

# AGENDA ITEM 3

Town Council 18/08/2020

## MINUTES of the TOWN COUNCIL MEETING of the SWANSCOMBE & GREENHITHE TOWN COUNCIL held via ZOOM on TUESDAY 14 JULY 2020 at 2.00 PM

**PRESENT:** Councillor Peter Harman – Town Mayor  
Councillor Lesley Howes - Deputy Town Mayor  
Councillor Anita Barham  
Councillor Emma Ben Moussa  
Councillor Lorna Cross  
Councillor Ann Duke  
Councillor Linda Hall  
Councillor John Hayes  
Councillor Jay Shah  
Councillor Maurice Weet

**ALSO PRESENT:** x 1 Member of the public  
Martin Harding – Assistant Town Clerk/RFO

**ABSENT:** There were none

1/20-21. **ARRANGEMENTS AND CONSTRAINTS REGARDING FILMING OR RECORDING THE MEETING.**

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

2/20-21. **APOLOGIES FOR ABSENCE.**

An apology for absence was received from Councillor Sue Butterfill due to her attending another meeting.

An apology for absence was received from Councillor Dr Jo Harman due to medical reasons.

Correspondence was received from Councillor Harris indicating that, whilst he did not apologise for his absence, he wished members to be aware that his inability to participate in this meeting was due to the technology being used not being currently accessible due to his disability.

An apology for absence was received from the Town Clerk due to a family bereavement.

**RESOLVED:**

That the reasons for absence for Councillors' Butterfill, Harman and Harris be formally accepted and approved.

**3/20-21. DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA.**

Councillor Ann Duke declared a prejudicial interest in agenda item 21, COVID-19 – Financial Implications and Requests, as Chief Executive Officer of Walk Tall.

***The Chairman adjourned the meeting at this point to accept questions from the public.***

**4/20-21. MINUTES OF THE MEETING HELD ON 20 FEBRUARY 2020.**

**RESOLVED:**

That the Minutes of the Meetings held on 20 February 2020 be confirmed, and signed outside of the meeting, as a true record and be signed outside of this meeting.

**5/20-21. ITEMS DEEMED URGENT BY THE CHAIRMAN / MATTERS ARISING FROM PREVIOUS MINUTES AND THEIR POSITION ON THE AGENDA.**

There were none.

**6/20-21. MINUTES OF THE PLANNING, MAJOR DEVELOPMENTS, TRANSPORTATION AND THE ENVIRONMENT COMMITTEE MEETINGS HELD ON 28 FEBRUARY 2020 AND 18 MARCH 2020.**

**RESOLVED:**

That the Minutes of the Planning, Major Developments, Transportation & Environment Committee Meetings held on 28 February 2020 and 18 March 2020 be confirmed and the recommendations made therein be adopted.

**7/20-21. MINUTES OF THE RECREATION, LEISURE & AMENITIES COMMITTEE MEETING HELD ON 19 MARCH 2020.**

**RESOLVED:**

That the Minutes of the Recreation, Leisure & Amenities Committee Meeting held on 19 March 2020 be confirmed and the recommendations made therein be adopted.

**8/20-21. MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON 5 MARCH 2020.**

**RESOLVED:**

That the Minutes of the Finance & General Purposes Committee Meeting held on 5 March 2020 be confirmed and the recommendations made therein be adopted.

9/20-21. **MINUTES OF THE COMMUNITY SAFETY COMMITTEE MEETING HELD ON 12 FEBRUARY 2020.**

**RESOLVED:**

That the minutes of the Community Safety Committee meeting held 12 February 2020 be confirmed and the recommendations made therein be adopted.

10/20-21. **MINUTES OF THE EXECUTIVE & EMERGENCY COMMITTEE MEETING HELD ON 20 MARCH 2020.**

**RESOLVED:**

That the minutes of the Executive & Emergency Committee meeting held 20 March 2020 be confirmed and the recommendations made therein be adopted.

11/20-21. **MINUTES OF THE HERITAGE SUB-COMMITTEE MEETING HELD ON 25 FEBRUARY 2020.**

**RESOLVED:**

That the minutes of the Heritage Sub-Committee meeting held 25 February 2020 be confirmed and the recommendations made therein be adopted.

12/20-21. **THE PASSING OF FORMER TOWN COUNCILLOR BRYAN READ.**

Members of the Town Council and those public participating in the meeting conducted a minutes silence in honour of the memory of former Town Councillor Bryan Read.

13/20-21. **RE-APPOINTMENT OF INDEPENDENT INTERNAL AUDITOR 2020 – 2021.**

Members were asked to agree to the re-appointment of Mr Lionel Robbins as internal auditor for the year 2020 – 2021.

MOVED by Councillor Emma Ben Moussa and seconded by Councillor Anita Barham.

**RESOLVED:**

That Mr Lionel Robins be re-appointed as internal auditor for the year 2020 – 2021.

14/20-21. **ANNUAL INTERNAL AUDIT REPORT 2019 – 2020.**

Members received the internal auditors report for 2019 – 2020.

MOVED by Councillor John Hayes and seconded by Councillor Jay Shah.

**RESOLVED:**



That the report be noted.

**15/20-21. ANNUAL RETURN FOR YEAR END 31 MARCH 2020 – GOVERNANCE STATEMENT.**

Members considered Section 1 of the Annual Return, the Annual Governance Statement and supporting documents requested by the External Auditor, for the year end 31 March 2020.

MOVED by Councillor John Hayes and seconded by Councillor Anita Barham.

**RESOLVED:**

That the Annual Return – Governance Statement, for the year end 31 March 2020 be approved and signed outside of the meeting, and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

**16/20-21. ANNUAL RETURN FOR YEAR END 31 MARCH 2020 – ACCOUNTING STATEMENT.**

Members considered Section 2 of the Annual Return, the Accounting Statement and supporting documents requested by the External Auditor, for the year end 31 March 2020.

MOVED by Councillor Anita Barham and seconded by Councillor Lesley Howes.

**RESOLVED:**

That the Annual Return – Accounting Statement, for the year end 31 March 2020 be approved and signed outside of the meeting, and that a vote of thanks, for the hard work of Officer's involved in completing this, be given.

**17/20-21. BALANCE SHEET FOR YEAR END 31 MARCH 2020.**

Members considered the balance sheet for the year end 31 March 2020.

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

**RESOLVED:**

That the balance sheet for the year end 31 March 2020 be approved.

**18/20-21. ANNUAL GENERAL MEETING OF THE TOWN COUNCIL.**

Members were informed of the decision made, along with the supporting legislation, to suspend the holding of an Annual General Meeting (AGM) until May 2021.

Members discussed the merits of conducting an AGM both in the respect of electing a new Mayor and the setting of committee memberships.

**RESOLVED:**

That the decision to suspend the holding of an Annual General Meeting until May 2021 be noted but, that a further meeting be held between the Town Mayor, Deputy Town Mayor and officers to discuss whether this should be placed on a future Town Council agenda.

**19/20-21. RESUMPTION OF TOWN COUNCIL MEETINGS.**

Members were informed of the decision made to conduct monthly Town Council meetings on a monthly basis, virtually, along with the proposed schedule of meetings for the remainder of 2020 - 2021.

**RESOLVED:**

1. That the decision to conduct monthly full Town Council meetings virtually be noted and endorsed.
2. That the delegated authority, under Section 101(1) of the Local Government Act 1972, to the Town Clerk continues, in consultation with the Town Mayor and Deputy Town Mayor, to make time critical decisions.
3. That the proposed schedule of meetings be agreed.

**20/20-21. SPECIAL TOWN COUNCIL AWARD 2020 - 2021.**

Members considered the proposed amendment to the Town Councils recognition award for 2020 – 2021 to recognise specific examples of community work during the COVID-19 pandemic.

Members agreed that this should be advertised in the same manner and follow the existing procedure and deadlines as the existing scheme. It was agreed that an item be placed on the Town Council agenda following the receipt of nominations to decide on the best way to recognise those put forward.

**RESOLVED:**

1. That the recognition award be adapted to recognise specific examples of community work during the COVID-19 pandemic.
2. That the special award follow the same advertising, procedures and deadlines as the existing scheme.
3. That an item be placed on the Town Council agenda following receipt of nominations to decide on the best method of recognising those put forward.

**21/20-21. CORPORATE TREE PLANTING.**

Members considered the request from North West Countryside Partnership and Optimum Power Services to undertake a second corporate tree planting event in the Heritage Park, Craylands Lane.

