRASTRUCTURE PLAN.**

The Town Councils application for funding towards the improvement and maintenance of the Heritage Park had been successful with total project costs of £28,550.00 over 3 years having been awarded. Members were informed that these works, as detailed in the Project Costs provided, would be delivered by the funding partners, North West Kent Countryside Partnership (NWKCP).

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

**82/23-24. REQUEST TO USE SWANSCOMBE PARK.**

Members considered the request to use Swanscombe Park on Monday 21 August 2023 and, after discussion it was proposed, duly seconded, and agreed:

**Recommended:** That the request, as detailed, be agreed.

**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.

**84/23-24. 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 Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

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

There being no further business to transact the Meeting closed at 7.20 pm.

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

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MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 22 JUNE 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 Richard Lees  
Councillor Hazel Stephens

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

**ABSENT:** There were none

**61/23-24. 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.

**62/23-24. APOLOGIES FOR ABSENCE.**

An apology for absence was submitted by Councillor Peter Harman, due to other commitments.

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

**63/23-24. SUBSTITUTES.**

There were none.

**64/23-24. 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.***

**65/23-24. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**66/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 9 MARCH 2023.**

**Recommended:** That the Minutes of the meeting held on 9 March 2023 were confirmed and signed as a true record.

**67/23-24. 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 May 2023 be noted.

**68/23-24. BANK TRANSFERS.**

In accordance with Financial Regulation 5.5 (c) Members were provided with a list of bank transfers undertaken for April and May 2023

**Recommended:** That the bank transfers undertaken for April and May 2023 be approved.

**69/23-24. 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 April and May 2023.

**Recommended:** That the receipts and payments for April and May 2023, as per the annexed list, be approved.

**70/23-24. SUMMARY OF ACCOUNTS.**

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

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

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

**71/23-24. TOWN COUNCIL WEBSITE – REDESIGN.**

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

**Recommended:**

1. To commission the redesign of the Town Council website.
2. To begin a tender process to seek a further x 2 quotations alongside the one provided by the Town Councils Web Consultant.
3. To add a suitable progressive budget to the Town Councils FRAs to enable a redesign process to be undertaken on a 5–7-year cycle.

**72/22-23. 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 would consult with the Chairman and Town Mayor, if appropriate, before any business was transacted.

**Recommended:**

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

There being no further business, the Meeting closed at 7.25 pm.

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

(Chairman)

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

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MINUTES of the MEETING of the COMMUNITY SAFETY COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 5 JULY 2023 at 7.00 PM

**PRESENT:** Councillor Peter Harris - Chairman  
Councillor Peter Harman - Vice-Chairman  
Councillor Lorna Cross  
Councillor Dawn Johnston  
Councillor Hazel Stephens (substituting for Councillor Lesley Howes)  
Councillor Elizabeth Wickham

**ALSO PRESENT:** Graham Blew – Town Clerk  
Martin Harding – Assistant Town Clerk / Responsible Financial Officer  
PC Tori Massey – Kent Police  
PC Royston Griffiths – Kent Police  
Billy Unsworth – Kent County Council Community Warden  
Paul Parsons – Swanscombe & Greenhithe representative on the Dartford Borough Council Tenants & Leaseholders Forum  
x9 Members of the public

**ABSENT:** Councillor Anita Barham

**85/23-24. 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.

**86/23-24. 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 Lesley Howes, due to other commitments.

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

**87/23-24. SUBSTITUTES.**

Councillor Hazel Stephens substituted for Councillor Lesley Howes.

**88/23-24. 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.***

A resident raised concerns over a group of youths threatening the safety of people walking dogs in the area. The Chairman reminded those in attendance that incidents of threatening behaviour should be report via 999. PC Massey agreed to discuss the specific case with the resident outside of the meeting.

**89/23-24. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

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

**90/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 5 APRIL 2023**

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

**91/23-24. POLICE COMMUNITY SUPPORT OFFICERS (PCSO) REPORT.**

PC Massey briefly introduced herself and explained that she was the temporary beat officer for Swanscombe, Greenhithe and Ebbsfleet.

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

*At this point several members of the public left the meeting when the Chairman advised that the public participation section of the meeting had already been held.*

*On leaving the meeting one member of the public explained that there was frustration that they had not been given the chance to directly ask questions to the officers from Kent Police.*

*With the Chairmans consent the meeting was briefly adjourned whilst those members of the public who had left the meeting were spoken to outside the chamber and invited back to raise their concerns.*

*When members of the public returned the Chairman apologised and accepted responsibility for the confusion regarding members of the public speaking / participating during council meetings.*

Residents then raised concerns regarding the increase in anti-social vehicle crime in the area, namely off-road bikes being driven in an unsafe manner. This included threatening behaviour towards anyone who challenged those participating in anti-social vehicle crime and issues with the reporting processes to Kent Police.

PC Massey explained some of the activities being undertaken currently to address the issue included a number of Section 59 notices being issued. PC Massey explained that patrols were occurring within the Town both in marked and un-marked vehicles and work was occurring behind the scenes to tackle those involved, but unfortunately more detail could not be provided due to the nature of the investigations.

PC Massey explained that an alternative, and more user friendly, route of contacting her with intelligence was via the My Community Voice App, details of which were handed out to members of public at this point.

PC Massey advised that whilst Kent Police would always welcome any evidence that the public could provide i.e., photos, videos etc, she would not ask anyone to undertake this if they felt in any way uncomfortable doing so and the public should not put themselves in any danger.

**Recommended:** That the report be noted and both PC's Massey and Griffiths be thanked for their attendance.

**92/23-24. KENT COUNTY COUNCIL (KCC) COMMUNITY WARDENS REPORT.**

KCC Warden Unsworth gave an update on matters he had been involved with in the area, including dog fouling, welfare support, beggars, and a disturbance at Swanscombe Library.

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

**93/23-24. COMMUNITY SAFETY LIAISON.**

Local Schools – Members briefly discussed how the enforcement cameras placed at Manor Community Primary School were reducing incidents of parking on the zig-zag lines but pointed out that some of the indiscriminate parking had moved onto neighbouring roads.

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 confirmed that he had recently attended the Kent Fire & Rescue Service AGM which had included a video on the dangers of charging e-bikes and e-scooters within properties.

Ebbsfleet Development Corporation (EDC) – The Chairman advised that he was still chasing issues raised with the construction exit onto Mounts Road. He confirmed that he had now taken this to the management team within Planning Enforcement.

Neighbourhood Watch – The Chairman updated that membership at the Ingress Park Neighbourhood Watch had exceeded 1,500. A member of the public confirmed that the Swanscombe Neighbourhood Watch now had a membership of over 1,000 and a first watch meeting was hoped to be arranged shortly.

Community Speed Watch – The Chairman confirmed that a recent session had been undertaken and that funding was being considered for the purchase of a speed gun to replace the existing speed indication device currently used.

Kent County Council – Councillor Peter Harman confirmed that investigative work was still ongoing regarding the land slide at Galley Hill. A recent public meeting had been held with over 80 members of the public in attendance. Councillor Harman also advised that Pepper Hill Household Recycling Centre was currently closed due to a water leak. Kent County Council were still considering options for the potential closure or other changes to Dartford Heath Household Recycling Centre.

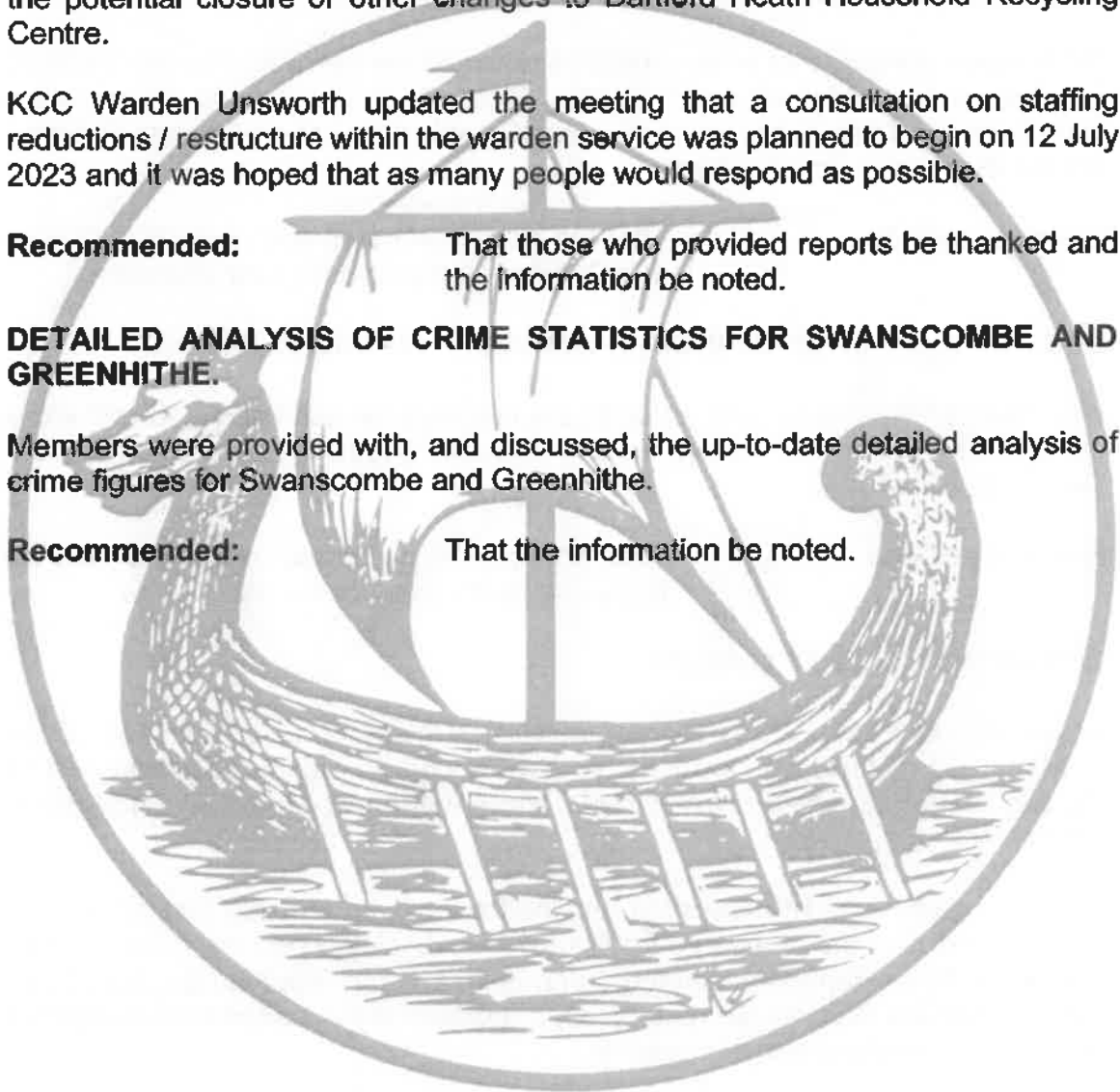
KCC Warden Unsworth updated the meeting that a consultation on staffing reductions / restructure within the warden service was planned to begin on 12 July 2023 and it was hoped that as many people would respond as possible.

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

94/23-24. **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.



**95/23-24. 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 Town Mayor, if appropriate, before any business is transacted. If any emergencies do occur during this time the Executive & Emergency Committee would be convened.

It was agreed that in the event of any issues being raised that related to crime within the Town, that these would also be discussed with the Chairman of this committee.

**Recommended:**

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

There were no confidential items for discussion.

There being no further business to transact, the Meeting closed at 8.40 pm.

Signed \_\_\_\_\_

Chairman

Date

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MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on WEDNESDAY 26 April 2023 at 11.00am

**PRESENT:** Councillor Lorna Cross – Chairman  
Councillor Maurice Weet – Vice-Chairman  
Councillor Peter Harman  
Councillor Peter Harris  
Councillor Lesley Howes

**ABSENT:** There were none

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

**517/22-23. 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.

**518/22-23. APOLOGIES FOR ABSENCE.**

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

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

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

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

**519/22-23. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

There were none.

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

**520/22-23. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.**

There were none.

**521/22-23. TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 1 NOVEMBER 2022.**

**Recommended:** That the minutes from the meeting held on 23 November 2021 be confirmed and signed.

**522/22-23. STAFF ISSUES.**

A. Members were informed that the vacant position had been advertised and, after the interview process, employee 71 had been appointed with a starting date of 27 March 2023.

In consultation with the Chairman employee 61 had been paid for their outstanding leave which they had not taken during the recruitment process and subsequent training of employee 71.

B. Members were informed that the vacant position had been advertised and, after the interview process, employee 70 had been appointed with a starting date of 6 February 2023.

**Recommended:** That the actions taken in the recruitment processes, and training be endorsed.

**523/22-23. STAFF APPRAISALS 2022 – 2023.**

The Town Clerk had undertaken appraisals for all the appropriately experienced staff (ones that had passed their probationary periods), that report to him.

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

**524/22-23. TOWN CLERKS APPRAISAL 2022 – 2023.**

Further to minute 143/20-21 members were informed that the Town Clerks appraisal was undertaken by the Chairman and Vice – Chairman on 20 April 2023.

**Recommended:** That the completion of the Town Clerks Appraisal process for 2022 – 2023 be noted.

**525/22-23. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Peter Harman 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.



**526/22-23. PAY CLAIM 2023 – 2024.**

As part of its Terms of Reference the Personnel Committee are required to:

*“Exercise functions of the Council on questions of levels of pay and salary settlements for all staff employed by the Council.”*

The 2023 – 2024 estimates included the provision for awarding cost of living pay rises to a minimum 5% and a 1 SP increase.

Any pay award would be dated from 1 April 2023.

After discussion it was proposed, duly seconded and agreed.

**Recommended:** That a 7% pay increase be awarded to all the appropriate Town Council staff with effect from 1 April 2023.

**527/22-23. SPINAL POINT INCREASES.**

The Town Clerk re-iterated that the SP increases, detailed in the confidential report, were within the budget agreed and set out by the Town Council and were also within the Salary Bands of the Employees concerned.

As per minute 520/16-17 the Town Clerk reported the SP increases awarded and the rationale behind this.

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

**Recommended:** That the SP increases detailed in the confidential report be noted and endorsed.

There being no further business, the Meeting closed at 11.15am.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(CHAIRMAN)

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**From:** David Hook <David.Hook@dartford.gov.uk>

**Sent:** Monday, June 5, 2023 4:32 PM

**Subject:** FW: Joint Transportation Board 6 June 2023; Election of Parish Representatives

**Importance:** High

Dear Clerks,

Many thanks for all your responses to my email trawl for candidates below with my apologies for not responding until now.

As has been the case in previous years, we now have more candidates than positions to fill (max of 2), so we will need a run-off round, with your Councils nominating a 1<sup>st</sup> and 2<sup>nd</sup> choice for Parish Rep. to the JTB.

