

MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held on THURSDAY 19 OCTOBER 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 Lesley Howes
Councillor Richard Lees
Councillor Hazel Stephens
Councillor Elizabeth Wickham

ALSO PRESENT: Graham Blew – Town Clerk
Martin Harding – ATC/RFO
Rev. Charlie Lloyd – Evans

ABSENT: Councillor Alan Reach

212/23-24. 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.

213/23-24. INTRODUCTION OF REVD. CHARLIE LLOYD-EVANS, PRIEST IN CHARGE AT ST MARY GREENHITHE & ST PETER AND ST PAUL SWANSCOMBE.

The Town Mayor welcomed Revd. Charlie Lloyd-Evans to the meeting and advised members that she had kindly agreed to be his Chaplain for his term of office.

Revd. Lloyd-Evans thanked the Town Council for the invitation and led the Council in prayer.

214/23-24. APOLOGIES FOR ABSENCE.

An apology for absence was received from Councillor Claire Pearce, 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 Greenhithe Dartford Borough Councillor Carol Gale, due to other commitments.

An apology for absence was received from Greenhithe Dartford Borough Councillor David Mote, due to other commitments.

RESOLVED:

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

215/23-24. 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.

216/23-24. TO RECEIVE THE MINUTES OF THE SPECIAL TOWN COUNCIL MEETING ON 14 SEPTEMBER 2023

RESOLVED:

That the Minutes of the Special Town Council Meeting held on 14 September 2023 be confirmed as a true record and be signed.

217/23-24. ITEMS DEEMED URGENT BY THE TOWN MAYOR / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

The Town Clerk informed the meeting that:

the DBC Santa on Tour was currently scheduled to be outside the Town Council Offices on 21 December 2024.

KCC Community Warden Billy Unsworth would be retiring at the end of December with his last day being in the middle of December 2023.

218/23-24. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 12 JULY, 6 SEPTEMBER AND 27 SEPTEMBER 2023.

RESOLVED:

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held 12 July 2023, 6 September 2023 and 27 September 2023 be confirmed and the recommendations made therein be adopted.

219/23-24. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 21 SEPTEMBER 2023.

RESOLVED:

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 21 September 2023 be confirmed and the recommendations made therein be adopted.

220/23-24. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 14 SEPTEMBER 2023.

RESOLVED:

That the Minutes of the Finance & General Purposes Committee Meeting held on 14 September 2023 be confirmed and the recommendations made therein be adopted.

221/23-24. MINUTES OF THE HERITAGE SUB-COMMITTEE MEETINGS HELD ON 6 SEPTEMBER 2023

RESOLVED:

That the Minutes of the Heritage Sub-Committee Meeting held on 6 September 2023 be confirmed and the recommendations made therein be adopted.

222/23-24. MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETINGS HELD ON 4 OCTOBER 2023

RESOLVED:

That the Minutes of the Community Safety Committee Meeting held on 4 October 2023 be confirmed and the recommendations made therein be adopted.

223/23-24. DARTFORD BOROUGH COUNCIL (DBC) JOINT TRANSPORTATION BOARD (JTB)

Further to minute 117/23-24, DBC had confirmed that the following x2 Parish Councillors had been elected as Parish Representatives on the JTB.

- Cllr Lesley Howes (Swanscombe and Greenhithe Town Council)
- Cllr Adam Jessett (Sutton at Hone & Hawley Parish Council)

RESOLVED:

That the item be noted.

224/23-24. EXTERNAL AUDITOR REPORT AND CERTIFICATE 2022 – 2023.

To comply with statute full Council are required to consider, and minute, the external auditors' annual letter and report.

RESOLVED:

That, as required by statute, the external auditors' report and certificate 2022 – 2023 be noted,

225/23-24. GROUND FLOOR OF THE OLD FIRE STATION CAFÉ, CHURCH ROAD, SWANSCOMBE.

Further to minute 419/23-24, the Swanscombe and Greenhithe Local History Group had contacted the Town Council to advise that they would not be pursuing the possibility of taking over the ground floor.

The tenants of the 1st Floor of the building had been asked if they would be interested and had confirmed that they would.

RESOLVED:

That the item be noted.

226/23-24. YOUTH SERVICES – UPDATE – CAS TRAINING.

Further to minutes 24/23-24 and 123/23-24, and as required by the contract, Members considered the second update provided by CAS Training.

RESOLVED:

That the item be noted.

227/23-24. SUGGESTIONS FOR 2024 – 2025 ESTIMATES.

Only one recommendation/suggestion had been received from members by the 31 August 2023 deadline. After a lengthy debate it was agreed not to adopt the proposed suggestions for inclusion in the 2024 – 2025 Estimates.

RESOLVED:

Not to adopt the proposed suggestion for inclusion in the 2024 – 2025 Estimates.

228/23-24. PARKING AT KNOCKHALL.

Members considered a complaint received from a member of the public regarding the amount of football games being played at Knockhall Park along with the correspondences between the Town Council and Swanscombe Tigers.

Whilst pleased that the parks were being well used by the sports hirer's members recognised the issues that this may cause residents and, after discussion, it was agreed to accept the offer from the Swanscombe Tigers FC of supplying x2 banners that would be installed on the fencing at Knockhall Park on match days. Members did not want any vehicles to be allowed to enter the park due to the health and safety issues and to protect the condition of the park.

RESOLVED:

To accept the offer from the Swanscombe Tigers FC of supplying x2 banners that would be installed on the fencing at Knockhall Park on match days.

229/23-24. INSURANCE CLAIMS - UPDATE.

The following claim had been settled: -

Claim Ref: 27230000408 – damage to the slide in Broomfield Play Area, this claim incurred a £250.00 excess.

RESOLVED:

That the item be noted.

230/23-24. STAFF / MEMBER TRAINING – UPDATE.

The following training had been scheduled / undertaken: -

Cllr Lorna Cross	Crisis Communications for local Councils – 9 November 2023	KALC – Online
	Communication with your community (pt1) – 13 December 2023	KALC – Online
	Communication with your community (pt2) – 18 January 2024	KALC – Online
Cllr Lesley Howes	KALC AGM – 18 November 2023	KALC – Ditton
Town Clerk	Clerks Conference – 27 September 2023	KALC – Ditton

RESOLVED:

That the item be noted.

231/23-24. PAVILION PROJECT – UPDATE.

Further to minute 169/23-24 Members considered the update detailing the options for Social Value which could be fed into the final Social Delivery Plan with the contractor for the project.

Members debated the options available, and it was agreed that employment be the priority and the second priority would be equipment for the new facility.

RESOLVED:

1. That employment be the priority and the second priority be equipment for the new facility.
2. That the updated Project Timeline be noted.

232/23-24. REPORTS OF OUTSIDE REPRESENTATIVES.

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

London Resort Company Holdings Ltd Community Liaison Group (LRCHCLG).
Councillor Peter Harman is the Town Councils representative on the LRCHCLG.
Councillor Harman reported that there was nothing to update at this time.

NB. In response to an enquiry, LRCHLCG have confirmed that they are happy to accept a substitute representative, if the current cannot attend, but this must be done in advance, with the substitute members contact details being provided.

Bluewater Community Forum (BCF)

The Town Mayor is the Town Council representative on the BF and provided an update on the last meeting held on 28 September 2023.

Ingress Park (Greenhithe) Management Limited (IPGM).

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

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

Councillor Peter Harris reported that the AGM would be held in the Greenhithe British Legion on 7 February 2024.

Dartford Children's Partnership Conversation (DCPC).

Councillor Emma Ben Moussa is the Town Councils representatives on the DCPC. As previously agreed, the agenda and the minutes for the 19 September 2023 meeting were available for inspection.

Whitecliffe Community Liaison Group (WCLG).

Councillor Peter Harman is the Town Councils representatives on the WCLG. As previously agreed, the minutes from the 25 July 2023 and 19 September 2023 were available for inspection.

Elders Forum – DBC (EF).

Councillor Lesley Howes is the Town Councils representative on the EF and reported on the last meeting held on 29 September 2023.

Borough & Parish Forum (BPF) – Dartford Borough Council.

The Town Mayor and the Town Clerk are the Town Councils representatives on the BPF. As previously agreed, the agenda from the 3 October 2023 meeting was available for inspection.

234/23-24. REPORT FROM KENT COUNTY COUNCILLOR.

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

An update was provided on the collapsed A226 roadway (Galley Hill).

Recent meetings had included the Kent Fire Service Budget Meeting and the Transport Appeal Committee.

RESOLVED:

That the item be noted.

235/23-24. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

The Town Clerk read out the email received from Dartford Borough Councillor Carol Gale.

The Orchard Theatre had been closed and was being reconstructed, in the meantime a temporary theatre was being erected on the site of the old Co-op.

There were issues with subsidence in Swanscombe and some properties would be lost.

DBC would be reducing its use of glyphosate as a weed killer.

Council tenants would be allowed to have pets except for x4 breeds of dogs.

There had been issues with x2 large trees requiring removal from Swanscombe Cemetery.

RESOLVED:

That the item be noted.

236/23-24. SEALING OF DOCUMENTS.

There were none.

237/23-24. TOWN MAYORS ANNOUNCEMENTS.

The Town Mayor confirmed that he had attended several events recently including one at St Marys to celebrate the work being undertaken to repair the roof at St Marys.

238/23-24. EXCLUSION OF THE PRESS AND PUBLIC.

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

RESOLVED:

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

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

239/23-24. **PAVILLION PROJECT – UPDATE**

Further to minute 169/23-24 and agenda item 13 of the agenda, Members considered the confidential update regarding the Tender Process and Legal Process and were provided with a verbal explanation of where the project was and the Project Timeline.

RESOLVED:

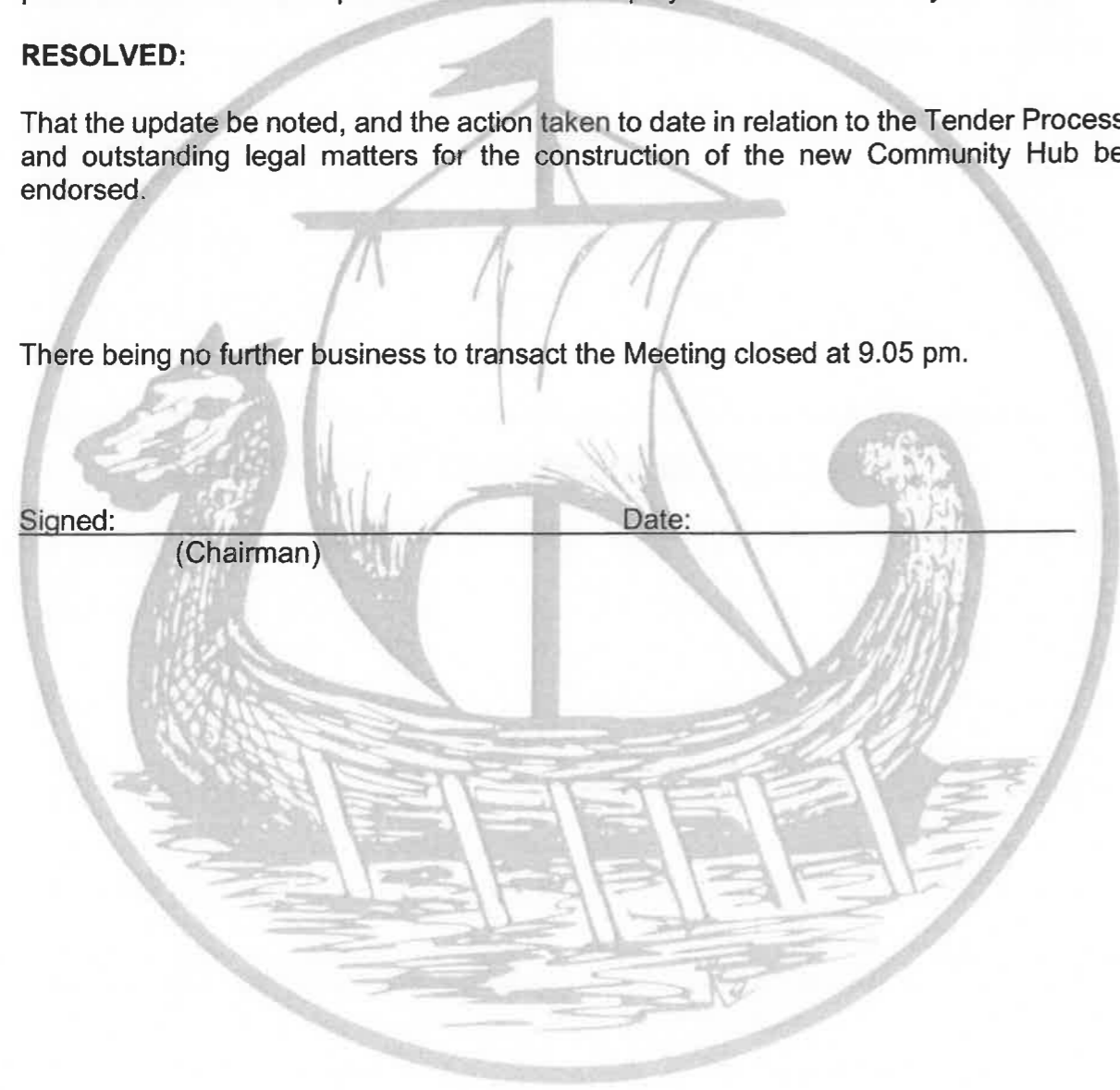
That the update be noted, and the action taken to date in relation to the Tender Process and outstanding legal matters for the construction of the new Community Hub be endorsed.

There being no further business to transact the Meeting closed at 9.05 pm.

Signed: _____

(Chairman)

Date: _____



This page is intentionally left blank.

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 18 OCTOBER 2023 AT 7.00PM

PRESENT: Councillor Peter Harman – Chairman
Councillor Ann Duke – Vice-Chairman
Councillor Lorna Cross
Councillor Lesley Howes
Councillor Richard Lees
Councillor Elizabeth Wickham

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

ABSENT: There were none

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.

203/23-24. **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 Hazel Stephens, due to other commitments.

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

204/23-24. **SUBSTITUTES.**

There were none.

205/23-24. **DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Lorna Cross declared a prejudicial interest in application DA/23/00145/FUL as she is a member of the Patient Participation Group (PPG).

Councillor Ann Duke declared a prejudicial interest in application DA/23/00145/FUL as she is a member of the PPG.

Councillor Peter Harman declared a prejudicial interest in application DA/23/00145/FUL as he is a member of the PPG.

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

The member of public advised the meeting that they were interested in application DA/23/00145/FUL and that they were keen for some sort of medical centre to go ahead.

206/23-24. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

207/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 27 SEPTEMBER 2023.

Recommended: The Minutes of the meeting held on 27 September 2023 were confirmed and signed.

208/23-24. HIGHWAYS IMPROVEMENT PLAN (HIP).

Further to minutes 103/23-24, 146/23-24 and 187/23-24 Members considered the contents of the current HIP and, after discussion it was proposed, duly seconded and upon being put to a vote agreed.

That a request be put to Kent Highway Services, via the HIP, for wooden bollards to be installed in Swanscombe High Street from the southern extent of the zig-zag lines opposite the Co-Op, to the corner of the road at the junction with The Grove.

Recommended: That a request be put to Kent Highway Services, via the HIP, for wooden bollards to be installed in Swanscombe High Street from the southern extent of the zig-zag lines opposite the Co-Op, to the corner of the road at the junction with The Grove.

