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SWANSCOMBE & GREENHITHE TOWN COUNCIL

SUMMONS & AGENDA

A Meeting of the Swanscombe and
Greenhithe Town Council will be held on:

Thursday 24 October 2024 at 7.00pm

at: The Council Offices, The Grove, Swanscombe, DA10 0GA.

Graham Blew

Graham Blew
Town Clerk

Dated: 18 October 2024

Should any member have any questions regarding the content of the agenda or attached papers, please put them to the clerk's office 24 hours in advance of the meeting.

The Council Offices, The Grove, Swanscombe, Kent, DA10 0GA.
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A G E N D A

A MEETING OF THE SWANSCOMBE & GREENHITHE TOWN COUNCIL.

1. To receive and accept apologies for absence (*Local Government Act 1972, s.85*).
2. Declarations of interest in items on the Agenda (*Localism Act 2011, s.31*).
- * ***As per Standing Order 34 c), and at the Chairman's discretion, the meeting will be adjourned at this point to allow any members of the public to address the meeting in relation to the business to be transacted at the meeting. Members of the public are allowed to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.***
3. To approve the Minutes of the Town Council Meeting held on 25 July 2024 and the Special Town Council Meeting held on 12 September 2024 (p) (*Local Government Act 1972, Sch 12, Para 41(1)*).
4. Items as Deemed Urgent by the Town Mayor / matters arising from previous minutes and their position on the Agenda (*for discussion/information only, not for decision*).

5. TO RECEIVE THE MINUTES OF THE FOLLOWING COMMITTEES AND SUB-COMMITTEES AND PASS RESOLUTIONS AS DEEMED ADVISABLE (p)

(*Local Government Act 1972, Sch 12, Para 41(1)*):

- Planning, Major Developments, Transportation and Environment Committee – 4 September 2024 and 25 September 2024.
- Recreation, Leisure, and Amenities Committee – 18 September 2024.
- Finance and General Purposes Committee – 12 September 2024.
- Community Safety Committee – 2 October 2024.

6. RESIGNATION (p).

Councillor A E Barham submitted a written letter of resignation on 10 October 2024, which took immediate effect, and has resulted in vacancies on Committees, Working Groups etc. These are detailed later in this agenda.

A Notice of Casual Vacancy for the Swanscombe Parish Ward was posted/ displayed and this has a deadline of 29 October 2024 (attached).

Recommended: That the item be noted.

7. CO-OPTION (p).

Following the passing of Councillor Peter Harman a Notice of Casual Vacancy for the Greenhithe Parish Ward was posted/displayed, and this had a deadline of 11 October 2024.

The Electoral Services Manager, Dartford Borough Council, confirmed that they had not received sufficient requests for the Greenhithe Parish Ward and that the Town Council were now able to fill the vacancy by co-option.

Given that there is currently another vacancy Members are asked to consider whether it would be more appropriate/practical to publicise to fill this vacancy by co-option until it is known whether the other vacancy results in a by-election or whether the Town Council will be able to fill that vacancy by co-option too.

A copy of the Town Councils Co-Option Policy, an Expression of Interest Form is attached along with a draft of the invitation for Expressions of Interest.

Nb. The next Full Council meeting is scheduled for 5 December 2024.

Recommended:

1. To agree to wait for the result of the other Notice of Casual Vacancy before filling this vacancy by co-option.
2. To set a deadline date for the Expressions of Interest for both vacancies should they both be able to be filled by co-option.

8. VACANCIES ON COMMITTEES, SUB-COMMITTEES, OUTSIDE BODIES REPRESENTATIVES, WORKING GROUPS, BANK SIGNATORIES AND SWANSCOMBE AND GREENHITHE RECOGNITION AWARD PANEL (p).

The recent vacancies have resulted in the attached memberships requiring filling.

Members are asked to consider filling the vacancies highlighted.

Nb. Standing Order 23 c) includes that Committees and Sub-Committees may at any time dissolve or alter the membership of committee.

Recommended: To discuss and advise accordingly.

9. KENT COMMUNITY WARDEN SERVICE REVIEW – GEOGRAPHICAL ALLOCATION POLICY (GAP) (p).

The Operational Manager – Kent Community Warden Service has written to advise that the Kent Community Warden Service Review – GAP has resulted in the Kent Community Warden Service only being able to cover so many communities and unfortunately, they will no longer be able to provide cover for Greenhithe.

Recommended: To discuss and advise accordingly.

10. DARTFORD BOROUGH COUNCIL POLLING DISTRICT & POLLING REVIEW 2024 (p).

DBC are currently carrying out a mandatory review and has identified some changes , these can be viewed at <https://www.dartford.gov/elections/review-polling-districts-polling-stations-2022/1>

The deadline for any comments to be submitted is 4 November 2024.

Recommended: To discuss and advise accordingly.

11. EXTERNAL AUDITOR REPORT AND CERTIFICATE 2023 – 2024 (p).

To comply with statute full Council are required to consider (and minute their consideration) the external auditors annual letter / report (as attached).

Recommended: That the external auditors report and certificate 2023 – 2024 be noted, as required by statute.

12. CAS COMMUNITY SOLUTIONS CIC (p).

Sue Hart (CAS) has written to the Town Council to notify us that a decision was made to close CAS at the Old Fire Station building and that they would not be returning in September.

Recommended: That the item be noted.

13. YOUTH SERVICES PROPOSAL – SWANSCOMBE & GREENHITHE COMMUNITY HUB (p).

Further to item 12 the Town Council were informed that a new constituted volunteer led group entitled the Swanscombe & Greenhithe Community Hub (S&GCH) had formed to try and retain the services previously provided by CAS Training from the Old Fire Station.