The candidates in alphabetical order of surname are:

- (A) **Cllr. Lesley Howes** (Swanscombe & Greenhithe)
- (B) **Cllr. Adam Jessett** (Sutton @ Hone & Hawley)
- (C) **Cllr. Tony Prentice** (Darenth)

Grateful for your Council's nominations in due course please, for confirmation and attendance at JTB in September.

Kind regards  
David

**David Hook**  
Democratic Services Officer

T: 01322 ~~330000~~ (direct line)

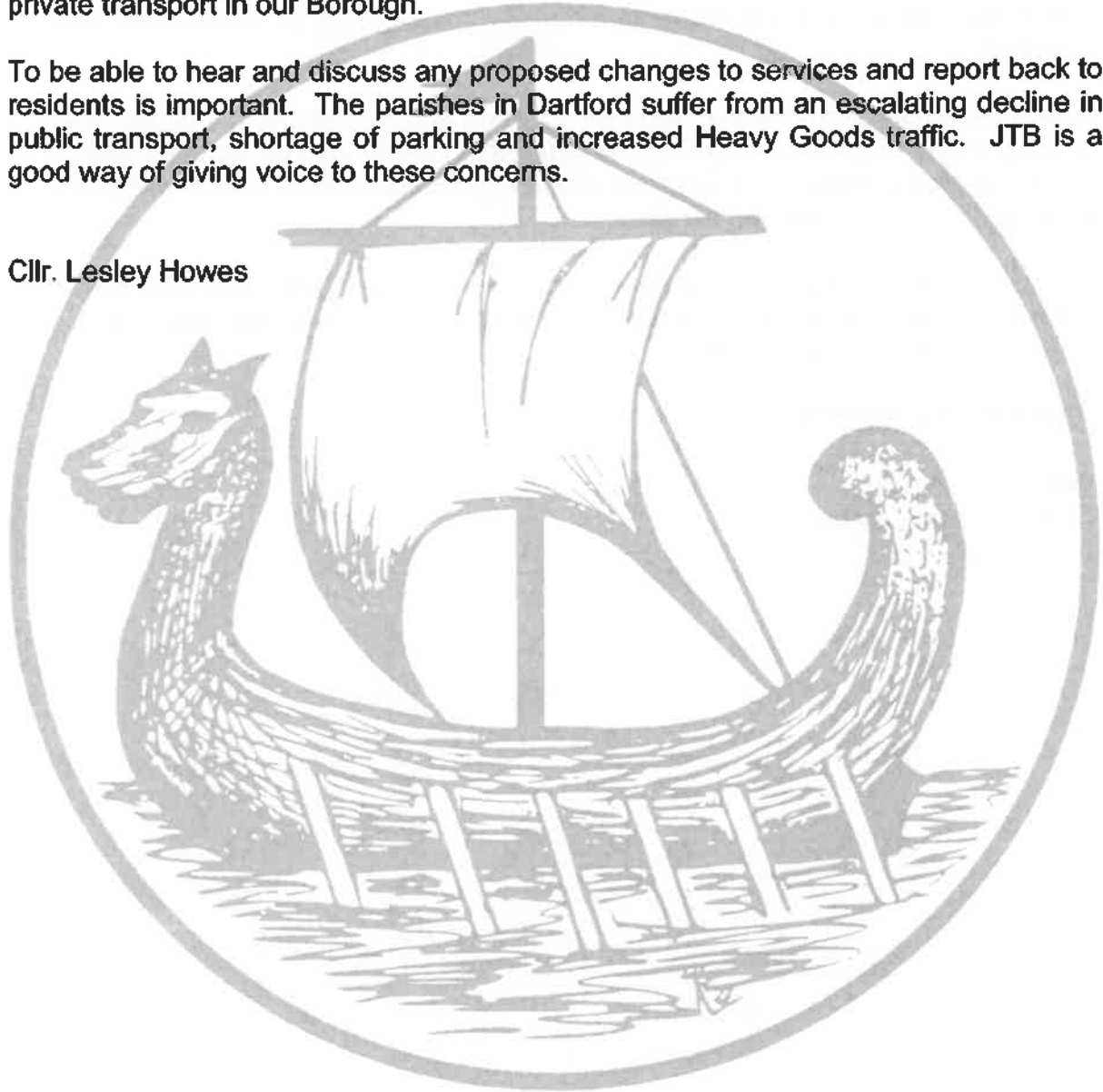
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A

I became a member of the Joint Transport Board just over a year before the last election. I am keen to continue my involvement with it. Being a Town Councillor for Swanscombe and Greenhithe, I am extremely aware of issues regarding public and private transport in our Borough.

To be able to hear and discuss any proposed changes to services and report back to residents is important. The parishes in Dartford suffer from an escalating decline in public transport, shortage of parking and increased Heavy Goods traffic. JTB is a good way of giving voice to these concerns.

Cllr. Lesley Howes



**Submission from Cllr Jessett in support of his nomination for the post of Parish Rep to the JTB**

*I would like to stand as representative for the parishes to help enable a smoother communication between them and the JTB so that we can cascade information effectively both ways and to share important information with the community, where required.*

*I have been part of the Dartford area for 11 years and as a resident, I do not see communication about the local links, whether that is from the Highways, railway, buses, so would really like to improve this, so that there is more awareness of what is happening with these vital services.*

*I have been in the past in a similar role within Boots PLC representing the North Kent stores, and being able to share and voice a wide range of positives and negatives is key for both sides.*

*Thank you for your time*

*Cllr Adam Jessett  
Sutton at Hone & Hawley PC*

**Joint Transportation; Election of Parish Representatives  
Support Statement from Councillor Tony Prentice**

---

Having a representative from Darenth on the board would enable me to provide local knowledge of issues that affect Darenth in particular, but also the wider area of Dartford. The B260 that runs through the middle of Darenth is said to be the busiest B road in Kent and what affects Darenth in turn affects Dartford. The on going issues with congestion at the Dartford crossing often grid locks the whole area. This leads to increased traffic on the B260 from vehicles trying to avoid the congestion on the M25.

Darenth has a major cool food distribution centre with many 40 ton refrigerated freight vehicles trying to negotiate there way through the traffic. Also there is a major waste processing plant at Pinbins and asbestos burial at their quarry on the B260. They have up to 400 movements a day permitted for this operation.

The junction of Sandybanks and the B260 is not fit for purpose as the sighting angle is too acute to view traffic coming from Longfield when turning right from Sandybanks on to Green St Green Rd. It is also too acute for lorries to turn without crossing on the wrong side of the road and they instead use our private access road across the village green. I have re-designed this junction to overcome these issues and could present this to the board for their consideration.

The 'Blue Star' roundabout although not in the Parish is a major point of congestion that affects us all. I made a suggestion to the KCC Highways officer after the recent JTB meeting on how this could be alleviated to some degree and would ask that the board consider the idea.

The loss of the 423 bus route has virtually severed the connection to Dartford for many in that live in the village. The C1 replacement bus service is insufficient in serving the needs of the residents. There are other issues of concern that I will raise if I am appointed but I also offer possible solutions.

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**From:** Matthew Plows <Matthew.Plows@remus-mgmt.co.uk>  
**Sent:** Wednesday, July 5, 2023 4:51 PM  
**To:** Graham Blew <graham.blew@swanscombeandgreenhithetowncouncil.gov.uk>; Martin Harding <rfo@swanscombeandgreenhithetowncouncil.gov.uk>  
**Cc:** James Perry <James.Perry@remus-mgmt.co.uk>; Louise Pond <Louise.Pond@remus-mgmt.co.uk>  
**Subject:** RE: Update: 31 May at 10am Parkwood Hill

Good afternoon, Graham,

Hope you are well.

When presenting the proposal to the town council members regarding the fence erected by the developer, if you can please focus on the following points:

1. **Safety concern:** Emphasise that the installed fence is assisting with a safety issue. Explain that the fence serves as a deterrent to prevent people from riding down the hill and potentially endangering themselves or others on the road.
2. **Resident's responsibility:** Highlight the resident's willingness to take responsibility for the maintenance of the fence. Assure the council members that the resident has agreed to properly upkeep the fence and ensure its structural integrity.
3. **Conditional agreement:** Mention that the resident has agreed to remove the fence if they were to move homes if it is required by the council. This condition demonstrates their commitment to cooperating with any future decisions made by the council.
4. **Encroachment resolution:** Explain that the resident is aware that they do not own the land where the fence is erected. If necessary, mention that the resident is willing to sign any required paperwork, such as an encroachment agreement, to formalise their acknowledgement that the fence is on council-owned land.

By presenting these points, we feel you can effectively communicate the resident's proposal to the town council members and advocate for the fence to remain, while assuring them that the resident is willing to cooperate with any future requirements.

Please do not hesitate to contact me or Louise, if we can be of any further assistance.

Have a lovely rest of your day.

Kind Regards  
**Matthew Plows AIRPM**

**Regional Manager**  
**Remus Management Limited**

|

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## 7.2 RECREATIONAL FACILITY CHARGES 2023 – 2024 (p).

Please find attached the proposed price increases, the Responsible Financial Officer (RFO) has increased them by 2.5% overall and rounded up appropriately. As previously agreed, the allotments have been increased by 10% to include the staged recovery of administration costs of the Allotment Association.

\*\* All these figures were taken into account when members previously agreed the Estimates for the forthcoming 2023 – 2024 financial year (*minute 369/22-23 Finance and General Purposes Committee and minute 375/22-23 Special Full Council 12 January 2023*).

**Recommended:** That the setting of the Recreational Facility Charges 2023 – 2024 be endorsed.

## 7.3 LAND ADJACENT TO PARKWOOD HILL (KNOCKHALL RECREATION GROUND) (p).

A strip of land beyond the fence line was brought to the Town Councils attention and upon investigation this area falls within the Town Councils ownership (Appendices A and B).

The land contains trees that had previously not been included in the Town Councils maintenance programme. A survey was undertaken of the trees and the results are provided along with a quotation to have the required works undertaken (Appendices C and D).

As previously agreed, minute 297/22-23, the required tree works have been undertaken.

Emails have been sent to the Assistant Property Manager, Remus Management Limited to try and resolve the issue of the fence/plants that have been installed alongside the garage of the property in Parkwood Hill but, thus far, no response has been received.

This update is being provided to members in case further steps, which may include legal fees, are required to resolve this matter.

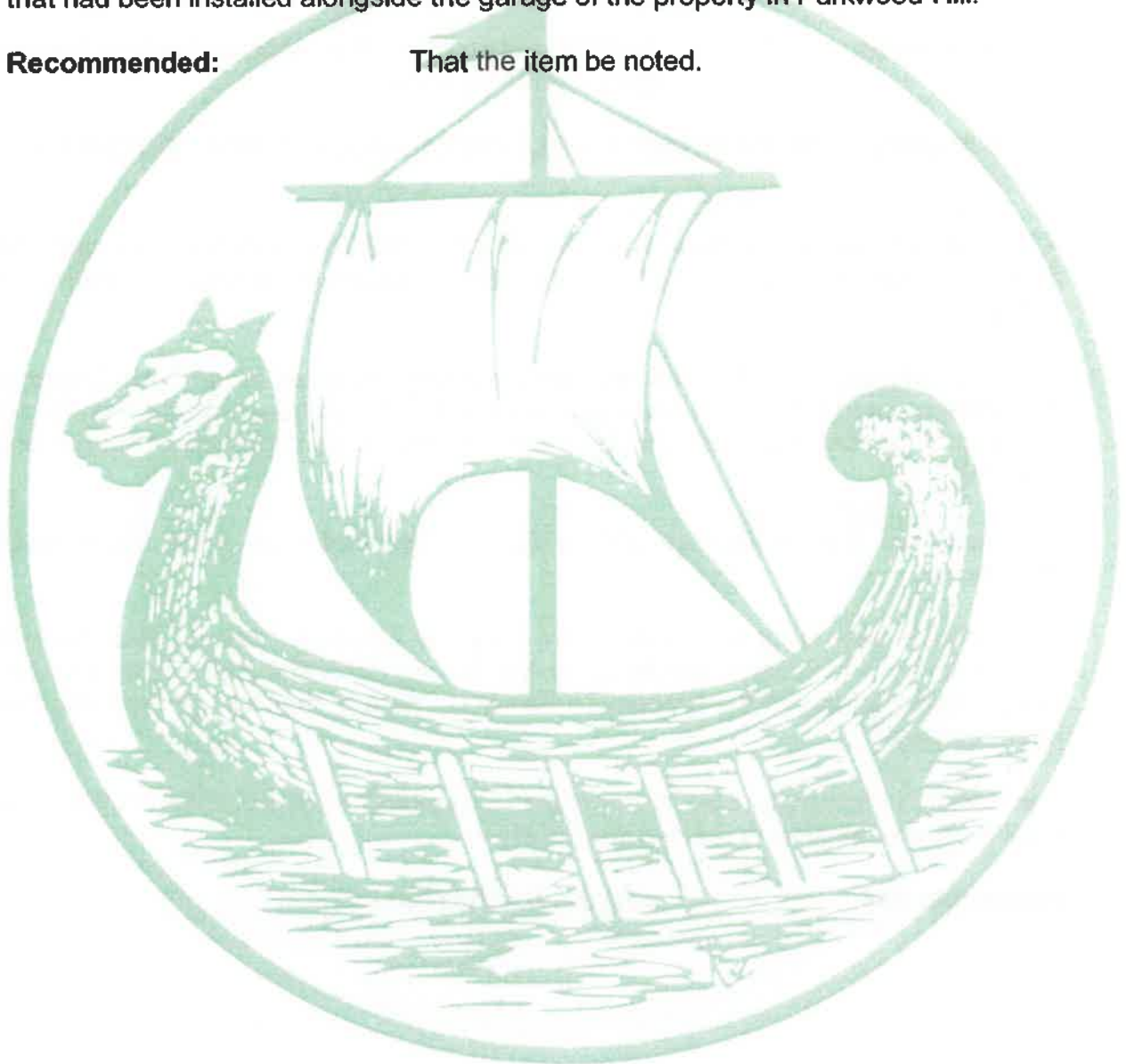
**Recommended:** That the item be noted.

EXTRACT OF MINUTES

**387/22-23. LAND ADJACENT TO PARKWOOD HILL (KNOCKHALL RECREATION GROUND).**

Members were updated on the current situation regarding the tree work highlighted by the survey having been undertaken / completed and the situation regarding the fence/plants that had been installed alongside the garage of the property in Parkwood Hill.

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





RLA 18/1/23

**From:** Connor Quirk <[Connor.Quirk@remus-mgmt.co.uk](mailto:Connor.Quirk@remus-mgmt.co.uk)>

**Sent:** 05 October 2022 15:46

**Subject:** RE: Reply: Knockhall Recreational Ground, DA9 9HJ

Hello xx,

Thank you for your prompt response to my email.

I understand the trees were very much in situ prior to the development being built. It does seem odd that they aren't on my managed land but I can only go off of the conveyance plan I've been provided.

I've raising the points you said about the fence, light and planting to the developer to see if it was them or the owner of the property. I believe the development is 2 years old now, so I'd likely assume this is the home owners doing.