209/23-24. The following planning applications have been received from Dartford Borough Council / Ebbsfleet Development Corporation/ Kent County Council / Gravesham Borough Council for Members observations (full details of these applications can be viewed via the Town Council, DBC, EDC, GBC and the KCC websites).

Having already declared a prejudicial interest Councillor Peter Haman left the chamber and took no part in the discussion or decision of application DA/23/00145/FUL.

Vice - Chairman, Councillor Ann Duke took the Chair for application DA/23/00145/FUL.

DA/23/00145/FUL	Development of a medical centre with undercroft car parking, landscaping, and other associated works. Car Park, Steele Avenue, Greenhithe.
-----------------	---

OBSERVATIONS:	<p>While in principle the Town Council recognise the need for a surgery, we object to the application due to the lack of clarity and details provided, specifically failing to fully address our previously submitted concerns.</p> <p><i>The design of the building is not in keeping with the area.</i></p> <p><i>The proposed building would be overlooking the properties in King Edward Road which could result in a loss of privacy, light, and result in overshadowing.</i></p> <p><i>As highlighted by the holding objection of the Highway Authorities Director of Highways & Transportation the proposal does not include sufficient parking facilities.</i></p> <p><i>The proposal would result in an increase in vehicular movements which would result in an increase in air pollution.</i></p> <p><i>The proposal would increase highway safety issues on the already busy dual carriageway.</i></p> <p><i>The proposal contravenes the Stone Parish Council Neighbourhood Plan.</i></p>
DA/23/01091/LBC	<p>Application for Listed Building Consent for installation of a lectern-style interpretative plaque in the pub garden to the rear of the building, adjacent to the jetty wall to commemorate the 175th anniversary of the Sir John Franklin Northwest Passage expedition.</p> <p>Sir John Franklin, High Street, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council support the application and request that the applicant keep the Town Council fully informed of any events held to recognise the installation of the interpretative plaque.</p>
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 Street, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council notes the internal changes to the application but, this has not addressed the issues previously raised by the Town Council and that these still apply:</p> <p><i>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</i></p>

	<i>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.</i>
--	---

210/23-24. The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.

DA/23/00942/FUL	Demolition of existing conservatory and erection of a single storey rear extension. 12 Atlantic Close, Swanscombe
DA/23/00931/FUL	Erection of a single storey rear extension. 11 Park Terrace, Greenhithe.

211/23-24. The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.

DA/23/00989/TPO	Application for removal of one No. tree in rear garden subject to Tree Preservation Order No. 11 1990. 3 Watermans Way, Greenhithe.
-----------------	--

There being no further business to transact, the Meeting closed at 7.50 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND ENVIRONMENT COMMITTEE HELD AT THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE ON WEDNESDAY 15 NOVEMBER 2023 AT 7.00PM

PRESENT: Councillor Ann Duke – Vice-Chairman in the Chair
Councillor Lorna Cross
Councillor Lesley Howes
Councillor Richard Lees
Councillor Hazel Stephens
Councillor Elizabeth Wickham

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

ABSENT: Councillor Dawn Johnston

261/23-24. 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.

262/23-24. APOLOGIES FOR ABSENCE.

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

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

263/23-24. SUBSTITUTES.

There were none.

264/23-24. 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.

265/23-24. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

266/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 18 OCTOBER 2023.

Recommended: The Minutes of the meeting held on 18 October 2023 were confirmed and signed.

267/23-24. **GALLEY HILL ROAD COLLAPSE – CORRESPONDENCE REQUEST.**

The Chairman had requested this item be placed on the agenda for members to discuss and consider whether any correspondence should be sent from the Town Council in relation to the current closure, and if so to whom.

Councillor Ann Duke updated members on the recent meeting she had attended with KCC Member Peter Harman, the then Minister for Transport, Gareth Johnson MP and Toby Howes from Kent Highway Services.

Recommended: That the item be noted.

268/23-24. **The following planning applications have been received from Dartford Borough Council / Ebbsfleet Development Corporation/ Kent County Council / Gravesham Borough Council for Members observations (full details of these applications can be viewed via the Town Council, DBC, EDC, GBC and the KCC websites).**

DA/23/00514/FUL	Erection of 3no single storey 1-bed social housing units with associated landscaping and parking spaces. Rear of 119-133 Milton Street, Swanscombe
OBSERVATIONS:	Whilst sympathetic to the idea of the proposed development the Town Council note the comments from other consultees regarding the inadequate / limited provision of emergency access for vehicles as well as the concerns regarding construction traffic and the detrimental impact they would have on residents. The Town Council object to the application on the grounds that it does not meet the requirements of: DP4.1 sustainability in terms of traffic and transport as it fails to promote this by the lack of provision of storage / space for bicycles. DP8.1 for the minimum space of 50 square meters for properties occupied by up to 2 people, which this proposal does not provide i.e., the individual units are less than 50 square meters. DP8.3 as there is a lack of privacy in relation to the outside space for individual occupants with x3 dwellings only being provided with x1 amenity space which is not sub-divided. There also appears to be a lack of detail for the disposal of surface/rainwater drainage.
DA/23/01201/TPO	Application for G1 - group of trees, cut back to previous pruning points subject to Tree Preservation Order No.11 1990. Adjacent 15 Bere Close, Greenhithe.
OBSERVATIONS:	The Town Council have no objection to the application provided a tree specialist has confirmed that the proposed actions are acceptable and proportionate for these trees.

DA/23/01027/FUL	<p>Demolition of single storey rear section and erection of part single two storey side/ rear extension.</p> <p>1 Stonely Crescent, Greenhithe.</p>
OBSERVATIONS:	<p>The Town Council object to the application on the following grounds:</p> <p>It fails to meet the requirements of DP7.3 as moving the first-floor terrace/balcony by 3 meters significantly increases the capacity to overlook and be overlooked as this opens it up to x2 further properties.</p>
DA/23/00983/FUL	<p>Conversion of 123 and 123A Milton Road to create 5-bedroom HMO (House in Multiple Occupation, Class C4), extension and alterations to front elevation and provision of refuse and cycle storage.</p> <p>123 & 123A Milton Road, Swanscombe.</p>
OBSERVATIONS:	<p>The Town Council object to the application on the following grounds:</p> <p>DP18.1b. The area is recognised as a Neighbourhood Centre in the Development Plan and as such ground floor changes from retail to dwelling should leave at least x2 A1/A2 sites retained which this proposal does not, and it fails to document a demonstration as to why this is not viable.</p> <p>The HMO standards (amenity) include that kitchen/kitchen space should be no more than x1 floor from any of the rooms but in the proposal for 123 Milton Road it is more than x1 floor away and the kitchen is too small for the size of the bedrooms (should be 11 square meters but they are not).</p> <p>The kitchen allows for x5 persons but if x5 double bedrooms there could be x10 people.</p> <p>The proposal does not provide any outside space for residents other than to park their vehicles therefore it is an over intensification.</p> <p>The Town Council feel the proposal would be an overdevelopment which would not provide homes of the required standard.</p>
DA/23/00970/FUL	<p>Conversion from a retail shop (Class E) to 2 bedrooms and incorporate these bedrooms to the existing 3-bedroom HMO to create a 5-bedroom HMO (Class C4), Alterations to front elevation, provision of refuse and bike storage and use of rear curtilage for parking.</p>

	125 & 125A Milton Road, Swanscombe.
OBSERVATIONS:	<p>The Town Council object to the application on the following grounds:</p> <p>DP18.1b. The area is recognised as a Neighbourhood Centre in the Development Plan and as such ground floor changes from retail to dwelling should leave at least x2 A1/A2 sites retained which this proposal does not, and it does not document a demonstration why this is not viable.</p> <p>The HMO standards (amenity) include that kitchen/kitchen space should be 11 square meters which it is not in this application.</p> <p>The kitchen allows for x5 persons but if x5 double bedrooms there could be x10 people.</p> <p>The proposal does not provide any outside space for residents other than to park their vehicles therefore it is an over intensification.</p> <p>The Town Council feel the proposal would be an overdevelopment which would not provide homes of the required standard.</p>
DA/23/01249/FUL	<p>Demolition of existing garage and erection of an attached two storey, three-bedroom dwelling.</p> <p>13 Mounts Road, Greenhithe</p>
OBSERVATIONS:	<p>The Town Council objects to this application on the following grounds:</p> <p>There is inadequate parking provision.</p> <p>The ingress and egress from the site would cause issues/ danger to other road users.</p> <p>It is an inappropriate residential development.</p>
DA/23/00145/FUL (Revised Application)	<p>Development of a medical centre with undercroft car parking, landscaping, and other associated works.</p> <p>Car Park, Steel Ave, Greenhithe</p>
OBSERVATIONS:	<p>The Town Council have considered this application and would like to submit the following comments/ observations:</p> <p>While in principle the Town Council recognise the need for a surgery, we object to the application due to the lack of clarity and details provided, specifically failing to fully address our previously submitted concerns.</p>

	<p>The design of the building is not in keeping with the area.</p> <p>The proposed building would be overlooking the properties in King Edward Road which could result in a loss of privacy, light, and result in overshadowing.</p> <p>As highlighted by the holding objection of the Highway Authorities Director of Highways & Transportation the proposal does not include sufficient parking facilities.</p> <p>The proposal would result in an increase in vehicular movements which would result in an increase in air pollution.</p> <p>The proposal would increase highway safety issues on the already busy dual carriageway.</p> <p>The proposal contravenes the Stone Parish Council Neighbourhood Plan.</p>
--	--

269/23-24. **The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/23/00767/FUL	<p>Demolition of existing side extension with replacement of single storey side extension to provide garage allowing rear access and single storey rear extension with partial window replacement to the rear of existing house.</p> <p>Accuba House, 35 High Street, Greenhithe.</p>
DA/23/00719/FUL	<p>Demolition of existing rear conservatory and erection of a two-storey side and rear 'wrap around' extension (part retrospective) (revisions to previously approved planning permission DA/22/00996/FUL)</p> <p>2 Park Road, Swanscombe.</p>
DA/23/01054/TRCON	<p>Notification of works to T1 Norway maple - Located front boundary, reduce height and average radial spread of tree by approximately 2.0 metres and 2.0 metres respectively, taking care to prune to live secondary growth and maintaining even, balanced shape appropriate to species and T2 Yew - Located front boundary, trim all sides by approximately 1.5 metres circa, taking care to prune to live secondary growth and maintaining even, balanced shape appropriate to species.</p> <p>20-26 High Street, Greenhithe.</p>
DA/23/00973/FUL	<p>Demolition of existing rear conservatory and erection of a single storey rear extension</p>

	21 Pilgrims View, Greenhithe.
DA/23/01003/FUL	Erection of a single storey rear extension. 11 Ivy Bower Close, Greenhithe.
DA/23/00959/FUL	Erection of a single storey rear extension and two storey side extension and front porch. 17 Woodland Way, Greenhithe.
DA/23/01033/FUL	Installation of air source heat pump to rear of property. 3 Bendigo Wharf, Pier Road, Greenhithe.

270/23-24. **The following Refused Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/23/00997/FUL	Erection of a first-floor side extension and single storey rear extension 65 Empire Walk, Greenhithe
-----------------	---

271/23-24. **ESTIMATES FOR 2024 – 2025.**

Officers began work on the Annual Estimates for 2024 – 2025 earlier in the year and members were first asked for any suggestions in July (minute 120/23-24), with an agreed deadline of 31 August 2023, which were then duly considered at the Town Council meeting on 19 October 2023.

The Town Council meeting on 7 December 2023 will need to consider the draft Annual Estimates 2024 – 2025 which will then pass to be approved and endorsed by the full Council in January 2024 before setting the Council Tax Base for the 2024 – 2025 financial year.

Recommended: That the item be noted.

There being no further business to transact, the Meeting closed at 8.20 pm.

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the RECREATION, LEISURE & AMENITIES COMMITTEE
held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 23
NOVEMBER 2023 at 7.00PM

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

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

ABSENT: There were none

280/23-24. ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.

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

281/23-24. APOLOGIES FOR ABSENCE.

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

RESOLVED:

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

282/23-24. SUBSTITUTES.

There were none.

283/23-24. 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.

284/23-24. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

285/23-24. TO APPROVE AND SIGN THE MINUTES OF THE MEETING HELD ON 21 SEPTEMBER 2023

Recommended: That the Minutes of the Meeting held on 21 September 2023 were approved and signed as a true record.

286/23-24. 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, Saxon Court, Valley View, Equipment/ Staffing and Miscellaneous.

Recommended: That the report be noted.

TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER'S REPORT.

287/23-24. TREES AT ST PAULS CLOSE, SWANSCOMBE.

Unfortunately, x3 of the large Horse Chestnut trees around the outside of the Church (St Pauls Close) looked like they had died. A formal report from the tree specialist was scheduled for Monday 27 November 2023 and this would enable the Town Council to consider what actions would be most appropriate.

After discussion it was agreed that this item be reconsidered at the 17 January 2024 Recreation, Leisure and Amenities Committee meeting when the report from the tree specialist would be available.

Recommended: That this item be reconsidered at the 17 January 2024 RLA meeting.

288/23-24. JUNIOR PARK RUN – HERITAGE PARK.

Prior to Covid a request had been agreed (minutes 434/18-19 and 335/19-20) for Junior Park Runs to be held in the Heritage Park. The organiser had been back in contact with the Town Council and, it was hoped that these events (Sunday mornings 9 to 10am) would begin soon.

Recommended: That the item be noted.

289/23-24. THE OLD FIRE STATION – ASSET OF COMMUNITY VALUE (ACV).

Further to minute 177/23-24 a response had been received from DBC which confirmed that additional information would be required for any re-application and that this would include confirmation of the future use of the building as an ACV now and for the next 5 years.

After discussion it was proposed, duly seconded, and agreed:

Recommended: That the Town Councils re-application be cancelled and that the Town Council work with CAS for them to submit an application once the new Community Hub was completed.

290/23-24. COUNCIL OFFICE AND CAFÉ CHRISTMAS OPENING ARRANGEMENTS.

Members had been issued with a calendar for the Council Offices and Café over the Christmas and New Year and were asked to consider when they wished the office and café to be closed over the festive period. Officers had been consulted and had no objection to using annual leave entitlement to cover any periods of closure.

Recommended: That the Council Offices and Café be closed on 27, 28, and 29 December 2023 with a notice being displayed, in advance, advising Members of the Public of the closures. As per previous years a relevant message would also be recorded for the Council Office answer machine for this period.

291/23-24. ESTIMATES FOR 2024 - 2025.

Officers had begun work on the Annual Estimates for 2024 – 2025 earlier in the year with members first being asked for any suggestions in July (minute 120/23-24), with an agreed deadline of 31 August 2023, which were then duly considered at the Town Council meeting on 19 October 2023.

The Town Council meeting on 7 December 2023 would need to consider the draft Annual Estimates 2024 – 2025 which would then pass to be approved and endorsed by the full Council in January 2024 before setting the Council Tax Base for the 2024 – 2025 financial year.

Recommended: That the item be noted.

292/23-24. EXCLUSION OF PRESS AND PUBLIC.

MOVED BY Councillor Lorna Cross and seconded by Councillor Elizabeth Wickham.

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).