**RESOLVED:**

That the request be agreed subject to government guidelines allowing.

**22/20-21. 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.

Whitecliffe Community Liaison Group (WCLG)

Councillor Peter Harman is the Town Councils representative on the WCLG. As previously agreed the minutes from the 12 May 2020 meeting were available for inspection.

London Resort Community Liaison Group (LRCLG)

Councillor Peter Harman is the Town Councils representative on the LRCLG. As previously agreed the minutes from the 25 June 2020 meeting were available for inspection.

North West Kent Volunteer Centre (NWKVC).

Councillor Sue Butterfill is the Town Councils representative on the NWKVC but had submitted her apologies and would provide a verbal update at the next Town Council meeting.

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 Harman gave an update on behalf of himself and Councillor Peter Harris which included:

That all meetings had been cancelled since January due to COVID-19 including the AGM. The 3 directors from Crest had left and been replaced with new nominated members who were all keen to progress forward outstanding matters.

**RESOLVED:**

That the item be noted.

**23/20-21. DECISIONS, RESPONSES & FINANCES - LOCKDOWN.**

Members were provided with the decisions, planning responses and finances discharged, using the previously approved delegated authority, under Section 101(1) of the Local Government Act 1972, during the period of lockdown to date.

**RESOLVED:**



That the decisions, planning responses and finances discharged, using the previously approved delegated authority, under Section 101(1) of the Local Government Act 1972, during the period of lockdown to date be noted and endorsed.

**24/20-21. RETURN TO WORK PLAN.**

Members were provided with the current return to work plan prepared by officers for the remaining services within the Town Council.

**RESOLVED:**

That the current return to work plan be noted.

**25/20-21. EXCLUSION OF THE PRESS AND PUBLIC.**

MOVED BY Councillor John Hayes and seconded by Councillor Lesley Howes;

**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.

**26/20-21. INFORMAL MEETING WITH CAMLAND / EBBSFLEET DEVELOPMENT CORPORATION (EDC).**

Further to minutes 202/18-19 (Recreation, Leisure & Amenities Committee 20 September 2018), 538/18-19 (Recreation, Leisure & Amenities Committee 21 March 2019) and 111/19-20 (Recreation, Leisure & Amenities Committee 20 June 2019), a further informal meeting had been held, with Camland and representatives from EDC, on 18 June 2020.

Members considered the confidential notes from this meeting which were detailed by the officers and members that had attended.

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

*Having already declared a prejudicial interest Councillor Ann Duke left the chamber and took no part in the discussion or decision regarding Walk Tall in the following item.*

**27/20-21. COVID-19 – FINANCIAL IMPLICATIONS AND REQUESTS.**

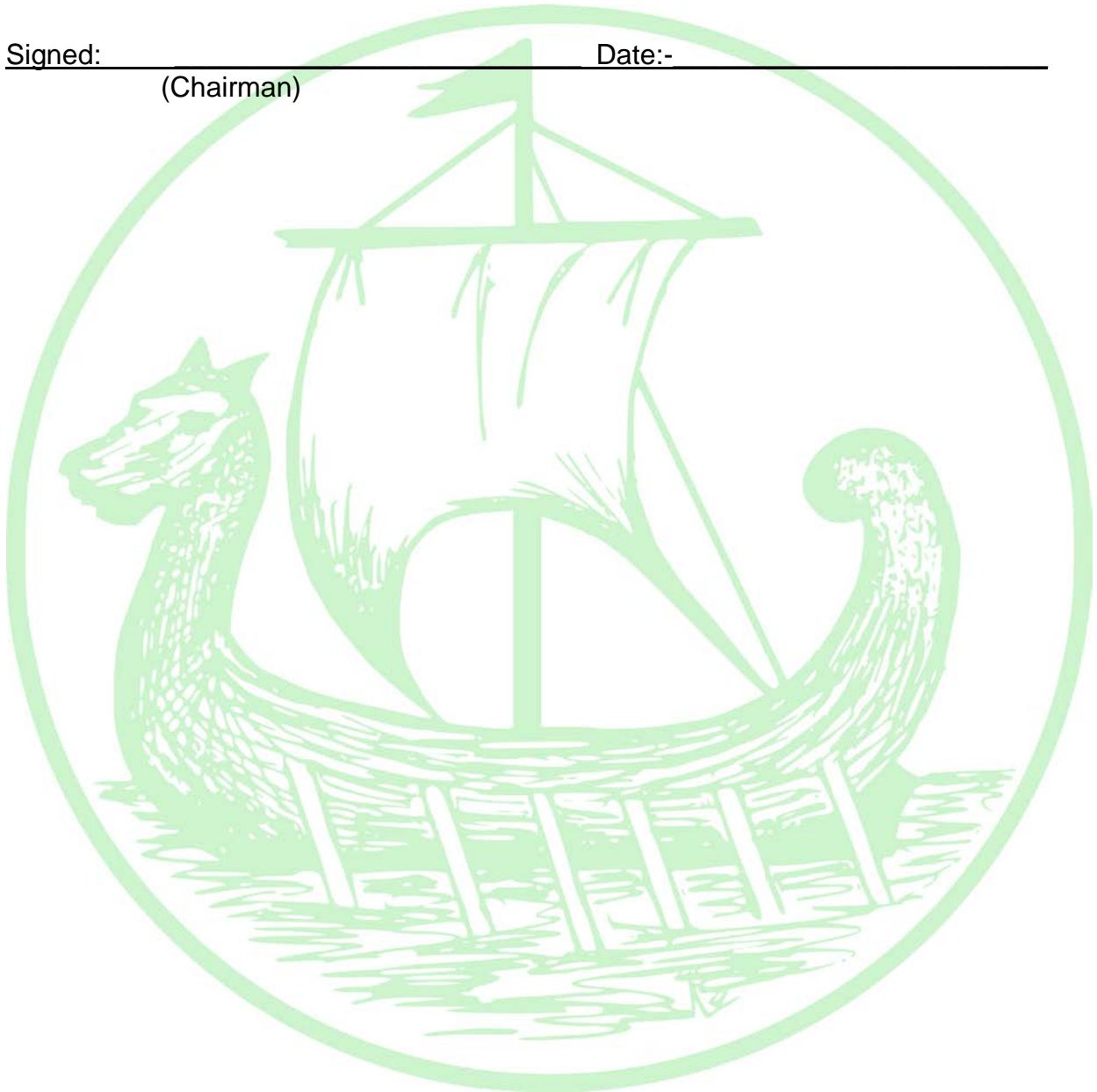
After a lengthy debate regarding the contents of the confidential report it was unanimously agreed that the financial implications be noted, and that the requests received within the confidential report be agreed, subject to the conditions set out, and with the request to use a piece of Town Council land having a maximum use period of 3 months.

**RESOLVED:**

That the financial implications be noted, and that the requests received within the confidential report be agreed, subject to the conditions set out, and with the request to use a piece of Town Council land having a maximum use period of 3 months.

There being no further business to transact the Meeting closed at 3.30pm.

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





## KENT COUNTY COUNCIL (KCC) ELECTRIC VEHICLE CHARGING POINTS GRANT.


### EV Charge-point grants for parish, town and community councils

Welcome to Kent County Council's *Parish EV Charge-points* grant scheme for parish, town and community councils. Here you will find all the information you need about the scheme.

#### Why we are doing this project?

Kent County Council (KCC) is committed to helping the residents and businesses of Kent switch to more sustainable modes of travel such as walking, cycling and using public transport. However, we recognise that many people will still rely on private vehicles for their transport needs. Where this is necessary, KCC wants to help enable the use of low carbon transport modes, such as electric vehicles (EVs).

Providing adequate electric vehicle charge-points across the county is a very important part of KCC's strategic plan to achieve carbon neutrality in Kent by 2050, set out within the Kent & Medway Energy and Low Emissions Strategy. While there is private investment available for providing charge-points in densely populated locations, or on the main roads, often the smaller communities will be missed. This project aims to provide publicly available charge-points in local communities across Kent. The project will start off as a pilot project with a small number of targeted locations in Kent. These have been selected based on a number of criteria:

- Gaps in existing EV charge-point locations
- Gaps in future EV charge-point plans in the local area
- Population density
- Air Quality Management Areas 
- Best locations to encourage EV uptake
- Links to Solar arrays

KCC will assess the scheme as it progresses and monitor its success. As future funding becomes available the scheme could be rolled out to more areas in Kent.