**From:** Info <[info@swanscombeandgreenhitetowncouncil.gov.uk](mailto:info@swanscombeandgreenhitetowncouncil.gov.uk)>

**Sent:** 05 October 2022 15:31

**To:** Connor Quirk <[Connor.Quirk@remus-mgmt.co.uk](mailto:Connor.Quirk@remus-mgmt.co.uk)>

**Subject:** Reply: Knockhall Recreational Ground, DA9 9HJ

**Importance:** High

Dear Mr Quirk,

Many thanks for your email.

The Town Council will look into the ownership of this area but it is noted that the trees were in situ long before the development and the conveyance plan you provided shows that any development would have been fully aware of both the topography and proximity of the surrounding tree line when choosing the location of its development.

We do notice that there appears to be a wooden fence and plants that have been installed alongside the garage at 20 Parkwood and even a standing light/lamp, as well as new plants that have been planted in the grassed area (attached).

Would it be reasonable to assume that whoever installed these did so on their own land?

Yours sincerely,

**Administration Assistant**

Swanscombe & Greenhithe Town Council | Council Offices |

From: Parks <[Parks2@dartford.gov.uk](mailto:Parks2@dartford.gov.uk)>  
Sent: 04 October 2022 14:07  
Subject: CONFIRMATION of Trees - In Dangerous Condition request - CML Ref : 312928

Good afternoon,

The below message has come into us but the tree referred to is not on our land. Its marked as Knockhall Playing Field, which I understand may come under your jurisdiction.

Kind Regards  
The Parks Team  
Waste & Parks Department  
Dartford Borough Council  
Civic Centre  
Home Gardens  
Dartford  
Kent DA1 1DR

■ Parkwood Hill  
Greenhithe  
Kent

DA9 9YD

===== ISSUE LOCATION ===== Street  
Record Parkwood Hill Greenhithe Kent

===== ISSUE DETAILS =====  
Reported Before: NO Previous Call Ref:

Category: Trees - In Dangerous Condition Trees - In Dangerous Condition - Trees need cutting back risk to life and property one came down friday evening needs removing. The biggest risk is to my garage at 🏠 Parkwood Hill

These trees are a danger to property and risk to life. Winds on 01/10/2022 one has fallen luck this one did not cause any damage. They need cutting back access from Parkwoodhill number 23.



PARKWOOD HILL  
DA9 9YD

# H. M. LAND REGISTRY

NATIONAL GRID PLAN

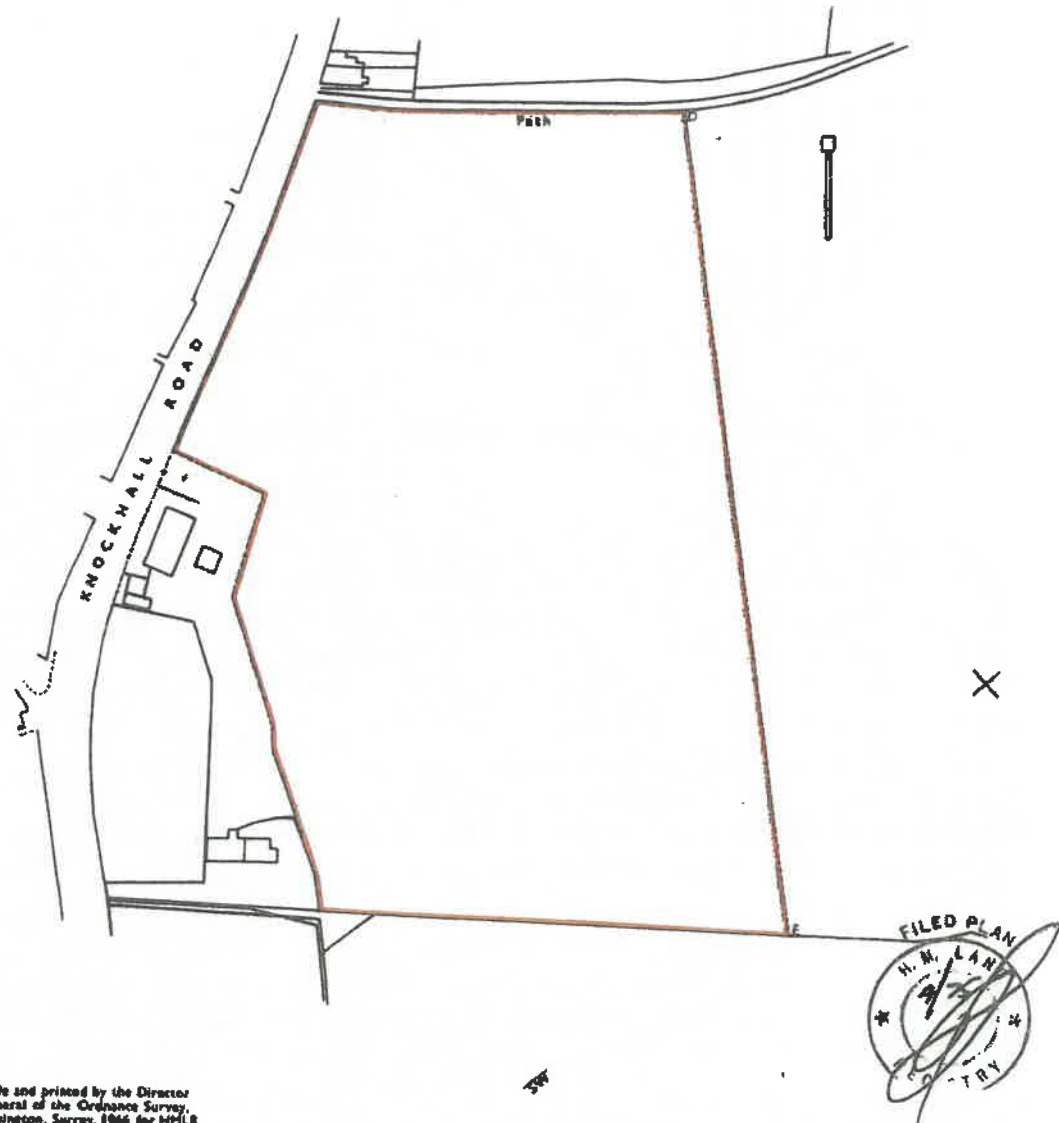
TQ 5974 NW

KENT

Scale 1/1250

DARTFORD DISTRICT

SWANSCOMBE PARISH



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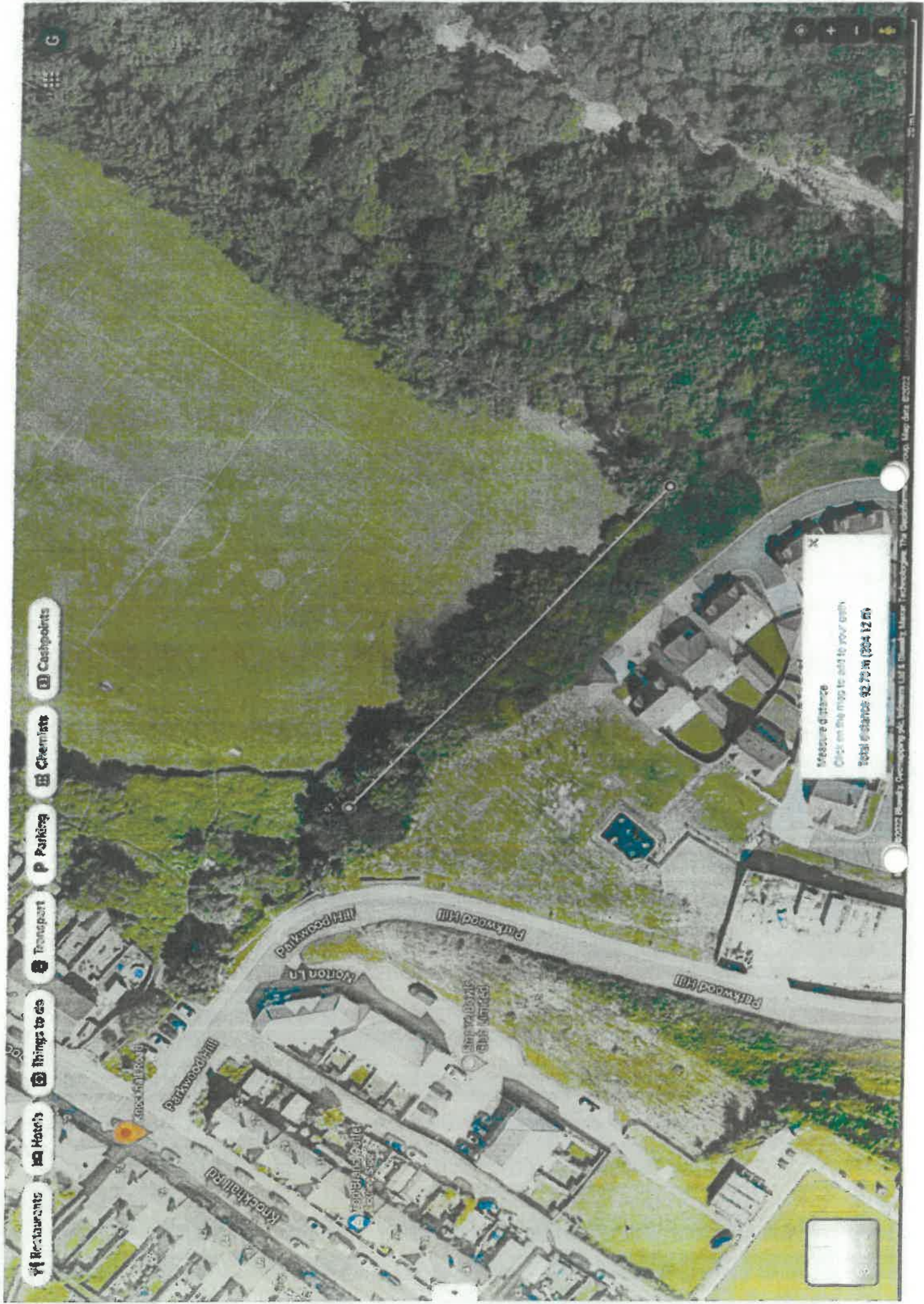
# Untitled Map

Write a description for your map.

## Legend

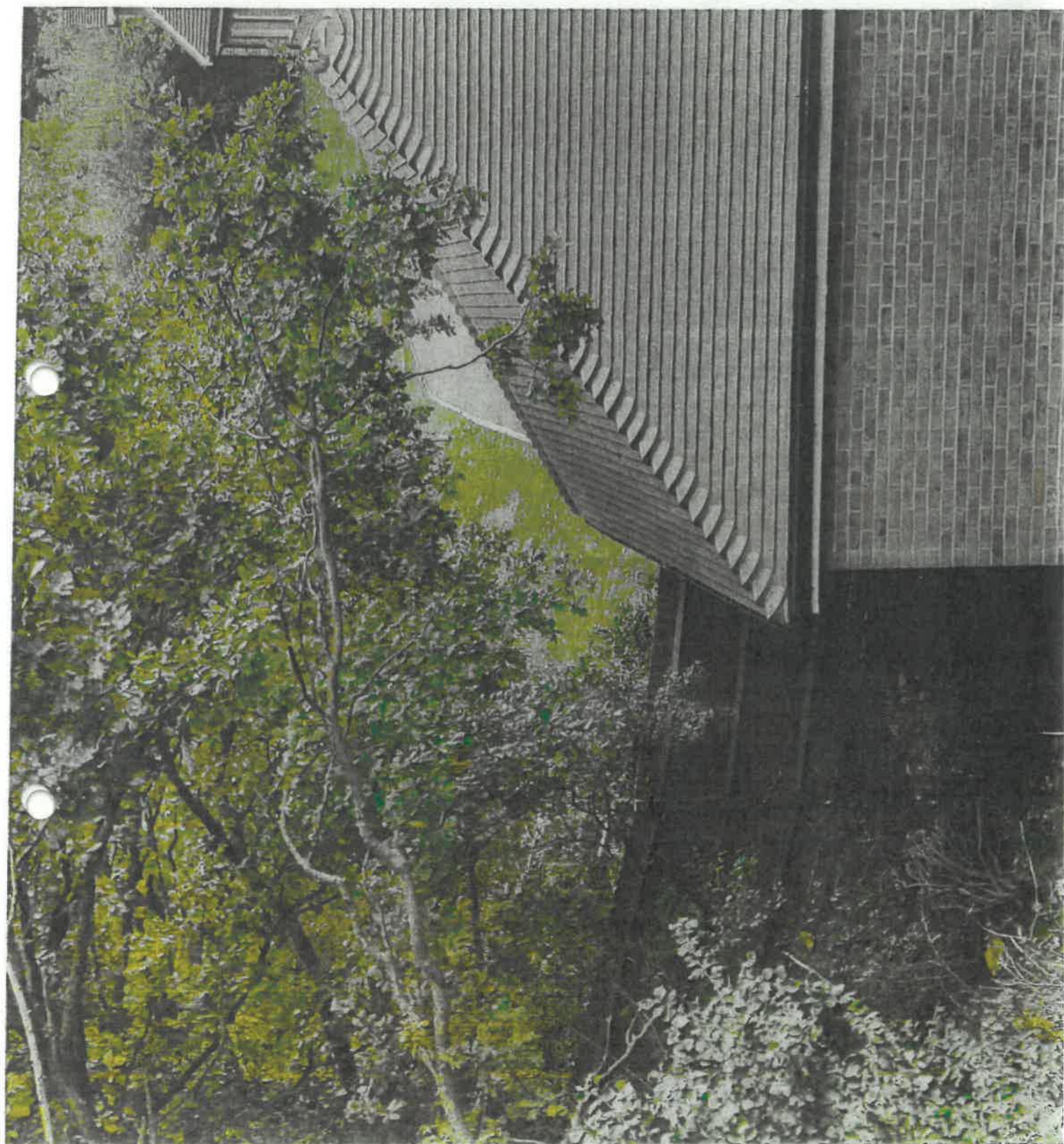
-  In Me Beauty
-  Knockhall recreational ground
-  Lifeline Cars Limited
-  Polygon 4





- Restaurants
- Hotels
- Things to do
- Transport
- Parking
- Chemists
- Cashpoints

Measure distance  
 Click on the map to add to your path  
 Total distance: 42.75 m (138 ft 12 in)





# Kent Community Warden Service Review

Consultation document  
and questionnaire

AGENDA ITEM

8

T/K 20/7/23

## Have your say!

We are proposing to make savings by redesigning the Kent Community Warden Service.

Find out more and tell us your views at

[kent.gov.uk/communitywardenreview](https://kent.gov.uk/communitywardenreview)

**Consultation open from 12 July to 3 October 2023.**



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## 1. Introduction

We are running a consultation on proposed changes to our Community Warden service. We want to share our proposals with you and invite your views.