293/23-24. **GRAVESHAM COMMUNITY LEISURE LIMITED (GCLL) DRAFT PROPOSAL SCALE OF CHARGES 2024 FOR THE SWANSCOMBE CENTRE.**

In accordance with the Management Agreement (Section 28), the Managing Director, GCLL, had advised of the proposed Scale of Charges for 2024 and had included the current charges for information.

Members asked for GCLL to make it clear that the resident discount included in the charges applied to residents of both Greenhithe and Swanscombe.

Recommended: That the proposed scale of charges for 2024, submitted by GCLL, for The Swanscombe Centre be agreed.

294/23-24. **INGRESS PARK COMMUNITY CENTRE (IPCC) - UPDATE.**

Further to the previous update, minute 181/23-24, a verbal update was provided informing the meeting that a Teams meeting had been held with the Senior Planner DBC on 21 November 2023 which had confirmed the outstanding issues that Crest were required to resolve.

Members asked that a meeting of the IPCC Working Group be arranged to consider what could be done regarding the outstanding issues.

Recommended: That the item be noted.

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

Signed: _____ Date: _____
(Chairman)

MINUTES of the MEETING of the FINANCE & GENERAL PURPOSES COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE on THURSDAY 2 NOVEMBER 2023 at 7.00PM

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

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

ABSENT: There were none

248/23-24. 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.

249/23-24. APOLOGIES FOR ABSENCE.

An apology for absence was submitted by Councillor Anita Barham, due to other commitments,

An apology for absence was submitted by Councillor Emma Ben Moussa, due to health reasons.

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

250/23-24. SUBSTITUTES.

There were none.

251/23-24. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

Councillor Lorna Cross declared a prejudicial interest in agenda item 10, application B, as she is a volunteer at the Swanscombe Food Cellar.

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.

252/23-24. TO RECEIVE ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

253/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 14 SEPTEMBER 2023.

Recommended: That the Minutes of the meeting held on 14 September 2023 were confirmed and signed as a true record.

254/23-24. 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 September 2023 be noted.

255/23-24. BANK TRANSFERS.

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

Recommended: That the bank transfers undertaken for September 2023 be approved.

256/23-24. 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 September 2023.

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

257/23-24. SUMMARY OF ACCOUNTS.

Members were provided with details of the Flex-Budget Report balanced to 30 September 2023.

Recommended: That the summary of accounts to 30 September 2023 be noted.

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

258/23-24. APPLICATIONS FOR FUNDING FROM THE TOWN COUNCIL

Members considered the applications, and, after discussion, it was agreed that the following funding be awarded from the 2023 - 24 budget:

- Hi Kent - £500.00
- Food Cellar - £500.00

Officers were instructed to request a meeting with Hi Kent to further discuss the delivery of their services within the Town, and ways in which the Town Council could support this through into 2024 and onwards.

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

259/23-24 FINANCIAL RISK ASSESSMENTS (FRA) FOR 2023 – 2024

The FRA Working Group met on 25 October 2023 to undertake a review and Members considered the report from the Working Group which detailed recommended adjustments to the FRA's from 2023 – 2024 onwards.

Members considered the report/ notes from the Working Group meeting which would form part of the recommendation to full Council (7 December 2023), to enable the Estimates 2024 - 2025 to be drafted for consideration, and then approval by the Finance and General Purposes Committee and Special Town Council at their meetings on 11 January 2024

Recommended: That the report from the FRA Working Group be submitted to full Council on 7 December 2023 for approval and inclusion in the Estimates 2024 – 2025.

260/23-24 **ANNUAL ESTIMATES FOR 2024– 2025.**

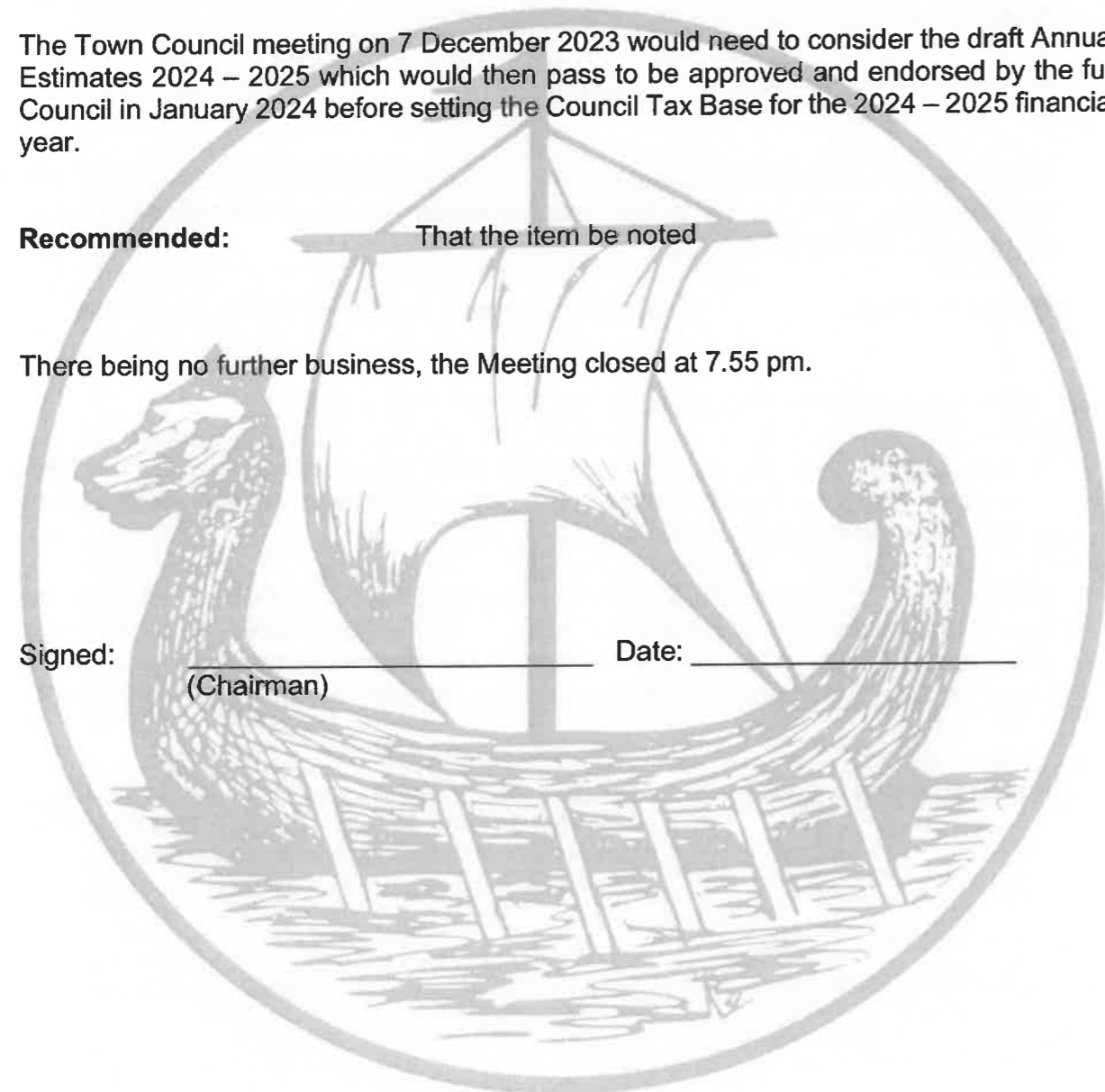
Officers had begun work on the Annual Estimates for 2024 – 2025 earlier in the year and members were first asked for any suggestions in July (minute 120/23-24), with an agreed deadline of 31 August 2023, which were then duly considered at the Town Council meeting on 19 October 2023.

The Town Council meeting on 7 December 2023 would need to consider the draft Annual Estimates 2024 – 2025 which would then pass to be approved and endorsed by the full Council in January 2024 before setting the Council Tax Base for the 2024 – 2025 financial year.

Recommended: That the item be noted

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

Signed: _____ Date: _____
(Chairman)



MINUTES of the MEETING of the PERSONNEL COMMITTEE held at THE COUNCIL OFFICES, THE GROVE, SWANSCOMBE, DA10 0GA on THURSDAY 23 NOVEMBER 2023 at 11.30am

PRESENT: Councillor Peter Harman – Chairman
Councillor Anita Barham
Councillor Lorna Cross
Councillor Ann Duke
Councillor Peter Harris

ABSENT: There were none.

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

272/23-24. 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.

273/23-24. 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 Alan Reach due to other commitments.

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

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

274/23-24. 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.

275/23-24. URGENT ITEMS / MATTERS ARISING FROM PREVIOUS MINUTES.

There were none.

276/23-24. **TO CONFIRM AND SIGN THE MINUTES OF THE LAST MEETING HELD ON 26 APRIL 2023.**

Recommended: That the minutes from the meeting held on 26 April 2023 be confirmed and signed.

277/23-24. **STAFF ISSUES.**

Members were informed that, following the recruitment process, the new post had been filled and Employee 72 had begun on 7 August 2023 and had settled in very well with no reported issues.

Recommended: That the item be noted.

278/23-24. **EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor Ann Duke and seconded by Councillor Anita Barham.

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.

279/23-24. **STAFFING BUDGET 2024 - 2025.**

Financial Regulation 4.4 requires the salary budgets for the following financial year to be reviewed by the Personnel Committee.

Officers clarified the confidential report regarding the Staffing Budget 2024 – 2025 and, after discussion, it was unanimously agreed:

Recommended: That the Staffing Budget 2024 – 2025, as detailed in the confidential report, be endorsed.

There being no further business, the Meeting closed at 11.45am.

Signed: _____ Date: _____
(CHAIRMAN)

MINUTES of the MEETING of the ALLOTMENTS & CEMETERIES SUB-COMMITTEE held at THE COUNCIL CHAMBERS, THE GROVE, SWANSCOMBE on WEDNESDAY 25 OCTOBER 2023 at 11.00AM

PRESENT: Councillor Hazel Stephens - Chairman
Councillor Lesley Howes
Councillor Elizabeth Wickham

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

ABSENT: Councillor Claire Pearce

240/23-24. 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.

241/23-24. 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 Peter Harman, due to other commitments.

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

242/23-24. SUBSTITUTES.

There were none.

243/23-24. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.

There were none.

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

244/23-24. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.

There were none.

245/23-24. TO CONFIRM AND SIGN THE MINUTES OF THE MEETING HELD ON 4 OCTOBER 2022

Recommended: That the Minutes of the Meeting held on 4 October 2022 be confirmed and signed as a true record.

246/23-24. **SWANSCOMBE CEMETERY – LYCHGATE & WALL.**

Members considered the detailed communications between Dartford Borough Council (DBC), the Diocese of Rochester (DoR) and the Town Council regarding the responsibility of the lychgate and cemetery wall.

After discussion it was agreed that the DoR be invited to discuss with the Sub-Committee what is required to re-instate the lychgate and cemetery wall and what the process for this would be along with any potential funding streams applicable for the works.

Recommended: That the DoR be invited to discuss with the Sub-Committee what is required to re-instate the lychgate and cemetery wall and what the process for this would be along with any potential funding streams applicable for the works.

247/23-24. **ANNUAL ALLOTMENT SITE INSPECTION.**

Members considered the report from the visit to each allotment site by the ATC/RFO, Councillor Hazel Stephens (Chairman of this Sub-Committee), Linda Hall (Chairman of the Allotment Association) and Christine Morris (Allotment Association Committee Member) undertaken on 11 October 2023.

Recommended: That the contents of the report be noted.

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

Signed _____
Chairman Date

Planning Services

Mr Graham Blew
Swanscombe & Greenhithe Town Council
The Town Council Offices
The Grove
Swanscombe
Kent DA10 0GA

Please ask for: Laura Fraser-Coulson
Direct line: (01322) 343236
E-mail: Laura.fraser-coulson@dartford.gov.uk
DX: 142726 Dartford &
Your ref:
Our ref: SWANS001

Date: 24th October 2023

Dear Graham

Subject: Dartford Community Infrastructure Levy: Duty to pass CIL to local councils (Neighbourhood Portion) under CIL Regulations 2010 (as amended) Regulations 59A to 59D

Dartford Borough Council implemented the Community Infrastructure Levy for development in the Borough from 1st April 2014. All new development which incorporates new floor space or creates a new home is liable to CIL, subject to the development type and rates set out in Dartford's CIL Charging Schedule and provisions in national regulations.

The Council is required to pass on a proportion of the CIL receipts to town and parish councils that have been received from chargeable development in their area. This will be 15% of the total applicable CIL receipts up to a maximum of £100 (indexed) per dwelling within your Council's area.

I am writing to inform you that CIL payments were received by the Borough Council during the period 1st April to 30th September 2023 from development within your town council area. Therefore, a local proportion of £87,671.66 will be transferred to Swanscombe & Greenhithe Town Council. The payment will be paid directly into your account shortly. The CIL payments received were related to the following development:

DA/21/00723 Former Croxton & Garry Site (being the 3rd of 4 payments due)

Government guidance requires that: *"The local council must use the CIL receipts passed to it to support the development of the local council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area."*

CIL Neighbourhood Proportion monies may be spent on local priorities. CIL Regulations provide the ability for the parish council to agree priority projects with the Borough Council so that the neighbourhood proportion can be used to support the funding of 'larger' infrastructure that the local council itself may not normally directly deliver (where it supports development within the local area). Please contact me if you would like to discuss the overall infrastructure delivery programme within the Borough, and the potential for the local council to use this funding to support and achieve shared priorities within its area.

Please note that under CIL Regulation 59E the Borough Council may serve a notice on the local council requiring it to repay some or all of the CIL receipts that has not been applied to support development in its area within 5 years of receipt.

Would you please bring this letter to the attention of the Chair of the town council.

Yours sincerely



Laura Fraser-Coulson
Infrastructure Levy Monitoring and Management Officer
Dartford Borough Council

This page is intentionally left blank.

Graham Blew

From: Charmaine Keatley <chief.executive@kentalc.gov.uk>
Sent: 06 November 2023 16:35
Subject: KALC Community Awards Scheme 2024
Attachments: 2024 KALC COMMUNITY AWARDS SCHEME - outline.docx; 2024 KALC COMMUNITY AWARDS SCHEME - nomination form.docx; 2024 KALC COMMUNITY AWARDS SCHEME - nomination form for residents.doc

Importance: High

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

Dear Member Councils

We are delighted to announce that we have now launched the 2024 KALC Community Awards Scheme, with support from Kent County Council, the High Sheriff of Kent, and the Mayor of Medway. This follows a very successful 2023 Awards Scheme, which was adopted by 79 member Councils.

The Award Winners receive a Framed Certificate. The Council can decide whether to present something extra to their winner.

Please find attached the following documents:

- An outline of the 2024 Awards Scheme;
- A Nomination Form for member Councils to complete and send to KALC;
- A Nomination Form for residents to send to the Council, if the Council decides to seek nominations from the local community;

The first step is for the Council to agree to adopt the Scheme. The Council would then need to submit its Nomination to manager@kentalc.gov.uk by **Friday 2nd February 2024**. All the attached documents will be placed in the Members Area of the KALC website (www.kentalc.gov.uk).

If you have any questions, please do not hesitate to contact either myself or Laura.

Kind Regards

Charmaine Keatley
Chief Executive
Kent Association of Local Councils
White Cliffs Business Park
Whitfield
Dover

This page is intentionally left blank.

KALC COMMUNITY AWARDS SCHEME 2024

**(SUPPORTED BY KENT COUNTY COUNCIL, THE HIGH SHERIFF OF KENT
and MAYOR OF MEDWAY)**

OUTLINE

Aim of the Scheme: To acknowledge and give recognition to those that have made a significant contribution to their local community.