#### What is the project?

KCC have at least £60,000 for the year 2020/21 to install Charge-points in Parish and Town Council locations. It is planned that KCC will invite interested partners within the areas identified to put forward their locations. KCC will optimise the locations ensuring best value for money and procure one supplier to install charge-points at these prioritised locations. KCC will ensure ongoing maintenance is included and a revenue share is returned to the Parish or Town council as landowner

#### Who can register their interest for this project?

In the first phase, the project is only available to the following Parish / Town councils:

Area 1 (Z1)	Area 2 (Z2)	Area 3 (Z6)	Area 4 (Z10)
Darenth	Ash-cum-Ridley	Bobbing	Guston
Hextable	Hartley	Borden	River
Stone	Longfield and Newbarn	Hartlip	Temple Ewell
Sutton-at-Hone and Hawley	Meopham	Iwade	Whitfield
Swanley	West Kingsdown	Lower Halstow	

Area 1 (Z1)	Area 2 (Z2)	Area 3 (Z6)	Area 4 (Z10)
Swanscombe and Greenhithe		Minster on Sea	
Wilmington		Newington	
		Queenborough	
		Tunstall	
		Upchurch	





This project is aimed at Parish and Town Councils who have ownership or use of village/town halls and community buildings. We do appreciate that some of the Councils listed above will not have access to a village hall or community building but we are open to explore all available opportunities if another piece of land or building can be found.

All councils wishing to register their interest in the project shall be referred to as the *applicant*.

### What is an electric vehicle charge-point?

An electric vehicle charge-point looks similar to a petrol pump but instead delivers electricity to an EV. Although the technology is evolving quickly, it is currently not possible to refuel in as little time as at a petrol pump. For some users, charging an electric vehicle may require a shift in mindset away from “gorging” on fuel to “grazing” more frequently on electricity.

There are several charge point types available and each has the ability to charge vehicles at different speeds, measured in kilowatts (kW). These range from a 3 pin plug or 7kW home charge-point right up to what is called 'ultra-rapid' charging - generally available on the motorways and designed to provide up to 100 miles of range in 5-10 minutes.

	<b>Slow</b> (3 to 7kW)	<b>Fast</b> (7 to 22kW)	<b>Rapid</b> (up to 50kW)	<b>Ultra-Rapid</b> (100 to 350kW)
<i>Charge time:</i>	4 to 8 hours	2 to 4 hours	25 to 40 mins	5 to 20 mins
<i>Vehicle range added in 15 mins:</i>	3 to 6 miles	6 to 20 miles	35 to 40 miles	50 to 150 miles
<i>EV compatibility:</i>	All	All - some vehicles may charge slower than others	Dependent on connector type - not all battery EVs and very few plugin Hybrid EVs are capable of accepting a rapid charge	At the present time only high-end battery EVs such as the Porsche Taycan can charge at ultra-rapid speeds, but this is expected to filter down to lower cost vehicles in the future
<i>Typical photo:</i>				

From [Charging Electric Vehicles \(Energy Saving Trust\)](#)

It is most likely that Fast (7-22kW) charge-points, using Type 2 connectors, will be most suitable for this project because they provide the most appropriate speed for communities looking to serve visitors and local residents. Type 2 connectors are industry standard and will connect to the greatest number of vehicles.

The majority of people charge their vehicles over night at home or during the day at destinations visited regularly such as a place of work, supermarkets or restaurants. This is typically done using a lower power



charge point as this is usually the lowest cost and makes good use of time when the vehicle is not being utilised.

Charge-points will either be wall mounted, which is typically the lowest cost, or located on a pillar or post.

More information can be found at the Energy Saving Trust [Charging Electric Vehicles](#).

### **What speed charge-points will be installed as part of this project?**

Fast Charge-points (7-22kW) are most likely to be installed as part of this project. The exact speed of charge-points will be agreed on a case by case basis. The more information gathered from Parish and Town Councils about your residents and expected users of the charge-points, the easier it will become to select suitable charge-points. This information can initially be collected on the Registration Form form as described later in this document.

Only what is called Mode 3 charge-points will be funded under this scheme. Mode 3 means the charge-point will have a dedicated wall or pillar box with the electronics built in providing more safety than a 3 pin plug.

### **Isn't faster charging always best?**

It is important to consider who will likely use the charge-points. For example, overnight resident parking will generally require 7kW charging as 4-8 hours is plenty of time to recharge most vehicles. In contrast, visitors and people passing through could benefit from faster day time charging facilities, with 22kW charging a more appropriate choice, if three-phase AC power supply is available.

The power supply available will largely determine what charge-point we can install but often it is better to install a number of slower charge-points at 7kW than one charge-point at 22kW as this will serve more users at the same time. However, if there is available power, and you wish to provide a range of charging speeds for different needs then this will be acceptable.

*Top tip: If residents are likely to leave their car overnight, recharging more quickly in 2-4 hours (22kW) provides little value, as they are unlikely to move their car until the morning.*

### **How many charge-points would be installed?**

We want the grant money to provide as many charge-points as possible across the county. Therefore, we will favour locations where multiple charge-points can reasonably be installed, provided there is a local need. If match-funding is being used to provide even more charge-points, that will help your location being selected.

Most importantly we want well considered applications providing charge-points in locations that are likely to be used and provide a good resource for the public.

### **At which locations can we install charge-points?**

The charge-points should be installed on land that is publicly available to use with express permission from the landowner. Parish or Town council owned land would most likely be suitable. We imagine that village hall car parks and community hubs will offer the best locations, but if you have an alternative in mind, feel free to submit it or speak to us before registering your interest.

Ideally the car parks will be available to use 24/7. If this is not the case then please detail any planned closures when completing your registration form.

Please note: parking bays with charge-points should be reserved solely for the use of electric vehicles. This will result in a loss of parking spaces for other users who do not drive electric vehicles. As this project is designed to encourage people to switch to EVs by showing them that available charging facilities exist locally, we would look to the Parish or Town Council to enforce this going forward, even if EV use is slow at first.

### **Do we need planning permission to install an EV charge-point?**

Usually planning permission is not required, however in some specific instances it may be. Please check the Planning Portal advice to determine if your location will require planning permission:

[Planning Portal - Electric vehicle charging points](#)

If applicable, this will add to the time required to install any charge-points. We would expect the applicant to apply for any Planning Permission. Please include this information on your Registration Form and contact the Transport Innovations Team in the first instance on the contact details provided at the bottom of this document



## How much funding is available?

KCC will look at the whole project costs and allocate resources as efficiently as possible. However, it is likely that up to £4,000 per Parish or Town Council will be used for Capital costs of installing a charge-point/s.

## How much does a charge-point cost?

Charge-point costs vary. The units themselves are relatively level in price at roughly:

- £500 - £1000 for a single charge-point at 7kW
- £800 - £2,000 for a double charge-point at 7kW
- £2,000 - £3,000 for a single 22kW charge-point AC.

However, the installation costs and connection to power will vary with each location.

Message from KALC: before expressing an interest in the project, councils should ensure that they have the appropriate power(s) either to match-fund or to receive and spend a share of the profit and that they should contact the Kent Association of Local Councils (KALC) for further advice by e-mailing [adviser@kentalc.gov.uk](mailto:adviser@kentalc.gov.uk) or [chief.executive@kentalc.gov.uk](mailto:chief.executive@kentalc.gov.uk)

## Will it cost us anything?

No, the project could pay for the entire cost of the works to install one or more charge-points. However, locations that offer best value for money and/or can provide match funding, will be favoured. If you can provide match funding it could enable more charge-points to be installed in your location. This will better serve your local community and could provide a greater revenue share back to the Parish or Town Council as landowners. However, it is not essential for match funding to be provided.

## Are there other grants available we can apply for?

KCC will be applying for the On-Street Residential Charge-point Scheme (ORCS) administered by the Office for Low Emission Vehicles (OLEV).

This scheme may provide up to 75% of the capital costs of installing charge-points, if it can be demonstrated that there is a need for charge-points nearby, to cater for residents without access to off-street parking. More information can be found at the ORCS website: [ORCS guidance for local authorities](#)<sup>[2]</sup> and Energy Saving Trust's website: [On-street Residential Chargepoint Scheme](#)<sup>[2]</sup>.

If successful, this will enable the project to provide more charge-points across more Parish and Town Councils in Kent. We may require some additional information from applicants and will be in touch as required.