To help meet the financial challenge Kent County Council (KCC) is facing, the Community Warden service has been asked to reduce its annual budget by £1 million by 2024-25. To achieve this level of saving, we will need to redesign the service.

This consultation document provides information on:

- the current Community Warden service, including what it does and how it operates
- why we are proposing to make changes and how we have developed our proposals
- the proposed changes to the service and details of other options that have been considered
- how service users and other interested parties can participate in the consultation and tell us how these changes could impact them.

There is a glossary on page 14 which will give you more information on some the words in this document. These words are highlighted in **bold**.

## 2. The Community Warden service

### Background

The Community Warden service was established in 2002. Today, the service is structured with:

- 70 wardens (including six team leaders)
- two area managers
- one volunteer and apprenticeship scheme manager
- one business coordinator.

The service's £2.4 million budget mostly covers these staffing costs. The remaining £135,000 of this budget is used for uniforms, equipment, training, materials, vehicles, and travel expenses.

### What does the service do?

When the Community Warden service was first established, its main aim was to form a key part of the Council's response to its **statutory** responsibilities under the Crime and Disorder Act 1998 (amended by the Police and Justice Act 2006). Under Section 6 of the 1998 Act, we must work with the other responsible authorities, such as Kent Police and Kent Fire and Rescue Service, to tackle local

crime and disorder. Under Section 17 of this Act, we must consider crime and disorder implications for all of our functions and decisions.

The service's remit has evolved and expanded from the initial crime and disorder focus and the service now also contributes to our duties under the **Care Act 2014**. Under Section 1 of this Act, we must promote individual wellbeing, and under Section 2, we must prevent needs for care and support. This means we have to consider:

- what services, facilities and resources are already available in the area (for example local voluntary and community groups), and how these might help local people
- identifying people in the local area who might have care and support needs that are not being met
- identifying carers in the area who might have support needs that are not being met.

Wardens contribute to these duties by having knowledge of the communities they serve and being able to connect residents to what will promote their wellbeing or prevent care and support needs. This could be financial support, housing, information and advice, carers support, social connections, and activities.

Today, the wardens provide a proactive and visible service that helps in a variety of ways to improve residents' quality of life and allow their communities to thrive. The current service remit can be described by its four key objectives:

**Objective 1** - Strengthening community resilience to ensure 'Stronger, Safer Communities'. Helping residents feel safer and be resilient at times of challenge.

**Objective 2** - Supporting the elderly and vulnerable. Facilitating access to the right support, care and services.

**Objective 3** - Fostering community cohesion and wellbeing. Working across communities to help build a sense of community.

**Objective 4** - Assisting residents to navigate public services.

The service works closely with district **Community Safety Units (CSUs)** and receives requests from multiple different partners such as Adult Social Care, Kent Police, Trading Standards, district and borough councils, parish and town councils, community groups, schools, health services (e.g. GPs) and Kent Fire and Rescue Service. These requests can be to:

- provide local knowledge or advice
- support community safety and engagement initiatives



- assist partner organisations to engage with hard-to-reach residents
- provide one to one support to the partner organisation’s clients where they are limited due to capacity or eligibility
- provide support to clients which only the wardens can provide due to their trusted community position
- provide support during emergency incidents.

**Where does the service operate?**

Most wardens are based within a particular community. Historically, they have been deployed in rural communities or areas at the very edge of towns serving a population of between 2,500 and 5,000 residents. The areas served were identified by their community safety issues using:

- crime and disorder statistics
- referrals to social services
- unemployment levels
- deprivation statistics.

Decisions were made by KCC with Kent Police in consultation with district, borough, parish and town councils.

In recent years, allocations of warden posts have been reviewed and updated at times of recruitment based on the service’s understanding of changes in communities and their needs.

Today, there are six teams covering two districts each. The service operates with most wardens assigned to a particular area but also flexibly responding to needs beyond this, allowing for coverage of most of the county.

The table below shows the current team staffing levels:

<b>District teams</b>	<b>Number of staff</b>
Ashford and Swale	1 team leader, 8 wardens*
Canterbury and Thanet	1 team leader, 11 wardens*
Dartford and Gravesham	1 team leader, 5 wardens*
Dover and Folkestone & Hythe	1 team leader, 11 wardens
Maidstone and Tonbridge & Malling	1 team leader, 13 wardens
Sevenoaks and Tunbridge Wells	1 team leader, 6 wardens*

\*There are currently vacancies within these teams which means that the current staffing number is 60.

A full breakdown of current warden allocations can be found in Appendix A from page 39 and on our service webpage: [www.kent.gov.uk/communitywardens](http://www.kent.gov.uk/communitywardens).

### **3. Why are we proposing changes?**

In February 2023, our Members approved the Council's planned budget for 2023-24. The budget takes into account a £182 million rise in the cost of services, fuelled by inflation, market conditions and additional demands on council services from an ageing population with increasing complexity of need. Increased funding from the government and council tax provide £124 million. This leaves a shortfall of £58 million over the next financial year, which will need to be found from spending reductions, increased income and some use of reserves (our savings) to balance the budget. This means that we are having to make savings across a whole range of services, including the Community Warden service. To achieve the level of savings required, we will need to redesign the service.

### **4. How have we developed our proposals?**

We have engaged with key stakeholder organisations, Community Warden service staff, and other services within KCC to help develop the proposals presented in this consultation. We have also used feedback previously received from service users and partners to help inform our thinking.

The majority of staff and partners felt that the service's objectives are right; that the wardens' broad remit, autonomy, and ability to respond flexibly is a strength of the service.

Over 3,000 service users have been surveyed since November 2020. 76% of responses said useful information was provided by the warden and 41% said the warden helped them access services that they had struggled to access on their own. Many respondents said that the visit made them feel happier (94%), safer (80%), less worried (89%) and that the visit will improve their quality of life (76%). These outcomes, along with the reasons given for wardens providing support, span all four of the service's objectives, showing residents both use and value the broad remit of the service.

A large majority of the partners felt that wardens should continue to be based within communities and that there should be a warden presence in all districts. Most staff felt that the service should not move to being solely reactive. There was also agreement that key criteria to use when identifying where a warden should be based are:

- high levels of deprivation
- high elderly populations
- barriers to accessing services
- low life satisfaction
- rural areas.

## 5. How do we propose to make savings?

Most of the service's £2.4 million budget provides the salaries of community wardens. To reduce the service budget by the required £1 million, staffing reductions are needed.

We know from the feedback we've received that what the wardens do and how they do it is largely viewed as being valuable and effective. **We are therefore proposing to retain:**

- **the service's wide remit**
- **the community-based proactive nature of the service.**

**We are also proposing to retain a presence in all 12 districts.** However, with fewer wardens, coverage across the county would be reduced.

**We are proposing the following changes:**

**A minimum service level across the county with more warden presence in areas of highest need.** The service would continue with six teams, covering two districts each. There would be a minimum of three wardens per team plus a team leader who also provides a uniformed presence and works operationally. Additional wardens (14 under the below proposed reductions) would be placed within teams based on need using the proposed Geographical Allocation Policy (see below).

All wardens will have an area in which they are based but wardens would need to work more flexibly, responding outside of these areas when the need arises. This would allow the wardens to maintain their local knowledge, links with Community Safety Units (CSUs) and community groups, take referrals or respond at times of crisis across all districts. It will also allow districts with greater levels of need to receive a greater level of support.

**Reducing the service by 32 warden posts and two management posts.**

Proposed structure:

- 38 wardens (including six team leaders)
- one operational manager
- one business coordinator.

This level of staffing would support the proposed operating model, streamline management roles to retain as much frontline staff as possible, and retain sufficient support, supervision, day-to-day organisation and prioritisation of the teams' workload through the team leader posts.

**Allocate wardens to wards.** It is proposed to allocate wardens to **electoral wards**. There is a lot of data available at ward level that can help identify areas of need. There are 271 wards in Kent with population sizes varying from 2,000 to

12,000. A ratio of 6,000 to 12,000 residents per warden would be manageable. This would mean some smaller wards may need to be grouped.

**Introduce a Geographical Allocation Policy (GAP).** To identify which wards will have a warden allocated to them (for both the minimum service level, and the additional wardens), we will use a variety of data and information to see where there is the greatest need for the service.

The Community Warden service's broad remit means there is a wide range of data which could be used. The data we have selected are from KCC, the Police, the Office for National Statistics and the 2021 Census.

We have selected the indicators (types of data) we feel are the most relevant to the service's objectives. We would use these to rank wards according to need to help identify where wardens should be based.

<b>Proposed indicators</b>
<p><b>Objective 1 – Community safety and resilience</b></p> <ul style="list-style-type: none"> <li>• % of lone parent households with dependent children</li> <li>• % of people over 65 living alone</li> <li>• % of people providing 50+ hours of unpaid care per week</li> <li>• Level of domestic abuse</li> <li>• Level of children's social care referrals progressing to assessment</li> <li>• Level of anti-social behaviour</li> <li>• Level of scams reported to Trading Standards</li> </ul>
<p><b>Objective 2 – Supporting the elderly and vulnerable</b></p> <ul style="list-style-type: none"> <li>• Indicators of loneliness (widowhood, housing tenure, poor self-reported health and household size)</li> <li>• Level of Homecare clients</li> <li>• % of people over 55</li> <li>• % of people with a disability or long-term impairment</li> </ul>
<p><b>Objective 3 – Foster community cohesion and wellbeing</b></p> <ul style="list-style-type: none"> <li>• Indicators of low wellbeing</li> <li>• Low levels of community engagement (sport, hobby, youth club and social club and community organisation membership)</li> </ul>
<p><b>Objective 4 – Assist with navigating public services</b></p> <ul style="list-style-type: none"> <li>• Index of Multiple Deprivation: Barriers to housing and services domain, 2019</li> <li>• Distances from nearest GP, urgent care and A&amp;E (accident and emergency)</li> </ul>

To arrive at a total score for each ward, so that they can be ranked by need, we would take the following steps:

1. Convert the indicators from their different formats (rates, numbers, percentages) into an index score, which would allow the indicators to be compared and combined.
2. Combine the indicator scores for each objective, giving them equal importance, to arrive at a score for each objective.
3. Combine the scores for each objective, giving each equal importance, to arrive at a score for each ward.

The wards can then be ranked by need within each district (for the minimum service level allocations) as well as across the county as a whole (for the additional allocations).

The Community Warden service has always had a strong emphasis on partnership working. Therefore, alongside this modelling of data, final allocation decisions will take into account:

- changes to public transport and community buildings (which may highlight communities at greater risk of isolation)
- conversations with Adult Social Care (including impact of new **locality model**)
- Kent Police's new neighbourhood policing model
- areas of high crime for which warden placements are not appropriate
- areas already well supported by services whose remit overlaps with the Community Warden service
- engagement with district and borough councils and local CSUs
- engagement with Kent Association of Local Councils (KALC).

Under these proposals 32 warden posts would be removed. The minimum number of wardens per team (three) and the additional wardens (14) would be allocated to wards across the county using the GAP. The GAP is part of this consultation and therefore subject to change.

If these proposed changes were to go ahead, it is likely there would be a change in the level of service you or your community receive from the Community Warden service.

The following table shows the current and proposed staffing arrangements:

District teams	Current staffing	Proposed future minimum staffing	Proposed future additional staffing
Ashford and Swale	1 team leader, 8 wardens*	1 team leader, 3 wardens	To be determined**
Canterbury and Thanet	1 team leader, 11 wardens*	1 team leader, 3 wardens	To be determined**
Dartford and Gravesham	1 team leader, 5 wardens*	1 team leader, 3 wardens	To be determined**
Dover and Folkestone & Hythe	1 team leader, 11 wardens*	1 team leader, 3 wardens	To be determined**
Maidstone and Tonbridge & Malling	1 team leader, 13 wardens	1 team leader, 3 wardens	To be determined**
Sevenoaks and Tunbridge Wells	1 team leader, 6 wardens*	1 team leader, 3 wardens	To be determined**
<b>Total</b>	<b>60</b>	<b>24</b>	<b>14</b>

\*Teams with vacant posts

\*\*14 wardens to be placed in teams according to need identified by the GAP (some teams will then have more than three wardens).

### Legal requirements

The Community Warden service is a **discretionary service**, which means KCC is not legally required to provide it. It is acknowledged that the service contributes to our statutory duties under the Crime and Disorder Act and the Care Act. However, we do not solely rely on the service to prevent and reduce crime and disorder, promote wellbeing, or prevent needs for care and support.

The proposals are designed to enable the reduced Community Warden service to achieve all it can under these duties. For example, retaining the service's remit and community-based approach makes the service particularly effective in contributing to these duties.

### Summary of proposed changes

<p><b>Positives</b></p> <ul style="list-style-type: none"> <li>• The valued community-based approach would be retained.</li> <li>• The valued wide remit (objectives) of the service would be retained.</li> <li>• There would be a presence in all districts across Kent, placed in the areas of greatest need for each district.</li> <li>• The additional 14 wardens would be placed where need is greatest.</li> </ul>
<p><b>Negatives</b></p> <ul style="list-style-type: none"> <li>• There would be fewer uniformed wardens (reduced from 70 to 38).</li> <li>• Fewer communities would be allocated a warden.</li> <li>• Many areas currently allocated a warden would lose their warden.</li> </ul>

## 6. What other options have we considered?

Before deciding on our proposals in section 5 we considered and discounted a number of other options to make savings. These were:

**1. Making savings by other means than reducing the number of wardens/staff.** The £135,000 of the service budget that does not cover staffing is not large enough for the size of savings required. These costs relate to uniform, equipment, training, and materials. There would be some savings in this area due to reduced warden numbers.

**2. Narrowing service remit.** We considered narrowing the service's broad remit (objectives) so that the existing level of county coverage could be maintained. For example, if wardens were to only support the elderly and vulnerable, and not cover safety, resilience or community wellbeing anymore, they may in theory be able to do this over more areas. However, staff and stakeholder feedback in the pre-consultation engagement valued the range and flexibility of warden support, allowing adaptation to different community needs. They also felt that all of the service's objectives are connected and dependent on each other. Previous surveys of service users and case studies show demand across all the service's objectives.

The recent Positive Wellbeing **social prescribing** project that wardens participated in also highlighted that wardens were particularly effective as social prescribers due to their:

- trusted community presence and relationships, which allow them to identify and engage with potential service users who would benefit
- good local knowledge of what is available to 'prescribe' to.

**3. Moving away from being a proactive, community-based service.** We considered the possibility of wardens being centrally managed and only responding to referrals and requests. This would in theory allow the service to maintain coverage across the majority of the county as wardens would not be based in particular areas. However, staff and stakeholders in pre-consultation feedback valued the community-based proactive approach as it means wardens have local knowledge, relationships and trust built within those communities, which partners can rely upon.

The Positive Wellbeing social prescribing project also highlighted that wardens were particularly effective as social prescribers due to their integral presence in communities.

**4. Simple and equal distribution across teams.** Having the same number (or as near to as possible) of wardens in each district has been considered. However, this wouldn't take into account the different levels of need between districts, including criteria such as deprivation and elderly populations.