Implementation: The closing date for nominations will be 2nd February 2024, so that the presentation of the awards can take place at the 2024 Parish, Town and Community Council or Parish Meeting (Local Council) Annual Meetings, which take place between March and 1 June 2024. It is recognised that some Local Councils already have their own well-established Community Awards Schemes in place. Where that is the case the KALC Scheme could be presented as an additional award.

It is also recognised that some principal authorities have their own Awards Scheme for their area. The KALC Awards Scheme will operate on a more local level and should therefore avoid duplication or overlap with the principal authority.

Who can be nominated for an Award?

Anyone that the Local Council/public think merits an Award for having made a significant contribution to their local community. The person/group must live or work within the Local Council boundary. We are unable to accept nominations for campaign groups.

What is the nomination process?

The Local Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, the Local Council might already know who that person might be, or they might decide to formally invite nominations from their local community with the winner being the one with the most nominations.

What is the criteria for making an Award?

There will be no pre-determined criteria on what a "significant contribution to the local community" might be, although as above we are unable to accept nominations for campaign groups. These criteria would be determined by the Local Council taking into account what was important to them locally. However, some examples of criteria that Local Councils might want to consider are set out in Annex A.

What does the winner receive?

This will be a Certificate signed by those supporting the Scheme, including the Kent County Chairman/representative from Medway and the KALC Chairman. The Local Council will provide no more than 30 (thirty) words that they would like inserted on the Certificate to explain the reason for the Award. The Local Council can decide whether it wants to also present something to the winner or to all nominees.

Who presents the Award?

The Award should be presented by the Local Council Chairman/Mayor at their 2024 Annual Meeting. If the Council would like one of the Supporters of the Scheme to participate in the presentation, then please let KALC know so that we can see who would be available to attend. The Awards would provide an opportunity to promote the Local Council and the Award winner in the local media.

Is there any funding available to support the Award?

The Award Scheme has been designed to avoid creating undue time or financial burdens on the Local Council. The cost of the Certificates and frames will be met by Kent County Council.

ANNEX A

Examples of possible criteria

A significant contribution to the local community could be any or all of the following:

- a) Long and sustained service to the community or part of it;
- b) Achievements or actions of an inspiring nature to the local community;
- c) Such other activities which have reflected credit on or brought benefits to the village/town or its people;

In reaching its decision, the Council might want to take into account any or all of the following:

- The level of commitment shown;
- Any obstacles that had to be overcome;
- The amount of benefit derived by the community;
- The number of people benefited or affected;
- The length of service;
- Such other matters that in the opinion of the Council promote the purpose of the Award.

KALC COMMUNITY AWARDS SCHEME 2024

supported by Kent County Council, the High Sheriff of Kent, and the Mayor of Medway

The KALC Community Awards Scheme is to acknowledge and give recognition to those that have made a significant contribution to their local community.

Anyone that the Local Council thinks merits an Award can be nominated, although we are unable to accept nominations for campaign groups. The person/group must live or work within the Local Council boundary. The Local Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, you might already know who that person/group might be, or you might decide to formally invite nominations from your local community with the winner being the one with the most nominations. There is no pre-determined criteria on what a significant contribution to the community might be.

The winner will receive a framed certificate signed by the Chairman of Kent County Council/Mayor of Medway, the High Sheriff of Kent, and the KALC Chairman. Your Local Council can decide whether it wants to also present something to the winner or to all nominees. The Award should be presented by the Local Council Chairman/Mayor at the Council's Annual Meeting in 2024. You may decide to invite the KCC Chairman/representative from Medway, the High Sheriff of Kent, or the KALC Chairman who could participate in the presentation of the Award, provided they are available on that date.

A nomination form for the Local Council is printed below. In order for KALC to produce the Certificate and have it signed by the Chairman of Kent County Council/representative from Medway and the KALC Chairman, we will require the name of the person and the reason for their Award by **FRIDAY 2ND FEBRUARY 2024** (email: manager@kentalc.gov.uk so that we can return the completed certificate to the Council in time for your 2024 Annual Meeting.

KALC COMMUNITY AWARDS SCHEME 2024 – LOCAL COUNCIL NOMINATION FORM

Local Council SWANSCOMBE AND GREENHITCH TOWN COUNCIL would like to nominate

.....(print name) for a KALC Community Award.

REASON (no more than 30 words which will appear on the Certificate):

.....
.....
.....
.....

SIGNED:

Date of the Council's 2024 Annual Meeting: 01 - 05 - 2024

Address to return framed certificate to:

KENT ASSOCIATION OF LOCAL COUNCILS COMMUNITY AWARDS SCHEME 2024

supported by Kent County Council, the High Sheriff of Kent, and the Mayor of Medway

The KALC Community Awards is to acknowledge and give recognition to a resident/group of(Parish/Town) who has/have made a significant contribution to this community over a period of years. If you know of someone who has given this sort of service and merits an Award, then please do nominate them. The person must live or work within the Parish/Town/Community Council boundary.

The winner will receive a certificate signed by the Chairman of Kent County/ Mayor of Medway, the High Sheriff of Kent and the KALC Chairman. The Award will be presented by the Local Council Chairman/Mayor at its Annual Parish Meeting on A nomination form is printed below. Only **ONE** nomination per resident but all adult members of a family may submit a nomination form. Just photocopy the form or phone the Clerk, onfor extra forms.

Completed forms in a sealed envelope should be sent to:

*(Local Council Address)

The closing date for receiving nomination forms will be

KALC COMMUNITY AWARDS SCHEME 2024 - NOMINATION FORM

I would like to nominate(print name) for a Community Award.

REASON (no more than 30 words):

.....
.....
.....
.....
.....

SIGNED: Print Name:

only one vote per resident. For details of returning this form see above.

AGENDA ITEM 8

TC 7/12/23

Meeting	Swanscombe and Greenhithe Town Council	Item No.	
Report Title	Homework Heroes and Other Stuff - Interim Report		
Report Of	Susan Hart – Director CAS Community Solutions CIC		
Class	Information	Date	Nov 23

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 23/24.
- 2.2 One of the funding conditions is for CAS to produce regular monitoring reports for the Town Council.

3. Statistics

- 3.1 We now have 49 registered local children. One child has moved away and another attends alternative after-school clubs after joining secondary school this September 2023.
- 3.2 A complete breakdown of attendance by each session can be found in **Appendix A**.
- 3.3 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 continues to work on a programme to include literacy, numeracy and STEM activities.
- 4.2 We continue to incorporate national days, well-being and outdoor activities into our curriculum.
- 4.3 The film in which Homework Heroes took part, is now available on ITVx (<https://www.itv.com/watch/generation-genome/10a4757/10a4757a0005>).
- 4.4 The production company will shortly be holding auditions for a child(ren) presenter of a new series. They have provided a script, and we are working with the Homework Heroes who are interested in taking part.

5. Staff

- 5.1 All DBS checks are now complete
- 5.2 A recruitment campaign is planned for the beginning of the new year for another volunteer to cover holidays and absences.

6. Other funding/donations

- 6.1 CAS are as Coop Cause for 12 months commencing November 2023.
- 6.2 The Coop Member Pioneer will support Homework Heroes throughout the year by providing healthy snacks drinks and possibly lunches for the school holidays.

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

Appendix A

		August 2023														Total
Date	04/08/23	07/08/23	11/08/23	14/08/23	18/08/23	21/08/23	25/08/23									
No. attending	15	14	15	15	19	18	19								115	
		September 2023														
Date	06/09/23	07/09/23	13/09/23	14/09/23	20/09/23	21/09/23	27/09/23	28/09/23								
No. attending	7	6	10	9	12	8	8	7							67	
		October 2023														
Date	04/10/23	05/10/23	11/10/23	12/10/23	18/10/23	19/10/23	25/10/23	26/10/23								
No. attending	5	8	8	8	3	9	5	12						58		
		November 2023														
Date	01/11/23	02/11/23	08/10/23	09/11/23	15/11/23	16/11/23	22/11/23	23/11/23	29/11/23	30/11/23						
No. attending	5	7	8	5	5	7										
		December 2023														
Date	06/12/23	07/12/23	13/12/23	14/12/23												
No. attending																
		January 2024														
Date	03/01/24	04/01/24	10/10/24	11/01/24	17/01/24	18/01/24	24/01/24	25/01/24	31/01/24							
No. attending																
		February 2024														
Date	01/02/24	07/02/24	08/02/24	12/02/24	16/02/24	21/02/24	22/02/24	28/02/24	29/02/24							
No. attending																
		March 2024														
Date	06/03/24	07/03/24	13/03/24	14/03/24	20/03/24	21/03/24	27/03/24	28/03/24								
No. attending																
		April 2024														
Date	05/04/24	08/04/24	12/04/24	17/04/24	18/04/24	24/04/24	25/04/24									
No. attending																

Figures in blue depict school holiday provision.

Centre closed on 22nd November due to staff shortage.

This page is intentionally left blank.

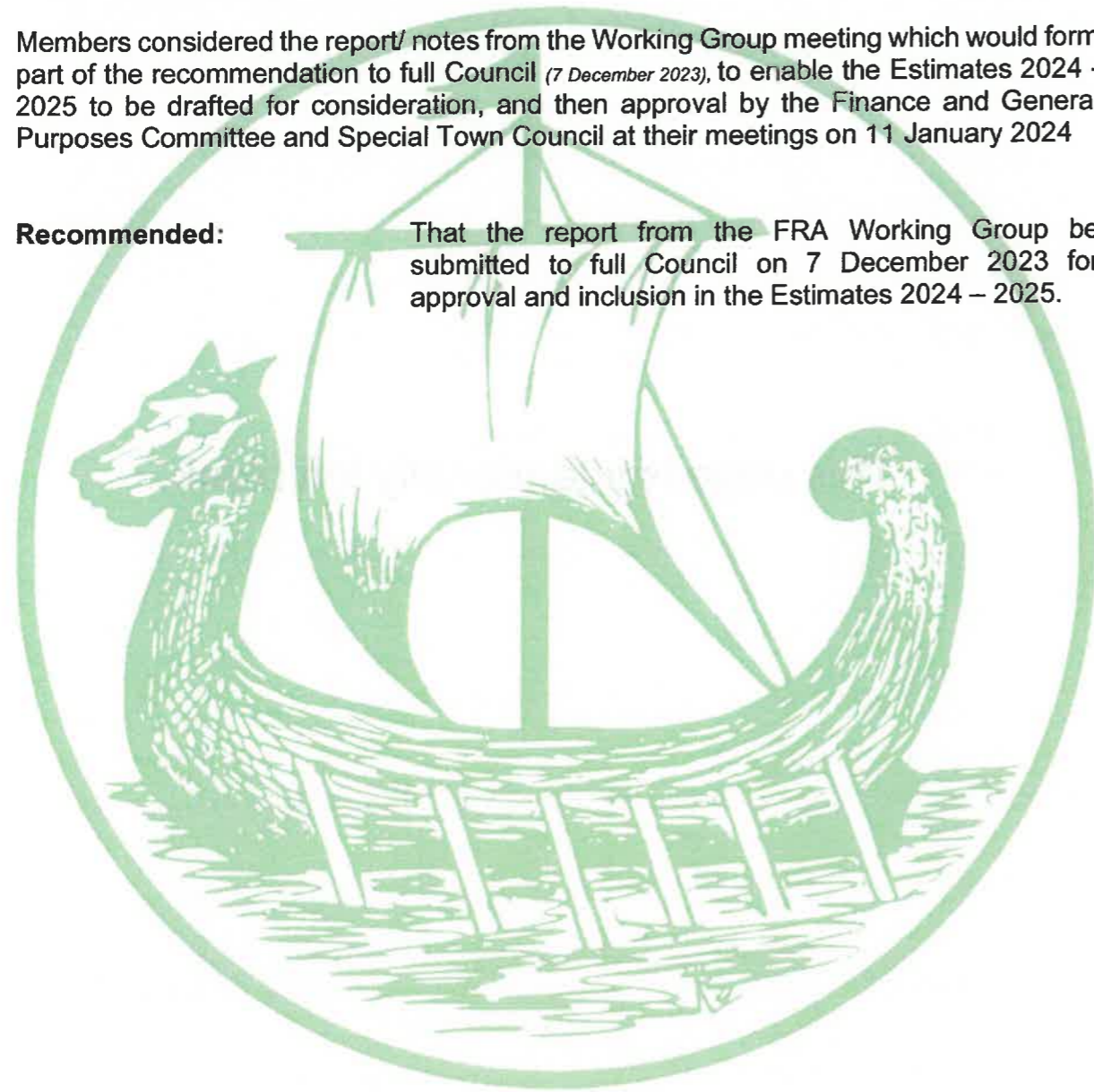
259/23-24 **FINANCIAL RISK ASSESSMENTS (FRA) FOR 2023 – 2024**

The FRA Working Group met on 25 October 2023 to undertake a review and Members considered the report from the Working Group which detailed recommended adjustments to the FRA's from 2023 – 2024 onwards.

Members considered the report/ notes from the Working Group meeting which would form part of the recommendation to full Council (7 December 2023), to enable the Estimates 2024 - 2025 to be drafted for consideration, and then approval by the Finance and General Purposes Committee and Special Town Council at their meetings on 11 January 2024

Recommended:

That the report from the FRA Working Group be submitted to full Council on 7 December 2023 for approval and inclusion in the Estimates 2024 – 2025.



This page is intentionally left blank.

Introduction & Background

Since the pandemic (2020 – 2021) and through the subsequent cost of living crisis (until 2023 – 2024), the Town Council have been managing its financial controls by utilising its reserves.

This has specifically been through the measure of restricting contributions to the reserves (Financial Risk Assessments, FRA's) except for urgent / time critical tasks such as the cost of the periodic tree survey.

Managing the finances in this way is effective in managing short term impact but is not sustainable in the way it is currently being undertaken.

Current Position

Since the 2020 – 2021 financial year the Town Council have been contributing just £5,000 per year to its reserves to allocate the budget for the tree survey and resulting works.

Over that 3-year period the Town Council have continued to spend from its FRA's as needed for works that were allocated or that have arisen.

This has resulted in the total value of the Town Councils reserves dropping below £300,000 for the first time since they were created.

Best practice recommends that, for a Council of our size, the minimum level held in reserves at all times is 6 months of your precept. For the Town Council this would equate to £210,000. Whilst we now have £299,000 in reserves, we have allocated just over £100,000 of this to the Pavilion project and will potentially spend this over the next 12-18 months. It is hoped that this will not be needed towards the project but is part of the contingency requirements.

To that end, there is now a distinct possibility the Town Council could drop below the recommended lower levels for reserves.

With the current uncertain financial climate, it would not be prudent to add further pressure onto our budgets.

Whilst the Town Council will need to continue to freeze contributions for the forthcoming 2024 – 2025 financial year, with the exception of the money for the tree survey, it would also be prudent to freeze expenditure from the FRA's for the same period, again with the exception of the money for the tree works.

This action will hold our current position and not add any further risk of dropping reserves.

As and when potential expenditure arises, that may need to come from the FRA's, then each item would have to be looked at on a need / emergency basis only.

This decision would be reviewed on a month-by-month basis as the overall expenditure for the Pavilion project is ascertained and its potential impact on reserves understood.

Church Road Hall

The Town Council agreed to undertake works to the asbestos roof of the Church Road Hall to be funded from the FRA's costs allocated to that hall.