## Will we be paid?

Yes, we expect to be able to offer a 30% profit share (after the cost of electricity and maintenance has been accounted for) for assigning dedicated EV parking bays.

For example:

*The charge-point generated £200 in electricity sales in one month.*

*There was £120 worth of costs incurred by the Parish or Town Council as land-owner on their electricity bill.*

*The annual maintenance and servicing cost is £300 per charge-point (£25 per month).*

*The remaining £30 revenue per month would be split 70/30 between KCC and the Parish or Town Council.*

## Why do we have to split the revenue with KCC?

The project is designed to grow over time. As charge-points come online and start being used this will generate revenue that can be used to fund the next charge-point. This is important as we will need to fund charge-points in areas where they may not be used very often but serve a local need. Additionally, if your charge-point needs to be upgraded or expanded in the future, the revenue will help to pay for this.

There is further risk too for KCC, if some charge-points get very low usage and can't financially cover themselves for repairs and maintenance then the 70% profit share to KCC will be used to pay for the maintenance anyway. We do not want local Parishes to be left with a financial liability or for their charge-point to be left in disrepair.

KCC will ringfence the revenue for maintenance and expansion of the public EV charge-point network and sustainable travel initiatives. The money will not be used for 'day-to-day' spending by KCC.

**Message from KALC:** before expressing an interest in the project, councils should ensure that they have the appropriate power(s) either to match-fund or to receive and spend a share of the profit and that they should contact the Kent Association of Local Councils (KALC) for further advice by e-mailing [adviser@kentalc.gov.uk](mailto:adviser@kentalc.gov.uk) or [chief.executive@kentalc.gov.uk](mailto:chief.executive@kentalc.gov.uk)

### **Who is responsible for maintaining the charge-points and who will pay for this?**

KCC will fund and retain ownership of the charge-points. Therefore, KCC will arrange for maintenance, servicing and deal with any issues that may arise. If the units are vandalised or accidentally damaged then KCC will arrange for the repair. All repairs will be contracted out to the supplier who installed the unit. A maintenance and repair fee will be taken from the revenue generated by selling electricity before profit share is split out. A phone number and email address will be provided to report any damage or issues with the charge-points.

### **What will happen to our existing electricity bills?**

The party responsible for paying the electricity bill to the utility provider will continue to do so but power consumption will inevitably rise - leading to higher bills. That is why it is important for the end user to be charged for their electricity usage per kWh. In order for revenue share calculations to be processed, we may need to see evidence of electricity use.

If the applicant is not responsible for paying the utility provider, a written agreement needs to be in place between all relevant parties before registering your interest in the project. Evidence of this may be required.

### **Who pays to charge the vehicles and how much will they pay?**

The end user will pay for the electricity they use with an additional cost on top, to cover maintenance and operational costs.

We would not expect any charge-points to cost more than 25p per kWh to all users at the current time, rising (or lowering) in line with inflation and government policy changes as appropriate. The price of the electricity will be set nearer the time to installation. All the Parish charge-points will charge the same amount.

### **How will the end user pay for their charge?**

The charge-point will have a publicly available payment mechanism such as mobile app, RFID card or even contactless payment which are all commonly used.

### **Can I give a discount to local residents?**

No, we would expect the price of electricity to be the same for all end-users, even if they are not from within the local community. The reason for this is the grant is available to help create a Kent network of charge-points. It should be noted that local residents and visitors are most likely to use the charge-points, particularly overnight.

However, if the applicant wished to use their revenue share to fund more charge-points for local residents and businesses in the future, they may do so at their own discretion provided the charge-points funded by this grant remain publicly available and well maintained.

### **Do I need signs and line marking for each bay?**

It is often a good idea to install lining and signage on the ground to show the space is for electric vehicles only but we shall discuss this on a case by case basis.

### **Should the charge-point cable be tethered?**

Charge-points are either installed with a cable tethered to the charge-point or without, whereby the end user uses their own charging cable. When procuring the supplier, KCC will negotiate a price for each option if possible.

Most EV drivers will carry their own cable with them in the boot of their vehicle. Although sometimes more convenient for drivers to use a tethered cable, it places greater maintenance risk on the charge-point owner as the cables can get damaged if not tidied away properly or driven over. It will also be lower cost to provide an



untethered charge-point. Therefore, it is likely that untethered units will be installed, unless the applicant has a specific need and will be discussed on a case by case basis.



**Example of a tethered or un-tethered charge-point.**

### Who will install the charge-points?

The supplier has not yet been determined. Kent Commercial Services operate a procurement framework and the approved supplier will be selected from that framework. KCC will ensure best value for money ensuring all requirements are met.

### What is the process for applying?

**Step 1:** Decide where you would ideally like to install your charge-point/s and gain agreement from all required stakeholders. If you need to hold Parish meetings or need to get the landowners permission you should do this at the first stage. Please contact KALC ([adviser@kentalc.gov.uk](mailto:adviser@kentalc.gov.uk) or [chief.executive@kentalc.gov.uk](mailto:chief.executive@kentalc.gov.uk)) and they will advise whether you have the appropriate powers to spend the profit share or provide match funding. If not, please speak with KCC's Transport Innovations Team and we will look to work around this if at all possible.

At this stage, if you are interested in taking part in the project, please complete the Registration and Expression of Interest form found on this website by **11th September 2020**. This will help us determine if there is sufficient interest in the project from the Parishes identified.

**Step 2:** If you wish to continue to a full application, please complete the grant application in your account on the Jambusters website, by **2nd October 2020**, providing all the required information.

**Step 3:** We will assess all the applications at the close of the application window and decide how best to allocate the funds. We may arrange for the supplier to carry out a site visit to give an accurate quotation, and confirm whether an installation is possible. This may require some assistance from someone at the property to allow sufficient access. We will keep you informed of progress.

**Step 4:** We will inform those applicants whose locations are to be progressed and agree the final installation. Subsequently we shall inform those whose sites will be placed on the reserve list.

**Step 5:** Contracts and legal agreements are signed. In some instances installations may begin in this period.

**Step 6:** Charge-points are installed in the majority of cases, tested and completion certificates issued.

### What is the timetable for applying and installing the charge-points?

July 7th - September 11th, 2020	Step 1
July 7th - October 2nd, 2020	Step 2
October 5th - December 18th, 2020	Steps 3, 4 & 5
January 4th 2021 - March 25th 2021	Step 6

### How will you score my application?



If there is limited demand for this scheme then KCC officers may be able to directly award the available funds to the applicants. However, if demand exceeds the available funding then KCC officers shall score each application out of 45 using the following criteria. This is to enable an impartial selection process and ensure the funding is allocated in the most effective way.

## Marking Criteria

For an application to be considered they:

- *Must have landowner's permission*
- *Must be publicly available at all times (where this is not possible, please explain on the registration form)*

If these requirements are met, the following scoring criteria will apply where demand exceeds the available funding:

Criteria	Low points score	Good points score	High points score
<p><b>Charge-point bays</b></p> <p>Scores will be given for the number of parking bays that the applicant is willing to allocate for charge-points:</p>	<p>1 parking bay:</p> <p><b>4 points</b></p>	<p>2 parking bays:</p> <p><b>6 points</b></p>	<p>3+ parking bays:</p> <p><b>10 points</b></p>
<p><b>Information provided about end users</b></p> <p>Higher scores will be given to those that can demonstrate the expected users of the car park where charge-points are to be located.</p> <p>This will help us plan the types of charge-points that may be suitable.</p>	<p>If the applicant demonstrates a limited understanding of the likely end users:</p> <p><b>2 points</b></p>	<p>If the applicant demonstrates a good understanding of the likely end users:</p> <p><b>6 points</b></p>	<p>If the applicant demonstrates an excellent understanding of the likely end users:</p> <p><b>10 points</b></p>
<p><b>Evidence of demand for EV charge-points</b></p> <p>Higher scores will be given to applicants who provide evidence that there is a demand locally for EV charge-points. This will help us apply for ORCS funding.</p> <p>Two sets of evidence are ideally required:</p> <p>1: A map or plan showing a radius of 0.5 miles (10 minute walk on average) from the charge-point location. All houses without off street parking should be highlighted.</p>			<p>If the applicant can provide this evidence:</p> <p><b>10 points</b></p>
<p>2: A resident survey showing requests for EV charge-points nearby. This could be carried out digitally / petition / or any means you deem suitable.</p>			<p>If the applicant can provide this evidence:</p> <p><b>10 points</b></p>
<p><b>Potential for solar</b></p> <p>Locations that provide the opportunity to incorporate solar</p>		<p>Plans in development to install new solar installation on building:</p> <p><b>3 points</b></p>	<p>Existing solar in place on building:</p> <p><b>5 points</b></p>

Criteria	Low points score	Good points score	High points score
canopies or link to existing solar installations will score higher:			

In the event of two applicants receiving identical scores, applicants who are able to provide match funding will be favoured.