**5. High need ward coverage only.** Using only high need criteria such as deprivation, and not ensuring a minimum service level across the county, would result in the majority of the service being focused in east Kent. However, most stakeholders said that there should be wardens in all districts to allow the service to maintain their local knowledge, links with Community Safety Units (CSUs) and community groups, take referrals or respond at times of crisis.

**6. Reducing management and support roles.** We are proposing a reduction of managers from three to one. There is only one business coordinator post, which we are proposing to retain. Without this post, administrative tasks would fall to operational team leaders and wardens reducing the amount of time they can be out in the community.

Reducing team leader posts is also considered to be undesirable as they are the key point of contact across two districts for CSUs and they provide close supervision and support to wardens who increasingly work with individuals with complex needs. Team leaders will also be expected to be operational, providing additional, visible uniformed presence.



## **7. Equality analysis**

An Equality Impact Assessment (EqIA) has been carried out to assess the potential impacts of the proposals being put forward in this consultation on the protected characteristics. These are: age, disability, sex, gender identity, race, religion/belief or none, sexual orientation, pregnancy and maternity, and marriage and civil partnership. We also examine carers' responsibilities.

The scale of the savings needed are not possible without significantly reducing the number of community wardens. Unfortunately, this means that there would be an adverse impact on some protected groups.

The proposed Geographical Allocation Policy would ensure wardens, though reduced in number, are targeted to where they are most needed. This would result in some communities losing their warden. However, it may also result in some areas which currently don't receive support, doing so in the future. Therefore, there is potential for a positive impact, although not on the same scale as the overall negative impact.

Four groups, older people, females, people with a disability or long-term impairment, and those with carer's responsibilities have been identified as being more impacted by these proposals as they represent the majority of the wardens' current service users. Approximately 80% of the service users are 55 or over and 46% are 75 or over. 63% are female. 30% would describe themselves as disabled. 17% have caring responsibilities.

The feedback from this consultation will be used to review and update the EqIA, which will be considered before any decisions are taken.

The full EqIA is available to view online at [kent.gov.uk/communitywardenreview](https://kent.gov.uk/communitywardenreview) or in hard copy on request.

## 8. How to have your say

Before any decisions are made, we want to hear your views on:

- how the proposed reductions and approach to allocating the wardens could impact you
- any additional information that you think we need to consider
- any alternative suggestions for how the service could make the saving
- the assumptions we have made in the draft Equality Impact Assessment (EqIA).

Please let us know your views by visiting [kent.gov.uk/communitywardenreview](https://kent.gov.uk/communitywardenreview) and completing the online questionnaire. Alternatively, complete the questionnaire starting on page 15 of this document.

**This consultation will run for 12 weeks from 12 July until 3 October 2023.**

### Contact details

If you would like to request paper copies of the consultation material, or if you have any questions about this consultation, please contact us by:

**Speaking to your local warden:** If you have a warden you already know.

**Email:** [CommunityWardenReview@kent.gov.uk](mailto:CommunityWardenReview@kent.gov.uk)

**Telephone:** 03000 42 26 88 (this number goes to an answer machine which is monitored during office hours).

Easy Read and Large Print versions of this document are available from our website or on request.

If you need any of the consultation material in any other format or language, please email [alternativeformats@kent.gov.uk](mailto:alternativeformats@kent.gov.uk) or telephone on 03000 42 15 53 (text relay service 18001 03000 42 15 53). This number goes to an answer machine, which is monitored during office hours.

### What happens next?

The responses to this consultation will be analysed and presented in a consultation report. This report will be published on the consultation webpage and presented, along with an updated EqIA, to **Members** of the Growth, Economic Development and Communities Cabinet Committee in January 2024 for their consideration and recommendation. Following this meeting a decision is expected to be taken by the Cabinet Member for Community and Regulatory Services. We will publish details of the decision on the consultation webpage.

Any changes to warden allocations would most likely take effect in Spring 2024.

## 9. Glossary

**Care Act 2014:** The law that sets out how Adult Social Care in England should be provided. It requires local authorities to make sure that people who live in their areas receive services that prevent their care needs from becoming more serious or delay the impact of their needs.

**Community Safety Partnership (CSP):** A multi-agency partnership including the local authority, police, fire and rescue services, health, and probation, which formulate strategies for the reduction of crime.

**Community Safety Unit (CSU):** An operational group that sits below the Strategic Community Safety Partnership for a district or borough. The CSU includes various partners such as: police, district/borough council services, housing associations, community wardens, fire and rescue services, substance misuse services and charities (e.g. Age UK). They undertake multi-agency initiatives and operations throughout the year to tackle community safety related issues.

**Discretionary service:** A service that the Council chooses to provide but does not legally have to.

**Electoral wards:** Kent is made up of 271 wards which are small sub-divisions of the county's 12 districts.

**Equality Impact Assessment (EqIA):** We use EqIAs to capture and evidence our equalities analysis of the impact of our actions on service users, residents and staff with protected characteristics. In this way, completion of an EqIA contributes toward compliance with the **Public Sector Equality Duty**.

**Locality model:** KCC's Adult Social Care and Health service changed its operating model in the last year to a 'locality operating model' which means having place-based teams aligned to local communities.

**Members:** KCC's elected politicians/councillors.

**Public Sector Equality Duty:** Ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all.

**Social prescribing:** A process of referring and helping individuals to access a variety of activities and local sources of support to address issues such as loneliness and wellbeing.

**Statutory:** Something that the Council has to do or provide because government regulations say that all Councils must do. For example, KCC as a whole must promote wellbeing when carrying out any of their care and support functions in respect of a person, but we do not have to provide a community warden service.

## 10. Questionnaire

This questionnaire can be completed online at [kent.gov.uk/communitywardenreview](http://kent.gov.uk/communitywardenreview)

Alternatively, fill in this paper form and return to: **Freepost COMMUNITY WARDENS**. Please make sure that the address is written in capitals and that your response reaches us by the **3 October 2023**.

**Privacy:** Kent County Council (KCC) collects and processes personal information in order to provide a range of public services. KCC respects the privacy of individuals and endeavours to ensure personal information is collected fairly, lawfully, and in compliance with the United Kingdom General Data Protection Regulation and Data Protection Act 2018. Read the full Privacy Notice at the end of this document.

### Section 1 – About You

#### Q1. Are you responding as...?

Please select the option from the list below that most closely represents how you will be responding to this consultation. Please select **one** option.

<input type="checkbox"/>	Yourself (as an individual)
<input type="checkbox"/>	On behalf of someone who uses the Community Warden service. Please answer all the questions using their details and not your own.
<input type="checkbox"/>	A partner agency (e.g. Kent Police, Kent Fire and Rescue Service, Health services/provider)
<input type="checkbox"/>	A representative of a local community group or residents' association
<input type="checkbox"/>	On behalf of a Parish / Town / Borough / District Council in an official capacity
<input type="checkbox"/>	A Parish / Town / Borough / District / County Councillor
<input type="checkbox"/>	On behalf of a charity or voluntary, community and social enterprises (VCSE)
<input type="checkbox"/>	A Kent Community Warden service member of staff
<input type="checkbox"/>	A KCC employee
<input type="checkbox"/>	An educational establishment, such as a school or college
<input type="checkbox"/>	On behalf of a business
<input type="checkbox"/>	Other, please tell us: <input type="text"/>

**Q1a. If you are responding on behalf of an organisation (partner agency, community group, council, VCSE, educational establishment or business), please tell us the name of the organisation here:**

**Q2. Please tell us the first five characters of your postcode:**

Please do not reveal your whole postcode. If you are responding on behalf of someone else, provide their postcode. If you are responding on behalf of an organisation, use your organisation's postcode. We use this to help us to analyse our data. It will not be used to identify who you are.

**Q3. How did you find out about this consultation? Please select all that apply.**

<input type="checkbox"/>	Facebook
<input type="checkbox"/>	Twitter
<input type="checkbox"/>	Nextdoor
<input type="checkbox"/>	From a friend or relative
<input type="checkbox"/>	From a community warden
<input type="checkbox"/>	An email from KCC's Community Warden service
<input type="checkbox"/>	An email from Let's talk Kent or KCC's Engagement and Consultation team
<input type="checkbox"/>	Kent.gov.uk website
<input type="checkbox"/>	KCC County Councillor
<input type="checkbox"/>	Town, Parish, District or Borough Council / Councillor
<input type="checkbox"/>	Newspaper
<input type="checkbox"/>	Poster / postcard
<input type="checkbox"/>	KCC's staff intranet
<input type="checkbox"/>	Other, please tell us: <input type="text"/>

**Q4. Have you, or the person / organisation you are responding on behalf of, received support or a service from the Community Wardens?**

Please select one option.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	Don't know

**If you have answered 'No' or 'Don't know', please go to Section 2, Q8 on page 21.**

**If you have answered 'Yes', please continue to Q5 on the next page.**

**If you are responding on behalf of someone else, please remember to answer all of these questions using their details.**

**Q5. What support / service did the Community Wardens provide to you or the person / organisation you are responding on behalf of?**

Please select **all** that apply.

<input type="checkbox"/>	Help with community safety issues or providing advice, for example, support relating to anti-social behaviour, scams, rogue traders, flooding, the pandemic or low-level crime.
<input type="checkbox"/>	Personal, one to one support for wellbeing and quality of life, such as linking to financial support, housing, information and advice, carers support or social connections and activities.
<input type="checkbox"/>	Help with community engagement either by; setting up and / or supporting events, groups, clubs, projects, or volunteering activities in the community.
<input type="checkbox"/>	Facilitating my organisation in accessing other partners, such as liaising with councils and the police.
<input type="checkbox"/>	Partnering with my organisation (this could be to provide local knowledge, advice, support for community safety initiatives, support for emergencies or support for the welfare of clients).
<input type="checkbox"/>	Other, please tell us: <input data-bbox="646 1034 1364 1176" type="text"/>

**Q6. Please tell us how often you or the person / organisation you are responding on behalf of has been supported by the Community Warden service?**

Please select **one** option.

<input type="checkbox"/>
<input type="checkbox"/>

A single occurrence

More often

**Q6a. If you have answered 'More often' to Q6, please tell us how often:**

Please select **one** option.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

At least once a week

Once a fortnight

Once a month

Twice a year

Less regularly

Have been supported in the past. Please tell us how long this was for.

Other, please tell us:




**Q7. How do you or the person / organisation you are responding on behalf of benefit from engaging with / receiving support from the Community Warden service?**

Please select all that apply.

<input type="checkbox"/>	Gain useful information / community updates / advice or guidance
<input type="checkbox"/>	Gain access to services / care / support that I was not aware of or had difficulty in accessing
<input type="checkbox"/>	Feeling safer
<input type="checkbox"/>	Feeling less lonely / socially isolated
<input type="checkbox"/>	Feeling of improved wellbeing
<input type="checkbox"/>	No benefit (please go to Q8)
<input type="checkbox"/>	Don't know
<input type="checkbox"/>	Other, please tell us: <input data-bbox="646 922 1362 1021" type="text"/>

**Q7a. If you would like to tell us more about how you or the person / organisation you are responding on behalf of has benefitted from engaging with / receiving support from the Community Warden service, please use the box below. Please do not include any personal information that could identify you or anyone else within your response.**

## Section 2 – Our Proposals

This document provides details of the proposed changes to where and how the Community Warden service operates (see pages 6 to 9).

**We have proposed not to change the service's current remit and objectives. This means the range and variety of ways wardens can support an individual or community would be the same.**

**Q8. To what extent do you agree or disagree with the service maintaining its current remit and objectives?**

Please select one option.

<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

**Q8a. Please tell us the reason for your answer to Q8 in the box below.**

Please do not include any personal information that could identify you or anyone else within your response.

**We have proposed for wardens to continue to be community-based, so they can continue to be proactive in the support they provide to communities.**

**Q9. To what extent do you agree or disagree with wardens being community-based?**

Please select **one** option.

- |                          |                            |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Strongly agree             |
| <input type="checkbox"/> | Tend to agree              |
| <input type="checkbox"/> | Neither agree nor disagree |
| <input type="checkbox"/> | Tend to disagree           |
| <input type="checkbox"/> | Strongly disagree          |
| <input type="checkbox"/> | Don't know                 |

**Q9a. Please tell us the reason for your answer to Q9 in the box below.**

Please do not include any personal information that could identify you or anyone else within your response.

**We have proposed to retain six teams covering two districts each, with a minimum of one team leader and three wardens per team, and to distribute the further 14 wardens across the teams according to need.**

**Q10. To what extent do you agree or disagree with this approach?**

Please select one option.

- |                          |                            |
|--------------------------|----------------------------|
| <input type="checkbox"/> | Strongly agree             |
| <input type="checkbox"/> | Tend to agree              |
| <input type="checkbox"/> | Neither agree nor disagree |
| <input type="checkbox"/> | Tend to disagree           |
| <input type="checkbox"/> | Strongly disagree          |
| <input type="checkbox"/> | Don't know                 |

**Q10a. Please tell us the reason for your answer to Q10 in the box below.**

Please do not include any personal information that could identify you or anyone else within your response.

**We have proposed to reduce the Community Warden service by 32 warden posts and two management posts to achieve the savings required.**

**Q11. To what extent do you agree or disagree with this approach to achieve the £1 million saving?**

Please select **one** option.

<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

**Q11a. Please tell us the reason for your answer to Q11 in the box below.**

Please do not include any personal information that could identify you or anyone else within your response.

To retain a community-based approach, we have proposed to allocate wardens to electoral wards. Wards may be grouped to reach a population ratio of approximately 6,000 to 12,000 residents per warden.

**Q12. To what extent do you agree or disagree with our proposals to ...?**

*Select one option per proposal/row.*

<b>Proposals</b>	<b>Strongly agree</b>	<b>Tend to agree</b>	<b>Neither agree nor disagree</b>	<b>Tend to disagree</b>	<b>Strongly disagree</b>	<b>Don't know</b>
Allocate wardens to electoral wards						
Group wards to reach a population ratio of approximately 6,000 to 12,000 residents per warden.						

**Q12a. Please tell us the reasons for your answers to Q12 in the box below.**

If your comment relates to a specific proposal in Q12, please make that clear in your answer.

**We have proposed to identify the wards in which to base all wardens using data and information as described in the Geographical Allocation Policy on pages 7 to 9.**

**Q13. To what extent do you agree or disagree with this approach?**

Please select one option.