This was undertaken but has now left no money, in effect no contingency, allocated to Church Road Hall should it be needed.

In normal circumstances this would not be an issue as you would increase contributions and slowly rebuild the funds. At present, and as per the first part of this report, the Town Council are freezing contributions to all but one element of the FRA's.

The Town Council has funds allocated against each of its buildings, including the Heritage Community Hall, which is under a full repair Lease with Walk Tall. The FRA fund allocated for future contingency for the Heritage Community Hall is £14,364.

To effectively support both sites it would be prudent to transfer half of this fund over to the FRA allocation for the Church Road Hall, leaving both sites with a contingency of £7,182.

Recommendation

Members are asked to put forward a recommendation for consideration at the Finance & General Purposes Committee on the 2 November 2023 that:

- 1. The contributions towards the Financial Risk Assessments for 2024 – 2025 be frozen, with the exception of the costs for the periodic tree survey.**
- 2. The expenditure from the Financial Risk Assessments during 2024 – 2025 be frozen, with the exception of the costs for the periodic tree survey, the funds allocated to the Pavilion project and any other items deemed emergency in nature.**
- 3. 50% of the funds allocated for contingency within the FRA's for the Heritage Community Hall, be transferred over to the allocation for the Church Road Hall.**

FINANCIAL RISK ASSESSMENT (FRA) WORKING GROUP

25 OCTOBER 2023 – 11.30AM

PRESENT: Councillor Lesley Howes
Councillor Hazel Stephens
Councillor Liz Wickham
Graham Blew – Town Clerk
Martin Harding – ATC/RFO

APOLOGIES: Councillor Ann Duke

ABSENT: Councillor Lorna Cross

Item 1:

The ATC/RFO summarised the history behind the creation of the FRA's in 2010 and how it has been used to support the Town Councils finances and budget for its long-term commitments over the last 13 years.

Item 2:

The ATC/RFO explained the report in relation to the Town Councils current financial position and went through the spreadsheet and the x 3 recommendations that:

1. The contributions towards the Financial Risk Assessments for 2024 – 2025 be frozen, except for the costs for the periodic tree survey.
2. The expenditure from the Financial Risk Assessments during 2024 – 2025 be frozen, except for the costs for the periodic tree survey, the funds allocated to the Pavilion project and any other items deemed emergency in nature.
3. 50% of the funds allocated for contingency within the FRA's for the Heritage Community Hall, be transferred over to the allocation for the Church Road Hall.

Members discussed the report along with the general financial position of the local government sector.

It was agreed that this should be a short-term solution to manage the Town Councils financial position over the next 2-3 years, and that it should be regularly monitored given the changeable financial climate.

Members agreed that the x 3 recommendations, along with the notes from this meeting and a copy of the report, are put to the Finance & General Purposes Committee on the 2 November 2023 for consideration.

Action:

That the x 3 recommendations, along with the notes of this meeting and supporting document, to endorse the changes to the FRA's as detailed, be placed on the agenda for the Finance & General Purposes Committee on 2 November 2023.

Meeting Closed: 11.55am.

This page is intentionally left blank.

This page is intentionally left blank.

**CALCULATION OF COUNCIL TAX 2024/25 AS REQUIRED BY
SWANSCOMBE & GREENHITHE TOWN COUNCIL**

AGENDA ITEM 10
TC 7/12/23

Balance at Bank 1st April 2023	473,509
Plus Precept - 2023/24	432,894
Plus Section 136 - 2023/24	0
Plus Government Grant 2023/24	14,435
	<u>920,838</u>

Less probable expenditure 2023/24	446,794
Less reserve account	435,620
Less working balance	37,000
Less Earmarked from 2023/24 Balances	0
Available Balance	<u>1,424</u>

Estimated expenditure 2024/25	458,172
Less available balance	1,424
	<u>456,748</u>

Less Section 136	0
Less Government Grant	14,435

To Amount Required	<u>442,313</u>
--------------------	----------------

COUNCIL TAX CALCULATION

Basic rate for calculation as provided by Dartford Borough Council	2023/24
4681.23 properties	4581.23

Band	2024/25				
A	£62.99				
B	£73.49				
C	£83.99				
D	£94.49	£94.49	£0.00	Percentage	0.00
E	£115.48				
F	£136.48				
G	£157.48				
H	£188.97				

	2022/23 ACTUAL	2023/24		2024/25	2025/26	2026/27
		EST	PROB	EST	FORE	FORE
Cost Centre 1 Public Lighting						
Codi Description						
1 Supply & Maintenance	1450	2850	2850	3150	3245	3342
3 Christmas Lighting	3600	4000	4000	4170	4295	4424
4 Repairs	500	500	500	500	515	530
5 Long Term Financial Risks	0	0	0	0	500	500
Total Expenditure	5550	7350	7350	7820	8555	8796
7 Miscellaneous Income	1	1	1	1	1	1
Total Income	1	1	1	1	1	1
Total to Public Lighting Summary	5549	7349	7349	7819	8553	8795
Cost Centre 2 Grove Car Park						
Codi Description						
20 Rates	4571	4571	2100	2100	2184	2271
21 Repairs & Maintenance	500	500	250	500	515	530
22 Long Term Financial Risks	0	0	0	0	655	655
Total Expenditure	5071	5071	2350	2600	3354	3457
7 Miscellaneous Income	1000	1000	1000	1000	800	800
Total Income	1000	1000	1000	1000	800	800
Total to Car Parks Summary	4071	4071	1350	1600	2554	2657
Cost Centre 4 Parks Establishment						
Codi Description						
40 Wages	102500	103275	102750	108250	110956	113730
41 Equipment/Materials	32000	34000	28500	31000	31775	32728
42 New Grounds Maintenance Ec	0	0	0	0	0	0
43 Fuel	2350	2400	2000	2000	2050	2112
44 Fencing	2500	3500	3000	3000	3075	3167
45 Telephone	400	571	100	250	256	264
45 Vehicles	2500	2500	1500	2000	2050	2112
47 Water Rates	2000	2060	2500	2575	2639	2719
48 Gas / Electricity	2500	2500	2900	3000	3075	3167
49 Playground Equipment & Maint	5000	5000	2000	5000	5000	5150
50 Training	1000	1500	1500	2000	2050	2112
51 Knockhall Changing Rooms	500	500	500	500	513	528
52 Parks Works Area	750	750	750	750	769	792
53 Vandalism	500	500	500	500	513	528
54 Trees	7000	3000	3000	3000	3000	3000
55 New Recreational Facilities	0	0	0	0	0	0
56 Unexpected/Emergency Work:	1000	1000	500	750	769	792
57 Long Term Financial Risks	5000	5000	5000	5000	10500	10500
58 New Community Facility	0	0	0	0	0	0
Total Expenditure	167500	168056	157000	169575	178989	183399
66 Miscellaneous Income	500	500	500	500	500	500
Total Income	500	500	500	500	500	500
Total to Parks Summary	167000	167556	156500	169075	178489	182899

	2022/23 ACTUAL	2023/24 EST	2023/24 PROB	2024/25 EST	2025/26 FORE	2026/27 FORE
Cost Centre 5 Swanscombe Park						
Cod Description						
70 Bowls Pavilion Maintenance	0	0	0	0	0	0
Total Expenditure	0	0	0	0	0	0
75 Bowls	3700	4059	4059	4246	4181	4306
Total Income	3700	4059	4059	4246	4181	4306
Total to Parks Summary	-3700	-4059	-4059	-4246	-4181	-4306
Cost Centre 6 Knockhall Playing Field						
Cod Description						
80 Rates	158	164	147	153	157	162
Total Expenditure	158	164	147	153	157	162
85 Football	5740	6240	5500	6240	6427	6620
Total Income	5740	6240	5500	6240	6427	6620
Total to Parks Summary	-5582	-6076	-5353	-6087	-6270	-6458
Cost Centre 7 Broomfield Sports Ground						
Cod Description						
95 Football	7300	8000	8400	8600	8858	9124
96 Cricket	2000	1300	1150	0	0	2000
97 Miscellaneous Income	0	0	0	0	0	0
Total Income	9300	9300	9550	8600	8858	11124
Total to Parks Summary	9300	9300	9550	8600	8858	11124
Cost Centre 8 Churchyard - SP & SP						
Cod Description						
110 Maintenance	1000	2000	500	2000	2060	2122
Total Expenditure	1000	2000	500	2000	2060	2122
Total to Parks Summary	1000	2000	500	2000	2060	2122
Cost Centre 9 Other Projects						
Cod Description						
121 General Projects (inc Sum Etr)	10000	10500	9500	10000	10300	10609
Total Expenditure	10000	10500	9500	10000	10300	10609
128 Miscellaneous Income	0	0	0	0	0	0
Total Income	0	0	0	0	0	0
Total to Parks Summary	10000	10500	9500	10000	10300	10609
Cost Centre 10 Bus Shelters						
Cod Description						
130 Maintenance	250	250	250	250	300	300
Total Expenditure	250	250	250	250	300	300
128 Miscellaneous Income	0	0	0	0	0	0
Total Income	0	0	0	0	0	0
Total to Parks Summary	250	250	250	250	300	300
Cost Centre 19 Heritage Park						
Cod Description						
100 Maintenance / Rent	500	500	500	500	500	500
Total Expenditure	500	500	500	500	500	500
Total to Parks Summary	500	500	500	500	500	500

	2022/23 ACTUAL	2023/24 EST	2023/24 PROB	2024/25 EST	2025/26 FORE	2026/27 FORE
Cost Centre 11 Leisure Centre						
Codi Description						
146 Rates & Ins Rent - DBC	28000	30500	32500	32500	33475	34479
155 GCLL Management Fee	58000	58000	58000	58000	57000	57000
Total Expenditure	86000	88500	90500	90500	90475	91479
Total Income	0	0	0	0	0	0
Total To Leisure Centre Summary	86000	88500	90500	90500	90475	91479
Cost Centre 14 Allotments						
Codi Description						
210 Rents / Licences	245	245	245	245	252	260
211 Repairs / Maintenance	250	250	250	250	258	265
212 Water Supply	0	0	0	0	0	0
213 Long Term Financial Risks	0	0	0	0	1000	0
Total Expenditure	495	495	495	495	1510	525
218 Rent	3551	3906	4755	5230	6015	6917
Total Income	3551	3906	4755	5230	6015	6917
Total To Allotment Summary	-3056	-3411	-4260	-4735	-4505	-6392
Cost Centre 15 Administration						
Codi Description						
230 Wages	132500	136500	133500	142750	147033	151443
231 Furn (F&F) & Equipment	500	750	500	750	773	796
232 Photocopier	750	1000	1000	1000	1030	1061
233 Stationery, Advertising, Postage	2300	2300	1600	1600	1648	1697
234 Telephone / Internet	3700	3700	3700	3700	3811	3925
235 Mileage Allowance	200	200	200	200	206	212
236 Insurance	13000	13000	14000	14000	14420	14853
237 Subscriptions / Publications	5000	5000	5000	5000	5150	5305
238 Civic Budget	1500	3000	3000	3000	3090	3183
240 Chains of Office	250	250	250	250	258	265
241 Legal Fees	2500	3000	2000	3000	3090	3183
242 External Audit Fees	1300	1400	1400	1400	1442	1485
243 Internal Audit Fees	250	350	200	350	361	371
244 Local Funding	2000	2000	2000	2000	2000	2000
245 Miscellaneous	6000	6000	6000	6000	6180	6365
246 Election Expenses	2000	12000	12000	2000	2000	2000
247 Training	1000	1500	1000	1500	1545	1591
248 Member Training	1000	1500	1000	1500	1545	1591
249 IT Services	3950	4000	4000	4000	4120	4244
250 Handyman (including seasonal)	500	500	500	500	515	530
251 Council Offices Building Maint	13350	14300	10000	12000	12360	12731
252 Water Rates	1700	1900	2000	2000	2060	2122
253 Gas	2400	2500	2750	2750	2833	2917
254 Electricity	5750	6300	6500	6500	6695	6896
255 Rates (NNDR)	22000	22000	17500	17500	18025	18566
256 Long Term Financial Risks	0	0	0	0	2000	2000
Total Expenditure	225400	244950	231600	235250	244188	251333
270 Photocopier Income	0	0	0	0	0	0
271 Miscellaneous	3500	1000	1500	1000	0	0
274 Bank Interest	2500	3000	3000	3000	3090	3183
Total Income	6000	4000	4500	4000	0	0
Total to Administration Summary	219400	240950	227100	231250	244188	251333

	2022/23 ACTUAL	2023/24 EST	2023/24 PROB	2024/25 EST	2025/26 FORE	2026/27 FORE
--	-------------------	----------------	-----------------	----------------	-----------------	-----------------

Cost Centre 16 Church Road Hall

Code Description						
280 Wages	4975	5300	4950	5800	5974	6153
281 Repairs & Maintenance	500	500	500	500	515	530
282 Gas & Electricity	700	850	850	850	876	902
283 Cleaning Materials	100	100	100	100	103	106
284 Furniture & Fittings	100	100	100	100	103	106
285 Rates (NNDR)	1439	1495	1172	1172	1207	1243
287 Misc Expenditure	125	125	125	125	129	133
288 Long Term Financial Risks	0	0	0	0	0	0
290 Telephone / Broadband	400	400	100	100	400	400
Total Expenditure	8339	8870	7897	8747	9306	9574

295 Hire Income	5500	6000	6200	6300	6489	3000
Total Income	5500	6000	6200	6300	6489	3000

Total To Community Halls Summary **2839** **2870** **1697** **2447** **2817** **6574**

Cost Centre 17 Grove Hall

Code Description						
301 Repairs & Maintenance	500	500	500	500	-85	-88
302 Gas & Electricity	100	100	100	100	103	106
Total Expenditure	610	610	610	610	28	29

315 Hire Income	0	0	0	0	0	0
Total Income	0	0	0	0	0	0

Total To Community Halls Summary **610** **610** **610** **610** **28** **29**

Cost Centre 18 Heritage Community Hall

Code Description						
320 Wages	0	0	0	0	0	0
321 Repairs & Maintenance	0	0	0	0	0	0
322 Gas & Electricity	0	0	0	0	0	0
323 Cleaning Materials	0	0	0	0	0	0
324 Furniture & Fittings	0	0	0	0	0	0
325 Rates (NNDR)	0	0	0	0	0	0
326 Water Rates	0	0	0	0	0	0
327 Misc Expenditure	0	0	0	0	0	0
328 Long Term Financial Risks	0	0	0	0	0	0
Total Expenditure	0	0	0	0	0	0

335 Hire Income	13000	13525	13525	13796	14209	14636
Total Income	13000	13525	13525	13796	14209	14636

Total To Community Halls Summary **-13000** **-13525** **-13525** **-13796** **-14209** **-14636**

Cost Centre 20 Sports Pavilion

Code Description						
340 Utilities	700	700	700	0	0	0
343 Rates	0	500	500	0	0	0
345 Misc Expenditure	0	0	0	0	0	0
346 Professional Fees	0	0	160000	150000	154500	159135
425 Construction Costs	0	0	0	1000000	0	0
Total Expenditure	700	1200	161200	1150000	154500	159135

350 Rent	10500	1000	1000	0	0	0
426 Grant Income	0	0	160000	1150000	0	0
Total Income	0	1000	161000	1150000	0	0

Total To Community Halls Summary **700** **200** **200** **0** **154500** **159135**