Total available points = 45.

### **Will we need to sign any terms and conditions or a legal agreement?**

Yes, we have some general terms and conditions to be part of this project at xxx.

We also will require all successful applicants to sign a legal agreement. This will be written by KCC and will protect both parties for the charge-point to be located on the Parish or Town Council land.

### **Who can I speak to if I have any questions:**

The scheme is administered by the *Transport Innovations Team* within *Highways, Transportation & Waste*.

We highly recommend emailing us as the best method of contact due to the large numbers of enquiries we receive:

*email:* [electricvehicles@kent.gov.uk](mailto:electricvehicles@kent.gov.uk)

We will then happily email or call you to discuss your application at a time to suit both parties.

If you do need to call us then we suggest asking for the *Transport Innovations Team* on:

*tel:* 0300 041 8181

### **Recommended:**

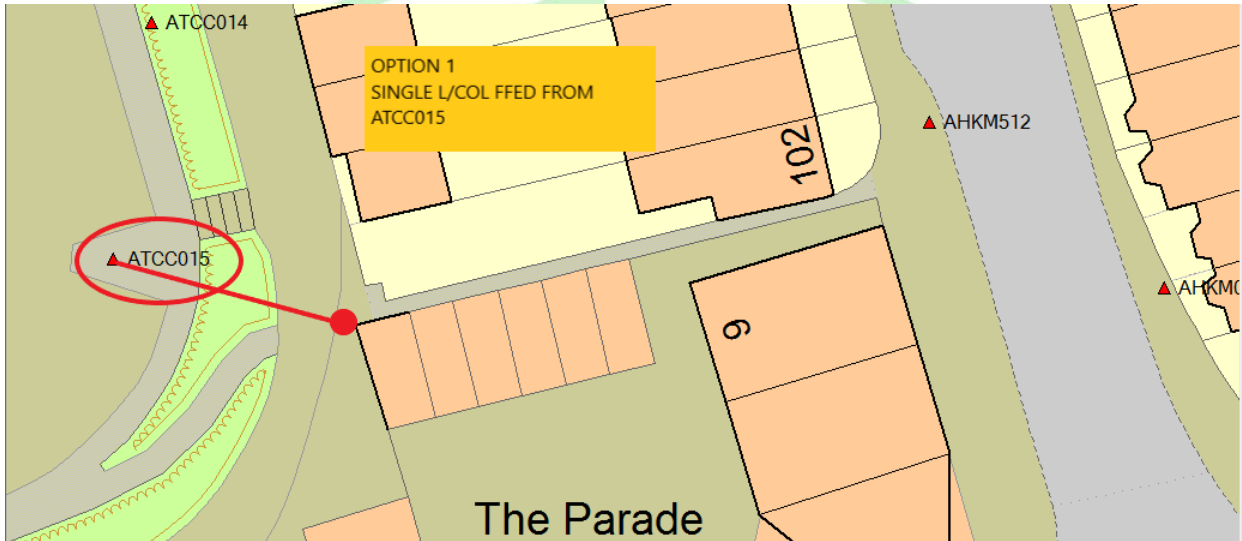
To approve the submission of an application to the Grant Scheme for the installation, subject to any award being approved, to x3 charging point (Fast (7 to 22kW, 2-4 hour charging time option)