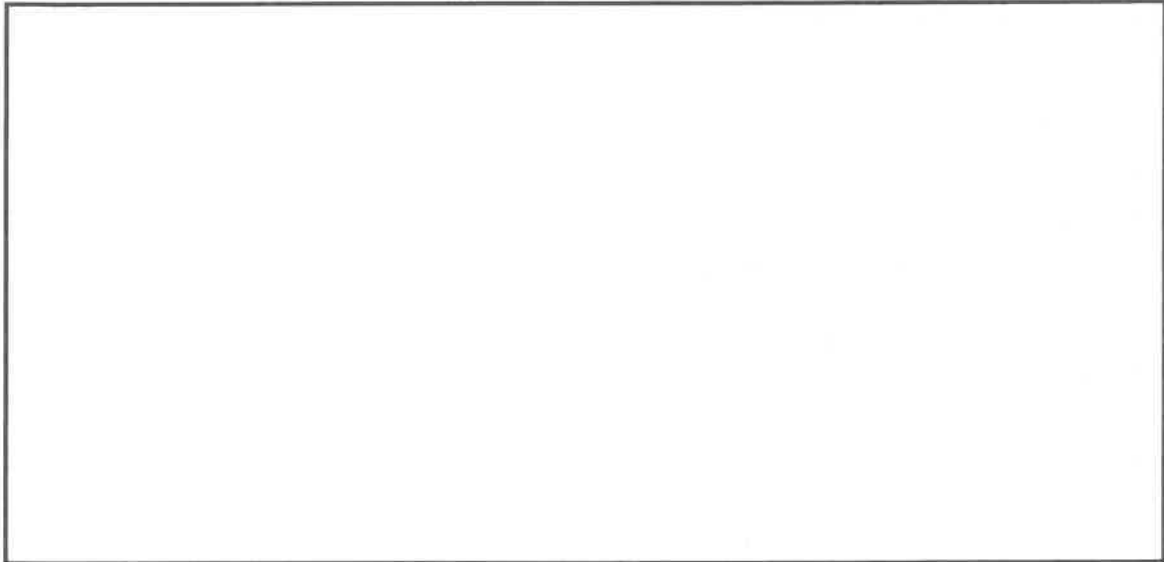
<input type="checkbox"/>	Strongly agree
<input type="checkbox"/>	Tend to agree
<input type="checkbox"/>	Neither agree nor disagree
<input type="checkbox"/>	Tend to disagree
<input type="checkbox"/>	Strongly disagree
<input type="checkbox"/>	Don't know

**Q13a. Please tell us the reason for your answer to Q13 in the box below.**

**If you think we have missed out any data, information, or considerations from the proposed Geographical Allocation Policy, please include these in your answer.**

**Q14. Please tell us how the proposed service changes could affect you or the person / organisation you are responding on behalf of.**

Please do not include any personal information that could identify you or anyone else within your response.



**Due to the size of the changes being proposed to the Community Warden service (reduction in numbers and changes to allocations) it is quite possible for there to be changes to the level of service you currently receive.**

**Q15. What would you like us to ensure is considered or put in place if wardens need to be withdrawn from an area?**

Please do not include any personal information that could identify you or anyone else within your response.





**Q16. If the Community Warden service is withdrawn from your area, what alternative sources do you think you would turn to?**

Please select all that apply.

<input type="checkbox"/>	Adult Social Care services	
<input type="checkbox"/>	Charities or voluntary sector organisations	
<input type="checkbox"/>	Community groups	
<input type="checkbox"/>	District / Borough council	
<input type="checkbox"/>	Doctor / GP	
<input type="checkbox"/>	Kent Police	
<input type="checkbox"/>	Parish / Town council	
<input type="checkbox"/>	Don't know	
<input type="checkbox"/>	Other, please tell us:	<input type="text"/>

**We have completed a consultation stage Equality Impact Assessment (EqIA) on the proposed changes to the Community Warden service.**

An EqIA is a tool to assess the impact any service change, policy or strategy would have on age, sex, gender identity, disability, race, religion / belief or none, sexual orientation, pregnancy or maternity, marriage and civil partnership and carer's responsibilities.

The equality impacts are summarised on page 12. The full EqIA is available online at [kent.gov.uk/communitywardenreview](http://kent.gov.uk/communitywardenreview) or in hard copy on request.

**Q17. We welcome your views on our equality analysis and if you think there is anything else we should consider relating to equality and diversity. Please add any comments below:**

Please do not include any personal information that could identify you or anyone else within your response.

**Q18. Do you have any additional feedback on our proposals and/or suggestions on how else we could make savings to our Community Warden service budget?**

### Section 3 – More About You

We want to make sure that everyone is treated fairly and equally, and that no one gets left out. That's why we are asking you these questions. We will only use this information to help us make decisions and improve our services.

If you would rather not answer any of these questions, you don't have to.

It is not necessary to answer these questions if you are responding on behalf of an organisation.

**Q19. Which of the following best describes your working status? Please select one option.**

<input type="checkbox"/>	Working full time
<input type="checkbox"/>	Working part time
<input type="checkbox"/>	On a zero-hours or similar casual contract
<input type="checkbox"/>	Temporarily laid off
<input type="checkbox"/>	Freelance / self employed
<input type="checkbox"/>	Unemployed
<input type="checkbox"/>	Not working due to a disability or health condition
<input type="checkbox"/>	Carer
<input type="checkbox"/>	Homemaker
<input type="checkbox"/>	Retired
<input type="checkbox"/>	Student
<input type="checkbox"/>	Other, please tell us: <input type="text"/>

**Q20. Are you...? Please select one option.**

<input type="checkbox"/>	Male
<input type="checkbox"/>	Female
<input type="checkbox"/>	I prefer not to say

**Q21. Is your gender the same as your birth? Please select one option.**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	I prefer not to say

**Q22. Are you ...? Please select one option.**

<input type="checkbox"/>	Heterosexual / Straight
<input type="checkbox"/>	Bi / Bisexual
<input type="checkbox"/>	Gay man
<input type="checkbox"/>	Gay woman / Lesbian
<input type="checkbox"/>	I prefer not to say
<input type="checkbox"/>	Other, please tell us: <input type="text"/>

**Q23. Which of these age groups applies to you? Please select one option.**

0-15	<input type="checkbox"/>	16-24	<input type="checkbox"/>	25-34	<input type="checkbox"/>	35-49	<input type="checkbox"/>	50-59	<input type="checkbox"/>
60-64	<input type="checkbox"/>	65-74	<input type="checkbox"/>	75-84	<input type="checkbox"/>	85+ over	<input type="checkbox"/>	I prefer not to say	<input type="checkbox"/>

The Equality Act 2010 describes a person as disabled if they have a long standing physical or mental condition that has lasted, or is likely to last, at least 12 months; and this condition has a substantial adverse effect on their ability to carry out normal day-to-day activities. People with some conditions (cancer, multiple sclerosis and HIV/AIDS, for example) are considered to be disabled from the point that they are diagnosed.

**Q24. Do you consider yourself to be disabled as set out in the Equality Act 2010? Please select one option.**

- Yes
- No
- I prefer not to say

**Q24a. If you answered 'Yes' to Q24, please tell us the type of impairment that applies to you.**

You may have more than one type of impairment, so please select all that apply. If none of these applies to you, please select 'Other' and give brief details of the impairment you have.

- Physical impairment
- Sensory impairment (hearing, sight or both)
- Longstanding illness or health condition, such as cancer, HIV/AIDS, heart disease, diabetes or epilepsy
- Mental health condition
- Learning disability
- I prefer not to say
- Other, please tell us:

**Q25. To which of these ethnic groups do you feel you belong? Please select one option. (Source 2011 Census)**

White English	<input type="checkbox"/>	Mixed White & Black Caribbean	<input type="checkbox"/>
White Scottish	<input type="checkbox"/>	Mixed White & Black African	<input type="checkbox"/>
White Welsh	<input type="checkbox"/>	Mixed White & Asian	<input type="checkbox"/>
White Northern Irish	<input type="checkbox"/>	Mixed Other*	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Black or Black British Caribbean	<input type="checkbox"/>
White Gypsy/Roma	<input type="checkbox"/>	Black or Black British African	<input type="checkbox"/>
White Irish Traveller	<input type="checkbox"/>	Black or Black British Other*	<input type="checkbox"/>
White Other*	<input type="checkbox"/>	Arab	<input type="checkbox"/>
Asian or Asian British Indian	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Asian or Asian British Pakistani	<input type="checkbox"/>	I prefer not to say	<input type="checkbox"/>
Asian or Asian British Bangladeshi	<input type="checkbox"/>		<input type="checkbox"/>
Asian or Asian British Other*	<input type="checkbox"/>		<input type="checkbox"/>

\*Other - If your ethnic group is not specified on the list, please describe it here:

**Q26. Do you regard yourself as belonging to a particular religion or holding a belief? Please select one option.**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	I prefer not to say

**Q26a. If you answered 'Yes' to Q26, which of the following applies to you?**

*Please select one option.*

<input type="checkbox"/>	Christian
<input type="checkbox"/>	Buddhist
<input type="checkbox"/>	Hindu
<input type="checkbox"/>	Jewish
<input type="checkbox"/>	Muslim
<input type="checkbox"/>	Sikh
<input type="checkbox"/>	I prefer not to say
<input type="checkbox"/>	Other, please tell us: <input type="text"/>

A Carer is anyone who provides unpaid care for a friend or family member who due to illness, disability, a mental health problem or an addiction cannot cope without their support. Both children and adults can be carers.

**Q27. Are you a Carer?** Please select one option.

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	I prefer not to say

Thank you for taking the time to complete this questionnaire, your feedback is important to us.

All feedback received will be reviewed and considered in the development of our proposals.

We will report on the feedback we receive, but details of individual responses will remain anonymous, and we will keep your personal details confidential.

# Consultation Privacy Notice

Last updated: 30 April 2023

## Who are we?

We, Kent County Council (KCC), take our privacy obligations seriously and we've created this privacy policy to explain how we treat your personal information collected in this questionnaire. Personal information is information we hold which is identifiable as being about you.

Our collection, use and disclosure of your personal information is regulated under the United Kingdom Data Protection Regulation and the Data Protection Act 2018. We are responsible as 'controller' of that personal information for the purposes of those laws. Our Data Protection Officer is Benjamin Watts.

## The personal information we collect and use

### Information collected by us

In the course of responding to consultations published by Kent County Council we collect the following personal information when you provide it to us:

- responses to questionnaire / consultation
- equalities data collected through questionnaire response - age, sex, gender identity, ethnicity, religion or belief, sexuality, disability, pregnancy or maternity or if you are a Carer
- employment and education details
- postcode.

We ask you not to provide information that will identify you in your response in this questionnaire.

You do not need to submit any equalities or postcode information if you do not want to. KCC is committed to the principle that all our customers have the right to equality and fairness in the way they are treated and in the services that they receive. Any information you do give will be used to see if there are any differences in views for different groups of people, and to check if services are being delivered in a fair and reasonable way.

We will not ask you to provide your name, email or full home address. If you provide this information, it will not be entered into spreadsheets or databases used to process response data and will not be used in producing reports. We will follow our Data Protection policies to keep your information secure and confidential. Your equality data will be anonymised before it is shared with external organisations who have been commissioned on individual projects to undertake analysis and reporting on our engagement and consultation activities.

### How we use your personal information

We collect and use this information in order to:



- understand your views about a particular topic or KCC activity
- analyse consultation and engagement activity
- inform KCC's future strategy, policy, service design and budget planning
- undertake equality monitoring.

We may use your postcode to analyse the geographical spread of responses and in some cases to understand in more detail how responses are impacted by location. We will only ask you for the first five characters of your postcode to avoid being able to identify specific households in less populated areas.

We may use your postcode to carry out a type of profiling to estimate which one of a number of lifestyle groups you are most likely to fall into. We do this using geodemographic segmentation tools. We do not make any decisions about individual service users based solely on automated processing, including profiling.

#### How long your personal data will be kept

We will hold any personal information provided by you in this questionnaire for up to six years following the closure of a consultation. Our Retention Policy is available from our website or on request.

We rely on UK GDPR Article 6(1)(e): 'processing is necessary for the performance of a task carried out in the public interest' and Article 6(1)(c) 'for compliance with a legal obligation to which the controller is subject' as our lawful basis.

We rely on Article 9(2)(g) 'processing is necessary for reasons of substantial public interest' (statutory etc. and government purposes, equality of opportunity or treatment) as the lawful basis on which we collect and use your special category data.

The processing is necessary for our statutory purposes including equalities monitoring or to understand the potential impact of proposals on conditions related to special category data within your response (e.g. when identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with the view to enabling such equality to be promoted or maintained.) It is necessary for identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people with the view to enabling such equality to be promoted or maintained. You can read [KCC's Equality Policy on our website](#) or on request.

#### Who we share your personal information with

We may share your personal data with those listed below:

- services within the Council who are responsible for the management of the engagement or consultation activity
- a third-party supplier who has been contracted to independently analyse the consultation responses
- organisations such as schools and academies with whom we may be consulting in partnership or on behalf of

- district or borough councils or government departments with whom we may be consulting in partnership or on behalf of.

We will share personal information with law enforcement or other authorities if required by applicable law.

Any personal information provided that could identify you will be removed before consultation results are published.

We use a system to log your feedback, which is provided by Granicus.

## Your rights

Under UK GDPR you have a number of rights which you can access free of charge which allow you to:

- know what we are doing with your information and why we are doing it
- ask to see what information we hold about you
- ask us to correct any mistakes in the information we hold about you
- object to direct marketing
- make a complaint to the Information Commissioner's Office.

Depending on our reason for using your information you may also be entitled to:

- ask us to delete information we hold about you
- have your information transferred electronically to yourself or to another organisation
- object to decisions being made that significantly affect you
- object to how we are using your information
- stop us using your information in certain ways.

We will always seek to comply with your request, however, we may be required to hold or use your information to comply with legal duties.

For further information about your rights, including the circumstances in which they apply, see the [guidance from the UK Information Commissioner's Office \(ICO\)](#) on individuals' rights under UK GDPR.

If you would like to exercise a right, please contact the Information Resilience and Transparency Team at [data.protection@kent.gov.uk](mailto:data.protection@kent.gov.uk).

## Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## Who to contact

Please contact the Information Resilience and Transparency Team at [data.protection@kent.gov.uk](mailto:data.protection@kent.gov.uk) to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer, Benjamin Watts, at [dpo@kent.gov.uk](mailto:dpo@kent.gov.uk). Or write to Data Protection Officer, Kent County Council, Sessions House, Maidstone, Kent, ME14 1XQ.

The United Kingdom General Data Protection Regulation also gives you the right to lodge a complaint with the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement>.