	2022/23 ACTUAL	2023/24 EST	2023/24 PROB	2024/25 EST	2025/26 FORE	2026/27 FORE
Cost Centre 21 Town Council Offices Community Hall						
Code Description						
360 Wages (Caretaker)	8278	8400	8100	8750	9013	9283
361 Repairs & Maintenance	400	420	420	420	433	446
362 Furniture, Fixtures and Fittings	100	100	100	100	103	106
363 Cleaning Materials	260	260	260	260	268	276
364 Miscellaneous	75	75	75	75	77	80
365 Long Term Financial Risks	0	0	0	0	5185	4540
Total Expenditure	9113	9255	8955	9605	15078	14730
370 Rent	40500	41000	45000	47000	42230	43497
Total Income	40500	41000	45000	47000	42230	43497
Total To Community Halls Summary	-31387	-31745	-36045	-37395	-27152	-28767

Cost Centre 22 Old Fire Station Café						
Code Description						
380 Wages	18500	19500	19500	20800	21424	22067
381 Food/Supplies	4000	4000	4000	4000	4120	4244
382 F, F & Equipment (including le	500	500	500	500	500	500
383 Advertising	100	100	100	100	103	106
384 Rates (NNDR)	1916	200	2250	2250	2318	2387
385 Electricity & Water	1300	1500	1500	1500	1545	1591
386 Cleaning Materials	130	130	130	130	134	138
387 DBC Maintenance Service Ch:	1500	1500	1500	1500	1545	1591
388 Telephone / Internet	500	500	500	500	515	530
389 Maintenance	500	500	500	500	515	530
390 Miscellaneous (and DBC Insura	500	500	500	500	515	530
391 Long Term Financial Risks	0	0	0	0	0	0
392 Rent DBC	5600	5600	5600	5600	5768	5941
Total Expenditure	35046	34530	36580	37880	39001	40156
395 Café Income	14500	15500	18000	20000	20000	20000
Total Income	14500	15500	18000	20000	20000	20000
Total To Community Café Summary	20546	19030	18580	17880	19001	20156

Cost Centre 23 Ingress Park Community Centre						
Code Description						
400 Wages	0	6000	1000	6000	6180	6365
401 Repairs & Maintenance	0	500	50	500	515	530
402 Gas & Electricity	0	1300	250	1500	1545	1591
403 Cleaning Materials	0	500	100	500	515	530
404 Furniture & Fittings	0	500	100	500	515	530
405 Rates (NNDR)	0	2442	250	1600	1648	1697
406 Water Rates	0	500	50	600	618	637
407 Key Holder Security	0	500	50	600	618	637
408 Misc Expenditure	0	100	0	100	103	106
409 Long Term Financial Risks	0	0	0	0	0	0
Total Expenditure	0	12342	1850	11900	12257	12625
415 Hire Income	0	13000	2500	14000	14000	14000
416 Commuted Sum	0	13500	13500	6000	6000	6000
417 Contingency Fund	0	10000	0	10000	0	0
Total Income	0	36500	16000	30000	20000	20000
Total To Community Halls Summary	0	-24158	-14150	-18100	-7743	-7375

2022/23 ACTUAL	2023/24 EST	2023/24 PROB	2024/25 EST	2025/26 FORE	2026/27 FORE
-------------------	----------------	-----------------	----------------	-----------------	-----------------

SUMMARY

Street Lighting	5549	7349	7349	7819	8553	8795
Car Parks	4071	4071	1350	1600	2554	2657
Parks	178768	179971	167388	180092	190057	196790
Leisure Centre	86000	88500	90500	90500	90475	91479
Allotments	-3056	-3411	-4260	-4735	-4505	-6392
Administration	219400	240950	227100	231250	244188	251333
Community Halls	-40238	-65748	-61213	-66234	108241	114960
Community Café	20546	19030	18580	17880	19001	20156
	<u>471040</u>	<u>470712</u>	<u>446794</u>	<u>458172</u>	<u>658564</u>	<u>679778</u>

Total Expenditure

	<u>471040</u>	<u>470712</u>	<u>446794</u>	<u>458172</u>	<u>658564</u>	<u>679778</u>
--	---------------	---------------	---------------	---------------	---------------	---------------

Reserve Account - Earmarked Funds

General Reserves	FRA Reserves
£1,000 Bowls Pav Bond	£208,931 FRA Balance
£225,689 CIL Balance	

<u>£226,689</u>	<u>£208,931</u>
-----------------	-----------------

To in Reserve Account	<u>£435,620</u>
------------------------------	-----------------

This page is intentionally left blank.

INGRESS PARK COMMUNITY CENTRE WORKING GROUP MEETING – NOTES
FROM 30 NOVEMBER 2023 AT 11.30AM

Present: Cllr Peter Harman
Cllr Peter Harris
Cllr Lesley Howes
Cllr Hazel Stephens

Apologies: Cllr Dawn Johnston

Also Present: Graham Blew – Town Clerk
Martin Harding – ATC/RFO

This meeting of the Working Group had been called at the request of the Members at the Recreation, Leisure & Amenities Committee (RLA) meeting on the 23 November 2023.

Members were provided with a copy of the previous update documentation provided to the RLA on the 21 September 2023, along with a list of the current outstanding matters that were being chased with Crest Nicholson.

A discussion was held on what information was currently publicly available and how this was being received within the community.

Officers outlined the correspondence between themselves and Planning Officers at Dartford Borough Council that intended to move forward the discharge of the planning conditions within their remit. It was explained that a meeting had been requested but, due to availability of attendees, this was likely to be set for early in the new year.

Members were updated on the progress of the planning application EDC/23/0037 for the additional car park with Ebbsfleet Development Corporation (EDC). This was still pending but with a standing objection from Natural England due to the site being within the boundary of the SSSI for Swanscombe Peninsula.

Members felt it was important that we continue to put pressure on all parties involved to progress matters. To that end it was agreed that:

1. A recommendation be placed on the agenda for the full Town Council meeting on the 7 December 2023, that the Town Council write to Gareth Johnson MP requesting that he writes to both Dartford Borough Council and Crest Nicholson Eastern asking for clarification as to why the completion of the Freehold of the Ingress Park Community Centre (IPCC) has not been completed along with the enforcement of the Section 106 Agreement for the site.
2. A recommendation be placed on the agenda for the full Town Council meeting on the 7 December 2023, that the Town Council release a statement updating on the current position and outstanding matters awaiting resolution by Crest Nicholson.

INGRESS PARK COMMUNITY CENTRE WORKING GROUP MEETING – NOTES
FROM 30 NOVEMBER 2023 AT 11.30AM

That the Town Council promote the opportunity for the public to continue to comment on the open planning application for the additional car park with the EDC.

Actions:

- That the x 2 recommendations as detailed, along with the notes from this meeting, and associated information (draft publicity statement and draft letter to the MP) be placed on the agenda for the full Town Council meeting on the 7 December 2023
- That the link to the open planning application EDC/23/0031 with the EDC for the additional car park be promoted to the public.

Meeting Closed: 12.30pm

DRAFT

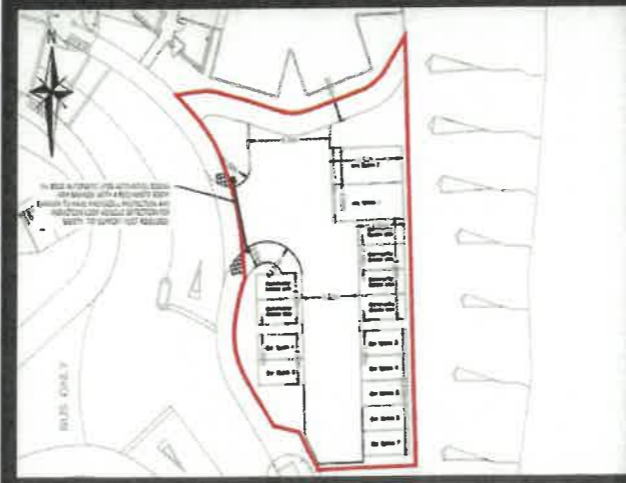
Ingress Park Community Centre Update

Swanscombe & Greenhithe Town Council have released this statement as an update to the public on the progress of securing the Freehold Transfer of the Ingress Park Community Centre from Crest Nicholson to the Town Council. The Town Council have been in discussion with Crest for some time on the site, and following negotiation Agreed to its side of the Freehold Transfer, which was formally ratified at a meeting in February 2020.

Unfortunately, Crest have not yet been able to sign their part of the agreement due to the following outstanding matters:

DRAFT

1. Crest need to discharge a planning condition with Dartford Borough Council to agree and install a noise limiting device within the building.
2. Crest need to discharge a planning condition with Dartford Borough Council to prove the acoustic performance of the building, and its impact on surrounding properties.
3. Crest need to construct the refuse and bike stores agreed with Dartford Borough Council as part of the planning consent.
4. Crest need to resolve several snagging issues within the building itself to ensure it is ready for use.
5. Crest have an outstanding planning application, with Ebbsfleet Development Corporation, for the creation of a car park for the centre. This is proposed for the land indicated in the images above on the corner of Tiltman Avenue. This land falls within the wider SSSI set for the Swanscombe Peninsula and is current subject to challenge from Natural England.



Please be assured that the Town Council continue to pursue Crest Nicholson for resolution of these matters to enable the Freehold Transfer to be completed.

Nb. If you would be interested in working as a Facilities Operative in the community centre, once it is able to open, or alternatively, if you know a group/club that would consider hiring the facility, then please see the Town Council website for how to express an interest:

<https://swanscombeandgreenhithe town council.gov.uk/>

This page is intentionally left blank.



SWANSCOMBE AND GREENHITHE TOWN COUNCIL

© 2009

COUNCIL OFFICES
THE GROVE
SWANSCOMBE
KENT, DA10 0GA

Tel: 01322 385513
Fax: 01322 385849

Gareth Johnson MP
House of Commons
London
SW1A 0AA

DRAFT

8 December 2023

Dear Mr Johnson

The Town Council would like to bring to your attention an ongoing concern in relation to the completion and ongoing operation of the Community Centre constructed within Ingress Park, Greenhithe, Dartford.

The centre itself was agreed by Dartford Borough Council planning department in April 2012 and was subsequently constructed in 2015 as part of the various phases of the Ingress Park Development. Whilst the structure was put in place elements of the planning conditions were left outstanding whilst the developer, Crest Nicholson Eastern, sought a management entity for the building.

Crest Nicholson approached the Town Council in November 2015 to request the Town Council take over the Freehold for the building, along with the ongoing operation of the centre as a community asset.

The Town Council negotiated with Crest to ensure that the building would be viable, including agreement for Crest to provide an additional piece of land to form a car park for the centre.

The Town Council fully agreed its side of the Freehold Transfer in February 2020 subject to Crest fulfilling its planning obligations for the building and delivering the car park as agreed.

Unfortunately for the last 3 years the Town Council, along with the community of Ingress Park, have been waiting for Crest to resolve these outstanding matters to enable the Freehold Transfer to take place.

The construction of the Community Centre is part of the Section 106 Agreement that Crest entered with Dartford Borough Council for the permission to build the development as a whole.

The current outstanding matters awaiting resolution are as follows:

1. Crest need to discharge a planning condition with Dartford Borough Council to agree and install a noise limiting device within the building.
2. Crest need to discharge a planning condition with Dartford Borough Council to prove the acoustic performance of the building, and its impact on surrounding properties.
3. Crest need to construct the refuse and bikes stores agreed with Dartford Borough Council as part of the planning consent.
4. Crest need to resolve several snagging issues within the building itself to ensure it is ready for use.
5. Crest have an outstanding planning application (EDC/23/0031), with Ebbsfleet Development Corporation, for the creation of a car park for the centre (this is proposed for the land on the corner of Tiltman Avenue). This land falls within the wider SSSI set for the Swanscombe Peninsula and is currently subject to challenge from Natural England.

Whilst the Town Council appreciate that some of the delay in the process has been caused by staffing issues with Crest caused by both the pandemic and the proceeding cost of living crisis, we need your support to try and move this matter forward.

We would kindly ask that you write to both Crest Nicholson Eastern and Dartford Borough Council to request an update on the progress of the Freehold Transfer for the Ingress Park Community Centre and the enforcement of the Section 106 Agreement should the process delay further.

We thank you for your consideration of this matter on behalf of the residents of Swanscombe and Greenhithe and await your response.

Yours sincerely

Graham Blew
Town Clerk

DRAFT

AGENDA ITEM

TC 7/12/23 12

PAVILION PROJECT – UPDATE

Tender Process Update

Further to minute 239/23-24 (Town Council 19 Oct 2023), Members were provided an update on the tender process for the new Community Hub.

Below is the timetable currently being followed with the Design Team and procurement experts from Fusion 21.

Milestone	Date/Time
Tender Documentation Issued	Friday 6 th October 2023
Deadline for clarifications from Suppliers	17:00 Monday 27 th November 2023
Tender return deadline	12:00 Noon Monday 4th December 2023
Evaluation of Tenders	5 th December 2023 – 8 th December 2023
Interviews	11 th December 2023 – 15 th December 2023
Notification of results of evaluation	By Friday 22 nd December 2023
Standstill period ends	23 rd December 2023 – 2 nd January 2024
Award of Contract	Wednesday 3 rd January 2024

At the time of printing Contractors will have been finalising the tenders for submission via the deadline on Monday 4 December 2023.

A summary of the tenders received will be tabled for information and discussion as part of the confidential update on this project later in the agenda.

Interviews are being conducted with all 5 contractors week commencing 11 December with representatives of the Design Team (Architects, Quantity Surveyor and MEHP Consultant) in attendance.

Subject to the evaluation, and a standstill period the contract is planned to be awarded on Wednesday 3 January 2024.

Planning Update

The Town Councils appointed Architects are currently working on discharging the first pre-commencement condition in relation to submitting an archaeological methodology report and schedule for investigative trenches, undertaken in the time period between the demolition of the existing building and the beginning of foundation works. We will update members when this is placed on the planning portal.

Officers have been working on discharging the planning condition in relation to the creation of the new cricket square. Contractors have been consulted and a specification, timetable and maintenance plan have been supplied. The final requirement is to confirm the exact location and layout of the new field. Discussion has been undertaken with the Senior Groundsman Gardener and three options have been formulated for members consideration.

Attached are options 1-3, each with slight variations of layout.

Members are to note that the final selected layout will be discussed with the Swanscombe Tigers Football Club ahead of the works, so they are aware of the planned design for the field.

Recommended:

1. To note the tender process update.
2. To note the planning update and select the preferred layout for Broomfield Park, incorporating the new cricket square and x 4 football pitches.



- KEY**
- Existing Footprint
 - Application Site
 - Right of Way Access
 - Existing Pitches
 - Existing Pitches to be relocated
 - Proposed Relocated Pitches

sed Block Plan @ 1:500



KEY

	Existing Building
	Application Site
	Sign of Way Access
	Existing Footpath
	Existing Footpath to be relocated
	Proposed Relocated Footpath

sed Block Plan @1:500





Architects

AGENDA ITEM
TC 7/12/23 13

21 Stone Street, Gravesend, Kent, DA11 0NP
www.dacarchitects.com
leslie.may@dacarchitects.co.uk 01474 566996

DESIGN DATA SHEET 003

SWANSCOMBE PAVILION – 5351

EXTERNAL MATERIALS

BRICK SPECIFICATION – UPPER COURSE
with cut rag stone feature band



Hoskins Bricks Ltd, Lithium, Code 45, 65mm high. To be laid stretcher bond.