# AGENDA ITEM 6

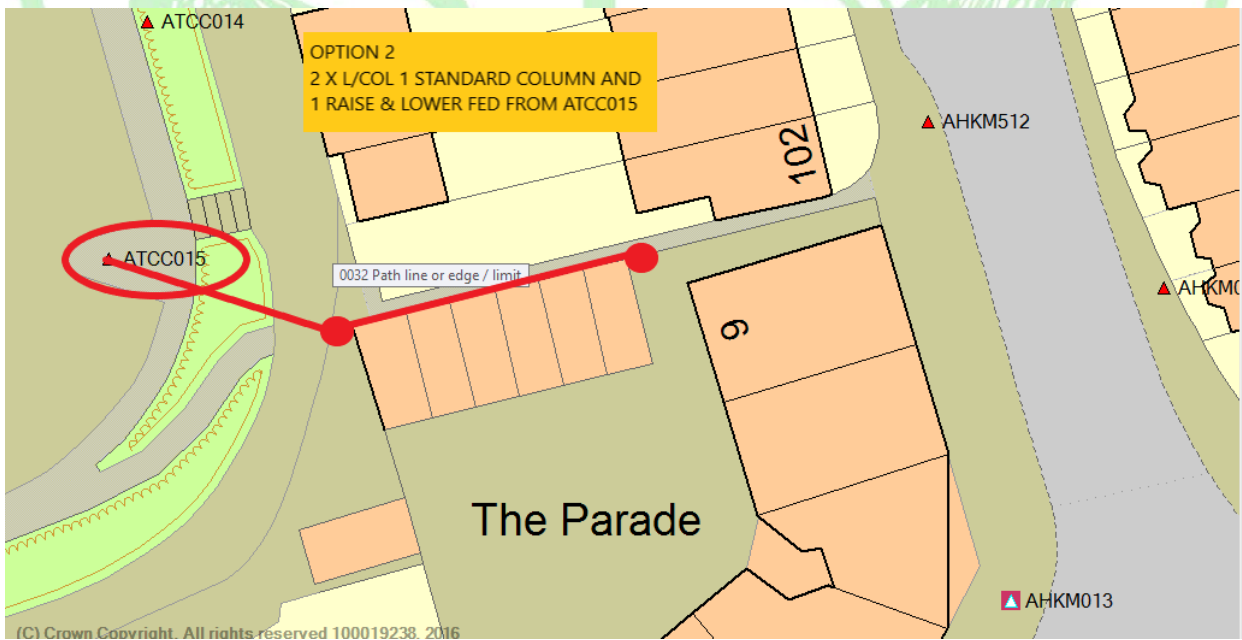
Town Council 18/08/2020

## PROVISION OF ADDITIONAL STREET LIGHTING IN ALLEY FROM GROVE CAR PARK TO SWANSCOMBE HIGH STREET (p).

Option 1 - £ 2,149.36

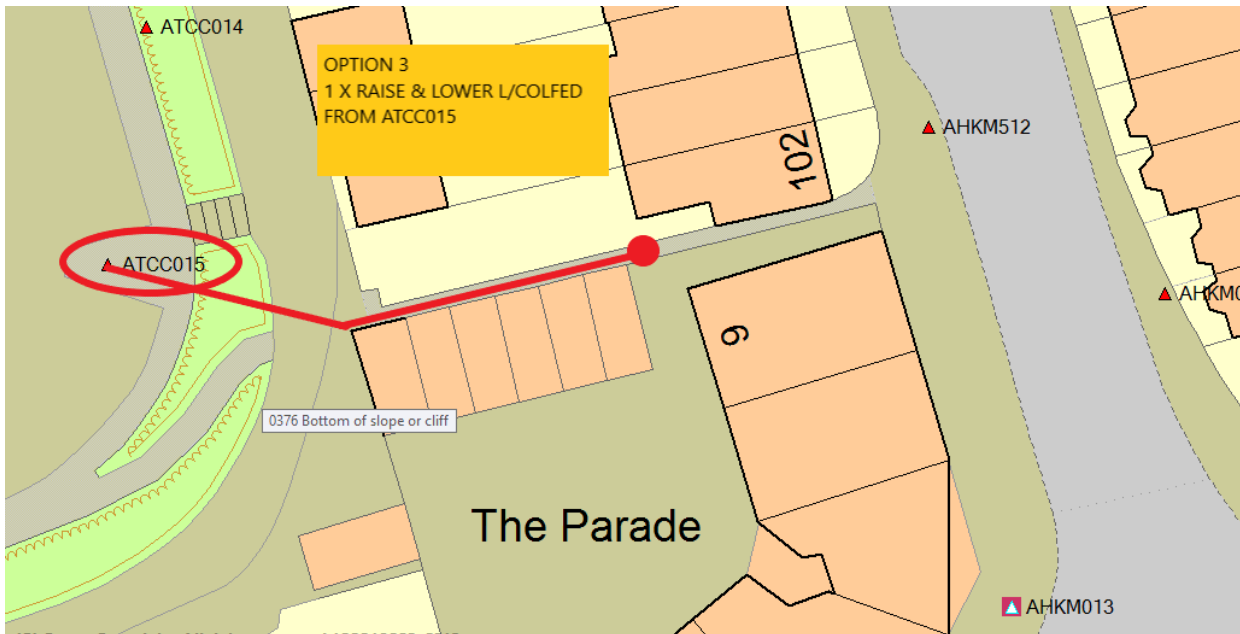


Option 2 - £ 4,012.92





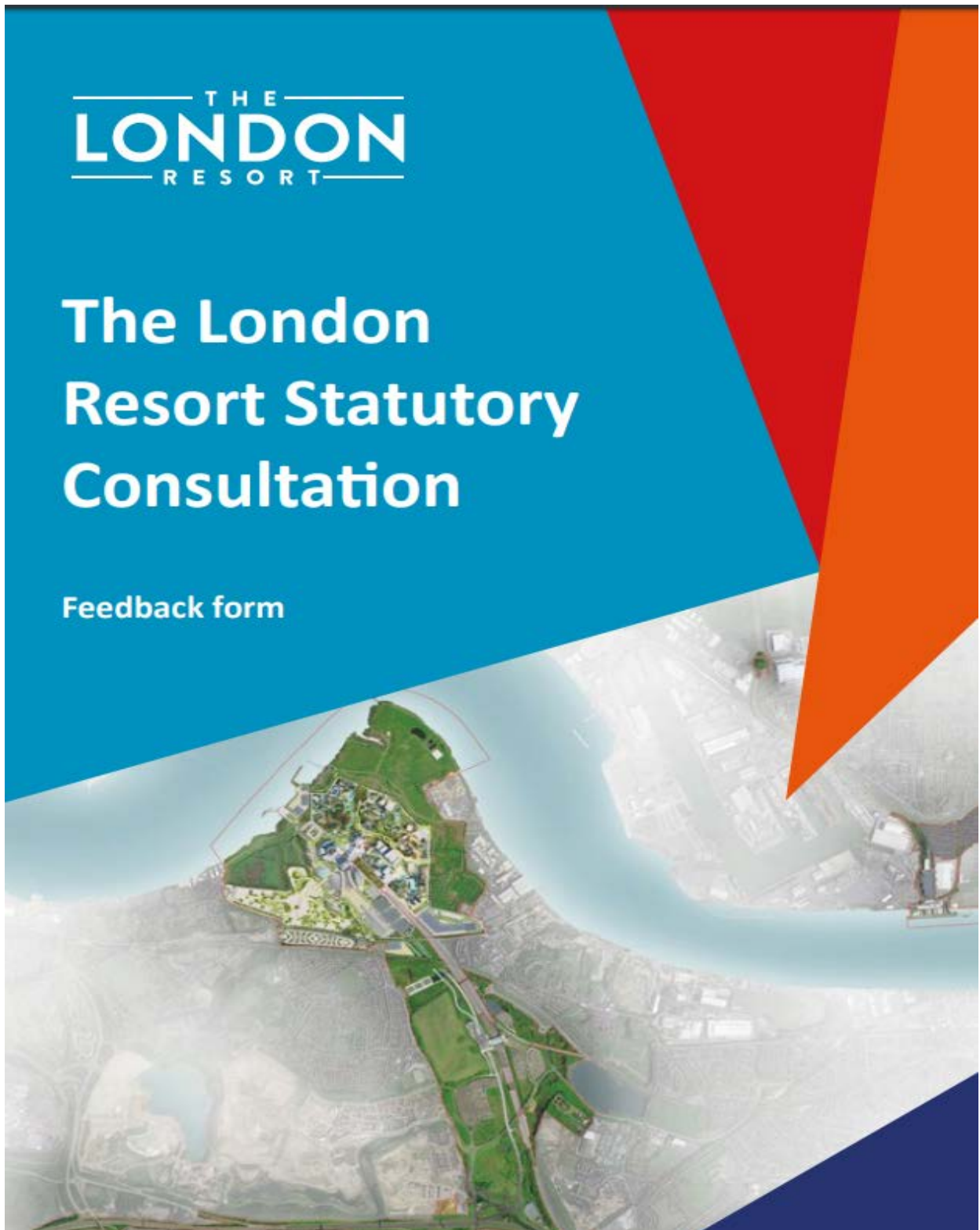
Option 3 - £3,623.05



**Recommended:**

To agree which of the x3 options is the preferred option and to agree to take on the ongoing costs for maintenance and energy to the additional lighting.

**THE LONDON RESORT STATUTORY CONSULTATION**



**London Resort Company Holdings (LRCH) is proposing to develop a world-class, sustainable, next generation entertainment resort known as the 'London Resort', on the banks of the River Thames.**

The London Resort will be the first entertainment destination of this scale and profile in the UK. Our vision is to create a world-class entertainment resort founded on sustainable and low-carbon principles. We have always been committed to ensuring that the London Resort works for local communities as well as our visitors.

We are now carrying out statutory consultation and we would like your feedback on our evolved Masterplan, our transport strategy, our approach to sustainability and to minimising the adverse impacts of the scheme.

### Project description

The London Resort will be globally competitive and mark a step-change in leisure and entertainment provision in the UK.

Themed rides and attractions across two theme parks, with entertainment, eSports, a Water Park and conference venues, hotels, retail and dining, will all be brought together across one landscaped setting to create one of the largest, immersive experience centres in the world.

### Outline of proposals

Our proposals have been adapted to accommodate better the environmental and technical constraints and opportunities, to maximise benefits and minimise impacts for the local community and environment.

### The Resort will include:

- **The Leisure Core** – two theme parks with themed rides and attractions, entertainment venues, retail and dining
- **Four hotels** with up to 3550 rooms, including one Water Park hotel
- Retail, dining and entertainment outside the park gates with **Conference Centre** (i.e. Conference and Convention Centre) and an **eSports Centre**
- **Car parking** on the Swanscombe Peninsula and at Tilbury in Thurrock
- **A Park and Glide facility** at Tilbury, with river transport infrastructure on both sides of the Thames, including floating jetty and ferry terminals
- **A new access road** between the A2 Ebbfleet junction and the Resort
- Improved local transport links, including a **network of pedestrian and cycle routes and enhanced public transport services**;
- Habitat creation and enhancement and public access
- Utilities, security and safety provisions

**Please refer to our consultation booklet for further details.**

Please send your completed response form to **FREEPOST: LONDON RESORT CONSULTATION**. You do not need a stamp. Freepost envelopes are available.

It is important that you submit your response by **11.59pm on 21 September 2020**. We cannot guarantee that responses received after this time will be considered. Your feedback is important in shaping our proposals before we submit our DCO application.

### Find out more

Visit our consultation website: <https://consultation.londonresort.info/>

Phone: **0800 470 0043**

Email: [info@londonresortcompany.co.uk](mailto:info@londonresortcompany.co.uk)

Post: **FREEPOST: LONDON RESORT CONSULTATION**

For general information about the London Resort, please visit our project website: [www.londonresort.info](http://www.londonresort.info)



# 1 & 2 Transport

– getting to and from the London Resort

The Guide describes our transport proposals for the London Resort. This includes our proposals for access by road, and proposals designed to make it easier for people to travel by river, rail and bus, or by walking or cycling. The overall strategy is intended to reduce traffic on local roads and the wider road network and support sustainable modes of transport.

**Our refined transport strategy includes ferry terminals, transport interchanges, improved links to Ebbsfleet International Station, and agreements with Thames Clipper and Port of Tilbury London, to maximise use of the river, rail, local public transport, walking and cycling.**

With the information available do you support our approach to sustainable transport and minimising impacts on the road network?

Strongly support

Neutral

Support

Oppose

Strongly oppose

Other

Please provide reasons and give any other comments on this issue.

4

**Our transport proposals include a new dedicated access road between the A2 and the Resort, with a revised junction layout at the A2 Ebbsfleet junction.**

With the information available, do you support our approach to keeping London Resort traffic separate from local traffic?

Strongly support

Neutral

Support

Oppose

Strongly oppose

Other

Please provide reasons and give any other comments on this issue.