## Appendix A - Current area allocations

Team - Ashford and Swale (1 team leader, 8 wardens)

Areas covered	Area type	Allocated?
Aldington, Brabourne, Smeeth, Mersham and Sevington	Villages / Civil Parishes	Vacancy or routinely covered by neighbouring wardens
Bethersden, High Halden, Hamstreet and Woodchurch	Villages / Civil Parishes	Warden allocated
Charing, Hothfield and Challock	Villages / Civil Parishes	Warden allocated
Faversham and Sittingbourne	Towns	Warden allocated
Iwade and Kemsley	Village / Civil Parishes and Suburbs	Vacancy or routinely covered by neighbouring wardens
Kingsnorth and Stanhope	Villages / Civil Parishes	Warden allocated
Leysdown and Warden	Villages / Civil Parishes	Vacancy or routinely covered by neighbouring wardens
Minster (Swale)	Towns	Warden allocated
Newington (swale)	Villages / Civil Parishes	Vacancy or routinely covered by neighbouring wardens
Sheerness	Towns	Warden allocated
Tenterden, Appledore, Wittersham and Stone	Towns / Villages / Civil Parishes	Warden allocated
Wye, Chilham and Godmersham	Towns / Villages / Civil Parishes	Warden allocated

**Team - Canterbury and Thanet (1 team leader, 11 wardens)**

<b>Areas covered</b>	<b>Area type</b>	<b>Allocated?</b>
Acol, Cliffsend, Pegwell, Manston and St Nicholas at Wade	Villages / Civil Parishes	Vacancy or routinely covered by neighbouring wardens
Bekesbourne, Littlebourne, Patribourne, Barham and Bridge	Villages / Civil Parishes	Warden allocated
Birchington	Villages / Civil Parishes	Warden allocated
Chartham, Waltham and Petham	Villages / Civil Parishes	Warden allocated
Greenhill	Suburb	Warden allocated
Herne and Broomfield	Villages / Civil Parishes	Warden allocated
Margate Taskforce Support Warden	Towns	Warden allocated
Minster (Thanet)	Villages / Civil Parishes	Warden allocated
Newington (Thanet)	Suburb	Warden allocated
Seasalter	Villages / Civil Parishes	Warden allocated
Sturry and Hersden	Villages / Civil Parishes	Warden allocated
Westgate	Towns	Warden allocated

**Team - Dartford and Gravesham (1 team leader, 5 wardens)**

<b>Areas covered</b>	<b>Area type</b>	<b>Allocated?</b>
Higham, Chalk, Cobham and Sole Street	Villages / Civil Parishes	Vacancy or routinely covered by neighbouring wardens
Istead Rise	Villages / Civil Parishes	Warden allocated
Longfield, New Barn, Darenth and Bean	Villages / Civil Parishes	Warden allocated
Meopham, Culverstone and Vigo	Villages / Civil Parishes	Warden allocated
Stone	Villages / Civil Parishes	Warden allocated
Swanscombe and Greenhithe	Villages / Civil Parishes	Warden allocated
Temple Hill and Joyce Green	Suburb	Vacancy or routinely covered by neighbouring wardens
Westcourt	Suburb	Vacancy or routinely covered by neighbouring wardens

**Team - Dover and Folkestone & Hythe (1 team leader, 11 wardens)**

<b>Areas covered</b>	<b>Area type</b>	<b>Allocated?</b>
Ash, Eastry and Sandwich	Towns / Villages / Civil Parishes	Warden allocated
Capel Le Ferne and Hawkinge	Towns / Villages / Civil Parishes	Warden allocated
Cheriton	Suburb	Warden allocated
Dymchurch, Lympe and West Hythe	Villages / Civil Parishes / Hamlet	Warden allocated
Elham, Etchinghill and Lyminge	Villages / Civil Parishes	Warden allocated
Eythorne, Elvington and Shepherdsweil	Villages / Civil Parishes	Warden allocated
Folkestone East	Town	Warden allocated
Kingsdown, Ringwould Millhill and Walmer	Towns / Villages / Civil Parishes	Warden allocated
Lydd	Town	Warden allocated
New Romney	Town	Vacancy or routinely covered by neighbouring wardens
St Margarets at Cliffe	Villages / Civil Parishes	Warden allocated
St Radigunds and Tower Hamlets	Suburbs	Warden allocated

**Team - Maidstone and Tonbridge & Malling (1 team leader, 13 wardens)**

<b>Areas covered</b>	<b>Area type</b>	<b>Allocated?</b>
Aylesford, Burham, Eccles	Villages / Civil Parishes	Warden allocated
Bearsted	Villages / Civil Parishes	Warden allocated
Borough Green and Wrotham	Villages / Civil Parishes	Warden allocated
Boughton Monchelsea, Chart Sutton and Loose	Villages / Civil Parishes	Warden allocated
Coxheath	Villages / Civil Parishes	Warden allocated
Ditton	Villages / Civil Parishes	Warden allocated
East Malling	Villages / Civil Parishes	Warden allocated
East Peckham and Hadlow	Villages / Civil Parishes	Warden allocated
Harrietsham and Lenham	Villages / Civil Parishes	Warden allocated
Headcorn	Villages / Civil Parishes	Warden allocated
Marden and Staplehurst	Towns / Villages / Civil Parishes	Warden allocated
Snodland and Holborough	Towns	Warden allocated

**Team - Sevenoaks and Tunbridge Wells (1 team leader,6 wardens)**

<b>Areas covered</b>	<b>Area type</b>	<b>Allocated?</b>
<b>Cranbrook, Benenden, Frittenden and Sissinghurst</b>	Towns / Villages / Civil Parishes	Warden allocated
<b>Eynsford, Farningham and Crockenhill</b>	Villages / Civil Parishes	Vacancy or routinely covered by neighbouring wardens
<b>Goudhurst, Lamberhurst and Hawkhurst</b>	Villages / Civil Parishes	Warden allocated
<b>Paddock Wood</b>	Town	Vacancy or routinely covered by neighbouring wardens
<b>Pembury</b>	Town	Warden allocated
<b>Rusthall and Sherwood</b>	Villages / Civil Parishes	Vacancy or routinely covered by neighbouring wardens
<b>Shoreham and Otford</b>	Villages / Civil Parishes	Warden allocated
<b>Swanley St Mary's and Hextable</b>	Villages / Civil Parishes	Warden allocated
<b>Westerham</b>	Town	Vacancy or routinely covered by neighbouring wardens
<b>West Kingsdown and Hartley</b>	Villages / Civil Parishes	Warden allocated

For queries or to request hard copies of the consultation material, please email **CommunityWardenReview@kent.gov.uk** or phone **03000 422688**. For any alternative formats, email **alternativeformats@kent.gov.uk** or call **03000 421553** (text relay service number **18001 03000 421553**). This number goes to an answering machine, which is monitored during office hours.





**PAVILION PROJECT – UPDATE**Planning Update

On the 26 June 2023 a further set of documents were submitted to Dartford Borough Council Planning Department in support of the planning application for the construction of the new Community Hub.

These included updated drawings which clarified additional detail in relation to the placement of solar panels and potential sites for additional landscaping.

In addition, the Planning Department were provided with the reports from the cricket ball strike assessment consultant and the ecological and bat emergence survey results.

A report was included which addressed any points raised during the initial consultation period, including those raised by the public.

Dartford Planning then reconsulted stakeholders and interested parties for a further two weeks with the new information provided.

At present the Town Council are awaiting the final response from the Senior Planning Officer to advise on the next phase, along with the decision-making procedure.

Consultancy Fees & Procurement

At minute 516/22-23 (Town Council 20 April 2023) members agreed the following:

1. That the verbal update be noted.
2. To note the additional expenditure required in relation to the consultation response for the planning application, and that this will be commissioned by the Town Clerk under the existing delegated authority granted under minute 342/22-23.
3. That officers conduct a review, with support from the Architects, on the conditions and requirements set by Dartford Borough Council Planning Department on any planning consent.
4. That, the Town Clerk be delegated authority, to make a decision to either commission contractors to begin works at either the 'Post Planning & Pre-Condition' or 'Following Building Regulations' phases to ensure the project can begin expediently.
5. That, the Town Clerk be delegated authority, to commission any of the consultancy works required for the 'Following Building Regulations' phase in the region of between £400,000 and £500,000 from either the Town Councils CIL budget, or external funding sourced for the project.
6. That a further report be presented to Members following the review to endorse the procurement methodology recommended and the level of costs involved.

Whilst the planning decision is still pending an initial review was conducted with support from the Architects to discuss the build and procurement timetable.

The Architects are in the process of undertaking the preliminary approaches to the required consultants (Structural, MEHP and Quantity Surveyors) to expedite the production of the tender pack.

As per minute 516/22-23 a report will be provided to members at the next meeting on the 19 October 2023 to endorse the procurement procedure followed and provide an update on both what stage the tender process is at, and the costs incurred.

For members information the total spend to date is as follows:

<b>Cost Area:</b>	<b>Amount:</b>
Design & Project Support	£32,097.37
Consultancy Fees (Survey & Quantity Surveyor)	£5,785.00
Professional Fees (Planning Phase: Transport, MEHP etc)	£20,081.92
Planning Fee to DBC	£5,114.20
Additional Professional Fees (Cricket & Ecology)	£3,570.00
<b>TOTAL</b>	<b>£66,648.49</b>

**Recommended:** To note the update to both the planning and procurement stages of the project.

<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>	July 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
April	120	72	8
June	120	45	9
July	120		13

\*Table A

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

3.4 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 Activities delivered to date can be found at **Appendix B**

## **5. Staff**

- 5.1 Our two session facilitators (Elizabeth Leonard and Denise Butler) completed the **AQA Youth Work** Qualification last year.
- 5.2 We have recently recruited a new volunteer from the local area who will start as soon as her DBS check is returned.
- 5.3 One of our facilitators and our new volunteer passed the Introduction to Working with Children assessment last week and are now enrolled on the ten-week **Level 2 Teaching Assistant** course which we are hosting at CAS in September.
- 5.4 All our staff have an enhanced DBS check.

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

- 6.1 Play Place funding to provide healthy lunches during the school holidays
- 6.2 ASDA Foundation provided outside play equipment
- 6.3 Seeds, plants and tools for our growing space from a variety of donors.

## **7. Photographs**

- 7.1 Appendix C

**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**

<b>April</b>											
<b>Date</b>	<b>Easter Holidays</b>						<b>Term Time</b>			<b>Total interactions</b>	
	<b>05/04/2023</b>	<b>06/04/2023</b>	<b>12/04/2023</b>	<b>13/04/2023</b>	<b>19/04/2023</b>	<b>20/04/2023</b>	<b>26/04/2023</b>	<b>27/04/2023</b>			
<b>No. attending</b>	12	11	10	11	8	4	7	9	72		
<b>June</b>											
<b>Date</b>	<b>Term Time</b>						<b>Total interactions</b>				
	<b>07/06/2023</b>	<b>08/06/2023</b>	<b>14/06/2023</b>	<b>15/06/2023</b>	<b>21/06/2023</b>	<b>22/06/2023</b>		<b>28/06/2023</b>	<b>29/06/2023</b>		
<b>No. attending</b>	6	8	3	5	6	5	5	7	45		
<b>July</b>											
<b>Date</b>	<b>Term Time</b>						<b>Total interactions</b>				
	<b>05/07/2023</b>	<b>06/07/2023</b>	<b>12/07/2023</b>	<b>13/07/2023</b>	<b>19/07/2023</b>	<b>20/07/2023</b>		<b>26/07/2023</b>	<b>27/07/2023</b>		
<b>No. attending</b>	6	8							14		

**Appendix B**

**Homework Heroes activities Apr - Jun 2023 (KS2/3)**

Date	Topic	Session plan	Resources	Subject(s)	Facilitator (s)	Notes
April 2023						
05/04/23	EASTER HOLIDAYS	<p><b>AM:</b> Ramadan and moon phases Moon Phase Spinner</p> <p><b>PM:</b> Pompom easter rabbits and chicks</p>	<p>Black card Chalk Wool Felt Glue</p>	<p>Geography RS Art and Craft</p>	Liz Dee	Easter/Ramadan
06/04/23	EASTER HOLIDAYS	<p><b>AM:</b> Egg stem, can you make an egg catapult</p> <p><b>PM:</b> Cookery corner: Henna decorated dates and cornflake cake Easter nests.  Chalk and silhouette pictures</p>	<p>Lolly pop sticks Elastic bands Eggs spoons Jars Tissue paper Glue (PVA) Templates (mosque, egg, sun, moon, rabbits etc) 2 eggs Water Two glasses Vinegar Sugar A pin</p>	<p>Science Stem Art and craft</p>	Liz Dee	<p>Easter/Ramadan <a href="#">Easter Science - Great Easter Experiments for Kids (science-sparks.com)</a>  <a href="#">Easter Catapult STEM Activity and Easter Science for Kids (littlebinsforlittlehands.com)</a></p>
12/04/23	EASTER HOLIDAYS	<p><b>AM:</b> Mini medics - Helping kids understand mental health</p> <p><b>PM:</b> Easter and Ramadan mobiles Suncatchers and good deed decoupage jars</p>		<p>Science Stem Art and craft</p>	<p>Sam (Kent Adult Education)  Liz Holly</p>	<p>Easter/Ramadan Find out how to shrink an egg (and make it grow again.) (<a href="#">science-sparks.com</a>) Crescent moon and stars mobile <a href="#">Ramadan craft - NurtureStore</a></p>
13/04/23	EASTER HOLIDAYS	<p><b>AM:</b> Egg science and maths games including:</p>	<p>Twinkl print out Paper/pens</p>	<p>English Science</p>	Liz Dee	Easter/Ramadan Osmosis and shrinking eggs

19/04/23	Kitchen cupboard science	<p>The mystery of the Easter bunny costume</p> <p>PM: Festive felt magnets (Easter eggs or moon and stars)</p> <p>Yoga and mindfulness</p>	<p>Felt</p> <p>Magnets</p> <p>Needles and thread</p> <p>Sequins and decorations</p>					
		<ol style="list-style-type: none"> <li>Experiment scavenger hunt</li> <li>Dancing raisins. clean a penny, blow up a balloon in a bottle, balancing water on a penny.</li> </ol>	<p>Raisins</p> <p>Lemonade</p> <p>Pennies</p> <p>Vinegar</p> <p>Bicarb</p> <p>Litmus paper</p>	Science	Liz Dee			
20/04/23	Paper craft	<ol style="list-style-type: none"> <li>Charades</li> <li>Papercraft options (book hedgehogs, paper animals, paper weaving)</li> </ol>	<p>Coloured paper</p> <p>Glue</p> <p>Scissors</p>	Art and craft	Liz Dee			
26/04/23	Spring is in the air	<ol style="list-style-type: none"> <li>Planting (Cress and other herbs, maybe toms and flowers, sunflowers)</li> </ol>	<p>Seeds</p> <p>Planters</p> <p>Compost</p> <p>Spoons</p>	Science	Liz Dee		The Hungry Caterpillar resource pack	
27/04/23	Flowers	<ol style="list-style-type: none"> <li>Flower dissection and labelling activity</li> <li>Pollination</li> <li>Spring flowers collage</li> </ol>	<p>Flowers</p> <p>Tweezers</p> <p>Cardboard</p> <p>Print outs - Twinkl</p>	Science	Liz Dee		<a href="#">Dissect a Flower   STEM Activity (sciencebuddies.org)</a> <a href="#">How to Dissect a Flower: 8 Steps (with Pictures) - wikiHow</a>	