Staffordshire Smooth Blue Solid

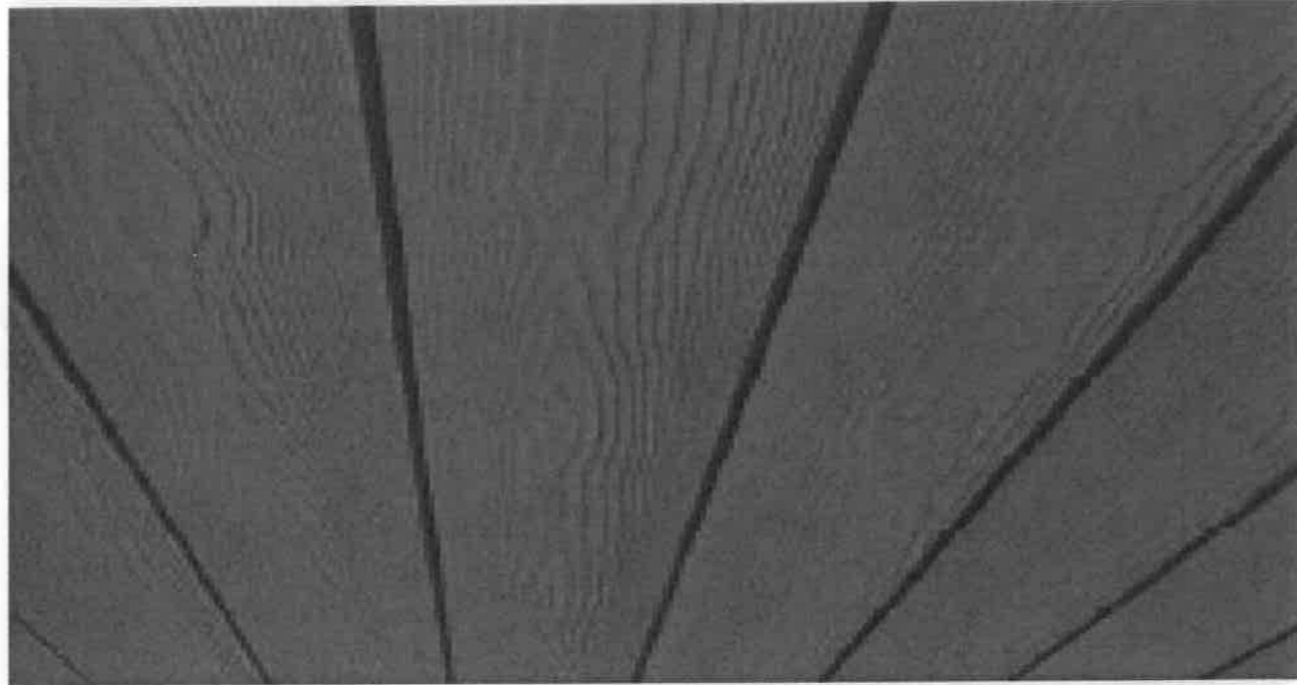


Product Technical Information Sheet

Wienerberger Code	24331010 (K101)
Production Plant	Kingsbury
Manufacture	Extruded/Wirecut
Configuration	Solid
Colour	Blue
Appearance	Smooth
Work Size (mm)	215 x 102.5 x 65
Pack Quantity	400 No.
Individual Dry Brick Weight (kg)	3.2

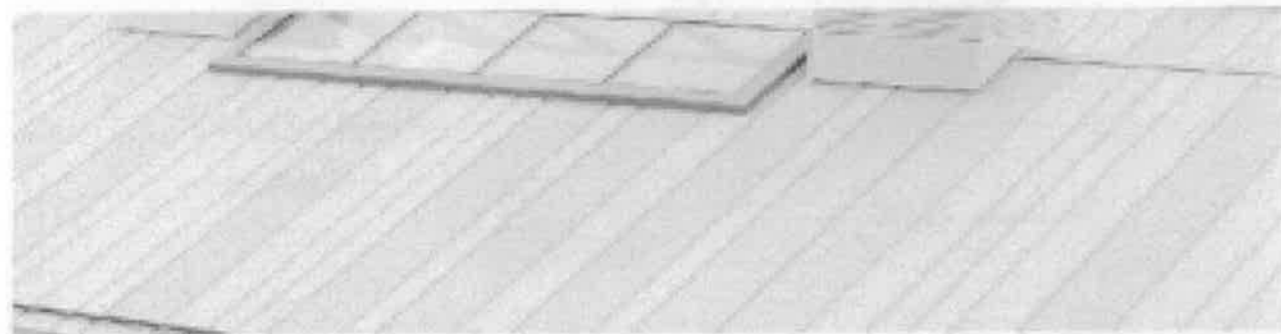
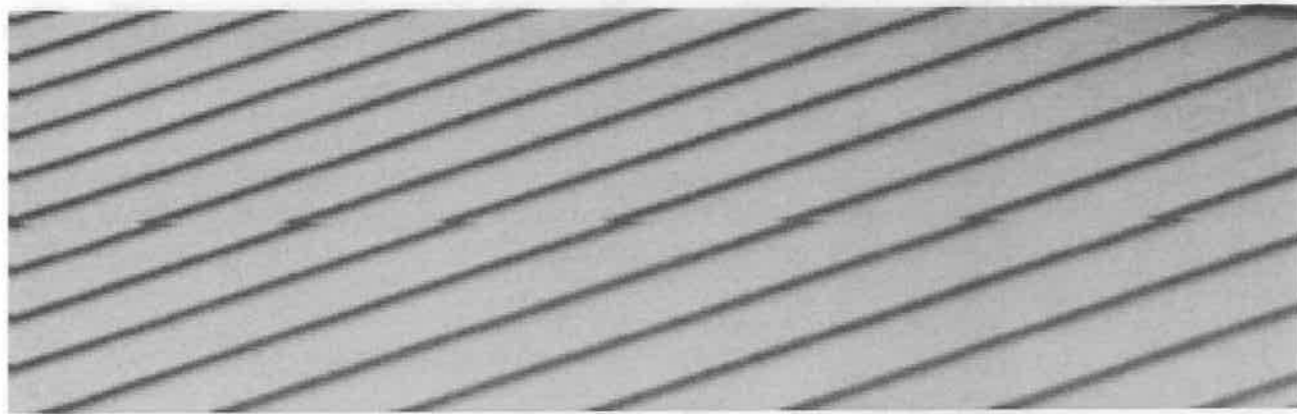
EXTERNAL CLADDING

Cedral Click - Colour Colour Walnut Brown C21



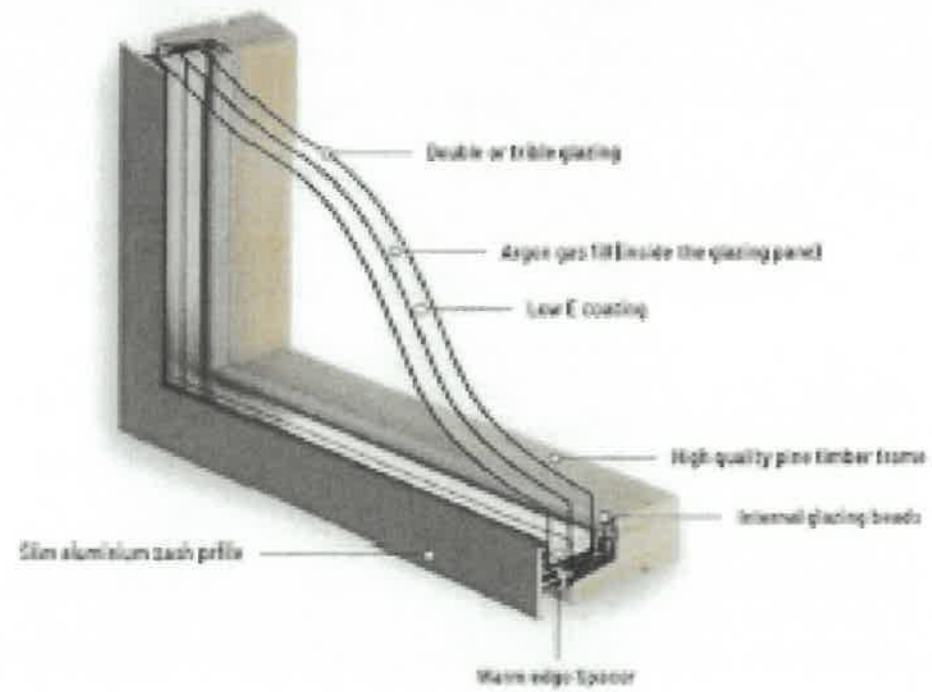
ROOF

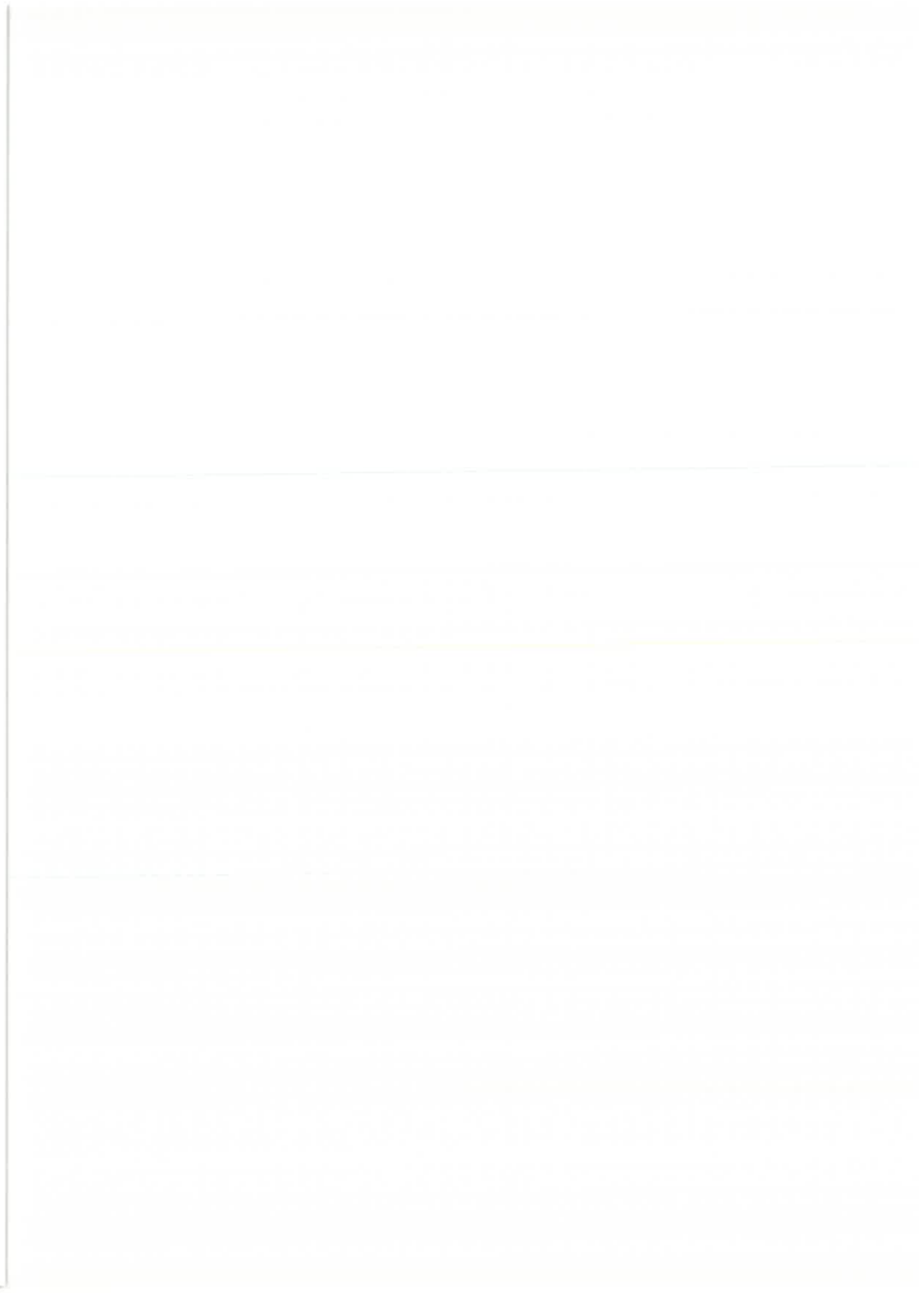
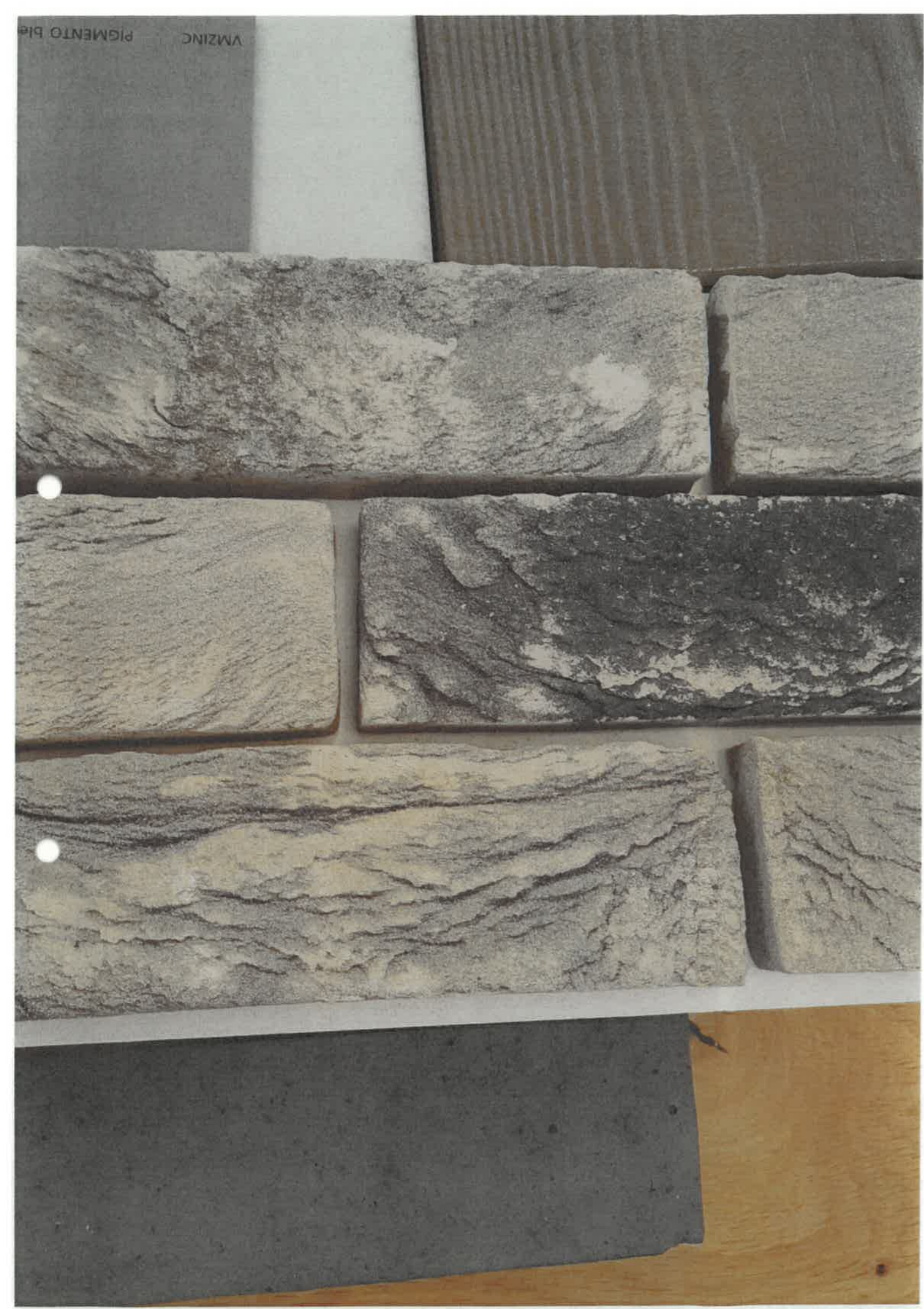
quartz-zinc - azengar