5

### 3 Environment

The Guide describes the layout of the revised emerging Masterplan, which includes changes which are designed to make better use of opportunities to improve and enhance the structure of the landscape across the area. A large proportion of the Peninsula landscape will remain undeveloped and will be enhanced. LRGH is committed to achieving a net gain in biodiversity.

**Our proposals plans to showcase and enhance the natural features of the site and riverside location, and to restore and create new habitats within and surrounding the London Resort.**

With the information available, do you support our approach to the environment and biodiversity?

- Strongly support
- Neutral
- Support
- Strongly oppose
- Other

**Please provide reasons and give any other comments on this issue.**

6

### 4 Sustainability

The Guide describes LRGH's approach to sustainability and its commitment to an operational net zero carbon emissions target.

**Our proposals set out our approach to integrating sustainable and low-carbon principles across the design, construction and operation of the London Resort, with an operational net zero carbon emissions target.**

With the information available, do you support our approach to sustainability?

- Strongly support
- Neutral
- Support
- Strongly oppose
- Other

**Please provide reasons and give any other comments on this issue.**

7

## 5 Walkways, cycle routes, public rights of way?

As described in the Guide, public access to the Peninsula is currently limited to a small number of public footpaths. We are proposing to create walkways, helping to connect visitors and local residential areas with the river, along with an improved network of pedestrian and cycle routes on the Swanscombe Peninsula, connecting to the adjacent residential areas of Greenhithe, Swanscombe and Northfleet. Our proposals also include improved routes for pedestrians and cyclists around the Tilbury site.

**Our proposals include improved and enhanced pedestrian routes and cycle routes linking the local community with the River Thames.**

With the information available, do you support our approach to walkways, cycle routes, and public rights of way?

<input type="checkbox"/>	Strongly support	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Strongly oppose
<input type="checkbox"/>	Support	<input type="checkbox"/>	Oppose	<input type="checkbox"/>	Other

**Please provide reasons and give any other comments on this issue.**

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## 6 Cultural heritage

The Guide describes the rich, diverse and significant archaeological heritage of the area, as well as designated heritage assets within the Project sites that might be affected by the London Resort.

**Our proposals outline a range of ways in which LRCH plans to mitigate impacts, and ways in which it could protect and showcase important local history and archaeological and cultural heritage features.**

Based on the information available, do you support our approach to cultural heritage?

<input type="checkbox"/>	Strongly support	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Strongly oppose
<input type="checkbox"/>	Support	<input type="checkbox"/>	Oppose	<input type="checkbox"/>	Other

**Please provide reasons and give any other comments on this issue.**

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## 7 Communities, regeneration and benefits

The London Resort represents a unique opportunity to bring a global attraction and entertainment led regeneration scheme to the UK, which will generate benefits including job creation, inward investment, new and improved infrastructure, creation of green networks and improved local walkways and connectivity.

There are inevitably effects associated with any major infrastructure project. Our revised proposals have been adapted to better accommodate the environmental and technical constraints and opportunities, to maximise benefits and minimise adverse impacts for the local community and environment.

**Based on the information available, on balance do you think the London Resort will benefit the local area in the longer term or create more problems?**

Benefits  Problems

**Please provide reasons and give any other comments on this issue.**

10

## 8 Accessibility and inclusivity

The Guide describes London Resort's commitment to creating a development that is accessible and inclusive, creating an environment that everyone can enjoy confidently and independently, with choice and dignity, regardless of disability, age, gender, sexual orientation, race and faith.

We are committed to creating a development that is accessible and inclusive. Our proposals set out our approach to ensuring that inclusion is embedded in the design process, and that this will be shaped and informed by ongoing engagement.

Based on the information available, do you agree with our approach to accessibility and inclusivity?

Strongly support  Support  Neutral  Oppose  Strongly oppose  Other

**Please provide reasons and give any other comments on this issue.**

*Please use this space to tell us what else you think we should be considering in terms of making the London Resort accessible and inclusive*

11

# 9 Masterplan

The Guide describes our proposed changes to the emerging masterplan, which has taken into account feedback that we received during previous stages of consultation, and sets out how we propose to accommodate environmental and technical constraints and opportunities.

The Guide also describes the proposed mix of facilities and amenities, which includes theme parks, eSports, retail and dining, habitat enhancements and walkways, both inside and outside the 'payline' of the theme parks.

With the information available, what are your thoughts on the emerging masterplan and the mix we are proposing?

- Strongly support
- Support
- Neutral
- Oppose
- Strongly oppose
- Other

Please provide reasons and give any other comments on this issue.

# 10 General

We would like to know what is important to you. Please let us know if you have any further comments on the information presented at this stage.

Recommended:

That the item be noted.

# About this consultation

## About you

We would be grateful if you could answer the following questions. This information is optional, but it will enable us to update you on the outcome of the consultation and the next stages for this project. It will also help us to categorise responses. Details and views of individuals will not be made public. If you do not want to provide these additional details, please provide us with your postcode, which can help us to better understand the views of different communities in relation to the proposals.

**How did you find out about the consultation?**

Website     Online news     Leaflet / Letter  
 Newspaper advertisement     Email     Poster  
 Social media     Word of mouth     Other

**Which information did you find useful? (Please tick all that apply.)**

Webinars     Materials- including the Guide to Consultation booklet  
 Virtual consultation room

**Please provide reasons and give any other comments on this issue.**

Any personal data collected in relation to the London Resort project will be processed in accordance with the Data Protection Act 2018 and General Data Protection Regulation (EU) 2016/679 (GDPR). For more information about LRCH's Privacy Policy please visit the London Resort website at <https://londonresort.info/privacy-policy>.

**Name**  **Email**

**Postal address - optional**

**Postcode**

**Are you an affected landholder:**  Yes  No

**Are you responding on behalf of an organisation?**  Yes  No

**If yes, which organisation?**

**Gender**

Male     Female     Rather ot say

**Ethnicity**

Asian or Asian British     Mixed – Caribbean     White – White British  
 Black or Black British     Mixed – Other Mixed     White – White Irish  
 Chinese     Mixed – White and Black  
 Mixed – African     White – Other White

**Age**

0-15     20-44     65 and over  
 16-19     45-64     Prefer not to say

Tick this box if you would like to be added to our newsletter mailing list to receive updates about the project, news and events. By joining our mailing list you are giving us your data in accordance with our Privacy Policy.



# AGENDA ITEM 8

Town Council 18/08/2020







**Recommended:**

To discuss and advise accordingly.

# AGENDA ITEM 11

Town Council 18/08/2020

Please find below a chronological list of the decisions and activities undertaken since the previously reported list (14 July 2020, minute 23/20-21):

<b>Date:</b>	<b>Decision / Activity:</b>
21 July 2020	Agreed new Mayor and Deputy Town Mayor to be made at 17 November meeting. Everything else will remain the same until May 2021.
27 July 2020	Agreed purchase of x2 new mowers and x2 new strimmers
27 July 2020	Agreed to undertake the bi-annual selective weed killing and fertilizer management of Broomfield and Knockhall.
30 July 2020	Agreed to Play Place undertaking outreach work in Broomfield Park.
3 August 2020	Administration Staff began phased return to office



## TOWN PLANNING.

Please find below the planning applications received and responded to by the Town Clerk, in consultation with the Chairman, since the previously reported applications (minute 23/20-21).

DA/19/01464/FUL	Demotion of lock up garages and erection of a mix of 14 flats (10 x 2 bed and 4 x 1 bed) and 2 x 3 bed houses, including new access drive, off-street parking, bin & cycle storage and communal garden areas; New off street parking and additional parking spaces for the allotments to the North West of the site.  Block of lock-up garages and land at Gilbert Close.
OBSERVATIONS:	There is serious concern at the future lack of parking spaces if this development goes ahead in its current form. There were a range of lock-up garages and available spaces provided within its current form. This development will reduce the number of parking spaces available. This in turn is likely to cause serious displacement into nearby roads, causing further parking issues.
DA/20/00690/COU	Change of Use from Estate agent (use class A2) to Beauty salon (Sui Generis).  68 High Street, Swanscombe, DA10 0AH.
OBSERVATIONS:	No observations.
DA/20/00861/FUL	Conversion of integral garage into habitable room and relocation of front door and associated alterations.  23 Caspian Way, Swanscombe, DA10 0LB.
OBSERVATIONS:	No observations.
DA/20/00375/LBC	Listed Building Consent for replacement window to basement on rear elevation, re-rendering of external walls, railings to rear patio doors and internal alterations in connection with change of use from residential house (use class C3) to larger HMO (House of Multiple Occupation).  18 High Street, Greenhithe, DA9 9NN.
OBSERVATIONS:	This application is linked to a previous submitted application under 19/01305/COU - Change of use from residential house (use class C3) to larger HMO (House of

Multiple Occupation) - 18 High Street Greenhithe Kent DA9 9NN.