June 2023								
07/06/23	Identify Safe Place for All	<ol style="list-style-type: none"> <li>Design a HH Logo</li> <li>Revisit HH rules - creating a safe place for all</li> </ol>	Arts and crafts resources	Citizenship Art	Dee Sue			
08/06/23	Rotten Romans!	<ol style="list-style-type: none"> <li>What do we know about the Romans?</li> <li>Roman art and design</li> <li>Mosaic tile</li> </ol>	Arts and crafts resources	History Art	Dee Sue		<a href="#">Make a Roman Tile</a>	

14/06/23	Mental Health Awareness Happiness	<ol style="list-style-type: none"> <li>Kindness word search</li> <li>Happiness is... (poem)</li> <li>Random acts of kindness</li> <li>Cutouts of people and attach words</li> </ol>	People shapes (£shop)	PHSE English Art and craft	Liz Dee		
15/06/23	Mental Health Awareness Think positive	<ol style="list-style-type: none"> <li>Positive thinking paper chains</li> <li>Positive thinking challenge cards</li> <li>Positive thinking scenarios</li> <li>Yoga</li> </ol>	Arts and crafts resources	PHSE Drama	Liz Dee		
21/06/23	Nature day - Bees	<ol style="list-style-type: none"> <li>What do bees do?</li> <li>Bees in Danger</li> <li>Create a bee hotel</li> </ol>		Science	Liz Dee	<a href="#">Activities for children - making bee hotels / RHS Gardening</a> <a href="#">How to make a bee hotel: an easy nature craft to help garden wildlife - Growing Family</a>	
22/06/23	Elmer Day (27th May 2023)	<ol style="list-style-type: none"> <li>Elmer and inclusion</li> <li>Elmer and the hippos</li> <li>Elmer elephant craft</li> </ol>	Milk bottles Pens (sharpies) Coloured tissue paper Glue Print outs	PHSE Art and craft	Dee Sue	<a href="#">Resource Pack</a>	
28/06/23	Day of the African child	<ol style="list-style-type: none"> <li>What is the day of the African child?</li> </ol>		Geography Humanities	Liz Dee	<a href="#">Paper Weaving   Kids' Crafts   Fun Craft Ideas   FirstPalette.com</a> <a href="#">Sand Paper Art (dlfk-kids.com)</a>	
29/06/23	National Camera Day	<ol style="list-style-type: none"> <li>A brief history of cameras</li> <li>Make a pinhole camera</li> <li>Photography session/competition</li> </ol>	Twinkl		Liz Dee	<a href="https://youtu.be/7RaaFzMKUpM">https://youtu.be/7RaaFzMKUpM</a>	
July 2023							
05/07/23	Healthy eating!	<ol style="list-style-type: none"> <li>Introducing our new healthy eating plan!</li> <li>Plan a healthy picnic or dinner</li> <li>Make energy balls</li> <li>Introduce bento plates and</li> </ol>	Bento boxes Ingredients	Science Healthy lifestyles	Dee Sue Paulette	<a href="#">Crispy No Bake Energy Balls for Kids - Bren Did</a>	



06/07/23	Our planet	our healthy options 5. Yoga	Planting and tending Art supplies	Science	Dee Sue Paulette	<a href="https://www.plasticfreejuly.org/resources/posters/">https://www.plasticfreejuly.org/resources/posters/</a>
		1. Horticultural Heroes (weather permitting) 2. Plastic Free July 2023 - solutions to plastic use / design plastic free poster				

**Appendix C**







## Consultation Questionnaire

We have been through an extraordinary period in the last few years with the Covid-19 pandemic followed by the significant economic turbulence, arising from international and national circumstances. We significantly overspent our budget last year, mainly on social care services for older people and children and we are seeing similar challenges in this current financial year, with a continuation of the increasing demand for and cost of providing services.

As we respond to these challenges, it is even more important that the County Council (and indeed all public services) manage spending within the finances available, otherwise our budget will become unsustainable and threaten the viability of the services we provide. This will require action to reduce spending in the current year and tough choices about priorities for the future. Since 2011 we have had to make savings of 67p in every £1 we currently spend.

Even with Council Tax increases, like in the previous 14 years, we will have to find further savings from reducing spending and/or increasing income. Without Council Tax increases these savings would have to be even greater.

We are seeking your views on Council Tax, whether our current spending is on the right priority areas, and how we might make further savings in the future to ensure we remain financially sustainable. Your responses will be considered by County Councillors at their Cabinet Committee meetings taking place throughout November 2023 (earlier than in previous years) before the budget proposals are finalised and considered for approval by County Council on 19 February 2024.

### Have your say

To take part in this consultation, please visit our website [www.kent.gov.uk/budget](http://www.kent.gov.uk/budget) where you will be able to read the Consultation Document and complete the questionnaire.

If you are unable to take part online, please complete this document and return it to: Kent County Council, Budget Consultation, Invicta House, Maidstone, ME14 1XQ.

**Please ensure your response reaches us by 6 September 2023.**

**Alternative Formats:** If you need this questionnaire or any of the consultation documents in an alternative format, please email [alternativeformats@kent.gov.uk](mailto:alternativeformats@kent.gov.uk) or call 03000 421 553 (text relay service number: 18001 03000 421 553). This number goes to an answering machine, which is monitored during office hours.

# Budget Consultation 2024-25

13 July to 6 September 2023



**Privacy:** Kent County Council (KCC) collects and processes personal information in order to provide a range of public services. KCC respects the privacy of individuals and endeavours to ensure personal information is collected fairly, lawfully, and in compliance with the United Kingdom General Data Protection Regulation and Data Protection Act 2018. Read the full Privacy Notice at the end of this document.

### Part 1 – About you

**Q1. Please tell us in what capacity you are completing this questionnaire:**

*Please select the option that most closely represents how you will be responding to this consultation. Please select **one** option.*

<input type="checkbox"/>	As a Kent resident (living in the Kent County Council authority area)
<input type="checkbox"/>	As a representative of a local community group or residents' association
<input type="checkbox"/>	On behalf of an educational establishment, such as a school or college
<input type="checkbox"/>	On behalf of a Parish / Town / Borough / District Council in an official capacity
<input type="checkbox"/>	As a Parish, District or County Councillor
<input type="checkbox"/>	As a Kent business owner or representative
<input type="checkbox"/>	On behalf of a charity, voluntary or community sector organisation (VCS)
<input type="checkbox"/>	As a KCC employee (Kent resident)
<input type="checkbox"/>	As a KCC employee (non-Kent resident)
<input type="checkbox"/>	As resident from somewhere else, such as Medway
<input type="checkbox"/>	Other, please specify:

**Q1a. If you are responding on behalf of an organisation (business, community group, residents' association, council or any other organisation), please tell us the name of your organisation here:**

**Q2. Please tell us the first part of your postcode (this will be 3 or 4 characters):**

If you are responding on behalf of an organisation, please use your organisation's postcode. *Please do not reveal your whole postcode. We use this to help us to analyse our data. It will not be used to identify who you are.*

# Budget Consultation 2024-25

13 July to 6 September 2023



**Q3. How did you find out about this consultation? *Select one option***

	Facebook
	Twitter
	LinkedIn
	Nextdoor
	From a friend or relative
	Kent.gov.uk website
	Postcard
	Poster
	Councillor (County / District / Parish)
	Newspaper
	Email from KCC officer / team
	Email from Let's talk Kent / KCC's Engagement and Consultation team
	A Voluntary or Community sector organisation
	Other, please specify:

### **Part 2 – The Council Tax we ask you to pay for services**

Council Tax currently funds 43p in every £1 of our total spending budget (excluding schools). This increases to just over 67p if you exclude spending that is directly funded from the income from service users and grants provided for a specific purpose, so it is a significant funding source for the services we provide.

The Government expects councils to fund more of their services from local taxation and therefore it expects Council Tax to increase each year to help fund vital services. This year (2023-24) the Government allowed us to raise Council Tax by 5% without holding a referendum. This increased the Council Tax for a band D property by just over £6 per month (made up of an £3.65 general increase and a £2.43 Adult Social Care Levy increase).

To help fund the rising demands and costs of the valued services we provide to Kent residents and communities, we are proposing again next year (2024-25) to raise Council Tax by no more than the level the Government expects us to set before a county-wide referendum is required.

The limit next year for the general increase is likely to continue to be 3%. If this is the case, this would increase the band D property charge by a further £3.83 per month, or just under £46 per year. This would raise an additional £26.3 million towards the rising costs and demands for our services. However, this is unlikely to be enough to fully cover the rising costs we forecast for 2024-25. Even with an increase in Council Tax, some new savings and additional income would still be needed to balance our budget.

If the general increase limit determined by the Government is different to the 3%, we have assumed, then, we will need the flexibility to consider setting it at a different percentage.

If we were to set a general increase at a lower percentage than the referendum limit, this would mean we would be required to make further spending reductions and income increases to balance the budget.

**Q4. Please tell us if you support or oppose Kent County Council (KCC) increasing Council Tax for 2024-25.**

*Select one option. You must provide an answer to this question.*

<input type="checkbox"/>	<b>I support</b> KCC increasing Council Tax <u>up to</u> the referendum limit.
<input type="checkbox"/>	<b>I support</b> KCC increasing Council Tax by a <u>lower</u> percentage than the referendum limit.
<input type="checkbox"/>	<b>I oppose</b> KCC increasing Council Tax.
<input type="checkbox"/>	Don't know / no opinion

**Q4a. Please tell us why you have selected this preference for Q4.**

If you support an increase lower than the referendum limit, please tell us what percentage increase you prefer here.

*We ask you not to identify yourself or anyone else within your response.*



The Adult Social Care Levy was introduced by the Government as a way of funding social care in light of a growing national funding shortfall due to rising costs and demand. In recent years councils like us, that are responsible for adult social care, have been allowed to raise an additional amount through Council Tax, provided this is spent directly on the care of the most vulnerable adults and older people.

The current Adult Social Care Levy for 2023-24 allowed a further 2% to be raised on the total Council Tax bill. We are currently planning on the assumption that this rate of increase will be repeated in 2024-25 and set at 2%. If this is the case, this would increase the band D property charge by a further £2.55 per month, or £30.60 per year. This would raise an additional £17.5 million towards the rising costs and demands for adult social care.

If we increase Council Tax through the Adult Social Care Levy but at a lower percentage than permitted by the Government, we will need to reduce spending on social care (every 0.5% reduction to the increase equates to nearly £4.4m less income for the Council).

If we do not increase Council Tax through the Adult Social Care Levy then this would require the Council to reduce planned spending on social care by £17.5 million (or 2p in every £1), assuming the Levy is 2%.

**Q5. Please tell us if you support or oppose Kent County Council (KCC) increasing Council Tax through the Adult Social Care Levy:**

Select **one** option. *You must provide an answer to this question.*

<input type="checkbox"/>	<b>I support</b> KCC increasing Council Tax through the Adult Social Care Levy at the <u>level permitted</u> by Government
<input type="checkbox"/>	<b>I support</b> KCC increasing Council Tax through the Adult Social Care Levy by a <u>lower</u> percentage than permitted by Government.
<input type="checkbox"/>	<b>I oppose</b> KCC increasing Council Tax through the Adult Social Care Levy.
<input type="checkbox"/>	Don't know / no opinion

**Q5a. Please tell us why you have selected this preference for Q5.**

If you support an increase lower than the level permitted by the Government, please tell us what percentage increase you prefer here.

*We ask you not to identify yourself or anyone else within your response.*

### Part 3 – Priorities for the resources we have

Over 80% (£1 billion) of the Council's net revenue budget is spent annually on six key service areas supporting people and infrastructure:

1. Care and support for vulnerable adult's care £379 million (32p in every £1)
2. Care and preventative services for vulnerable and disabled children £209 million (17p in every £1)
3. Older persons social care £180 million (15p in every £1)
4. Public transport (home to school, concessionary fares, supported buses) £94 million (8p in every £1)
5. Waste recycling and disposal £88 million (7p in every £1)
6. Highways management and maintenance £42 million (4p in every £1)

Of these key service areas, older persons residential and nursing care, care and support for vulnerable adults, care for vulnerable and disabled children and SEND home to school transport have been under significant spending pressure accounting for a £57 million overspend in 2022-23.

The other 17p in every £1 (section 7 in the pie chart) funds a range of other services and these are also important, but we want to focus on these six key service areas due to the scale of the challenge we face.



**Q6. In your view is the amount we spend on each service area about right, too much or too little?**

*Select one option for each service area / row.*

Service area	Too much	About right	Too little	Don't know
Care and support for vulnerable adult's care £379 million (32p in every £1)				
Care and preventative services for vulnerable and disabled children £209 million (17p in every £1)				
Older persons social care £180 million (15p in every £1)				
Public transport (home to school, concessionary fares, supported buses) £94 million (8p in every £1)				
Waste recycling and disposal £88 million (7p in every £1)				
Highways management and maintenance £42 million (4p in every £1)				

**Q6a. If you would like to provide any comments on the amount of money we spend on the six key service areas, or explain why you have answered the way you have to Q6, please tell us in the box below.**

If your comment relates to a specific service area, please make that clear in your answer.  
*We ask you not to identify yourself or anyone else within your response.*



**Q7. If you had to choose only one of these six service areas to reduce our spending, which one would it be?**

*Select one option.*

	Care and support for vulnerable adult's care
	Care and preventative services for vulnerable and disabled children
	Older persons social care
	Public transport (home to school, concessionary fares, supported buses)
	Waste recycling and disposal
	Highways management and maintenance
	Don't know / no opinion

Whilst the above questions have focused on the six key service areas, we would also value your views on the other services that we provide. In total we spend just over £200 million on these services, which equates to 17p in every £1 of the total attributable budget. The main services are:

- Education Services e.g. assessment and support for children and young people with special educational needs and disabilities (SEND)
- Community Services e.g. Libraries, Registration and Archives
- Environment e.g. Country Parks and Public Rights of Way (PROW)
- Public Protection e.g. Community Wardens and Trading Standards
- Regeneration and Economic Development
- Schools' Services e.g. school improvement
- Management and back-office support to front line services including the management of all buildings, IT and HR

**Q8. If you would like to provide any comments about the amount of money we spend on these other service areas, please add them in the box below.**

If your comment relates to a specific service area, please make that clear in your answer.

*We ask you not to identify yourself or anyone else within your response.*

### Part 4 – Your views on how we make further savings

Increasing Council Tax would partly help meet rising costs and demand for our services, but savings would still be needed to balance our budget.

**Q9. Thinking about our approach to making further savings, do you think we should make large savings to single service areas or lots of smaller savings across lots of service areas?**

*Select one option.*

	Large savings to single service area
	Smaller savings across many service areas
	Don't know / no opinion

**Q10. Do you support any of these ideas for saving the Council money?**

*Select one option for each savings idea / row.*

Saving ideas	Yes	No	Don't know
Charge service users for non-statutory services (those services that we do not have a legal requirement to provide)			
Reduce statutory services to a core minimum provision (to a level that we legally have to provide)			
Work with partners e.g. NHS in a more joined up way to provide more services together			
More services could be made available online as standard.			



**Q11. If you have any suggestions for how we might make savings, please tell us in the box below:**

*We ask you not to identify yourself or anyone else within your response.*