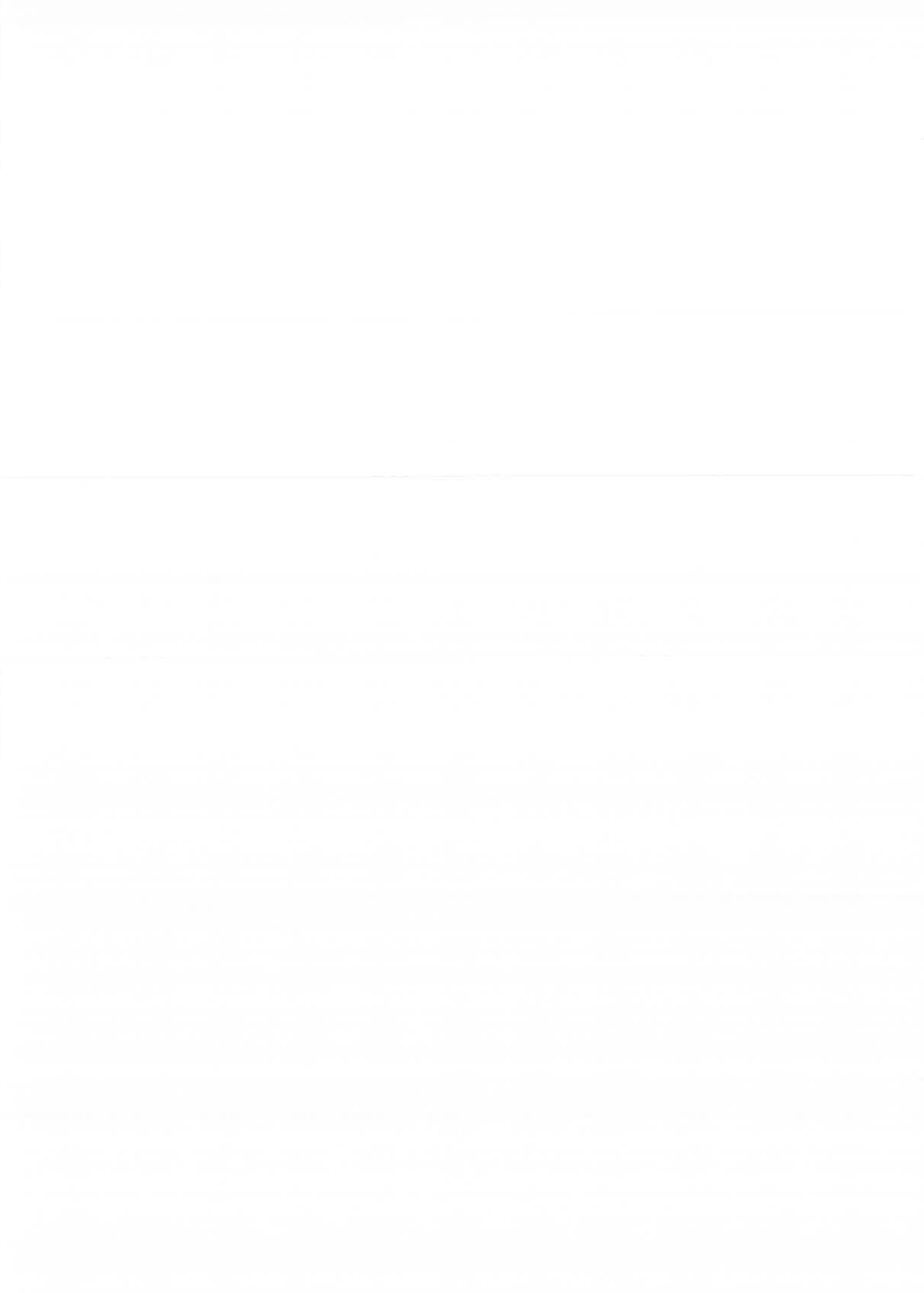
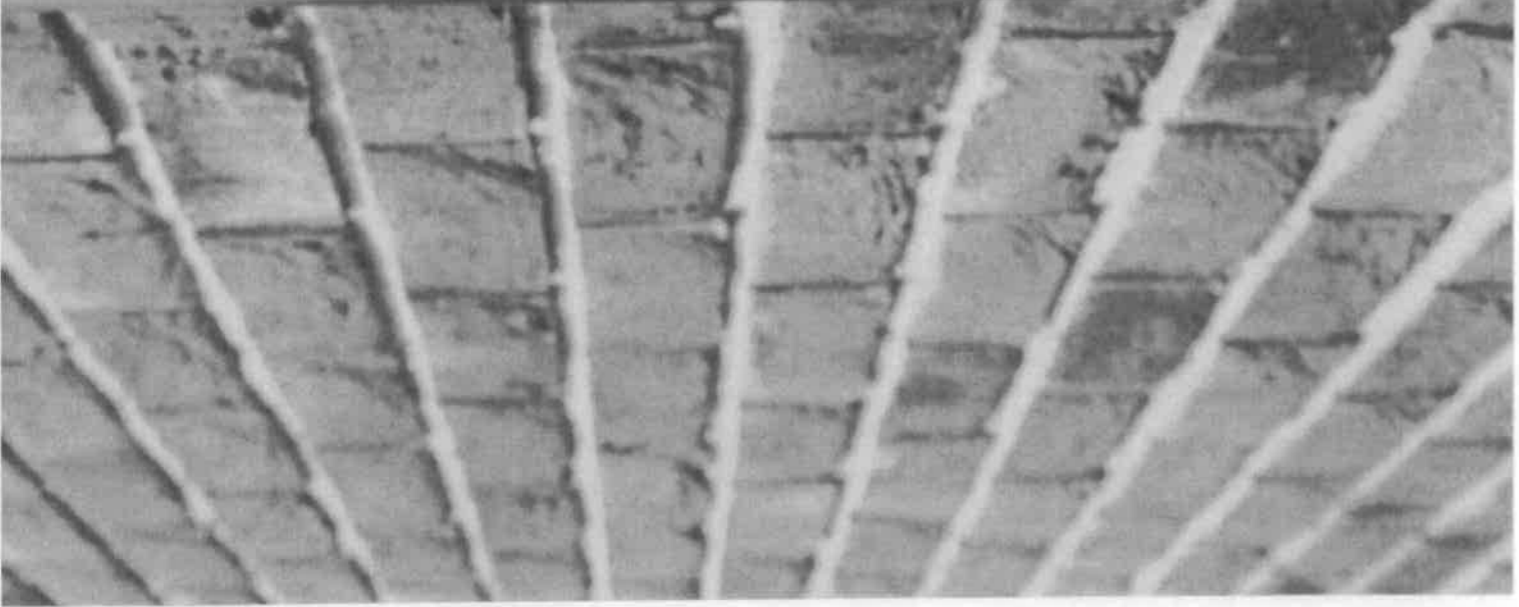
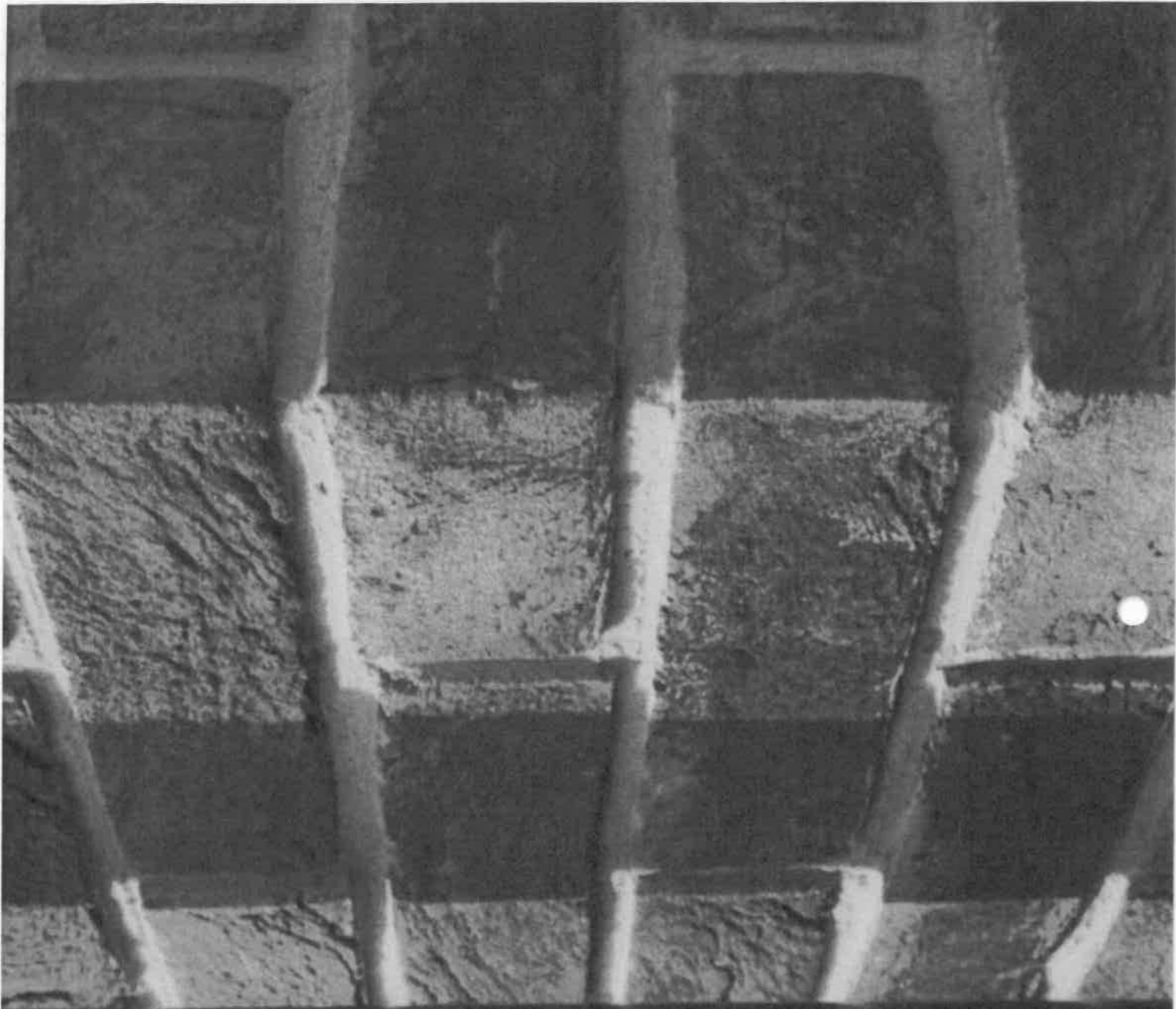


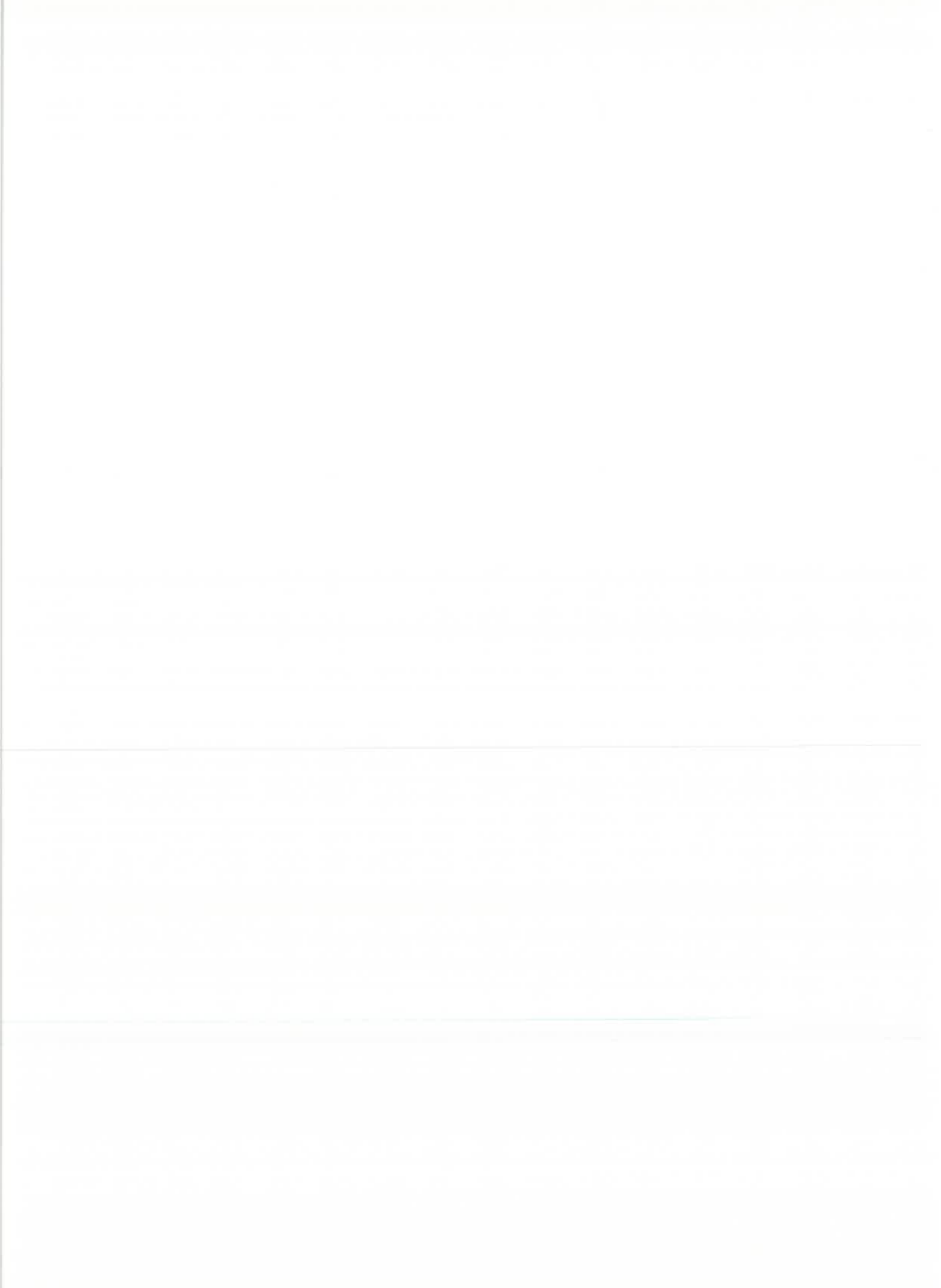
WINDOWS

velfac aluminum composite windows triple glazed argon filled









This page is intentionally left blank.