The Town Council would like to submit the following comments regarding this application :-

Immediate concerns are the lack of parking in High Street, Greenhithe; and although there are some limited spaces available next to the property suitable for a single dwelling, they are certainly not adequate for an HMO.

Under "Proposal" on the application form it states that the development or work has not been started without consent. Could this be confirmed by the Planning Authority as residents have advised that the property has been run as a HMO for several years and it was assumed that all the relevant permissions and licences were in place for this?

The building does not appear to be listed as a HMO on the Dartford Borough Council website?

It is understood that the property was given Listed Building, Grade II status in 1971 and permission should be sought for internal and external alterations. The Design and Access Statement states there are no changes to the internal or external fabric of the building. Whilst this may be the case now it does raise the issue of when the alterations to the interior (to create two additional bathrooms and alter the second floor layout) were made? These are alterations to the plans granted listed building approval in 1996 and there does not appear to be any record of listed building approval for these changes?

The application form says that the building is neither in Flood Zone 2 or 3 but the Dartford Borough Council My Property Page states that it is in Flood Zone 2 and the Environment Agency maps indicate it is in Flood Zone 3?

With this confusion and lack of clarity the Town Council would request that a flood risk assessment be carried out.

A major concern with the proposal is the fact that there is a bedroom in the basement which would seem to be contrary to other properties in the area that have conditions in place that prohibit sleeping accommodation at this level due to the risk of flooding.

The only access and escape from the rooms in the basement appears to be through the kitchen which raises concerns regarding the safety of occupants and confirmation is sought as to whether this meets the regulations and requirements for a HMO.

The application advises that there are four parking spaces (these are dimensioned on the 1996 application) however

	<p>these are shorter than the current acceptable lengths as indicated on the Dartford Borough Council Parking Standards.</p> <p>The parking spaces are two rows in tandem which appears to go against the Dartford Borough Council Parking Standards document which states that this is only acceptable in single not multiple households? Current usage shows that there is a demand for this level of parking at this HMO but it does impact on the safety of pedestrians and other road users.</p> <p>The Town Council respectfully request that the Planning Authority ensure the officer responsible for HMO's investigates the concerns raised to ensure that all the required regulations and standards are being met.</p> <p>The Town Council would ask that the Development Control Board undertake a site visit prior to consideration and decision of this application.</p>
DA/20/00818/TPO	<p>Application to remove 1 No. Cherry Tree at front of property subject to Tree Preservation Order No.3 1991.</p> <p>15 St Peters Close, Swanscombe, DA10 0BD.</p>
OBSERVATIONS:	No observations.
DA/20/00799/FUL	<p>Provision of a dormer window with Juliette balcony in rear roof slope in connection with providing additional room in the roof space.</p> <p>9 The Boulevard, Greenhithe, DA9 9GS.</p>
OBSERVATIONS:	No observations.
DA/20/00820/FUL	<p>Erection of a single storey rear extension.</p> <p>67 Ames Road, Swanscombe, DA10 0ES.</p>
OBSERVATIONS:	No observations, please ensure all neighbouring properties are consulted prior to the decision of the application.
DA/20/00791/COU	<p>Change of Use from a home office / annex to a 1 person 1 bedroom dwelling with associated amenity space, cycle storage, bin storage and parking space.</p> <p>18 The Crescent, Greenhithe, DA9 9EP.</p>



OBSERVATIONS:	<p>The Town Council strongly object to this planning application. The Crescent is already a congested close with a large number of dwellings in a small area, it is inappropriate to have an additional dwelling in this limited space and as such this proposal would be a case of overdevelopment. There is also already a shortage of parking spaces in that locality and whilst the proposed new dwelling is listed as having one parking space, in reality this parking space would be removed from the existing part of the property, leaving that with insufficient parking. In addition it is important that all properties within The Crescent are consulted about this planning application prior to it being considered as they will all potentially be effected by this proposal.</p>
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**The following Granted Decision Notices have been submitted by Dartford Borough Council / Ebbsfleet Development Corporation for Members information.**

DA/20/00155/FUL	<p>Erection of a part two/part single storey side/rear extension. 40 Trebble Road Swanscombe Kent DA10 0EB.</p>
DA/20/00229/FUL	<p>Conversion of rear part of garage to habitable room and provision of additional parking space at rear. 56 Empire Walk Greenhithe Kent DA9 9FU.</p>

Please find below a list of the payments approved and made since the previously reported payments (minute 23/20-21):

<b>Payee:</b>	<b>Amount:</b>	<b>Reason for payment:</b>
WC 6 July 2020		
SGTC	£13670.35	Wages – All Departments
HMRC	£3916.04	PAYE & NI – All Departments
KCC LGPS	£1716.54	Pension Payments
Intelligent Money	£447.68	Pension Payments
E-On	£132.01	Electricity – Street Lights
Can-Do	£297.36	Brush Cutter
Viridor	£34.94	Waste Collection
Glasdons	£882.70	Metal Bins
Capelwood	£510.00	Leak Repair
Overline	£358.59	Phone Bill – All Sites
Bazaar Print Solutions	£240.00	Play Area Signage
FP Mailing	£100.00	Postage
WC 20 July 2020		
EDF	£36.13	Electricity – Wooden Hut
TMH	£560.00	Emergency Repairs - Pavilion
Diocese of Rochester	£5000.00	Final grant award YCEO
Business Stream	£1437.61	Water Rates – TC Offices
Pinden	£264.00	Skip Hite
Amazon	£9.37	PPE
KCC – KCS	£353.52	Photocopier Rental & Usage
O2	£24.23	Phone Bill - Parks
Landscape Services	£6543.60	Gang Mowing
Amethyst	£4587.60	Hanging Baskets
KCC – Laser	£91.43	Gas – TC Offices
KCC - Laser	£2.84	Gas – Grove Hall
KCC - Laser	£27.99	Gas – Church Road Hall
KCC - Laser	£652.01	Electricity – TC Offices
WC 27 July 2020		
Tchibo	£85.64	Coffee Machine Rental
DBC	£6137.00	NNDR – All Sites
TMH	£385.00	Cladding Repair - Pavilion
Amazon	£71.19	IT Equipment

**Recommended:**

To note and endorse the decisions, planning responses and finances discharged, using the previously agreed delegation under Section 101 (1) of the Local Government Act 1972, since the previous meeting.

# AGENDA ITEM 12

Town Council 18/08/2020

Officers have been constantly reviewing the guidance released from central government on social distancing and ensuring services are COVID secure. Risk assessments have been undertaken for all work areas and the following return to work plan has been put together.

<b>Service Area:</b>	<b>Return Plan:</b>
Community Halls	<p>Guidance has allowed the return of recreational bookings to community halls. This return has the caveat of additional cleaning requirements, protective measures for staff and users and the requirement for face coverings from 8 August 2020</p> <p><u>Planned Return:</u> Work is being undertaken with the regular hall hirers that were in place prior to the lockdown to reinstate bookings from 1 September 2020</p> <p>In preparation a Risk Assessment has been undertaken along with specific terms and conditions.</p>
Old Fire Station Community Café	<p>A plan is currently being formulated for the café to resume operations on a pre booking basis. This would help to accommodate both the control of numbers and the requirement to collate details for track and trace.</p> <p><u>Planned Return:</u> Work is being targeted for 7 September 2020 subject to the government not restricting services with the reopening of schools.</p> <p>In preparation a Risk Assessment has been undertaken to assess the level of safety that can be ensured for both staff and customers.</p>



Administration (inc Cleaner)	<p>Guidelines enables offices to be reopened if they can be determined COVID safe and where working from home is not possible.</p> <p><u>Planned Return:</u> Administrative staff return to work on a trial basis from 3 August 2020. This is being constantly monitored and the following measures are in place:</p> <ul style="list-style-type: none"><li>• Adjusted / flexible working patterns to minimise officers within the building</li><li>• Cleaning regime to ensure that any areas and surfaces that could be used by multiple officers are cleaned after each use (printers, phones, toilets and kitchen).</li><li>• Restrictions placed to not allow access to any visitors to the building and to keep all correspondence via email and telephone.</li></ul>
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