Attached for members consideration is a proposal from S&GCH to deliver the remainder of the Homework Heroes commissioned youth service from November 2024 to March 2025.

Recommended: To decide whether to agree that S&GCH can deliver the previous commissioned Homework Heroes youth provision between November 2024 and March 2025.

14. STAFF / MEMBER TRAINING – UPDATE.

The following training has been scheduled / undertaken: -

Town Clerk	Standards Conference – 10 October 2024	KALC - Lenham
Town Clerk	Clerks Conference – 12 November 2024	KALC - Sevenoaks
Town Clerk	Parish Seminar – 20 November 2024	KHS - Maidstone
RFO	Finance Conference – 17 September 2024	KALC – Sevenoaks
RFO	Cyber Security Insight Session – 14 October 2024	MPR IT - Lenham
Trainee Groundsman / Gardener	Play Parks Inspection Training – 24 September 2024	KALC (RoSPA) – Sevenoaks
Cllr Lorna Cross	Planning implications for Parish and Town Councils – 21 August 2024	KALC - online
Cllr Ann Duke	Planning implications for Parish and Town Councils – 21 August 2024	KALC - online

Recommended: That the item be noted.

15. REPORTS OF OUTSIDE REPRESENTATIVES.

This provides an opportunity for Members appointed as representatives on outside bodies to provide a report at the Meeting.

15.1 London Resort Company Holdings Ltd. Community Liaison Group (LRCHCLG)

The Town Council currently has a vacancy for its representative on the LRCHCLG.

15.2 Ingress Park (Greenhithe) Management Limited (IPGM).

The Town Council currently has one vacancy as Town Council representative on IPGM with the other being Councillor Peter Harris. IPGM have indicated that, although unable to supply any documentation, they would like a verbal update to be submitted to the Council.

15.3 Kent Association of Local Councils Dartford Area Committee (KALCDAC).

The Town Mayor and Town Clerk are the Town Councils representatives on the KALCDAC). As previously agreed, the agenda for the 7 October 2024 meeting, which includes the minutes from the 15 July 2024 meeting, are available for inspection.

15.4 Dartford Youth Forum (DYF).

Councillor Hazel Stephens is the Town Council representative on the DYF. The last meeting was held on 16 September 2024.

15.5 Bluewater Forum (BF)

The Town Mayor is the Town Councils representatives on the BF. The last meeting was scheduled to take place on 26 September 2024.

15.6 Whitecliffe Community Liaison Group (WCLG).

The Town Council representative position is currently vacant. As previously agreed, the Agenda and Minutes from the 24 September 2024 meeting are available for inspection.

15.7 Joint Transportation Board, Dartford Borough Council (JTB).

Councillor Lesley Howes is one of the x2 Parish Representatives on the JTB. The last meeting was held on 3 September 2024.

15.8 Borough and Parish Forum (BPF).

The Town Mayor and Town Clerk are the Town Councils representative's on the BPF. As previously agreed, the agenda for the 1 October 2024 is available for inspection.

16. REPORT FROM KENT COUNTY COUNCILLOR.

This item gives the Kent County Councillor for Swanscombe and Greenhithe the opportunity to submit a verbal report on relevant news or issues from Kent County Council. There is currently a vacancy in this position with an election taking place on 21 November 2024.

17. REPORT FROM DARTFORD BOROUGH COUNCILLORS.

This item gives the x5 Dartford Borough Councillors representing Swanscombe and Greenhithe the opportunity to submit a verbal report on any relevant news or developments at Dartford Borough Council. There is currently a vacancy for x1 Greenhithe & Knockhall Ward Councillor with an election taking place on 21 November 2024.

18. SEALING OF DOCUMENTS.

There are none.

19. TOWN MAYOR'S ANNOUNCEMENTS.

20. INGRESS PARK COMMUNITY CENTRE – UPDATE (p).

Further to the update provided at the 18 September 2024 Recreation, Leisure and Amenities Committee meeting (minute 174/24-25) the Senior Planner (DBC) received the following update from the Technical Director & Deputy Managing Director – Eastern Crest Nicholson.

A meeting with the new MP, where this issue was going to be raised, was scheduled for 27 September 2024 but, unfortunately the MP had to cancel this as he was held up in London. We are currently in the process of trying to re-arrange this meeting.

DBC have scheduled a Teams meeting with officers and Crest for 22 October 2024 and a verbal update from this will be provided at the meeting.

Recommended: That the update be noted.

21. FORMER COUNCILLOR PETER HARMAN – MEMORIAL / TRIBUTE (p).

Further to minute 164/24-25 (Special Town Council Meeting 12 September 2024) Members are asked to consider the attached report on proposals for a fitting memorial / tribute within the Town, following the sad passing of former Town Councillor Peter Harman.

Recommended: That a decision be made on what memorial / tribute to be placed within the Town to commemorate former Councillor Peter Harman.

22. FINANCE REVIEW – ESTIMATES 2025 – 2026 (p).

At the Town Council meeting on the 25 July 2024 (minute 123/24-25), Members were advised that a report would be placed on the agenda for this meeting to enable a discussion to be held on the current financial position of the Town Council.

Attached for members consideration is that report.

Recommended:

1. That the current financial position of the Town Council be noted.
2. That the officer recommendations, as detailed within this report, be agreed.
3. That the proposed timeline for the setting of the budget, including the review of the FRAs be noted and endorsed.

INFORMATION IN THE OFFICE.

- KALC News – August, September and October 2024.
- The Clerk – September 2024.
- Clerks & Councils Direct – September 2024, issue 155.



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Swanscombe and Greenhithe Town Council Website
<http://www.swanscombeandgreenhithe town council.gov>

